

# 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 Benefits Director, 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.~ 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, 2Thess 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 3:2S, S: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 11:23-2 9*)

**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

Policy Date: 5/23/99

## We covenant to be a people who are...

1. **Scriptural:** All we believe and all we are as a Church must be firmly grounded in the Word of God.
2. **Passionate:** If it's worth doing, and if it's about the Kingdom, it's worth doing with all of our heart and to the best of our ability.
3. **Real:** How things really are is far more important than how things look. God calls us to be real, not religious.
4. **Covenant Keepers:** God calls us to enter into a fully committed relationship with God and with each other.
5. **Ministers:** All believers are called to be ministers. The function of pastors is to assist people in discovering and developing their own ministry. An individual's ministry is based on their calling, giftedness, passion and character, and is most effectively carried out in cooperation with a team of fellow ministers.
6. **Spiritual Warriors:** The central defining mission of every believer is to further the Kingdom of God against the kingdom of darkness. Prayer is one primary form of warfare. Nothing of Kingdom value happens without prayer.
7. **One With the Body of Christ:** We are part of the one Church in this region and are called by God to always function as a team player. Assisting other churches has the same Kingdom value as assisting our own. Reconciliation across racial, gender, economic and other lines that divide God's people is an essential part of affirming the unity of the Body of Christ. Therefore, we will actively pursue this until the Lord returns.

# **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 Benefits Director 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 team mates.
- Finalize your work schedule and help you enter your new schedule on your Outlook calendar.
- Establish furniture and supplies needed for work space.
- 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 trainings.
- 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 Benefits Director 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 on the basis of 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 on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with 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 Benefits Director. 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 an 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 an 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 of time. 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 by the hour. An hourly employee is entitled to premium pay for work in excess of 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 work force or to assist the completion of a specific project. With the exception of 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 work force assisting with a special project, abnormal work loads or emergencies. Employment beyond the initially stated period does not in any way imply a change in employment status. With the exception of 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. With the exception of 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 about 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 a number of 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

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 anniversary of their hire date.

## **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, The Link.

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

## **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 Benefits Director so corrections can be made as quickly as possible.

Woodland Hills Church is required by law to make certain mandatory deductions\* from each pay check, 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 to IRS guidelines. Employees that are eligible may request a housing allowance by submitting their request to our Benefits Director for board approval. Housing allowances will be petitioned each calendar year by our Benefits Director.

**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

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. 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** in excess of 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 off 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

Policy Date: 07/01/11

Updated: 09/16/13

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. Reasonable effort will be made to keep the office staffed during normal business office hours from 8:00am to 5:00pm. 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 in order to carry out planned church activities. Alterations in work schedules and locations may be considered – see [Workplace Flexibility](#).

## Reduction in work hours

Policy Date: 04/21/21

A regular employee who wishes to permanently or temporarily work fewer hours per week must notify the Business Administrator and/or Executive Pastor in writing. 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 employees seniority/hire date).

## 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

Employers are not required by federal and state law to give breaks of a specific duration. Minnesota law requires employers to provide restroom time and sufficient time to eat a

meal. Meal periods that are free from work responsibility and last more than 20 minutes are not considered work time.

However, 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 work day.

## **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 the 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 time keeping procedures. Supervisors must review and approve electronic time sheets by 9:00am on the 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.

# EMPLOYEE BENEFITS

## Eligibility Of Benefits

Policy Date: 08/05/21

Employee benefits are subject to change, including cancellation, at any time at the sole discretion of Woodland Hills Church.

FULL-TIME	PART-TIME	TEMPORARY
Holiday Pay	Limited Holiday Pay	Sick Leave (6 mo+)
Replacement Holiday	2 Floating Holidays	Workers Comp Insurance
2 Floating Holidays	Vacation	
Vacation	Sick Leave	<b>ON-CALL</b>
Sick Leave	Life & Disability Ins (25+ hrs)	Workers Comp Insurance
Health & Dental Ins	Retirement Savings	
Life & Disability Ins	Workers Comp Insurance	<b>PAID INTERNS</b>
Flexible Spending Acct	Benefits Continuation	Workers Comp Insurance
Retirement Savings		
Workers Comp Insurance		
Benefits Continuation		

## Holidays

Policy Date: 4/21/22

Woodland Hills Church publishes an annual holiday calendar on The Link and in the staff workroom prior to each calendar year.

