

WHC Employee Handbook

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WELCOME & INTRODUCTION

Welcome Message

Welcome to our Woodland Hills Church staff!

We wish you every success in your employment with us. It is a privilege to use our gifts and talents to serve Jesus Christ. We believe each employee contributes directly to the growth and success of the ministry at Woodland Hills Church, and we hope you will take pride in being a member of our team.

As a staff, we are committed to working together to advance His kingdom against the kingdom of darkness, as an empowered body that reflects His love. Serving on the Woodland Hills Church staff can be challenging and requires extraordinary effort, but it is well worth the reward.

Please know we desire to be mutually supportive, providing the encouragement and resources that help you carry out your calling at Woodland Hills Church. This handbook was developed as a guideline to describe some of the expectations for our staff and to outline the policies, programs, and benefits available. If, at any time, you need assistance or guidance, please do not hesitate to ask any members of the Trustee Board. We hope to help you grow and perform to the best of your ability. We look forward to working with you and we are so happy to have you join us!

Serving with you,

The Trustee Board

Description of Handbook

Policy Date: 07/01/11

This handbook is intended to provide all employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with Woodland Hills Church.

The material in the handbook is not exhaustive. Although Woodland Hills Church has attempted to cover matters of general applicability to employees, we know it doesn't cover every situation which may arise from day to day. We reserve the right to make changes to this handbook at any time, with or without notice, and to interpret these policies and procedures at the discretion of Woodland Hills Church. No oral statements or representations can in any way alter the provisions of this handbook. The only recognized deviations from the stated policies are those authorized by the Trustees. When there is a change in a policy, we will update this handbook as soon as practical. This handbook revokes all prior handbooks and policies, whether oral or written.

Please be aware that no provision in this handbook is intended to create a contract between Woodland Hills Church and any employee, to limit or alter the at-will nature of your employment, or to limit the rights of Woodland Hills Church and its employees to terminate the employment relationship at any time, with or without cause. The contents contained herein shall not under any circumstances, be considered a part of any employment agreement with any employee. This handbook is a general statement of policy, to be modified and applied by Woodland Hills Church at its discretion. Feel free to consult your supervisor, our Business Administrator, Business Administrator or Trustee board member whenever you have questions.

Mission & Vision Statements

Policy Date: 5/23/99

Mission Statement

To advance the Kingdom of God against the kingdom of darkness by loving God, by embodying God's love for each other, and by proclaiming God's love to the world.

Vision Statement

To be a community of spiritually empowered people who reflect God's love and advance God's Kingdom in St. Paul and the surrounding area, and to the world as the Lord leads, working hand in hand with other expressions of the body of Christ, until all have reached fullness in Christ.

Statement of Faith

Policy Date: 5/23/99

The Bible: The Bible is the inspired, infallible Word of God. (*2 Tim. 3:16; 2 Peter 1:20,21*)

The Trinity: God eternally exists as the perfect love of the Father, Son and Holy Spirit and collectively possesses every divine perfection. (*Genesis 1:1,26; Matthew 28:19, John 1:1,2; 4:24; Acts 5:3,4; Romans 1:20; Ephesians 4:5,6; 2 Corinthians 13:1-14*)

Jesus Christ: Jesus is fully God and fully man. He came to earth, was conceived in the virgin Mary and lived a sinless life. He died and rose again to reconcile all people to God and to free them from the power of sin and the devil. He will return someday and consummate the building of His Kingdom. All who are His bride shall reign with Him. All who reject Him shall suffer eternal destruction. (*Matthew 1:18-25; Luke 1:26-38; Romans 9:5; Titus 2:13, 2 Thess 1:9*)

The Fall of Humanity: All people are sinners and need to have a saving relationship with God. A person is made a child of God when they repent of their sin, place their trust in Jesus Christ, and commit their life to Him. (*Genesis 1:26,27; 3:1,24; Romans 3:23, 5:12-18, 1 John 1:8*)

The Holy Spirit: The Holy Spirit continually draws believers closer to God, transforms them into the image of Jesus Christ, empowers them for ministry, and distributes spiritual gifts to the Church. Believers are to always seek to be filled with the Holy Spirit. (*John 16:5-15; Romans 8:16,23,26,27; 1 Corinthians 15:14; Matthew 26:64; Acts 2:33-36; Hebrews 7:25*)

Baptism and Communion: Baptism and communion are two ordinances the Lord has given the Church. The only form of baptism we practice is believer's baptism by immersion. (*Baptism: Acts 2:28-41,47; Matthew 28:18-20; Acts 8:36-40; 10:47; 18:8; Romans 6:3,4; Communion: Acts 2:42-46; 1 Corinthians 11:23-29*)

The One Universal Church: Though it has multitudes of diverse expressions, there is only one Universal Church of Jesus Christ. It consists of all who have a relationship with Jesus Christ. The primary purpose of the Church is to use every possible means to advance the Kingdom of God against the kingdom of Satan. (*Romans 12:4-6; 1 Corinthians 12:4-6; Ephesians 2:19-22 4:12-16; Hebrews 10:24-25*)

Woodland Hills Covenant Vow

Policy Date: 5/23/99
Updated: 02/14/2024

As a follower of Jesus Christ, I recognize the Biblical call to and spiritual value of covenant relationships with other Christians. I choose to unite in covenant with the body of Woodland Hills Church.

I commit to:

- Seek to live a life that is consistent with the life, teachings and example of Jesus as revealed in Scripture.
- Seek out ways to sacrificially use my spiritual gift(s) by serving in ministry within and/or beyond the church body.
- Actively partner with and support the body of Woodland Hills Church through prayer, learning, participation, and finances as, together, we seek to become a community of mature followers of Jesus.
- Strive to practice right relatedness with God and others by pursuing spiritual friendships, by maintaining relationships that are characterized by covenant trust and faithfulness, by avoiding dissention, gossip, and self-centeredness, and by doing all I can to heal broken relationships.
- Seek to live a missionally-oriented life that includes modelling and sharing the love and message of Jesus with a hurting world.

HIRING PRACTICES

Application for Employment

Policy Date: 07/01/11

All applicants must complete an online Employment Application form. Résumés turned in without completing an on-line application will not be considered.

Hiring of Relatives

Policy Date: 07/01/11

We neither encourage nor discourage the hiring of relatives* of those presently on staff at Woodland Hills Church. Each applicant will be considered for employment based upon their individual qualifications, experience, gifts and calling. However, a relative working in a direct reporting relationship to another relative will be discouraged. Any exceptions must be approved by the Trustees.

*For purposes of this policy, the term "relative" is any person related to the employee by blood, marriage, or adoption. Relative also includes any other person who lives in the household of the current employee.

Hiring of Minors

Policy Date: 07/01/11

For employees less than 18 years of age, the hours of employment and working conditions will follow the regulations set forth by federal and state laws.

Confirmation of References

Policy Date: 07/01/11

Woodland Hills Church will verify the accuracy and completeness of previous employment and personal information (including educational degrees) contained in the application. The Church may refuse to hire or terminate the employment of anyone giving false or omitting information.

Background Checks

Policy Date: 1/1/08

A background check is processed on each applicant who is offered a position with Woodland Hills Church. We rely upon the accuracy of information contained in the employee's resume as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

THE FIRST FEW DAYS

Welcome and Orientation

Policy Date: 07/01/11

Our orientation program is usually executed during the first few days of your employment. The purpose of the orientation is to inform new employees of office policies and procedures and help them to adjust to their new working environment.

Following is a list of people you will meet during your first week of employment:

- Our Business Administrator will cover our payroll orientation, benefits, employee handbook and office equipment.
- Our Business Administrator will cover our finance orientation and IT services.
- Our receptionist will cover our kitchen, work room supplies, staff mailboxes, in/out board and shared calendar process.

Below is a list of Human Resource forms you will be required to complete and submit:

- Signed receipt of the Acknowledgment Form for the Employee Handbook,
- Signed receipt of Offer Letter and Job description.
- Completed W-4.
- Completion of an I-9 form with copies of identification required on the form.
- Completion of a Direct Deposit Form.
- Completion of all Benefits acceptance/decline forms.

Your supervisor will cover the remaining orientation items:

- Introduce you to staff and teammates.
- Finalize your work schedule and help you enter your new schedule on your Outlook calendar.
- Establish furniture and supplies needed for workspace.
- Establish and order appropriate proxy/keys from Facilities.
- Discuss work expectations, meetings schedules, and reporting absences.
- Facilitate training for facility usage and reservations, financial practices, sick and vacation requests, database training, and any other specialized training.
- Schedule meeting with Communications for website picture.

Establishing a Work Schedule

Policy Date: 07/01/11

Due to the nature of our ministry, work schedules for employees vary throughout our organization depending on the needs of the position and the ministry. Each employee will work with their supervisor during the first week to set a regular work week schedule with approval of their indirect supervisor. We ask each staff member to submit their schedule to our Business Administrator and record their work hours in their outlook calendar. Access to the employee's outlook calendar will automatically be granted to all other staff members.

Complying With Federal Laws

Equal Employment Opportunity

Policy Date: 07/01/11

To provide equal employment and advancement opportunities to all individuals, employment decisions at Woodland Hills Church will be based on merit, qualifications, and abilities. Woodland Hills Church does not discriminate in employment opportunities or practices based on race, color, sex, national origin, age, or disability.

Woodland Hills Church will make every effort to ensure that actions affecting your employment are administered in the spirit of equal opportunity employment. This policy governs all aspects of employment*, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have any questions or concerns about any type of discrimination in the workplace, you are encouraged to bring these issues to the attention of your immediate supervisor, supervising pastor/administrator or the executive team. Any employee can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of un-permitted discrimination will be subject to disciplinary action, up to and including termination of employment.

*Woodland Hills Church is a non-profit religious organization, and, to the extent allowed by law, Woodland Hills Church reserves the right to give preference in employment based upon religion.

New Hire Act

Policy Date: 07/01/11

By federal law, all employers are required to report newly hired employees to the designated state agency in the state where the employees are hired within 20 days of the hire date. This requirement is the result of legislation designed to improve child support enforcement by locating parents who have neglected to pay child support.

Immigration Law Compliance

Policy Date: 1/1/08

Woodland Hills Church is committed to employing only United States citizens and those who are authorized to work in the United States and does not discriminate based on 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 Woodland Hills Church within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact our Business Administrator. Any employee may raise questions or complaints about immigration law compliance without fear of reprisal.

Americans with Disabilities Act

Policy Date: 07/01/11

In compliance with the Americans with Disabilities Act (ADA), Woodland Hills will attempt to provide a reasonable accommodation for the known physical or mental disability of an applicant or employee if the disability impairs a major life function and the applicant or employee is otherwise qualified for a position.

It is the responsibility of the employee or applicant with a physical or mental disability that substantially limits a major life activity to request accommodation by putting in writing your accommodation needs with our Business Administrator. In accordance with ADA, Woodland Hills will take requests seriously and will promptly determine whether the employee or applicant is a qualified individual with a disability and where a reasonable accommodation exists that would allow the employee or applicant to perform the essential functions of the job without imposing an undue hardship on the church or other employees. To determine the existence of a disability within the meaning of the ADA, or to determine the feasibility or effectiveness of an accommodation, the church may request medical information or opinions as permitted by the ADA. The employee or applicant has the responsibility to provide such information promptly upon request.

