

YOU  
MATTER  
TEER

THE  
**Handbook**

CEDARCREEKCHURCH

APRIL 2020

# CEDARCREEKCHURCH Handbook

## TABLE OF CONTENTS

Introduction.....	3
<b>Part I – EMPLOYMENT</b>	
Equal Employment Opportunity.....	4
Employment at Will.....	4
Employment.....	5
Background Check .....	6
Performance Orientation .....	6
Progressive Discipline Policy.....	7
Salary Review .....	8
Hiring & Placement of Relatives.....	9
Resignation & Exit Interview.....	9
Rehires.....	10
Personnel Files.....	10
References .....	11
<b>Part II – WORK SCHEDULES &amp; PAY ADMINISTRATION</b>	
Work Schedules & Hours Worked.....	12
Payroll & Timekeeping Records.....	12
<b>Part III – TIME OFF</b>	
Paid Time Off .....	13
Holidays.....	15
Sick Time .....	16
Jury Duty.....	17
Death in the Family .....	18
Leave of Absence (Maternity/Paternity/FMLA).....	18
Missions.....	20
Conferences, Leadership Summit, Fusion Camp .....	20
Retreats & Sabbatical.....	20

# CEDARCREEKCHURCH Handbook

## Part IV – BENEFITS

- Medical Insurance.....21
- Life & Disability Insurance .....21
- 401(K) Retirement Plan .....22
- Tuition Reimbursement.....22
- Cell Phone Provisions.....22
- Professional Meetings & Seminars.....23

## Part V – WORKPLACE GUIDELINES & POLICIES

- Professional Conduct.....24
- Performance & Conduct Management .....24
- Coaching & Corrective Action .....25
- Points of Accountability.....25
- Personal Appearance .....26
- Attendance.....27
- Expenditure Guidelines .....27
- Reimbursement Guidelines.....28
- Employee Authorized Works.....31
- Email.....31
- Document Retention .....34
- Code of Ethics & Conduct.....36
- Whistleblower.....38
- Open Door.....40
- Anti-Harassment .....40
- Ministry.....42
- Alcohol, Drugs, & Controlled Substances.....42
- Safety & Security .....43
- Catastrophe, Evacuation, & Severe Weather.....45

## APPENDICES

- A: Confidentiality Statement.....47
- B: Anti-Harassment Acknowledgment.....48
- C: Coaching/Corrective Communication Form.....49
- D: Tuition Reimbursement Form.....50
- E: Handbook Acknowledgment.....51

# CEDARCREEKCHURCH Handbook

## INTRODUCTION

Welcome to CedarCreek Church. We are excited that you are on mission with us to introduce people to Jesus and the life-changing adventure with Him.

The benefits and policies that are outlined in this handbook are not intended to be conditions of employment. The purpose of this handbook is to clearly outline and define the policies of CedarCreek Church and avoid any misunderstanding and/or confusion. It is intended to provide general guidelines for many of the employment policies and practices of CedarCreek Church. This handbook is meant to be a convenient reference and does not contain all of the policies affecting you. It is not intended to be and does not constitute a contract between you and CedarCreek Church.

The policies contained in this handbook supersede any pre-existing CedarCreek Church policies or practices. CedarCreek Church reserves the right to change, discontinue, or adopt any policy, benefit, or practice at any time, with or without written notice. All changes or exceptions to the policies contained in this handbook must be approved by the Executive Team of CedarCreek Church.

The Executive Team of CedarCreek Church reserve the right to make exceptions to any policy, benefit, and procedure to accommodate a particular situation or circumstance.

The information contained in this handbook is confidential and is provided for your reference.

# CEDARCREEKCHURCH Handbook

## **PART I – EMPLOYMENT**

### **EQUAL EMPLOYMENT OPPORTUNITY**

CedarCreek Church is committed to providing equal opportunity in employment to all qualified employees and applicants for employment. No employee or applicant will be discriminated against on the basis of race, genetics, color, national origin, age, ancestry, veteran status, marital status, disability or other factors prohibited by state and federal laws. CedarCreek Church does reserve the right to discriminate based on religion, including (but not limited to) doctrinal beliefs, personal conduct, and lifestyle. This policy applies to all aspects of the employment relationship (including but not limited to) application and initial employment, promotion and transfer, selection for training opportunities, wage and salary administration.

Consistent with this policy, CedarCreek Church will not tolerate any unlawful, discriminatory behavior. Any employee who feels that he or she is the target of discrimination should report the event to the Dire Pastor immediately.

### **EMPLOYMENT AT WILL**

While CedarCreek Church hires individuals with the hope that the employment relationship will be long and mutually rewarding, all employees are employed at will. Both CedarCreek Church and its employees are free to terminate the employment relationship at any time, with or without written notice. This employment-at-will relationship may not be modified by any oral or implied agreement. No representative of CedarCreek Church may enter into an agreement with you guaranteeing employment for any specified period of time unless such agreement is in writing and approved the Executive Team.

# CEDARCREEKCHURCH Handbook

## EMPLOYMENT

These categories and classifications determine eligibility for benefits and the applicability of certain policies and practices.

### **Categories of Employment**

#### **Exempt Full-Time/Salaried Employees:**

- Are budgeted and scheduled to work as a 30-hour, full-time employee or a 40-hour, full-time employee, per week on a regular basis. All full-time employees working over their base schedule requirements are thanked for their commitment and effort but are not to be compensated additional pay or time off unless approved by their Executive Director.
- Are eligible for all CedarCreek Church benefits.
- Please Note: Certain ministries expect their full-time employees to be on-site during all of the weekend services during Big Invite.

#### **Non-Exempt Full-Time/Hourly Employees:**

- Are budgeted and scheduled to work at least 30 hours as a 30-hour, full-time employee or at least 40 hours as a 40-hour, full-time employee, per week on a regular basis. All non-exempt full-time employees cannot exceed working over their base schedule of 30 or 40 hours without prior approval from their Executive Director.
- Are eligible for CedarCreek Church benefits.
- Please Note: Certain ministries expect their full-time employees to be on site during all of the weekend services during special events.

#### **Part-Time Employees:**

- Are budgeted and scheduled to work 5-24 hours, per week on a regular basis, as agreed upon at hiring.
- Are eligible for certain CedarCreek Church benefits.
- Please Note: All part-time employees working over their base schedule requirement are to be compensated with additional pay. These hours are to be approved by the Executive Director.

# CEDARCREEKCHURCH Handbook

## **Part-Time Casual Employees (Temporary Status):**

- Will have varied hours for a specified time.
- Are not eligible for CedarCreek Church benefits.
- Please Note: Schedules are not guaranteed and are subject to change based upon church needs and department requirements.

## **Interns/Support-Raising Employees:**

- Are hired to work on a particular project or for a specific period of time.
- May work full-time or part-time schedules.
- Are not eligible for CedarCreek Church benefits.

All employees are encouraged to volunteer at CedarCreek Church or with a ministry associated with CedarCreek Church (e.g. Serving or leading a Group). These volunteer hours are not to be compensated and the volunteer work must be different (types of tasks) from the work performed by the employee's paid position work.

## **BACKGROUND CHECK**

CedarCreek Church reserves the right to require every new employee to have a background check, completed at our cost and discretion, prior to an offer of employment and throughout their employment.

## **PERFORMANCE MANAGEMENT & SALARY REVIEW**

### **Performance Orientation**

CedarCreek Church believes that successful performance begins with clear communication and understanding of expectations. Therefore, a performance orientation review, including a review of the job description, will be conducted by the Direct Report with every new employee and all internal transfers within the first week of their placement into the position. This will ensure that a good working dialogue is established from the onset between the Direct Report and the employee. It will provide the Direct Report with an opportunity to explain what is expected in the position concerning specific job responsibilities, performance criteria, and what the employee can expect from their Direct Report.

# CEDARCREEKCHURCH Handbook

## **Performance Evaluations and Self-Evaluations**

You and your Direct Report will conduct evaluations of your performance. This review process formalizes the discussions and feedback that should occur regularly between you and your Direct Report throughout the year. Performance evaluations will be conducted as follows:

- After three months of employment for all new hires, a verbal meeting initiated by the Direct Report.
- Annually for all staff.

The annual performance evaluation provides an opportunity for you and your Direct Report to:

- Evaluate performance factors (talk about some of the great things accomplished in the previous year)
- Establish goals for the year (talk about initiatives you would like to try)
- Discuss developmental goals (items to change or work on) and objectives (talk about your dreams)
- Update job descriptions

## **Progressive Discipline Policy**

CedarCreek Church wants to provide a good working environment for all employees. In turn, it is reasonable to expect a good, productive effort and the recognition of responsibility from all employees.