Woodland Hills Church observes the following holidays:

New Year's Day	Independence Day
Martin Luther King's Birthday	Labor Day
Easter (Monday after)	Thanksgiving Day
Memorial Day	Christmas Day
Juneteenth (19 <sup>th</sup> )	2 Floating Holidays

When a holiday falls on a Friday, Saturday or Sunday, Woodland Hills Church will also observe the holiday on either the preceding Thursday or the following Monday.

### Working on a holiday or an observed holiday:

If a regular salary employee is required to work on a holiday or an observed holiday, they will receive replacement hours for the number of hours worked on the holiday/observed holiday. Replacement holiday hours must be requested in advance and taken within two weeks of the actual holiday subject to job responsibilities and team needs. If the employee requests the holiday off (they are scheduled to work, but request the day off), they should record the day in the time off system as a replacement holiday. If an observed holiday is offered in place of the holiday (e.g. Easter) then a replacement holiday does not need to be requested for the holiday.

If a regular hourly employee is required to work on a holiday or observed holiday, they will receive straight-time pay for the hours worked **plus** their regular scheduled pay for that day.

**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: 4/21/22

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 to not 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 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.

Employee instructions for electronic requests for vacation can be found on our intranet “the link”. Any further questions can be directed to our Benefits Director.

**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 (Easter, Independence Day, Christmas and New Year’s), we encourage time off requests be submitted 2 months prior to the holiday. Requests submitted earlier than 2 months may be considered by your supervisor for unusual circumstances. Appropriate coverage during office and ministry hours during these peak holiday seasons will be considered prior to approval/denial.

### **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

Regular and long-term (6 months+) temporary employees are eligible for accrued sick leave benefits.

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 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 "the link". Your supervisor will need to

complete and approve your sick leave benefits for that day. Any further questions can be directed to our Benefits Director.

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 and Dental Insurance**

Policy Date: 07/01/11

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

Coverage for health and dental insurance is effective the first day of the month after a full month of your employment begins. You may be required to pay a portion of the premium depending on your plan selection. Our Benefits Director 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

Regular employees who work 25 or more hours per week are eligible for Life and Disability benefits at no cost to them. Our Benefits Director 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 Benefits Director.

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

## **Flexible Spending Account (Section 125)**

Policy Date: 07/01/11

All regular full-time employees have the opportunity to participate in a Flexible Spending Account. A flexible spending account is a way to save money each year by using pre-tax (before taxes) dollars to pay for eligible out-of-pocket medical and dental expenses, and dependent daycare expenses.

Woodland Hills Church automatically enrolls eligible employees who participate in our health and dental plans to use pre-tax dollars for their premium costs. At the beginning of each calendar year, you determine how much you might spend of the maximum amount allowed for these eligible expenses. With your consent, this amount will be withheld from your wages on a pre-tax basis. As you incur expenses, you can submit a claim form with receipts for reimbursement to our flexible spending account provider.

It is important not to overestimate how much you might spend and deposit in the account because any funds remaining in your account(s) at the end of the year are not returned. The IRS calls this the "use it or lose it" rule.

If you are interested in participating in either reimbursement plans, please contact our Benefits Director for plan specifics, annual dollar limits and enrollment information.

## **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 Benefits Director.

## **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 it is minor, **MUST** be reported promptly to our Benefits Director 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 Benefits Director 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 Benefits Director for further information.

# Workplace Flexibility

Policy Date: 01/29/18

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 give favorable consideration to workplace flexibility requests provided the ministry 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 anytime.

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

## **Adjusted Work Week Schedules**

Employees may request permission to work an "adjusted" schedule for personal reasons. Employees may submit a Work Week Schedule form located on our intranet "the link" to their supervisors 2 weeks in advance of the desired date. If approved, the Work Week Schedule form must be signed and submitted to our Benefits Director. Once submitted, the adjusted work week schedule is considered to be the employee's regular work week schedule and must be updated in the employee's outlook calendar. Any further changes in working hours, aside from variations due to emergencies, require the same approval procedure. Vacation time may be adjusted by the Benefits Director if the number of scheduled work days changes.

## **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.

Employees may submit an Adjusted Work Week Schedule form located on our intranet "the link" to their supervisors 2 weeks in advance of the desired date. If approved, the Adjustment Work Week Schedule form must be signed and submitted to our Benefits Director. Once submitted, the compressed work week schedule is considered to be the employee's regular work week schedule and must be updated in the employee's outlook calendar. Any further changes in working hours, aside from variations due to emergencies, require the same approval procedure. Vacation time may be adjusted by the Benefits Director if the number of scheduled work days changes.

