

GRACE CHRISTIAN CHURCH

EMPLOYEE HANDBOOK

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The material in this manual is not intended to be, and should not be understood as, a contract of employment between you and Grace Christian Church.

Welcome!

You are a part of a ministry staff whose mission is to work together with leadership, ministry volunteers, and one another to help ordinary lives become extraordinary stories. This mission is carried out within a loving and nurturing environment of biblical community that we call Grace Christian Church.

This Employee Handbook has been prepared to outline the personnel policies and procedures of Grace Christian Church of Scott County, Inc. (referred to herein as "Grace Christian Church" or "GCC"), which GCC employees are expected to follow. To retain flexibility in the administration of these policies and procedures, GCC reserves the right to supplement, rescind, and/or revise this information as it deems necessary and with or without notice. Employees will be advised of the changes as soon as is practicable. Employees must sign an acknowledgement form, indicating receipt of this employee handbook (the "Employee Handbook") and a commitment to adhering to the policies/procedures within.

The Directional Leadership Team of GCC has the authority to waive provisions of these policies and procedures, within the limits of applicable law, when it is deemed organizationally advisable to do so. Implementation of the policies and procedures herein will be the responsibility of the Directional Leadership Team. Please note that this document does not represent an employment contract, and all employment with GCC is "at-will" unless you have a separate employment agreement that explicitly states otherwise.

In addition to these policies and procedures, the following sections provide you with some background information about GCC to help you understand the mission, vision, and values that drive GCC and the decisions we make. Further, we have provided some general ideas about what you can typically expect from GCC and conversely, what we expect from you.

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UNDERSTANDING GCC

An Overview of GCC

GCC is a non-denominational church in Georgetown, Kentucky located about 10 minutes north of Lexington. GCC began in 1986 after the founding pastor, Gary Brown, had a dream about moving his family to Georgetown and starting a church. From the beginning GCC has had one goal: “We want people to meet Jesus. We always believed that He is the one who changes everything.”

The story of GCC has always been a story of faith and sacrifice. After meeting in several locations in Georgetown, in 1998 we bought the 62 acres that GCC sits on today. In 2012 Gary Brown passed the baton of leadership of GCC to his son, Andrew Brown, our current Lead Pastor. The past several years have reflected many exciting changes as we continue to explore new realities in what it means to be “church” in today’s culture. Many in our community, region, and internationally have seen transformation of their lives in part through the work of the ministry of GCC. With the resources and facilities God has blessed us with, we have a unique opportunity to fulfill our mission of helping ordinary lives become extraordinary stories through Christ. Our best days are still ahead of us!

The GCC ministry staff has been entrusted with carrying out our ministry programming and operations with intentionality, clarity and excellence. As such, there is a high level of collaboration and interdependence between ministry teams which include volunteers and paid staff. Positive and healthy interactions between staff members and volunteers are essential to creating an environment of community, learning, productivity, and encouragement.

The leadership at GCC is committed to investing in people and ministries in order to see our mission fulfilled. We remain committed to our vision of telling over 500 stories of life change as we raise up leaders to reach young families in our community by 2022. Working together while continually looking to make things real, clear, better and fun is our mandate toward fulfilling our work in the kingdom of God. There are exciting opportunities before us and GCC is an exciting place to be living out your story in ministry . . . welcome!

Ministry Overview

Our Mission

GCC exists to help ordinary lives become extraordinary stories.

Our Vision

By 2022 GCC will share over 500 stories of life change as we raise up leaders to reach young families in our community.

Our Strategy

GCC pursues a simple church model of discipleship. We believe we grow best when we are active within the following three environments: Celebrate, Connect, Contribute.

Celebrate. We gather in large community to celebrate Jesus Christ through worship, study of God's Word, and remembrance of His sacrifice for us as the foundation of our faith.

Connect. We gather in small groups to share life, pray for, protect and push one another in our faith.

Contribute. We believe that faith, like a muscle, must be active in order to maintain and grow. We serve others and grow our faith through having a personal ministry.

Our Values

Make it . . .

Real: we pursue authenticity

Clear: we pursue simplicity

Better: we pursue excellence

Fun: we pursue life to the fullest

Our Beliefs

GCC's beliefs are detailed in the Statement of Faith and can be found in our Bylaws and on our Website.

What You Can Expect From GCC

GCC believes in creating a harmonious working relationship between all employees. In pursuit of this goal, GCC has created the following employee relations objectives:

1. Provide an exciting, challenging, and rewarding workplace and experience, consistent with GCC's mission and vision.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination, except as stipulated in GCC's Statement of Beliefs and Practices and position descriptions (see anti-discrimination section).
3. Seek to remain competitive in the areas of wages, employee benefits, and working conditions, consistent with the practices of similar ministries in similar settings (demographics).
4. Provide an environment where open communication is encouraged in the event an employee has concerns or questions, with prompt and fair resolution to the extent practicable; encourage opportunities for employees, after talking with their supervisor, to discuss any issue or problem with a member of the Directional Leadership Team.
5. Respect individual rights and treat all employees with courtesy and consideration.
6. Provide buildings and a work space that are orderly, safe, and adequately supplied.
7. Keep all employees informed of appropriate information regarding the progress of GCC, as well as the ministry's overall goals and objectives.

What GCC Expects From You

GCC believes that all employees are vital and integral to the mission of the church and in their role perform the ministry of the church. Regardless of specific role, all employees contribute to the desired culture, extend the message of Jesus Christ and the church in word and deed, and engage with or may be asked to engage with people who attend GCC and visitors from the community. Therefore, all employees must embrace and support the following in their entirety:

- GCC's Bylaws
- GCC's Statement of Beliefs and Practices
 - Statement of Faith
 - Conflict Resolution
 - Church Discipline
- The Employee Handbook

All church employees are expected to work with the highest standards of Christian conduct. This includes personal integrity, honesty, discipline, and Christ-like behavior. You are expected to maintain positive Christian attitudes and actions towards fellow employees, members of the GCC family, visitors, and others. An employee's demeanor is reflective not only of his/her personal character but reflects upon GCC and the atmosphere of ministry GCC wishes to set. Any act deemed to bring harm to the name of Christ and GCC may be grounds for disciplinary action, up to and including dismissal.