Each of us has the responsibility to our fellow workers to conduct ourselves according to certain rules of good behavior and conduct. In any business, some rules are needed to help everyone work together by letting them know what they can and cannot do. We expect our employees to follow CedarCreek's rules and show good behavior and efficiency.

However, when it becomes necessary to improve an employee's unacceptable performance or behavior, our Progressive Discipline Policy enables us to do so in a fair and consistent way. These steps are taken after prior attempts at coaching with no change in results. Normal steps in the disciplinary process are outlined below and should utilize the Coaching/Corrective Communication Form (appendix C). For each step, the employee will be asked to sign the form, indicating receipt of a copy of the form, and a copy will be placed in the employee's personnel file.



# CEDARCREEKCHURCH Handbook

1. **VERBAL CORRECTION:** The Direct Report will provide a verbal correction to the employee. A written record of this verbal correction will be placed in the employee's personnel file. These corrections must state the specific behavioral issue and the expected correction in a specific timeframe.
2. **WRITTEN CORRECTION:** If the employee does not correct his or her behavior, the Direct Report will consult with higher management and prepare a written correction.
3. **SUSPENSION WITH OR WITHOUT PAY:** If the verbal and written correction does not correct the problem, the employee may be suspended with or without pay. This suspension must have the approval of the Executive Team.
4. **TERMINATION:** When all other means of discipline have been used, or when the offense justifies such actions, the employee may be terminated. The Direct Report may recommend termination of employees. Recommendations will be reviewed by the Executive Team, who will determine the action to be taken. If the employee feels the termination is unfair, he or she may request a meeting with the Elders to discuss the termination. Based on this discussion, the Elders will make a final determination in the case.

The Executive Team reserves the right at any time to enter into any level of disciplinary action or termination based upon the severity of the offense requiring discipline and the employee's past work record.

## **SALARY REVIEW**

Your salary will be reviewed at the time of your annual performance evaluation. A performance evaluation/salary review may not necessarily result in a salary increase. If a salary increase is approved, it will be put in effect according to CedarCreek Church's budget.

To determine salary adjustments, the Executive Team will consider:

- Your performance versus agreed upon objectives
- Current salary ranges for employees
- CedarCreek Church financial conditions

# CEDARCREEKCHURCH Handbook

## **HIRING & PLACEMENT OF RELATIVES**

If you have a relative who is properly qualified, you may recommend him or her for employment at CedarCreek Church. Relatives of employees will receive the same considerations as any other applicant for a job opening and will not be accorded preferential treatment in employment matters.

CedarCreek Church reserves the right to restrict the number of relatives working in a specific department or closely related areas in order to reduce the risk of disruptions to the ministry as well as conflicts of interest.

CedarCreek Church may require a related employee to transfer or resign if there is a conflict of interest, a potential risk of ministry disruption or management problem of supervision that cannot be resolved.

## **RESIGNATION & EXIT INTERVIEW**

### **Giving Notice**

As a courtesy, if you decide to leave the employment of CedarCreek Church, you will be expected to provide:

- A minimum of two weeks' notice
- A written letter of resignation

CedarCreek Church reserves the right to forego your two weeks' notice and release you from employment immediately. CedarCreek Church is not obligated to pay you in lieu of notice.

### **Exit Interview**

When you give your notice, Human Resources will arrange a time convenient for both parties to conduct an exit interview.

The interview will allow you the opportunity to:

- Discuss your experience at CedarCreek Church
- Turn in any CedarCreek Church property; i.e. keys, computers, fob
- Suggest ways CedarCreek Church might improve its management, training, and other functions

# CEDARCREEKCHURCH Handbook

You will be paid in full through your last day worked; however, CedarCreek Church reserves the right to deduct from the final paycheck specific sums of money owed to CedarCreek Church at the time of termination for equipment or property that has not been returned.

If you have coverage, your medical, employer paid short/long term disability and life insurance benefits cease on the date of your resignation/termination. You may continue your participation in CedarCreek Church medical insurance under COBRA. During your exit interview, you will be provided with detailed information concerning any benefits that are impacted by your separation from employment.

Under the Federal Unemployment Tax Act (FUTA), churches are exempt from unemployment taxes, which means church employees are not eligible to receive unemployment benefits.

## **REHIRES**

Employees who have resigned in good standing may re-apply for vacant positions with CedarCreek Church and will be given the same consideration as other equally qualified candidates.

## **PERSONNEL FILES**

CedarCreek Church maintains a personnel file on each employee.

### Updating Personnel Information

It is important that you notify the Human Resources Department immediately if you have changes to your name, address, telephone number, emergency contact or beneficiary information. It is the employee's responsibility to furnish this information.

### Reviewing Your Personnel File

You may review your personnel file during normal business hours in the Human Resource Department in the presence of the Human Resources Director.

### Receiving a Copy

You may obtain a copy of your personnel file at any time by simply submitting a written request to the Human Resources Director.

### Making a Correction

If you believe that any information in your file is incorrect, you may request a correction. If CedarCreek Church does not agree with the correction, you may submit a written statement explaining your position. This statement will become a part of your personnel file.

# CEDARCREEKCHURCH Handbook

## REFERENCES

CedarCreek Church ensures that confidential information regarding current/former employees is not given to any outside organizations or individuals without the consent of the current or former employee unless required to do so by a court of law (e.g., the individual's record is subpoenaed).

Staff personnel are not authorized to provide reference information or written recommendations on behalf of the CedarCreek Church. All inquiries, written or verbal, should be submitted to the Human Resources Director. Written reference inquiries regarding current and former employees are handled only by Human Resources and are given only with the written permission of the employee. The information given out is restricted to the following:

- Confirmation of employment
- Date of hire
- Job title
- Current and past base pay and other earnings received (in certain cases)
- Number of hours worked
- Location of employment

CedarCreek Church does not provide references for non-employees (volunteers) at any time.

# CEDARCREEKCHURCH Handbook

## **PART II – WORK SCHEDULES & PAY ADMINISTRATION**

### **WORK SCHEDULES & HOURS WORKED**

The employee's Direct Report in collaboration with their Senior Director and Executive Director determines work schedules. Each position at CedarCreek Church is assigned a minimum number of normally required work hours per week. However, the Executive Director of Ministry Services and Department Executive Director may choose to change the part-time person's work hours periodically (up or down) based on the church's need for the part-time employee's normal workload. Pay periods are designated as Monday through Sunday.

### **PAYROLL & TIMEKEEPING RECORDS**

The workweek at CedarCreek Church is Monday through Sunday. Employees are paid every other week; therefore, there are 26 pay periods per year. CedarCreek Church processes payroll through direct deposit. Employees receive pay for time that is worked and paid time off (PTO), as well as time for sickness, bereavement, holiday, or jury duty time.

Timecards are CedarCreek Church records and must be exercised with care to ensure the accurate recording of hours worked, paid time off taken and absences. The Department of Human Resources is responsible for processing timecards through the payroll system.

Employees are responsible for recording their work time each day in the manner specified by the CedarCreek Church.

Direct Reports must review, edit (as appropriate), and approve the timecards for employees under their supervision by noon the following Monday after the last day of the payroll period. Any absences or paid time off taken must be noted on the time sheet. The exact number of hours of absence/paid time off needs to be recorded on the time sheet. Any exceptions should be documented and communicated to the Payroll Department in a timely manner.

# CEDARCREEKCHURCH Handbook

## PART III – TIME OFF

### PAID TIME OFF (PTO)

It is important to take and enjoy time off for physical and mental well-being. Therefore, all employees are expected to schedule their paid time off (PTO) on an annual basis. PTO for the following year is accrued after payroll processes the first week of January each calendar year. PTO must be used by the last day of the last pay period of the year and does not carry over into the next year. Please review the payroll calendar posted on Creek Help for the last pay period of the year. This process is automated in our payroll software.

After 5 years of full-time employment, employees will earn an additional week of PTO. This additional time accrues the first week of January after your fifth year.

Employee PTO is determined using the following schedule:

Paid Time Off					
Weekly Hours Worked	# of Hours Employed 0-5 years	# of Hours Employed 5+ years	Hire Date January 2-April 30	Hire Date May 1-August 31	Hire Date Sept 1- Dec 31
40	176	216	128	72	16
30	132	162	96	54	12
24	106	106	77	43	10
20	88	88	64	36	8
15	66	66	48	27	6
12	53	53	38	22	5
10	44	44	32	18	4

Note: Elders receive 256 hours of paid time off.