EMPLOYMENT

Employment At Will

Policy Date: 07/01/11

Employment with Woodland Hills Church is "at will." This means that you may terminate your employment at any time with or without notice or cause. It also means that Woodland Hills Church can terminate your employment, at any time, with or without notice or cause. This employment at will relationship exists regardless of any other written statements or policies contained in this handbook or any other company documents or any verbal statement to the contrary.

While we may elect to follow progressive discipline, Woodland Hills Church is in no way obligated to do so. Using progressive discipline is at the sole discretion of Woodland Hills Church in employment at will workplace.

In addition, Woodland Hills Church, at its discretion, may alter your employment status, employment hours, work schedule or demote you with or without notice or cause.

Employment Categories

Policy Date: 07/01/11

EMPLOYMENT STATUS

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

A. SALARIED EMPLOYEE is exempt from the overtime provisions *of the Federal Fair Labor Standards and any applicable state and federal laws*. This position is hired based on self-directed projects or ministry leadership. A salaried position is assigned regular weekly hours but may need to work hours above the average expectations based on project requirements.

B. HOURLY EMPLOYEE is covered by the overtime provisions *of the Federal Labor Standards Act and other applicable state and federal laws*. This position is hired for a specific hourly schedule and is paid for by the hour. An hourly employee is entitled to premium pay for work more than 40 hours in a work week. Any overtime must be approved in advance by their supervisor and our Business Administrator or Executive Pastor.

WORK HOURS

In addition to the above employment status, each employee will belong to one other employment category:

A. REGULAR EMPLOYEES are those who have established an employment relationship with Woodland Hills Church to work regular schedules with us.

FULL-TIME employees (30+ hours per week) are eligible for Woodland Hills Church's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are regularly scheduled to work less than the full-time work schedule. Regular part-time employees are eligible for some benefits sponsored by Woodland Hills Church, subject to the terms, conditions, and limitations of each benefit program.

ON-CALL employees are hired to supplement the workforce or to assist in the completion of a specific project. Apart from legally mandated benefits, such as workers' compensation insurance and social security, on-call employees are not eligible for other benefits sponsored by Woodland Hills Church.

B. TEMPORARY EMPLOYEES are those who are hired for a limited duration up to one year to supplement the workforce assisting with a special project, abnormal workloads, or emergencies. Employment beyond the initially stated period does not in any way imply a change in employment status. Apart from legally mandated benefits, such as workers' compensation insurance and social security, temporary employees are not eligible for other benefits sponsored by Woodland Hills Church.

C. PAID INTERNSHIPS/RESIDENCES* are educational opportunities designed to allow individuals to work in various ministry areas for payment. Apart from legally mandated benefits, such as workers' compensation insurance and social security, paid interns are not eligible for other benefits sponsored by Woodland Hills Church. Paid resident positions are considered temporary positions.

*Nearly all internships at Woodland Hills Church will not be paid and any paid internships must have Trustee approval.

Job Duties

Policy Date: 07/01/11

It is the policy of Woodland Hills Church that all employees have job descriptions that summarize duties and responsibilities of the job. Woodland Hills Church reserves the right to revise and update your job description, as it deems necessary and appropriate.

To help meet needs that may arise due to special circumstances, you may be required to temporarily perform duties not specifically included in your job description or you may be asked to transfer to another ministry area. Your supervisor will notify you if you must take on extra duties or be moved to another ministry area. If you decline to take on the requested extra duties or move ministries, your employment may be terminated.

Clergy Licensure

Policy Date: 07/01/11

Any clergy positions requiring performance of any pastoral, sacramental, management and religious leadership duties as part of their job responsibilities are required by Woodland Hills Church to be licensed. If the employee is not already licensed or ordained, a request must be made to the Board of Overseers for licensure. This request must be submitted to our Executive Pastor for the Board of Overseers approval. All positions considered licensed clergy are considered self employed by the government and may be eligible to request a housing allowance benefit, see [Housing Allowance](#). As required by law, the church does not contribute to Social Security and Medicare for any licensed clergy positions regardless of their election for a housing allowance.

Covenant Partnership Requirement

Policy Date: 07/01/11

Regular employees who are committed to partnering with leadership to advance God's kingdom in their employment is essential to the ministry of Woodland Hills Church. Therefore, all regular employees are required to demonstrate this partnership by completing the process of Covenant Partnership with Woodland Hills Church within 6-12 months of employment if they are not currently Covenant Partners. The specific requirements for Covenant Partnership can be provided by your supervisor.

WAGES & SALARY

Compensation

Policy Date: 07/01/11

It is Woodland Hills Church's policy to maintain wages and salaries that are based on fair market comparisons for similar roles throughout the local area. Pay is determined on a case-by-case basis and involves several factors such as experience, education, certification, specialization and accomplishments that increase effectiveness.

Our salary and compensation information arrangements are confidential. Salary information is not published for public disclosure. Please honor this trust.

Wage and Salary Review

Policy Date: 07/01/11

Updated: 02/14/24

Wages and salaries will be reviewed periodically. This review does not imply an increase and is subject to budgetary constraints. Cost of living increases are not guaranteed, but will be considered depending on all relevant factors, including the church's financial resources, as well as economic conditions. If approved, the cost-of-living increases are awarded to the employee based on the beginning of a fiscal year.

Pay Days & Automatic Direct Deposit

Policy Date: 07/01/11

Paydays are Thursday of every other week. If a regular payday falls on a holiday, employees will be paid on the preceding workday.

Direct payroll deposit offers the benefit of convenience, dependability, and safety against lost or stolen checks. Direct deposit of your paycheck to your personal checking or savings account is required as a condition of employment. Your paycheck is deposited directly into your bank or credit union account and is available on payday. Paycheck stubs (gross pay, deductions, net pay, etc) may be viewed and printed via our online payroll and benefits portal. You may access this portal on our intranet, "Staff Resources".

If you are unable to obtain a bank account for direct deposit, contact our Business Administrator.

Pay Errors, Deductions & Advances

Policy Date: 07/01/11

Woodland Hills Church takes all reasonable steps to ensure employees receive the correct amount of pay. In the unlikely event there is an error in pay, please notify the Business Administrator so corrections can be made as quickly as possible.

Woodland Hills Church is required by law to make certain mandatory deductions* from each paycheck, with the exceptions of those employees who are considered licensed clergy (see Social Security & Medicare Section).

The deductions include federal and state income taxes, contributions to Social Security and Medicare, and employee contributions for elected benefits (see Employee Benefits section). Each employee is responsible for ensuring their deductions are correct and the appropriate amount of taxes is being withheld. Eligible employees may also authorize deductions in advance, and in writing for additional programs and benefits that are not required by law.

Woodland Hills Church does not provide pay advances.

*In cases where your time off balance is less than the time off needed, deductions may be made accordingly.

Wage Garnishments

Policy Date: 07/01/11

There are some situations where Woodland Hills Church is required by a court order to garnish certain amounts from an employee's paycheck and pass them on to a third party. We do not wish to become involved in such matters, but we are required to comply with the law if ordered to do so. If such a situation arises, we will notify the Executive Pastor and discuss the judgments issues with you. Be assured your privacy and the confidentiality of the matter will be respected.

Social Security & Medicare

Policy Date: 07/01/11

Social Security and Medicare covers all non-clergy licensed employees and as required, Woodland Hills Church processes your deduction and matches the amount to be contributed toward these programs.

Licensed clergy employees are considered by the government to be self-employed for Social Security and Medicare with respect to their ministerial services. This means licensed clergy pay the entire combined Social Security and Medicare tax rate that is shared by the employer and employee.

Housing Allowance

Policy Date: 07/01/11

Housing allowance is a benefit provided by the IRS for eligible licensed clergy. It allows a licensed clergy employee to receive part of their compensation as a housing allowance in accordance with IRS guidelines. Employees that are eligible may request a housing allowance by submitting their request to our Business Administrator for board approval. Housing allowances will be petitioned each calendar year by our Business Administrator.

Clergy taxes, including housing allowances, Social Security and Medicare are complicated. Competent tax advice should be sought by eligible licensed accountants. These guidelines are not a substitute for such advice.

Emergency Closing Compensation

Policy Date: 07/01/11
Updated: 02/14/24

When Woodland Hills Church is unexpectedly closed because of uncontrollable factors such as unusual weather conditions, personnel scheduled to work on that day will be excused and will be paid for the hours normally scheduled to be at work on that day. Those excused employees should work with their supervisors on any tasks that can be worked on at home. Employees who are not scheduled to work or have approved time-off will NOT receive additional pay nor will approved time off be returned for an emergency closing.

Overtime & Compensatory Time

Policy Date: 07/01/11

Hourly Employees

Hourly employees are eligible to receive overtime pay at a rate of one and one-half times their rate of pay for **actual time worked** more than 40 hours per workweek. All worked overtime must be approved in advance by the immediate supervisor of the employee and our Business Administrator or Executive Pastor. Occasionally, overtime may be required due to business necessity. We are confident that you will cooperate to the fullest when overtime hours are required.

Computing Overtime

- All overtime is to be entered into the electronic timekeeping system.
- Pay for the first 40 hours of work in any one workweek will be computed at the regular pay scale.
- The hours worked in addition to 40 hours in any given workweek will be computed on a time and one-half basis.
- Hours not worked—paid time off such as vacation days, holidays, sick days, jury duty, and bereavement leave—are not included in the overtime computation. *For example*, if you work 36 hours and take one sick day in a workweek, you will not receive overtime pay for that week.

Salaried Employees

Salaried employees are expected to work as necessary to complete assignments or to achieve their objectives. Salaried employees are not eligible for overtime compensation or earning compensatory time. However, at the supervisor's discretion, salaried employees who work significant amounts of time over their regularly scheduled hours may be given some time off in appreciation of their efforts and if the work schedule allows.

Honorariums and Other Sources of Income

Policy Date: 07/01/11

Salaried employees who participate in Woodland Hills Church-sponsored events that are within the scope of their responsibility for the church will NOT receive an honorarium or other forms of payment for such services if it is understood that the employee makes use of their regular work week schedule for preparation, presentation or services involved.

Any service rendered outside of their regular work week schedule for preparation (i.e. weddings, speaking, teaching engagements) may accept honorariums, fees, or payment for such services.

HOURS OF WORK

Work Week

Policy Date: 07/01/11

The work week is defined as 40 hours in a seven-day period for payroll record keeping purposes. The work week for hourly employees begins on Monday at 12:00am and ends on Sunday at 11:59pm. The work week for salaried employees begins on Friday at 12:00am and ends on Thursday at 11:59pm.

Work Schedules & Required In-Office Work Days

Policy Date: 07/01/11

Updated: 09/16/13

Updated: 08/08/25

Woodland Hills Church needs to have the flexibility to schedule people when needed. We try to accommodate individual needs as much as possible and still meet the needs of our organization and church body. For this reason, working hours, schedules, and work weeks may vary from one position to another. Normal business office hours for Woodland Hills Church are 5:00pm Monday through Thursday. At times, it may be necessary to change individual work schedules on either a short-term or long-term basis. There will also be times when employees will need to adjust hours or days to carry out planned church activities. Alterations in work schedules – see [Work Week Schedule](#) and locations may be considered – see **Telecommuting** section under the **Workplace Flexibility** section.

For team building and connection purposes, Woodland Hill Church requires all employees to work on-site Monday and Wednesday during **their scheduled daytime** work hours. There may be exceptions for some employees due to limited hours worked and/or the scope of their position. Employees who are sick on a required in-office day should not come into the office; instead, they should take a sick day and notify their supervisor immediately.

