



## **STAFF HANDBOOK**

**EFFECTIVE: FEBRUARY 2026**

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## INTRODUCTION

### **WELCOME TO METRO COMMUNITY CHURCH!**

We consider you to be a gift from God and look forward to working with you as a member of our team. As we share this journey, we believe every individual plays a vital role in the life of Metro Community Church. We appreciate you and the gifts and talents you bring, and we are committed to helping you achieve your highest level of service for the Lord in this ministry. We believe employees will enjoy their work, their fellow employees, and will find Metro Community Church a good place to work.

As employees of Metro Community Church, we represent this ministry in both our work lives and private lives. As a result, we are expected to always be sensitive to how others may see us biblically, spiritually, and ethically. We encourage our staff to strive toward living a life that is an example to others of our relationship with God, our belief in and commitment to Metro Community Church's Mission and Vision, Statement of Faith, and Staff Lifestyle Agreement.

### **HISTORY**

Founded in 1991 by Pastor Paul Westbrook in Edwardsville, Illinois. Our vision is to be a church where people want to move closer to God, each other and the disconnected. Metro setup and tore down every weekend until it outgrew places that could be rented and so the current Edwardsville campus building was finished and moved into in 2003. The Vandalia campus was added in 2007 and was setup and tear down until they moved into their building in August of 2024. The Online campus was added in 2020. Lead Pastor Seth Conerly took over in 2022.

Metro Community Church is a place where you are invited to experience God. We are ONE Church with multiple campuses. We are a collective of people navigating life's challenges together as we move closer to God, each other, and the disconnected.

### **MISSION**

Our vision is to be a church where people want to move closer to God, each other and the disconnected.

### **STAFF VALUES**

#### KEEP JESUS FIRST

2 Peter 3:18; John 15:5; Philippians 1:21; Philippians 3:7-11; Colossians 3:1-3; Luke 9:23

- Grow in relationship with Jesus.
- Model integrity.
- Live above reproach.

ADVOCATE FOR Metro Community Church MISSION

Matthew 6:33; Luke 12:34; Acts 20:24; Acts 20:28; Philippians 2:3-4; Romans 12:1-10

- Keep church mission above personal preference.
- Cascade vision regularly.
- Bring people, up & down, along for the journey.

CHAMPION EACH OTHER

Mark 12:29-31; 1 Thessalonians 5:11; John 13:35; Colossians 3:13; Proverbs 15:1; Ephesians 4:29

- Communicate early and often.
- Extend trust and work at building trust.
- Own resolving conflict in a healthy way.

STRIVE TO BE BETTER

Colossians 3:17; Proverbs 22:29; 1 Corinthians 9:19-23; Proverbs 27:17; Proverbs 15:22; 2 Timothy 2:15

- Embrace change and development.
- Evaluate and present potential innovative changes.
- Desire and invite input from others.

**STATEMENT OF FAITH**

The Bible is the inspired Word of God.

- The Bible is God's Word to all humankind, written by human authors, under the supernatural guidance and inspiration of the Holy Spirit. The Old and New Testaments are the only written revelation from God to man. The Bible is infallible and is the authoritative rule of faith and conduct for mankind. "All Scripture is inspired by God, and is profitable for teaching, for rebuking, for correcting, for training in righteousness, so that the man of God may be complete, equipped for every good work." (2 Timothy 3:16)
  - John 17:17, 2 Timothy 3:15-17; 2 Thessalonians 2:13; 2 Peter 1:21

There is one true God.

- God is love, sovereign, omniscient, omnipresent, omnipotent, and holy. He is the Creator of the heavens and the earth. While God is one, He is also a triune, eternal being known as the Father, the Son, and Holy Spirit.
  - Genesis 1-2, Deuteronomy 6:4, Psalm 90:2, Matthew 3:16-18, Matthew 22:37, Matthew 28:19, John 8:54-59

Jesus Christ is the Son of God.

- Jesus Christ (the Messiah) is the second person of the triune God and the eternal Son of God. Jesus became man without ceasing to be God. Jesus lived a sinless human life and offered himself as the perfect sacrifice for the sins of all humankind by dying on a cross. The Bible declares His bodily resurrection from the dead and his power

over sin and death. Jesus ascended to Heaven and is exalted at the right hand of God the Father to now function as our High Priest, where He acts as our Representative, Intercessor, and Advocate. Jesus will come again and will judge the living and the dead.

- Matthew 1:18-23, Hebrews 7:26, 1 Peter 2:22, John 1:1-14, 1 John 3:4-5, Acts 2:22, 10:37-38, 2 Corinthians 5:21; 1 Peter 2:24, 1 Corinthians 15:4, Matthew 28:1-6; 1 Corinthians 15:4

All men are sinners and in need of a Lord and Savior, Jesus Christ.

- Man was created in the image of God. However, Adam and Eve willfully disobeyed God, as do all people. That first sin had several repercussions. Man was excommunicated from the Garden of Eden, a curse was pronounced, the process of physical death began, and man died spiritually. Sin separated humankind from God, severing our fellowship from Him and His holiness.
  - Genesis 1:26; 3:6, 14-19, 23, Genesis 2:17, Romans 3:23; 5:12-19, Romans 6:23, 1 Corinthians 15:20-22

Salvation is through faith in Christ alone and is given by God's grace.

- Salvation is a gift from God to man. Man can never make up for his sin by self-improvement or good works. Jesus died on the cross to pay the penalty of our sins and rose from the dead on the third day according to Scripture. Only by trusting in Jesus Christ as Savior and surrendering to Him as Lord can anyone be saved from sin's penalty.
  - Acts 4:12; John 1:12; 3:16; 14:6, 1 Peter 2:24, Hebrews 8:12; 9:26, 1 John 4:9-10, 1 Corinthians 6:19-20, Revelation 3:5, Philippians 3:20-21, Galatians 4:4-7; 5:22-23, Romans 4:4-5; 8:16, John 3:3, Ephesians 1:13-14, Ephesians 2:8-9, 1 Peter 1:3-5

The Holy Spirit is given to all believers.

- The Holy Spirit is equal with the Father and the Son of God and is present in the world to make mankind aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, conviction of sin, and guidance in doing what is right. The Christian seeks to daily live under His control and by His power. We believe that God is sovereign in bestowing spiritual gifts. It is, however, the believer's responsibility to submit the development and use of those gifts for God's purposes. This is an act of worship to bring focused glory to God not personal glory.
  - 1 Corinthians 12:7, 11, Ephesians 4:7-8, Galatians 5:22-23, Romans 12:1-8, 1 Corinthians 13, 1 Peter 4:10-11, 2 Corinthians 3:17; John 16:7-13, 14:16-17; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 4:1-6, Ephesians 5:1

### Eternal Security

- We believe that all true Christ-followers are eternally secure through God's power. We believe that it's the privilege of believers to rejoice in the assurance of their salvation, without using their Christian liberty as an occasion for surrendering to sin.
  - John 6:37-40; 10:27-30, Romans 8:1, 38-39; 13:13, 1 Corinthians 1:4-8, 1 Peter 1:5, Galatians 5:13, Titus 2:11-14

### The Church and Her Mission

- The Church is the body of Christ and its purpose is to glorify and worship God, to present the Gospel to the world, and to make disciples by caring for and equipping God's people for faithfulness and ministry.
  - 1 Corinthians 12:12-28; 14:12, Acts 1:8; Matthew 28:18-20, John 17:8, Ephesians 4:11-16

### Judgment and Eternity

- Man was created to exist forever. He will either exist eternally separated from God by sin, or in union with God through forgiveness and salvation. To be eternally separated from God is hell. To be eternally in union with him is eternal life. Heaven and hell are places of eternal existence. There will be a final judgment in which each person will stand at the judgment seat of Christ. Those whose names are written in the Book of Life will be deemed righteous through Christ's righteousness and will enjoy God for eternity and those not found in the Book of Life will be separated from God for eternity.
  - Matthew 25:31-46, John 2:25, 3:16, 5:11-13; Romans 2:1-9, 6:23; 1 Corinthians 4:5, 1 John 5:11-12, Revelation 20:11-15; 21:1-4

### The Sanctity of Human Life

- We believe that all human beings are created by God and that each human bears His image. To be created in His image is to possess a value beyond compare. Nothing else in God's creation has this distinction; it's a privileged status reserved only for humankind. This means that every person, from conception to natural death, possesses inherent dignity and immeasurable value. This includes preborn children, elderly individuals, people with physical limitations or special needs of any kind, etc. Christians are called to value all human life in both their attitudes and their actions.
  - Psalms 139:13-14, Jeremiah 1:5, Luke 1:15; 41-42

### The Value of Humanity

- People matter to God; therefore, they matter to us. Every person is deserving of compassion, love, kindness, respect and dignity. Our beliefs on any topic do not provide grounds for bullying or hate. Hateful and harassing behavior or attitudes towards any individual are not in alignment with the Bible's teachings, including The Great Commandment and The Great Commission.
  - Genesis 2:23-24, Matthew 5:31-32; 19:1-12, Ephesians 5:25-33, James 1:27

### The Value and Validity of Singleness

- God calls Christians to serve him whether in the married state or in the state of sexually abstinent singleness. Marriage is neither a command for all believers or a God-ordained goal for all believers, and as such should never be held out as a measure or test for faithfulness to Christ. Faithful singleness is as noble a state as faithful marriage, whether it be a temporary state, a calling, or even an unsought circumstance.
  - Matthew 19:8-12, 1 Corinthians 7:1-40

### God's Design for Marriage

- God created a place for oneness in relational, spiritual, emotional, and physical intimacy through marriage between one man and one woman. Although culture and customs have wavered in their definition of marriage, God alone has the ultimate authority regarding marriage relationships for believers. Marriage is clearly outlined throughout scripture for the purpose of understanding the relationship between the church (the bride of Christ) and Jesus (the bridegroom). The marriage bed is to be kept undefiled. Though sexual intimacy outside of marriage (one man and one woman) is sinful, the Gospel provides redemption and restoration to all who confess and forsake their sin and receive love and forgiveness through Jesus Christ.
  - Genesis 2:18, 24, Matthew 25:1-13; Mark 10:5-9; 1 Corinthians 6:9-11; 7:2-6; Ephesians 2:1-10; 5:22-33; Titus 3:3-7; Hebrews 13:4; Revelation 21:2, 9

### God's Design for Sexuality

- Stewardship of sexuality is a life-long responsibility for any and every believer. There is a difference between temptation (attraction), lust (fostering sexual desire) and unrepentant sin (action). Because of Christ, we do not have to be held captive by sexual immorality but can walk in His forgiveness, grace, and power on a daily basis.
- Any sexual behavior or intimacy outside of marriage (between one man and one woman) is considered sexual immorality, which is identified in Scripture. This includes (*equally*): sexual intimacy within premarital relationships, same sex relationships, bisexual relationships, polyamorous relationships, adultery, bestiality, incest, or pornography.
- Because the human body is a creation of God where gender identity is biologically determined, disagreement with one's biological sex (though a legitimate emotionally difficult experience), is regarded as an opportunity to trust God as the designer. Actions to embrace or adopt another gender identity other than the one biologically assigned by God are deemed to be in opposition to the Creator and therefore sinful.
- Metro Community Church strives to be a safe place for any person sincerely struggling with sexual temptation of any kind. For those struggling with temptation and repenting of sin, we will provide grace, love, care, and direction to encourage each of us to walk in God's upward, inward, and outward love.