### PTO Pay Out

For employees resigning employment during the calendar year, the PTO hours to be paid will be calculated as follows: percentage of the year worked at the time of resignation multiplied by the remaining eligible PTO hours not used. (For example, if an employee decides to resign at the end of June in a given year, they will be eligible for 50% of total PTO hours not used minus any PTO hours already used.)

# CEDARCREEKCHURCH Handbook

## **Scheduling Paid Time Off**

When determining whether to request PTO, employees should consider their ideal workweek. One's ideal workweek is their weekly work rhythm as defined by the individual and their Direct Report, Sr. Director, and/or Executive Director.

To help employees determine what their ideal workweek is and when to request time as PTO, we have established these values:

### **Not all hours are created equal.**

Being present and available during certain hours is going to be more valuable and important than other hours. For example, hours answering emails at 2:00 am doesn't have the same impact as hours at a weekend service.

Some questions to consider for this value are:

- What does "Better Together" look like as part of my team?
- What is my ideal workweek?
- Am I available at the times my team needs me to help us be "Mission Driven" together?

### **Don't take a ride on the fair bus.**

We all have different responsibilities and schedules, so don't compare and think "that's not fair." For example, Campus Teams have different responsibilities and schedules than Central Support.

Some questions to consider for this value are:

- How can I take responsibility for myself and my ability to be "Mission Driven"?
- Am I doing everything I can to maximize my workweek?
- How can I take responsibility for myself and my ability to "Take Growth Personally"?

### **Eliminate the cringe factor.**

If an audit was taken of how your workweek was spent, you should be proud of how you maximized your time. For example, leading into Easter, Christmas are not ideal times for rest and relaxation.

Some questions to consider for this value are:

- How am I adding value to the church throughout my workweek?
- If I sat down and explained how I spent my workweek, would it show a commitment to our Cultural Values?
- Did I help our team/mission move forward today?

Certain times of the year are not ideal for taking time off. With this in mind, we have "PTO Zones" ranging from green, yellow, and red, depending on the ministry calendar. These different zones designate how convenient days are for employees to

# CEDARCREEKCHURCH Handbook

request off, green being the best days for taking PTO and red being the worst. Employees should talk with their Direct Report, Senior Director or Executive Director to define the best times for the employee to request time off, depending on the individual's roles and responsibilities.

With that being said, we understand that ministry can be just as draining as it is rewarding, especially after large church events or exceptionally busy times of the year. Employees are encouraged to use PTO after such periods, in order to rest and recuperate.

Working at a church means that many of us have weekend responsibilities included in our ideal workweeks. This can be inconvenient since many people plan events and activities for the weekend. When it comes to requesting weekends off for employees with weekend responsibilities, we encourage them to follow this guideline: you can request as many weekends off as you have PTO weeks available. For example, 22 days of PTO equals approximately four weeks, meaning employees should feel free to take four weekends off during the course of the year.

Your Direct Report must approve all requests for time off. To request time off, submit your request via the payroll software in advance to the time requested. Your Direct Report will try to accommodate your requests; however, prior requests or ministry needs to take precedence.

If there is a change to an approved time off request, discuss the change with your Direct Report first. You will then delete the approved request in the payroll system and re-submit the corrected request for your Direct Report's approval.

## **HOLIDAYS**

Full-time and part-time employees are eligible to receive holiday pay on the following designated days:

- New Year's Day
- Martin Luther King Jr. Day
- Monday following Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day



# CEDARCREEKCHURCH Handbook

Paid holiday hours are determined using the following schedule:

Holiday Paid Time Off	
Weekly Hours Worked	Holiday Hours
40	8
30	6
24	5
20	4
15	3
12	3
10	2

## SICK TIME

In addition to regular PTO, all employees will receive sick paid time off based on their normal weekly hours worked.

Sick Paid Time Off	
Weekly Hours Worked	Hours
40	32
30	24
24	19
20	16
15	12
12	10
10	8

Sick time must be used for sick time only. CedarCreek will compensate an employee for time off work due to sickness or illness, including when the employee or immediate family members cannot take care of themselves. For example, when your kids are sick and there are no other options for childcare, please feel free to use a sick day to take care of your family. We trust our employees to do what is needed for the church and their families.

Regular check-ups, such as doctor appointments and dentist appointments, are not considered sick time. Employees should use PTO for such appointments or schedule them during non-work hours, such as weekends or lunch breaks.

Sick leave cannot be used as, in place of, or to extend PTO. However, after sick days are used, employees should use PTO for any additional sick days needed.

# CEDARCREEKCHURCH Handbook

Sick time will be pro-rated according to the employee's date of hire per the schedule below:

Sick			
Weekly Hours Worked	Hire Date (Jan 2-Apr 30)	Hire Date (May 1-Aug 31)	Hire Date (Sep 1-Dec 31)
40	16	8	8
30	12	6	6
24	10	5	5
20	8	4	4
15	6	3	3
12	5	2	2
10	4	2	2

For employees resigning employment during the calendar year, the sick time hours will not be paid if unused.

## JURY DUTY

Full and part-time employees will be paid their regular pay for time spent on jury duty. After two weeks, the Executive Team will review the compensation and benefits on a case-by-case basis, taking into consideration the circumstances of each situation.

Jury Duty	
Weekly Hours Worked	Hours
40	8
30-39	6
24-29	5
20-23	4
15-19	3
10-14	2

# CEDARCREEKCHURCH Handbook

## DEATH IN THE FAMILY

In the event of the death of an immediate family member (spouse, child, parent, grandparent—this includes step-family and in-laws), CedarCreek Church will provide time off with pay according to the schedule below. Additional time off for a death in the family may be requested and granted on a case-by-case basis by the Executive Team.

Death in the Family	
Weekly Hours Worked	Hours
40	24
30-39	18
24-29	15
20-23	12
15-19	9
10-14	6

## LEAVE OF ABSENCE

A leave of absence without pay may be granted to full-time employees after at least 12 months of continuous full-time employment. The leave may be granted for physical disabilities or for other personal reasons not covered under the Family and Medical Leave Act (FMLA) and will be granted at the discretion of the Executive Team. Part-time employees will be considered for leave on an individual basis. See FMLA policy for PTO usage during a leave of absence as well as holiday pay.

### Maternity Leave

Full-time employees receive 6 weeks of maternity leave covered by CedarCreek Church's Short-Term Disability Plan. If there are complications with your pregnancy, the Short-Term Disability benefit provider will determine if the claim will be extended up to 2 additional weeks. Part-time employees receive no paid maternity leave.

### Paternity Leave

Full-time new fathers may take up to 3 days off with pay based on the same schedule as Jury Duty pay in this version of the handbook. They may also use accrued time off that they have available (i.e. sick time or PTO) with approval of their Direct Report.

# CEDARCREEKCHURCH Handbook

## **Family and Medical Leave**

CedarCreek Church will provide family and medical leave in accordance with the Family and Medical Leave Act (FMLA). Eligible employees will be provided up to 12 weeks of unpaid leave during a 12-month period, measured forward from the date the employee's leave begins, for any of the following circumstances:

1. Because of the birth of an employee's child and in order to care for such child;
2. Because of the placement of a child with an employee for adoption or foster care;
3. In order to care for the spouse, son, daughter or parents of an employee if such spouse, son, daughter, or parent has a serious health-condition;
4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

For purposes of the policy, "serious health condition" is defined as illness, injury, impairment, a physical or mental condition that involves:

- Inpatient care in a hospital, hospice, or residential medical care facility; or
- Continuing treatment by a health care provider.

To be eligible for leave, an employee must have been employed for 12 months and worked 1,250 hours before leave begins. Certification of health care provider is required for all leave other than pregnancy.

During leave, the employee's pre-existing health benefits will be maintained at the level and under the conditions, the coverage would have provided had the employee's active employment continued. Upon return from leave, the employee must be restored to the same or an equivalent position with the same or equivalent benefits.

If both parents are employed by CedarCreek Church and qualify for family and medical leave, the combined leave for both persons for birth, adoption, foster placements or to care for a sick parent shall be limited to 12 weeks.

Employees must utilize at least 60% of their total accrued PTO during FMLA before taking any unpaid time. The only exception to this would be if the leave is for a work-related injury (Worker's Compensation). When using PTO/sick time an employee will be paid for any holiday hours during unpaid leave. If PTO/sick time are not being used no holiday hours will be paid.

Notice of FMLA is posted at each campus. Procedures and forms to implement this policy will be developed and maintained by the Human Resources Department.

# CEDARCREEKCHURCH Handbook

## MISSIONS

Any full-time or part-time employees that voluntarily go on a mission trip, one per calendar year, will be given one additional week of “mission” PTO based on their normal weekly hours for that trip. Any additional hours will require the use of personal PTO. PTO must be used for any additional mission trips in that calendar year. All mission trips must be approved by your Direct Report and Executive Director.