Reduction in Work Hours

Policy Date: 04/21/21

Updated: 03/30/23

A regular employee who wishes to work fewer hours permanently or temporarily per week must notify the Business Administrator and/or Executive Pastor in writing. The request must be submitted at least two (2) months in advance* of the requested effective date of reduction. If it's a temporary reduction, the request must state specific start/ends dates. If it's a permanent reduction, the request must state the specific start date. The Business Administrator and the Executive Pastor will consider the request and the impact it will have on the employee's and other affected ministries. Granting a permanent or temporary request may change the employee's benefits (including accrual of sick time & vacation time). Sick time and vacation time will be pro-rated (based on the current number of hours, the requested reduction in hours, and the employee's seniority/hire date).

*A request submitted with less than two (2) months' notice will be reviewed by the trustee board if there are special circumstances.

Reporting Work Schedules in Outlook Calendar

Policy Date: 07/01/11

To help us improve communication and accountability, we ask each staff member to record their work hours in their outlook calendar along with any scheduled appointments or meetings. Access to the employee's outlook calendar will automatically be granted to all staff members. Failure to keep calendars updated may lead to disciplinary action.

Break and Meal Periods

Policy Date: 07/01/11

Updated: 1/1/2026

Minnesota law requires employers to allow each employee a rest break of at least 15 minutes or enough time to utilize the nearest convenient restroom, whichever is longer, within each four consecutive hours of work. Meal periods that are free from work responsibility and last more than 30 minutes are not considered work time.

Woodland Hills Church will pay for a 30-minute meal period free from work responsibility for those who work 6 hours or more in a workday.

Timekeeping

Policy Date: 07/01/11

Hourly Employees

Woodland Hills Church complies with all applicable federal and state wage and hour laws. These laws govern the determination of compensable hours worked by an employee during a pay period. Hourly employees must record their time accurately each workday by using an electronic system. Record all hours worked: your starting time and ending time. Meal periods of up to 30 minutes are included as part of the workday. Falsification of your time record is a basis for termination.

All hourly employees are required to complete their electronic time sheet and perform the "final signoff" by 5:00pm on Monday following the close of the pay period for supervisory review. If the employee is unavailable to record their hours due to unusual circumstances, the supervisor may record and verify the hours for the employee. Otherwise, you may not be paid. Please see your supervisor for on-line timekeeping procedures. Supervisors must review and approve electronic time sheets by 9:00am on Tuesday following the close of the pay period for payroll processing.

Salaried Employees

Salaried employees must report time for days not worked (vacation, sick, replacement holidays, etc.) for the basis for calculating benefits available for time off. Reported time off must be submitted through our online payroll and benefit portal system.

Employees Who Volunteer at Woodland Hills Church

Policy Date: 07/01/11

Hourly employees are not allowed to "volunteer" hours in performing their regular job assignment. This restriction is based on Department of Labor - Wage and Hour standards. This restriction does not apply to salaried employees.

Hourly employees are allowed to volunteer their time to serve in positions of the church, but the position cannot be related in any way to the employee's normal job responsibilities and duties. For example, a custodian could teach a children's Sunday school class as a "volunteer" without any problems. However, a supervisor should not ask their employee to "volunteer" time to do a task related to their regular work responsibilities.

Holiday that falls within the work schedule:

Regular salary and hourly employees (full-time and part-time) who are normally scheduled to work on a day on which a holiday or observed holiday falls (but do not work that day), will be paid their normal pay for that day.

Holiday that falls outside the work schedule:

Only regular full-time employees (salary and hourly) may request replacement holidays when a holiday or observed holiday falls on their normal scheduled day off. Replacement holidays must be requested in advance and taken within two weeks of the actual holiday subject to job responsibilities and team needs.

Holiday on Paid Absences:

If a recognized holiday falls during an eligible employee's paid absence (i.e. vacation, sick, leave of absence), holiday pay will be recorded instead of recording the employee's paid time off benefit such as vacation or sick time.

Floating Holiday:

Regular employees are allowed 2 floating holidays at the start of each calendar year.

Floating holidays for new hires are pro-rated based on their start date during the calendar year. Please request your floating holidays 2 weeks in advance. All unused floating holidays are forfeited at the end of the calendar year or upon termination of employment.

Vacations

Policy Date: 02/11/2022

Updated: 12/13/2023

Regular employees are awarded vacation days annually on their anniversary date, based on the following schedule:

Years 0 – 2	2 weeks
Years 3 - 5	3 weeks
Years 6 - 19	4 weeks
Years 20+	5 weeks

New employees are encouraged not to request any vacation within the first 4 months of employment if possible. If a vacation is already planned at the time of hire, please inform your supervisor as soon as possible.

The number of vacation hours awarded each year, on your anniversary date, is based on the number of hours you work in a week. Please see the following examples:

Example #1: You work 40 hours in a week:

Years 0 – 2	80 vacation hours (40 x 2 weeks)
Years 3 – 5	120 vacation hours (40 x 3 weeks)
Years 6 – 19	160 vacation hours (40 x 4 weeks)
Years 20+	200 vacation hours (40 x 5 weeks)

Example #2: You work 25 hours in a week:

Years 0 – 2	50 vacation hours (25 x 2 weeks)
Years 3 – 5	75 vacation hours (25 x 3 weeks)
Years 6 – 19	100 vacation hours (25 x 4 weeks)
Years 20+	125 vacation hours (25 x 5 weeks)

Temporary (6+ months) employees are awarded 1 week of vacation after 3 months of temporary employment. If the temporary employee terminates employment prior to 6 months, any unused awarded vacation will not be paid out. If the temporary employee is hired as a regular employee, any unused vacation will be forfeited as they are awarded a new vacation package at that time.

Vacation Request Process

All vacation requests must be submitted electronically through the time off system for your supervisor's approval. Please submit your requests in advance as much as possible. For vacation requests less than one work week, please submit your time 2 weeks in advance. For vacation requests that are more than one work week, please submit your time 2 months in advance. Supervisors have permission to approve up to 2 consecutive weeks of vacation at a time. If an employee requests more than 2 consecutive weeks of vacation, the Business Administrator and/or Executive Pastor must be involved in the approval process. Vacation is paid at the employee's base rate of pay at the time of vacation. Please remember to follow your regular work week schedule when requesting time off.

We do not allow working remotely while on vacation unless the supervisor needs you to attend a meeting or complete a project. The supervisor will communicate that request prior to the vacation so that the vacation time can be adjusted.

IMPORTANT NOTE: Please do not make any vacation plans (such as booking rooms, planes, etc.) until your requests are approved by your supervisor. Once your vacation has been approved, please record this in your outlook calendar.

Holiday Peak Times Special Deadline

Around our peak holidays (Independence Day, Christmas, and New Year's), requests must be submitted 2 months prior to the holiday. Requests submitted early will not be approved prior to this 2-month deadline with exceptions considered by your supervisor for unusual circumstances. Submissions after this deadline will be considered last. Appropriate coverage during office and ministry hours during these peak holiday seasons may be required.

Cancelling Vacation Requests

A cancellation request **MUST** be made **PRIOR** to the scheduled vacation. During an approved vacation or floating holiday, the time off cannot be changed to a different type of time off (ex. Vacation changed to sick). Extraordinary circumstances will be evaluated by the Business Administrator and Executive Pastor.

Unused Vacation

Employees are encouraged to use all their vacation time for needed rest. If available vacation is not used by the employee's anniversary date, up to 1 week of vacation can be carried forward into the next year. If vacation time is carried forward, employees are encouraged to take the time within the first 3 months of the new anniversary year. Special exceptions due to unusual circumstances may be approved by your supervisor and the Trustees.

Termination of Employment & Unused Vacation

In the event your employment with Woodland Hills Church ends, vacation hours will be paid out at the time of termination for all regular employees.

Sick Leave

Policy Date: 01/13/19

Updated: 06/27/23

Regular and long-term (6 months+) temporary employees are eligible for accrued sick leave benefits to use for physical and/or mental illness.

Sick leave can be used to care for a sick or injured child, including adult children, spouse, sibling, parent, parent-in-law, grandchild, grandparent, or stepparent. Child includes any step, foster, biological, adopted or stepchildren. Grandchildren include any step, biological, adopted and foster grandchildren.

Sick leave can be used when there is closure of a family member's school or care facility due to weather or public emergency.

Sick leave can also be used for a safe day when an employee is a victim of domestic violence, stalking or sexual assault and receiving assistance because of the violence.

Sick leave is carried forward year to year with a maximum amount based on your regular work week schedule. See the following maximum accrual examples.

<u>Work Week Schedule</u>	<u>Accrual Rate/payroll</u>	<u>Maximum Accrual</u>
40 hours	4 hours	520 hours
36 hours	3.6 hours	468 hours
30 hours	3 hours	390 hours
25 hours	2.5 hours	325 hours

Advance Notice - Sick Leave Process

All sick leave requests must be submitted electronically with a specific reason in the note section regarding the absence for your supervisor's and human resource representative approval. Sick leave benefits can only be requested at the minimum of 1 day in advance. (See *Less than 24 Hour Notice* section to request sick time that is less than 24 hours.) Sick leave benefits will be calculated on your base pay rate at the time of your absence. Remember to use your regular work week schedule to request dates.

Less than 24 Hour Notice - Sick Leave Process

If you are reporting your absence with less than 24 hours notice, please contact your supervisor immediately. During normal business hours, please also notify our receptionist. If you have computer access from home, please submit an absence notice electronically and note your absence in Outlook. Employee instructions for reporting your absence can be found on our intranet "Staff Resources". Your supervisor will need to complete and approve your sick leave benefits for that day. Any further questions can be directed to our Business Administrator.

If you are absent for three or more consecutive workdays due to illness or injury, a physician's statement may be requested to verify the illness or injury and its beginning and expected ending dates. Such verification may be requested of other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Termination of Employment & Sick Leave

Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Excessive Absenteeism & Abuse of Sick Leave

Any employee who has accrued sick leave but develops a pattern of sick leave use and/or has no sick leave time accrued to cover an illness may be disciplined for excessive absenteeism except for any leave of absence.

Approval of a request for sick leave does not relieve the employee of discipline for excessive absenteeism if the supervisor and Trustees determine, in accordance with these guidelines, that abuse of sick leave has occurred.

Health Insurance

Policy Date: 07/01/11
Policy Update: 01/01/23

Regular full-time employees are eligible for individual or family health insurance benefits.

Eligible employees may participate in the insurance plans subject to all terms and conditions of the agreement between Woodland Hills Church and the insurance carrier. Woodland Hills Church reserves the right to change or terminate its insurance programs at any time without notice. Eligible employees are not compensated for waiving medical insurance benefits.

Coverage for health insurance is effective the first day of the month after a full month of employment begins. You may be required to pay a portion of the premium depending on your plan selection. Our Business Administrator can provide you with specific information about our plans as well as enrollment procedures.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation ACT (COBRA). Refer to [Benefits Continuation/COBRA](#), for more information.

Life and Disability Insurance

Policy Date: 07/01/11
Updated: 01/01/23

Regular employees who work 20 or more hours per week are eligible for Life and Disability benefits at no cost to them. Our Business Administrator can provide you with specific information about our plans as well as enrollment procedures.