- o Genesis 1:27; 2:24; Matthew 15:19; 11:28-30; 19:1-9; Ephesians 5:31, 1 Corinthians 4:5; 6:9-11; 10:13, 1 Thessalonians 4:3, Romans 1:26-32, Galatians 5:16-17, Hebrews 2:17-18; 4:14-16; 13:4, Revelation 21:1-4

#### **HANDBOOK PURPOSE**

This staff handbook is a tool used to share essential information and provide clarity, as well as the benefits provided to our staff. It outlines Metro Community Church's philosophy, employment practices, and policies, as well as conduct expectations. Though this handbook is not intended to be a book of rules and regulations or a contract, it does include important guidelines our staff should know. We hope this guide will help our staff feel comfortable with us. Metro Community Church depends on its employees to pursue God's mission for our church; their success empowers the success of the church's mission.

We encourage you to explore its contents, as well as our [Staff Resources](#) page, refer to it frequently, and reach out if you have any questions. The handbook is not meant to limit normal question and answer exchanges among us. It is through conversation that we can better know and understand each other, express our values, and work together in a harmonious relationship.

No one other than the Executive Ministerial Team or Lead Pastor may alter or modify any of the policies in this staff handbook, therefore, no statement or promise by a supervisor, or other employee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee. Except for the at-will employment provisions, the handbook can be amended at any time.

Should any portion of this staff handbook be found to be unenforceable and invalid, the handbook itself is not invalidated, but only that portion. Nothing in this handbook is intended to infringe upon employee rights under [Section 7](#) of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

## EMPLOYMENT

### EQUAL EMPLOYMENT

It is the policy of Metro Community Church to provide equal employment opportunities to all qualified individuals. Equal employment opportunities include, but are not limited to, employment, training, promotion, demotion, transfer, leaves of absence and termination.

Metro Community Church is a religious 501c3, and as such, reserves the right under Title VII of the Civil Rights Act of 1964 to make employment decisions of all types based on our religion and our Statement of Faith. Metro Community Church will exercise a preference for employees who subscribe to Metro Community Church's Statement of Faith and Staff Lifestyle Agreement and are members of Metro Community Church.

Discriminatory, harassing, or retaliatory behavior is prohibited from coworkers, supervisors, managers, executive leadership, board members, and third parties, including congregation members. Metro Community Church takes allegations of discrimination, harassment, and retaliation very seriously and will promptly investigate when warranted.

Metro Community Church is committed to administering all aspects and conditions of employment without regard to the following, according to federal and state law:

- Race
- Traits associated with race, including hair texture and hairstyle
- Color
- Age
- Biologically determined sex
- National origin
- Ancestry
- Language (when unrelated to job duties)
- Pregnancy
- Military or veteran status
- Citizenship and/or immigration status
- Genetic information, including family medical history
- Physical or mental disability
- Marital status
- Family Responsibilities
- Unfavorable military discharge
- Arrest record
- Housing status
- Credit report or credit information
- Order of protection status
- Any other protected class, in accordance with applicable federal, state, and local laws

### BACKGROUND CHECKS

Metro Community Church will conduct background check on employees, with their signed consent. The background check may consist of prior employment verification, reference checks, education confirmation, criminal background, credit history, or other information, as permitted by law. Third-party services may be hired to perform these checks. All offers of employment and continued employment are contingent upon a satisfactory background check. Refusal to consent to a background check may result in termination.

**AT-WILL NOTICE**

The employment relationship between Metro Community Church and employees is at-will. This means employees are not hired for any specified period of time and their employment may be terminated at any time, with or without cause, and with or without notice, by either Metro Community Church or the employee. Metro Community Church policy requires that all employees are at-will; any implied, oral, or written agreements or promises to the contrary are void and unenforceable. There is no implied employment contract created by this handbook or any other Metro Community Church document or written or verbal statement or policy.

**ANNIVERSARY DATE AND SENIORITY**

An employee's date of hire is their official employment anniversary date. Seniority is the length of continuous service starting on that date. Should an employee leave Metro Community Church and then be rehired, any previously accrued seniority will be lost and will begin to accrue again on the date of rehire. Seniority does not accrue during leaves of absence that exceed 30 calendar days, except for any legally protected leaves or paid time off.

**IMMIGRATION LAW COMPLIANCE**

All employees are required to complete Section 1 of Form I-9 on their first day of employment, and produce, within three business days, acceptable proof of their identity and eligibility to work in the United States. Failure to produce the proper identifying documents within three days will result in termination.

**EMPLOYEE DESIGNATIONS**

Metro Community Church has established employee Statuses, Classifications, and Categories for compensation and benefit purposes. An employee's supervisor will inform the employee of their Status, Classification, Category, and responsibilities at the time of hire, re-hire, promotion or at any time a change in status occurs. These designations do not alter the employment at-will status.

**EMPLOYEE STATUS**

Regular Full-Time Employee

An employee who is scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than 40 hours). The employee may be Exempt or Non-exempt and is generally eligible for all employment benefits offered by Metro Community Church.

Regular Part-Time Employee

An employee with standard work hours less than 40 hours in a work week and may be eligible for some benefits.

Temporary Employee

An employee who is scheduled to work on a specific need of Metro Community Church. The employee is not eligible receive any employer-sponsored benefits.

**EMPLOYMENT CLASSIFICATIONS**

Metro Community Church has established the following employee classifications for compensation and to comply with the Fair Labor Standards Act (FLSA).

Exempt

Employees whose positions meet specific pay and duties tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are Exempt from earning overtime pay. The basic premise of Exempt status is that the Exempt employee is to work the hours required to meet their work responsibilities. Any exempt employee can ask for their position to be reevaluated if they believe they should be classified as non-exempt/hourly and entitled to earn overtime.

Non-Exempt

Employees whose positions do not meet specific FLSA, and state pay and duties tests and are paid a regular hourly rate. Non-exempt employees earn a multiple of their regular hourly rate for overtime hours worked. Unless notified otherwise in writing by the Director of Operations or Executive Pastor, all employees of Metro Community Church are Non-exempt.

**EMPLOYEE CATEGORIES**

All positions at Metro Community Church play an integral part in fulfilling our mission statement. Each employee will belong to one of the following employment categories:

Executives

Employees hired with the primary responsibility of finding, equipping, and supporting leaders for the work of ministry at Metro Community Church. In addition to the ministry duties set forth above, their roles consist mostly of directing, coaching, and pastoring, vision, strategy and direction of the church on a staff level. Executive Level staff may or may not be ordained pastors.

Associates

Employees hired with the primary responsibility of overseeing a certain ministry or department including finding, equipping, and supporting leaders for the work of ministry. In addition to the ministry duties set forth above, their roles consist mostly of directing, coaching, and leading. Associate Level staff may or may not be ordained pastors.

Assistants

Employees hired with the responsibility of supporting the ministry in capacities such as administrative, technical, clerical, secretarial, or facility care duties. Their roles are mostly task oriented, but they may also be involved in recruiting volunteers or leading teams.

Assistants may be hourly or salaried employees, depending on the nature of their position.

#### Interns and Residents

Temporary employees engaged in a ministry learning experience with Metro Community Church for a specified period of time. This may or may not be for educational credit, or to fulfill educational non-credit requirement. Interns may be full-time or part-time and are not eligible for benefits.

#### **EMPLOYEE FILES**

Metro Community Church will maintain employment files, including employee personnel records, attendance files, I-9 files, and files for medical purposes. If there are any changes to personal information, such as a change in home address, telephone number, or a change of name, employees must notify their supervisor so appropriate updates can be made. Metro Community Church will take reasonable precautions to protect employee files and personally identifiable information in its records.

Employee files have restricted access. Employees may have access to those personnel files. If an employee (or former employee) wishes to review their personnel file, they must do so in the presence of the Executive Director of Operations or Executive Assistant of Lead Pastor.

Employees may review or obtain a copy of their personnel file or payroll records by making a written request to the Executive Director of Operations or Executive Assistant of Lead Pastor. The written request will become a permanent part of the personnel file and Metro Community Church will make the contents of those records available within a reasonable time frame.

#### **EMPLOYEE REFERENCES**

All reference check requests should be directed to Human Resources; Human Resources will provide this information or send the request to the employee's direct supervisor.

#### **JOB TRANSFERS**

Metro Community Church aspires to promote qualified internal candidates to fill open positions whenever possible and practical. When job openings occur, current employees are encouraged to apply.

Metro Community Church reserves the right to place an employee in whatever job it deems useful or necessary. All job transfers, reassignments, promotions, or lateral transfers are at the discretion of Metro Community Church.

#### **EMPLOYMENT OF RELATIVES**

Metro Community Church does not have an established policy against hiring relatives. However, an employee will generally not be hired for, transferred to, or promoted into a

position where they will be managed, directly or indirectly, by a family member or someone with whom they have a romantic relationship. Other factors may also be considered when hiring a relative or romantic partner of a current employee, placing them in a particular position, or creating a supervisory/reporting relationship. Metro Community Church may transfer an employee or change their employment status at any time for any reason, including to avoid the appearance of favoritism or other conflict of interest.