## CONFERENCES, LEADERSHIP SUMMIT, & FUSION CAMP

We take growth personally at CedarCreek Church. As a result, sometimes employees are able to record hours for attending conferences. When a conference is approved by an employee’s direct report, the employee should record travel time and time spent at the conference. Free time outside of the conference should not be recorded.

All employees are also allowed to log hours for attending or volunteering at the Leadership Summit or Fusion Camp when approved by their direct report.

For salary employees, it is understood that some weeks will include more work hours than their ideal workweek. Weeks that include conferences, the Leadership Summit, or Fusion Camp usually fall into that category. For hourly employees, please speak with and get approval from your direct report on how these events may affect your designated hours and/or job responsibilities. You should have a plan with your direct report beforehand so everyone is on the same page with how your normal responsibilities will be accomplished without going over hours.

## RETREATS & SABBATICALS

### Retreats

CedarCreek Church understands that some employees may benefit from a period of time to be used to refresh or renew their spiritual walk. The benefit of a retreat will only be considered on a case by case basis. The Executive Team will review any request for a retreat and make a determination on each individual application.

### Sabbatical

CedarCreek Church understands that some employees may benefit from an extended period of time to be used to pursue other interests on a full-time basis. The benefit of sabbatical will only be considered for full-time employees with at least five years of full-time service. The Executive Team will review any request for a sabbatical leave and make a determination on each individual application.

# CEDARCREEKCHURCH Handbook

## **PART IV – BENEFITS**

### **MEDICAL INSURANCE**

CedarCreek Church is a partner in providing the best available medical coverage available at a competitive premium. A comprehensive major medical insurance policy is available to all full-time employees. CedarCreek Church provides a defined contribution towards the cost of the premium. Employees will pay any premium above what the defined contribution covers.

The details of the Medical Insurance benefit are available in Atlas Connect, our online benefits administration software.

#### Medical Health Care Opt-Out Reimbursement

If an employee opts out of medical insurance coverage they will receive an additional \$60.00 on their regular, biweekly paycheck as an insurance stipend.

If you are a full-time eligible employee and are covered under your spouse's plan, that is also a full-time employee of CedarCreek Church, you are not eligible for any healthcare stipend.

### **LIFE & DISABILITY INSURANCE**

CedarCreek Church benefits include a basic Life Insurance Policy as well as a Short-Term and Long-Term Disability benefit for all full-time employees. These benefits are provided at no cost to full-time employees.

The details of the Life Insurance Policy will be explained by a representative of the insurance carrier. The master copy of the group policy is available on Atlas Connect.

**Short-Term Disability:** This benefit pays out 60% of your income, up to 13 weeks, in the event you become disabled from a non-work related injury or sickness, and 6 weeks for pregnancy. Please see Maternity Leave for more details on how this benefit is paid out.

**Long-Term Disability:** This benefit is an extension of the short-term disability benefit and will payout 60% of your income, up to \$8,000 per month.

# CEDARCREEKCHURCH Handbook

## **401(K) RETIREMENT PLAN**

Eligible employees may make contributions on a pre-tax basis to a traditional 401(K) account or on an after-tax basis to a Roth 401(K) account. CedarCreek will match 100% on the first 5% and 50% up to 9%.

All full-time employees are automatically enrolled in the plan with a 5% deduction set per their first 100 hours of employment. Full-time employees must opt-out of the deferral if they don't want to participate in the plan.

Part-time employees (20+ hours) could reach the eligibility requirement if they work more than 1000 hours in the calendar year.

## **TUITION REIMBURSEMENT**

For all full-time employees hired prior to July 1, 2019, CedarCreek Church offers tuition reimbursement to help offset the cost to all who enroll their children into an approved Christian school. If you are enrolling your child(ren) in an approved Christian school, Kindergarten through 12<sup>th</sup> grade, you are eligible for tuition reimbursement from the CedarCreek Church. The amount reimbursed into your paycheck once a month, per child is as follows:

First Child = \$245

Second Child = \$195

Third Child = \$145

If you are eligible, you must complete the Tuition Reimbursement Form on [CreekHelp.com](http://CreekHelp.com) and email it to [Payroll@CedarCreek.tv](mailto:Payroll@CedarCreek.tv) each calendar year (June) to be able to include the tuition assistance in your paycheck (See Appendix E).

## **CELL PHONE PROVISIONS**

All full-time and part-time employees are eligible to join CedarCreek Church's cell phone plan to benefit from our discounted rates. CedarCreek Church offers a cell phone stipend to all full-time employees (\$30.00) and part-time employees (\$15.00). This stipend is added on the last pay of the month and taxes are deducted. If you are on the plan, the regular monthly fee per line per month is a deduction on the last pay period of the month. All add-ons such as mobile hotspots, international calling or texting, 411, ring back tones, or additional fees incurred, are charged via payroll on the last pay of each month. Equipment fees are charged to the employee via debit or credit card at the time of ordering.

Employees' spouses and children under the age of 26 are eligible to join the taxed cell phone plan. Service and equipment will be taxed.

# CEDARCREEKCHURCH Handbook

## **PROFESSIONAL MEETINGS & SEMINARS**

Some training may be considered for full-time and part-time employees. Submit your request one month in advance to your Direct Report for case-by-case consideration. These considerations will be based on CedarCreek Church's financial position and training needed.



# CEDARCREEKCHURCH Handbook

## **PART V – WORKPLACE GUIDELINES & POLICIES**

### **PROFESSIONAL CONDUCT**

As a condition of employment, employees must maintain personal conduct and lifestyles in accordance with the beliefs and teachings of CedarCreek Church. CedarCreek Church believes that every person (employees, clients, visitors, volunteers, attendees, third party vendors, and contractors, etc.) should be treated with respect, dignity, and professionalism. We expect our employees to demonstrate that belief and to conduct themselves, at all times, in a manner that is above reproach.

### **PERFORMANCE & CONDUCT MANAGEMENT**

Due to CedarCreek Church aspiring to high standards of performance and behavior, it has established the following guidelines. This policy is intended for guidance only.

The facts of each particular situation will be unique, and therefore, CedarCreek Church reserves the right to alter this protocol, including terminating an employee without notice, when it deems in its discretion such action to be warranted.

Your position at CedarCreek Church comes with a responsibility to adhere to CedarCreek Church's policies and work rules. The guidelines that follow are necessary to ensure an efficient, safe business operation and to protect the well-being of all employees. Employees are expected to meet the following work requirements without explicitly being instructed to do so:

- Employees are expected to satisfy individual job accountabilities and to comply with policies and procedures relevant to their jobs.
- Employees are expected to cooperate with other members and managers.
- Employees are expected to conduct themselves with due regard for their own safety and welfare and the safety and welfare of other employees, students, attendees, and volunteers.
- Employees are expected to conduct themselves in a professional, business-like manner at all times as formal or informal representatives of CedarCreek Church. This includes appropriate behavior on social media.

# CEDARCREEKCHURCH Handbook

## **COACHING & CORRECTIVE ACTION**

Sometimes an employee may knowingly or unknowingly violate work standards or requirements, causing safety, productivity or other work problems. Some examples of situations which may prompt the use of corrective action are listed below.

CedarCreek Church will decide in each situation what action is appropriate. Below are a few examples, these are not all-inclusive:

- Quantity and/or quality of work that is unacceptable relative to expected standards
- Poor judgment and/or discretion
- Excessive absenteeism

At times, it may be necessary for your Direct Report and/or the Executive Director to put corrective action into writing. See Appendix C for the Coaching/Corrective Communication Form.

## **POINTS OF ACCOUNTABILITY**

At all times, employees must abide in following the Points of Accountability listed below:

1. Employees should not be alone with an unrelated member of the opposite sex if either party is married. This includes CedarCreek Church Campuses & in-home visits.
2. Employees should not go out alone with an unrelated member of the opposite sex if either party is married. This includes riding in vehicles, lunches, and/or private meetings in public places.
3. Employees should not have intimate physical contact with an unrelated co-worker or attendee of the opposite sex if either party is married. This includes any inappropriate displays of affection that could be questionable.
4. Employees should use extreme caution when answering emails, text messages, communicating via social media, responding to cards or letters from the opposite sex. Employees should strive to involve another co-worker in the response.

