



CEDAR SPRINGS

PRESBYTERIAN

Live Deeply

A congregation of
the Evangelical
Presbyterian Church

EMPLOYEE HANDBOOK

FOR CEDAR SPRINGS
PRESBYTERIAN CHURCH

APPROVED BY CHURCH LEADERSHIP
EFFECTIVE APRIL 1, 2022
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A SPECIAL MESSAGE FOR YOU

Welcome to Cedar Springs Presbyterian Church (“CSPC,” or the “church”). We consider you to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to CSPC in service of our Lord. We will endeavor to help you grow into and achieve excellence in service during your time at CSPC.

As an employee of CSPC, you represent the Lord and CSPC in both your work and private life. As a result, you are expected to be sensitive to others and their impressions of the Lord and CSPC as they interact with you. Our expectation is that you will daily abide with the Lord Jesus Christ and desire to bring Him glory by living a life and conducting yourself in such a way that others will perceive Him at work in and through you. Although only One is perfect, all CSPC employees shall actively endeavor to bring honor to our Lord and the church in their motivations, words, and actions. God has provided us with examples in His word.

“But I say, walk by the Spirit, and you will not gratify the desires of the flesh. For the desires of the flesh are against the Spirit, and the desires of the Spirit are against the flesh, for these are opposed to each other, to keep you from doing the things you want to do. But if you are led by the Spirit, you are not under the law. Now the works of the flesh are evident: sexual immorality, impurity, sensuality, idolatry, sorcery, enmity, strife, jealousy, fits of anger, rivalries, dissensions, divisions, envy, drunkenness, orgies, and things like these. I warn you, as I warned you before, that those who do such things will not inherit the kingdom of God. But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law. And those who belong to Christ Jesus have crucified the flesh with its passions and desires.”

Galatians 5: 16-24

All employees of CSPC shall behave in accordance with the Mission and Values of CSPC. Employees of CSPC with pastoral or supervisory authority and those whose work involves a teaching or instructional component shall remain mindful that the eye of our Lord is always upon us and that the Lord shows no partiality. Those filling other positions shall remain mindful of the burdens borne by those in pastoral, supervisory, and teaching positions, showing them the deference and honor befitting their role.

“Let the elders who rule well be considered worthy of double honor, especially those who labor in preaching and teaching. For the Scripture says, ‘You shall not muzzle an ox when it treads out the grain,’ and, ‘The laborer deserves his wages.’”

1 Timothy 5: 17-18

“Not many of you should become teachers, my brothers, for you know that we who teach will be judged with greater strictness.”

James 3: 1

“So Peter opened his mouth and said: Truly I understand that God shows no partiality, but in every nation anyone who fears him and does what is right is acceptable to him.”

Acts 10: 34-35

You have been chosen to serve alongside us at CSPC because we believe that you have the necessary competencies and character. All of us, regardless of position, share in the ministry of CSPC and have a responsibility by word and action to share Jesus Christ and His Word with everyone we come into contact with in performing our duties and responsibilities. We also believe that CSPC is a great place to work and that you have much to offer!

We look forward to working with you in the service of our Lord.

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Scope of Employee Handbook

The provisions of this employee handbook (this “handbook”) have been reviewed by the Executive Leadership Team and approved by the Session (described in part 2). All employees must follow the rules and policies provided in this handbook as they are updated from time to time. Each employee must review “Part 3 Definitions” starting on Page 9 to ensure that he or she understands the defined terms.

This handbook is not intended to be a contract. It is also not intended to create any legally enforceable obligations on the part of the church. Nothing contained in this handbook may be interpreted to create a contract for employment with the church.

Still, it is important that every employee reads, understands, and becomes familiar with everything in this handbook and complies with the standards that have been established. Please talk with your supervisor, the Executive Director of Operations, and/or the Human Resource Manager (“HR Department”) if you have any questions or need clarification or additional information.

This handbook supersedes and replaces all previous employee handbooks. The church reserves the right to change, modify, add to, subtract from, rescind, or revise any policy, rule, benefit, or provision of this handbook, in CSPC’s sole discretion, at any time, and with or without notice. The information in this handbook supersedes and replaces all previous policies, procedures, benefits, handbooks, and rules of conduct provided by the church.

“At Will” Employment

Employment at the church will only continue with the mutual consent of both the employee and the church. Consequently, each employee and the church has the right to terminate the employment relationship at any time, with or without cause or advance notice. For clarification, all employment with the church is “at will” and may be initiated and/or terminated in the church’s sole discretion at any time and for any reason.

The “at will” nature of an employee’s employment with CSPC may not be modified by any oral or implied agreement, or by anything contained in this handbook. Instead, the “at will” nature of any employee’s employment MAY ONLY be modified by a valid, written agreement signed by both the employee and the Executive Director of Operations (an “Employment Contract”) or in an Ordained Minister’s official call from the church (a “Call”), solely for the stated term of any such agreement.

For clarification: the CSPC Weekday School may place additional requirements on its employees by means of written “Employment Agreements.” However, these documents DO NOT change the “at will” nature of an employee’s employment because they are not signed by the Executive Director of Operations and also contain provisions explicitly affirming the “at will” nature of WDS employee’s employment. Any employees working for the WDS who need clarification on the nature of his or her employment must immediately notify the HR Department.

How to Resolve Conflicting Requirements

Ordained Ministers

If there is a contradiction or conflict between anything in this handbook and anything in an Ordained Minister's Employment Contract and/or Call, the terms and provisions of the Employment Contract and/or Call will prevail.

Weekday School Employees

Cedar Springs Weekday School ("WDS") employees have a separate employee handbook applicable to them and their work. If anything in this handbook contradicts or conflicts with anything in the employee handbook produced by the WDS, church leadership will determine which policy/provision/benefit/rule will apply.

Employee's Responsibility to Learn & Abide by Church Policy & Procedures

It is the employee's responsibility to learn and abide by all policies and procedures of the church. This will require each employee to review this handbook annually or upon modification. Employees are expected to ask questions and seek clarification about anything in this handbook or any other church policy or procedure that is confusing or unclear to them.

Supervisors are required to be familiar with and enforce the written policies and procedures of the church at all times.

The HR Department will conduct annual, mandatory employee handbook training.

Special Note for Independent Contractors

The provisions of this handbook are not applicable to Independent Contractors. Instead, all business relationships between the church and Independent Contractors are governed by the terms of any applicable agreement(s) for services and the policies and procedures of the church's Independent Contractor's Handbook (if any).

Mission

Simply stated, the church’s mission is to respond to God’s love by following Jesus — in loving God, loving one another, and serving the world.

You will find a summary of the beliefs of the church at <https://cspc.net/about/>.

Affiliation with the Global Movement of Evangelical Presbyterian Churches

The church is affiliated with a Global Movement of Evangelical Presbyterian Churches, also known as the “EPC.” The EPC is intentionally structured to emphasize the authority of local churches while providing regional and national leadership and resources. In its affiliation with the EPC, the church is accountable to, served by, and participates in the governing body of the EPC, which is referred to as the General Assembly.

The church has fully embraced the message of the EPC motto, which is:

**In Essentials: Unity.
In Non-Essentials: Liberty.
In All Things: Charity.**

For more information regarding the EPC, please visit epc.org/about. For more information about the beliefs held and promoted by members of the EPC, please visit epc.org/about/beliefs.

Authority Structure of the Church

The Lord Jesus is the head of the universal church, and CSPC endeavors to submit to His reign and rule.

CSPC is also led by elder officers who meet and serve as a council. This council is referred to as the “Session.” The Session is the main leadership body of the church.

Elders who serve on the Session may also serve on various other committees or teams, such as the:

**Fellowship,
Missions,
Ministry Operations, and
Worship.**

Officers are identified on the church’s website at cspc.net/about/officers.

All employees at CSPC are under the authority of a Senior Pastor, who is accountable to the Session and directly supervises both an Executive Pastor and Executive Director of Operations. The Executive Pastor has authority over and serves the church’s Ordained Ministers and the directors and managers of various ministry groups including the WDS, Missions, Women’s Ministry, Sports Ministry, Student Ministry, and others. The Executive Director of Operations has authority over and serves the administrative and operational employees of the church, including those who serve in Property Management, Facilities, Payroll, Accounting, Human Resources, Communications, and others.

The church also recognizes some church members as:

- **Elders**, who serve by providing advice and counsel, administering communion, etc., and
- **Deacons**, who serve by providing for the practical, day-to-day needs of the Church community.

Individuals are recognized as Church members by the Church only after they complete a membership class and voice their desire to give and receive as a member of the Church family.

Historical Overview of Cedar Springs Presbyterian Church

God's love and the faith of His people have blessed our members from the first congregation of a few settlers in 1796 to the present church of over 3,000 members. Energetic and devoted pastors, compassionate elders, and faithful members have invested their time, effort, and hearts in the work of Christ and in each one of us.



A small gathering of settlers first began to worship God in a grove of trees on Westland Drive, the current home of the Cedar Springs Presbyterian Cemetery. Without a church building, the congregation experienced

the beauty of God's creation gathered under the blue sky and spreading limbs of the oak trees. Later Reverend Samuel Ramsey arrived in Grassy Valley, organized the small gathering and new additions into the Upper Grassy Valley Congregation, and facilitated the build of a small, white church in a grove of trees. He also facilitated the formation of another church a short distance away, named Lower Grassy Valley Church.

Reverend Ramsey lived in the vicinity of the Seven Oaks subdivision, between the two Grassy Valley churches. The Upper Grassy Valley Church became Ebenezer Presbyterian Church before becoming CSPC. The Lower Grassy Valley Church became Pleasant Forest Church before becoming Concord Presbyterian Church.

The first Knoxville Presbytery was organized by the predecessors of CSPC in 1846 while Reverend James Park was the minister. When

he left in 1853, the church entered a period of change. Progress brought a railroad line alongside the church. Although the little white church in a grove of trees was a historic and picturesque site, the congregation voted to move. The loud whistles, hissing, and billowing black smoke of the steam engines frightened the horses, leading to narrowly avoided, serious accidents on multiple occasions.



In 1860 Reverend Park returned to the church, but the Civil War brought painful tensions. Both the church and the Park residence were located in a no-man's land between the blue and the gray battle lines. Reverend Park's house was visited one night by a group of Yankee soldiers whom he permitted to stay in his home. Later that same night, a group of Confederate soldiers arrived, and he housed them in the barn. Available records state that he fed both groups for several days and neither knew the other group was nearby. Reverend Park was also said to have preached with a musket under his pulpit during the war days.

In the first year of the Civil War, the Knoxville Presbytery reorganized the Ebenezer Presbyterian Church. Several people came

INTRODUCTION TO THE CHURCH ORGANIZATION [CONT]

from other churches in Knoxville to join the congregation that was meeting in a schoolhouse on Cedar Bluff Road, and the church was re-named Cedar Spring Presbyterian Church. None of the records reviewed state when the “s” was added to “Spring.”



In 1875, the Seaton family gave a plot of land located on Cedar Bluff Road, to the North of Kingston Pike, to the church as the location for a new church building. That building was built and then burned in 1898. So, in 1900, the congregation moved into a white frame church on the corner of Kingston Pike and Ebenezer Road, where it stayed until 1951. During those years, spring floods often overflowed into the church building.



In 1922, the R. L. Peters family gave a tract of land to the church. The church built a manse, or Presbyterian minister's house, on that land. CSPC's education building now occupies that space.

By 1947, the congregation of Cedar Springs Church had reached 200 souls and was growing, similarly to the surrounding area of West Knoxville. Therefore, the Church started a building campaign for the completion of a new church building. Mr. Tracy W. Prater gave 1 2/3 acres of land (just west of the manse) to the Church for this purpose. On December 23, 1951, the Church held its first service in the new sanctuary (now CSPC's chapel). At that time, Kingston Pike was a mere two-lane highway for the conduct of travelers to western Tennessee. Cedar Bluff was a narrow country road.



The Church's membership continued to grow as the population increased within the surrounding residential areas. The Church purchased additional land adjacent to the existing

facilities; and, the manse was converted from a residence into a series of Sunday School classrooms. The Church ultimately razed the manse and built the current education building in its place. The Church opened the education building in 1966.

During the 1960s and 1970s, the church continued to grow, enlarging its ministries, starting new programs, expanding its facilities, increasing employment, and adding to its membership. In October 1973, the church dedicated the present-day sanctuary and added 145 new church members to the rolls. CSPC was no longer a small country church, but a booming suburban congregation reaching out to meet the needs of the growing residential area.



CSPC became an influential church within the community, welcoming members from many other denominational backgrounds against the backdrop of a burgeoning neighborhood. A new vision and spirit began to move the Church in those opportune years. The Church held evangelistic meetings and started youth and children's ministries. CSPC formed partnerships with religious community groups such as Campus Crusade, Young Life, and the Navigators, alongside in-home Bible studies, retreats, and summer camps.



Today, CSPC is strategically poised to continue making an impact for Christ within the Church, the community, Tennessee, the United States, and the world. We are delighted that you have chosen to benefit from the efforts of those who have gone before you and to join your personal story to the rich history of CSPC.

In General

While we believe most terms or classifications set out in the policies in this handbook are self-explanatory, we do set out some specific definitions for clarity when necessary. Should you have any questions on the meaning or of any portion of this handbook, please speak with your supervisor or the HR Department.

Employee Roles

Specific employees filling roles or granted a title that is capitalized, but otherwise undefined in this handbook, are listed at [cspc.net/about/staff](https://www.cspc.net/about/staff), as updated from time to time. Broadly defined employee classifications that employees may hear or read in various meetings and materials (including this handbook) are defined and described below.

Ordained Ministers are workers who have completed ordination into the EPC and whose work for the church consists primarily of directly ministering to others in the name of Jesus, performing the sacraments of the faith, and leading in teaching, counseling, and evangelism. For more information regarding the qualifications and process of ordination, visit [epc.org/ministerialvocation/ordinationqualifications](https://www.epc.org/ministerialvocation/ordinationqualifications).