The following list provides examples of how GCC expects employees to carry out their day to day activities and work responsibilities:

1. Fully use your talents and gifts on behalf of the church and its mission.
2. Understand the mission of the church and the importance of your role in moving the mission forward.
3. Provide an atmosphere that makes the church body and co-workers feel that their questions and concerns are welcomed.
4. Foster a spirit of continuous learning and improvement in your position. Seek to improve yourself professionally by gaining new knowledge, skills, and ways of carrying out your work.
5. Encourage others to offer you constructive feedback so you can continue to grow professionally.
6. Seek to resolve work conflicts with a spirit of reconciliation.
7. Comply with work rules and ask questions when you are uncertain about a policy or procedure.

Membership

GCC recognizes that membership in a local church is not required for salvation nor necessary for one to grow in Christ. Membership is for the purpose of public identification with, accountability to, and greater levels of service in this local church family. While we encourage each employee to be a member of GCC, it is not required for all employees. Pastor/Director/Coordinator level employees are required to attend and be members of GCC. Other employees who regularly work 25 or more hours per week are encouraged to become members and attend regularly. Each employee who does not attend GCC is required to be a member in, and regularly attending, another like-minded church. A member of the Directional Leadership Team or another person designated by the Directional Leadership Team will review the Discover Grace materials with new employees (and their spouses if desired) within the first 90 days of employment. Each employee will also be asked to sign the GCC Membership Covenant.

Policies on External Activity, Ownership, Social Networking, and Conflicts of Interest

As employees of GCC, it should be each person's priority to protect the reputation of Jesus Christ, GCC, and one another in all activities, both personally and professionally. The following policies are designed to proactively help our employees towards this goal.

Policies Related to External Ministry or Employment

Staff members are free to use their personal and vacation time as they choose. It is expected that all pastor, director and coordinator level staff of GCC have their primary ministry areas in good health prior to accepting any external ministry activities including speaking, writing, consulting, or music that may impact their church ministry. In order to facilitate this, staff members are to communicate with their supervisor prior to making any significant commitment to additional ministry or employment beyond their GCC role.

In order to prevent confusion or conflict, staff members are not permitted to sell their own materials or those not expressly approved by the Directional Leadership Team on the church campus. When the church leadership decides to sell books, tapes, and other materials written or produced by a staff member, the materials will be purchased by the church directly from the author or distributor, and sold as church materials in the Resource Center or other venues as deemed appropriate by the Directional Leadership Team.

Policies Related to Intellectual Property Ownership

GCC will give copyright ownership on created materials to the author/designer unless otherwise determined in advance of a project being produced including messages, music, and publications. This does not include materials that are written or produced by a staff member as a part of their paid responsibility and specifically developed for GCC such as marketing literature, logos, and Discovery course materials. GCC will retain internal distribution rights indefinitely for any materials produced by an employee, regardless of ownership. A Royalty Agreement and/or a Compensation Agreement may be required and will be determined by the Directional Leadership Team. For projects and products that have been completed prior to employment at GCC the ownership and distribution rights outside of GCC will not change.

Policies Related to Social Networking

As an employee of GCC, if you participate in social networking such as Facebook, Twitter, LinkedIn, Instagram, Snapchat, or any other internet posting or social media, you agree to utilize such accounts under your own name and on your own personal time, unless such communication is an integral part of your ministry responsibilities as approved by your supervisor or the Directional Leadership Team. You also agree to avoid writings, images, or communication of any sort that may cause harm or be detrimental in any way to the name of Jesus, GCC, or any other person or entity, as determined by GCC's leadership. In addition, you should carefully monitor what is posted on your site/account as well as exercise caution when posting to other sites. It is also expected that you will not disclose any sensitive or confidential information related to your position at GCC.

Policies Related to Conflicts of Interest

The purpose of this Conflict of Interest Policy is to protect GCC's interest when an employee is contemplating entering into a transaction or arrangement that might benefit his/her private interest or might result in an excess benefit transaction. Employees are expected to avoid actual or perceived conflicts of interest or disclose them openly and completely. If you believe there is or may be a conflict of interest related to your role as an employee, it is your responsibility to immediately disclose this to your supervisor or a member of the Directional Leadership Team who will make a determination and decide how to proactively and appropriately resolve the situation.

RECRUITMENT

How You Were Selected

GCC is confident that as a result of the mutual selection process undertaken, your employment will prove to be beneficial to GCC as well as yourself and we look forward to having you join us.

We carefully select our employees through written resumes, personal interviews, and reference checks. After all available information was considered and evaluated, you were selected to become a member of our team!

This selection process helps GCC find and employ individuals who are concerned with good stewardship of their gifts and skills and who desire to actively contribute to the ministry at GCC.

Employee Background Check

Prior to your first week of employment at GCC, we will have obtained your permission and conducted a comprehensive background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, credit history, child abuse history, FBI clearance, and criminal history.

Immigration Law Compliance (I-9)

All offers of employment are contingent on verification of your right to work in the United States. During the first three (3) business days from your date of employment at GCC, you will be asked to provide original documents providing evidence of your identify and verification of your right to work and, as required by federal law, to sign Federal Form I-9, *Employment Eligibility Verification Form*. If employees are authorized to work, but are unable to present the required document(s) within three (3) business days, they must present a receipt for the application of the document(s) within three (3) days and the actual document(s) within ninety (90) days. If you are not able to verify your right to work in the United States consistent with the applicable law, GCC is obligated to terminate your employment.

Health Examinations

GCC reserves the right, consistent with applicable laws, to require a prospective or current employee's participation in a health examination to determine their ability for performing the essential job functions. All such health exams will be paid for by GCC. In the case of an applicant, health examinations will be required post-offer, with the job offer contingent upon the results of the examination.

EMPLOYMENT

At-Will Employment

Unless you and GCC have executed a separate Employment Agreement, your employment with GCC is at-will, and neither you nor GCC has entered into a contract regarding the duration of your employment based on this Employee Handbook. You are free to terminate your employment with GCC at any time, with or without cause. Likewise, GCC has the right to terminate your employment at any time, with or without cause.

Introductory Period

Your first ninety (90) days of employment at GCC are considered an Introductory Period. This Introductory Period will be a time for getting to know your fellow employees, your supervisor, and the tasks involved in your job position, as well as becoming familiar with GCC's ministry. Your supervisor will work closely with you to help you understand the needs and processes of your job.