Life Insurance

Our plan provides the following benefits:

- A \$25,000 death benefit for those who are younger than age 65*
- A \$5,000 benefit for spouse
- A \$2,000 benefit for each dependent child

*65 years and older the death amount decreases

Long-Term Disability Insurance

Our long-term disability insurance plan covers an eligible injury or illness up to 60% of the gross monthly wage if disabled for 90 days or more. For a comprehensive explanation of benefit coverage, please consult our Business Administrator.

Continuation of Life and/or Disability insurance is available following the end of employment at your own expense. See [Benefits Continuation/COBRA](#) or our Business Administrator for more information about continuation of these insurance benefits.

Retirement Savings & Social Security

Policy Date: 07/01/11

Woodland Hills Church gives you the opportunity to increase your retirement savings through the plans described below.

Social Security

For non-clergy licensed employees, Woodland Hills Church pays a set percentage (in relation to your income) to the federal Social Security system on your behalf. The church also makes a mandatory deduction from your pay for your share of Social Security contributions. The amount of the church's (employer's) share and your (employee's) share of the total contribution is established by the Social Security Act. The amount paid to you upon retirement from Social Security is also determined by the Social Security Act.

Licensed clergy* employees are considered by the government to be self-employed for Social Security and Medicare with respect to their ministerial services. This means licensed clergy pay the entire combined Social Security and Medicare tax rate that is shared by the employer and employee.

***Clergy taxes, including housing allowances, Social Security and Medicare are complicated. Competent tax advice should be sought by eligible licensed accountants. These guidelines are not a substitute for such advice.**

403 (b) Retirement Savings Plan

All regular employees are eligible and may participate in our 403 (b) retirement savings plan subject to all terms and conditions of the plan.

Employees can add to their retirement savings by contributing to a 403(b) tax-deferred savings plan through payroll deduction. The funds you deposit into this retirement savings plan are deducted from your gross pay (before taxes are charged), accumulate tax-free, and are not taxed until the income is received after retirement. These are *self-directed* plans, in that the employee decides how the funds in the account are invested amongst several options. Employees can select either the tax-free savings plan or a Roth 403(b) savings plan (after tax deduction) and they are not taxed when the income is received after retirement. For further information on this plan, please contact our Business Administrator.

Workman's Compensation

Policy Date: 07/01/11

Workers Compensation benefits are available for employees including temporary employees as determined by the laws of the State of Minnesota. No premium for this coverage is charged to the employee. Any injuries sustained on the job, even if you feel they are minor, **MUST** be reported promptly to our Business Administrator or Business Administrator.

Unemployment Compensation Act

Policy Date: 07/01/11

Woodland Hills is exempt from the Unemployment Compensation Act. This means that any employee who terminates employment or is terminated is not eligible to collect unemployment insurance benefits.

COBRA

The federal consolidated omnibus reconciliation act (COBRA) offers currently enrolled employees and covered dependents the opportunity to continue to receive **health/dental** care coverage upon the occurrence of certain triggering events that result in the termination of their group health/dental care coverage.

Employees electing COBRA coverage will have the identical coverage provided under the plan to similarly situated employees and can continue up to 18, 29, or 36 months, depending on the qualifying event. Qualifying events may include the employee reducing hours, military leave or ending employment for any reason other than gross misconduct.

Under COBRA, the employee or covered dependents will pay the full cost of coverage, at Woodland Hills Church's group rates. Please contact our Business Administrator for specific information on qualifying events, coverage, rates and payments.

Life Insurance Continuation

Woodland Hills Church's group life insurance program offers currently enrolled employees the opportunity for a temporary extension of life insurance coverage at group rates in certain instances where coverage under the plan would otherwise end.

As an employee covered by the company's group life insurance plan, you have the right to choose continuation coverage for up to 18 months because of a reduction in your hours of employment or because of the termination of your employment, except for termination because of gross misconduct. Under this continuation plan, the employee and any chosen covered dependents will pay the full cost of coverage at Woodland Hills Church's group rate.

Continuation coverage may be cut short for any of the following reasons:

1. Woodland Hills Church no longer provides group life insurance coverage to its employees.
2. The premium for the continuation coverage is not paid in a timely fashion.
3. The employee becomes covered under another group life insurance plan.

At the end of the continuation period, the employee will be allowed to enroll in an individual conversion life insurance plan provided under Woodland Hills Church's group life insurance plan. Please contact our Business Administrator for further information.

Workplace Flexibility

Policy Date: 01/29/18

Updated: 08/08/25

Workplace flexibility is a way to define how and when work gets done by providing employees the opportunity to perform their duties in alternative ways that help improve employee performance along with overall workplace effectiveness. Supervisors are encouraged to consider workplace flexibility requests provided the ministry's efficiency is not adversely affected, the normal business hours are covered and there is not an undue burden for other employees. Workplace flexibility is a privilege, not an employee right, and these options are not suitable for all positions. All workplace flexible options are subject to the approval of the employee's supervisor and can be modified at any time.

Below is an outline of workplace flexibility options at Woodland Hills:

FlexTime

Flextime options can include fixed starting/ending times that change periodically; starting and ending times that can vary daily and variations in the length of days (e.g. six-hour day followed by a 10-hour day). Flextime does not reduce the total number of hours worked in a given workweek. Employees who need to flex their time must get supervisor approval and document this change on their shared outlook calendar.

Compressed Work Week Schedule

A compressed work week is a work schedule condensing the standard full-time work week into fewer than five full days for personal reasons. Employees may request permission to work a "compressed" schedule for personal reasons.

Telecommuting (Fixed Hybrid or Remote Models)

Telecommuting provides employees with the opportunity to perform their duties at alternative worksites during an agreed-upon portion of their work week. To work effectively, the telecommuting option relies on the integrity and work ethic of participating employees and the active oversight of supervisors. Supervisors must ensure that the employees are producing quality products as agreed to in the work plan and the employees must exert the same level of effort that they do at the office. There is no change in total hours worked in a telecommuting model. This option requires mutual commitment to accomplishing the required work and to upholding the telecommuting agreement. However, telecommuting is not appropriate in all situations or for all employees. Telecommuting agreements may be initiated for the purpose of benefiting Woodland Hills Church or the employee, but must, in any case, not result in a reduction of service to church members and co-workers, or a reduction in productivity by the employee.

The employee's alternative off-site work location determines which telecommuting option they are eligible for. Employees that live within driving distance (up to 75 miles) of the office are eligible for the Fixed Hybrid Program. Employees that live outside of the driving distance to the office are eligible for the Remote Working Model.

1) Fixed Hybrid Model

Since the impact of COVID in 2020, Woodland Hills Church recognizes 2020 as the transitional year for the start of hybrid working conditions for most of our employees. We have now adopted a fixed hybrid model which is a workplace strategy that serves Woodland Hills Church and its employees by combining in-home and required in-office workdays. For an employee to be eligible, **an employee's position must meet the telecommuting eligibility requirements AND live within driving distance of the office.** Please be aware, the fixed hybrid model is not an alternative to child or elder care. An employee's pay, benefits, job status, and role do not change. Employees are expected to comply with all Woodland Hills Church policies and procedures while participating in this model.

2) Remote Working Model

For an employee to be eligible for the remote working model, **an employee's position must meet the telecommuting eligibility requirements AND live outside the driving distance (over 75 miles) from the office.** Please be aware, the remote working model is not an alternative to child or elder care. An employee's pay, benefits, job status, and role do not change. Employees are expected to comply with all Woodland Hills Church policies and procedures while participating in this model.

The decision to allow an employee to work a hybrid or remote schedule will be determined by **the employee's supervisor, the Executive Pastor and Business Administrator.**

Basic Principles of Telecommuting

- Supervisors are responsible for determining if a position is appropriate for telecommuting and if an employee is well-suited for working independently away from the normal worksite.
- Supervisors will acquire approval from the Executive Pastor and Business Administrator for each employee's participation in the telecommuting options.
- Participation in the telecommuting options is voluntary. Employees will not be required to telecommute.
- A written telecommuting agreement is required for all participants.
- When a telecommuting agreement has not been honored, supervisors may suspend telecommuting privileges and, depending on the severity of the infringement, may propose disciplinary action.
- Telecommuters may not care for children or other dependents or perform household chores or other personal activities while telecommuting. Working at home is not a substitute for childcare, elder care, or personal leave.
- Telecommuting agreements can be terminated by either party with a minimum notice of five working days if it can be shown that the arrangement is no longer working.
- Temporary or occasional (less than a week) telecommuting (i.e. completing a short-term special project or when caring for a self-reliant sick family member) is not subject to a telecommuting agreement.

Eligibility Criteria

- The position does not require daily in-person supervision or daily in-person interactions with the church members of Woodland Hills Church, the public, or co-workers. The position does not involve a high-level use of tools, equipment, or information that is available only at Woodland Hills Church.
- The position is results-oriented with identifiable measures of productivity for completion at an alternate worksite location.
- The employee has demonstrated the ability to be self-directed, self-motivated, independent, focused, well organized, and dependable.
- The employee will assume primary responsibility for maintaining effective communication and workflow among co-workers and others.
- The employee can assure the designated worksite area is an appropriate work environment.
- The employee is able to come to the office when requested or necessary.
- The employee agrees to maintain workplace safety & day-to-day practice policies during the time worked.

Equipment & Software

Equipment required for each telecommuting arrangement will be identified and determined on a case-by-case basis. Woodland Hills Church will supply limited non-standard equipment, supplies or software that is reasonably necessary to the employee. Woodland Hills Church's equipment, software and supplies remain the property of Woodland Hills Church and the church is responsible for maintaining this equipment.

The employee is responsible for taking reasonable care of any equipment supplied by Woodland Hills Church. A telecommuting employee must protect the church's property from possible theft, loss, and damage and could be liable for replacement or repair. If any piece of equipment fails or internet services or power outages occur (employee owned or Woodland Hills Church owned), the employee is expected to complete their work in the office and notify IT and their supervisor. Physical maintenance of equipment will not be provided at the employee's home or alternate workplace. Woodland Hills Church will not reimburse the employee for phone or internet service.

Any equipment or software supplied by Woodland Hills Church must be returned upon termination of the telecommuting agreement.

Liability

The employee will be covered by worker's compensation laws and procedures for all work-related injuries that occur in the designated workspace at the telecommuter's alternate worksite during the telecommuter's defined work period. Since the alternate worksite and home may be one and the same, worker's compensation will NOT apply to non-job-related injuries that might occur in the home. Woodland Hills Church is not liable for any injuries to family members, visitors, and others in the employee's home.

Woodland Hills Church accepts no responsibility whatsoever for the safety, security or suitability of any alternative worksite. Woodland Hills Church also accepts no responsibility for the personal property of any employee.

Security

The telecommuting employee is required to follow the existing Woodland Hills Church security policies whether working in the office or from another location. The employee shall honor the confidentiality and proprietary nature of the church's information and ensure that files, materials, and

equipment remain protected. The employee must keep restricted materials in the office unless they have received prior approval from their supervisor.

Employee Access & Availability

Telecommuting employees agree to be available by phone, email, text, chat, zoom or other agreed upon methods during their work scheduled hours. Employees agree to keep their shared calendar updated with their current work hours, meetings/gatherings and availability. It is the responsibility of the employee to keep their supervisor aware of any changes in their availability or contact information when working outside of the office. Telecommuting employees must be willing to come on-site for meetings/gatherings/responsibilities as required by their supervisor(s).