All Ordained Ministers working for the church are deemed by the United States Internal Revenue Service to be: (1) self-employed with respect to Social Security and Medicare taxation, and (2) employees of the church with respect to income taxation for all services performed at the request of the church. They are also classified as employees regarding their work for the church for all other purposes. Therefore, Ordained Ministers are included in all references to an employee or employees in this handbook.

Ministerial Employees are employees with specialized education and training in ministry who serve under the Executive Pastor and whose work for the church consists primarily of direct interaction with our church membership, community, and the world in teaching, counseling, discipling, encouraging, and otherwise ministering in the name of Jesus. Some examples include the Executive Pastor and other employees serving in various ministry areas, such as Worship, Early Childhood and Nursery, Students, Young Adults, Women's, Marriage, Senior Adult, Caring, Missions, etc.

Employees working for the WDS fall within this group according to the church's organizational structure. However, employees working for the WDS are sometimes treated as belonging to a separate organizational unit, due to the unique legal obligations and other requirements placed on them.

All Ordained Ministers are Ministerial Employees. Not all Ministerial Employees are Ordained Ministers.

DEFINITIONS [CONT]

Professional Employees are employees who may serve under either the Executive Pastor or Executive Director of Operations possessing specialized, professional education and training, advanced degrees, and/or professional certifications or licenses pertinent to their work for the church, typically in the fields of Music, Art, Counseling, Teaching, Accounting, or the Law. WDS Employees are not routinely considered to be Professional Employees for benefits purposes. Although designated as Professional Employees, because these employees support, as an essential part of their job, the ministries of CSPC and may be called upon to minister to other employees, members or guests as part of their jobs, they are fulfilling a ministerial role within CSPC.

The Executive Team specifically includes only the Senior Pastor, Executive Director of Ministries, and Executive Director of Operations.

Support Employees are employees who serve under the Executive Director of Operations and whose work for the church consists primarily of office, administrative, and the conduct of the day to day operations of the church as an organization. Some examples include the Executive Director of Operations and employees serving in the areas of Property and Facilities, Payroll, Human Resources, Accounting, Communications, and Hospitality.

NOTE: All Support Employees are considered by the church to be engaged in ministry in the course of their work for the church as they are to be available and may be called upon to minister to other employees, members or guests as part of their jobs. The purpose of making a distinction between the terms “Ministerial Employees” and “Support Employees” is solely to promote clear communication and ease of reference.

Interns are employees who serve for a limited period of time, typically under the Executive Pastor or the Director of Student Ministries. Interns are expected to work with the church community to evaluate their gifts and calling for ministry as they serve alongside other employees.

WDS Employees are employees who serve under the Director and Associate Director of WDS and whose work for the church primarily consists of Christian education and associated administrative activities. Examples include teachers and co-teachers within the church’s Certified Kindergarten, day school, and after-school care programs, as well as administrative employees working within the school’s organizational unit. Such employees also meet the definition of a Ministerial Employee although they are given a separate classification here for clarity due to the unique role of working in WDS.

Employee Classifications - Work Hours

Full-time Employees for benefits purposes are those employees hired on a permanent basis to work 30 hours per week or more. These employees are eligible for all benefits offered.

Part-time Employees are those employees hired on a permanent basis to work less than 30 hours per week. Part-time employees who work at least twenty (20) hours per week are eligible for some benefits.

Limited Part-time Employees are those employees who are hired on a permanent basis to work fewer than 20 hours per week. These employees are not eligible for most benefits.

Seasonal Employees are those employees hired to work on a periodic or recurring basis. For example, Seasonal Employees include employees who are hired to work with Sports Ministry summer camps and events. Seasonal Employees are not entitled to employee benefits.

Employee Classifications - Overtime

Exempt Employees are those employees who are exempt from receiving overtime under the Fair Labor Standards Act (“FLSA”). Employees are classified as exempt based on the type of work performed, degree of authority/autonomy, and compensation.

Non-exempt Employees are those employees who are entitled to receive overtime pay under the FLSA.

Ministerial Exception Employees are those employees who are exempt from receiving overtime under the Fair Labor Standards Act (“FLSA”). Employees are classified as ministerial exceptions based on their work conveying the church’s message and carrying out its mission.

Church Hiring Process

The church’s hiring procedure for all positions except administrative-only positions is as follows.

Creating a New Position

1	If the need for a new hire is assessed by a Supervisor, they will bring it to the attention of their Ministry Director.
2	The Ministry Director will then evaluate the request and follow the budgeting process for funding approval.
3	Once funding is approved, a job description is developed by the Supervisor and the Human Resource Manager and submitted to the Ministry Leadership Team for review and approval.
4	The Executive Team develops the compensation package with a salary that will fall within the Pay Level Chart for the position.

Hiring for an Open Position

1	The Ministry Director and Supervisor may proceed to interview candidates utilizing the position’s job description.
2	A candidate will be interviewed by the Ministry Director, Supervisor, and the Ministry Leadership Team before being identified as a potential hire.
3	The potential hire’s resume and information will be presented to the Executive Team for review. If appropriate, the Executive Team may interview the candidate.
4	If a hire is approved, the Executive Team will authorize a compensation package taking into account the experience level of the candidate and an offer letter will be created by the Human Resource Manager.
5	The offer letter will be sent to the potential hire by the Human Resource Manager with the Supervisor copied.

Equal Employment Opportunity

The church makes hiring decisions based on the church's needs, and the skills, training, and character of employees. The church also holds the recommendations of its employees, leadership, and membership in high regard with respect to employment decisions.

The church does not discriminate in any aspect of employment based on race, color, sex, national origin, age, disability, or any other characteristic protected by law. However, because employees are representatives of the church and its religious values, the church reserves the right to make employment decisions on religious beliefs, affiliation, and practices, in all aspects of employment and to the fullest extent permitted by law, to help ensure that employees are faithfully upholding and advancing the religious beliefs, values, and mission of the church. Indeed, all employees serve as ministers to other employees, members of our church, and the general public and are expected to uphold the teachings and values of the church at all times.

All employees are required to immediately report acts that may constitute unlawful discrimination to the Executive Director of Operations and/or the HR Department. Employees raising such reports will be listened to and will not be subject to reprisal or retaliation. Church leadership will then investigate such reports and determine what action(s) (if any) will be taken to correct improper behavior. Employees engaging in unlawful discrimination will be subject to disciplinary action up to and including termination.

Compliance With Immigration Law

The church does not discriminate in any employment activities based on citizenship status. Simultaneously, the church is also committed to employing only those individuals authorized to work in the United States, in accordance with all applicable laws. Therefore, the church will timely require employees to comply with all requirements related to the completion of a U.S. Citizenship and Immigration Services Form I-9 and will participate in the E-Verify program, in accordance with applicable law.

Employees may raise questions or concerns about the church's compliance with immigration law with the HR Department without fear of reprisal.

Disability Accommodation

The church is committed to providing reasonable accommodation for persons with disabilities, who are otherwise qualified to perform the essential functions of their job, as required by law. This commitment covers all aspects of the employment process, including, without limitation, selection, hiring, training, work assignments, compensation, benefits, discipline, and termination.

Employees should communicate their need for reasonable accommodation to the HR Department. However, all supervisors are obligated to listen to requests for accommodation and then notify the HR Department to provide for the ease and comfort of our employees.

Upon notification, the HR Department will

work with the employee, the employee's supervisor, and church leadership (as appropriate) to engage in an interactive process to determine an appropriate course of action, in accordance with the Americans with Disabilities Act ("ADA"). The church may request that an employee provide documentation from an appropriate health care provider in response to a request for accommodation, to the extent permitted by law. The church is not obligated to provide any accommodation that presents an undue hardship to the church.

Employment of Minors

The church is committed to complying with federal and state law and regulations governing employment of all persons under the age of eighteen (18). All supervisors and employees must comply with all laws and rules related to permissible work hours and obtaining the consent of a minor employee's parent or legal guardian when required.

Supervisors are prohibited from requesting, permitting, or requiring minor employees to work in violation of any applicable law.

Supervisors or other employees with questions or concerns related to the employment of minors, should reach out to the HR Department. The HR Department will provide guidance for minors volunteering in support of any ministry activities of CSPC.

Conflicts of Interest and Inappropriate Influence

The church desires to remain above

accusations of favoritism, elitism, or corruption. Therefore, the church has created the following policies related to inappropriate influence and conflicts of interest.

Nepotism

The church recognizes the potential for favoritism, clique formation, exclusion, erosion of employee morale, and other undesirable outcomes resulting from nepotistic employment practices.

Therefore, Relatives or Romantic Partners of current employees may be hired for work within any organizational unit of the church only with the prior approval of the Executive Team. Relatives and Romantic Partners may not work within the same organizational unit of the church such that one would be the immediate supervisor over the other under any circumstances.

Personal Gain and Conflict of Interest

A potential or actual conflict of interest occurs when an employee has the ability to influence a decision being considered by the church that might result in personal gain for the employee or an employee's Relative or Romantic Partner.

Employees must immediately report all potential or actual conflicts of interest to the Executive Director of Operations, so that an appropriate course of action may be taken to protect the honor and reputation of everyone involved and the church as an organization. The church will then either take steps to ensure that the employee is unable to exert inappropriate influence over the church's decision or refuse to

participate in the opportunity, matter, or transaction.

Employees are prohibited from accepting any bribes, kickbacks, gifts of more than minimal value, and/or any other special benefits that may be obtained via the church's conduct of business and/or transactions.

Outside Employment

Employees are generally permitted to engage in outside employment, for so long as their work performance and ability to fulfill the tasks of their work with the church (as modified from time to time) is not diminished. However, employees wishing to engage in outside employment must first receive permission from their immediate supervisor. Supervisors are encouraged, but not required, to seek the counsel of the Executive Director of Operations on these matters.

Outside employment or activity that constitutes a conflict of interest is prohibited in all circumstances, without exception. For example, an employee may not simultaneously work as a supervisor for the church and hire the employee's company to provide goods or services to the church.

If an employee's work performance suffers because of outside employment, the employee's supervisor will notify a member of the Executive Team to discuss an appropriate course of action.

Confidential Information

Confidential Information is all nonpublic information related to the church's operations and employees that an employee has access to because he or she is employed by the church, without regard to the source of the information.

Confidential Information includes the following information, whether in tangible, electronic, or oral form:

- Administrative records;
- Agreements and other legal documents;
- Data and reports;
- Documents and files;
- Policies and procedures intended for use solely by church employees;
- Correspondence between or among church employees, members, or guests, such as notes, letters, emails, online chat messages, text messages, voicemails, video calls, etc.;
- Employee files and other human resource information, such as benefits information, records of employee discipline, and more;
- Financial information, including information related to compensation, budgeting, financial accounts, records of giving, tax information;
- Personally identifiable information, such as Social Security numbers, driver's license numbers, birthdates, information related to any background check, information related to immigration status, etc.;
- Prayer requests that are specifically not to be mentioned in a public worship service;

- Information that is designated, stamped, marked, or otherwise explained to be Confidential Information; and
- Any other information that by its nature should be protected from disclosure outside of the church organization.

Confidential Information does not include information that:

- The church has already and intentionally made publicly known or generally available outside of the church organization,
- Is collected or created at the church’s direction for the express purpose of making it publicly known or made generally available outside of the church, or
- Becomes publicly known or generally available outside of the church organization without any wrongful action by an employee.

Employees with questions or concerns about whether certain information is Confidential Information should reach out to the HR Department.

Communication with Media and Media Requests

The Executive Team and/or the Director of Communications will interact with members of the Media on behalf of the church. All other employees are prohibited from responding to media inquiries and/or interacting with members of the Media in their capacity as an employee of the church and on any matter directly related to the church. Such employees should refer all media inquiries to the Director of Communications.

With respect to publicly available media, including, but not limited to, newspapers, television, books, magazines, journals, social media, other Internet resources, platforms, and applications, and all other forms of media (collectively referred to as “Media”), employees are prohibited from engaging in the following conduct:

- Publishing the church’s or any other person’s Confidential Information or plagiarized information or content;
- Failing to abide by the church’s policies and procedures regarding public disclosure of information as communicated from time to time; or
- Registering for any account, event, or raffle as a representative of the church, in the church’s name, or with a “cspc.net” email address, without prior authorization from the employee’s supervisor or the Director of Communications.

However, employees may engage with various forms of Media on behalf of the church as directed by the Director of Communications or a member of the Executive Team.

If an employee must speak to the Media in his or her private, personal, and individual capacity, the church expects such employee to clearly state that his or her communication is his or her personal opinion and may not represent the opinion of the church.

Solicitation (Selling or Canvassing) By Employees is Prohibited

The church recognizes that its employees and members are prone to giving freely of themselves and their resources to others and that any one employee or member may be presented with many requests to give to or support various worthy causes championed by others. To prevent undue financial and relational strain, the church prohibits solicitation by employees in general.

Employees are prohibited from personally soliciting anyone present on the Premises or participating in a church-related activity to purchase any goods or services, donate to, or otherwise charitably support any person or organization. Examples of prohibited solicitation include: the selling of Girl Scout cookies, popcorn for Boy Scouts, wrapping paper or coupon books to raise funds for a school program, tickets to any production or show; or otherwise asking people to contribute funds or time to a charity or individual, etc.

Employees who become aware of a need being experienced by another employee, church member, or community member should notify their supervisor or the Caring Ministry Coordinator.

Employees who desire for the church to support any charitable fundraising activity

should notify a member of the Executive Team of the opportunity or need. The church may decide to sponsor solicitations that advance an established ministry or mission of the church. The church reserves the right to request or require employees to assist with the sale of merchandise, tickets, or services or request or receive donations on behalf of the church for purposes approved by the Session during the employee's regular work hours.