## **Telecommuting (working at Home or Offsite)**

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. 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.

### **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 have the authority to approve or deny each employee's participation in the telecommuting option.
- Participation in the telecommuting option 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 child care, 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 telecommuting (i.e. completing a short-term special project or when caring for a sick family member) are not subject to a telecommuting agreement.

### **Eligibility Criteria**

- The position does not require daily face-to-face supervision or daily 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.
- Telecommuting does not exceed 20% of an employee's workweek unless the position requires it.
- 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 work flow among co-workers and others.
- The employee can assure the designated worksite area is an appropriate work environment.
- The employee is able to return from the alternate location 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. In most cases, the employee will be required to supply all necessary equipment for telecommuting, including a computer, internet access, and required software, and to maintain the required equipment in good working order during the time the equipment is in use for the telecommuting arrangement.

On occasion, Woodland Hills Church may supply non-standard equipment or software required for telecommuting. Woodland Hills Church is responsible for maintaining this equipment. The employee is responsible for taking reasonable care of any equipment supplies by Woodland Hills Church. If any piece of equipment fails (employee-owned or WHC owned), the employee is expected to complete their work in the office. 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.

Employees may submit a Telecommuting Agreement located on our intranet "the link" to their supervisors 2 weeks in advance of the desired start date. If approved, the Telecommuting Agreement must be signed and submitted to our Benefits Director. Once submitted, the employee must update their outlook calendar with their worksite location(s) and hours.

# Telecommuting Agreement

1. Employee's name: \_\_\_\_\_

Employee's title: \_\_\_\_\_

2. Work Week Schedule – Please fill out the work week schedule form.

3. 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
- Computer with ability to access Woodland Hills Church's server and email software
- Printer
- Phone
- Ergonomically correct furniture

B. Ensure that my alternate worksite is safe, secure, and free from distraction. Abide by all safety policies set forth by Woodland Hills Church.

C. Be available by phone and email during the day (s) and time(s) stated above while telecommuting.

D. Check phone and email messages regularly while telecommuting unless I am attending an offsite meeting on behalf of Woodland Hills Church or have prior approval from my supervisor.

E. 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.

F. Follow all Woodland Hills Church policies, including the policies for prevention and reporting of safety concerns. Agree that all Woodland Hills Church policies (including our policy on proper use of electronic communications which allows employer access to all electronic communications) applies equally to communications made from a home computer.

\_\_\_\_\_  
Employee's signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Supervisor's signature:

\_\_\_\_\_  
Date:

**Return this form into the Benefits Director**

## Work Week Schedule Request

Employee's Name: \_\_\_\_\_

Employee's Title: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Sunday:             Office Hours            \_\_\_\_\_ to \_\_\_\_\_

Offsite/Home Hours    \_\_\_\_\_ to \_\_\_\_\_

Monday:            Office Hours            \_\_\_\_\_ to \_\_\_\_\_

Offsite/Home Hours    \_\_\_\_\_ to \_\_\_\_\_

Tuesday:            Office Hours            \_\_\_\_\_ to \_\_\_\_\_

Offsite/Home Hours    \_\_\_\_\_ to \_\_\_\_\_

Wednesday:        Office Hours            \_\_\_\_\_ to \_\_\_\_\_

Offsite/Home Hours    \_\_\_\_\_ to \_\_\_\_\_

Thursday:            Office Hours            \_\_\_\_\_ to \_\_\_\_\_

Offsite/Home Hours    \_\_\_\_\_ to \_\_\_\_\_

Friday:              Office Hours            \_\_\_\_\_ to \_\_\_\_\_

Offsite/Home Hours    \_\_\_\_\_ to \_\_\_\_\_

Saturday:            Office Hours            \_\_\_\_\_ to \_\_\_\_\_

Offsite/Home Hours    \_\_\_\_\_ to \_\_\_\_\_

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 Benefits Director***

# LEAVES OF ABSENCES

## Medical and Family Leave (FMLA)

Policy Date: 07/01/11

Woodland Hills Church recognizes that leave of absence from active employment may be necessary for family or medical reasons. The Family and Medical Leave Act (FMLA) is a federal law. The following leave of absence policy complies with the minimum provisions of the Family and Medical Leave Act (FMLA).