# CEDARCREEKCHURCH Handbook

5. Employees should not counsel the opposite sex alone at the office, and should not counsel the opposite sex, more than once without that person's mate being present. Refer them to a professional and/or a co-worker of the same sex.
6. Employees should not discuss detailed sexual problems with the opposite sex. Refer them to a professional and/or a co-worker of the same sex.
7. Employees should not discuss their marriage problems with the opposite sex. Refer them to a professional and/or a co-worker of the same sex.
8. Employees should seek out and establish healthy systematic guardrails and accountability relationships. This includes accountability software & regular meetings with staff liaisons.
9. Employees should seek to protect other co-workers & make co-workers their protective allies. Accountability is everyone's responsibility.
10. Employees should pray for the integrity of other CedarCreek Church employees.

*(Adapted from Saddleback Church)*

Any employee who violates any one of the Points of Accountability will be subject to disciplinary action, up to and including, termination of employment or other appropriate disciplinary and/or legal action.

## **PERSONAL APPEARANCE**

Employees create the image of what people think about CedarCreek Church. An appropriate appearance is important to project a positive impression of CedarCreek. CedarCreek Church does require a neat and clean appearance from every employee. For weekend services and events, employees should dress casual or office casual style. During the workweek; staff should dress in a manner appropriate for their daily schedule but not less than office casual. Jeans are allowed as long as they are in good taste and in good condition.

# CEDARCREEKCHURCH Handbook

## ATTENDANCE

CedarCreek Church understands and supports your need to be absent from work from time to time. However, regular attendance and punctuality are essential.

### If You Are Absent From Work

Employees are expected to call or text their Direct Report no later than one-half hour before the beginning of the workday or as soon as possible to let them know that they will not be in. The employee is responsible to note their time sheet accordingly.

### If You Are Late for Work or Need to Leave Early

Employees are expected to notify their Direct Report, when possible, if they will be late. Also, the Direct Report should be notified when there is a need to leave early.

## EXPENDITURE GUIDELINES

It is imperative for CedarCreek Church to remain above reproach in all financial matters. In an attempt to maintain this level of clarity, CedarCreek Church has established a policy for all expenditures and reimbursements.

Reimbursements are designed to compensate individuals for day-to-day expenses incurred that are directly related to running their ministry such as volunteer appreciation, a meeting or lunch to discuss CedarCreek Church business. Reimbursement for food and/or drink for personal and non-business related time is not appropriate. When in doubt, ask. It is recommended that you try to keep reimbursements to a minimum and if possible, try to discourage non-employees from incurring reimbursements on your behalf. Reimbursements from non-employees will need to be signed off by both the heads of that ministry or account owner.

Reimbursements for mileage are designed for specific trips made on behalf of CedarCreek Church that are directly ministry related. Mileage reimbursements are not for day-to-day errands and/or travel to and from work or voluntary events. In order to receive reimbursement for mileage, you must provide odometer verification along with the purpose of the trip.

No ministry will be allowed to exceed their available budgeted funds for either reimbursements or expenditures. Any shortage of revenue from the budgeted projection will affect the budget of individual ministries. On a regular basis, the Director of Finance will provide a breakdown of available funds for each of their ministries.

CedarCreek Church is tax-exempt. Please meet with Finance personnel to obtain this information. Employees will not be reimbursed for tax. Please be careful when making purchases for CedarCreek Church.

# CEDARCREEKCHURCH Handbook

## REIMBURSEMENT GUIDELINES

The employee must submit the itemized receipt from any hotel, restaurant, store, service station, or other vendor for which reimbursement is expected within 30 days of their issue. The credit card receipt or any other receipt that does not itemize is unacceptable. Please complete the Online Reimbursement Form on [Creekhelpp.com](http://Creekhelpp.com). Mileage reimbursement will come out of your Personal Expense Account unless otherwise approved by your Direct Report.

### A. Use of Your Personal Auto

1. You may use the GSA mileage rate (\$0.51 per mile) for all trips that fall between 5-300 miles.
2. There is no reimbursement for trips less than 5 miles.
3. All parking charges and toll road fees are reimbursable in addition to any mileage reimbursement.
4. Complete the Online Reimbursement Form
5. CedarCreek Church will not reimburse for any traffic violations or damages done to a personal auto.

### B. Mileage Between Campuses Policy – (Findlay is the only current Campus with this policy)

Draw a 20-mile radius around the Campus, this is the expected work area. Any trips outside of the 20-mile radius will be reimbursed for the miles driven at the current mileage rate, \$0.51 per mile.

Findlay to Perrysburg = 40 miles

#### Example Calculation (Findlay to Perrysburg)

Roundtrip Mileage:	80 miles
Less Roundtrip Miles (Inside 20-mile radius):	<u>-40 miles</u>
Total Mileage to be reimbursed:	40 miles
Reimbursement Rate:	\$0.51 per mile
Reimbursement Total (Roundtrip from Findlay):	\$20.40

# CEDARCREEKCHURCH Handbook

## C. Out of Town Trips (Examples: Airport, Camps, etc.)

### 1. Use of Car Rental

- a. Will be limited to the rental cost of a compact or standard size automobile.
- b. All gasoline, toll road charges, parking fees, and other operational expenses that are represented with an itemized receipt will be reimbursed when properly documented on the Online Reimbursement Form.

### 2. Use of Air Travel

- a. You will be reimbursed at the coach/economy class airfare when the itemized receipt is attached to a properly completed Online Reimbursement Form.

### 3. Travel Meals

- a. We ask that all employees stay within the daily allotted amount of \$42 each day, including tips.
- b. In order to be reimbursed, the employee must submit the restaurant's itemized receipt attached to a completed Online Reimbursement Form. We will not reimburse for any alcohol purchases.

### 4. Lodging

- a. We ask that all employees stay at mid-range hotels while on CedarCreek Church business.
- b. We will reimburse for stays extending from the night preceding the event through the last night of the event.
- c. Incidentals on the hotel invoice such as entertainment, personal phone calls, etc. are not reimbursable.
- d. In order to be reimbursed, complete the Online Reimbursement Form and upload the itemized hotel bill.

### 5. Spouses

- a. An employee's spouse may travel at the personal expense of the employee at any time
- b. Any questions can be brought to the attention of the Director of Finance or Executive Director of Ministry Services before the trip

# CEDARCREEKCHURCH Handbook

D. For expenses related to meals and entertainment incurred while out of office:

1. Reimbursement cannot be made for frequent (more than once per month) meals among employees.
2. With the above requirement in mind, reimbursement will be made for meal expenses directly “related to, or associated with, the active conduct of ministry” with the following conditions:
  - a. Breakfast - Up to \$10 per person, including tip.
  - b. Lunch - Up to \$12 per person, including tip.
  - c. Dinner - Up to \$20 per person, including tip.
  - d. No alcohol will be reimbursed.
  - e. The itemized restaurant receipt is attached to a properly completed Online Reimbursement Form and submitted for approval.

E. When purchasing necessary supplies for ministry, reimbursement will be made with the following conditions:

- a. The purchase went through the proper Procurement Process.
- b. The itemized receipt is attached to an Online Reimbursement Form and specific information is documented to clearly identify the description, purpose, and specific ministry associated with the expense.

F. If no receipt is submitted for a CedarCreek Church credit card charge within 30 days of the charge being incurred, the employee's pay will be charged for the full amount of the missing receipt. (Example: Missing receipt of \$27.91 for Home Depot,

\$27.91 will be deducted from your pay on the next payroll. This adheres to IRS and auditor standards. These are no longer handled as a taxable fringe.)

# CEDARCREEKCHURCH Handbook

## **EMPLOYEE AUTHORIZED WORKS**

CedarCreek Church, an Ohio religious and non-profit corporation, appreciates the efforts of its employees to accomplish its mission of spreading the Gospel of Jesus Christ. Many employees assist CedarCreek Church by creating resources (such as teachings, sermons, music, books, videos, and manuals) that further this mission. For this effort, we are grateful. CedarCreek Church has used these resources in meetings and distributed them into the community. We believe these resources have greatly assisted those who have received it.

CedarCreek Church seeks to stand behind the principles it promotes. All employees are loved and valued equally regardless of their job description. The Leadership wants to breakdown any barriers that may hinder its ministry, especially the creativity needed to reach out to those in our world who it will directly affect. CedarCreek Church wants to reduce any chances of any competition and/or rivalries amongst its employees and to treat all employees fairly.

Realizing that God's work through CedarCreek Church is much greater than that of any individual whom He has called to serve, employees and contractors have the opportunity to freely use their special skills in furthering His work through CedarCreek Church. The following is the Intellectual Property Policy, which protects CedarCreek Church's interest in the work its employees and contractors create while under the scope of CedarCreek Church's ministry work:

All intellectual property created by employees, volunteers or contractors of CedarCreek Church, in the course and scope of their duties, will become the property of CedarCreek Church. Any and all copyrights, publishing contracts and royalties earned therein, will become the legal property of CedarCreek Church. If such efforts put forth by any worker should result in CedarCreek Church receiving any compensation of substantial value, then that compensation value received shall be considered when evaluating any compensation that may be due to the contributing worker.