During this Introductory Period, GCC will evaluate your suitability for employment, and you may evaluate GCC as well. Employment may end prior to the end of the probationary period. Please understand, however, that completion of the Introductory Period does not guarantee continued employment, as employment is always at-will.

At the end of the Introductory Period, your supervisor will discuss your job performance with you. This review will be similar to the job performance review that is held for regular full-time or part-time employees on an annual basis.

A former employee who has been rehired after a separation from GCC of more than one (1) year is considered an introductory employee during their first ninety (90) days following rehire.

Anniversary Date

The first day you report to work is your "official" anniversary date ("Anniversary Date"). Your Anniversary Date is used to compute various conditions and benefits described in this Employee Handbook.

Sexual Harassment Policy

GCC is committed to maintaining a work environment that is pleasant, professional, and free from intimidation, hostility, or other offenses which might interfere with work performance. Employees should be able to work in an atmosphere free from all forms of disrespect and harassment. Harassment consists of unreasonable and unwelcome or offensive conduct, whether verbal, physical, or visual. Harassment or conduct that affects job benefits, interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment will not be tolerated.

Sexual harassment is defined by the Equal Employment Opportunity Commission as follows:

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, whether by male or female, constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment."

Complaint Procedures

GCC encourages you to communicate directly with the alleged harasser and/or person engaging in discriminatory conduct toward you, and make it clear that the behavior is unacceptable, offensive, or inappropriate. However, you are not required to do so. If any employee is subject to an incident of sexual or other unlawful harassment, or if they are a witness to unlawful discrimination and/or harassment, they should promptly report the matter to his/her immediate supervisor either in a written report or verbally. If that person is unavailable or it is inappropriate to contact that person, the employee should immediately contact a member of the Directional Leadership team. Such report should include as much information as possible regarding the offensive incident or conduct, including what happened or is continuing to happen, the offender, and the time(s) and place(s) that the incident(s) or conduct occurred.

Appropriate investigation and disciplinary action will be taken with due regard for the privacy of everyone involved; however, confidentiality cannot be guaranteed. Any employee found to have harassed or discriminated against a fellow employee, client, subcontractor, or vendor will be subject to disciplinary action up to and including termination of employment with GCC.

GCC prohibits any employee from retaliating in any way against anyone who has raised, in good faith, any concern about sexual harassment or discrimination against another individual, even if insufficient evidence is found to support the complaint. However, if an investigation reveals that the complainant falsely accused another of discriminating or harassing behavior *knowingly or in a malicious manner*, the complainant will be subject to appropriate discipline, including the possibility of termination.

Job Descriptions and Objectives

Each staff position will have a job description in sufficient detail to give meaningful focus and direction to the activities of each employee. These descriptions, which will include "other duties as assigned," are approved by your immediate supervisor.

Each staff member should also develop annual objectives that relate to and are consistent with the job description and the objectives of the organization. These objectives should be developed as part of the annual planning process under the direction of your immediate supervisor.

Performance and Compensation Reviews

The objective of a performance review is to provide feedback to employees concerning how well they have accomplished the responsibilities or requirements of their jobs and to discuss performance strengths and development opportunities. This review promotes open and ongoing performance-related communication between employees and supervisors.

Based on the performance review, which is generally conducted during the fourth quarter of the calendar year, an employee's eligibility for a merit increase is determined. Additionally, a mid-year review will generally be held during the second quarter of the calendar year. For new employees, a performance review will be conducted at the conclusion of the three-month Probationary Period. Merit increases are not calculated at mid-year reviews or introductory period reviews. Reviews may be conducted more or less frequently depending upon the needs of the employer. Any merit increases are generally effective upon the new fiscal year.

Your review provides an opportunity for collaborative, two-way communication between you and your supervisor. This is a good time to discuss your interests and future goals. Your supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals. Perhaps he/she can recommend further training or additional opportunities for you. The performance review gives your supervisor an opportunity to suggest ways for you to make your employment at GCC more fulfilling. This also gives you an opportunity to share with your supervisor any issues or concerns regarding the organization.

EMPLOYMENT CLASSIFICATIONS

At the time you are hired, you are classified as either full-time staff or part-time staff. In addition, you are classified as either non-exempt or exempt. All other policies described in this Employee Handbook and communicated by GCC apply to all employees, with the exception of certain wage, exempt, and time off limitations applying only to "non-exempt" employees. If you are unsure of your job classification please ask your supervisor.

Regular Employees

Employees hired to work at least 25 hours per week on a regular basis for an unspecified period of time are classified as "regular" employees. Such employees may be either full-time or part-time.

Regular Full-time Employees

An employee who normally works at least forty (40) hours per week is considered a regular full-time employee.

Unless otherwise specified, the benefits described in this Employee Handbook apply only to full-time employees. Failure to regularly maintain a work week of forty (40) hours may result in a loss of benefits.

Regular Part-time Employees

An employee who is regularly scheduled and normally works twenty-five (25) hours or more (at least 1300 hours in a calendar year) and less than forty (40) hours per week is considered a regular part-time employee. If you are a regular part-time employee, please understand that you are only eligible for certain benefits described in this Employee Handbook. However, additional benefits may apply as outlined in the separate Employee Benefits Guide.

Part-time Employees

An employee who normally works less than twenty-five (25) hours a week is considered a part-time employee.

Part-time employees are not eligible for benefits described in this Employee Handbook or as outlined in the separate Employee Benefits Guide, except as required by provision of state and federal laws. Those part-time employees classified as "non-exempt" (see the section titled "Non-exempt Employees" below), who work more than forty (40) hours during any workweek, will receive overtime pay.

20-hour exception - An employee who regularly works 20 hours or more per week (at least 1040 hours in a calendar year) can earn 20 hours of vacation time per calendar year. Hours will be credited to the following calendar year.

Temporary Employees

From time to time, GCC may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule, and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed one (1) year in duration, unless specifically extended by a written agreement. Summer employees, interns, and seasonal employees are considered temporary employees. Independent contractors are not considered temporary employees.

A temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period.

Temporary employees are not eligible for benefits described in this Employee Handbook or in the separate Employee Benefits Guide, except as required by provision of state and federal laws. Those temporary employees classified as "non-exempt" (see the section titled "Non-exempt Employees" below), who work more than forty (40) hours during any workweek, will receive overtime pay.