Telecommuting employees agree to be available for face-to-face virtual meetings (i.e. Zoom or Microsoft Teams) with no other individuals (including family members) present or within earshot of online attendees. If confidentiality is limited, employee will communicate who is nearby. Employees must be able to read shared screens as well as participate in chat windows. To improve participation and safety, telecommuting employees are not allowed to participate in any virtual meeting while driving.

Employees may submit a Telecommuting Agreement located on our website "Staff Resources" page to their supervisors **four weeks in advance** of the desired start date. If approved, the Telecommuting Agreement must be signed and submitted to our Business Administrator. Once approved, the employee must update their outlook calendar with their worksite location(s) and hours.

Telecommuting Agreement

Employee's Name: _____ Employee's Title: _____

Woodland Hills can revoke this privilege at any time, and employment with Woodland Hills Church is on an at-will basis. By signing below, I agree to:

- A. Bear all costs related to the establishment and maintenance of my alternate worksite, including but not limited to: Internet access, phone and/or ergonomically correct furniture.
- B. Ensure that my home or remote worksite is safe, secure, and free from distraction. This includes not participating in virtual meetings while driving. Abide by all safety policies set forth by Woodland Hills Church.
- C. Ensure any confidential tasks, virtual meetings and phone calls are performed in a setting where others can't hear my conversations or view my work.
- D. Participate in virtual meetings with camera always on and the ability to read and shared screens.
- E. Be available by personal phone and Woodland Hills email account during the day (s) and time(s) stated on my work week schedule that shows any adjusted or flex times.
- F. Come in for on-site meetings/gatherings/events/responsibilities as requested by my supervisor(s).
- G. Check phone and email messages at least 3 times a day while telecommuting unless I am attending an offsite meeting on behalf of Woodland Hills Church or have prior approval from my supervisor.
- H. Promptly return all organizational paper files taken home on telecommuting days and keep all confidential files in a secure location at my home workspace while they are in my possession. *Note:* Original and non-reproducible personnel or financial files are never to be taken offsite.
- I. Follow all Woodland Hills Church policies, including the policies for prevention and reporting of safety concerns. Agree that all Woodland Hills Church policies (including proper use of electronic communications which allows employer access to all electronic communications) applies equally to communications made from a home computer.
- J. Agree to the telecommuting model: ____ Fixed Hybrid ____ Remote
- K. Discuss any worksite location changes in advance (no matter the length of time) with my supervisor and Business Administrator or Executive Pastor that would change my chosen model above.

A new work week schedule must be completed with all telecommuting agreements.

Employee's signature:

Date:

Supervisor's signature:

Date:

Executive Pastor/Business Administrator signature:

Date:

Return this form to the Business Administrator

Work Week Schedule Request

Employee's Name: _____

Employee's Title/Ministry: _____

Effective Date: _____

Sunday: ☐ Office Hours _____ to _____ #Hrs _____
 ☐ Offsite/Home Hours _____ to _____ #Hrs _____

Monday: ☐ Office Hours _____ to _____ #Hrs _____
 ☐ Offsite/Home Hours _____ to _____ #Hrs _____

Tuesday: ☐ Office Hours _____ to _____ #Hrs _____
 ☐ Offsite/Home Hours _____ to _____ #Hrs _____

Wednesday: ☐ Office Hours _____ to _____ #Hrs _____
 ☐ Offsite/Home Hours _____ to _____ #Hrs _____

Thursday: ☐ Office Hours _____ to _____ #Hrs _____
 ☐ Offsite/Home Hours _____ to _____ #Hrs _____

Friday: ☐ Office Hours _____ to _____ #Hrs _____
 ☐ Offsite/Home Hours _____ to _____ #Hrs _____

Saturday: ☐ Office Hours _____ to _____ #Hrs _____
 ☐ Offsite/Home Hours _____ to _____ #Hrs _____

Total # hours per week _____

Woodland Hills Church can revoke this privilege at any time, and employment with Woodland Hills Church is on an at-will basis.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Indirect Supervisor Signature: _____ Date: _____

Return this form to the Business Administrator

LEAVES OF ABSENCES

Minnesota Paid Leave

Policy Date: 12/1/2025

Starting January 1, 2026, Minnesota has implemented a social insurance program for all employers and most employees in the State of Minnesota. Minnesota Paid Leave is funded by both employers and employees contributing premiums to the fund through payroll deductions. Minnesota allows employers to provide this program through an approved third-party administrator.

Woodland Hills Church has chosen to provide Paid Leave through an approved equivalent plan with an approved third-party administrator instead of through the State of Minnesota. This plan provides time off, payments, and job protections that are equal to the state plan if you have been in your current role for at least 90 days.

Am I covered by Paid Leave?

Paid Leave coverage is very broad. You are likely covered if you:

- Work at least 50% of your hours from a location in Minnesota. This includes employees who work from home in Minnesota or spend some hours working in other states. However, you are not covered by Paid Leave if you work more than 50 percent of your hours in a different state.
- Earned at least 5.3% of the state's average annual wage (\$3,900 in 2026) in the past year.

Self-employed individuals (those classified as clergy) are not automatically covered but may opt in. If you opt in, you will pay premiums via payroll deduction. You can obtain the opt-in form from the Business Administrator or Executive Pastor.

What can I take Paid Leave for and for how long?

You can take leave for the following qualifying events:

Medical Leave (up to 12 weeks during a benefit year):

- To care for your own serious health condition*, including care related to pregnancy, childbirth, and recovery

*Serious health condition means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

Family Leave (up to 12 weeks during a benefit year):

- Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement
- Caring Leave – to care for a family member[^] with a serious health condition*
- Military Family Leave – to support a family member called to active duty
- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Combined Medical Leave and Family Leave (up to 20 weeks during a benefit year):

- If you need both family and medical leave in the same benefit year, you may qualify for up to 20 weeks in total under the equivalent plan.

Note: Intermittent or Reduced Schedule Leave

Medical or Family leave can be taken intermittently in hourly increments, up to 480 hours per 12-month period. If you take an intermittent or reduced schedule leave, your weekly benefit amount will be reduced in direct proportion to your intermittent leave or reduced work schedule.

^Under Paid Leave, a family member can be:

- Spouse or Domestic Partner
- Child
 - including a biological, adopted, or foster child, a stepchild, child of a domestic partner, or a child to whom the applicant stands in loco parentis, is a legal guardian, or is a de facto parent
- Parent or legal guardian of the applicant
- Sibling
- Grandchild
 - a child of the applicant's child
- Grandparent or spouse's grandparent
 - a parent of applicant's parent
- Son-in-law or daughter-in-law
- Significant personal bond
 - individual who has a personal relationship with the applicant that creates an expectation and reliance that the applicant cares for the individual without compensation, whether or not the applicant and the individual reside together.

In your application, you will provide information on your relationship to the person you will care for while on leave.

What is a Benefit Year?

Your benefit year does not follow the typical calendar year—it starts the first day you take Paid Leave. Woodland Hills has chosen a Rolling Forward Benefit Year: a 12-month period measured forward from the date an employee initially takes leave. The next 12-month period would begin the first-time leave is taken after completion of the prior 12-month period.

Example:

- An employee first takes Paid Leave on July 30, 2026.
- Their 12-month benefit year runs from July 30, 2026, to July 29, 2027.
- A new 12-month benefit year starts only when they take their next Paid Leave again after July 29, 2027. For instance, if a person takes their next leave October 1, 2027, the new 12-month benefit year starts October 1, 2027.

How do I apply for Paid Leave?

An employee who expects or anticipates taking a family or medical leave must complete a leave of absence form and submit it to the third-party administrator AND the Business Administrator and/or Executive Pastor along with an authorized medical certification by a healthcare provider or authorized professional 30 days in advance of the anticipated date of the leave.

If the need for leave is not foreseeable, please submit the form as soon as possible. If the employee is unable to submit this form, the Business Administrator or Executive Pastor may submit it for them. An employee who has any questions about the process should contact our Business Administrator and/or Executive Pastor.

How much do I get paid from who and when?

To receive benefits, a claim must be based on a single event of at least 7 calendar days due to a Qualifying Reason. The 7-day Qualifying Event is not an unpaid waiting period, and benefits may be paid retroactively. This requirement is not applicable to Bonding Leave.

Paid Leave benefits are calculated based on an employee's weekly pay. You will be paid up to 90% of your wages, based on your income level, with a maximum weekly amount set at the state's average weekly wage.

If you are approved for Paid Leave by the third-party administrator, Woodland Hills Church will continue to pay you via payroll for the calculated maximum weekly amount, and they will be reimbursed for your portion of your Paid Leave payments from the third-party administrator.

If the Paid Leave is not foreseeable, Woodland Hills will pay you with your existing leave types and make adjustments once your Paid Leave is/isn't approved.

Can I make up the difference in my pay to receive 100% of my pay on Paid Leave?

Yes, our policy allows employees to use available leave types (e.g. sick, vacation, regular/replacement holidays and floating holidays) to make up the difference in their wages during an approved Paid Leave.

Employees must inform the Business Administrator or Executive Pastor in writing of their desire to use their available leave types for supplemental pay and specify which type of leave to use. The combination of Paid Leave and Supplemental pay cannot exceed 100% of the employee's regular weekly pay.

The use of supplemental pay is voluntary. An employee can choose to decline supplemental pay and only receive the benefits provided by the equivalent plan's Paid Leave program.

What about my Health Insurance during a Paid Leave?

During the employee's Paid Leave, Woodland Hills Church will continue to provide applicable insurance coverage for the employee.

Vacation balances, sick leave accruals, and holiday benefits will continue during the approved leave period.

What are my employment protections?

Your job is protected while on Paid Leave if you have been in your current role for at least 90 days. Upon return from Paid Leave, the employee will return to the same or an equivalent position with no loss of benefits which accrued prior to Paid Leave. Woodland Hills Church may require a fitness-for-duty certification before the employee returns to work if the Paid Leave was for a serious health condition of the employee. An employee who does not return to work at the end of Paid Leave is subject to termination.

Pregnancy and Parental Leave

Policy Date: 12/1/2025

Pregnancy and Parental Leave is a state law that allows you up to 12 weeks of continuous, unpaid, job-protected leave. Any employee who becomes a parent can take this leave within 12 months of the birth or adoption of a child.

If you are Minnesota Paid Leave eligible or you opt into the plan, the leaves run concurrently and cannot be used one after another. Similar to Minnesota Paid Leave, you will remain eligible for your benefits as long as you pay your portion of the premium.

Medical and Family Leave (FMLA)

Policy Date: 07/01/11
Updated: 12/1/25

Under the FMLA, employers in Minnesota must have 50 or more employees located within 75 miles of the worksite. Since Woodland Hills Church does not meet this criteria, effective January 1, 2026, Woodland Hills Church will no longer follow the FMLA guidelines but will implement the State of Minnesota Paid Leave Act through an equivalent plan administered by a third-party provider.

Bereavement Leave

Policy Date: 07/01/11

Bereavement leaves up to 1 work week* of one's regular work schedule may be given to regular employees for the death of a member of the employee's immediate family or step family, including: spouse, children, parents or those who acted as their parent, brother, sister, grandchildren and grandparents. Such leaves are to be arranged and approved through mutual consent of the employee and supervisor.

*Bereavement pay is calculated based on the base pay rate at the time of absence.