## CONDUCT AND BEHAVIOR

### GENERAL CONDUCT GUIDELINES

Employees are expected to exercise common sense and courtesy, for the benefit of other employees, volunteers, congregation members, and Metro Community Church as a whole. Professionalism is expected, as is respect for the safety and security of people and property. Failure to follow these guidelines may be grounds for corrective action, up to and including termination. Though this is not an exhaustive list, the following are examples of unacceptable conduct:

- Failure to follow the policies and guidelines outlined in this handbook.
- Conduct that is illegal under federal, state, or local law.
- Creating a disturbance on Metro Community Church premises.
- Use of abusive, inappropriate, or foul language.
- Any rude, discourteous, or unbusinesslike behavior, on or off Metro Community Church premises, which is not protected by [Section 7](#) of the National Labor Relations Act and adversely affects Metro Community Church services, operations, property, reputation, or goodwill in the community, or interferes with work.
- Use or possession of illegal drugs on Metro Community Church premises at any time.
- Use of alcohol or other intoxicants during working hours.
- Working under the influence of intoxicants.
- Unauthorized possession of a weapon on Metro Community Church premises.
- Gambling on Metro Community Church premises.
- Taking or giving bribes of any nature.
- Falsifying time records or “clocking in or out” for another employee or having time recorded by another employee.
- Theft, misappropriation, or unauthorized possession or use of any property that does not belong to the employee.
- Unauthorized removal of Metro Community Church property from the premises.
- Willfully, negligently, or carelessly damaging, defacing, or mishandling property of Metro Community Church, an employees, volunteer, or congregation member.
- Negligent, careless, or inconsiderate treatment of employees, volunteers, or congregation members, or their information.
- Sharing confidential information with anyone who does not have an official need to know.
- Accessing confidential information pertaining to employees, volunteers, or congregation members outside of authorized job duties.
- Changing any type of Metro Community Church, employee, volunteer, or congregation member document or record without authorization outside of authorized job duties.
- Falsifying any type of Metro Community Church, employee, volunteer, or congregation member document or record.
- Entering or using Metro Community Church premises for personal use outside of authorized job duties or authorized usage.

- Violating security, safety, or fire prevention regulations, or tampering with safety equipment.
- Use of a personal vehicle for Metro Community Church business without Metro Community Church knowledge or consent.
- Insubordination or refusal to follow instructions from a supervisor.
- Refusal or unwillingness to accept a job assignment or perform job requirements.
- Leaving during scheduled work hours without notice.
- Unauthorized absence from work during scheduled work hours.
- Misuse of work hours or use of work hours for personal, non-Metro tasks or purposes.

#### **DISPUTE RESOLUTION**

Metro Community Church believes in working in a culture of honor and spiritual health. This is evident in the way we treat each other, care for one another, and handle conflict with each other. Honor values people ahead of projects. Conversations and actions should be handled with grace. To cultivate trust between co-workers and others requires dealing directly with the person, avoiding gossiping, and not making assumptions about the other person's intentions. Following the Matthew 18 principle is key.

Matthew 18:15-17 (NIV)

*If your brother and sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.*

Metro Community Church also believes in healthy, positive conflict. Metro Community Church sees conflict as an opportunity to glorify God by trusting, obeying, and imitating Him. It provides an opportunity to serve other people by helping to bear their burdens or by confronting them in love, and it gives us an opportunity to grow to be like Christ by confessing sin and turning from attitudes that promote conflict.

God commands us in Matthew 18:15 to first go and talk privately, in grace and love, to those with whom we are in conflict.

- Pray for humility and wisdom
- Plan your words (You may seek advice from another staff member as long as said staff member is not the supervisor of the person you are in conflict with)
- Choose the right time and place to talk
- Talk directly to the person rather than discussing with other staff

If an employee has done all they can to share their concern and the matter is still unresolved, they should initiate a one-up meeting with the supervisors of each respective individual involved, who can maintain confidentiality, to meet with them and the person

they have approached to help everyone resolve their differences. (Matt. 18:16-17) If resolution cannot be made with the supervisor the appropriate next step is taking it to an uninvolved EMT member.

A Dispute Resolution Policy is not a substitute for a Harassment Policy, nor is the use of a Dispute Resolution Policy an appropriate response to a report of harassment.

#### **PERSONAL BOUNDARIES**

As important as it is for Metro Community Church to set healthy boundaries at work between members of the opposite sex, employees are reminded that being above reproach is expected in all settings and situations, both work and personal. We realize this may be inconvenient at times; however, we feel our testimony and our witness for the Lord are worth any inconvenience. Our goal is to protect ourselves from personal temptation, from inadvertently finding ourselves in compromising situations, and from giving anyone a reason to be suspicious of our behavior.

Metro Community Church employees are expected to always conduct themselves in a Christ-like manner to present good personal and spiritual testimony. Employees are to uphold the doctrines and standards found in the Bible and the Metro Community Church Statement of Faith and Lifestyle Agreement. All the following guidelines are to be used when interacting with the opposite sex, whether they are married or unmarried, and whether they are staff, congregation members, volunteers, or community members.

#### Meetings

If a one-on-one meeting is required, plan to meet on site at Metro Community Church, in an area visible to others.

- A male and female may not be alone together in an office or other room with the door closed.
- A male and female may not be alone in sequestered areas (ex., the office area) of the building together. If a door needs to be closed for confidentiality, the meeting must take place in an office or room with uncovered windows that are visible to others in the building.

#### Communication

The same concerns about being alone together apply to conversations, not just face-to-face meetings. Employees are expected to exercise caution with conversations of a personal nature between an employee and anyone of the opposite sex who is not their spouse.

- Whenever possible, conversations should be mainly ministry-related and conducted via work email.
- One-on-one conversations (in person, on the phone, by text or other direct messaging) should be brief and focused.

- Should the conversation need to be lengthy or include personal topics, include a 3rd party, such as your spouse or supervisor.

### Travel

A male and a female are not to ride alone together in a car. When short, distance work-related travel is required, travel in groups. When males and females are traveling overnight for Metro Community Church purposes:

- A minimum of three employees will travel together.
- At all times, actively avoid any situation that would cause two employees of the opposite sex to be alone.
- Employees of the opposite sex must book separate rooms for lodging, without adjoining rooms.
- A member of the Executive Ministerial Team must approve the travel.
- Inform your spouse, if married.

### **DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION**

It is Metro Community Church's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, community member or any third party on the basis of any characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by Metro Community Church.

The purpose of this policy is to ensure that no one harasses another individual in the workplace, including while on Metro Community Church premises, while on Metro Community Church business (whether or not on Metro Community Church premises) or while representing Metro Community Church. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

### Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text

messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

#### Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

- unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
- obscene or vulgar gestures, posters or comments;
- sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
- propositions or suggestive or insulting comments of a sexual nature;
- derogatory cartoons, posters and drawings;
- sexually explicit e-mails, text messages or voicemails;
- uninvited touching of a sexual nature;
- unwelcome sexually related comments;
- conversation about one's own or someone else's sex life;
- conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
- teasing or other conduct directed toward a person because of the person's gender.

#### Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to any member of management. If

the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact HUMAN RESOURCES. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

#### Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

#### Retaliation Prohibited

In addition, Metro Community Church will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

#### Enforcement

All supervisors are responsible for:

- Implementing Metro Community Church's harassment policy
- Ensuring that all employees they supervise have knowledge of and understand Metro Community Church policy
- Reporting any complaints of misconduct to the Director of Operations or Executive Assistant, so they may be investigated and resolved internally
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy
- Conducting themselves in a manner consistent with the policy

All employees who witness offensive behavior in the workplace - whether directed at them or another employee - are encouraged, though not required, to immediately address it with the employee whose behavior they found offensive.

An employee who is informed that their behavior is or was offensive should stop immediately and refrain from that behavior in the future, regardless of whether they agree that the behavior could have been offensive.

### Additional Reporting Procedures

Aside from the internal complaint process described above, employees may choose to file a charge/complaint of discrimination or harassment (including sexual harassment) with the Illinois Department of Human Rights (IDHR).

The charge process for violations of the law can be initiated by completing the form at [www.illinois.gov/dhr](http://www.illinois.gov/dhr) or by contacting the IDHR at [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov), or either of these offices:

#### Chicago Office

555 West Monroe Street, Suite 700

Chicago, IL 60661

Tel: (312) 814-6200

TTY: (866) 740-3953

(312) 814-6251

(FAX - Charge Processing)

#### Springfield Office

524 S. 2nd Street, Suite 300

Springfield, IL 62701

Tel: (217) 785-5100

TTY: (866) 740-3953

Fax: (217) 785-5106

Employees can also contact the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703.

### **ABUSIVE CONDUCT**

Abusive conduct means malicious conduct in the workplace that a reasonable person would find hostile or offensive. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal, or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe.

Abusive conduct in the workplace is unacceptable and will not be tolerated. Employees should report abusive conduct to a supervisor or Human Resources. Supervisors are responsible for ensuring that employees are not subjected to abusive conduct. All reports will be treated seriously and investigated when appropriate. Employees who are found to have engaged in abusive conduct will be subject to corrective action, including termination. Retaliation against an employee who reports abusive conduct or verifies that it took place is strictly prohibited.

**COMPLAINT PROCEDURE**

Metro Community Church has established a procedure for a fair review of complaints related to any workplace controversy, conflict, or harassment. Employees may take their complaint directly to the person or department supervisor. If the complaint involves their supervisor, or if the employee feels the supervisor would not provide an impartial resolution to the problem, then they may take the issue to the Executive Director of Operations.

**CORRECTIVE ACTION**

A high level of job performance and professionalism is expected from each employee. Should an employee's job performance not meet the standards established for the position, they violate Metro Community Church policies or procedures, or their behavior is otherwise unacceptable, corrective action may be taken. Corrective action may include, but is not limited to coaching, oral or written warnings, performance improvement plans, paid or unpaid suspension, demotion, and termination. The type and order of actions taken will be at management's sole discretion. Employment is at-will, and Metro Community Church is not required to take any corrective action before making an adverse employment decision, including termination.

**WHISTLEBLOWER PROTECTIONS**

Metro Community Church is committed to upholding protections for employees who report any activity they consider to be illegal or dishonest and will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Executive Director of Operations or Executive Assistant immediately.

Any employee who has knowledge of, or a concern regarding, illegal or dishonest fraudulent activity may take their concern directly to their supervisor. If the complaint is related to their supervisor, they may take the issue to the Executive Director of Operations or Executive Assistant. Whenever possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. An employee who intentionally files a false report of wrongdoing will be subject to corrective action, including termination.

## COMPENSATION

### **PAY PERIODS**

Regular full-time employees

The standard seven-day payroll workweek for Metro Community Church will begin at 12:00 a.m. Monday. The designated pay period for regular full-time employees is semi-monthly. Paydays are the 15<sup>th</sup> and the last day of the month. The designated pay period for regular part-time employees is every other week. Except as otherwise communicated, if any paycheck date falls on a holiday, employees will be paid on the preceding scheduled business day.

### **TIMEKEEPING**

Recording and submitting hours worked is required for all non-exempt employees. Accurate timekeeping and hourly pay are a federal and state wage and hour requirement for non-exempt employees and are therefore mandatory. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance. Non-exempt employees are required to record actual hours worked. All forms of timekeeping will be referred to as clocking in or out.