Advertising, Posters, and Flyers

Employees may not place any advertising, posters, or flyers within the Premises without the prior approval of the Director of Communications or the Executive Director of Operations. All approved materials will bear the text "Approved from <start date> through <expiration date> by <initials of approver>)" or simply "Approved by <initials of approver>."

Therefore, any advertising, posters, or flyers within the Premises not bearing this text may be removed.

Guest Preaching by Ordained Ministers

Ordained Ministers may preach or speak at venues other than CSPC on Sundays, up to three Sundays per year. Ordained Ministers must seek prior approval from their supervisor or the Senior Pastor regarding scheduling.

Vetting**Background Checks/Reference Checks**

Background checks or reference checks are required as a practical means of vetting new hires and gathering information pertinent to the safety and well-being of the people we work with and serve. The HR Department will only notify employees regarding their background checks or reference checks if information indicating a potential issue is received.

Adults

The church requires all adult applicants and employees to submit to background check screening prior to hiring and every three (3) years thereafter. A copy of the required Background Check Authorization Form is provided in Appendix A.

Minors

Similarly, the church requires minor applicants and employees to complete the Minor Application and provide the names and contact information of references who can speak to the minor applicant's moral character and the appropriateness of such employee working with children (if applicable). Minor employees will be asked to complete an adult background check when they reach eighteen (18) years of age. A copy of the Minor Application is provided in Appendix A.

Reliance on Information Provided

Applicants and employees must only provide information that is accurate, true, and complete during any application, hiring, vetting, employment, discipline, and/or termination process. The church may act in reliance on any or all information provided by an employee. Therefore, any applicant or employee providing inaccurate or false information or omitting materially

relevant information in response to a request by the church may be subject to exclusion from further hiring consideration or discipline, up to and including termination.

Tasks, Training, and Evaluation**Job Descriptions**

Supervisors will provide job applicants with a job description prior to submitting documentation to the HR Department for hiring. Such job descriptions must describe, in summary form, the tasks that the applicant will need to complete to successfully meet the supervisor's expectations. Supervisors must ensure that task descriptions are both achievable and measurable. Supervisors will review and update job descriptions in conjunction with the Human Resources department during annual employment evaluations.

The Executive Team may also revise an employee's job description from time to time. In such cases, the employee's supervisor is expected to discuss any discrepancies between the description and the employee's current work tasks with the Executive Team member requesting the change and ultimately comply with the direction of the Executive Team member after discussion.

Training

Supervisors are responsible for providing or arranging reasonable job training for their direct reports. Supervisors are asked to remain mindful of the amount of training that may be necessary when reviewing an applicant's training, certification, and prior work experience. Supervisors will fill open positions requiring significant training, certification, or expertise with applicants who already possess these qualifications.

From time to time, a supervisor may feel led to make an exception, as a ministry to a particular applicant or based on need. In this case, the supervisor will request that the Executive Team approve all needed training and certification prior to hire.

Performance Evaluation

Employees and supervisors are encouraged to discuss job tasks, goals, and performance informally on a periodic and as-needed basis. Supervisors are encouraged to be generous, gracious, and forthright with feedback so that expectations are clearly communicated.

Additionally, supervisors will conduct private, annual performance evaluation discussions with each employee under their supervision and prepare a written summary of the evaluation. A copy of the written summary will be provided by the supervisor to the employee no later than seven (7) days after the discussion and the employee will be given seven (7) days to provide any written comments on the evaluation summary. The original, written summary will be provided to the HR Department to be included in the employee's file.

Promotions, Demotions, and Transfers

The church may elect to promote, demote, or transfer any employee at any time, with or without cause, with or without advance notice, in its sole discretion. All employment for the church remains "at will" at all times, unless otherwise modified by a written contract signed by an authorized agent of the church.

The church is interested not only in filling job positions with qualified employees but also in the personal and professional development of those persons already employed. Therefore, with respect to any

open position, the church may elect to give preference to someone already employed by the church or someone from outside the organization according to the wishes of the church at the time taking into consideration the qualifications of the persons interested in the position and the needs of the church.

Any employee who becomes aware of an open position is encouraged to express any interest to either the hiring supervisor or the HR Department.

Work Schedule/Timekeeping

In General

The church is committed to complying with all applicable wage and hour laws and regulations as well as assisting employees in maintaining appropriate work/life balance. Supervisors will cooperate with the Executive Team to determine appropriate schedules for all employees under their supervision. All employees are encouraged to work with their supervisors to discuss any specific scheduling needs.

Hourly Employees

Employees are entitled to compensation for the work they perform so all hours should and must be recorded without exception. They are to report any incidents of being asked to work without recording time to the HR Department.

Hourly employees are responsible for verifying the accuracy of their own timecards and paychecks and should promptly report any issues to the HR Department. They are to clock their time with the designated electronic system that rounds up to the nearest tenth of an hour.

Hourly employees must receive approval from either their supervisor or the Executive Team prior to working any

overtime hours. However, anyone within an employee's direct line of supervisors or any member of the Executive Team may request or require an hourly employee to work overtime at any time. Paid time off is not included in overtime calculations.

Supervisors in certain ministries who submit timekeeping records on behalf of their employees are required to strictly abide by the timekeeping record submission procedures and deadlines communicated to them.

Salaried Employees

Salaried employees are not required to clock their hours but are expected to faithfully work their required hours each week.

There will be seasons when salaried employees will work an excess of their designated work hours to complete the requirements of their job as outlined in their job description. As they are exempt from the FLSA (Fair Labor Standards Act), they will not receive overtime pay or compensating time off for this work. Salaried employees are to discuss and gain approval for working additional hours with their supervisor prior to working them. When salaried employees will be working over forty hours or five days a week, supervisors are to work with their employees to give them as much time off as possible in coordination with department needs during that week to mitigate the time they have to work.

In general, salaried employees should not be consistently working above or below their designated work hours without their supervisors' approval. Refer to the section on taking a sabbath day to find more information on what constitutes a sabbath day and whether or not one is eligible to take one during the work week.

Sabbath Policy

It is the church's desire that employees maintain healthy rhythms of work and rest throughout their day, week, and year. The church leadership recognizes the practice of Sabbath as a vital spiritual discipline for those committed to following Jesus and serving in ministry. To ensure this, employees are to plan their daily, weekly, and yearly schedules in coordination with their supervisor in accordance with the following principles.

A day of ministry work is to be considered in three parts: morning, afternoon, and evening. Employees are to plan to work only two of the three whenever possible.

Employees are to practice a day of Sabbath each week, endeavoring to work all of their assigned hours per week within five days. Sundays are designated as Sabbath days for all employees who are not scheduled for ministry duties. Employees are encouraged to participate in worship and Sunday School as attendees rather than in a working capacity, working Monday through Friday instead.

Note: Full-time, salaried ministry employees are to schedule an alternate Sabbath from Sunday only if they work a minimum of five hours on campus (including their attendance of a worship service) in coordination with their supervisor.

It is understood that there will be seasons when an employee is required to work a schedule with more than five days of work or forty hours a week to complete the requirements of their job. Although rare, those weeks are part of the ministry's annual rhythms. Likewise, there are other seasons when an employee's workload will not require them to work the entirety of

their scheduled hours. There are seasons when employees will work more and others when they work less, but employees and their supervisors are to endeavor to even work out over the ministry year.

Standard Work Hours for Administrative and Office Work

Regular work hours for the conduct of office work are from 8:30 a.m. to 5:00 p.m., Monday through Friday. Employees engaged in administrative and office work should strive to keep their work within these hours and on campus for the sake of communication, efficiency, and helping other employees set a healthy work-life balance. Working remotely is an option but as an exception and not the rule. Requests must be approved by the employee's supervisor and will be evaluated based on an employee's need to be accommodated and their ability to fulfill the requirements of the job remotely. If a temporary remote work situation is approved, the requirements and expectations for remote work will be designated by the supervisor and HR Department and, if necessary, be signed by the employee.

Absenteeism and Tardiness

Because each employee of the church is an integral part of the church's mission, employees must be present and punctual. Repeated absenteeism and/or tardiness will result in disciplinary action, up to and including termination of employment.

Meals and Rest Breaks

Each employee working six (6) or more consecutive hours in a single day is entitled to a 30-minute uninterrupted meal break. Hourly employees must clock out for their meal break. Employees under the age of eighteen (18) may be entitled to more frequent or longer meal breaks. Supervisors

and employees are instructed to work together to ensure compliance. Other shorter paid breaks may be provided as necessary during the day.

Any questions regarding meal and rest breaks should be directed to your supervisor or the HR Department.

Lactation Breaks

Employees needing to express breast milk for their infant child should notify the HR Department. The HR Department will work with the employee and her supervisor to determine an appropriate location so that the employee may take her lactation break in privacy and within the general proximity of her work area. Employees are not permitted to express breast milk in any restrooms.

The break time shall, if possible, run concurrently with any break time already provided to the employee (for example, a lunch break). Lactation breaks must be reasonable in duration and coordinated with the employee's supervisor. Such breaks are unpaid if 20 minutes or longer. Therefore, hourly employees will generally need to clock out for these breaks but if the break time is less than 20 minutes, the employee will be paid for the entirety of the break. Salaried employees taking lactation breaks are asked to remain mindful of their productive work hours.

Supervisors or employees with any questions regarding lactation breaks should contact the HR Department.

Requests for Leave from Work

Employees must submit paid leave requests via the church's electronic employee payroll and database system for all leave types that are available within that system (vacation, sick, unpaid, etc.). If this is not possible or for leave types that are not

available within the system, employees should submit written requests for leave to their supervisors with a copy to the HR Department. Leave under the church's FMLA policy is set out in Part 6 Employee Benefits, "Family Medical Leave Act." Supervisors must often make future plans to ensure that the needs of the church are met when an employee is absent. Therefore, employees should submit requests for leave from work no later than three (3) business days prior to the start of the requested leave.

Salaried employees should submit all requests for time off in half-day increments.

Hourly employees should submit all requests for time off in hourly increments.

"Use or Lose"

The church encourages employees to use their available paid time off each year. Accordingly, employees are not permitted to rollover unused vacation or sick leave into the next year, and unused paid time off is not paid out at the end of the year, so employees are encouraged to plan accordingly to use available paid time off before December 31. The church will allot paid time off for each employee on January 1 that may be used as set out in this policy by December 31.

Leave from Work During Emergencies

Employees experiencing an unexpected need to leave work during the workday, for either personal or family illness or other situations, should notify their supervisor of the emergency circumstances prior to

leaving absent extraordinary circumstances. The supervisor will work with the employee on ensuring work demands are met. Accordingly, it is important that employees communicate any particular obligations that will need to be covered due to the employee's absence.

Illness

An employee experiencing fever, vomiting, diarrhea, "runny nose," flu-like symptoms, a rash, or any other symptoms of infectious illness, may not report to or remain at work. Instead, the employee should notify his or her supervisor prior to the start of the employee's shift or, if the employee becomes sick while at work, as soon as the employee realizes he or she will need to leave work. Employees experiencing fever or other symptoms of infectious illness may return to work after they have remained fever-free and free of all other signs of ongoing infection for at least 24 hours, without the use of fever-reducing medication.

Payment of Wages

Method and Schedule

Employees are paid by direct deposit on a biweekly basis. Employees working on a short-term basis may be paid by paper check mailed to the address currently on file with the church.

Deductions

The church will make deductions from an employee's paycheck: as required by law; to accommodate the proper administration of the employee's benefits; and, in approved circumstances, at the request of the

employee. Some examples of deductions made from employee paychecks prior to payment include:

- Tax withholdings;
- Employee's portion of medical, dental, and vision premiums;
- Voluntary life insurance premiums;
- Pay advance repayments;
- Wage garnishments, such as child support payments; and
- Contributions to the church's 403(b) plan.

Any employee with questions about any payroll deduction should contact the HR Department.

Corrections

Employees should review their paystubs and notify the HR Department immediately if any error in payment is discovered or suspected. The church reserves the right to cancel payments, make withdrawals, and deposit additional funds, as necessary, to make corrections regarding payment.

Changes to Pay Rate

The church will, at its discretion, approve changes in pay rates from time to time. Some reasons for pay rate changes include promotions, cost-of-living increases, demotions, and other transitions. The employee will receive notice of any pay rate changes prior to those changes taking effect.

Direct Payment or Reimbursement of Authorized Expenses

Expenses That May Be Approved

Employees may be approved for direct payment or reimbursement for the following types of expenses related to his or

her work for the church:

- Travel Expenses for official church business or at the church's request;
- Costs of admission to conventions or conferences;
- Relevant training and education;
- Relevant professional certifications, continuing education, and organizations; and
- Miscellaneous other work-related expenses.

NOTE: The church reserves the right to refuse to pay and/or reimburse an employee for any expenses deemed by the church, in its sole discretion, to be excessive, personal, unauthorized, or otherwise unreasonable.

Any employee will be reimbursed for any ordinary and necessary business and professional expenses incurred on behalf of the church if the employee:

- Has authorization to incur such expenses.
- Documents the amount, date, place, business purpose (and in the case of entertainment expenses, the business relationship of the person or persons entertained) of each expense with the same kind of documentation as would be required to support a deduction of the expense on the employee's federal tax return.
- Substantiates such expenses by providing the Accounting Manager with itemized statements. This is a requirement to prevent the church's reimbursement plan from being classified as a non-accountable plan.
- Submits the expense to be reimbursed within 60 days of incurring it.

Excess Reimbursement. Any church reimbursement that exceeds the amount

of business or professional expenses of business or professional expenses properly accounted for by an employee according to the policy must be returned to the church within 60 days after the associated expenses are paid or incurred by the employee and should not be retained by the employee.

Tax Reimbursements. The church will not include in an employee's W-2 form the amount of any business or professional expenses that were reimbursed, and employees should not report the amount of any such reimbursements as income on the Form 1040.

Retention of Records. All receipts and other documentary evidence to substantiate an expense will be retained by the church.