Non-exempt Employees

Non-exempt employees are those who are covered by the minimum wage and overtime provisions of state and federal laws. These employees are required to keep accurate time records. They will receive overtime pay according to state and federal laws.

Note: See Wage and Exempt Policies in the section of this Employee Handbook titled "Compensation" for a full description of overtime payment policies.

Exempt Employees

Exempt employees are those who are not covered by the minimum wage and overtime provisions of state and federal laws. These pastoral, executive, administrative, and professional employees, among others, are not legally entitled to receive minimum wage or overtime pay.

WORK SCHEDULE

Work Schedule

Office Hours

Regular office hours are 8:00am to 4:00pm, Monday through Friday.

Work Hours

Depending on whether you are classified as exempt or non-exempt, and full-time or part-time, your hours may differ from regular office hours.

Full-time Exempt Staff

A normal workweek for full-time exempt staff will generally consist of the minimum equivalent of forty (40) hours. However, operational and organizational demands may necessitate working additional hours, including working on days for which the employee was not previously scheduled, at no additional compensation. Exempt employees need to adjust their schedules to most effectively carry out the responsibilities of their job, including working Sundays and some Saturdays or evenings. Designation of regular time off must be approved by your supervisor.

Part-time Exempt Staff

A normal workweek for part-time exempt staff will be in accordance with your job description and approved in writing by your supervisor.

Non-exempt Staff

Work schedules and hours will be set and approved by your supervisor upon a Monday through Sunday normal work week.

Required Attendance

Regular staff members (full-time or part-time) are required to attend the weekly all-staff meetings. Absence from this meeting requires approval from your supervisor.

Every attempt should be made to participate in corporate services and activities of GCC that are directly related to your area of employment.

GCC holds four (4) "All Hands on Deck" outreach events per year, requiring all staff support and involvement. Those five outreach events are: Easter, Race at Grace, Grace Fest and Christmas Eve. Absence from these events requires approval from your supervisor.

Absence or Lateness

From time to time, it may be necessary for you to be absent from or late for work. GCC is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. PTO hours are available for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your supervisor. If you know in advance that you will need to be absent or late, please request this time off directly from your supervisor.

If you are absent because of an illness for three (3) or more consecutive days, your supervisor may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for discipline. In addition, excessive tardiness or leaving early without the consent of your supervisor will be considered a "lateness pattern" and may carry the same weight as an absence. Excessive absences, lateness, or leaving early may lead to disciplinary action, including possible dismissal.

Note: Information on the types of leaves offered and their qualification criteria are included in the "Leaves" section of this Employee Handbook.

Severe Weather and Emergency Conditions

In the event of severe weather conditions or other emergencies, a member of the Directional Leadership Team and the Operations Pastor may decide to close the building for all or part of the day. In such event you will be notified as soon as possible. No loss of pay will occur as a result of early dismissal for this reason. Likewise, if you report to work and find that the building is unexpectedly closed due to an emergency, no loss of pay will occur for this reason.

Any employee who was on a previously approved leave day during a declared emergency will not be charged leave for the emergency period.

PERSONNEL RECORDS AND ADMINISTRATION

The task of handling personnel records and related personnel administration functions at GCC has been assigned to the Executive Pastor and Finance Director. Questions regarding insurance, wages, and interpretation of policies may be directed to these two individuals.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits, and other matters. If you have a change in any of the items listed below, please be sure to notify the Finance Director promptly.

1. Legal name
2. Home address
3. Home telephone number and/or cell phone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Military or draft status
9. Exemptions on your W-4 tax form

Upon experiencing a family status change, please notify the Finance Director within fifteen (15) days for any necessary benefit modifications,.

You may request and receive copies of all documents you have signed within your personnel file. Access to the personnel files is limited to the Directional Leadership Team and Finance Director unless otherwise required.

COMPENSATION AND BENEFITS

The goal of GCC's compensation program is to attract potential employees, meet the needs of all current employees, and retain well-performing employees. Our compensation program is built to balance both employee and employer needs.

Wage and Exempt Policies

Compensation Philosophy

It is GCC's desire to pay all regular employees wages and salaries that are comparable to those of similar ministries in a way that will be motivational, fair, and equitable.

Basis for Determining Pay

Several factors may influence your rate of pay. Some of the items GCC considers are the nature and scope of your job, professional experience, education, attitude, periodic review of your production, what other church and parachurch ministries pay their employees for comparable jobs (external equity) and what GCC pays employees in comparable positions (internal equity). It is GCC's goal to have a current job description on hand which broadly defines your job responsibilities.

Pay Cycle

Weekly Pay Cycle

Payday is every Friday.

For all employees, payment will be for services performed from the completed work week prior to the payday.

When GCC holidays or closings interfere with the normal pay schedule, GCC will attempt to make and announce changes in advance.

Paycheck Distribution

Your paycheck will be placed on your desk by 4 PM on the pay day, unless other arrangements have been made. If you elect to use direct deposit, the funds will be deposited into your account on pay day.

Employee's Withholding Allowance (W-4)

In order to receive your pay in a timely and accurate manner, you will need to complete an Employee's Withholding Allowance Certificate (W-4 form). Every employee must complete this form at the beginning of their employment. You also have the option to change your withholding status as often as you choose by completing a new W-4 form which is available through the Finance Director.

Deductions from Paycheck

GCC is required by law to make certain deductions from your paycheck. Deductions may include federal, state, and local taxes, your contribution to Social Security, as well as voluntary deferrals for retirement pay and any necessary health insurance deductions. These deductions will be itemized on your pay stub. The amount of the deductions will depend on your earnings, the information you furnish on your W-4 form regarding the number of exemptions you claim, and other information. If you wish to modify your withholdings, please request a new W-4 form and discuss with the Finance Director. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings, as well as the correct Social Security number and other personal information.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever GCC is ordered to make such deductions.

Note: Please see "Wage Garnishments" later in this section for further information.

Direct Payroll Deposit

Direct payroll deposit is the automatic deposit of your pay into the financial institution accounts of your choice. See the Finance Director to arrange for direct deposit.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, notify the Finance Director immediately. Necessary steps will be taken to research the problem and to assure that any necessary correction is made promptly.

Overtime Pay

If you are a non-exempt employee, you will be eligible to receive overtime pay of one and one-half (1 1/2) times your regular wage for approved time worked over forty (40) hours in one (1) week. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

All paid overtime must be approved in advance by your supervisor. Any non-exempt employee who works more than the pre-approved number of hours will be subject to appropriate discipline, up to and including termination.