#### Requirements

Non-exempt employees are required to:

- Submit an accurate record of time worked on a daily, work week, and pay period basis
- Clock in and out to record the start/stop time at the beginning and end of every shift
- Clock in and out to record time spent on lunch breaks
- Notify their supervisor as soon as possible if an entry into the timekeeping system has been missed and needs correction
- Clock in and out personally. No employee may clock in and out for another employee, except a supervisor that is correcting their employee's timekeeping entry.
- Get prior approval from their supervisor to work any unscheduled time, including overtime
- Get prior approval before working through a scheduled break or lunch period

#### Lunch Periods

Lunch periods are unpaid time when employees are relieved of all duties. Lunch periods:

- Are designated by the employee's supervisor (both the duration and the timing)
- May not be waived without prior approval
- May not be waived if the waiver would result in overtime
- May not be altered without prior approval

### **EMPLOYEES AND VOLUNTEER ACTIVITIES**

Time spent in service to Metro Community Church as a job expectation is time worked as an employee and is paid time. Time volunteered at Metro Community Church is time given freely as a gift from an individual, and not paid time.

An employee may volunteer at Metro Community Church only if all the following conditions are met:

- Volunteer work or service must be solely at the employee's initiative, not at the request or suggestion of the employer.
- The employee must be performing a task or service outside of their regular job functions performed for Metro Community Church.
- Volunteer work or service must be performed outside the employee's normal or regular work hours.
- The employee must be performing a religious, charitable, or other community service without contemplation of payment.

#### **DAY OF REST**

In accordance with Illinois law, non-exempt employees who work more than 20 hours per week will receive at least 24 consecutive hours off in each consecutive 7-day period, unless they volunteer to work the seventh day. Metro Community Church asks all employees to prioritize taking 48 consecutive hours off in each 7-day work week.

#### **OVERTIME**

Metro Community Church complies with all applicable federal and state laws with regard to payment of overtime work. Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over 40 in a workweek.

Employees are required to work overtime when assigned. Any overtime worked must be authorized by a supervisor or manager, in advance. Working unauthorized overtime or the refusal or unavailability to work overtime is not acceptable work performance, and is subject to discipline, including but not limited to termination.

#### **PAYROLL DEDUCTIONS**

Metro Community Church complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and does not make improper deductions from the salaries of exempt employees. [The FLSA only allows deductions](#) from the salaries of exempt employees for the following circumstances, which Metro Community Church may or may not make:

- When an exempt employee is absent from work for one or more full days for personal reasons *other than sickness or disability*
- When an exempt employee is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide sick leave plan that provides compensation for salary lost due to illness
- To offset amounts received as witness or jury fees, or for military pay
- When an employee is on unpaid leave under the Family Medical Leave Act, when applicable

- To pro-rate pay during an employee's first and last week of employment, if they work less than a full week

If an employee believes an improper deduction has been made, they should immediately report this to their supervisor or the person responsible for payroll processing. Reports will be promptly investigated and if it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

All pay increases are based upon merit, economic factors, and the sustainability of Metro Community Church. There may not be an automatic annual cost of living or salary adjustment. Pay may also be adjusted downward when there is job restructuring, job duty changes, job transfers, or adverse economic conditions. Demotion is a reduction in responsibility, usually accompanied by a reduction in salary. If demotion occurs, employees will maintain their seniority with Metro Community Church.

#### **PAY ADJUSTMENTS, PROMOTIONS AND DEMOTIONS**

Periodic pay increases may be given based upon merit, economic factors, and the sustainability of Metro Community Church. There may not be an annual cost of living adjustment. Pay also may be adjusted downward when there is job restructuring, job duty changes, job transfers, or adverse economic conditions. Demotion is a reduction in responsibility, usually accompanied by a reduction in salary. If demotion occurs, employees will maintain their seniority with Metro Community Church.

#### **PERFORMANCE EVALUATION**

In addition to other coaching conversations, employees will generally receive a review of their job performance annually. This evaluation may be either written or oral. Such evaluation may not occur at the exact same time each year, at the discretion of the employee's supervisor.

If the employee receives an evaluation sheet or other written document, they will be required to sign it. An employee's signature confirms they have been given the opportunity to examine the evaluation and discuss it with their supervisor and does not necessarily indicate the employee agrees with the content. The completed and signed evaluation form will be placed in the employee's personnel file and the employee will receive a copy of the performance evaluation.

#### **WORK ASSIGNMENTS**

On occasion, employees may be required to perform duties that are not part of their job description or usual tasks. This may happen for many reasons, including a co-worker being absent, a position being temporarily vacant, or department or Metro Community Church is particularly busy. Employees are expected to perform these additional duties in a timely fashion and to the best of their ability. Employees should speak with their supervisor if they have questions about processes or procedures that are not part of their regular

duties. Employees will be paid their regular rate of pay unless notified otherwise by their supervisor.

**EXPENSE REIMBURSEMENT**

Metro Community Church covers the cost of necessary ministry expenses, either through direct purchase or by reimbursement, according to any applicable state or federal laws. Employees must follow the Expense and Reimbursement Policy when spending money in a ministry-related capacity.

Some examples of covered expenses include purchasing items, tools, and services needed to perform work, and traveling for ministry.

Employees who are issued ministry credit cards are required to use them for ministry purchases whenever possible and follow the Expense and Reimbursement Policy, which will be provided upon issuance of the credit card.

Expenses needing reimbursement require pre-approval from the employee's direct supervisor, submission of receipts, and a completed reimbursement request form. Contact Director of Operations or executive Assistant to receive the current Expense and Reimbursement Policy and reimbursement forms.

**ADVANCES AND LOANS**

As a non-profit, Metro Community Church does not give advances or loans to employees.

## **BENEFITS**

### **HEALTH AND WELFARE BENEFITS**

Metro Community Church complies with all applicable federal and state laws regarding benefits administration. All regular full-time employees scheduled and generally working at least 40 hours a week are entitled to health insurance and other Metro Community Church-sponsored health benefits, when in effect. Metro Community Church reserves the right to change or terminate health plans or other benefits at any time.

New qualifying employees will be eligible for coverage immediately. New employees may elect not to be covered, with the permission of Metro Community Church, provided the percentage of employees not covered is within the benefit plan specifications.

### **CONTINUATION OF BENEFITS**

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), or a state mini-COBRA law, employees may be allowed to continue their health insurance benefits, at their own expense, for a set number of months after experiencing a qualifying event. Length of coverage may be dependent upon the qualifying event.

To qualify for continuation of health benefits, the covered individual must experience a qualifying event that would otherwise cause them to lose group health coverage. The following are qualifying events:

#### For Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in numbers of hours worked

#### For Spouses

- Loss of coverage by the employee because of one of the qualifying events listed above
- Covered employee becomes eligible for Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

#### For Dependent Children

- Loss of coverage because of any of the qualifying events listed for spouses
- Loss of status as a dependent child under the plan rules

See Human Resources for additional information.

**GROUP LIFE AND DISABILITY INSURANCE**

Life insurance and short- and long-term disability insurance are provided for all regular full-time staff. Detailed information about the plans will be made available at time of enrollment.

**RETIREMENT**

Beginning the first day of employment, regular full-time staff at or above associate level are eligible to receive Metro Community Church contributions equal to a percent of their annual salary to their retirement fund. Employees may also choose to contribute to Metro Community Church's retirement plan through payroll deduction. Detailed information about the plans will be made available at time of enrollment.

## LEAVES AND TIME OFF

### HOLIDAYS

Regular full-time employees are entitled to the following paid holidays during which the office will be closed:

- New Year's Day
- Martin Luther King, Jr. Day
- Monday after Easter
- Memorial Day
- Independence Day
- Labor Day
- Wednesday before Thanksgiving
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- Employee's Birthday

Other days or parts of days may be designated as holidays with or without pay. No holiday pay will be paid to an employee who is on an unpaid status, on any leave, or absent due to workers' compensation. If a holiday falls on a Sunday, the holiday may be observed on the following Monday. If the holiday falls on a Friday or Saturday, the holiday may be observed on the preceding Thursday.

### CHRISTMAS TO NEW YEAR'S CLOSURE

Metro Community Church's offices will generally be closed the week between Christmas and New Year's Day. Employees may take this time away only if their job allows it or if urgent work needs are completed. Some employees' responsibilities may require them to work during this time or to be called in during this time, and they will be expected to do so unless using approved paid time off.

### VACATION (FULL-TIME 40 HOURS)

Metro Community Church values a work-life balance and offers vacation for all staff working 40 hours a week. Employees will not be paid wages in lieu of unused vacation. Employees are allowed to use their vacation for any purpose and will not be asked to provide documentation.

### Leave Amounts and Eligibility

Full-time employees will be awarded vacation according to the schedule below. Prior professional work experience may be used to calculate employment years and will be determined at hire.

Employment Years	Weeks Earned	Hours Earned
Years 0 – 2	2 weeks	80 hours
Years 3 – 5	3 weeks	120 hours
Years 6 – 10	4 weeks	160 hours
Years 11 +	5 weeks	200 hours

#### Mid-Year Hires and Mid-Year Changes

- New employees will receive a pro-rated amount based on their start date.
- In the year an employee's anniversary moves their vacation to the next benefit level:
  - Employees with an anniversary falling in Q1, Q2 or Q3 will receive an additional vacation amount on January 1 of the anniversary year.
  - Employees with an anniversary falling in Q4 will receive an additional vacation amount on January 1 of the next year.

#### Vacation Earning Method

A lump sum of vacation will be awarded at the beginning of each calendar year. Vacation may be used as soon as it is awarded, pending supervisor approval.

#### Rollover and Caps

Unused vacation does not carry over into the following year.

#### Saturdays and Sundays

Weekend services staff may use vacation for Saturdays and Sundays, but with the following limitations:

- The number of weekends allowed for vacation use correspond with the number of weeks of vacation earned. For example, 3 weeks of vacation equals 3 weekends.
- Consecutive weekends require approval from their supervisor.

#### Blackout Dates

Vacation will generally not be approved for Easter, Christmas and Christmas Eve weekends/services.

#### Approval

Vacation requests should be submitted to the appropriate supervisor for approval, with as much notice as possible, to minimize disruption in the workplace.

#### Employment Separation

Unused vacation will be paid out upon employment separation.

#### **SICK LEAVE (FULL-TIME 40 HOURS)**

Metro Community Church understands that illnesses and healthcare needs are a part of every employee's life and provides paid sick leave according to the policy below for all staff working 40 hours a week. Sick leave is granted for the purpose of supporting Metro Community Church staff. Employees will not be paid wages in lieu of unused sick leave.

