**OPERATIONS/SUPPORT STAFF HANDBOOK**

September 2013



the vineyard church

urbana, sullivan, danville, paxton, charleston

*continuing the work of Jesus*

**Welcome to The Vineyard Church Team!**

It is certainly a mystery why God has elected to entrust the responsibility of fulfilling His eternal, unchanging plan to mere people. But He has made no other provision! We are called to continue the work of Jesus Christ in east-central Illinois and, ultimately, around the globe. For some of us, obedience to His command means that our livelihood will come from the church. However, we are no more or less a disciple because The Vineyard Church supplies our paychecks. Whether we work in the church or the marketplace, we all have the same boss—Jesus.

The Scripture enjoins us, *"Whatever you do, work at it with all your heart, as working for the Lord, not for men . . ."* (Colossians 3:23). It's our desire that the entire staff at The Vineyard Church live this verse as we labor together in God's Kingdom. We view all of the staff and operations/support positions on the team as important. Each of us is *unique*—God has equipped each individual to make a very specific contribution. And we are *interdependent*—our effectiveness as a team is dependent upon the gifts and talents of each individual.

We are—at the same time—a community, a cause, and a corporation. As a community, we are family; as a cause, we are an army; and as a corporation, we are a business. Each of these three elements has different values, roles, expectations, relationships, and rewards. Our goal is that as a team we can see these three aspects overlap to produce an exciting and rewarding atmosphere. As we perform our tasks and fulfill our calling with integrity, energy, and joyfulness, we will partner with God in His plan of expanding the Kingdom.

This **Employee Handbook** is written with the intention of providing a basic understanding of the corporate aspects of life on The Vineyard Church Team. It gives an overview of personnel policies, practices, and the benefits and conditions of employment. Any questions should be directed to the Human Resources Director.

Looking forward to working together,

Happy & Dianne Leman

Senior Pastors

1. **EMPLOYMENT**
	1. **Equal Employment Opportunity**
		1. The church is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, gender, marital status, physical handicap, medical condition, or age, to the extent required by law. This applies to all employment practices, including hiring, training, promotions, disciplinary actions, termination, and benefits.
		2. Nothing in this equal employment opportunity policy statement in any way alters the principles set forth in the church’s Mission Statement, Statement of Faith, Constitution, or By-Laws. The church’s equal opportunity objectives are at all times subject to the Mission Statement, Statement of Faith, Constitution, and By-Laws.
	2. **Appointment**
		1. If the candidate successfully completes the steps to hiring and The Vineyard Church is prepared to make a job offer, then the candidate shall be given a Letter of Offer of At-Will Employment which shall indicate the major terms and conditions of employment as follows:

### Job description

* + - 1. Personnel category
			2. Remuneration and Benefits
			3. Probation
			4. FTE (Full Time Equivalent) designation. FTE is the percentage of a full time position. This designation will be used for the determination of benefits, policies and other provisions. For example: 1.0 FTE is full time; .5 FTE is half time.
			5. Any changes to the above terms and conditions require written approval by Senior Leadership
		1. All staff positions are considered an at-will employment contract starting from the official commencement date of employment, unless otherwise specifically noted (see Section III.A.2).
			1. This contract does not obligate the church to retain an employee. For reasons outlined below, an employee may be laid-off or involuntarily terminated at any time.
			2. All staff will receive an annual performance evaluation in this contract period (see Section I.F.3.c).
		2. All official information acquired in the course of employment with The Vineyard Church is strictly confidential in nature. Staff is not allowed to publish or communicate this information to any other person in any form whatsoever. This condition applies both during and after staff employment with The Vineyard Church.
	1. **Classifications**
		1. The Vineyard Church classifies employees as follows:
			1. Full-time: your FTE designation is 1.0.
			2. Part-time: your FTE designation is less than 1.0.
		2. The Vineyard Church also classifies employees as follows:
			1. Pastoral Staff or Operations/Support Staff.
			2. Salary or Hourly
	2. **Determination of employment**
		1. All newly appointed staff will serve an initial Probationary Period of 60 days, unless other arrangements are established at the time of hire.
		2. The parameters of probation will be specifically outlined in the Letter of Offer of At-Will Employment. During this period, you should evaluate—and will be evaluated for—your suitability to continue your employment.
		3. You may have a performance review at the end of your Probationary Period to discuss the status of your employment.
		4. If the Senior Leadership Team is unable to determine your abilities, or is not satisfied with your performance, they may, at their discretion, extend your probation.
		5. At some time in the future, you may be placed in a probationary status as part of a process of discipline, remediation, or training. This probationary period may be for any length of time up to 60 days. At the end of the probationary period, you will receive a written evaluation.
	3. **Termination/Retirement**
		1. A voluntary termination is a termination that the employee initiates by submitting to the Human Resources Director a verbal or written notice stating your intention of termination of your employment. Your notice should include your reason for leaving. For full time Operations/Support Staff, the period of notice is at least 30 days, for part time, the period of notice is at least two weeks.
		2. If you do not call in or report to work for three consecutive workdays, you may be considered to have voluntarily terminated your employment.
		3. A layoff is a termination of employment that results from changing business conditions which necessitate a reduction in staff. Whenever the church determines, in its sole discretion, a layoff should occur, versatility, qualifications, skill, performance, efficiency, attitude, dependability, and tenure of service will be considered.
		4. An involuntary termination is a termination (dismissal) that is initiated by the church for reasons other than changing business conditions. The Senior Leadership Team may decide that an employee is no longer suited for the job due to issues of character (a breach of moral or ethical conduct), commitment, gifting, ability, performance, fit on the team, or any other unstated reason. In such cases, termination of employment shall be effected in writing. There is no required period of notice in such an event, although the Senior Leadership Team will make a good faith effort to provide two weeks notice.
	4. **Work standards**
		1. We anticipate that all employees will demonstrate these characteristics and commitments:
			1. Characteristics:
				1. Strong work ethic (e.g. diligence, punctuality, attention to details, etc.)
				2. Self-motivated (e.g. initiates action, creative at problem-solving, etc.)
				3. A commitment to excellence (e.g. concern for accuracy, quality, continuing career improvement, follow-through on assignments and responsibilities, etc.)
				4. A commitment to your employer (e.g. loyalty, proper stewardship of the church’s property, prevention of waste, no gossip or criticism, etc.)
				5. A commitment to relationships and teamwork (e.g. honesty, integrity, mercy, love, etc.)
			2. Commitments:
				1. All staff (full-and part-time) is expected to be regular in attendance at the Weekend Celebration Services and to participate regularly in a Small Group.
				2. All staff is expected to give a tithe (10% of gross income) to The Vineyard Church.
		2. Schedule
			1. For Operations/Support Staff, the normal, full-time workweek is Monday-Friday: 8:00am-4:30pm or 8:30am-5:00pm.
				1. Hourly employees are responsible to maintain a record of their hours by clocking in/out via the time clock.
				2. Hourly employees who work at least 5 hours in a day are entitled to take a lunch break, providing they clock out and in for lunch.
				3. Salary employees are expected to maintain a record of their hours on the salary time cards and turn them in to the Human Resources Director by the end of the month.
				4. Lunch may be taken off-site, but is limited to 30 minutes.
				5. Hourly employees will confirm their workweek with their immediate supervisor.
			2. Work from home:
				1. Salaried staff is permitted to work from home provided they have prior approval by his/her direct report and the executive or campus pastor.
				2. Work from home may not comprise more than 8 hours for full time staff, and 20% of part time staff member’s total scheduled work hours of a typical week. For example, a full time staff person may not work at home more than 8 hours per week; a half time staff member would be limited to 4 hours per week.
				3. Credit for hours due to working from home are not permissible when the staff person is the primary child care provider in the home during the same hours.
				4. Staff member must turn in the “Work at Home” log to his/her direct report to receive pay for the hours worked at home. The “Work at Home” log is in addition to the Monthly Time/Work Record mentioned in 2.a.3. above.
			3. All staff is expected to be prompt in arrival for work and punctual in keeping appointments.
			4. All staff is expected to adhere to their work schedule as closely as possible.
			5. All staff is expected to keep their immediate supervisor and the receptionist informed of their schedule, days off, arrival time at the office, and scheduled appointments so that s/he may answer phone inquiries with competence.
			6. All staff will be required to observe any change of this time schedule that the Senior Leadership Team may decide upon.
		3. Performance, conduct, and evaluation
			1. All staff is expected to meet the prerequisites, responsibilities and duties, and standards of performance detailed in the job description for their position.
			2. All staff is expected to conduct themselves at all times in legal, moral, ethical, and authorized behavior. Such behavior includes, but is not limited to:
				1. That which is consistent with the Christian faith as well as the church’s mission, statement of faith, and by-laws.
				2. That which respects and honors the health, safety, and welfare of others.
				3. That which does not falsify church records, including payroll, personnel, or employment records.
				4. That which does not divulge confidential or privileged information to any unauthorized person.
				5. That which is not disorderly in any fashion, including profane or threatening language, actions that violate the church’s alcohol, drug, and substance abuse policy or the church’s sexual harassment policy.
			3. All staff will have an annual performance evaluation conducted by their immediate supervisor in the months of June, July, or August.
				1. All supervisors attempt to complete such evaluations guided by objective reasoning rather than emotion or loyalty.
				2. Evaluations are initiated with the assumption that the employee’s performance is average.
				3. Supervisors will attempt to provide ample feedback that is consistent and fair.
				4. All staff is allowed opportunity to discuss the evaluation with their supervisor and can exercise the right to provide a written response within 7 days if desired.
				5. Once this process is completed, all evaluations are dated, signed, and entered into the employee’s permanent personnel file.
		4. Property and equipment
			1. All staff is expected to use the church property and equipment at all times in its intended legal, moral, ethical, and authorized purposes.
			2. Church-owned credit cards: Please refer to the Financial Team Policy for details
			3. Church-owned or purchased computers: Please refer to the IT Team Policy for details
			4. Postage meter, photocopiers, and supplies: At no time, under any circumstance, may the postage meter, photocopiers, or supplies be used for personal use of any kind.
			5. Audio-visual equipment of any kind: It is the general policy that no audio-visual equipment of any kind leaves the premises without prior, expressed permission from the Worship/Arts Pastor or Technical Director or IT Director.
	5. **Personal Appearance**
		1. Because we value cultural relevance, and seek to speak, act, and dress in ways in which our culture can positively respond, we operate in a "casual, laid-back style." Staff is free to dress in attire that is appropriate for every day (jeans and shorts included), providing that all clothes are neat, clean, modest, and non-offensive. Remember, we interact with the public as representatives of The Vineyard Church every day. You are required to dress appropriately for the situation or meetings you have for that day.
		2. The church reserves the right to enact a new or change the existing dress code in whatever circumstances it deems appropriate.
	6. **Children in the Workplace**