Any person who has worked as a regular employee for at least one year is entitled to up to a total of 12 work weeks of unpaid leave during any 12-month period for the following family and medical reasons:

- The birth of the employee's child;
- The placement of a child with the employee for adoption or foster care;
- The care of a child, spouse, or parent (who acted as a parent when the employee was a child) who has a serious health condition\*; or,
- The serious health condition\* of the employee that makes the individual unable to perform the functions of their position.

\*The law states that a serious health condition must result from one or more of the following:

- A health condition lasting more than three consecutive days, requiring continuing treatment.
- Any period of incapacity due to pregnancy or prenatal care.
- Any period of incapacity due to a chronic, serious health condition that continues over an extended period of time and requires visits to a health care provider (although not necessarily for each episode associated with that condition).
- A permanent or long-term condition for which treatment may not be effective, requiring supervision by a health care professional (examples: terminal cancer, Alzheimer's disease, stroke).

Examples include emphysema, appendicitis, severe respiratory conditions (such as chronic asthma), heart attacks, heart conditions requiring bypass or valve operations, back conditions requiring surgery or extensive therapy, most cancers, strokes, spinal injuries, severe arthritis, pneumonia, severe nervous disorders, any serious injury caused by an accident on or off the job, emotional distress following a miscarriage and migraine headaches.

Ordinary illnesses do not qualify for FMLA. These include, but are not limited to, a common cold, flu, ear aches, upset stomach, headaches, and routine dental care. Substance abuse is covered when the employee is seeking treatment, and not just impaired by their usage. To be eligible for FMLA an employee must have a condition that makes him or her unable to perform their essential job function(s).

### Length of Leave

An eligible employee who is temporarily unable to work for a period greater than 3 days is entitled to a period up to 12 work weeks of unpaid leave within a 12-month period\* without loss of benefits. The amount of leave available to an employee at any given time will be calculated by looking backward at the amount of leave taken within the 12-month period immediately preceding the requested leave. An employee who fails to return to work immediately following expiration of the authorized leave period is subject to termination. All leave taken under this policy and leave for any other reason that would



qualify under FMLA will be counted against the employee's leave entitlement under FMLA. Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 work weeks within any 12 month period.

\*If the initial period of approved absence proves insufficient, consideration may be given to a request for an extension of the leave of absence by the Trustees.

### **Leave for Spouses**

A husband and wife who are eligible for FMLA leave and are both employed by Woodland Hills Church may be limited to a combined total of 12 work weeks of leave during any 12-month period if the leave is taken: (1) for the birth and/or care for a child; (2) for the placement of a child with the employee for adoption or foster care, or (3) to care for the employee's parent with a serious health condition. On the other hand, if one spouse is ineligible for FMLA leave, the other spouse would be entitled to the full 12 work weeks of FMLA leave.

### **Compensation during Leave**

During a *non-pregnancy, family or medical leave*, an employee must first exhaust any accrued sick time, floating holidays and half of their remaining vacation time before receiving any gifted sick time.

During a pregnancy-related or adoption-related family leave, an employee may use accrued sick time, and unused vacation time, before continuing such leave on an unpaid basis. These types of leave of absence are not eligible for gifted sick time.

### **Intermittent or Reduced Leave**

Leave taken because of the employee's or family member's serious health condition may be taken on an intermittent or reduced work week schedule basis when medically necessary. If an employee seeks leave on an intermittent or reduced work week schedule basis, the employee must submit a medical certification from a health care provider, as discussed below, and additional certification from the health care provider that the intermittent or reduced work week schedule leave is medically necessary. Woodland Hills Church may modify the employee's current position to better accommodate the employee's recurring periods of leave.

### **Periodic Reports**

Woodland Hills Church may require periodic reports from an employee on leave of absence regarding their status and intention to return to work.

### **Benefits Provision**

During the employee's or family member's medical leave of absence, Woodland Hills Church will continue to provide applicable insurance coverage for the employee for the 12 work week period. Leave of absences greater than a 12 week period, employees will be responsible to pay 100% of all insurance premium costs provided by Woodland Hills Church's insurance plan. An employee may be liable for reimbursement of insurance premiums paid by Woodland Hills Church during the leave if the employee fails to return to work after taking FMLA leave.

Vacation, sick leave, and holiday benefits will continue during the approved leave period up to 12 work weeks.

### **Job Restoration**

Upon return from FMLA, the employee will be returned to the same or an equivalent position with no loss of benefits, which accrued prior to the leave of absence. Woodland Hills Church may require a fitness-for-duty certification before the employee returns to work if the leave of absence was for a serious health condition of the employee . An employee who does not return to work at the end of an authorized leave of absence is subject to termination.