#### Leave Amounts and Eligibility

Employees scheduled to work at least 40 hours per week are eligible for paid sick leave. Full-time employees who are scheduled to work 40 hours per week will be awarded 80 hours of sick leave on January 1 of each year.

### New Hires

- New employees will receive a pro-rated amount based on their start date.
- New employees may begin using sick leave as soon as it is awarded.

### Sick Leave Earning Method

A lump sum of sick leave will be awarded at the beginning of each calendar year. Sick leave may be used as soon as it is awarded.

### Rollover

Unused sick leave does not carry over into the following year.

### Sick Leave Uses

Sick leave may be used for:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for either an employee or an employee's family member. For the purposes of this policy, family members include child, stepchild, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.
- An employee who is a victim of domestic violence, sexual assault, or stalking.

### Notification

To be eligible for paid sick leave, employees must provide proper notification of absence as discussed under the Attendance and Punctuality policy. Employees should notify their supervisor on the first day of absence and check in every 3 days after that if the employee is still out. Employees may be required to submit, in writing, the reason or reasons for their continued sick leave, the estimated date of return, and whether any supplemental income payments are being received or whether application for them is pending. When the need for sick leave is known in advance, employees should provide the most notification possible under the circumstances. In the case of certain absences exceeding three consecutive workdays, Metro Community Church may request a note from the employee's doctor.

### Employment Separation

Unused sick leave will not be paid out upon employment separation.

### **ILLINOIS PAID LEAVE (EMPLOYEES WORKING LESS THAN 40 HOURS)**

In accordance with the Illinois Paid Leave for All Workers Act, employees not eligible for Vacation or Sick leave will receive Illinois Paid Leave. Employees are eligible to use it as soon as it is earned/awarded. Yearly use is limited to 40 hours.

- Employees working 30-39 hours receive 40 hours of Paid Leave on the first day of employment and the first day of each calendar year going forward. New hires will receive a pro-rated amount based on hire date. Unused time will not carry over into a new benefit year.

- Employees working under 30 hours accrue 1 hour of Paid Leave for every 40 hours worked. Unused time will carry over into a new benefit year up to a maximum rollover of 40 hours.

Leave will be paid at an employee's regular rate of pay or minimum wage, whichever is greater. Paid Leave can be used in two-hour increments, or smaller increments at Metro Community Church's discretion. This leave runs concurrently with FMLA, when applicable.

Employees are allowed to use their Paid Leave for any purpose and will not be asked to provide documentation.

#### Leave Requests

Metro Community Church requires employees to request leave and provide as much notice as is practicable before taking leave and reserves the right to deny requests that would significantly interfere with operations.

#### Employment Separation

Employees will not be paid for unused Paid Leave at the end of employment. Employees rehired within 12 months will be credited with their previously accrued but unused Paid Leave.

#### **PAID PREGNANCY DISABILITY LEAVE**

Full-time employees are entitled to a maximum of 6 consecutive weeks of paid pregnancy disability leave, to run concurrently with FMLA when applicable. The purpose of this leave is to provide paid time off at the regular rate of pay for a pregnancy-related disability. Employees should give notice no later than the 20th week before the baby is expected. If for any reason the employee wishes to change the start date of the leave, they should give 30 days' notice of the change, unless this cannot reasonably be done.

Employees who are eligible for paid pregnancy leave are also eligible for paid parental leave for bonding purposes. Employees who are eligible for other paid pregnancy or parental leave benefits outside of this employer sponsored policy will have their Metro Community Church leave pay reduced so that the total amount of leave pay received does not exceed regular pay.

Prior to the start of the pregnancy leave, the employee and Metro Community Church will create a Return-to-Work plan that also includes the leave time. The employee is expected to communicate with Metro Community Church if the leave plan or Return-to-Work plan needs to change while on leave.

#### **PAID PARENTAL LEAVE**

Metro Community Church provides parental leave for birth, adoptive and foster parents. Full-time employees are entitled to a maximum of 2 consecutive weeks of paid parental

leave per 12-month period, to run concurrently with FMLA when applicable, for the purpose of bonding with the child. Following the paid parental leave, up to 2 additional “flex weeks” may be granted if the employee’s role allows them to accomplish work from home. This leave must be taken within the first twelve months following the birth or placement of the child.

Employees who are eligible for other paid parental leave benefits outside of this employer sponsored policy will have their Metro Community Church leave pay reduced so that the total amount of leave pay received does not exceed regular pay.

Employees should give notice no later than the 20th week before the baby is expected, or within 7 days of the adoption agency notifying the employee that they have been matched with a child. If for any reason the employee wishes to change the start date of the leave, they should give 30 days' notice of the change, unless this cannot reasonably be done.

#### **PERSONAL LEAVE OF ABSENCE**

To accommodate challenging personal circumstances and seasons, regular full-time employees who have been with Metro Community Church for more than six months may request an unpaid personal leave of absence. The employee must submit their written request to Human Resources, stating the date they would like the leave to begin, the date they expect to return, and the reason for the leave. Metro Community Church will consider all factors, including the nature and urgency of the leave and the impact on operations, and provide written approval or denial at its sole discretion.

If approved, the employee must use their leave of absence for the approved purpose. Holidays that occur during the leave of absence will not be paid. If an employee fails to return to work on the scheduled date of return, Metro Community Church will assume the employee has resigned.

#### **TEMPORARY DISABILITY LEAVE**

Knowing that a temporary disability may prevent employees from coming to work for a period of time, Metro Community Church may grant a temporary, unpaid disability leave. This leave does not have a minimum or maximum time frame. Rather, Metro Community Church will attempt to reasonably accommodate the needs of the employee as well as the needs of Metro Community Church. If a leave is granted, any extensions will be subject to the same considerations.

Employees requesting a temporary disability leave submit a written request to Human Resources. That request should be accompanied by a doctor's statement identifying how the temporary disability limits the employee's ability to work, the date and the estimated date of return. Should the expected return date change, the employee should notify the Metro Community Church as soon as possible. Prior to returning to work, the employee will be required to submit written medical certification of their ability to return to work,

including any restrictions. Depending on position availability at the time of return, and if the employee's medical certification verifies the employee's ability, they will be reinstated to their former position or one that is substantially the same.

The leave will be unpaid, except that employees must use any available paid sick leave concurrently and may choose to use other accrued paid time off concurrently once their sick leave has been exhausted.

#### **BEREAVEMENT LEAVE**

A regular employee of Metro Community Church may request a leave of absence with pay for a maximum of 5 working day(s) upon the death of a member of their immediate family. Members of the immediate family are defined as parent, spouse, child, sibling, grandchild, parent-in-law, sibling-in-law, grandparent, all corresponding step-relatives, and anyone living within the same household.

#### **MILITARY LEAVE**

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty. If an employee was on a military leave of absence, they are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges, or benefits, provided the employee meets the requirements specified in the Uniformed Services Employment and Reemployment Rights Act or the Illinois Service Member Employment and Reemployment Rights Act. The following are covered types of service or absence under state law:

- Service in the Armed Forces of the United States, the National Guard of any state or territory regardless of status, and the State Guard as defined in the State Guard Act (including service in the Reserves).
- Service in a federally recognized auxiliary of the United States Armed Forces when performing official duties in support of military or civilian authorities due to an emergency.
- A period for which an employee is absent for the purpose of medical or dental treatment for a condition, illness, or injury sustained or aggravated during a period of active service.

If performance reviews are administered, service members who are scheduled for a review in their absence will receive a rating that is equal to the average of their review scores over the last three years, but not lower than the last score received before their leave began.

**MILITARY FAMILY LEAVE**

Employees and independent contractors working for Metro Community Church may be provided with up to 15 days of unpaid family military leave when a family member is called to active duty, during the time federal or State deployment orders are in effect.

To be eligible for leave, an employee must be the spouse, parent, child, or grandparent of a person called to military service lasting longer than 30 days. In addition, the employee must have worked for Metro Community Church for at least 12 months and have worked at least 1,250 hours in the past year.

Employees taking leave because of a spouse or child's call to military service may have the length of this leave reduced if the leave is the result of a qualifying exigency under the federal Family and Medical Leave Act (FMLA).

Unpaid family military leave will only be granted following the use of all applicable accrued paid time off, except sick and disability leave, if provided. Health insurance and other benefits will be maintained according to Illinois law. Employees will generally be restored to the same or an equivalent position in seniority, benefits, pay, and other terms and conditions of employment.

Employees must provide 14 days' advance notice when requesting five or more consecutive days or as soon as possible when taking less than five days. Employees must use all applicable paid time off and personal leave, but not sick or disability leave, before requesting family military leave. Metro Community Church may require certification to verify the employee's eligibility for the family military leave requested.

**CIVIL AIR PATROL LEAVE**

Employees who have been employed by Metro Community Church for at least 12 months and have been employed for at least 1,250 hours of service during the preceding 12 months will be granted up to 15 days of unpaid civil air patrol leave when called upon to perform a civil air patrol mission.

Employees must give at least 14 days' notice if the leave will last five or more consecutive workdays. Employees taking civil air patrol leave for fewer than five days must give as much advanced notice as is practical. Whenever possible, employees should consult with Metro Community Church to schedule the leave so as to not to disrupt the operations of Metro Community Church. Metro Community Church may require proof of the need for leave.

**VOLUNTEER EMERGENCY RESPONDER LEAVE**

Employees who serve as volunteer emergency workers and are absent from or late to work due to their response to an emergency will be granted unpaid leave. A volunteer emergency worker is an individual who serves in one of the following volunteer roles, and does not receive monetary compensation for their services in this role:

- Firefighter
- Emergency Medical Technician (EMT-B, EMT-I, EMT-P)
- Ambulance Driver or Attendant
- First Responder
- Member of county or municipal emergency services and disaster agency
- Auxiliary policeman or deputy

The employee must make a reasonable effort to notify Metro Community Church that they may be absent or late to work. Metro Community Church may request a written statement from the supervisor or acting supervisor of the volunteer fire department or governmental entity that the volunteer emergency worker serves. This document should state that the employee responded to an emergency and indicate the time and date of the emergency. If supervisory approval has been granted, an employee may substitute accrued vacation or personal leave for this unpaid absence.

#### **JURY SERVICE LEAVE**

If an employee is summoned to report for jury duty, they will be granted a leave of absence without pay when the employee notifies and submits a copy of the original summons for jury duty to their supervisor or manager. Metro Community Church reserves the right to request that they seek to be excused from or request postponement of jury service if the absence from work would create a hardship to Metro Community Church.

Any fees received for jury duty, including travel fees, are to be retained by the employee. Employees are to report to work on any day, or portion thereof that is not actually spent in the performance of jury service, however, night shift workers will not be required to work while serving jury duty in the daytime. For each week of jury duty, a certificate of jury service must be certified by the Court and filed with Metro Community Church no later than Wednesday of the following week.