We want to provide the most flexible and healthy work environment possible by being sensitive to the needs of working parents. This means that we will allow employees to occasionally bring their children to work, particularly during the summer. Please note that these should be treated as special occasions and not the normal routine for employees.

As our staff continues to increase in size, and the potential number of on-site children increases correspondingly, so does our concern for safety, liability, minimizing disruption, and overall work performance.

Rather than provide a comprehensive list of rules, we prefer to offer a few simple guidelines, which may need to be revised depending upon their effectiveness:

* + - 1. Employees who bring their older school-age children to work are fully responsible for their children's behavior and actions.
			2. The presence of children on site must not distract or diminish any employees’ job performance, including the parent’s.
			3. All children are expected to act appropriately during business hours by being polite, respectful, and obedient.
			4. Parents need to have appropriate activities and space parameters set for their children. They must not be roaming about, running, horsing around, being loud, or occupying parts of the facility that are “off-limits”.
			5. Children may not use church-owned computers, keys, or name badges/key cards.
			6. If other employee’s children are on site, parents need to clarify boundaries of kids’ interaction and activities.
			7. We’ll be glad to put the kids to work in meaningful ways when appropriate. These activities can be coordinated with pastors and ministry directors when available.
			8. For the sake of security and safety, the parent is responsible to communicate clearly to the Welcome Desk and Facilities Manager about your children’s presence.
			9. If having your children on site is not working out for any of the above-mentioned reasons, you will be asked to make other arrangements for your children.
1. **COMPENSATION**
	1. **Salary appraisal process**
		1. The Pastoral Advisory Council (PAC), in conjunction with the Senior Leadership Team, determines all salaries. Notice of salary is tendered in the Letter of Offer of At-Will Employment. Initial compensation levels are based upon experience, level of responsibility, education, past performance, and other factors.
		2. Your compensation package will generally be reviewed at least annually for consideration of a merit increase and/or a performance bonus. Your immediate supervisor conducts the first step in the review process. This input is forwarded to the Senior Pastor, whose recommendations are then forwarded to the Pastoral Advisory Council. The PAC will make all final decisions regarding salaries and benefits.
		3. Factors taken into account include, but aren’t limited to, performance evaluations (especially attainment of agreed-upon goals), attitude, potential, strength of the church budget, general salary parameters for each job category, and God’s will. In general, one of several actions may be taken by the PAC.
			1. The PAC may elect to reward performance and attitude with a bonus.
			2. The PAC may grant merit raises.
			3. The PAC may elect to issue a Letter of Warning to any staff for marginal or poor performance, for misconduct, or for contravention of the expressed or implied terms of service. This must be treated seriously, as The Vineyard Church shall consider possible termination for those whose performance does not show appreciable improvement.
			4. The PAC may elect to either do nothing or some combination of the above.
		4. Salary increments, bonuses, etc. are normally given at the start of the new fiscal year and are communicated in writing during that month when awarded.
	2. **Formulas for computation of salary**
		1. For working an incomplete month due to commencement of employment or resignation:

 Monthly rate of pay\_\_\_\_ x # days actually worked

 # working days in the month

* 1. **Mode of payment**
		1. For full-time Operations/Support Staff, monthly Time/Work Records must be submitted to the HR Director by the last working day of every month.
		2. Paychecks are issued or directly deposited in your personal checking or savings account on the last working day of the month.

No disbursements of funds will be made for Cafeteria Plan or Expense Reimbursement without proper forms and documentation each month

Production of materials

* 1. **Other income**

Copyrights on all materials produced by a full time employee at The Vineyard Church (books, tapes, videos, songs, course syllabi, etc.) are the sole intellectual property of the employee. Royalties derived from such copyrights will be split as follows:

aa. The first $5,000 of gross royalties will be paid to the full time employee.

bb. Above $5,000 of gross royalties, the royalty split will be 50/50, with 50% of the royalties being paid to the full time employee and the other 50% paid to The Vineyard Church.

All writing, production and promotion of the materials will be conducted on non-paid time, outside the weekly duties of the full time employee.

1. **BENEFITS**
	1. **Vacation**
		1. All full-time Operations/Support Staff are eligible for paid vacation.
		2. The commencement date for joining the staff—used to determine years of service, vacation days, and salary increments—is determined as follows:
			1. If a staff commences employment between September 1 and February 28, then his/her commencement date is September 1 of the prior year.
			2. If a staff commences employment between March 1 and August 31, then his/her commencement date is September 1 of the current year.
		3. Vacation time earned is based on length of service with the church and is accrued as follows:
			1. In the first fiscal year of full time employment (September - August), employees receive 1 day of vacation per complete months worked, not to exceed 10 days. Part time staff will receive a percentage of the above formula based on their FTE designation.
			2. At the completion of an employee’s first fiscal year, vacation benefits accrue as indicated below:

 Years of service in partial or completed years Length of vacation for 1.0FTE:

 1-2 years 80 hours

 3-7 years 120 hours

 8+ years 160 hours

* + 1. All staff must submit their applications for vacation to overseeing SLT member no later than 30 days prior to desired time off (obvious emergencies, illness, etc. excluded).
		2. Part time staff paid vacation benefit
			1. The vacation benefit is determined by the FTE designation and length of service in accordance with the schedule above
			2. The amount of benefit received is based on the current year’s FTE designation only. Past years’ service is considered to determine the benefit received, but no consideration is given for variations in full or part time employment.
		3. All staff can carry over up to 5 days of vacation into the next fiscal year or that portion of 5 days based on the FTE designation..
		4. No staff will be allowed to take more than 5 days of vacation in August, due to the high level of planning for the next fiscal year and closing out the year end.
		5. No staff may accumulate "compensation time" for an additional extension of vacations days.
		6. If your employment terminates for any reason, you will receive vacation pay for the amount of unused vacation time based on the percentage of the of the benefits year worked, less any vacation time used.
	1. **Personal Days (formerlySick Pay)**
		1. Operations/Support Staff are entitled to receive Personal Days.
		2. In the first fiscal year of employment (September - August), employees receive 1 personal day for every 2 complete months worked, not to exceed 5 days. At the completion of a qualified employee’s first fiscal year, they receive 5 personal days per year. Part time employees receive the portion of the above benefit based on their FTE designation.
		3. Personal days may only be received for regularly scheduled work days.
		4. In order for time off to be credited as a personal day, employees must obtain the approval of their immediate supervisor, who will verify the monthly work record.
		5. You will not be paid for unused personal days upon termination of employment.
		6. Personal days cannot be accumulated and carried over to succeeding years.
	2. **Holidays**
		1. All Operations/Support Staff will be eligible to receive holiday pay on the following days:
			1. Labor Day 1 day September 2, 2013
			2. Thanksgiving 2 days November 28 & 29, 2013
			3. Christmas Eve/Day 2 days December 24/25, or 25/26 2013
			4. New Year's Eve/Day 1½ days December 31, 2013, (1/2) & Jan 1, 2014
			5. Memorial Day 1 day May 26, 2014
			6. July 4th 1 day July 4, 2014
		2. The following provisions apply to holiday pay:
			1. Holidays will be observed on the calendar day designated by the church for the observance.
			2. If a holiday falls during an approved vacation period, you will receive holiday pay and will not be charged for a vacation day on the day the holiday is observed.
		3. The church office will be closed on these designated holidays.
	3. **Health Insurance Benefit**

All full-time Operations Staff are eligible to enroll in the Vineyard Health Insurance Group Plan.