Travel Reimbursement

Reimbursable out-of-pocket travel expenses include ordinary and necessary expenses while temporarily away from home representing the church in an authorized position, attending conferences, or pursuing continuing education. Travel expenses are reimbursed out of donated church funds and must be treated with awareness of the importance of exercising stewardship. Reasonable travel expenses will be reimbursed under the church's Accountable Reimbursement Plan if they are properly substantiated (as outlined above). Reimbursement will not be made if charges are unnecessary, extravagant, or for personal or vacation purposes.

Requests. Requests for preapproval for payment or reimbursement of Conference Expenses must include a brochure and agenda for the convention/conference, a description of how these topics/sessions

relate to the employee's work for the church, and itemized invoices or estimates of the amount of all Conference Expenses.

Transportation. The cost of the least expensive option will be reimbursed.

- **Airfare:** Employees are to obtain their supervisor's approval for the overall cost of the flight before purchase.
- **Rental Car:** If renting a car for church-related business, fuel charges will be reimbursed.
- **Mileage Reimbursement:** The church uses a base reimbursement rate of \$0.25 for mileage when using a personal vehicle for ministry use.

Lodging. Hotel bills for the length of the authorized church trip will be reimbursed. Additional nights added for personal recreation will not be reimbursed.

Meals. Food purchased during travel or while out of town will be reimbursed. The cost of meals reimbursed includes tips but excludes alcoholic beverages. Total reimbursement is not to exceed more than \$60/day.

General Guidelines:

- Breakfast: \$12-\$18
- Lunch: \$15-\$22
- Dinner: \$20-\$30

Spouse. If a spouse is not a church employee and/or the spouse's presence on the trip does not serve a legitimate ministry purpose, then the portion of expenses attributable to the spouse will not be reimbursed.

Personal Expenses. Purchases of personal items, such as souvenirs, toiletries, and luggage will not be reimbursed. Social

activities unrelated to church business will not be reimbursed. Extra days for sightseeing and vacation must be requested as time off.

Personal Credit Cards. Since the church does not provide credit cards to employees or volunteers to use for church travel, all points earned using a personal credit card on behalf of the church will remain under the ownership of the cardholder to be used personally.

Employee Records

In General

The church maintains paper and electronic records for each active employee, as well as inactive employees for a period determined by the church. Such records are the property of the church and may include information and documentation related to hiring, benefits, payroll, annual reviews, termination, and other employment-related information.

Internal Access

The church will permit an employee to review certain employment records about himself or herself, such as employment applications, position and salary changes, performance evaluations, disciplinary action, or termination. Such reviews will be conducted by appointment, at reasonable times, and upon reasonable prior notice.

The church restricts access to employee records from others within the organization to the Executive Team and those employees who must have access to fulfill their assigned job tasks, limited to the information necessary to conduct such

tasks.

Accuracy of Information

Employees are responsible for providing accurate and complete personal information to the church and ensuring that the church is timely notified of any changes to any information provided. Examples of personal information include name, address, phone number, banking institution and account numbers (for direct deposit of pay), marital status, emergency contacts, and dependents. If an update is needed, employees should first log in to the church's electronic employee payroll and database (if possible) to update the information there and then notify the HR Department of the change in writing.

Additionally, the church requires five (5) Business Days of advance notice with any required documentation prior to any applicable deadline (such as a special benefit enrollment period or income tax filing deadline).

NOTE: The church will not be responsible for any misdirected mail, missed benefits enrollment periods, or any other undesirable effects resulting from an employee's failure to timely and accurately notify the HR Department of a change and provide all additional requested documentation and information.

Use of Employee's Name and Likeness

The church uses likenesses, pictures, videos, audio recordings, and biographical and narrative information about its employees ("Promotional Information") to promote church-related programs and activities, including on the church's

website, by email, and by means of other media. The church has the right to create, use, and publish any of the following related to an employee:

- Name and nickname;
- Job title and description;
- Demographic and biographical information provided to the church by the employee solely for the purposes listed above;
- Video, audio, or photographs of the employee recorded or taken by the church during the employee’s work for the church or provided by the employee for any of the purposes listed above; and
- Work telephone and work email address.

Employees with any questions or concerns related to the church’s use of his or her Promotional Information (or would like to request that his or her likeness not be used) should contact the HR Department.

Administrative Complaints

Employees are encouraged to discuss employment related issues with their supervisor. If the complaint remains unresolved to the employee’s satisfaction, he or she should submit a written complaint to the Executive Director of Operations for review and appropriate action. Any decision made by the Executive Director of Operations regarding an employment related complaint is final.

NOTE: For safety related issues, including injuries that occur at work see Part 10 Safety, in the Section titled “Reporting and Responding to Safety Concerns” page 53 or the Section titled “Reporting and Responding to Illness and Injury” on page 54, as appropriate.

Eligibility

Eligibility for benefits is determined based on the church’s contracts with various benefits providers, the number of hours an employee works per week, the type of work conducted, an employee’s pay classification, and multiple federal and state laws and regulations. Some current eligibility criteria for a few, specific benefits are listed in summary format for your convenience below. Benefits are provided in accordance with the Summary Plan Benefits for the particular benefit plan, such as health insurance, etc. Other criteria may affect eligibility; these criteria are not exhaustive. See the chart below for an overview of the benefits available to employees based on their weekly average hours worked.

<p>Full Time (30+ hours weekly)</p>	<p>Automatic Insurance: Life and AD&D, Long Term Disability Optional Insurance (coverage begins the first day of the month following hire): Medical, Dental, Vision, HSA, FSA, Identity Theft Protection, Legal Protection, Additional Optional Coverage Retirement Plan 38% WDS Tuition Discount Vacation and Sick Paid Time Off 9 Holiday Days Paid Birthday Applicable Paid Leave Service Anniversary Recognition Gifts</p>
<p>Part Time (20 - 29 hours weekly)</p>	<p>Retirement Plan 25% WDS Tuition Discount Vacation and Sick Paid Time Off 9 Holiday Days Applicable Paid Leave</p>
<p>Varies</p>	<p>Phone Allowance</p>

EMPLOYEE BENEFITS [CONT]

Limited part-time employees and seasonal employees are not eligible for benefits.

The church reserves the right, in its sole discretion, to add, make changes to, cancel, or terminate any benefits offered at any time, as permitted by applicable law.

The church and/or various benefits providers may be in contact with employees regarding any coverage that has or will terminate due to loss of eligibility and decision by the church to terminate coverage with a particular provider, or for other reasons.

Types of Benefits

EMPLOYEE ASSISTANCE PROGRAMS

Counseling

In special circumstances, the church may elect to offer an employee complimentary counseling related to mental health, financial health, career planning, or other needs. The church reserves the right to permit the Employee to choose a provider or require that the employee speak with a provider chosen by the church, in its sole discretion.

Employees who accept any offer of complimentary counseling will be required to provide all information and documents necessary for the church to make direct payment of the expenses and receive confirmation of attendance. The church will not request, and employees shall not provide, any information related to the content of any counseling session.

Good Samaritan Fund

The church maintains a fund for the purpose of aiding people within our church-wide community who are experiencing exceptional financial hardship. It is commonly referred to as the "Good Samaritan Fund." It is administered solely by a dedicated committee of deacons, but may include others who are highly esteemed by the church (the "GSF Committee").

A member of the Executive Team and/or the HR Department may in exceptional circumstances, refer an employee to the GSF Committee for consideration. Employees may also reach out to the Caring Ministry Coordinator if they are interested in assistance. Such employees may choose to participate in the financial counseling and review process conducted by the GSF Committee to determine whether financial assistance is appropriate. Any decisions regarding access to financial assistance from the Good Samaritan Fund will be made solely by the GSF Committee and after completion of any required financial counseling and review.

Financial assistance offered by the GSF is taxable earnings. The payment plan utilizing payroll deductions for those taxes will be determined after discussion with the Accounting Manager.

Pay Advances

In exceptionally rare circumstances, the church may elect to assist an employee with temporary financial needs by means of a pay advance. Employees should direct a request for a pay advance by filling out the Request for Payroll Advance & Terms for Repayment form and giving it to the HR Department and the Executive Director of Operations along with a detailed description of the need. Employees requesting a pay advance are encouraged to limit the amount of their request to no more than \$1,000. Repayments will be made via payroll deductions if the request is approved. The church reserves the right to grant or deny any and all requests for pay advances for any reason, in its sole discretion.

If an employee's employment is terminated for any reason prior to full repayment of the debt, the church reserves the right to deduct the full amount of any remaining debt from the employee's remaining paychecks to the extent permitted by applicable law and/or seek repayment by other means.

Benefits For All Employees

Compensation

The church recognizes that the "laborer is worthy of his reward," in accordance with Scripture. See 1 Timothy 5:18. Therefore, the church strives to provide appropriate compensation to all employees, based on job duties, training, licensure, certification, experience, tenure, and amount of time and effort required to complete assigned tasks.

Workers' Compensation Insurance

See Part 10 Safety, the Section titled "Workers' Compensation Insurance" on page 54.

Cell Phone Allowance

The Executive Director of Operations may approve payment of a bi-weekly cell phone allowance for an employee at the time of hire, as indicated on an Employment Status Change Form.

Benefits for Employees Working 20 Hours or More Weekly

Retirement Plan

Eligible employees may contribute to an Internal Revenue Code 403(b) Tax-sheltered Annuity Plan, a retirement plan available to employees of certain non-profit organizations. The church matches an eligible employee's contributions to his or her 403(b) account up to 5% of the employee's income and provides complimentary contributions for eligible Ordained Ministers and the Executive Team.

Eligible employees are provided additional information about the retirement plan upon hire and during the church's annual open enrollment period. Employees who wish to make changes to the amount of income contributed to their retirement account outside of the open enrollment periods or during a qualifying event should contact the HR Department.

EMPLOYEE BENEFITS [CONT]

WDS Tuition Discount

The WDS provides a tuition discount for eligible employees according to the following chart. Discounts are provided for up to two children per family.

Average Hours Worked Per Week	Tuition Percentage Discounted
From 30 or more	38%
From 20 to 30	25%

Benefits for Employees Working 30 Hours or More Weekly

Service Recognition

The church desires to reward the steadfast service of its Full-time Employees who work on a permanent basis. Service recognition is managed by the Executive Team and the employee's supervisor. The HR Department will ensure that the Executive Director of Operations, Accounting Department, and supervisors are kept apprised of upcoming service anniversaries.

For Full-time Employees only, recognition will be conducted at the service anniversaries and by the methods described on the following chart:

Years of Employment	Gift(s)
5	\$250 payment
10	\$500 payment
15	\$750 payment
20	\$1,000 payment
25	\$1,500 payment
30	\$1,500 payment

Life, Accidental Death and Dismemberment, and Disability Insurance

Eligible employees will be automatically enrolled in the church's complimentary group life, accidental death and dismemberment, and long-term disability insurance plans, up to the applicable, predetermined coverage limit. These eligible employees may purchase additional insurance coverage options at their own expense.

Health Insurance Plans

The church offers medical, dental, and vision insurance to eligible employees, paying a percentage of the applicable premiums for medical, vision, and dental. Additionally, some employees may be eligible for a Health Savings Account or Flexible Spending Account.

Eligible employees are provided additional information upon hire, during the church's annual open enrollment period, and upon timely notification to the HR Department of a life event that may entitle the employee to a special enrollment period or otherwise affect eligibility. Such life events may include marriage, divorce, reaching twenty-six (26) years of age (and thus losing eligibility to remain on a parent's plan), a dependent reaching twenty-six (26) years of age, the birth of a dependent, the employee or a dependent's loss of other coverage, etc. Employees are responsible for ensuring that they notify the HR Department of all life events that may qualify them for a special enrollment period and complete all requested paperwork within 30 days of the qualifying life change event.

NOTE: Employees are not permitted to enroll in or make changes to their insurance enrollments outside of the open enrollment period, except upon the occurrence of a qualifying life event.

COBRA Insurance and State Continuation

The church is exempt from the requirements of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) that permit a former employee to remain on a group insurance plan at the employee's expense. However, the church is not exempt from similar requirements in state law. The state law "version" of COBRA insurance is commonly referred to as "State Continuation."

Church employees who are enrolled in the group medical plan at the time of termination are eligible to convert to a substantially similar self-pay plan at their sole expense (for example, without any contribution from the church to the payment of the applicable premium).

Church employees who are enrolled in either of the group dental or vision plans at the time of termination are eligible to continue in the church's plan at their sole expense.

Please address any questions or concerns related to state continuation to the HR Department.

Housing Allowance

The church does not maintain parsonages for our Ordained Ministers, as was the prior custom. Therefore, the church provides a housing allowance as part of their total wages for their use. Upon hire and annually,

Ordained Ministers should submit the amount of their wages they would like to allocate as their housing allowance amount along with documentation supporting their request to the Executive Director of Operations. This request will be reviewed by the Executive Director of Operations and the Session other church leadership. The church will allocate the final, approved amounts as housing allowances in Ordained Ministers' paychecks.

Leave

Military Leave

The church will comply with all applicable laws and regulations related to military leaves of absence, including the Uniformed Services Employment and Reemployment Rights Act ("USERRA").

Employees serving in the military are encouraged to educate themselves about the notification and other requirements of the applicable laws and regulations, in addition to the provisions related to insurance and other benefits. For example, employees must provide advance notice of military service, unless giving notice is impossible, unreasonable, or precluded by military necessity. Questions regarding notice and returning to work after the completion of a call to active duty should be directed to the HR Department.

EMPLOYEE BENEFITS [CONT]

The church provides up to two (2) weeks of paid leave to eligible employees, in accordance with an employee's regular pay rate and schedule for short absences and training exercises. After these two (2) weeks have been exhausted, the church will continue to provide unpaid leave to the extent required by applicable law or regulation. Additionally, employees taking military leave may use any remaining paid leave during their absence. Because paid leave does not carry over from year to year, employees who will be absent through the end of the calendar year should request to use all remaining available leave while on military duty.