The leave is unpaid. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements.

#### **WITNESS LEAVE**

If an employee is absent from work to serve as a witness in response to a subpoena in a criminal case, the employee will be granted a witness leave with pay for such time as it is necessary to comply with the request. Employees are to report to work on any day, or portion thereof, which is not actually spent in the performance of serving as a witness. For each week of witness leave, a certificate of service shall be certified by the Court and filed with Metro Community Church no later than Wednesday of the following week.

#### **VOTING LEAVE**

Employees will be given two hours of paid leave to vote on the day of any primary, consolidated primary, general or special elections, or elections at which propositions are

submitted to popular vote. Any employee voting during their regular working hours must notify their supervisor in advance.

Illinois law provides employers the right to require employees to request leave prior to Election Day, and to specify the hours during which employees may be absent. Metro may impose these requirements if needed to reduce the impact on Metro operations.

#### **VICTIM LEAVE AND ACCOMMODATIONS**

Employees who are the victims of domestic, sexual, or gender violence, or other violent crime, or who have a family member (or equivalent) or household member who is a victim, will be provided up to eight weeks of unpaid leave per year to grieve or attend to related issues (duration dependent on what leave is used for). Metro Community Church may ask for proof of the need for leave. Employees are also entitled to reasonable accommodations. All information related to the violence will be held in the strictest confidence.

#### **SABBATICAL LEAVE**

At the conclusion of 6 years of continual, regular, full-time employment at Metro Community Church, employees are eligible for a sabbatical. Employees will become eligible for subsequent sabbaticals every 5 years after their initial eligibility date, regardless of when the first sabbatical was taken. Each sabbatical must be taken with at least 2 years of separation from the previous one. Sabbaticals are intended to provide opportunities for restoration, relaxation, family time, soul care, personal development, and/or professional development. The Executive Ministerial Team may require an eligible staff person to take a sabbatical.

The structure is as follows:

- Sabbatical leave duration is determined by the supervisor and Executive Ministerial Team, and is granted in 30-day increments, not to exceed 90 days
- The Executive Ministerial Team may request a brief summary based on the nature of the sabbatical request.

#### **MINISTRY ENGAGEMENTS LEAVE**

After one year of employment, pastoral staff may request up to one week of leave, including weekend services, for ministry engagements. Any additions to this must be approved by supervisor and HR. Examples of ministry engagement include conducting weddings or funerals, serving as a guest pastor or being a leader or participant in training conferences, classes, conventions, care situations, other church visits, outreach day, etc. After 5 years of employment, pastoral staff may take up to 2 weeks of ministry engagement leave. Consecutive Sundays must be approved by HR.

**MISSION TRIP LEAVE**

Metro Community Church recognizes the value of an employee's participation in global missions and would like to facilitate this experience. For this reason, regular full-time employees who have been employed full time by Metro Community Church longer than one year may request up to five working days off with pay every year to participate in a Metro Community Church-sanctioned mission trip. If the trip is longer than five workdays, vacation days may be used for the remainder of the trip.

This time off is at the discretion of the employee's supervisor and should not interfere with the employee's responsibilities. A paid leave of absence to participate in a mission trip will be dependent upon the timing of the trip with relation to the employee's responsibilities as well as upon the employee's past job performance. Employees are expected to be aware of peak work periods in their ministry and shall not request time off during such periods.

Each employee must pay all related costs for the trip such as airfare, meals, housing, etc. This policy relates only to compensation for time off from work.

Unused mission trip time is not reimbursable as salary and is not transferable as vacation. It is not being provided for employment services but is a benefit to encourage global outreach.

## HEALTH, SAFETY, AND SECURITY

### NON-SMOKING

Smoking, vaping, and use of tobacco products is not permitted on Metro property or in any Metro buildings, facilities, work sites or vehicles.

### CONSUMPTION OF INAPPROPRIATE CONTENT

#### Theology

- Graphic sexual content of a pornographic nature is strictly prohibited in all forms.
- There should be no active consumption of sexually explicit material.
- How sexual content of a non-explicit and pornographic nature is approached within the context of mainstream media (movies, television, video games, etc.) is left to the direction of each individual.

#### Examples

- Some people cannot watch content that has any kind of romanticized physical behavior due to the temptations they struggle with.
- Sexually explicit scenes of a graphic nature are never appropriate in any setting. However, if a person has the ability to skip the scene in question that is up to their discretion.
- Note: Due to the ambiguous and difficult ability to offer definitive framing around language/violence (both functionally and biblically) those two elements are left to the personal/spiritual discretion of each individual.

#### Public vs. Private Consumption

- Private consumption is framed with the stipulations listed above.
- Public consumption of sexually explicit material is prohibited in all forms.
- Reasoning: living above reproach & causing someone to stumble.
- Example: R-rated movies should not be viewed in a public movie theater.

#### Those held to this standard

- Staff, Executive Board, Personnel/Finance Teams, volunteer coaches & leaders are held to this standard of not consuming sexually explicit material
- Rated “R” in public specifically applies to staff and executive team members

### CONSUMPTION OF ALCOHOL

#### Theology

- No drunkenness
- If it’s a question of causing another person to stumble or if they think it’s a sin, then it’s prohibited.
- If a person views abstaining from the consumption of alcohol to be off-putting/offensive, then consumption is permitted.
- Note: Employees and executive team members at MCC are never permitted to engage with recreational drug usage.

Those Held to This Standard:

- Full-time staff members and executive team members.
- This is a standard the individual is expected to live out but not their entire household (save the indisputable biblical prohibition of drunkenness).

Public vs. Private Consumption

- Due to the biblical framing, private consumption of alcohol is permitted within the stipulations listed above.
- Due to the biblical framing, public consumption of alcohol is prohibited save one exception. If a person views abstaining from the consumption of alcohol to be off-putting/offensive then consumption is permitted.
- This also means no posting pictures on social media consuming alcohol.

**SUBSTANCE USE IN THE WORKPLACE**

Metro Community Church is dedicated to providing employees with a workplace free of drugs and alcohol. While on Metro Community Church premises, whether during work time or non-work time, employees are prohibited from being under the influence of illegal or recreational drugs or alcohol. There are limited exceptions for the use of prescription drugs (not including marijuana), if they do not create safety issues or impair an employee's ability to do their job.

Employees are strictly prohibited from possessing illegal drugs, cannabis, recreational drugs or excessive quantities of prescription or over-the-counter drugs while on Metro Community Church premises, performing Metro Community Church-related duties, or operating any Metro Community Church equipment. Any drugs confiscated that are suspected of being illegal will be turned over to the appropriate law enforcement agency.

Employees taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform their job and should advise their supervisor of any resulting job limitations. Once notified, Metro Community Church will make reasonable efforts to accommodate the limitation.

Metro Community Church reserves the right to test any employee for the use of illegal drugs, marijuana, or alcohol, in accordance with applicable law. Employees in safety-sensitive positions may be subject to regular or random drug testing. Drug or alcohol tests may also be conducted after an accident in which drugs or alcohol could reasonably be involved, or when behavior or impairment on the job creates reasonable suspicion of use. Under those circumstances, the employee may be driven to a certified lab for testing at Metro Community Church's expense. Refusal to be tested for drugs or alcohol will be treated the same as a positive test result.

Violation of this policy may result in discipline, up to and including termination.

To the extent that any federal, state, or local law or regulation limits or prohibits the application of any provision of this policy, then that particular provision will be ineffective in that jurisdiction only, while the remainder of the policy remains in effect.

## **REASONABLE ACCOMMODATIONS**

### Disability

If Metro Community Church is made aware of an employee's disability and resulting need for accommodation, Human Resources or the employee's manager will engage with them in the interactive process. This process will determine what, if any, accommodations are necessary and reasonable in order to assist the employee in doing the essential functions of their job. Whether an accommodation is reasonable will be determined based on a number of factors, including whether it will effectively assist the employee in doing the essential functions of their job, the cost, and the effect on business operations. In most cases, employees will be required to provide documentation from an appropriate healthcare provider. Human Resources will provide employees with the necessary form.

All employees are required to comply with safety standards. Employees who pose a direct threat to the health or safety of themselves or others in the workplace may be temporarily moved into another position or placed on leave until it is determined if a reasonable accommodation will effectively mitigate the risk.

### Pregnancy

This policy reflects an employee's right to accommodations under the federal [Pregnant Workers Fairness Act](#) and does not override any additional rights or accommodations provided by existing or future state or local law.

Metro Community Church will provide reasonable accommodation to pregnant employees for known limitations related to, affected by, or arising out of pregnancy, childbirth, or other related medical conditions, whether or not such condition meets the definition of disability, provided that such limitations have been communicated by the employee or their representative and provided accommodations would not create an undue hardship. Examples of potential accommodations include, depending on the nature of the position:

- Seating or modification of seating
- Additional break time to use the bathroom, drink or eat, and rest
- Time off for healthcare appointments
- Leave or time off to recover from childbirth or miscarriage
- Limitations on strenuous activities
- Temporary reassignment
- Flexible hours or remote work

If you need an accommodation, notify your supervisor or Human Resources. You may be asked to provide additional information, such as how it will address limitations caused by

pregnancy, childbirth, or related medical conditions. If additional discussion is necessary, Metro Community Church will engage with you in the interactive process to accurately understand your limitations and find reasonable accommodations.

If leave is provided as a reasonable accommodation, it may run concurrently with other leave(s) provided by federal, state, or local law.

**ILLINOIS PREGNANCY RIGHTS NOTICE**

Employees who are pregnant or recovering from childbirth have a right to ask for accommodations, reject an accommodation they do not desire, and to continue working during pregnancy if a reasonable accommodation is available that would allow them to continue doing their job. Metro Community Church will not discriminate against an employee in any way due to pregnancy, nor will it retaliate against employees who request reasonable accommodations. For additional information please refer to the Pregnancy and Your Rights in the Workplace poster, which is located with other notices required by law.

**INJURY AND ACCIDENT RESPONSE AND REPORTING**

If an employee is injured or witnesses an injury at work, they must report it immediately to the nearest available supervisor. Employees should provide any assistance requested by that supervisor. When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must complete an injury reporting form and return it to Human Resources as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by Human Resources, including a determination as to whether the injured employee may return to work.

When questions are asked by law enforcement or fire officials making an investigative report, employees should provide factual information, not speculation, including speculation regarding individual or organization liability.