These steps are necessary to protect the ministries conducted through CedarCreek Church. Anyone with questions concerning this policy should contact the Human Resources Department

## **EMAIL**

The purpose of this policy is to ensure the proper use of CedarCreek Church's email system and make users aware of what CedarCreek Church deems as acceptable and unacceptable use of its email system. CedarCreek Church reserves the right to amend this policy at its discretion at any time. Should amendments need to be added to the policy herein, all users will be informed of such amendments in as timely a manner as possible.



# CEDARCREEKCHURCH Handbook

## Legal Risks

Email is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of any emails they send through CedarCreek Church's email system:

- If you send emails with any libelous, defamatory, offensive, racist or obscene remarks, you and CedarCreek Church can be held liable.
- If you forward emails with any libelous, defamatory, offensive, racist or obscene remarks, you and CedarCreek Church can be held liable.
- If you unlawfully forward confidential information, you and CedarCreek Church can be held liable.
- If you unlawfully forward or copy messages without permission, you and CedarCreek Church can be held liable for copyright infringement.
- If you send an attachment that contains a virus, you and CedarCreek Church can be held liable.

By following the guidelines in this policy, the email user can minimize the legal risks involved in the use of email. If any user disregards the rules set forth in this Email

Policy, the user will be fully liable and CedarCreek Church will disassociate itself from the user as far as legally possible.

## Legal Requirements

The following rules are required by law and are to be strictly adhered to:

- It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an email of this nature, you must promptly notify your Direct Report.
- Do not forward a message, fully or in part, without acquiring permission from the sender first.
- Do not send unsolicited email messages (aka SPAM).
- Do not forge, or attempt to forge, any part of email messages.
- Do not send an email message using another person's email account.

# CEDARCREEKCHURCH Handbook

- Do not copy a message or attachment belonging to another user, full or in part, without permission from the original sender.
- Do not disguise, or attempt to disguise, your identity when sending emails.

## **Best Practices**

CedarCreek Church considers email as an important means of communication and recognizes the importance of proper email content and speedy replies in conveying a professional image and delivering good customer service. Therefore, CedarCreek Church wishes all users to adhere to the following guidelines:

- Write well-structured emails and use short, descriptive subjects.
- CedarCreek Church's email style is informal. This means that sentences can be short and to the point. You can start your email with 'Hi', or 'Dear', and the name of the person. Signatures must include your name, job title, and company name.
- Use spell check before you send out any email.
- Do not send unnecessary attachments. Compress any attachments larger than 10MB before sending them.
- Only send emails in which the content could be displayed on a public notice board. If you would be embarrassed if the email in question were to be displayed publicly in its current state, consider rephrasing the email, or using other means of communication, or protecting the information by using a password (See Confidentiality).
- Only mark emails as important if they really are important.

## **Personal Use**

Although CedarCreek Church's email system is meant for business use, CedarCreek Church allows the reasonable use of email for personal use if certain guidelines are adhered to:

- Personal use of email should not interfere with work;
- Personal emails must also adhere to the guidelines in this policy;
- All messages distributed via the company's email system, even personal emails, are considered to be CedarCreek Church's property regardless of who authored any such emails.

# CEDARCREEKCHURCH Handbook

## **Confidential Information**

Avoid sending confidential information by email. If you do, you must secure the information by including it in a Microsoft Word or Excel File and protecting it with a password. Then provide the recipient with the password by means of other communication, for instance by telephone.

## **System Monitoring**

You must have no expectation of privacy in anything that you view, create, store, send, or receive on the company's computer system. Your emails, computers, and devices can be monitored without prior notification if CedarCreek Church deems this necessary. If there is evidence that you are not adhering to the guidelines set forth in this policy, CedarCreek Church reserves the right to take disciplinary action, up to and including termination and/or legal action.

## **Email Accounts**

All email accounts maintained on our email systems are the property of CedarCreek Church. Passwords should not be given to other people and should be changed regularly. Email accounts not used for 60 days will be deactivated and possibly deleted.

If you have any questions or comments about this Email Policy, please contact your Human Resources Department. If you do not have any questions CedarCreek Church presumes that you understand and are aware of the rules and guidelines in this Email Policy and will adhere to them.

## **DOCUMENT RETENTION**

The corporate records of CedarCreek Church (hereafter the "Company") are important assets. Company records include essentially all records you produce as an employee, whether paper or electronic. A record may be obvious as a memorandum, an email, a contract or a case study, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.

The law requires that certain types of corporate records are maintained, usually for a specified period of time. Failure to retain those records for those minimum periods could subject you and the Company to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place the Company in contempt of court, or seriously disadvantage the Company in litigation.

The Company expects all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule. If you

# CEDARCREEKCHURCH Handbook

believe, or the Company informs you, that Company records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until the Legal Department determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply or have any question regarding the possible applicability of that exception, please contact the Legal Department.

From time to time the Company establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.

- a. **Tax Records.** Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning the Company's revenues. Tax records should be retained for at least 7 years from the date of filing the applicable return.
- b. **Employment Records/Personnel Records.** State and federal statutes require the Company to keep certain recruitment, employment, and personnel information. The Company should also keep personnel files that reflect performance reviews and any complaints brought against the Company or individual employees under applicable state and federal statutes. The Company should also keep all final memoranda and correspondence reflecting performance reviews, and actions taken by or against personnel in the employee's personnel file. Employment and personnel records should be retained for 6 years.
- c. **Board and Board Committee Materials.** Meeting minutes should be retained in perpetuity in the Company's minute book. A clean copy of all Board and Board Committee materials should be kept for no less than 3 years by the Company.
- d. **Press Releases/Public Findings.** The Company should retain permanent copies of all press releases and publicly filed documents under the theory that the Company should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the Company.

# CEDARCREEKCHURCH Handbook

- e. **Legal Files.** Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of 10 years.
- f. **Marketing and Sales Documents.** The Company should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally 3 years.
- g. **Development/Intellectual Property and Trade Secrets.** Development documents are often subject to intellectual property protection in their final form (e.g. patents and copyrights). The documents detailing the development process are often also of value to the Company and are protected as a trade secret where the company:
  - (i.) Derives independent economic value from the secrecy of the information;
  - (ii.) The Company has taken affirmative steps to keep the information confidential.The Company should keep all documents designated as containing trade secret information for at least the life of the trade secret.
- h. **Contracts.** Final, execution copies of all contracts entered into by the Company should be retained. The Company should retain copies of the final contracts for at least 3 years beyond the life of the agreement, and longer in the case of publicly filed contracts.
- i. **Electronic Mail.** Email that needs to be saved should be either:
  - (i) Printed in hard copy and kept in the appropriate file;
  - (ii) Saved to a computer file and kept electronically or on a disk as a separate file. This retention period depends upon the subject matter of the email, as covered elsewhere in this policy.

Failure to comply with this Document Retention Policy may result in corrective action against the employee, including suspension or termination. Questions about this policy should be referred to the Human Resources Director who is responsible for administering, enforcing and updating this policy.

## CODE OF ETHICS & CONDUCT

### **Fraudulent or Dishonest Conduct Defined**

A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

- Forgery or alteration of documents;
- Unauthorized alteration or manipulation of computer files;
- Fraudulent financial reporting;

# CEDARCREEKCHURCH Handbook

- Misappropriation or misuse of CedarCreek Church resources, such as funds, supplies, or other assets;
- Authorizing or receiving compensation for goods not received or services not performed;
- Authorizing or receiving compensation for hours not worked.

## **Wrongful Conduct Defined**

A serious violation of any CedarCreek Church policies. Examples include:

- The Alcohol, Drugs, and Controlled Substances Policy
- The Anti-Harassment Policy
- The Points of Accountability
- A violation of any applicable state and/or federal law(s);
- The use of CedarCreek Church property, or resources herein, for personal gain or other non-related purposes, unless pre-authorized by your Executive Director.

## **Action**

If you know or believe that any employee or trustee of CedarCreek Church has engaged, or is engaging, in conduct that violates any applicable Law or the Code described herein, you may report this activity, with complete confidentiality and without fear of reprisal, to the Department of Human Resources, an Elder or another appropriate person according to the guidelines set out in the Whistleblower Policy.

# CEDARCREEKCHURCH Handbook

## **WHISTLEBLOWER**

The CedarCreek Church Code of Ethics and Conduct (hereafter the “Code”) requires its Financial Advisory Board, Elders, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of CedarCreek Church, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all Financial Advisory Board members, Elders, and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No Financial Advisory Board member, Elder or employee, who in good faith reports a violation of the Code, shall suffer harassment, retaliation or adverse employment consequence(s). An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within CedarCreek Church prior to seeking resolution outside CedarCreek Church.