Funeral Leave

Policy Date: 07/01/11

Regular employees may be excused without loss of pay, up to a maximum of 1 day to attend funeral services for the death of a member of the employee's immediate in-law family or stepfamily, including: children, parents or those who acted as their parent, brother, sister, grandchildren and grandparents. Employees may be excused without loss of pay, up to a maximum of ½ day, to attend funeral services of other relatives and close friends.

Military Leave

Policy Date: 07/01/11

Regular employees who leave Woodland Hills Church for a period of service with the Uniformed Services of the United States are entitled to continued employment and, after completing longer periods of service, are eligible for re-employment under the following conditions:

- Advance notice of military service unless military necessity prevents such notice.
- Cumulative service was not more than five (5) years.
- Must return for re-employment within time periods related to the duration of service.
- Must not have been separated with less than an honorable discharge or otherwise excluded by law.

Employer Notification

An employee who expects or anticipates taking a military leave must complete a leave of absence form and provide available documentation of their service period 30 days in advance of the anticipated date of the leave to our Business Administrator. If the need for the leave of absence is not foreseeable, please submit the form as soon as possible. If the employee is unable to submit this form their supervisor may submit it for them.

An employee who anticipates the possibility of taking a military leave, or has any questions about the process, should contact our Business Administrator

Pay for Approved Military Leave

Differential pay will be provided for a period not to exceed two weeks in any one calendar year. Differential pay is designed to make up the difference between the salary the employee would normally receive and his/her military salary (if the latter is smaller).

Military leave that is more than 2 weeks will be unpaid. Benefit plans and accruals will continue for military leave of less than 31 days. However, employees may use any available paid time off for this absence and continue benefits at their own expense, see *Benefits Continuation*.

Job Restoration

Employees who elect to return from military leave will be placed in the position they would have maintained had they remained continuously employed or a comparable one depending on the length of military service. Employees will be granted full rights and benefits in accordance with applicable laws regulating such matters according to the FMLA requirements.

Jury Duty

Policy Date: 07/01/11

Regular employees are released for jury duty without loss of pay or benefits. You must notify your supervisor as soon as possible upon receipt of your summons and submit a leave of absence form along with your summon details to our Business Administrator.

Any financial compensation must be submitted to Woodland Hills Church to receive paid leave, except financial compensation for parking and mileage. Leave time must be recorded as Jury Duty Leave. If you are not selected for jury duty, or if the court dismisses the jury, you are expected to return to work. Employees called to serve but not actually sitting for a trial will be expected to return to work if excused by the court, with the understanding that they may be called away again. Documentation of jury service must be provided upon the employee's return to work at the end of jury service to ensure paid leave.

Witness Duty

Policy Date: 07/01/11

Regular employees who are subpoenaed or otherwise requested to appear in court or at a deposition are released without loss of pay or benefits. Leave for court is restricted to the duration of official duty and employees are expected to report for work whenever the court schedule permits. Employees must inform their supervisor as soon as they receive notification to appear and must submit a leave of absence form along with a copy of the subpoena notification to our Business Administrator.

Employees who must appear in court for personal reasons must take vacation time or leave without pay.

Mission Trip Leave

Policy Date: 07/01/11

Regular employees who wish to participate in an organizational sponsored mission's trip (this does not include conferences with outreach activities), are eligible for a one-week paid missions trip leave after one year of service. Mission trip leaves may only be taken once every other year except for staff who are required to go as part of their duties. Mission trip leave is in addition to the employee's regular vacation time. If a mission trip is taken more often by an employee, vacation time must be used.

Personal Leave

Policy Date: 01/13/2019

Regular employees may occasionally face compelling personal needs which significantly interfere with their ability to meet their work-related responsibilities and may require time off from work. An employee may request a personal leave of absence.

To be eligible for personal leave, you must have completed at least one year of continuous employment.

All personal leave is granted at the discretion of the Trustee board. If granted, personal leaves cannot exceed thirty (30) calendar days. Personal leaves are unpaid; however, employees may use any available vacation, sick, or floating holiday paid time off for this absence. Vacation and/or floating holiday time must be exhausted first, then sick time. Woodland Hills Church will continue to provide benefits coverage for the duration of the leave.

Failure to return to work immediately following the leave of absence is regarded as a voluntary resignation.

EMPLOYEE & RELATIONSHIP EXPECTATIONS

Ethics and Conduct

Policy Date: 07/01/11

The successful operation and reputation of Woodland Hills Church is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Woodland Hills Church expects each employee to always maintain the highest standards of conduct and act in a mature and responsible manner. Employees must not engage in activities which violate federal, state or local laws or which, in any way, diminish the integrity of Woodland Hills Church.

Unacceptable Activities

Policy Date: 07/01/11

To ensure orderly operations and provide the best possible work environment, Woodland Hills Church expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. Woodland Hills Church expects each employee to always act in a mature and responsible way. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your supervisor.

It is not possible to list all the forms of behavior considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including, termination of employment.

- Violation of the church's policies, procedures, and safety or health rules.
- Abuse, theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs on the premises or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Negligence or improper conduct leading to damage to Woodland Hills Church owned property.
- Insubordination or other disrespectful conduct toward Woodland Hills Church employees, volunteers, church members or the public.
- Sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism, absence without notice or unauthorized absence.
- Excessive tardiness, tardiness without notices or unauthorized tardiness.
- Unauthorized use of telephones or other Woodland Hills Church owned equipment.
- Unauthorized disclosure of confidential information.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.

Performance Expectations

Policy Date: 07/01/11

Supervisors and employees are strongly encouraged to discuss job performance expectations and goals on an informal and regular basis throughout the year. Outlining performance expectations serves as an opportunity for both the employee and the supervisor to share ideas, questions, and concerns about the job and the employee's function in the position. It is also an opportunity to make plans and set target goals.

Confidentiality

Policy Date: 07/01/11

All employees of Woodland Hills Church are expected to conduct themselves in a professional manner. In their respective positions, they may encounter sensitive and personal information concerning other employees, church members, or guests of Woodland Hills Church. Employees need to treat such information with the highest degree of confidentiality, recognizing the devastating effect that misuse of sensitive information can have. Confidential information is to be discussed in a private area and only with those who are directly responsible for this information or have a need to know. The obligation to maintain confidentiality continues even after the employment relationship has ended.

Personnel Records

Policy Date: 07/01/11

Woodland Hills Church maintains a personnel file on each employee. "Personnel record," to the extent maintained by an employer, means: any application for employment; wage or salary history; notices of commendation, warning, discipline, or termination; authorization for a deduction or withholding of pay; fringe benefit information; leave records; and employment history with the employer, including salary and compensation history, job titles, dates of promotions, transfers, and other changes, attendance records, performance evaluations, and retirement record.

The information recorded in your personnel file is extremely important. Make sure that the personal data in the file is accurate and up to date by reporting any change of address, phone number, name, exemptions, etc. via our online payroll and benefits portal. You may access this portal on our intranet "Staff Resources".

Minnesota Personnel Record Review and Access Act

You have a right, upon a good faith written request to the Business Administrator, to have an opportunity to review your personnel file up to once every six (6) months during normal hours of operation. You also have a right, upon good faith written request to the Business Administrator, to an accurate copy of the file free of charge following the review. Up to once per year after termination, you also have a right, upon a good faith written request to the Business Administrator, to an accurate copy of your personnel file free of charge for so long as that personnel record is maintained.

Woodland Hills Church must generally comply with written file requests within seven (7) business days or fourteen (14) business days if the record is located out of state.

Your personnel record or an accurate copy must be made available for review by you during Woodland Hills Church's normal hours of operation at your place of employment or other reasonably nearby location, but need not be made available during your working hours. Woodland Hills Church may require that the review be made in the presence of the Business Administrator or an individual appointed by the Trustee Board to maintain personnel records. After the review and upon your written request to the Business Administrator, Woodland Hills Church shall provide a copy of the record to you.

If you dispute specific information contained in your personnel record:

(1) You and Woodland Hills Church may agree to remove or revise the disputed information; and

(2) if an agreement is not reached, you may submit a written statement specifically identifying the disputed information and explaining your position.

Your position statement may not exceed five written pages and it must be included along with the disputed information for as long as that information is maintained in your personnel record. A copy of the position statement must also be provided to any other person who receives a copy of the disputed information from Woodland Hills Church after the position statement is submitted.

If you do not exercise your rights to dispute personnel record information, Woodland Hills Church may be protected from certain claims of defamation.

Information properly belonging in your personnel record that was omitted from the personnel record provided to you for review pursuant to the written request may not be used by your employer in an administrative, judicial, or quasi-judicial proceeding, unless the employer did not intentionally omit the information, you are given a reasonable opportunity to review the omitted information prior to its use.

Woodland Hills Church may not retaliate against you for asserting your rights or remedies with regards to your personnel record as provided in Minnesota Statutes [181.960](#) to [181.965](#).

The Department of Labor may enforce the provisions of the Minnesota Personnel Record Review and Access Act and may assess fines. In addition to other remedies provided by law, if an employer violates a provision of sections [181.960](#) to [181.964](#), you may bring a civil action to compel compliance and for the following relief:

(1) for a violation of sections [181.960](#) to [181.963](#), actual damages only, plus costs; and

(2) for a violation of section [181.964](#), actual damages, back pay, and reinstatement or other make-whole, equitable relief, plus reasonable attorney fees.

Any civil action by an employee under this section must be commenced within one year of the actual or constructive discovery of the alleged violation

Attendance and Punctuality

Policy Date: 07/01/11

It is important to the accomplishment of the Church's mission that employees are expected to be present and ready to begin work on time each day for their regular work schedule.

Tardiness or unauthorized absence is grounds for disciplinary action, including but not limited to termination. Employees should notify their supervisors by e-mail, phone or voicemail and contact our receptionist of tardiness or absences as soon as possible, although such notification does not preclude disciplinary action.

If an employee is absent from work for one workday or more without notifying their supervisor and without providing a medical/family leave certification, it will be considered a voluntary termination of employment.

Personal Appearance

Policy Date: 07/01/11

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image Woodland Hills Church presents to the public. Employees are expected to present a clean, modest, neat appearance and to dress in good taste.

Substance Free Workplace

Policy Date: 02/16/16

Policy Update: 12/13/23

Woodland Hills Church desires to promote the health, safety, and welfare of its employees by striving to eliminate the negative effects of substance use and abuse in the workplace.

Woodland Hills Church encourages members of the Woodland Hills Church community to exercise their personal responsibility and, guided by Apostle Paul's caution, to set aside their personal freedom by refraining from behavior that might be a stumbling block to their weaker brother.

Out of concern for our community, the following are guidelines for substance use:

- Employees may not use, possess, distribute, sell, or be under the influence of illegal drugs.
- Employees may not use, possess, distribute, or sell marijuana while on the premises or during off-site business hours (non-social) meals.
- Employees may not use, possess, distribute, or sell alcohol while on the premises or during off-site business hours (non-social) meals.
- Intoxication is not permitted during any work-related activities either on or off the premises.
- Alcohol may not be purchased with church-related funds.
- Employees must report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. The Company permits the legal use of prescribed drugs on the job if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering others.
- Woodland Hills Church is smoke and nicotine-free. Those who do smoke or chew tobacco are requested to do so outdoors and in designated areas. The Ramsey County Clean Indoor Air Ordinance prohibits the use of electronic cigarettes (or e-cigarettes) in public spaces where cigarette smoking is currently prohibited under the Minnesota Clean Indoor Act, as well as prohibiting vaping or smoking within 25 feet of public building entrances. The goal of the ordinance is to prevent the potential adverse health effects of e-cigarettes in public spaces and to refine current county policies on cigarette smoking. The ordinance is effective November 29, 2015.