### **Medical Certification**

If an employee takes a leave of absence because of a serious health condition of the employee or the employee's family member, the employee must submit to our Benefits Director, a written medical certification from a health care provider for the serious health condition. Failure to provide such certification upon request may result in a denial or a delay of leave of absence. During the employee's leave of absence, Woodland Hills Church may also periodically inquire as to the employee's intent to return to work.

### **Employer Notification**

An employee who expects or anticipates taking a family or medical leave except for pregnancy and adoptions must complete a leave of absence form along with their medical certification 30 days in advance of the anticipated date of the leave to our Benefits Director. If the need for the leave 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 Benefits Director

### **FMLA Protections for Families of Military Personnel**

In 2008 and 2009, the FMLA was amended and now entitles eligible regular employees to take leave for a covered family member's service in the Armed Forces. "Qualifying Exigency" Leave for Families of Active Duty Members of the Armed Forces provides eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the Armed Forces to use their 12 work week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA for Military Caregiver Leave for Veterans and for Aggravated Illnesses or Injuries also includes a special leave entitlement that permits eligible regular employees to take up to 26 work weeks of leave to care for a covered service member or veteran during a single 12-month period. A "covered service member" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces), and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating. Since veterans do not have a current "office, grade, rank, or rating," the serious injury or illness must be one "that manifested itself before or after the member became a veteran." The entitlement to take military caregiver leave for the care of veterans extends only to family members of veterans when the veteran was a member of the Armed Forces at some point in the five years preceding the date on which the veteran undergoes the medical treatment or receives the therapy that necessitates the leave.

## **Gifted Sick Time**

Policy Date: 07/01/11

Regular employees who have accrued sick time may donate their sick time to another fellow employee who is on a Family and Medical Leave (FMLA)\* and has exhausted their sick, vacation and holiday pay as outlined in the FMLA policy. Employees may donate any amount of their sick time as long as there is a minimum balance of 2 work weeks remaining.

Pregnancy and adoption related leaves and any other type of leaves outside of the FMLA is not eligible for this donation of sick time. Bereavement leave may also be considered but must obtain approval from the Trustees for this gifted time.

### **Process of Contributing Sick Time**

When the employee's paid leave of absence alternatives have been exhausted, our Benefits Director will notify their supervisor. With the employee's consent, their supervisor will confidentially approach fellow employees who have appropriate amounts of sick leave to consider the opportunity to donate. Any employee wishing to donate their accrued sick time will need to submit their intention in writing or email our Benefits Director specifying the number of sick days to be transferred. Gifted sick time is limited to the time needed by the employee's approved leave of absence date and will only be transferred when the gifted sick time is needed. The employee on leave of absence will be notified of the gifted sick days.

## **Bereavement Leave**

Policy Date: 07/01/11

Bereavement leave 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 step family, 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 in excess of 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 Benefits Director. 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 Benefits Director

### **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 Benefits Director.

Any financial compensation must be submitted to Woodland Hills Church to receive a 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 Benefits Director.

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 with the exception of 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 a personal leave, you must have completed at least one year of continuous employment.

All personal leaves are 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 maintain the highest standards of conduct and act in a mature and responsible manner at all times. 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 act in a mature and responsible way at all times. 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 of 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 notice 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 particular 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 come in contact with 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 "the link".

### **Minnesota Personnel Record Review and Access Act**

You have a right, upon a good faith written request to the Benefits Director, 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 Benefits Director, 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 Benefits Director, 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 the your working hours. Woodland Hills Church may require that the review be made in the presence of the Benefits Director or an individual appointed by the Trustee Board to maintain personnel records. After the review and upon your written request to the Benefits Director, 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're your 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 work day or more without notifying their supervisor and without providing an FMLA 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 affects 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

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 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.
- Legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.
- 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 work place.

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 with that person. If a resolution is not reached, please arrange a meeting with your supervisor or others who were a witness of 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 a number of 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 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 Benefits Director 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 Benefits Director 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 keep their work area neat and orderly at all times 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 clear at all times. 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 make reasonable accommodations 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 Benefits Director 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 damages 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 damages, 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 and provisions are made for 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 persons 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.
- Persons 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, work stations, 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 of 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 in an effort 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. In order 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 manner in which 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 of time. 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 deems 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 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 work day 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 of 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, 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 Benefits Director will schedule an exit conference with you. To help assure 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 action 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 "the link", 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