Time Sheets

By law, GCC is obligated to keep accurate records of the time worked by non-exempt employees. This is done by time sheets. All non-exempt employees must turn in weekly time sheets to their immediate supervisor who in turn will forward the approved time sheet to the Finance Director by the designated deadline for each payroll. Failure to do so will delay payment until an approved time sheet is completed.

You are responsible for accurately recording your time. No one other than a supervisor or the Finance Director may record hours worked on another's timesheet. Tampering with another's time sheet is cause for disciplinary action, up to and including possible discharge, of both employees. In the event of an error in recording your time, please report the matter to your supervisor or the Finance Director immediately.

Wage Garnishments

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage garnishments. However, if court-ordered deductions are to be taken from your paycheck, you will be notified.

GCC acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

Note: Please see the "Deductions from Paycheck" Policy earlier in this section for further information.

Benefits

GCC is committed to developing a benefits program for all eligible employees. The benefits program described in the separate Employee Benefits Guide represents a very large investment by GCC.

Eligibility for Benefits

If you are a full-time employee, you will enjoy all of the benefits described in this Employee Handbook as soon as you meet the eligibility requirements for each particular benefit. Benefits are available to you and your

dependents as defined in the benefit summary plan descriptions and benefits materials provided to you by GCC.

Regular part-time employees are eligible for certain benefits – see the section of this Employee Handbook dealing with each benefit for qualification requirements.

Part-time (non-regular) and Temporary employees are not eligible for benefits at this time.

Government Required Coverage

Workers' Compensation

GCC provides workers' compensation insurance to its employees as required by law. This insurance provides payment for injury-related medical expenses and compensation of lost time in the event an employee is injured on the job.

All injuries or illnesses arising out of the scope of your employment must be reported to your supervisor or the Finance Director immediately. All claims must be investigated and verified prior to payment of benefits, but nothing can happen until GCC knows about the injury or illness.

GCC will pay for the time lost because of a work-related accident during the remainder of the normal workday in which the accident occurs. Any lost wages due to injury are paid according to the Kentucky Workers' Compensation Law.

Employees returning to work after being absent due to a work-related injury must report to their supervisor or to the Finance Director prior to beginning work and must bring a medical doctor's clearance for returning to work.

Unemployment Compensation

Employment at GCC is not considered covered employment for federal or state Unemployment Insurance; therefore, employees are generally not eligible for benefits in the event of unemployment.

Other Benefits

Staff Development

Regular employees are encouraged to avail themselves of continuing education that will enable them to improve their professional skills. GCC will endeavor to provide additional education and training for staff as it pertains to each staff member's area of ministry. Prior to incurring expense, employees are required to have a training proposal request approved by their supervisor as well as a Directional Leadership Team member. All expenses must be approved by your supervisor prior to their incurrence and employees must maintain and provide appropriate receipts in accordance with GCC's Accountable Reimbursement Policy.

Conventions and Seminars

Job-related attendance at conventions and seminars may be funded by GCC but must be approved by a member of the Directional Leadership Team in advance.

Requests should be submitted in writing to your supervisor and/or the Directional Leadership Team member as far in advance as possible. Information included with the request should be: dates, expenses (including approximate travel and hotel expenses), purpose, relationship to the ministry, brochure if available, and plans for coverage of the ministries/responsibilities while away.

LEAVES

Both paid and unpaid time off may be granted to eligible employees, according to the following leave policies. Please consult your supervisor for further information.

Paid Leaves

In the interest of maintaining a healthy balance between work and home life, GCC offers regular full-time and regular part-time employees paid time off. Time off is paid using your regular base hourly rate.

Holidays

At the beginning of each year, a notice will be issued to all employees indicating the holidays to be observed for the succeeding year.

Recognized Holidays

As a general guideline, GCC observes the following paid holidays for its regular employees.

- New Year's Day
- Monday after Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day

All national holidays are scheduled on the day designated by common business practices.

If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay. You are not eligible to receive holiday pay when you are on an unpaid leave of absence. If a holiday falls on your regular day off or you are required to work on a holiday, an alternate day off may be arranged with your supervisor.

Paid Time Off (PTO)

Vacation is a time for you to rest, relax, and pursue special interests. GCC provides all regular employees with paid vacation time as one of the ways to encourage the whole person development of our staff members.

PTO policies

PTO hours must be approved by your supervisor in advance and coordinated with any affected ministry personnel. Requests will normally be granted as long as your absence will not seriously affect GCC's operations.

Available PTO days/hours are tracked in a network document kept by the Executive Pastor. It is the employee's responsibility to monitor the amount of PTO available to use.

If upon the termination of your employment, you have used more PTO hours than were earned, your final paycheck will be reduced accordingly.

Amount of PTO

The amount of PTO is earned pro-rata during the course of the year at a weekly rate of 1/52 of the annual days. Regular part-time employees earn PTO on a scale pro-rated on the basis of a forty-hour work week. (See *Paid Time Off document*)

Carryover of unused PTO hours into the following year is allowed up to a maximum of 40 hours. Any excess remaining will be forfeited.

Reporting PTO due to Sickness/Personal Emergencies

All employees must notify the Executive Pastor and the appropriate supervisor of any pending absence as soon as possible so that GCC can make any necessary arrangements to cover the employees' obligations.

Special Time Off

Special time off for medical, family, or personal business may be approved on a limited basis by a Directional Leadership Team member. Such time off will normally be without pay unless the time is made up during the same pay period.

Other Paid Leaves (regular full-time and regular part-time staff)

Funerals

In the event of a death in the family, you are permitted time off with pay according to the following schedule:

- a. Immediate family (spouse, child, parent, sibling, father- or mother-in-law) - up to five (5) days
- b. Other close relatives (brother- or sister-in-law, grandparent, grandchild, aunt or uncle) - up to three (3) days

If you wish to have additional time off, a Directional Leadership Team member can grant up to two (2) weeks of additional time off without pay.

Election Day

We encourage you to exercise your voting privileges in local, state, and national elections. However, since the polls are open for long periods, you are encouraged to vote before or after regular working hours.

Jury Duty

If you are called for jury duty, you must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

GCC will pay for up to ten (10) days per calendar year. Pay received from the court for jury duty may be kept by the employee. The Directional Leadership Team will consider on a case-by-case situation if the jury duty goes beyond ten (10) work days.