Employees returning from military leave must return to work within the time period established by USERRA depending on the length of military service. To the extent required by applicable law, returning employees will be restored to their prior position, seniority, rights, benefits, and granted any additional seniority, rights, and benefits that would have occurred but for their absence due to military service. Any questions regarding returning to employment following military service should be directed to the HR Department.

Jury Duty/Service as a Witness

The church provides paid time off for employees who are summoned for jury duty or subpoenaed to serve as a witness in court.

All Employees are eligible for paid jury leave in accordance with their regular pay rate and schedule.

Employees must provide a copy of their summons or subpoena to their supervisor and the HR Department immediately so

that their paid leave may be approved and any arrangements necessary to maintain church operations may be made. Additionally, employees must continue to be available to work as scheduled to the extent permitted by the applicable court.

Therefore, employees should continue to notify their supervisor of any changes to their jury duty or witness service schedule/requirements.

The church reserves the right, in its sole discretion, to request that the applicable court excuse an employee from jury duty if his or her service poses serious operational problems for the church.

As an exception to the foregoing, if an employee will receive outside compensation for his or her service as a professional or expert witness, he or she must use a paid vacation for all time absent from work until his or her vacation time is exhausted after which the employee will use unpaid leave.

Family Medical Leave Act (FMLA)

The church will comply with all provisions of the FMLA, which provides employment protections to employees who have worked for the church for at least 12 months before taking leave and have worked for at least 1,250 hours within a 12-month period and must be absent from work to care for themselves or certain members of their family suffering from a serious health condition, the birth or placement of a child for adoption or foster care, family member's military service, or to care for a family member suffering from a serious health condition suffered while in active duty military service. Eligible employees may have legal rights to be absent from work,

restored to the same job and rate of pay, and others.

The church's general policies related to FMLA leave are provided in Appendix D.

If a supervisor becomes aware that an employee will be absent for 3 or more days for medical reasons or for an overnight stay in the hospital or has absences related to a chronic health condition, they are to contact the HR Department so the process for determining possible FMLA coverage can be initiated. Employees should direct all questions and concerns related to FMLA leave to the HR Department.

Leave Donation Bank

The church administers a "bank" of paid leave to assist employees experiencing health-related issues who must be absent from work for an extended period of time (the "Leave Donation Bank"). Employees should never rely on receiving additional paid leave from the Leave Donation Bank, as donations are sporadic and there may not be any paid leave hours available at any given time. Additionally, the church reserves the right to deny a request to receive paid leave from the Leave Donation Bank for any reason, in its sole discretion.

Additional information, as well as forms for requesting to donate or receive paid leave from the Leave Donation Bank are provided in Appendix C.

Unpaid Leave

The church may, on a case-by-case basis, provide an employee with unpaid leave in response to an employee's request if all paid leave has been exhausted and for extraordinary circumstances. All such

requests should be made to the employee's supervisor.

Bereavement

The church provides three (3) days of paid bereavement leave to employees suffering the death of an immediate family member. For the purposes of this section, "immediate family member" includes any of the following: spouse, parent, grandparent, child, grandchild, sibling, spouse's parent, spouse's child, spouse's sibling, child's spouse, and any other person who resided in the employee's home prior to death.

All employees who are not Seasonal are eligible for this type of paid leave in accordance with their regular pay rate and schedule.

Employees should notify their supervisor of their need for bereavement leave as soon as possible. Employees may also submit a written request for paid time off to their supervisor and the HR Department to attend funeral services for friends, co-workers, and church members. However, such requests will only be granted upon approval from the employee's supervisor and a member of the Executive Team.

Paid Holidays

The church generally closes and provides a time of rest for all staff on the following nine (9) holidays. Seasonal employees and limited part-time employees are given the time off as an unpaid break. Employees who are scheduled 20 hours or more per week are provided with complimentary pay for holidays in accordance with their regular pay rates for regularly scheduled hours.

EMPLOYEE BENEFITS [CONT]

- **New Year's Day** – *January 1st
- **Martin Luther King, Jr. Day** - third Monday of January
- **Good Friday**
- **Memorial Day** – last Monday in May
- **Independence Day** – *July 4th
- **Labor Day** – first Monday of September

- **Thanksgiving** – fourth Thursday of November
- **Thanksgiving Companion** – Friday after Thanksgiving
- **Christmas Day** – *December 25th

**Substitute days off from work are granted in the years that New Year's Day, Independence Day, and Christmas Day fall on a weekend.*

Paid Leave - Vacation Days

Can be used for personal events, travel, vacations, or rest.

	Ordained Ministers		Ministerial/ Professionals		Support		WDS	Interns
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Full-time
Year 1 (First Partial Year- Prorated)	21	11	11	6	6	6	11	5
Years 2 - 4	21	11	16	6	11	6	11	5
Years 5 - 9	21	11	21	8	16	8	16	n/a
Years 10+	21	11	21	11	21	11	21	n/a

*Full-time - 30 to 40 hrs/week on average
Part-time - 20 to 29 hrs/week on average*

*WDS (Full-time) - 40 hrs/week or more on average
Pro-rating is based on number of months remaining in year*

Paid Leave - Sick Days

Can be used when contagious, feeling unwell, medical appointments, or to care for sick family members.

	Ordained Ministers		Ministerial/ Professionals		Support		WDS	Interns
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Full-time
Year 1 (First Partial Year of Work)	10	5	10	5	5	5	5	5
Year 2 (First Full Year) - Year 10+	10	5	10	5	5	5	5	5

Paid Birthday

Full-time Employees are entitled to one (1) day of paid leave at their regular rate for their birthday. Such leave may only be used on a day occurring within the employee's birth month. Supervisors may also require employees to substitute a different day than their actual birthday, to accommodate any scheduling needs.

The church does not automatically allot or track paid leave for birthdays. Therefore, it is the employee's responsibility to timely request approval for this leave in writing from their supervisor and the HR Department. Requests submitted after the employee's birth month will be automatically denied.

Parental Leave

The church provides two (2) weeks of paid parental leave to full-time employees for the purpose of fulfilling family obligations relating directly to childbirth or adoption. An additional four (4) weeks of paid leave for recovery may be approved for a pregnant employee. Unpaid leave for the birth of a child will also be covered under the FMLA for eligible employees and will run concurrent with any paid time off.

Full-time Employees (other than interns) who have completed one (1) full year of service for the church are eligible for this type of paid leave.

Eligible employees must submit a request for parental leave in writing to their supervisor and the HR Department as soon as possible, but no later than thirty (30) days prior to the anticipated delivery date. Late requests will be accepted in the event

of reasonably unforeseeable circumstances.

Employees wishing to extend the period of leave beyond the allotted periods may request:

- Their supervisor's approval to use any remaining paid vacation; or
- Extended unpaid from their supervisor and the HR Department, including a brief description of the relevant, extenuating circumstances.

Sabbatical

A sabbatical is an extended time away from the routines of normal ministry and daily life for enrichment and personal growth. A sabbatical is a privilege and not a right of employment. The purpose of a sabbatical is for mental, physical, relational and spiritual replenishment. It is a holy time unto the Lord. Activities may include improving skills, completing a project, education, refreshment, research, writing or a combination of the above.

Eligibility Guidelines

- For Ordained Pastors or Ministry Directors who have at least seven years of continuous full-time service.
- Full-time Ordained Pastors are eligible for up to 8 weeks or 2 months.
- Full-time Ministry Directors are eligible for up to 4 weeks or 1 month.
- Once every seven years, taken in the final year in a cycle of seven years.
- Only one specified staff member is eligible for sabbatical leave during the same duration of time.

EMPLOYEE BENEFITS [CONT]

Requests for Sabbaticals must be submitted at least three months prior to the start of requested leave. The plan and timing must be approved by the Executive Leadership Team then the Ministry Operations Leadership Team then the Session.

A pastor or Ministry Director who is eligible for a sabbatical should submit a written plan that includes:

- How their responsibilities will be covered in their absence
- Where they will go
- What they will do
- What they will read
- What growth opportunities (classes, retreats, etc.) in which they will be participating
- What they hope to receive (rest, refreshment, healing, etc.) during their sabbatical time

Employees will continue to receive full salary and benefits during sabbatical. The church may pay up to \$1,200 for additional expenses during the sabbatical leave.

Employees returning from leave will submit a report of their sabbatical journey to the Session. Topics may include: what they learned, spiritual insights they received, new visions they have, books they read and would recommend, and how they were healed refreshed or restored.

No Honorariums for Employees

The church does not pay honorariums to employees who speak or otherwise provide services at any church program or event. However, employees may request reimbursement for their necessary expenses, as described in Part 5

Employment, the section titled “Reimbursement for Authorized Expenses”.

Salaried employees asked by the church to speak or otherwise serve at a church program or event should arrange their work schedule to accommodate the hours they will be working in accordance with the church’s policies. (See Part 5 Employment, the section titled “Salaried Employees”) Hourly employees asked by the church to speak or serve at a church program or event must clock in and clock out to ensure that they are paid for their work.

NOTE: Employees are discouraged from requesting honorariums or fees for a funeral or wedding. Instead, they may accept them if they are offered. No such payments may be made from funds donated to the church.

Special Note about Unemployment Insurance

The church is not obligated to participate in federal unemployment insurance programs (“FUI”) under the Federal Unemployment Tax Act (FUTA) or state unemployment insurance programs (“SUI”) under the Tennessee Employment Security Law.

The church does not make contributions to either FUI or SUI. Therefore, church employees are not entitled to any FUI or SUI benefits upon termination of employment, regardless of the number of years of service that the employee has completed.

Conduct (in General)

The church expects all employees to conduct themselves in a way that honors the mission and values of the church and to abide by all rules of conduct communicated to them from time to time, whether in writing or orally. Employees are expected to conduct themselves appropriately and with dignity and compassion, to show their love for God, and to love their neighbor as themselves. See Matthew 22:36-40. Upon employment, all employees are required to sign the Cedar Springs Presbyterian church Staff Covenant provided in Appendix H.

The church recognizes the Bible as the ultimate source of truth and wisdom. Because of this, we ask that our employees recognize what the Bible teaches regarding family and lifestyle choices. If you are participating in any of the following lifestyles, we ask that you refrain from serving with the church:

- Living with a romantic partner outside of marriage
- Participating in a homosexual relationship
- Pursuing an affair outside of marriage
- Expressing a gender identity inconsistent with one's biological sex

The church supports leadership by example. Therefore, employees are generally encouraged to look to their supervisor, members of the Executive Team, Ordained Ministers, church elders and deacons, and members of the Session as examples of proper etiquette, conduct, conflict resolution, and modest attire. Even so, the church recognizes that human beings remain vulnerable to flaws, error, and disunity at times, so all employees must be sure to abide by the terms of this

handbook, even when others fail to uphold these standards.

Employees with any questions about their own conduct should speak to their supervisor, the HR Department, or a member of the Executive Team. Employees with any questions related to the conduct of another person should speak to their supervisor first. If the other person is the employee's supervisor, then he or she should speak to the supervisor of their supervisor after notifying the HR Department. Information about conflict resolution is provided in the Section titled "Conflict Resolution."

Ordained Ministers must only participate in the marriage sacrament for heterosexual couples. They may only officiate, host, or solemnize marriages between one biological man and one biological woman. In rare cases of a genetic or other medical condition in which a person's biological sex is ambiguous or called into question, an Ordained Minister should consult with the Senior Pastor and the Session for guidance on how to proceed.

NOTE: Employees are to uphold the teachings of the church in order to model Christian behavior and not bring scandal to the church or her members.

Employees must remain mindful that their employment remains "at will" and either the church or the employee may terminate his or her employment at any time, for any reason, with or without notice. Failure to uphold and live in accordance with the teachings of Cedar Springs Presbyterian church may be grounds for dismissal. This would include public statements or actions, including but not limited to social media.

Examples of Unacceptable and Appropriate Conduct

Unacceptable Conduct - Examples

The church understands that although it is not possible to list all behaviors considered to be unacceptable conduct, employees may benefit from an incomplete list of examples. The church provides the following partial list of examples of unacceptable conduct merely as a guide, as follows:

- Criminal activity of any kind, such as theft, drug offenses, destruction of property, assault, fraud, embezzlement, and others;
- Verbal, visual, or physical conduct constituting sexual or other forms of harassment;
- Bullying or hazing;
- Unlawful discrimination;
- Supplying false information during any application or hiring process or on any benefit enrollment form;
- Submission of false timekeeping information, such as clocking in before reporting to work, clocking out after leaving the Premises, failing to clock all hours worked, and others;
- Absenteeism or tardiness;
- Destruction, defacement, abuse, waste, or unauthorized use of Facilities or other church property;
- Violation of the church's alcohol and substance use policies;
- Disorderly conduct on church property, such as fighting, using profane, obscene, abusive, or threatening language, images, gestures or body movements, and others;
- Carrying a firearm or any other weapon on one's person onto church property except as may be permitted by law;
- Improper disclosure of any of the

church's Confidential Information;

- Contributing to a work environment or culture that a reasonable person would consider hostile or frightening;
- Participating in rumors or gossip that have the tendency to demean or ridicule a person or group of persons;
- Other prohibited or unacceptable conduct.

See Part 7 Employee Conduct and Discipline, the Section titled "Harassment and Bullying" on page 41 for more examples of unacceptable conduct. These examples are not comprehensive.

The church reserves the right to discipline employees, up to and including termination of their employment, for any unacceptable conduct, regardless of the location or timing of conduct. Such conduct may include but is not limited to: violations of the law; any action that may present a risk to the church's mission, operations, or reputation within the community; and any other conduct deemed unacceptable by the church.

Any employee charged with (or convicted of) any criminal offense is required to notify the church immediately. Employees who timely notify the church will receive additional consideration regarding any employment decision. However, the church does not guarantee continued employment. Additionally, any employee convicted of a criminal offense who does not timely notify the church will face automatic termination of his or her employment, without exception.