In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act (OSHA) and state law, Metro Community Church has an independent interest in making its facilities a safe and healthy place to work. Metro Community Church recognizes that employees may be in a position to notice dangerous conditions and practices and encourages employees to report such conditions, as well as non-functioning or hazardous equipment, to a supervisor immediately. Appropriate measures will be taken when possible and appropriate. Employees will not be retaliated or discriminated against for reporting accidents, injuries, or illnesses, filing of safety-related complaints, or requesting to see injury and illness logs.

**WORKERS' COMPENSATION**

Metro Community Church carries insurance that covers work-related injuries and illnesses. The workers' compensation insurance carrier governs the benefits provided.

These benefits will not be limited, expanded, or modified by any statements of Metro Community Church personnel or Metro Community Church documents. In the case of any discrepancy, the insurance carrier's documents will control.

#### **WORKPLACE VIOLENCE AND SECURITY**

Metro Community Church expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee, volunteer, congregation member, or Metro Community Church property will be acceptable. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit, a violent act against any person while on Metro Community Church premises, will be subject to discipline, up to immediate termination.

Employees share the responsibility of identifying and alleviating threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to a supervisor. Threats will be investigated, and appropriate disciplinary action will be taken.

#### **DRIVING SAFETY**

Employees who drive on Metro Community Church business are expected to drive safely and responsibly and to use common sense and courtesy. Besides being required to follow all current state laws, employees are also subject to the following rules and conditions:

- A valid driver's license must be maintained as a condition of continued employment for positions that require driving. Metro Community Church may request to see an employee's license at any time.
- Employees who drive their own vehicles for work must maintain the minimum amount of insurance required by state law as a condition of continued employment. Metro Community Church may request proof of insurance at any time.
- Employees must wear seat belts.
- Use of electronic devices while driving is prohibited unless using a hands-free or voice-operated feature in compliance with current law. Employees are permitted and encouraged to communicate to coworkers and community members the reason why calls may not be returned immediately.
- Employees using a device for navigation purposes should complete all set up before starting the vehicle.
- Use of electronic devices for purposes other than navigation is strictly prohibited. This includes, but is not limited to, phone calls, text messages, e-mails, browsing the internet, and reading. If an employee needs to engage in any of these activities, they must pull over to a safe location.
- Employees should not engage in other distracting activities such as eating, shaving, or applying makeup, even in stopped or slow-moving traffic.

- The use of alcohol, drugs, or other substances that in any way impair driving ability is prohibited. This includes, but is not limited to, over-the-counter cold or allergy medications and sleep aids that have a residual effect.
- Employees must follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
- Employees must not allow anyone to ride in any part of the vehicle not specifically intended for passenger use or any seat that does not have a working seat belt.
- Employees must promptly report any accidents to local law enforcement as well as Metro Community Church.
- Employees must promptly report any moving or parking violations received while driving on Metro Community Church business or in Metro Community Church vehicles.

#### **INCLEMENT WEATHER AND OUTAGES**

This policy establishes guidelines for operations during periods of extreme weather and similar emergencies. Metro Community Church will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, employees are not advised to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment regarding road conditions and other safety concerns.

#### Designation of Emergency Closing

Only by the authorization of the Executive Director of Operations or Lead Pastor will Metro Community Church cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of the Executive Director of Operations or Lead Pastor to release employees. Employees will generally be expected to remain at work until the appointed closing time.

#### Procedures during Closings

If weather or traveling conditions delay or prevent an employee's reporting to work, their immediate supervisor should be notified as soon as possible. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voicemail message or message with another employee is acceptable.

An employee who is unable to report to work may use any accrued time off or take the day off without pay.

#### Pay and Leave Practices

When a partial or full-day closing is authorized by Management, the following pay and paid leave practices apply:

- Non-exempt hourly employees will be excused from work without pay for partial days, with the option of using vacation for the remainder of the day.
- Exempt employees will be expected to continue work from home if their job duties allow. Metro Community Church will pay the exempt employee's regular salary regardless, as outlined in the Payroll Deductions policy.
- Exempt and non-exempt employees already scheduled to be off during emergency closings are charged such leave as was scheduled.
- Staff leadership overseeing ministries that hold services need to check with their supervisor before cancelling.

#### Other Work Options

During closures, supervisors may approve requests for employees to temporarily work from home, if doing so allows completion of work assignments.

## **WORKPLACE GUIDELINES**

### **HOURS OF WORK**

Employees will be given their work hours upon hire, and at the time of any change in position, and are expected to be at their work area, ready to work at their scheduled time. If the normal work hours are changed or if Metro Community Church changes its operating hours, employees will be given notice.

### **OFF-THE-CLOCK WORK**

Non-exempt employees must accurately record all time worked, regardless of when and where the work is performed. Doing work that is not reported in the timekeeping system (off-the-clock work) is prohibited. No employee or supervisor may request, require, or authorize non-exempt employees to perform work without compensation. Any possible violations should be reported promptly to Human Resources.

### **MEAL PERIODS**

Employees who are scheduled to work a shift that exceeds 7.5 consecutive hours are entitled to take a 30-60 minute unpaid meal period each workday. For every 4.5 hours worked beyond 7.5 hours, employee may take a second 30-60 minute unpaid meal period.

### **LACTATION ACCOMMODATION**

Metro Community Church provides employees who are nursing with reasonable break time to express breast milk after the birth of a child each time the employee has the need to express milk for one (1) year after the child's birth.

The break time provided may run concurrently with any other break time provided to employees. But to the extent the lactation break does not occur during an otherwise unpaid break, such time is paid. Metro Community Church will not reduce employees' compensation for time used for the purpose of expressing milk or nursing a baby.

Metro Community Church will make reasonable efforts to provide a room or other location in close proximity to the employee's work area, other than a toilet stall, where the employee can express milk in privacy. Metro Community Church will not retaliate against employees for exercising their rights under this policy.

Metro Community Church may not be able to provide additional break time if doing so would seriously disrupt Metro Community Church operations, subject to applicable law.

Employees should advise management if they need break time and an area for this purpose.

### **ATTENDANCE AND TARDINESS**

Employees are expected to be at work and ready to go when their scheduled shift begins or resumes. If an employee is unable to be at work on time, or at all, they must notify their supervisor no later than 30 minutes before the start of their scheduled workday. If an employee's supervisor is not available, the employee should contact another member of management. If an employee is physically unable to contact Metro Community Church, they should ask another person to make contact on their behalf. Leaving a message with a co-worker or answering service is not considered proper notification. Excessive tardiness or absences are unacceptable job performance.

When an employee calls in absent, they should provide their expected time or date of return. Metro Community Church reserves the right to require proof of the need for absence, if allowed by law. If an employee is absent for three consecutive days and has not provided proper notification, Metro Community Church will assume that the employee has voluntarily quit their position and will proceed with the termination process.

If an employee becomes ill during their scheduled workday and feels they may need to leave before the end of their shift, they should notify their supervisor immediately. If an employee is unable to perform their job at an acceptable level, they may be sent home until they are well enough to work.

Absences should be arranged as far in advance as possible. When an employee needs to be absent during the workday, they should attempt to schedule their outside appointment or obligation so that their absence has the smallest impact possible on business operations.

### **PERSONAL APPEARANCE**

Employees are to present an approachable and respectable image, both through behavior and appearance, and should wear work-appropriate attire during work hours, or any time they are representing Metro Community Church. Clothing should be clean and neat in appearance at all church functions (which includes but is not limited to office hours, staff events, special church events, etc.). When determining what attire is appropriate, employees should consider their level of congregation and public contact and the types of meetings they are scheduled to attend.

The following are generally not considered work-appropriate:

- Any attire that presents a safety hazard or interferes with performing work
- Bare feet
- Excessive facial piercing
- Clothing with offensive slogans or pictures
- Visible tattoos with inappropriate content

- Fitness wear or workout clothing. This includes but it not limited to athletic shorts, spandex, sweats, leotards, yoga pants, jogging pants, etc.
- Sagging pants
- Pajamas
- Leggings are allowed only if the accompanying top reaches fingertip length and covers one's rear
- Sexually provocative attire of any kind
- Clothing that doesn't properly cover (including back, chest, shoulders, thighs, cleavage or stomach)
- Overly form fitting attire (examples: bodycon clothing, muscle shirts, etc.)

Approved attire:

- Flip flops and sandals
- Shorts just above the knee (this is only applicable during office hours and is not extended to weekend services).
- Athletic shorts, exclusively during office hours when manual/physical labor is required. If you are engaging in office work before or after this, a change of clothes is required.
- Jeans can have holes; the holes should be just above knee or lower, not any higher
- Skirts/dresses just above knee or lower
- Undergarments should be worn, but not visible, at all times

Employees are to maintain appropriate general hygiene, including oral hygiene and keeping hair neat and clean (including facial hair). Keep in mind that liberal use of perfume or cologne can trigger allergies and be disruptive or offensive to others.

Supervisors are responsible for ensuring their department follows personal appearance guidelines. Any employee who does not follow these guidelines may be counseled. If their appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to change.

**CONFIDENTIALITY**

Metro Community Church desires to be good stewards of not only their financial resources but also the information with which they have been entrusted. Employees may not disclose confidential information to anyone outside Metro Community Church without appropriate authorization. Confidential information may include financial information, tithing details, internal communication or reports, congregation member lists, employee and congregation member personal information, and counseling details (except when necessary due to mandated reporting responsibilities), as well as information regarding the development of systems, processes, products, design, and technology.

Confidential information may only be disclosed or discussed with those who need the information. Conversation of a confidential nature should not be held within earshot of

the public, congregation members, or volunteers. Employees are expected to remember the need for discretion at all times. This policy is not intended to inhibit normal business communications. In addition, nothing in this policy is intended to infringe upon employee rights under [Section 7 of the National Labor Relations Act](#).

#### **SOLICITATION AND DISTRIBUTION**

Solicitation during work time and in work areas is prohibited. Solicitation is defined as the act of asking for something, selling something, urging someone to do something, petitioning, or distributing persuasive materials. This could include, but is not limited to, asking for donations for a child's school (including through sales of a product), distributing political materials, or collecting signatures. Work time includes time scheduled to be performing work duties, for either the person soliciting, or the person being solicited. Work areas include all areas where employees generally do work, such as cubicles, offices, or conference rooms, and does not include areas such as the lunch or break room.

This policy does not prevent employees from using their approved breaks and rest periods to solicit outside of working areas and is not intended to infringe an employee's [Section 7 rights](#). Those not employed by Metro Community Church are prohibited from solicitation on Metro Community Church property.

#### **Soliciting Gifts**

Employees and employee family members are prohibited from soliciting gifts of any kind from church member or attenders. Should the employee or family member feel the need to raise money for a mission trip or something similar, prior approval for soliciting donations must be obtained from the EMT team.