Violation of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Conflicts of Interest

Policy Date: 07/01/11

Employees have an obligation to conduct business within guidelines that prohibit actual or the appearance of conflicts of interest. The purpose of these guidelines is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation.

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 or financial benefit for that employee, a relative*, small group member, ministry team member or organization that the employee is involved in.

Employees are also to refrain from accepting gifts or favors, which are, or might appear to be, intended to influence the performance of his or her duties to the church. This does not apply to items of nominal value given as tokens of respect or friendship on special occasions such as Christmas, birthdays, etc.

No "presumption of guilt" is created by the mere existence of such relationships. However, we ask employees to refrain from placing themselves, or allowing themselves to be placed in, situations in which their judgment or actions on behalf of the church may be affected by personal considerations, or in which their loyalty or stewardship of Woodland Hills Church may be compromised. If you have any influence or gain on transactions or decisions it is imperative you disclose to your supervisor, our Business Administrator or our Executive Pastor as soon as possible the existence of any actual or potential conflict of interest so safeguards can be established to protect all parties.

*For purposes of this policy, the term "relative" is any person related to the employee by blood, marriage or adoption. Relative also includes any other person who lives in the household of the current employee.

Outside Employment or Work

Policy Date: 07/01/11

Please remember that any full-time positions with Woodland Hills Church are considered primary. Outside employment or work can interfere with job performance, work hours, quality of service as well as any meetings requiring your attendance. Therefore, if you intend to work for secondary income, discuss the issue with your supervisor in advance to avoid any possible conflicts and scheduling problems.

If Woodland Hills Church determines the outside work interferes with performance or the ability to meet the requirements of Woodland Hills Church as they are modified from time to time, the employee may be asked to terminate the outside work if they wish to remain employed with Woodland Hills Church.

Outside employment or work will present a conflict of interest if it has an adverse impact on Woodland Hills Church. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs at Woodland Hills Church.

Employee Dating Relationships

Policy Date: 07/01/11

One area that creates the potential for sexual harassment is a dating or romantic relationship between employees. Although there is no prohibition against such relationships, employees are strongly cautioned about the risks and ramifications commonly associated with such relationships in the workplace.

If the work performance or environment is negatively affected by a separated or divorced couple or a non-platonic relationship between coworkers, Woodland Hills Church reserves the right to take appropriate action including disciplinary measures, transfers, or reassignment.

If an employee is in the position of authority or influence over another employee, the employees must report the relationship to their supervisor and Executive Pastor at any time it appears the relationship could result in romantic attachment (e.g. dating). Although both employees involved in a consensual relationship are individually responsible for disclosure, a supervisor's failure to report such a relationship will be regarded as a serious lapse in their leadership of the workplace and grounds for appropriate disciplinary action, including termination of employment.

Dating relationships between a supervisor and a subordinate have a high likelihood of negatively impacting business operations or individual performance. The supervisor or the subordinate, depending upon individual circumstances, will be required to transfer to another ministry area. If the subordinate cannot be scheduled in a manner that removes them from the superior's direction they will be re-assigned to another supervisor.

Employee Concerns and Suggestions

Policy Date: 07/01/11

Woodland Hill Church desires to provide good working conditions and maintain harmonious working relationships among employees and leadership. In order to correct any work-related problems, we must be fully informed about them. You are encouraged to discuss concerns or suggestions with your supervisor.

There may be times when conditions need improvement and relationships are tested. If any relational issues arise with a co-worker or leader, Woodland Hills Church encourages the biblical practice of Matthew 18:15-17. The matter should be directly addressed to that person. If a resolution is not reached, please arrange a meeting with your supervisor or others who were a witness to the issue.

If any of the above matters cannot adequately be resolved, you are encouraged to discuss the problem with our Business Administrator or Executive Pastor. Retaliation against any employee for the appropriate use of communication channels is unacceptable. Please remember it is counterproductive for employees to create or repeat rumors or gossip.

In addition, job work experience is the best source of suggestions for improvement and the leadership team welcomes and solicits ideas from all employees.

If you have a problem which is more specifically addressed by the Unlawful Harassment Policy of this handbook, please follow the procedure described there.

Unlawful Harassment

Policy Date: 07/01/11

Woodland Hills Church is committed to providing a work environment free of discrimination and unlawful harassment. Actions, words, jokes, posters, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited. Any employee who witnesses or experiences an incident of sexual or other unlawful harassment shall promptly report the matter to their supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact our Business Administrator or Executive Pastor. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible sexual or other unlawful harassment should promptly advise the Business Administrator or Executive Pastor. Reported complaints of harassment will promptly be investigated in as confidential a manner as possible. An employee who is determined, after investigation, to have engaged in harassment is in violation of this policy and will be subject to appropriate disciplinary action including termination.

Discipline

Policy Date: 07/01/11

While it is anticipated that most problems will be resolved through the cooperation of employees, there are times when inappropriate conduct or inadequate performance may result in disciplinary action. While Woodland Hills Church does not employ mandatory progressive discipline, we may use several tools to motivate, correct, and/or discipline employees, including, but not limited to, warnings, reprimands, suspension with or without pay, and termination. It is within the leadership's sole discretion to determine appropriate measures based upon the circumstances of each individual disciplinary matter.

Administrative Leave Pending Possible Disciplinary Action

Policy Date: 07/01/11

If you are suspected of violating Woodland Hills Church policies, procedures, or conduct standards, you may be placed on administrative leave, with or without pay, pending an investigation of the situation.

WORKPLACE SAFETY

General Employee Safety

Policy Date: 07/01/11

Woodland Hills Church is committed to the safety and health of all employees. We will maintain safety and health practices consistent with the needs of our organization. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. We depend on the cooperation of each employee to keep our working environment safe.

Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

Accident Reporting

Policy Date: 07/01/11

In emergency situations, co-workers should seek immediate professional medical assistance for any employee injured from an accident that occurred in the performance of an employee's job duties. After seeking the necessary medical assistance, co-workers should immediately report the emergency to the employee's supervisor and our Business Administrator or Business Administrator.

In cases of non-emergency accidents and regardless of how insignificant the injury may appear; employees are to immediately report to their supervisor and Business Administrator all injuries or accidents that occur in the performance of their job duties and seek the appropriate medical attention. Such reports are necessary to comply with benefit plan guidelines and initiate insurance and workers' compensation benefits procedures.

Providing a Good Work Environment

Policy Date: 07/01/11

We encourage all employees to provide a good and respectful work environment that includes safe working conditions, free from environmental distractions (e.g. noise, smells, poor lighting, etc.).

We also encourage all employees to always keep their work area neat and orderly for safety reasons. If you spill a liquid, clean it up as soon as possible. Arrange office space to avoid tripping hazards, such as telephone, computer, or electrical cords. Do not leave boxes, materials, or other objects on the floor which may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways always clear. Please put all litter and recyclable materials in the appropriate receptacles and containers.

In the kitchen and common areas for meals, please make sure to leave counters, tables, and appliances clean and remove leftovers from the refrigerator on a regular basis. You are responsible for cleaning up any dishes you use. Please report anything that needs repairing or replacing to our facilities Director.

Fire Emergency and Severe Weather

Policy Date: 07/01/11

The safety of the children and adults under our care at Woodland Hills Church is extremely important. Employees and all volunteers should familiarize themselves with all fire exit routes, fire extinguishers, first aid kits, all designated safety tornado areas, and any fire or severe weather procedures and emergency plans. In case of any emergencies, please calmly follow any instructions and help others, especially children or others who are handicapped.

Weather-related closings and cancellations for Woodland Hills Church will be broadcast by radio stations WCCO (88.5 FM) and KTIS (600 AM) and Woodland Hills Church website.

Violence In the Workplace

Policy Date: 07/01/11

Woodland Hills Church wishes to maintain a work environment free from all forms of violence and does not tolerate any type of workplace violence committed by or against employees. Acts or threats of physical violence are prohibited. Examples of workplace violence include, but are not limited to, conduct such as: threats or acts of physical or aggressive conduct; threats to destroy or intentional destruction of property belonging to Woodland Hills Church; threatening phone calls or correspondence (including email, texts, blogs, etc); and surveillance or stalking activities.

Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Any potentially dangerous situation must be reported immediately to a supervisor or leadership. All activities related to the situation will be held in strictest confidence, and promptly investigated in such a manner as to protect the privacy of all concerned, to the extent allowed by law.

Weapons

Policy Date: 07/01/11

Woodland Hills Church prohibits all persons who enter the church's property from carrying a handgun, firearm, knife, or other weapon of any kind regardless of whether the person is licensed to do so. Woodland Hills Church also prohibits all employees from having a handgun, firearm, knife, or other weapon of any kind in their personal vehicle when that vehicle is being used for Woodland Hills Church activities. The only exceptions to this policy are police officers, security guards or other persons who have been given written consent by Woodland Hills Church to carry a weapon on the property or in their vehicle.

Life Threatening Illnesses in the Workplace

Policy Date: 07/01/11

Employees with life-threatening illnesses, such as cancer, heart disease, and HIV/AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Woodland Hills Church supports these endeavors as long as employees are able to meet acceptable performance standards and as long as the most current and well-informed medical evidence available indicates that casual workplace contact with the afflicted employee will not result in the transmission of the disease to other employees. As in the case of other

disabilities, Woodland Hills Church will provide reasonable accommodation in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. Woodland Hills Church will take reasonable precautions to protect such information from inappropriate disclosure. The supervisor and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact our Business Administrator for information and referral to appropriate services and resources.

Parking

Policy Date: 07/01/11

Keep your car locked and valuables hidden while it's in the parking lot. Woodland Hills Church is not responsible for theft or damage to any vehicles or personal property left in vehicles while parked on Woodland Hills Church property.

Vehicles left on Woodland Hills Church property for more than 24 hours without approval by our facilities Director, are subject to being towed at the owner's expense.

Care of Equipment and Church Vehicles

Policy Date: 07/01/11

When using Woodland Hills Church property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions (including any necessary training), safety standards, and guidelines. Equipment or church owned vehicles may not be used for personal use.

Please notify our Business Administrator or Facilities Director if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damage, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

The improper, careless, negligent, destructive, or unsafe use of operation of equipment or vehicles will result in disciplinary action.

Candle Usage

Policy Date: 1//08

Candles, including incense, can be used for events and services as long as they are always attended to, and provisions are made of wax. If the candles are used for pure ambience and are not attended, they must remain unlit. Also, have protective coverings for carpets or tables that may be damaged by candle wax.

Candles may not be used in individual offices per the City of Maplewood Fire Marshall. The danger of leaving the candle unattended is too high and constitutes a significant fire risk. You can have new (not used) candles in your office, and they must remain unlit.

Below is an excerpt from the Minnesota State Fire Marshall Division Regulations regarding the use of candles and decorative open flame devices for religious ceremonies and theatrical performances:

- Lighted candles should only be used by people 15 years of age and older.
- A device should be provided to protect hands from melting wax.
- Lighted candles should not be tilted to light another candle.
- Lighted candles should be kept away from easily ignited materials. Particular attention should be paid to clothing that could be easily ignited.
- People should remain stationary with lighted candles.
- Other reasonable safeguards may be deemed necessary by the Fire Marshall.