Expected Conduct - Examples

The church understands that although it is not possible to list all behaviors considered to be acceptable conduct, employees may benefit from an incomplete list of

examples. The church provides the following partial list of examples of acceptable conduct merely as a guide:

- Saying “please” and “thank you,” holding doors for others, greeting others;
- Respecting the reasonable personal space needs of others or communicating one’s own reasonable needs for personal space;
- Performing one’s work obligations with excellence and kindness;
- Encouraging other employees in their work efforts;
- Celebrating the successes and milestones of other employees;
- Remaining punctual and working all required hours;
- Abiding by all applicable laws and regulations;
- Apologizing for wrongdoing;
- Being quick to forgive wrongdoing;
- Speaking and behaving with honesty and integrity;
- Providing and receiving evidence-based, constructive feedback with kindness;
- Making any report required in this handbook;
- Considering another person’s perspective;
- Refusing to participate in deception, manipulation, or gossip;
- Maintaining the confidentiality of the church’s Confidential Information and any personal information provided by peers;
- Quickly correcting false or inaccurate information and mistakes; and
- Breaking confidentiality to the extent necessary to prevent physical harm to a person, to respond to an inquiry by law enforcement or any on-site emergency responder, or as otherwise required or permitted by law.

Generative AI Policy

The church recognizes that generative AI technology is a tool that can be used to great advantage by church employees, but understands that it must be used responsibly, taking ethical and spiritual aspects into consideration. For that purpose, the church has developed the following guidelines.

The church encourages the use of generative AI for the purposes of:

- Idea and content generation. It can provide a starting point or templates that can be utilized and adjusted to individual, relevant circumstances.
- Efficiency. It can simplify tasks by sorting through data and generating summaries.

When utilizing generative AI for these purposes, employees are to ensure ethical and responsible use by applying the following principles.

- Data security and Confidentiality. To safeguard privacy and ensure data security, employees are not to enter Confidential Information (as defined on page 14) into AI prompt generators.
- Fact-checking and Citing. Generative AI may use data that is uncited, incomplete, or incorrect and, therefore, produce inaccurate results. Employees are to ensure that the content that they use is accurate and credits the sources used.
- Transparency. Employees are to be transparent with their supervisor and those who are the recipients of content that has been augmented by generative AI.

EMPLOYEE CONDUCT & DISCIPLINE [CONT]

- Human Evaluation. Employees are to give unique and human consideration to all individuals when dealing with using generative AI in communication, counseling, evaluations, and hiring.
- Guidance. When in doubt about the appropriateness of utilizing generative AI, employees are to direct questions to their Ministry Director.

In addition to outlined principles for using generative AI, the church recognizes that certain content is uniquely spiritual and should not be entirely delegated to generative AI.

- Prayer. Employees are not to solely use generative AI when writing prayers. Prayer is a deeply personal and spiritual act, and a prayer's contents must reflect the genuine sentiments of the person writing it as well as the beliefs of our church.
- Preaching and Teaching Content. Employees are discouraged from using direct quotations solely generated by AI in sermons or other teaching content. This is to ensure that the church's teaching is scripturally accurate, consistent with the church's beliefs, and a result of personal study and collaboration.

Social Media

In General

The church expects all employees to conduct themselves on social media in compliance with all policies related to employee conduct and in an otherwise respectful manner.

Employees desiring that any information

be shared on any of the church's social media accounts should submit their request to the Director of Communications.

Personal Use

The church recognizes that social media is an integral part of many people's lives and can be used to help facilitate conversation and closeness between individuals. Social media can also be used to further the mission and values of the church.

Personal use of Social Media while present at work is discouraged. However, personal use of social media during meal or other breaks is permitted, so long as that use complies with the church's policies.

Code of Conduct

All employees are asked to read and agree to the church's Electronic Communication and Social Media Code of Conduct. A copy of the document is provided in Appendix H.

Personal Appearance and Dress Code

Employees are expected to maintain a neat, clean, and professional appearance while they are conducting work for the church or are participating in a church-related activity.

Appropriate dress does not include clothing that is too tight or revealing; clothing with rips, tears, or frays; or any extreme style or fashion in dress, footwear, accessories, or fragrances.

The church's dress code is defined as follows:

- Casual shirts: All shirts with collars,

business casual crewneck or V-neck shirts, blouses, and golf and polo shirts. Cedar Springs t-shirts may be worn by employees at appropriate events that are either active or outside. Examples of inappropriate shirts include T-shirts, shirts with inappropriate slogans or graphics, tank tops, muscle shirts, camouflage, and crop tops.

- **Pants/Skirts/Dresses:** Casual skirts, dresses, slacks, trousers, and jeans without holes, frays, etc. Examples of inappropriate pants/dresses/skirts include dresses or skirts with excessively short hemlines, shorts, camouflage, and pants worn below the waist or hip line.
- **Footwear:** Casual slip-on or tie shoes, dress sandals, and clean athletic shoes. If working outdoors, closed-toe shoes with good support and traction are required. Examples of inappropriate footwear include flip-flops and construction or hunting boots.

Exercise or athletic clothing is permitted only when employees are actively engaged in athletic or exercise events as part of their ministry.

Church ministries may require employees to abide by requirements for dress that are specific to their ministry, after approval by the Executive Team, examples include the Facilities Team and the Orchestra. Employees should follow the dress code that relates to the task they are performing at the time. Employees are never exempt from wearing any required safety gear or clothing.

Alcohol and Illegal Substances

In General

The church desires to maintain a work environment free of the influence of alcohol and Illegal Substances in order to promote the health and safety of its employees, members, and guests. Employees are required to perform their work tasks in a mental and physical condition that will facilitate their ability to: (1) satisfactorily and safely complete their work, and (2) permit safe and appropriate interactions with others.

All employees are prohibited from performing work tasks (regardless of location), being present on the Premises, or otherwise engaging in any church-related activity during any period that they are:

- Using, in possession of, distributing, selling, or under the influence of alcohol or any illegal substance; or
- Using or under the influence of any legal substance that impairs the employee's ability to perform the essential functions of their job effectively, safely, and without endangering others.

Employees who fail to strictly follow all prohibitions and requirements related to alcohol and illegal substances may be subject to disciplinary action, up to and including termination, and/or required to participate in a rehabilitation or treatment program of the church's choosing.

Employees with questions regarding the church's policies and procedures related to alcohol and illegal substances are encouraged to ask the HR Department.

EMPLOYEE CONDUCT & DISCIPLINE [CONT]

Employees who simply make inquiries about policies and procedures, whether for themselves or regarding the activities of others, may do so without fear of reprisal.

The church reserves the right to report any potentially criminal activity to law enforcement and has an obligation to make such a report in cases of suspected abuse or neglect of a person.

Prescription Medications and Supplements

Employees using any substance which may affect their ability to perform tasks for the church safely are required to notify their supervisor prior to beginning work, regardless of their work location.

Additionally, employees must keep all legally possessed or used prescription medications, supplements, vitamins, etc., in their original containers with original labeling while on the Premises or participating in church-related activities.

NOTE: Employees who are prescribed medication that may impair their ability to safely perform their job duties should discuss the matter with the HR Department to determine what accommodations may be available. Such conversations are confidential and only disclosed with a legitimate business reason to know in order to assist with any accommodation provided.

Self-Reporting

The church recognizes that sometimes employees may be experiencing dependence or other negative impacts related to alcohol or an illegal substance without others knowing because they are still satisfactorily performing their work.

Such employees may choose to discuss their situation with their supervisor and/or the HR Department, perhaps from a desire to prevent an incident at work, sense of personal integrity, or to request assistance in getting help, etc. Employees who self-report experiencing dependency or other negative impacts related to alcohol or an illegal substance will be listened to and (if approved by a member of the Executive Team) referred to an appropriate resource within the church or larger community. It is better to seek help before testing positive on a drug or alcohol test since there is no legal protection for a positive drug/alcohol test. We are here to assist employees who need such assistance. Drug or alcohol treatment is covered by the ADA.

Time Off for Treatment

As mandated by the ADA, employees who request time off from work to participate in a treatment or rehabilitation program related to dependency or other negative impacts related to alcohol or an illegal substance may be granted time off from work. Employees approved for such time off will be required to use their remaining paid leave until it is exhausted, and any additional leave will be unpaid.

Testing

The church reserves the right to require alcohol and illegal substance screening at the time of hire, after a workplace accident, reasonable suspicion and as otherwise permitted by law. Additionally, the church may require screening as a condition of continued employment for any employee who tests positive (if offered in lieu of termination) or in conjunction with a drug or alcohol treatment program. Such testing requirements may include:

- Testing for intoxicants at a time and by a testing center selected by the church; and
- A search of the employee's personal property that is present on the Premises, such as purses, bags, lockers, vehicles, desks, etc., at a time selected by the church.

A reasonable suspicion test may be based on:

- Unusual, unexplainable, or aberrant behavior;
- Appearance, speech, or odor;
- A decline in work performance;
- A failure to be mindful of the safety of self or others;
- An accident; and/or
- Any other factor that would tend to create a reasonable suspicion of drug or alcohol impairment.

Employees who test positive for alcohol or an illegal substance may be subject to disciplinary action, up to and including termination.

Tobacco

Employees are prohibited from using any tobacco product while present on the Premises or participating in a church-related event at any location.

Conflict Resolution and Complaints

When the Guidelines Should Be Used

These guidelines are provided for common, interpersonal problems that may arise between employees. Such problems may include mild to moderate issues with miscommunication, confusion, hurt

feelings, and other interactions between employees.

Interpersonal or Work-related Conflict Resolution

All employees are asked to take the following steps to resolve mild to moderate interpersonal and work-related conflict or discomfort at work. First, they should speak to the person they are in conflict with. If an employee is having an issue with their supervisor and he or she is uncomfortable addressing the issue with the supervisor directly, the employee may speak first with their supervisor's supervisor or take the matter to the HR Department. However, he or she should be prepared to be instructed to talk directly to their supervisor (perhaps in the presence of the supervisor's supervisor or HR Department), depending on circumstances.

Prepare to Speak to the Other Person

When possible, employees are asked to prepare by:

- Beginning with prayer and a desire to speak and behave in a Christ-like manner;
- Feeling free to ask if the other person has time to discuss the issue later that day or the next day to avoid ambushing or catching the person off guard;
- Understand the person may have time and the desire to address the issue when approached, but be prepared to find a more convenient time to discuss the matter; and
- Avoiding gossip or criticism about the other person prior to discussing the situation directly with them. Gossip and rumors can contain false information,

speculation, or presumptions about another person's actions or motivations and tend to only make matters worse.

Talk to the Other Person One-on-One Before Speaking About the Issue with Anyone Else

Employees are asked to:

- If possible, speak to the other person privately at a time and using a method that is acceptable to both people. Do not catch someone off guard or confront them out of the blue, but rather let the person know you have something you wish to discuss;
- Remember that interpersonal conflict often occurs due to differing perceptions, presumptions, misunderstandings, failed or absent communication, or misinterpretations of another person's motivation. So, employees must be willing and ready to listen for a different point of view and new information in an effort for both parties to understand where the other person is coming from;
- Keep the conversation short and non-confrontational, keeping in mind the goal is to resolve a workplace issue and allow both parties to move forward;
- Work with the other person to find a solution that is acceptable to both people, if possible; and
- Be honest and kind.

Speaking to Others to Resolve an Issue

If an employee is unable to resolve the issue after speaking directly with the other person, the employee should escalate the matter in the following order:

- Their immediate supervisor

- The Human Resources department
- The Senior Pastor

NOTE: For more serious issues such as conduct that violates the "Harassment and Bullying" Policy, employees should follow the reporting procedures set forth in that Policy.

Harassment and Bullying

In General

The church recognizes that the kingdom of Christ exists in the hearts of people from many different language and cultural groups, socio-economic backgrounds, and life experiences. The church encourages employees to appropriately, considerately, and safely engage with people who look, speak, and perceive differently from themselves, to foster understanding and unity among our employees, members, community, and the world.

Employees are prohibited from making or using jokes, teasing, slurs or degrading comments or gestures, or otherwise making fun of, harassing, or bullying any person based on their race, color, sex, religion, national origin, citizenship status, age, disability, health condition, veteran status, or any legally protected characteristic. Also, employees may not engage in sexually explicit or illicit speech or behaviors while on the Premises, conducting work for the church, or otherwise participating in any church-related activity. The church has a "zero tolerance" policy regarding sexual and other forms of harassment and bullying.

Definition and Examples of Harassment and Bullying

The church defines **Harassment** as any conduct relating to an individual's race, color, sex, religion, national origin, citizenship status, age, disability, health condition, or veteran status, which has the purpose or effect of:

- Creating an intimidating, hostile, or offensive work environment,
- Unreasonably interfering with an individual's timely work performance, or
- Negatively affecting an individual's employment opportunity.

The church defines **Sexual Harassment** as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a basis for employment, promotion, demotion, or other personnel decisions affecting such individuals; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual behaviors that are unacceptable in the workplace include:

- An offer of employment benefits in exchange for consenting to sexual speech or activity;
- Threatening to cause an employee to

lose any employment benefit after a refusal to participate in sexual speech or activity;

- Sexually graphic or explicit speech about another person's body or sexual desires;
- Suggestive or obscene letters, notes, or invitations;
- Leering or sexual gestures;
- Showing a person sexually explicit materials (whether video, images, text, or by means of any other media);
- Communication of sexually derogatory or graphic speech or images, including slurs, jokes, comments, memes, commentary, etc.;
- Unwanted sexual advances, propositions, or invitations;
- Displays of a person's unclothed body in violation of the church's policies regarding personal appearance;
- Physically-dominating and/or sexual conduct by means of touch, assault, or impeding or blocking movements; and
- Other sexual speech and behaviors

The church defines **Bullying** as repeated aggressive or intimidating communication or action by an employee against a targeted person that is demeaning or degrading to the person from the perspective of the person and a reasonable observer. We expect all employees to be treated with respect and charity.