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and jury pay to the Finance Director. This document is issued by the court upon request of the juror or potential juror.

Unpaid Leaves

Leave of Absence

A leave of absence may be requested for reasons of employee illness, education, or family needs. In accordance with federal law, GCC is not subject to the Family and Medical Leave Act. However, GCC may allow regular staff members up to twelve (12) weeks of time off on an annual basis for the care of the employee's own serious illness, the care of an immediate seriously ill family member, the birth of a child, or for the placement of a child for foster care or adoption. A maximum of twelve (12) weeks of leave may be taken on an annual basis which is defined as a 12-month period beginning with the first day of the employee's leave. Eligible

employees are those who have been employed by GCC for at least twelve (12) months and work at least 1250 hours. Wages and benefits generally cease during a leave. In the case of a sick leave, benefits will continue for a maximum of six (6) months. Neither benefits nor service time accrues during a leave. Requests for time off should be arranged with your immediate supervisor and Directional Leadership Team member.

Leaves due to a serious health condition of the employee or his/her immediate family member may be taken intermittently or on a reduced work schedule basis when medically necessary, in which case GCC may require the employee to transfer temporarily to an available alternative position, including a part-time position, to better accommodate recurring periods of leave due to foreseeable medical treatment. The employee should also, within the time limits set forth, furnish GCC with a medical certification regarding the need for an intermittent or reduced schedule. Prior to the commencement of any intermittent or reduced work schedule, GCC and the employee shall sign an agreement setting forth the time, duration, and essential terms of the scheduled leave.

Disability Leave of Absence

Your group insurance booklet should be reviewed to determine your insurance coverage for a disability leave of absence.

Military Reserves or National Guard Leave of Absence

Employees who serve in U. S. military organizations may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply unused earned vacation time to the leave if they wish; however, they are not obligated to do so.

You are expected to notify your supervisor as soon as you are aware of the dates you will be on military or National Guard duty so arrangements can be made for your replacement during this absence.

SAFETY

General Employee Safety

GCC is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment requires the continuous cooperation of all employees.

GCC will seek to maintain safety and health practices consistent with the needs of our ministry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions, and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed, and an Incident Form (obtained on GCC's network under the HR folder) must be completed. If an injury does not require medical attention, an Incident Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected.

GENERAL WORKPLACE POLICIES

Confidential Information

During the course of your employment, confidential information may be made available to you, including GCC staff or member information, financial data, or other related information. This information is proprietary and critical to the reputable operation of GCC and must not be given out or used outside of GCC's premises or with non-GCC employees. It is the policy of GCC that matters relating to members', attenders', or visitors' personal lives will not be made a matter of public discussion or disclosure; nor will the general operations of the office or financial affairs be discussed outside the working environment. Gossip, murmur, and complaints are inappropriate for GCC employees. Disputes, conflicts, and differences of opinion will be handled within staff and/or supervisory reporting relationships or through disciplinary actions.

Open Communication Policy

GCC encourages you to discuss any issue you may have with a co-worker directly. If a resolution is not reached, please arrange a meeting with your supervisor to discuss any concern, problem, or issue that arises during the course of your employment. Any information discussed in an open communication meeting is considered confidential and will be maintained as such whenever possible. Retaliation against any employee for appropriate usage of open communication channels is unacceptable.

Suggestions

We encourage all employees to bring forward their suggestions and constructive ideas about how GCC can be made a better place to work, improve its operations, and better serve our members and the larger church community. When you see an opportunity for improvement, please discuss it with your supervisor. He/she can communicate your idea to the individuals who can consider its implementation.

Outside Employment

If you desire to obtain additional outside employment simultaneously to your employment with GCC, or if you desire to engage in a ministry or business of your own, you need to discuss the matter with your supervisor prior to initiating such outside employment. If outside employment conflicts with the church's mission and ministry and/or interferes with the employee's work responsibilities, outside employment may be prohibited.

Media Interaction

It is the policy of GCC that the Directional Leadership Team, or the person they designate, will be the spokesperson for the church on all matters of publicity or official comment external to GCC. The purpose of this policy is to provide a method for the consistent and considered release of official information. No employee will originate or release any news concerning the policies, doctrines, procedures, or finances of GCC for use in social media, newspapers, radio, television, internet, or any other medium of communication. If you receive questions related to such matters, refer the individual(s) to a Directional Leadership Team member.

Church Property

Offices, desks, work spaces, cabinets, computers, laptops, phones, voicemail, email, and other storage devices and electronic equipment, hardware, and software are provided for the convenience of employees to further the ministry of GCC, and remain the sole property of GCC. As such, GCC reserves the right to inspect this property as it deems advisable in an investigation or in furtherance of its organizational interests. Further,

GCC may exercise its right to inspect all packages and parcels at its facilities, including those entering and leaving the premises.

Email, telephone, internet access, and other electronic media and equipment are tools provided to employees for GCC business use. These devices are provided to facilitate efficient work performance; using GCC tools, property, or devices for personal use, including other family members' use, is strictly prohibited. This includes, but is not limited to, company-owned or company-provided devices including phones, computers, laptops, and tablets.

Dress Code and Personal Appearance

Please understand that you are expected to dress and groom yourself in accordance with accepted social and ministry standards for your role and in anticipation of contact with and ministry to congregants, visitors, and others from the surrounding community.

A neat, tasteful appearance contributes to the positive impression you make on GCC and surrounding communities. Clothing should be clean and modest. You are expected to be suitably attired and groomed during working hours or when representing GCC. When working at the site of a ministry or business contact, please dress appropriately according to their corporate culture.

Personal appearance should be a matter of concern for each employee. If your supervisor feels your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action.

Expenditures

Employees will be reimbursed for ministry expenses provided:

- They were authorized by their supervisor to purchase the item;
- They have a proper receipt and/or other appropriate documentation for the purchase in accordance with the GCC Accountable Reimbursement Policy; and
- The item was within the church budget.

A *Check Request Form* (obtained in the copier room) should be completed, signed by your supervisor, and given to accounts payable. Requests for reimbursement should be made within thirty (30) days of expenditure.