#### **OUTSIDE ACTIVITIES**

Employees may engage in outside employment during non-working hours. However, if that position constitutes a conflict of interest or interferes with the employee's job at any time, the employee may be required to limit or end their outside employment in order to retain their position at Metro Community Church. Prior to accepting outside employment, employees should give written notice to their supervisor, including the name of the employer, the title and nature of the position, the number of working hours per week, and the time of scheduled work hours.

#### **REPORTING IRREGULARITIES**

Employees should immediately report any actual or suspected theft, fraud, embezzlement, or misuse of Metro Community Church funds or property, as well as suspicious behavior. An employee who is aware of such activity but does not report it will be considered part of the problem and corrective action will be taken accordingly.

#### **INSPECTIONS AND SEARCHES**

Any items brought to or taken off Metro Community Church premises, whether property of the employee, Metro Community Church, or a third party, are subject to inspection or

search unless prohibited by law. Desks, workstations, work areas, computers, hard drives, files, e-mails, voice mails, etc. are subject to inspection or search, as are all other property owned or controlled by Metro Community Church. Any inspection or search conducted by Metro Community Church may occur at any time, with or without notice. Failure to submit to a search will be grounds for discipline.

#### **HARDWARE, SOFTWARE, AND SYSTEMS USE**

Metro Community Church policies are always in effect when Metro Community Church Systems are in use. For this policy, Metro Community Church Systems include, but are not limited to, Metro Community Church-issued hardware, software, platforms, applications, internet, email, productivity tools, messaging tools, cloud-based storage, networks, and any other tool or program provided by or through Metro Community Church or its hardware or internet connection.

The following guidelines have been established for using Metro Community Church Systems:

- Employees are required to sign Technology Usage Agreements at hire.
- Metro Community Church Systems may not be used for transmitting, retrieving, or storing any communications of a defamatory, abusive, profane, discriminatory, harassing, or obscene nature.
- Emails/messages on Metro Community Church accounts are not guaranteed to be private or confidential, are considered business records, and may be subject to discovery in the event of litigation. Metro Community Church reserves the right to examine, monitor, and regulate communication, emails, directories, and files, and internet usage.
- Employees may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy for reference only. Because most content is or could be copyrighted (a notice of copyright is not required), employees should proceed with caution when using or reproducing materials.
- Except as necessary for work, employees should avoid viewing videos, mass-forwarding emails, or engaging in other Systems activities that create distractions.
- Each employee is responsible for the content of all text, audio, or images they send through Metro Community Church's internet and email system.
- With the exception of approved "large audience" emails sent as a part of someone's job duties, employees may not send emails or messages in which they are not identified as the sender.
- Access to non-essential technology and programs may be limited or revoked at any time.

#### **SOCIAL MEDIA**

##### The Guiding Rule

Employees of Metro Community Church are always seen as representatives of Christ and the church and held to a higher standard of accountability than members or attendees.

This applies on or off the job, including personal social media accounts. We expect all employees to be respectful, honest, accurate, and Christ-honoring in all forms of communication. Conduct that negatively affects an employee's job performance, the job performance or reputation of fellow employees or Metro Community Church's reputation may result in disciplinary action up to and including termination.

Below are some guidelines for the use of social media. These guidelines are not intended to infringe on an employee's [Section 7](#) rights and any adverse action taken in accordance with this policy will evaluate whether employees were engaged in protected concerted activity.

#### Avoiding Harassment

Employees must not use statements, photographs, video, or audio that could reasonably be viewed as malicious, obscene, threatening, or intimidating toward congregation members, employees, or other people or organizations affiliated with Metro Community Church. This includes, but is not limited to, posts that could contribute to a hostile work environment based on race, sex, disability, national origin, or any other status protected by state or federal law.

#### Avoiding Defamation

Employees must not post anything they know or suspect to be false about Metro Community Church or anyone associated with it, including fellow employees and congregation or community members. Writing something that is untrue and ultimately harmful to any person or organization is defamation and can lead to significant financial liability for the person who makes the statement.

#### Confidentiality

Employees must maintain the confidentiality of Metro Community Church confidential information, including but not limited to, information regarding the development of systems, products, and technology. Private and confidential information includes, but is not limited to, congregation member lists, financial data, and private personal information about other employees, congregation members, or volunteers that they have not given the employee permission to share.

#### Representation

Employees must not represent themselves as a spokesperson for Metro Community Church unless requested to do so by management. If Metro Community Church is a subject of the content being created—whether by an employee or third party—employees should be clear and open about the fact that they are employed with Metro Community Church but that their views do not necessarily represent those of Metro Community Church.

### Accounts

Employees must not use Metro Community Church email addresses to register for social media accounts unless doing so at the request of management. Employees who manage social media accounts on behalf of Metro Community Church should ensure that at least one member of management has all the login information needed to access the account in their absence.

For more information refer to our Staff Social Media Guidelines found [HERE](#).

### **CREATIVE WORKS OWNERSHIP**

When, in the course of performing their job, an employee wishes to retain personal ownership of a creative work, a written agreement must be executed before the creative work has been undertaken. We recommend the employee seek legal counsel. Any existing copyright and royalty policies, coupled with assistance from Metro Community Church's legal counsel, will provide guidance for the determination of copyright and royalty ownership. All such agreements are subject to the approval of the Executive Ministerial Team.

### **REMOTE WORK**

Employees may be permitted to work from home (WFH), either occasionally or regularly, depending on several factors. Working from home is a privilege that may be revoked at any time. Metro Community Church may request an employee be present in the office at any time (regardless of scheduled WFH time) or deny a request to work from home based on operational needs, employee performance, or viability of doing the work from home. To be eligible to WFH, an employee must have:

- Access to reliable internet
- A space that is free from excessive noise or distraction
- The needed degree of privacy to maintain confidentiality during virtual meetings

### Submitting Requests

Employees must submit a remote work request to their supervisor and notify appropriate team members. Requests for recurring or extended WFH arrangements will be considered after 3 months of employment, or in the case of a public health emergency.

To request additional remote workdays in any given workweek, employees are required to obtain advance approval from their supervisor. If approved, the employee must submit their official request to their supervisor and notify appropriate team members.

### Security

As with employees working in the office, those who WFH will be expected to ensure the protection of proprietary Metro Community Church and congregation member or volunteer information through use of locking doors, desks, file cabinets, and media storage, regular password maintenance, and any other steps appropriate for the job and

the environment. Computers should be locked when you walk away, and any other household members should not be allowed access to or use of Metro Community Church property.

### Expectations

When working from home, employees must:

- Work their full, typical schedule
- Attend all meetings in a virtual capacity
- Achieve the same level of production as in the office
- Maintain equivalent availability for co-worker and congregation communication, supervisor questions, etc.
- Be available online and by phone for the duration of their usual workday, minus breaks and rest periods
- Respond promptly to communication via messaging apps, email, and phone
- Take all required break and rest periods, as if they were in the office
- Communicate consistently regarding their workload and status (break, lunch, working on a project, etc.)
- Follow all Metro Community Church procedures and policies
- Refrain from using alcohol or illegal or recreational drugs

### **PERSONAL PROPERTY**

Metro Community Church is not liable for lost, misplaced, or stolen property. Employees should take all precautions necessary to safeguard their personal possessions. Employees should check with their supervisor before having personal items delivered to the workplace and should not have their personal mail sent to Metro Community Church, as it may be automatically opened.

### **PARKING**

Parking is at the employee's own risk. Employees and visitors are asked to lock their vehicles and remove valuables from their vehicles if appropriate under the circumstances. Employees are not to park in areas reserved for visitors.

### **CHILDREN AT WORK**

Metro Community Church staff may bring children to their offices on weekends during services. Children may be in the staff offices with the door closed without staff if the staff is staying for multiple services. Supervisors must approve this in advance.

Otherwise, children in the office/workplace are a distraction to both employees and their co-workers. Unsupervised children in the building run the risk of injuring themselves and/or causing damage to Metro Community Church property. Sick children should not be brought into the building under any circumstances. While it is understood that situations will arise, these policies should be followed in most circumstances unless agreed upon with the supervisor and Human Resources. Children accompanying

employees to work must be under the direct supervision of the employee at all times. They should remain quiet and refrain from being disruptive or distracting to ensure a productive work environment. In no case is bringing a child to work to serve as an employee's primary childcare plan.

## **EMPLOYMENT SEPARATION**

### **RESIGNATION**

Metro Community Church requests employees provide at least two weeks' written notice of their intent to resign. This notice should be submitted to an employee's supervisor. Dependent upon the circumstances, an employee may be asked not to work for any or all of their notice period, in which case they will be allowed to use up to two weeks of any available vacation, from the time notice is given. An exit interview may be requested.

### **TERMINATION**

All employment with Metro Community Church is "at-will." This means either Metro Community Church or the employee can terminate the employment relationship at any time, with or without notice, for any reason allowed by law, or for no reason at all. An employee's at-will status can only be changed by a written, signed contract presented by a person or persons authorized to execute contracts on behalf of Metro Community Church.

### **STATE UNEMPLOYMENT**

Because Metro Community Church does not participate in state unemployment, employees are not eligible for unemployment benefits.

### **PERSONAL POSSESSIONS AND RETURN OF METRO COMMUNITY CHURCH PROPERTY**

All Metro Community Church property, such as computer equipment, keys, tools, or Metro Community Church credit cards, must be returned immediately at the time of termination. Employees may be responsible for any lost or damaged items. When leaving, employees should ensure that they take all of their personal belongings with them.

### STAFF HANDBOOK ACKNOWLEDGEMENT

I acknowledge receipt of the Metro Community Church Staff handbook and agree to follow the guidelines within it. I also acknowledge the following:

1. Receipt of this handbook does not create a contract of employment or in any way alter my at-will employment status; Metro Community Church or I can end the employment relationship at any time, with or without notice, and with or without cause.
2. I am not entitled to any sequence of corrective actions prior to termination.
3. Except for the at-will employment policy, this handbook may be modified at any time.
4. Violation of any policy in this handbook, or any policy included as an addendum, may be grounds for corrective action, up to and including termination.
5. This handbook does not include every process, policy, and expectation applicable to employees, or my position specifically; I may be counseled, subject to corrective action, or terminated for poor behavior or performance even if the behavior or performance issue is not addressed in the handbook.
6. Should any provision in this handbook conflict with federal, state, or local law, that provision only will be considered ineffective, while the rest of the handbook remains effective.
7. If I have questions regarding any policy in this handbook, or other expectations related to my behavior or performance, it is my responsibility to speak with my supervisor or Human Resources.

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Signature

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Printed Name

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Date