Reporting

All employees are required to immediately report any behavior or speech that they think, or suspect, may violate this policy to their supervisor and the HR Department. If the employee would prefer not to notify their supervisor or the HR Department, they may notify an Ordained Minister

EMPLOYEE CONDUCT & DISCIPLINE [CONT]

and/or the Senior Pastor and/or a member of the Session instead.

Employees making reports, raising concerns, or asking questions related to potential violations of this policy may do so without any fear of reprisal or retaliation. No reprisal, hardship, loss, penalty, or benefit may be imposed on or provided to an employee who, in good faith:

- Files or responds to a complaint of a violation of the church's harassment or bullying policies,
- Acts as a witness in a subsequent investigation or complaint, or
- Serves as an investigator of such a complaint at the church's request.

Employees who make knowingly false reports or accusations regarding alleged violations of this policy will be subject to discipline, up to and including termination of employment.

Investigation

All allegations and reports of suspected harassment, sexual harassment, or bullying will be promptly investigated and documented. During the investigation, the church will make reasonable attempts to protect the confidentiality of the reporting employee, any witnesses, and the suspected employee to the extent that is possible while still conducting a thorough investigation. The church will notify the reporting employee of the outcome of the investigation.

Consequences

Employees who engage in harassment, sexual harassment, bullying, or any

violation of a law related to harassment, stalking, or bullying, can face immediate termination of their employment.

Employee Discipline

In General

In most circumstances, the church will use progressive discipline for minor to moderate employee misconduct or poor work performance. The goal of progressive discipline is to promote employee growth and to correct the performance or conduct issue. Repeated or persistent misconduct or poor performance, however, may lead to termination of employment.

The church's progressive discipline steps are described below. However, the church reserves the right to skip any or all steps described, in the church's sole discretion. The church also reserves the right to implement any other form of employee discipline at any time as it deems appropriate, consistent with applicable law. Such other forms of discipline may include suspension with or without pay, demotion, required remedial training or counseling, transfer to a different job within the church, and other actions deemed appropriate by the church.

Progressive Discipline

Step 1: Initial Conversations

The employee's supervisor is encouraged to utilize informal direction and counseling prior to formal discipline that is included in the employee's personnel file. The supervisor is to document the conversations and if the matter does not improve, proceed to an official verbal

warning where these conversations are referenced.

Step 2: Verbal Warning

The employee's supervisor will discuss the performance or conduct problem with the employee in private or in the presence of the HR Department or a member of the Executive Team. The supervisor will create a written summary of the problem to be addressed, advice given to the employee, and the employee's response to that advice. This written summary will be provided to the HR Department for inclusion in the employee's file. A copy of the written summary will be provided to the employee. Employees who do not receive a written summary of a discussion between them and their supervisor may rest assured that they have not been given a "Verbal Warning." Supervisors may not provide an employee with more than one (1) verbal warning for the same or similar infraction.

Step 3: Written Warning

The employee's supervisor will create a document to be given to the employee that is titled "Written Warning." This written warning will include information about the performance or conduct problem that must be addressed, advice given to the employee during the verbal warning, the employee's response to that advice, and examples of the problem behavior that have occurred since the verbal warning. The supervisor will provide a copy of the written warning to the HR Department for approval prior to providing the original document to the employee for his or her signature. Once signed, the supervisor will provide a copy of the signed, written

warning to the employee for his or her records and give the original document to the HR Department to be added to the employee's file.

Step 4: Performance Improvement Plan

If the employee continues to perform poorly or engage in misconduct following a written warning, the employee's supervisor will notify the HR Department. Then, if the employee is to remain employed, the supervisor will work with the HR Department to create a Performance Improvement Plan (PIP). Once complete, the supervisor and the HR Department or a member of the Executive Team will meet with the employee to discuss the terms of the PIP. Employees given a PIP will have a probationary period to correct the performance or conduct issue or face termination of his or her employment. Probationary periods may vary in duration but may not exceed ninety (90) days. During the probationary period, the employee must demonstrate his or her willingness and ability to meet or exceed and maintain the performance and conduct requirements of the church.

At the end of the probationary period, the employee will again meet with his or her supervisor and an HR Department member or a member of the Executive Team to discuss the employee's performance and/or conduct. If the employee has not met and maintained the performance and conduct requirements of the church, the employee's employment will be terminated.

Verification of Employment and Performance Information

The church does not provide information related to prior work performance to potential employers under any circumstances. The HR Department will only provide information related to dates of employment, position history, and compensation in response to requests by third parties and then only upon the express written authorization of the former employee.

All inquiries related to former employment, including performance or reasons for termination should be directed to the HR Department. Contact the HR Department or Executive Director of Operations for all requests for written letters of recommendation or reference for a departing employee.

Termination Duties

Church

A departing employee's final paycheck will be on the next regular payday following the employee's last day. For employees providing a notice of resignation, the HR Department will seek to schedule an exit interview with the employee which can also be used to answer any questions the employee has regarding benefits, pay, or other matters. The HR Department will also mail the employee any required Separation Notice required by the State of Tennessee.

Employee

Prior to an employee's last day of work, a departing employee should be sure to:

- Timely submit his or her final timekeeping records (for hourly employees);
- Repay all amounts loaned or advanced to the employee by the church or make arrangements for the repayment of those advances;
- Ensure that the church has the employee's up-to-date contact information;
- Promptly return all church property (computers, laptops, keys, badge, credit cards, etc.) to his or her supervisor or the Property Manager;* and
- Maintain the confidentiality of the church's Confidential Information.

*All keys and badge must be returned prior to leaving the Premises on the employee's last day.

See Part 6 Employee Benefits, the Section titled "Termination of Benefits" on page 32 for more information regarding the termination of benefits.

Payouts of Unused Vacation

An employee who passes away or terminates his or her employment voluntarily will be entitled to receive a cash payout for the employee's unused vacation for the year in which the employee's employment ends as part of the employee's final pay, but only if the employee: worked the two years prior to termination or death in a full-time capacity, and

either passed away or provided at least two (2) weeks of notice prior to voluntarily terminating his or her employment.

Termination of Benefits

Notification

The church routinely notifies employees whose tenure at the church has ended or will soon end of any benefits options by means of a letter sent via email. Such letter includes specific information about the employee's benefits, contact information for various benefits providers, and other information. Employees who have not received a termination letter within two (2) business days after termination should immediately notify the HR Department.

Some benefits must be terminated on the last date that an employee is actively at work; others are terminated on the last day of the month that termination occurs. For this reason, employees who are contemplating resigning or retirement are encouraged, but not required, to provide notice with sufficient lead time for the church to terminate their benefits in an orderly manner.

Administration of Benefits After Termination

Employees are solely responsible for ensuring that the termination and/or continuation of any applicable benefits are conducted according to their wishes and that they meet all applicable deadlines for enrollment in any continuing coverage and/or individual plan/policy. Therefore, employees are strongly encouraged to reach out to all applicable benefits providers to discuss their options in detail and/or request additional information immediately upon termination for any reason. The HR Department can assist with this process, but the ultimate responsibility for the continuation of any post-employment benefits belongs to the employee.

Voluntary Termination

Resignation

Employees are encouraged, but are not required, to give at least two (2) weeks of notice prior to resigning from their position. The church would benefit from four (4) weeks of notice prior to the resignation or retirement of employees with supervisory responsibility and Ordained Ministers.

Abandonment of Job

An employee who is absent from work without notice to and the prior approval of his or her supervisor for more than two (2) shifts/days of work will be presumed to have voluntarily

TERMINATION OF EMPLOYMENT [CONT]

resigned. The church recognizes that emergency situations arise where it is impossible or impractical for an employee to timely notify his or her supervisor that he or she will be unable to make it to work, but the employee should notify the supervisor as soon as possible after becoming aware that he or she will need to miss work.

Involuntary Termination

Layoff and Firing

Unfortunately, there are times when the church must eliminate certain positions or separate an employee for performance or conduct reasons. The church will notify the employee of the reason for any involuntary termination of his or her employment.

Former employees may submit a written appeal of a termination decision to the HR Department and Senior Pastor within three (3) days of termination. Such appeal should include concise information, with examples, about why the employee thinks the termination decision should be reconsidered. A decision on the appeal will be communicated to the employee once a decision has been made.

Death

Full-time Employees who pass away while employed by the church on a full-time basis are entitled to receive compensation according to the following upon their death:

Years of Full-time Employment at Death <i>(Rounded up to next year)</i>	Lump Sum Salary Equivalent <i>(Less All Applicable Taxes)</i>	Payment of Medical, Dental, and Vision Insurance Premiums for Surviving Family
6 to 10	3 months	Not available
11 to 15	4 months	Not available
16 to 20	5 months	Up to 12 months*
21 or more	6 months	Up to 12 months*

*Payment of medical, dental, and vision insurance premiums are contingent upon the terms of the applicable insurance policies and the laws of the State of Tennessee, in addition to the surviving family's timely provision of all information, forms, and documentation requested by the church and all applicable benefits administrators, including the EPC and all applicable insurers.

Such compensation is in payment for the deceased employee's faithful work and service and will be paid to the deceased employee's estate or surviving spouse in the church's discretion, as permitted by any applicable law.

Premises and Other Property

Proper Care and Use

Employees are encouraged to use and enjoy the church's Facilities consistent with the church's policies and procedures and so long as such use does not negatively impact the employee's ability to satisfactorily and timely complete their work tasks. The church Facilities include walkable grounds, a gymnasium (Family Life Center), kitchen, coffee areas, chapel, prayer room, meeting rooms, and more. If an employee wishes to reserve a space either for a work task or a church function, the employee should coordinate with his or her supervisor and schedule a room with the Facilities Services Manager.

An employee with any concern or complaint about the availability, use, or condition of any Facilities or other church property must report a safety concern as directed in Part 10 Safety, the Section titled "Reporting and Responding to Safety Concerns" on page 53.

Scheduling and Use of Facilities

Employees may reserve a room or larger church facility for an approved purpose at an approved time. Requests for reservations must be submitted to the Facilities Services Manager, who will confirm the acceptability of the reservation and provide set-up and tear-down information to the Facilities employees.

Employees or organizational units using any church Facilities as part of their work for the church will not be charged any fees or expenses for that use. Employees acting

as hosts are encouraged to assist the Facilities employees with set-up and clean-up for large events.

Employees must direct any church member, community member, or guest wishing to reserve or use any Facilities to the Facilities Services Manager to submit a request.

See the CSPC Facility Rental & Usage Policy in Appendix F for further instruction.

Lost and Found

The church maintains a storage area that serves as a "lost and found" for misplaced and abandoned property.

Employees finding unattended property should turn it in to the Hospitality Receptionist so that the church may attempt to reunite it with its owner. Should an employee encounter any suspicious, abandoned property, please contact the Officer of the Day at (865) 364-3986.

Employees who have misplaced or lost property on the Premises should notify the Hospitality Receptionist so that a search of the church's lost and found and all appropriate notifications requesting information may be made.

Equipment and Supplies

Proper Care and Use

Employees are required to take proper care in the use of all church equipment and supplies. Employees needing assistance in operating any Equipment should contact their supervisor, the Officer of the Day or the Facility Services Manager for assistance.

Church Vehicles

An employee may be permitted, asked, or required to operate a church-owned vehicle to conduct his or her work for the church but only if he or she:

- Possesses a valid, unexpired driver's license;
- Is at least twenty-one (21) years old;
- Is approved to drive the desired vehicle by the church's insurer;
- Has received driver safety training and approval to use the vehicle from the Facility Services Manager within the last calendar year; and
- Abides by any other policies or procedures required by the church from time to time, whether communicated in writing or orally.

When using a church vehicle, employees are required to follow all operating instructions, safety standards, maintenance schedules, and guidelines of the vehicle manufacturer, any government authority, and the church. Employees may not transport other persons nor permit anyone else to drive the vehicle, except with prior approval from the church.

Employees are required to report any safety or maintenance concerns with any church vehicle to the Facility Services Manager. Employees must promptly notify the Facility Services Manager of any accidents or traffic violations while operating a church vehicle. All traffic tickets are the employee's personal responsibility. Employees may not use their phones while driving except in emergencies and then only in a hands-free manner.

Technology

Technology including computers, network equipment, software applications, electronic databases, telephones, voicemail systems, fax machines, copiers, scanners, cameras and other photographic equipment, badge readers, time clocks, and other digital and electronic equipment, platforms, and programs owned by the church (collectively, "Technology") should be for church purposes and personal use limited to not interfere with job performance. Further, the use of church equipment for illegal or illicit activity or to violate any church policy such as its harassment and bullying policy is strictly prohibited. Employees should not download programs, software, or other material without approval.

All equipment provided by the church must be kept in good working order and any issue reported to the employee's supervisor. All databases are to be considered confidential and accessed only by those to whom access has been authorized and only on church-provided equipment. No such information should be downloaded and stored on personal devices, cloud storage, or transferable data storage devices such as a flash drive without express authorization.

Passwords should not be shared with others. Most passwords can be reset by the user if forgotten. Employees are to contact the HR department if unable to reset a password.

All church-provided laptops, cellphones, or tablets that may have confidential information will have installed software that permits remote wiping of data in the event



the device is lost or stolen. Accordingly, if your device is lost or stolen, please contact your supervisor immediately.

The use of church computers to download unauthorized software, access illicit sites such as, but not limited to, pornography sites, gambling sites, or other similar sites is strictly prohibited and will subject the employee to disciplinary action including immediate termination of employment.

NOTE: Employees have no expectation of privacy when using any church-owned technology and are subject to being monitored while using any church-owned technology. Further, for security purposes, the church uses closed-circuit security cameras within common areas of the Premises, both indoors and outdoors.

Employee Responsibility for Safety

In General

In addition to practicing safe conduct, employees are encouraged to be proactive about their safety, and the safety of others, by anticipating potentially unsafe conditions while completing their daily work activities, planning church events, and commuting to and from work-related activities.