The Vineyard will pay 80% of the health insurance premium expense for employees who elect into the Group Plan and the employee will pay 20%.

Employees may elect to include their spouse and/or children under the plan. In such cases, the Vineyard will pay 20% of the additional health insurance premium and the employee will pay 80%.

The above percentages are subject to change based on changes in the health insurance marketplace.

The Vineyard offers no additional stipend for those eligible employees who elect not to participate in our Group Plan.

* 1. **Cafeteria Plan**
		1. Any full-time employee may elect to participate in the Cafeteria Plan, which allows all out-of-pocket medical expenses, group health insurance premiums, and dependent child care expenses to be paid via a pre-tax payroll deduction. The annual limit is federally mandated at $2,500 per year.
1. **LEAVES OF ABSENCE**
	1. In some circumstances the church makes leaves of absence available to employees in addition to its vacation policy.
	2. The following types of leaves of absence are recognized:
		1. Maternity leave
			1. Any female staff who has been employed by The Vineyard Church for at least one year *and* who plans to return to her schedule is eligible for 6 weeks paid maternity leave based on her FTE designation .
			2. For maternity, an additional extended period can be received under the current FLMA guidelines. The Vineyard Church will follow these guidelines and you should check with the HR Director to discuss the current benefits allowed under FMLA.
		2. Paternity leave
			1. Any male staff who has been employed for at least one year is eligible for 3 days paternity leave on the occasion of birth.
			2. Paternity leave shall start on the day a child is born or the following day.
			3. In the event that staff is unable to take this leave on the birth of the child, the leave will be forfeited.
			4. For paternity, an additional extended period can be received under the current FLMA guidelines. The Vineyard Church will follow these guidelines and you should check with the HR Director to discuss the current benefits allowed under FMLA.
		3. Bereavement Leave
			1. All full time staff are eligible for paid leave upon the death of a loved one based on the following schedule:
				1. Upon the death of a spouse or minor child, the staff person will receive 1 week’s leave. Additional leave may be given at the discretion of Senior Leadership.
				2. Upon the death of a sibling, parent, adult child (at least 18 years of age), parent in law, the staff person will receive 3 days’ leave. Additional leave may be given at the discretion of the Senior Leadership.
				3. Upon the death of any other relative or close family member, the staff person may receive up to 3 days leave at the discretion of the Senior Leadership.
				4. The amount of paid benefit is based on the FTE designation
			2. All part time staff may receive a portion of the above benefit based on the portion of a full time week the staff person is scheduled to work and is solely at the discretion of Senior Leadership.
			3. Staff member may use available sick time or vacation time for additional days of leave with the approval of Senior Leadership.
		4. Worker’s Compensation and Military Service
			1. The church complies with applicable state and federal law concerning leaves of absence for work-related illness or injury.
			2. The church complies with applicable state and federal law concerning leaves of absence for military service.
		5. Jury Duty
			1. Any staff that is called to serve on jury duty will be paid full salary for the entire time served on jury duty based on FTE designation.
2. **DISCIPLINE**
	1. **Disciplinary Actions**
		1. Generally, the church will attempt to be redemptive and progressive (i.e., degree of sternness commensurate with the severity of the transgression) in its discipline. However, the church reserves the right to implement any system of discipline that it deems, in its sole subjective discretion, to be appropriate in the circumstances, up to and including immediate termination of employment (dismissal). All disciplinary actions will be fully documented in the employee’s personnel file via a personnel memo.
		2. It is not possible to provide a complete list of every work rule or performance standard. The following are presented only as examples. You are responsible for understanding and following these standards and work rules. Employees who do not comply may be subject to disciplinary action, up to and including termination (dismissal).
		3. Job Performance – you may be disciplined, up to and including termination (dismissal), for poor job performance, as determined by the church. Some examples of poor job performance are as follows:
			1. Below average work quality or quantity.
			2. Poor attitude, including rudeness or lack of cooperation.
			3. Excessive absenteeism, tardiness, or abuse of break and meal privileges.
			4. Failure to follow instructions or church policies and procedures.