Solicitations and Distributions

Solicitation for any cause during working time and in working areas should be limited and not distracting to others and must be approved by the employee's supervisor in advance. You are not permitted to distribute political literature at any time while on GCC's premises or while participating in a GCC event. GCC understands that opportunities abound to support various non-profit organizations, as well as other entities, and that staff members are called upon from time to time to assist in these efforts through family or friends. Some examples are Girl Scout cookies, Fire Department suppers, school/team fundraisers, etc.

Computer Software and License Policy (*see separate policy - needs to be written*)

Personal Conduct Policy

Standard of Conduct

In the event a staff member experiences a challenge in any personal or morally questionable area, discussion with your immediate supervisor is encouraged in order to provide you with support, care, accountability, and love.

All people are imperfect. Staff members are expected to be growing in their relationship with Christ and engaging God in the process of their transformation in Christlikeness. Until His return, all Christians will contend with the sin nature, temptation, vulnerabilities, and predispositions that result from our nature, our families of origin, and other life experiences. As such, grace, mercy, and love are to be attributes that characterize our staff culture and relationships. However, standards of conduct must be maintained for the integrity and effectiveness of the staff and their ministry. As representatives of GCC and Jesus Christ, we are called to a higher standard of moral conduct and obedience to the scriptures, not only in the avoidance of evil but also in the avoidance of the appearance of evil.

Discretion in the personal as well as professional lives of all GCC staff members is fundamental to your spiritual integrity, effectiveness, and the perception of the church family in the community at large. Failure to sufficiently embrace and live by the standards in this Employee Handbook, and as stated in the Statement of Beliefs and Practices, as interpreted by the Directional Leadership Team, will be grounds for discipline and may lead to dismissal.

Specific Standards of Conduct

Standard #1: All staff members should avoid every appearance and intentional act of indiscretion and should live a life of personal and spiritual integrity.

Emotional and Physical Purity

Standard #2: All staff shall guard against and avoid inappropriate relationships emotionally, physically, or otherwise with members of the opposite sex. This shall be facilitated through the following practices:

- a. It is to be our practice that employees will not travel alone with a person of the opposite sex who is not our spouse or relative. We recognize that there may be unique occasions where it is appropriate or necessary for this to occur but again, it is not to be a practice. In such times, spouses or a supervisor must be notified. This does not affect two single adults or dating partners. This does include riding with students.
- b. Employees are not to meet with members of the opposite sex for counseling type issues:
 - At times when others are not around
 - For more than a few occasions
 - In a room with a closed curtain or no window
- c. Employees are not to meet in public or private with one member of the opposite sex if either is married. For example: a lunch meeting

Standard #3: All staff shall avoid all immoral behavior, and any behavior or action deemed to jeopardize the name or reputation of Christ, GCC, or our mission, may be grounds for immediate dismissal. This includes, but is not limited to, illegal activity, sexual immorality, fraud and other financial improprieties, drug and alcohol abuse, and abuse of spouse, children, or others.

Financial Accountability

Financial stress leads to many poor decisions and in fact is a destructive force in our lives. Therefore, as a church and as employees, we must take steps to honor the Lord with our finances. The following will help to further ensure sound financial accountability and integrity.

1. GCC will utilize reasonable measures to protect the church and our staff from embezzlement and the abuse of expense accounts.
2. All individuals with regular access to GCC finances may be required to submit an annual credit report and/or financial background check.
3. Staff will adhere to all established procedures relative to time cards, expense accounts, and reimbursements.
4. All Staff will be expected to regularly tithe (10%) of their annual income to GCC.

Drug and Alcohol Use

Substances that alter our thinking and decision-making are by nature hazardous and if abused could lead to significant consequences relationally, physically, and financially. GCC's desire is to guard our team from such consequences but also to restore to health and freedom those ensnared by such influences in their lives.

Drug Use/Drug-Free Workplace

GCC prohibits the unlawful possession, use, or distribution of illicit drugs and the misuse of prescription or over-the-counter drugs by employees whether on or off church property. GCC will take appropriate disciplinary action against employees ranging from educational and rehabilitation efforts up to and including termination of employment and referral for prosecution for violations of this policy. Each situation will be considered on a case-by-case basis.

It is the goal of GCC to maintain a drug-free workplace. GCC has adopted the following guidelines:

1. GCC reserves the right to require a drug test when deemed appropriate by GCC leadership.
2. Employees who violate this prohibition or refuse to be tested are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.
3. As an on-going condition of employment, employees are required to abide by this prohibition and to notify her/his supervisor of any drug-related conviction they receive in writing and within five (5) days of the conviction.
4. If an employee receives such a conviction, GCC may take appropriate personnel action against the employee, up to and including termination.
5. GCC reserves the right to search and inspect all church property, including but not limited to offices, work spaces, desks, and other areas, for the maintenance of a safe workplace.
6. There shall be no prescription drug use outside of the care of a physician.
7. Should addiction or substance abuse occur, GCC will seek to support the rehabilitation process in conjunction with the repentant and determined spirit of the staff member.

Alcohol Use

Within Christianity there are different views about alcohol consumption. Alcohol consumption is a matter of conviction except for the clear directive of scripture not to be drunk. We must exercise both grace and wisdom in our personal lives and as leaders of the church regarding this matter, and we must recognize the great risks associated with alcohol consumption.

1. At no time is a person to be drunk, whether in public or private settings. Ephesians 5:18 *Don't be drunk with wine, because that will ruin your life. Instead, be filled with the Holy Spirit.* (NLT)

2. In order to avoid the appearance of evil, to guard the reputation of GCC, to protect yourself, and to care for others, alcohol shall not be a part of formal events, activities, or gatherings of GCC.
3. At no time is alcohol permitted on GCC's campus.
4. GCC will provide support and assistance to those struggling with substance abuse and addiction.

Dismissal of Employment

The following conditions are deemed to be significant breaches of the trust afforded to GCC employees by the leadership, staff, congregation, and community. Staff members should anticipate being terminated from employment should the following occur. This list is not all inclusive, and other actions may be cause for immediate termination as well.

1. Drunkenness – such as DUI, public intoxication, or intoxication at home
2. Significant sexual immorality such as adultery, soliciting prostitutes, or engaging in a pattern of other immoral behavior
3. Theft from GCC or other organizations or individuals

EMPLOYEE DISCIPLINE AND GRIEVANCE PROCESS

Employee Discipline

GCC believes that most employees seek to carry out their work responsibilities to the best of their ability, in a manner consistent with established policy. However, there are situations or instances where an employee's conduct or job performance is unacceptable. In this case, disciplinary action may occur, with the goal of seeking to remedy the concerns and unacceptable job performance.