Employees must also:

- Immediately notify their supervisor of any emergency;
- Immediately notify their supervisor if they are injured or become ill at work, regardless of how minor or severe the injury or illness may seem to the employee;
- Make sure that they know how to conduct all work tasks safely, including the safe use of any Facilities (including Equipment);
- Use Facilities (including Equipment) only if they are qualified and fully trained on their safe and proper use;
- Use safe lifting techniques, including maintaining proper posture and asking for help when needed or for heavy objects;
- Abide by the church's policies and procedures related to alcohol, Illegal Substances, and other substances;
- Know the location, contents, and use of all first aid and fire-fighting equipment available on the Premises; and
- Abide by all safety policies, procedures, training, and instructions communicated to the employee from time to time, whether orally or in writing.

- Not use phones/text while driving and when walking, should pay attention and not be looking at phone to avoid seeing people, objects, or uneven surfaces.

Employees who fail to abide by the church's safety policies and procedures, whether provided in writing or orally from time to time, may be subject to employee discipline, up to and including termination of employment.

Physical Access Controls

Employees are prohibited from sharing, lending, borrowing, forging, tampering with, misusing, or otherwise attempting to evade any physical access control implemented by the church. These access controls include badges, keys, access codes, etc. Employees who forget their badge or keys at home or are unable to remember any access code may contact the Officer of the Day at (865) 364-3986 for temporary building access. All lost or stolen physical access controls must be immediately reported to the Property Manager.

On-site Visitors and Employee Guests

In General

Employees are encouraged to proactively approach and greet persons who appear to need direction or who they do not recognize. If an employee sees someone on campus who appears threatening or is otherwise exhibiting offensive or erratic behaviors, the employee should notify their supervisor or the Officer of the Day at (865) 364-3986, immediately.

Employee Guests/Children

The church's policy regarding Children in the Workplace is provided in Appendix H.

Persons Seeking Assistance

Employees who are approached by someone seeking assistance (food, for example) on the Premises who appears to be exercising appropriate self-control are encouraged to invite them into the reception area. The Hospitality Receptionist and the Pastor of Care will help provide a blessing/direction/assistance from the church. This blessing may take the form of any combination of prayer, counsel, information regarding the availability of shelter, or other items. Employees are assured that the church tracks the provision of resources to transient guests on our Premises and will endeavor to act with grace and wisdom on a case-by-case basis.

Employees with any concerns regarding their safety or the safety of any other person or any property should notify the Officer of the Day.

Reporting and Responding to Safety Concerns

Definition and Examples of Safety Concerns

A safety concern exists both when an employee notices an immediate risk to the safety of persons or property and when an employee reasonably believes that such a risk is likely to occur soon. It is not possible to list all types of safety concerns. The following list of examples is provided merely as a guide.

Examples of safety concerns may include:

- Uneven, icy, or flooded pavement;
- Any Facilities or other church property that is in need of repair or maintenance;
- Wet floors or stairs;
- Unattended ladders or misuse of other objects for climbing;
- Inadequate eye, ear, or skin protection;
- Improperly stored blades, tools, or chemicals;
- Loose cords or other tripping hazards;
- Frayed, sparking, or damaged electrical equipment;
- Signs of charring or excessive heat in any Facilities;
- Inadequate lighting;
- The presence of animals or insects;
- General uncleanliness of any Facilities;
- Ill-fitting or adjusted office Equipment such as desks or chairs;
- Chemicals stored in a container that is not properly labeled or designed for that purpose;
- Use of any chemicals without adequate ventilation and other safety measures;
- Any escalating altercation among persons on the Premises;
- Persons behaving in disruptive or threatening ways;
- Persons damaging any church property;
- Persons smelling of alcohol or other potentially mind-altering substances;
- Abandoned, unlabeled, or mislabeled containers for medication, supplements, vitamins, or other substances;
- Encountering any suspicious, abandoned property;
- Discovery of alcohol or illegal substances and/or paraphernalia;
- Discovery of any weapons; or
- Any person who appears injured or physically or mentally ill.

Reporting Emergency Safety Concerns

Employees must respond to any safety concern that requires immediate, outside, emergency assistance by calling 911 to request police, fire department, or emergency medical assistance. Once the appropriate emergency responder has been notified and provided with all requested information, the employee should continue with the steps for making a non-emergency report provided below.

Non-Emergency Reports

Employees who become aware of, or anticipate, any safety concern that cannot safely, easily, and immediately be remedied by the employee must notify his or her supervisor. If the safety concern relates to the church's Facilities, he or she must also notify the Property Manager. If the safety concern remains unresolved, the employee should notify the Executive Director of Operations.

Reporting and Responding to Illness and Injury

Employee Illness and Injury

The church maintains a workers' compensation insurance policy for its employees. This affects the process of reporting and responding to employee illness or injury.

Reporting

All workplace accidents or injuries must be promptly reported to the employee's supervisor and the HR Department. A First Report of Injury must be completed for all workplace injuries or illnesses by either an

HR representative or the supervisor and filed with the HR Department. A copy of the form is available in Appendix E. If applicable, the employee will be provided with a list of doctors available to treat the employee for the reported injury. For minor first aid situations, a First Report of Injury must still be completed. Should an employee need immediate, emergency medical care for a workplace injury, steps should be taken first to get the employee prompt medical treatment as the employee's welfare is our first priority. Employees working remotely are under the same notification obligations as those who work on-site.

Workers' Compensation

Employees are expected to cooperate with all requests for information and documentation by the HR Department, a supervisor, the Executive Team, and the church's workers' compensation insurance carrier (the "WC Insurer") regarding any injury or illness that is sustained in the course of his or her employment. Further, employees seeking non-emergency medical care are expected to select a health care provider from a panel of "in-network" providers approved by the WC Insurer.

The WC Insurer will pay for all approved medical treatment and, if applicable, lost wages due to a workplace injury. Employees will be required to utilize a doctor approved by the WC Insurer and to work with the WC Insurer on issues related to the employee's care. Failure to promptly report a workplace injury or comply with the reasonable instructions of the WC Insurer may result in a denial of a workers' compensation claim.

Illness and Injury of Non-employees

The church maintains a general liability policy to help address injuries to people sustained while present on the Premises or at church-related activities.

Emergency Illness or Injury

Employees must respond to any emergency illness or injury that requires immediate medical attention by calling 911 to request emergency medical assistance. The employee should remain on the line to provide all requested information. If the employee suspects that the ill or injured person may benefit from the use of a defibrillator or oxygen, he or she must also notify (or ask a nearby person to notify) the Officer of the Day at (865) 364-3986 and/or the Property Manager.

Non-emergency Illness or Injury

Employees who become aware of any illness or injury of a person on the premises or present at a church-related activity must notify his or her supervisor and/or the Executive Director of Operations as appropriate.

Children

Due to the presence of an onsite school and nursery, all employees must review the church's Ministry to Minors and Vulnerable Individuals Policy annually. A copy of the policy is provided in Appendix A.

Building Closures and Lockdowns

Communication

The church will communicate building closures and lockdowns by email or text at the direction of a member of the Executive

Team. A member of the Executive Team may also direct employees to notify those around them by additional means.

In the event of inclement weather, it is the responsibility of each employee to watch for emails and/or texts sent to any email address or cell phone number that the employee has put on file with the church. It is also the responsibility of each employee to make his or her own decisions related to his or her personal safety with respect to commuting to and navigating the Premises in the event of inclement weather. Employees present on the Premises are required to remain on paths, walkways, and stairs that are free of ice, flooding, and debris, in the event of inclement weather conditions.

Leave from Work and Commuting

If the church closes the Premises, employees may be provided with paid or unpaid time at the choice of the Executive Team.

It is impossible for the church to know or track all factors that affect the safety of an employee's commute to or from work. Therefore, employees are asked to make individual decisions regarding the safety of their commute to and from work regarding inclement weather and any other potentially hazardous conditions. Employees who choose to remain home in such conditions must ask their supervisor whether they are permitted to work from home or need to request leave.

Essential Employees

The church reserves the right to request or require Essential Employees to report for

work in times of crisis or emergency, in the event of inclement weather, or at other times that the church is closed to other employees. Essential Employees may be needed to respond to emergency or crisis situations, prepare the Facilities for the safe use of other employees, church members, and guests, or work on special projects when others are not expected to be present on the Premises, etc. If an Essential Employee is required to work during any time that the church is closed to other employees, he or she will receive any equivalent amount of any paid leave that may be approved during the closure.

Workplace Searches

The church strives to promote the safety of its employees, members, and guests. At times, it may be in the best interests of such people for the church to conduct a search of the Premises, and/or any property present within the Premises. Therefore, the church reserves the right to conduct searches and/or inspect any vehicles, bags, purses, briefcases, packages, and any other personal property brought on-site by any person, at any time, to the fullest extent allowed by applicable law.

Additionally, the church reserves the right to inspect any and all Facilities, including all offices, meeting rooms, places of worship, food preparation areas, exercise areas, outdoor areas, and others at any time and for any reason, to the fullest extent allowed by applicable law. The church may require that an employee vacate any restroom/toilet Facilities or rooms for inspection upon reasonable notice.

EMPLOYEES HAVE NO EXPECTATION OF PRIVACY IN ANY CHURCH OWNED, LICENSED, OR LEASED PREMISES,

FACILITIES, OFFICE, DESK, BOOKCASE, LOCKER, STORAGE, MAILBOX, ACCOUNT, TECHNOLOGY, VEHICLE, OR ANY OTHER SIMILAR LOCATIONS, ITEMS, OR PROPERTY.

Inspection and searches of such items or property may be conducted by the church at any time, for any reason, with or without notice.

The church also reserves the right to inspect or search any and all property brought onto the Premises by any person, with the approval or at the direction of the Executive Team.

Employees or other persons who refuse to cooperate with any inspection or search conducted consistently with the church's policies may be refused access to or required to leave the Premises. Employees refusing to comply with any such inspection or search or are found to be violating any church policy after consenting to an inspection or search, may face disciplinary action, up to and including termination of employment.

Workplace Violence

The church desires to minimize the risk of harm, injury, and damage primarily to people and secondarily to property and has a "zero tolerance" policy regarding violence or threats of violence by employees or any other person on the Premises. The only exception occurs when a person engages in legally protected defense of self or another person. Therefore, it is prohibited to bring weapons into church buildings.

Employees witnessing, overhearing, or receiving any threat of violence should immediately notify the Officer of the Day at

(865) 364-3986 and/or the Executive Director of Operations. Where the threat is immediate, such as an intruder situation, call 911 before contacting the Officer of the Day and Executive Director of Operations after getting to a safe location.

The church will strive to keep all reports of violence or threats of violence confidential to the extent possible while still working toward the church's goal of minimizing risks of harm, injury, and damage to persons and property. Employees are expected to fully cooperate in all investigations and remedial measures in response to suspected or actual instances of workplace violence. All reports of work-related threats will be investigated. Employees may submit such reports without fear of reprisal.

Violations of this policy, including any failure to report or fully cooperate in any

investigation, may result in disciplinary action, up to and including termination of employment.

Emergency Contact Information

Employees are required to provide emergency contact information for at least two different people. Employees should select emergency contacts based on the contacts' proximity to the employee, their familiarity with the employee's health history, access to the employee's living will and/or power of attorney, etc.

Employees are responsible to ensure that their emergency contact information is complete and accurate at all times. This information may be changed by the employee through access to the church's electronic employee payroll and database system. Employees having difficulty accessing the electronic payroll system should notify the HR Department.



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APPENDICES

APPENDIX A MINISTRY TO MINORS AND VULNERABLE INDIVIDUALS

Ministry to Minors and Vulnerable Individuals Policy
Application for Adults (with supplemental Paid Nursery Application)
Application for Minors
Background Check Acknowledgement and Authorization Form
CSPC Alleged Abuse Incident Form

APPENDIX B REIMBURSEMENTS

Expense Reimbursement Instructions
Reimbursement Request Form
CSPC Cellphone Reimbursement Policy

APPENDIX C LEAVE BANK

Leave Bank Policy
Leave Withdrawal Form
Leave Donation Authorization

APPENDIX D FMLA

FMLA Policy
FMLA Application Form

APPENDIX E INJURY

First Report of Injury
Ouch Report
Accident Report

APPENDIX F FACILITY

CSPC Facility Usage Policy
CSPC Church Vehicle Use and Driver Policy

APPENDIX G EMPLOYMENT

Employment Status Change Form

APPENDIX H WORK

Staff Covenant
Electronic Communication and Social Media Code of Conduct
Password Policy
Children in the Workplace Policy
Payroll Advance Request

EMPLOYEE ACKNOWLEDGMENT & RECEIPT

The foregoing Handbook (including the referenced Appendices) describes important policy and procedure information about the church. I have read and understood the entire Handbook. I will direct any questions or concerns related to the Handbook or the church to the HR Department or the Executive Director of Operations.

I understand that my employment with the church remains “at will,” unless an authorized representative of the church, who is a member of the Executive Team, has or does enter into a legally binding, written, contractual agreement with me regarding my employment.

I understand that the information in this Handbook supersedes all prior handbooks, policies, rules, and procedures related to employment at the church. By distributing this Handbook, the church expressly revokes any and all prior policies and procedures that are inconsistent with those of this Handbook. The church also reserves the right to make any modifications to the Handbook and all other rules, policies, and procedures at any time, for any reason, with or without notice.

I acknowledge that this handbook is neither a contract of employment nor a legal document. Therefore, I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment. I understand that either I or the church may terminate my employment at any time, for any reason, with or without cause, and with or without notice so long as such termination is not a violation of any applicable law or applicable legally binding, contractual agreement.

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

Full Name
Please Print

Signature

Date

Our mission is to respond to
God's love by following Jesus -
in loving God, loving one another,
and serving the world.



CEDAR SPRINGS
PRESBYTERIAN
Live Deeply

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