### **Reporting Concerns or Violations**

The Code addresses CedarCreek Church’s Open Door Policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. An employee’s Direct Report may be in the best position to address an area of concern. However, if you are not comfortable speaking with your Direct Report, or you are not satisfied with their response, you are encouraged to speak with one of the following: Senior Director of Human Resources or anyone on the Executive Team with whom you are comfortable approaching.

Direct Reports and Management are required to report suspected violations of the Code to a member of CedarCreek Church’s Audit Committee who has specific and exclusive responsibility to investigate all reported violations. The current Audit Committee member is Kathy Hoops 419-297-9276. For any suspected fraud, or if you are not satisfied or are uncomfortable with the Open Door Policy, individuals should contact the Audit Committee.

# CEDARCREEKCHURCH Handbook

## **Compliance Officers**

CedarCreek Church's Audit Committee serves as the Compliance Officers. These officers are responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at their discretion, shall hire outside assistance (third parties) and/or advise the Elders. The Compliance Officers have direct access to the CedarCreek Church Finance Team and the Financial Advisory Board. They are also required to report findings to the Finance Team, the Elders, the full Audit Committee and the External Auditors, Capin Crouse, LLC, at least annually on compliance activity.

## **Accounting and Auditing Matters**

The Audit Committee and/or Financial Advisory Board shall address all reported concerns or complaints regarding CedarCreek Church's accounting practices, internal controls or financial reporting. The Compliance Officers shall immediately notify the Finance Director of any such complaint and work with the CedarCreek Church Finance Team until the matter is resolved.

## **Acting in Good Faith**

Anyone filing a complaint concerning a violation, or suspected violation, of the Code, must be acting in good faith and have reasonable grounds for believing the information disclosed indicated a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly false will be viewed as a serious disciplinary offense.

## **Confidentiality**

Violations, or suspected violations, may be submitted on a confidential basis by the complainant or may be submitted anonymously via a letter or phone call to any member of the Audit Committee. Reports of violations, or suspected violations, will be kept confidential to the greatest extent possible, consistent with the need to conduct an adequate investigation.

## **Handling of Reported Violations**

The Compliance Officer contacted will notify the sender and acknowledge receipt of the reported violation, or suspected violation, within 5 business days. All reports will be promptly investigated and appropriate corrective action will be taken, if warranted by the investigation.



# CEDARCREEKCHURCH Handbook

## OPEN DOOR

CedarCreek Church encourages you to meet with your Direct Report, Senior Director of Executive Director to discuss problems, issues, or to make suggestions. If needed, the Department of Human Resources is available to help facilitate resolution.

## ANTI-HARASSMENT

It is CedarCreek Church policy to maintain a working environment free from harassment of any kind. Harassment is illegal when it is based on age, ancestry, color, disability, gender, national origin, or race.

CedarCreek Church will not tolerate any form of harassment by Direct Reports, employees, or non-employees (volunteers, clients, third-party business partners, vendors, contractors, etc.).

Harassment is verbal or physical conduct that:

- Demears or shows hostility or aversion toward a person, or that of his or her relatives, friends or associates
- May be considered offensive by the average person
- May create an offensive, intimidating or hostile working environment
- Interferes with an employee's work performance
- Adversely affects an individual's employment opportunities

### Examples

- Overt acts of oral, written or physical abuse
- Epithets, slurs, insults or negative stereotyping
- Hostile or demeaning jokes
- Threatening, intimidating or hostile acts
- Written or graphic material (including Internet, intranet, email communication) that demears, ridicules, or shows hostility toward an individual or group

### Sexual Harassment

Sexual harassment in the workplace is a violation of CedarCreek Church policy as well as the law. It is also a violation of CedarCreek Church policy and the law to retaliate against any employee for:

- Making or filing a sexual harassment complaint
- Cooperating in an investigation of a complaint

Any Direct Report who receives a complaint of sexual harassment from an employee, volunteer, church attendee, or who otherwise knows or has reason to believe that an employee, volunteer, or church attendee is or has been subjected to

# CEDARCREEKCHURCH Handbook

sexual harassment, must report the incident immediately to an Executive Director, Department of Human Resources and/or an Elder.

Sexual harassment is any unwelcome:

- Sexual advance
- Request for a sexual favor
- Verbal or physical conduct of sexual nature that has the purpose or effect of unreasonably interfering with an employee's or volunteer's work performance by creating an intimidating, hostile, humiliating or sexually offensive working environment
- Verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term/condition of employment or as a basis for employment decisions

## **Complaint Process**

If you believe you have been subjected to harassment whether by a Direct Report, a co-worker, a member, a vendor, a third-party business partner, a contractor, or any other person in the work environment or observe an incident of such harassment, you should inform your Direct Report immediately. If you are not satisfied with the response of your Direct Report, you should speak directly to the Department of Human Resources, your Senior Director or an Executive Team Member.

A Direct Report who observes or becomes aware of such an incident must notify the Department of Human Resources, an Executive Director or Elder immediately.

All complaints will be investigated, and the employees directly involved will be advised of the results.

## **Investigation Procedures**

The Department of Human Resources and the Executive Director of Ministry Services will conduct a prompt and impartial investigation of the complaint. The investigation may include (but are not necessarily limited to) interviews with:

- The employee who made the complaint
- The person or persons against whom the complaint was made
- Other employees who may have witnessed the reported incident or incidents

When the investigation is complete, the Department of Human Resources and the Executive Director of Ministry Services and/or Elders will meet individually with the employee who made the complaint and the employee(s) or volunteer against whom the complaint was made and:

- Report the results of the investigation

# CEDARCREEKCHURCH Handbook

- Inform the parties of the steps that will be taken to correct the situation, if action is considered appropriate

## **Confidentiality**

All internal interviews of harassment (of any nature) will be conducted in as confidential a manner as possible. The only individuals who will know about the situation are those directly involved and those with a clear need to know.

## **Disciplinary Action**

Any employee, who is found to have engaged in harassment (of any nature), will be subject to disciplinary action, up to and including, termination of employment or other appropriate disciplinary and/or legal action. As described in the Anti-Harassment Policy and the Sexual Harassment Policy, harassment is prohibited at CedarCreek Church.

## **MINISTRY**

Under no circumstances will CedarCreek KIDS and or STUDENTS allow an employee to serve in any ministry area where there is direct contact/care of a child if they have a history of the following circumstances or situations:

1. Accused, charged, alleged to have without complete exonerations, or have ever committed any act of neglecting, abusing, or molesting any child
2. Presently are addicted to drugs, alcohol, or pornography
3. Have been treated and/or diagnosed with psychiatric disorders that could cause them to mistreat, inappropriately care for, or harm a child

When necessary, the Executive Director of Ministries will conduct a personal interview to clarify these areas.

## **ALCOHOL, DRUGS, & CONTROLLED SUBSTANCES**

CedarCreek Church is committed to maintaining a safe, healthy, and productive work environment for all employees. Toward this end, CedarCreek Church prohibits the use of illegal drugs, inhalants, and prescription drugs being used in ways other than prescribed.

## **Drugs and Controlled Substances**

CedarCreek Church absolutely prohibits the unlawful manufacture of, distribution of, sale of, possession of, or use of drugs or controlled substances while on CedarCreek Church premises (including CedarCreek Church vehicles), while conducting CedarCreek Church business, or at any CedarCreek Church event.

# CEDARCREEKCHURCH Handbook

## **Alcohol**

CedarCreek Church also prohibits any employee from reporting to work, conducting CedarCreek Church business, or attending any CedarCreek Church event while under the influence of alcohol.

## **Violations**

Violations of this policy will be subject to disciplinary action (up to and including) termination of employment and other appropriate disciplinary and/or legal action.

## **SAFETY & SECURITY**

To protect the health and safety of our employees, contractors, clients, and other visitors, CedarCreek Church prohibits smoking in any part of the building.

### **If You See or Are Involved in an Accident or Emergency**

- Don't panic
- Use common sense
- Call 911 (an ambulance) if the emergency is severe or urgent
- In less urgent situations, notify your Direct Report and wait for specific instructions on how to proceed
- Complete an Incident Report form, obtain proper signatures and return to Human Resources within 5 days of the incident

### **If You Have an Accident or Injury at Work**

You must report all injuries at work, regardless of severity, to your Direct Report immediately so it can be documented properly. All forms for reporting work-related injuries can be found on CreekHelp.com under "HR Links".