Informal Counseling/Verbal Warning

When possible, employees will be counseled by their direct supervisor about any concerns with their job performance or a violation of a personnel policy and/or procedure. This process facilitates a discussion between supervisor and employee and helps the employee to better understand the expectations of the supervisor and GCC.

Notes from the informal counseling session will be summarized in writing by the supervisor and confidentially kept in the supervisor's local file. Notes will not become a part of the employee's personnel file and are not considered a part of the formal disciplinary process, unless the issues of concern continue and other formal stages of discipline occur (e.g. verbal/written warning).

The supervisor will inform the employee and the Executive Pastor if a verbal warning is issued regarding job performance or violation of a personnel policy and/or procedure. This warning will be noted in the supervisor's local file. Failure to take corrective action will result in further discipline.

Formal Written Warning

If the employee's conduct and/or job performance issues do not improve, the direct supervisor will meet with the employee and issue a formal written warning. This written warning will include the specific issue(s) of conduct and/or job performance, step(s) that the employee needs to take to correct the condition, and an outline of what the next step would be should the employee fail to take corrective action.

Two (2) copies of a written warning should be signed by both the supervisor and the employee. The employee should receive one (1) copy and the other copy should be placed in the employee's personnel file.

Suspension/Termination

If the employee's conduct and/or job performance issues continue to be unacceptable, the direct supervisor will meet with the employee, along with the Executive Pastor. At this meeting the employee will receive written documentation which will include such items as a review of the concern, a summary of the steps taken prior to this step, and identification of attempts made to remedy the concerns.

One of two actions can occur at this step: a suspension without pay or termination. In the case of a suspension, the supervisor will inform the employee that s/he is being suspended WITHOUT pay for three (3) days, effective immediately. (Should a holiday fall during this suspension, the employee will NOT be eligible for holiday pay.) This written warning will also inform the employee that upon their return from suspension, should they fail to undertake lasting corrective action, their employment will be terminated. If the leadership doesn't believe a suspension will correct the problem, the employee will be terminated from their employment at GCC.

NOTE: GCC reserves the right to immediately dismiss any employee should GCC deem that the employee's conduct and/or job performance is so unacceptable that immediate termination of employment is warranted.

In such a circumstance, GCC reserves the right to circumvent the Employee Discipline Procedure and move to direct termination of employment. Further, circumstances may warrant using the steps out of their typical order, through immediate movement to a higher, more serious level of discipline.

Grievance Process

GCC offers a grievance process for employees to resolve workplace concerns and provide an internal mechanism for the review of disciplinary actions.

Employees should first discuss any concerns with their supervisor. Every effort should be made to address and resolve concerns at this level, prior to the initiation of the grievance process.

If a concern cannot be resolved in discussions with the supervisor, an employee can file a written grievance and submit it to a member of the Directional Leadership Team. The written grievance should clearly state the employee's concern(s), any helpful factual information, the nature of the grievance, and a suggested remedy that the employee believes will resolve the concern. In most circumstances, a written grievance should be filed within five (5) business days from the date the employee knew, or should have known, of the facts giving rise to the grievance.

Upon receipt of the grievance, the Directional Leadership Team member(s) will conduct an investigation. The investigation may include, but is not limited to, the following: interviews with the grievant, the grievant's supervisor, and/or any witnesses, and review of personnel or other relevant records, etc. Upon completion of the investigation, the Directional Leadership Team member will issue a written decision to the grievant.

Documentation regarding the investigatory process will be confidentially maintained in a file that is separate from the grievant's personnel file. However, any correspondence outlining the final decision of the grievance should be placed in the employee/grievant's personnel file.

Allegations of sexual harassment and other unlawful harassment/discrimination are not intended to be placed through the grievance process. Due to the legal nature of these allegations, the policy and complaint process on sexual harassment and discrimination should be followed.

SEPARATION OF EMPLOYMENT

Return of Ministry Property

Any GCC property issued to you, such as computer equipment, phone, keys, or ministry credit cards must be returned to GCC immediately at the time of your termination. You will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your pay.

Former Employees

Depending on the circumstances, GCC may consider a former employee for re-employment. Such applicants are subject to GCC's usual pre-employment procedures.

Post-employment Inquiries

If you receive a request for information regarding a past employee of GCC, please forward the information request to the past-employee's supervisor. There may be cases where the prudent thing to do is only provide names, job titles, and dates of employment.

Resignation

GCC expects a non-exempt employee to give two (2) weeks written notice of intent to resign or retire, and an exempt employee to give two (2) months written notice. The employee will be paid for any accrued and unused vacation time, as long as they provide appropriate notice.

Exit Interview

In order to help us as an organization to be an employer that offers an exciting, challenging, and rewarding experience for its employees, it is important for us to receive candid feedback on an employee's experience at GCC. Although not mandatory, we encourage all employees to complete an Exit Interview Form prior to their last day of employment. The information you share with us may be communicated with your supervisor and leadership in order to help us improve as an employer. A member of the Directional Leadership Team will meet with the employee to review their comments.

RECEIPT OF DOCUMENTS

The employee acknowledges receipt of the GCC Employee Handbook on the date shown below. The employee understands that the Employee Handbook are current as of the time given and supersede any previous Employee Handbooks. From time to time, new situations may develop that may require changes, additions, or elimination of the policies, procedures, or benefit plans in the Employee Handbook. The employee will be notified of these changes as soon as is administratively convenient for GCC and understands that he/she is responsible to be aware of and comply with all amendments. In addition, GCC reserves the right to amend or terminate any of the benefit programs, or to require or increase employee premium contributions toward any benefits at its discretion. This reserved right may be exercised in the absence of financial necessity.

The employee also acknowledges that the employee will read the complete Employee Handbook and acknowledges that if the employee has any questions with respect to the contents, he/she will seek clarification from their supervisor or the Executive Pastor.

Acknowledgment

The employee acknowledges that this form is not an employment contract, and does not create an employment relationship. The employee acknowledges that the employee's employment with GCC is "at will," and may be terminated by either GCC or the employee at any time and for any reason with or without notice.

Signature of Employee: _____

Print Name: _____

Date: _____