* + 1. Misconduct – you may also be disciplined, up to and including termination (dismissal), for misconduct. Some examples of misconduct are as follows:
			1. Behavior that is inconsistent with the church’s statement of faith, that violates the standards of conduct for members outlined in the church’s bylaws, or is inconsistent with the Christian faith as defined in the Bible.
			2. Insubordination.
			3. Abuse, misuse, theft, or the unauthorized possession or removal of church property or the personal property of others.
			4. Falsifying or making a material omission on church records, reports, or other documents, including payroll, personnel, and employment records.
			5. Divulging confidential church information to unauthorized persons.
			6. Disorderly conduct on church property, including fighting or attempted bodily injury, the use of profanity, language that is abusive or threatening toward others or possession of a weapon.
			7. Any violation of any law which violation adversely affects the church, or conviction in court of any crime, which may cause you to be regarded as unsuitable for, continued employment.
			8. Violation of the church’s alcohol, drugs, and controlled substances policy.
			9. Marking or signing the time record of another employee or knowingly allowing another employee to mark or sign your time record.
			10. Use of any church equipment or property (computers, photocopiers, tape duplicators, etc.) for illegal, unethical, immoral, or unauthorized purpose.
			11. Any behavior that compromises the health, safety, or welfare of another individual.
		2. Disciplinary actions may include, but are not necessarily limited to, termination (dismissal), suspension (with or without pay), verbal or written reprimands, probation, re-assignment, or reduced, delayed, or forfeited pay raises.
		3. In cases of discipline for job performance or misconduct, we will attempt to follow a general protocol as follows:
			1. The pastoral member will meet with his/her direct report from the Senior Leadership Team to openly dismiss all of the issues surrounding the cause for discipline.
			2. After the meeting, the SLT will suggest a proposed course of disciplinary correction and action (up to and including dismissal) with a corresponding time constraint, which will be clearly communicated in writing to the staff member.
			3. At the conclusion of the time constraint, the staff member will meet again with the SLT direct report to monitor progress, change, change, repentance, restitution, etc.
			4. Failure to engage fully in the disciplinary correction or action will then result in immediate dismissal.
			5. Depending on current responsibilities, the SLT member may ask the person to step out of certain roles that may conflict with pastoral responsibilities.
	1. **Harassment**
		1. The church is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the church maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for you to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others.
		2. Sexual harassment of employees by supervisors, coworkers, or vendors is prohibited. Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:
			1. Submission to the conduct is made a condition of employment.
			2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.
			3. The harassment has the purpose or effect of unreasonably interfering with an employee’s work performance or creates an intimidating, hostile, or offensive work environment.
		3. Examples of sexual harassment include: unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual’s body; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.
		4. If you believe that you are being, or have been, harassed in any way, please report the facts of the incident(s) to your supervisor or the Chief Administrative Director immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.
		5. Violation of this policy may result in disciplinary action, up to and including termination (dismissal).
	2. **Alcohol, Drugs, and Controlled Substances**
		1. The use, sale, transfer, possession, or being “under the influence” of alcohol, drugs, or controlled substances when on duty, on church property, or in church vehicles is prohibited. In addition, off duty conduct, which may adversely affect the reputation or interest of the church, is prohibited. “Under the influence” for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, other co-workers, the public, or church property.
		2. Violation of this policy may result in disciplinary action, up to and including termination.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the church’s personnel policies and procedures handbook. I understand that it provides guidelines and summary information about the church’s personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that the church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both the church and I have the right to terminate employment relationship at any time, with or without cause or advance notice, and that this employment-at-will relationship will remain in effect throughout my employment with the church unless it is specifically modified by an express written agreement signed by me and an authorized representative of the church.

I further acknowledge that this employment-at-will relationship may not be modified by any oral or implied agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Name (Please Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resource Director for The Vineyard Church

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the church’s personnel policies and procedures handbook. I understand that it provides guidelines and summary information about the church’s personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that the church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both the church and I have the right to terminate employment relationship at any time, with or without cause or advance notice, and that this employment-at-will relationship will remain in effect throughout my employment with the church unless it is specifically modified by an express written agreement signed by me and an authorized representative of the church.

I further acknowledge that this employment-at-will relationship may not be modified by any oral or implied agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Name (Please Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resource Director for The Vineyard Church

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Date