## **Fire**

1. Stay Calm
2. Pull Fire Alarm. When a fire is detected that cannot be put out by use of a fire extinguisher, go to the nearest fire alarm station and pull lever
3. Start evacuating. Stay calm and follow the evacuation maps as posted. Tell anyone you see on the way to evacuate.

# CEDARCREEKCHURCH Handbook

4. Follow primary evacuation route to rally area outside. Begin to determine if there is anyone that didn't make it out. Give the head count to the Fire Department.

5. Stay away from the building. Do not reenter the building until an all clear is given by the Fire Department.

## **DO NOT:**

\*Use elevators.

\*Move toward smoke or obvious fire.

\*Attempt to fight the fire unless you are properly trained and can do so safely.

## **Weapons in the Workplace**

Employees with a CCW permit and the approval of the Senior Director of Safety and Facilities are permitted to carry a concealed handgun during work hours. However, it is prohibited during any CedarCreek Church event where we have uniformed Police Officers and/or the Safety Team on duty. It is also not permitted during weekend services. The only exception would be if employee serves on the Safety Team and goes through all the requirements of the team. Employees that wish permission to carry their handgun must provide their current CCW permit and request the permission from the Senior Director of Safety and Facilities.

## **Threats**

### **No level - No known risks**

Communication Plan: None needed

### **Level 1 - Guarded Risk**

This could be a general uptick of violence against churches in the nation. This could be information that an angry person wants to talk to the Lead Pastor. There is someone that has a safety flag in the building, etc.

Communication Plan: Campus Security Leads, Associate Pastors (Could be communicated to all Safety Team members serving at the time if needed)

### **Level 2 - Elevated/High Risk**

This is a general threat against churches in the Toledo/Findlay area or a high-risk person in the building.

**Communication Plan:** Notify Executive Team. Executive Team would decide on suggested communication - Law Enforcement, Campus Pastors, and Campus Security Leads

# CEDARCREEKCHURCH Handbook

## **Level 3 - Severe Risk**

This is a direct and specific threat against a CedarCreek Church location. Campuses may need to close. Law enforcement notified.

Communication Plan: Notify Executive Team. Executive Team would decide on suggested communication - Law Enforcement, Management Team, All Safety Team Leads, All Staff, All Church

\* At Level 2 and 3, the Executive Team is notified first. They decide if the information needs to be communicated to all Safety Team members.

## **CATASTROPHE, EVACUATION, & SEVERE WEATHER**

### **Office Closed**

In the event of severe weather or some other emergency beyond the control of CedarCreek Church, it may be necessary to close the office and evacuate the building. In these situations, CedarCreek Church will notify the employees and attenders via phone, intercom system, and available media alerts.

### **Catastrophe Plan**

In the event of immediate danger or some other emergency beyond the control of CedarCreek Church, it may be necessary to evacuate the building. In these situations, CedarCreek Church will notify the employees and congregation via phone, intercom system, and available media alerts. You are to follow the procedures given to you at the time of evacuation, exit the building immediately, and get to a safe place.

### **Evacuation Plan**

In the event of severe weather or some other emergency beyond the control of CedarCreek Church, it may be necessary to evacuate the building. In these situations, CedarCreek Church will notify employees. Follow the evacuation plan located on every exit door. You are to exit the building immediately.

### **Severe Weather Plan**

Due to severe weather beyond the control of CedarCreek Church, it may be necessary to close the office. In these situations, CedarCreek Church will notify the employees and congregation via phone, intercom system, and available media alerts. If the office is open but conditions are such that you think it would be dangerous or impossible for you to get to work, contact your Direct Report. Every effort should be made to make up time due to severe weather conditions.

# CEDARCREEKCHURCH Handbook

If your local area is impacted by winter weather, the expectation for you to come in to the office is based on the snow emergency level in the county you live.

**Level 1 Snow Emergency** – Roads are hazardous. You are required to work but use caution getting to the office.

**Level 2 Snow Emergency** – Only drive on the roads as necessary. Check with your Direct Report.

**Level 3 Snow Emergency** – Only Public Safety Vehicles on roads. You are not required to drive to the office.

# CEDARCREEKCHURCH Handbook

## Appendix A

### CONFIDENTIALITY STATEMENT

It is essential that the business and internal affairs of CedarCreek Church be kept confidential. In addition, as an employee of CedarCreek Church, it is expected that you will maintain the highest level of confidentiality in all matters concerning CedarCreek Church and any of its attendees and/or members. Employees of CedarCreek Church are often exposed to confidential information and conversations that if made public, could severely damage the reputation of CedarCreek Church and its attendees. Please use extreme caution when discussing any information about any attendees of CedarCreek Church or its employees.

---

Employee Name (Please Print)

---

Date

---

Employee Signature

**Return signed copy to the [HR@CedarCreek.tv](mailto:HR@CedarCreek.tv)**



# CEDARCREEKCHURCH Handbook

## Appendix B

### ANTI-HARASSMENT ACKNOWLEDGMENT

Receipt of Harassment Policies

As described in the Anti-Harassment Policy and the Sexual Harassment Policy, harassment is prohibited at CedarCreek Church.

By signing below,

- I acknowledge that I have received a copy of the CedarCreek Church Anti-Harassment Policy and Sexual Harassment Policy, and I understand that it is my responsibility to read and comply with both policies and any revisions made to them.
- I acknowledge that retaliating or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited.
- I acknowledge that employees who violate this policy or retaliate against an employee in any way will be subject to disciplinary action, up to and including termination.

---

Employee Name (Please Print)

---

Date

---

Employee Signature

# CEDARCREEKCHURCH Handbook

## COACHING/CORRECTIVE COMMUNICATION FORM

## Appendix C

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Incident Date

### Reason for Action

- Excessive Tardiness / Absenteeism
- Breach of Staff Accountabilities
- Unsatisfactory Work Performance
- Gross Misconduct

- Violation of Church Policy/Procedure
- Violation of Safety Standard
- Violation of Core Values
- Lack of Enthusiasm and or Engagement

Other \_\_\_\_\_

### Action Taken

- Verbal Correction
- Written Correction
- Suspension from \_\_\_\_\_ to \_\_\_\_\_ with or without pay (please circle)
- Termination Date \_\_\_\_\_

**Description of specific behavioral issue: Use back of form if more space is required.**

**Action Steps & Expected Improvement including a timeframe and next meeting date:**

- Further violations will result in Disciplinary Action up to and including probation, suspension and/or possible termination.**

### Acknowledgement

I have read and understand this Corrective Communication Form and acknowledge that it is now a part of my permanent file.

\_\_\_\_\_  
Employee Signature  
Date

\_\_\_\_\_  
Direct Report Signature  
Date

\_\_\_\_\_  
Executive Director Signature  
Date

\_\_\_\_\_  
Elder Signature  
Date

# CEDARCREEKCHURCH Handbook

## Appendix D

### TUITION REIMBURSEMENT FORM

Please provide the following information regarding eligibility for tuition assistance.

Employee Name: \_\_\_\_\_

#### Student Information

Student Name	Grade	Annual Tuition	School Attending

By signing this document, I certify that my child(ren) is/are currently enrolled in an approved Christian school and that I am complying with the policies of that school.

I understand that providing misinformation is grounds for permanently discontinuing tuition assistance.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

#### School Verification

I certify that the child(ren) listed above are currently enrolled in kindergarten through 12<sup>th</sup> grade, at the school indicated.

\_\_\_\_\_  
Signature of Principal, Headmaster, or Equivalent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name and Title

**Please return completed form to:**  
**CedarCreek Church**  
**29129 Lime City Road**  
**Perrysburg, OH 43551**  
**Attn.: Payroll or email Payroll@CedarCreek.tv**

# CEDARCREEKCHURCH Handbook

## Appendix E

### HANDBOOK ACKNOWLEDGMENT

I have received a copy of the CedarCreek Church Employee Handbook and acknowledge my obligation to read and understand its contents.

I understand and agree the handbook is intended to provide an overview of CedarCreek Church’s personnel policies and does not necessarily represent all such policies in force. CedarCreek Church may at any time, add, change, or rescind any policy or practice at its sole discretion without notice. I understand that CedarCreek Church is an at-will employer. I further agree that CedarCreek Church’s policies and practices do not create an expressed or implied contract between the Church and me, and that the employment and compensation are for no fixed term (unless other arrangements have been made in writing) and may be terminated by the Church at any time with or without cause or notice.

Likewise, I may resign at any time, with or without notice, for any reason I deem appropriate. I further understand and agree that no person has the authority to enter into any written or oral agreement different than what is stated herein. (The Executive Team does have the right to make an exception.)

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Return signed copy to the Human Resources Department.**