Children in the Workplace

Policy Date: 07/01/11

Children are welcome to visit employees at the office for such purposes as lunch, a brief visit to a work area or for special occasions when they are specifically invited. The hosting employee is responsible for the children and their actions during such visits.

Children should not be brought to the work site as a substitute for other childcare arrangements. If an employee is faced with an unforeseen circumstance where childcare arrangements have been disrupted, the supervisor may grant an exception if the following conditions are met: alternate arrangements are being made and the time the child will be in the work area is brief (less than 30 minutes), the child is accompanied by the employee at all times, and the employee is able to perform his or her regular job duties at all times.

DAY TO DAY WORK PRACTICES

Church Property

Policy Date: 07/01/11

Employees are responsible for treating Church property with respect. It must be properly and safely used. Any property of Woodland Hills Church may not be removed from the premises without proper authorization from our Executive Pastor or Business Administrator. If you leave employment with Woodland Hills Church, you must return any property that has been issued for your use.

Access to Woodland Hills Church Property

Policy Date: 07/01/11

Woodland Hills Church reserves the right to monitor or access employee offices, workstations, filing cabinets, desks, computers, computer files, voice mail, e-mail, and any other Woodland Hills property at its discretion, with or without advance notice or consent.

Keys and Prox Cards

Policy Date: 07/01/11

Employees are responsible for safeguarding and proper use of their keys and cards. Keys and/or prox (access) cards to our offices, building and/or other appropriate work or storage areas are issued to new employees or volunteers by our Facilities Director upon authorization by their supervisor.

For security purposes, lost keys or cards must be reported immediately to our facilities Director. All issued key(s) or prox cards are to be returned to our facilities Director when departing as an employee or volunteer.

Personal Property

Policy Date: 07/01/11

Although we are committed to providing our employees with a safe and secure work environment, we cannot assume responsibility for your personal property. Employees should be careful where they store such property and should avoid bringing costly or irreplaceable property to work. Woodland Hills Church is not liable for personal belongings that may be lost or stolen on the job. If you would like a locked file cabinet to keep your personal belongings in, please see the Facilities Director.

Posted Notices and Information

Policy Date: 07/01/11

You will find required federal and state notices and information regarding fair employment laws and information about your rights as an employee posted on our bulletin board in the workroom. You are responsible for checking this bulletin board on a regular basis and for reading all posted materials.

Using Personal Vehicles

Policy Date: 07/01/11

Please be aware that employee's (and volunteers) automobile insurance is considered *primary* when using their vehicles for church business. All employees may be reimbursed for mileage at the standard IRS allowance when using their own vehicle for church business.

Phone Use

Policy Date: 07/01/11

Woodland Hills Church telephones are primarily for business use. Personal use should be limited. Employees may make personal long-distance phone calls from work but will need to reimburse Woodland Hills Church for any charges. If you bring a personal cellular phone with you to work, use it in a manner that will not disturb others.

Electronic Communications Policy

Policy Date: 07/01/11

Woodland Hills Church has established this Internet, Intranet, e-mail, and electronic communication policy to make certain that employees utilize electronic communications devices in a legal, ethical, and appropriate manner. We have devised this policy in a manner that addresses the church's legal responsibilities and concerns regarding the fair and proper use of all electronic communications devices.

Scope of Policy

This policy extends to all features of the Woodland Hills Church's electronic communications systems, including all computing equipment, (hardware and software), networking equipment, connections to the Internet, and all voice and video equipment, i.e. any form of electronic communication used by employees currently or in the future.

Standards and Rules

It may not be possible to identify every standard and rule applicable to the use of electronic communications devices. Employees are therefore encouraged to utilize sound judgment whenever using any feature of the communications systems. To offer employees some guidance, the following principles and standards should be clearly understood and followed:

1. The church's policy against unlawful harassment extends to the use of computers, the Internet, and any component of the communications systems. In keeping with that policy, employees should not use any electronic communications device in a manner that would violate that policy.
2. The church's anti-discrimination policies extend to the use of communication systems. Any employee who uses any electronic communications device in any manner that violates the company's anti-discrimination policies or commitment to equal employment opportunity will therefore be subject to disciplinary action, including the possibility of immediate termination.
3. Employees may not use an electronic communications device for a purpose that is found to constitute, in the church's sole and absolute discretion, a personal use that is not for the direct and immediate benefit of the church or is inconsistent with the mission of the church.
4. Employees may not use any electronic communications device in a manner that violates the trademark, copyright, or license rights of any other person, entity or organization.
5. Employees should identify all communications as "privileged and confidential" when it is accurate and appropriate to do so. In this manner, the church can assert any protections, privileges and rights relating to communications if it becomes necessary to do so.

6. Employees may not use any electronic communications systems to post non-related information, opinions, comments, discussion groups or other such forums passing off their own views as representing those of Woodland Hills Church.

Access To All Electronic Communications

Woodland Hills Church retains the right and ability to enforce policy and to monitor compliance with its terms. While computers and other electronic devices are made accessible to employees to assist them in performing their jobs and to promoting the church's interests, all computers, and electronic devices, must remain fully accessible to the church, and will remain the property of church.

Again, while we respect the privacy of your working environment, Woodland Hills Church retains the right to gain access to any information received by, transmitted by, or stored on any such electronic communications device, either with or without an employee's knowledge, consent, or approval.

While computer and email use intended for job-related activities, incidental, and occasional brief personal use is permitted within reasonable limits, as determined at the sole discretion of Woodland Hills Church. Employees have no right or expectation of privacy on any computer or email usage occurring on or with the use of Woodland Hills Church's computer, email systems, or accounts, even if it is the employee's own personal email or other account being accessed. Woodland Hills Church may, at any time and in its sole discretion, prohibit employees from using electronic devices for personal use.

Compliance is Essential

Employees who violate any aspect of this policy or who demonstrate poor judgment in the way they use electronic communications devices will be subject to disciplinary action, up to and including the possibility of termination.

Personal Use of Social Networking

Policy Date: 07/01/11

"Social networking" includes all types of postings on the Internet, including, but not limited to social networking sites, such as Facebook, MySpace or LinkedIn; blogs and other on-line journals and diaries; bulletin boards and chat rooms; micro-blogging, such as Twitter; and the posting of video on YouTube and similar media. While social networking offers great opportunities for us to communicate and work together, it also brings on great responsibility of the use of such communication. Social networking blurs the lines between personal and professional communication as no other technology has before. By the fact of identifying yourself as a Woodland Hills Church employee within a social network, you have now connected yourself to other employees, leadership, church members, volunteers, relatives, and other friends.

As an employee of Woodland Hills Church, your online postings have the potential to impact us, even those you make on a personal level. As a result, we reserve the right to monitor employee use of social networking regardless of location (i.e. at work on a business computer or on personal time with a home computer). Employees are to conduct their online engagements in accordance with our policies regarding anti-harassment, confidential information, standards of conduct, and electronics communication. Employees' online postings should always represent their personal point of view and not necessarily that of Woodland Hills Church. When posting your own point of view, you should neither claim nor imply you are

speaking on behalf of Woodland Hills Church. When appropriate, please be clear to indicate that the views expressed on your posts are your own and do not necessarily reflect the views of Woodland Hills Church.

If Woodland Hills Church, in its sole discretion, determines that any communications by an employee on social media sites is inconsistent with the mission, purpose, or point of view of Woodland Hills Church, it may require the employee to remove or delete such communication and the employee may be subject to disciplinary action, up to and including termination.

Business Expenses

Policy Date: 07/01/11

Employees will be reimbursed in accordance with Woodland Hills Church reimbursement policies for all approved business-related expenses. Church credit cards may be issued to certain employees depending on their buying responsibilities. Church credit cards may not be used for personal expenses.

Statements to the Media

Policy Date: 07/01/11

Please refer all media inquiries (e.g., a news reporter, television or radio reporter, entertainment reporter, or columnist) to our Communications Pastor. No employee should speak on behalf of Woodland Hills Church without permission from our Communications Pastor or Executive Pastor.

LEAVING WOODLAND HILLS CHURCH

Terminations

Policy Date: 07/01/11

The employment relationship between Woodland Hills Church and its employees is of an at-will nature. This means that the employee is hired for an indefinite period. Thus, the employee is free to leave at any time they believe it is in their best interest. Similarly, Woodland Hills Church may terminate the employment relationship whenever it is deemed appropriate.

Voluntary Termination

Woodland Hills Church will consider you to have voluntarily terminated your employment if you:

1. **Resign** – When an employee voluntarily resigns, we ask that employees leave to give us at least two weeks' written notice whenever possible. Written notice should include the reason for leaving, the last day of work, an address where the employee can be reached in the future and be signed and dated by the employee. Under certain circumstances, Woodland Hills Church retains the right to accept your resignation immediately or may shorten the termination date designated by you. In such case, you will receive compensation through the last day worked.
2. **Fail to return** from an approved leave of absence on the date specified; or
3. **Fail to report** to work or call in for one workday or more without notifying their supervisor and without providing an FMLA certification.

Involuntary Termination

Woodland Hills Church considers involuntary termination as:

1. **Discharge** - An employee may be involuntarily terminated when Woodland Hills Church determines that continued employment will not be to the benefit of the employee or the church. Since the employment relationship between employees and Woodland Hills Church is of an at-will nature, an employee can be dismissed without notice and without cause.
2. **Layoff** - When conditions dictate that Woodland Hills Church must reduce staff through a layoff, the leadership will determine which employees shall be laid off. Layoffs will be communicated to affected employee(s) at the earliest reasonable time to allow for productive transition.

Pay and Benefits at Time of Termination

Employee benefits will be affected by employment termination in the following manner. All accrued benefits that are due and payable at termination will be paid on the next scheduled payroll date following the employee's last day. Some benefits may be continued at the employee's expense if the employee so chooses, see *Benefits Continuation (COBRA)*. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Exit Conference

Policy Date: 07/01/11

When leaving the employment of Woodland Hills Church, our Business Administrator will schedule an exit conference with you. To help ensure an orderly transition at this conference,

there will be opportunity to discuss such issues as employee benefits, COBRA options, return items that belong to Woodland Hills Church, and review the final payroll process.

Return of Property

Policy Date: 07/01/11

All Woodland Hills Church property must be returned by employees on or before their last day of work. Where permitted by applicable laws, Woodland Hills Church may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Woodland Hills Church may also take all actions deemed appropriate to recover and/or protect its property.

SUMMARY AND SIGN OFF

Employee Acknowledgement Form

Policy Date: 07/01/11

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF WOODLAND HILLS CHURCH EMPLOYEE HANDBOOK

I understand that via our intranet "Staff Resources", I have access to the Employee Handbook of Woodland Hills Church. I understand and have read the Employee Handbook, and I am familiar with its policies, benefits, and employee responsibilities.

I understand that the Employee Handbook supersedes previous applicable policies, and that the Employee Handbook will remain in effect until amended or updated in the manner provided.

I understand that nothing contained in the Employee Handbook will constitute any employment contract with Woodland Hills Church. My employment with Woodland Hills Church is at-will and may be terminated by either Woodland Hills Church or myself at any time without notice or requirement of cause. Nothing contained in the Employee Handbook is intended to interfere with any rights or benefits protected by law.

I understand that I am responsible for complying with policies, rules and procedures set forth in the Employee Handbook, as amended and supplemented by Woodland Hills Church.

I have read and understand the notice and my rights under the Minnesota Personnel Record Review and Access Act.

Signature of Employee

Date

Printed Name