

CHRIST THE KING COMMUNITY CHURCH

Employee Handbook

Christ the King Community Church Employee Handbook

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Introduction

This handbook is for the staff of Christ the King Community Church (CTK). It is designed to acquaint and provide understanding for employees about CTK personnel policies. This handbook cannot anticipate every situation or answer every question about employment. In order to retain necessary flexibility in the administration of policies and procedures, CTK reserves the right to make changes in, deletions from, and additions to this handbook, as well as all terms and conditions of employment.

Welcome to the Team

The staff of Christ the King Community Church is committed to carrying out the mission and values of the organization. These people form an incredibly important team; they are here to serve the church's leaders, body, and community at large. Each employee contributes directly to Christ the King's growth and success, and the hope is that each will take pride in being a member of this team.

At CTK, there are foundational personal character and behavioral standards required to be in a paid position. We refer to these as our "permission to play standards", and they are as follows:

1. I am aligned with CTK*:
 - a. I believe the Statement of Faith (see below).
 - b. I am committed to our mission, vision, and values.
 - c. I have been affected by grace and willingly extend it to others.
 - d. I am willing to be part of the CTK culture: theology, organization, style, and systems (comfortable with the overtly non-religious).
2. I acknowledge that once invited into a CTK staff role, I am perceived as a representative of CTK. As believers, we are healthiest when our private, personal, and public lives are surrendered and align with Jesus and His ways. As believers and leaders, we take personal responsibility for our whole selves - our spiritual, relational, emotional, physical, and financial health. We acknowledge that we are also responsible to one another. As believers, we extend permission to those in leadership of us and in community with us to open up conversations in our lives in regard to spiritual, relational, emotional, physical, and financial health as evidence of authentic Christian community.
3. I strive to be a collaborative team player, on my team and in conjunction with other teams/ministries.
4. I will be prepared with my work so that others can do their work.
5. I will choose healthy conflict resolution, following the Matthew 18 principle and using healthy conflict resolution tools
6. Upon acceptance of employment, I acknowledge that as an employee I am automatically a member of CTK. Please refer to the membership guidelines (core commitments).

* For certain positions, a standard Statement of Faith may not be required, but is non-negotiable for ministry and leadership positions. Antagonism toward or disrespect of our Standard of Faith is not acceptable behavior by any employee.

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CTK Statement of Faith

1. The scriptures, both Old and New Testament, are the inspired (God-breathed) Word of God, without error in the original writings. The Bible is the complete revelation of God's will for the salvation of mankind and the divine and final authority for Christian faith and life.
2. There is one God, Creator of all things, infinitely perfect and eternally existing as three persons: Father, Son and Holy Spirit.
3. Jesus Christ is both truly God and truly man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross, once for all, as a sacrifice for our sins according to the Scriptures. Furthermore, He arose bodily from the dead, ascended into heaven, where at the right hand of God the Father, He is now our High Priest and Advocate (pleader of our cause).
4. The ministry of the Holy Spirit (the Spirit of Truth) is to glorify the Lord Jesus Christ, and during this age to convict and regenerate sinners in salvation. He indwells, seals, guides, instructs and empowers believers in sanctification for godly living and service.
5. Man was created in the image of God but fell into sin and is therefore lost. That is, all human beings are born with a sinful nature which is revealed in thought, word, and deed.
6. The shed blood of Jesus Christ and His resurrection provide the only grounds for justification (righteousness in the eyes of God) and salvation for all who believe. Only those who receive Jesus Christ are born of the Holy Spirit and thus become children of God.
7. Water baptism (portraying the believer's union with Christ in death and resurrection) and Communion (commemorating Christ's death until He returns) are ordinances to be observed during the present age. They are, however, not to be regarded as a means of salvation.
8. The true Church is composed of all believers who, through saving faith in Jesus Christ, have been regenerated (given a new life) by the Holy Spirit. The Church is the Body of Christ, of which He is the Head; she is the Bride and He is the Bridegroom. It is her responsibility to testify to the death and resurrection of Jesus Christ in word and deed.
9. Our Lord Jesus Christ will return bodily. This "Blessed Hope" has a vital bearing on the personal life and service of every believer.
10. The dead will be bodily resurrected as Christ was; the believer to everlasting blessedness and joy with the Lord; the unbeliever to everlasting conscious separation from God.

CTK Fit Factors

Success and satisfaction as an employee at Christ the King Community Church requires a certain level of "fit" within the organization and the individual role. These five "Fit Factors" are qualities we consider when hiring, evaluating, and training all employees at CTK.

Character: *moral and ethical qualities that form a person's public and private reputation.* We believe a high-character person is truthful, faithful, generous, fair, respectful, humble and Christ-like (bearing the Fruit of the Spirit). We see the core of character as integrity (consistent behavior in private and in public) and intent (desire to do the right thing).

Competence: *the ability to do a job successfully and efficiently.* We value employees who demonstrate the skills, natural talent, applicable experience, discipline, instincts, and spiritual gifting required to perform well in their assigned role.

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Chemistry: *interaction with supervisors, co-workers, volunteers, and congregants.* We value employees who “play well” with others and “lift” the room rather than bring it down. We expect an appropriate degree of camaraderie, connection, and cooperation between all employees.

Culture: *the behaviors, beliefs and spirit that define an organization.* Every church has a unique culture shaped by its locale, theology, history, style, preferences, unwritten rules, etc. Examples at CTK include authenticity, casual style, generous evangelicalism, theological simplicity, and servant leadership. An employee must be a good cultural fit in order to flourish.

Core Commitments: *believing in and practicing six core commitments of discipleship. As an employee at CTK you are expected to consistently:*

1. Cultivate a vibrant relationship with Jesus Christ through prayer, the study of God's word, and spiritual practices.
2. Commit to belonging to biblical community.
3. Follow the commandment to love our neighbors, intentionally cultivating authentic relationships with those who don't know Jesus yet.
4. Demonstrate love for both individuals and our local communities by serving both inside and outside the church.
5. Steward personal resources of time, talent/skills, and finances by investing in the work of a local CTK body of believers. Participate in corporate worship with a local CTK body of believers.

Mission Statement

Our mission is to create authentic Christ-centered communities that love God wholeheartedly and reach out intentionally so that others experience new life in Jesus and a transforming life of discipleship.

Vision Statement

Our vision is to be a multi-generational church that creates meaningful relationships and responsibilities for all ages in every aspect of a life of faith lived in Christian community.

In this, we will behave as one unified Church in multiple locations believing there can be beautiful unity in diversity of location, size, leadership styles, and giftings in the implementation of our vision.

Our Values

At Christ the King Community Church, we are intentional about behaving in such a way that reinforces the following values:

1. Servant Leadership

Leaders are healthy when their private, personal, and public lives are surrendered and align with Jesus and His ways. We create sustainable, healthy growth by identifying, deploying, training, and supporting those to serve as Jesus did.

2. Spiritual Health

We value healthy, Christ-centered spiritual growth. We choose to be real with God, real with others, and real with ourselves. We will not live false, idealistic, or hidden lives.

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3. Sacrificial Generosity

We choose to live lives where we give of our time, our abilities, and our resources to love others in Jesus's name.

4. Simplicity

We choose a simple approach to language, systems, and processes. We work hard to make access to Jesus simple for everyone.

5. Relational Approach

We choose to be relational in ministry, communication, conflict, and decision making.

6. Outward Focus

Because God loves every single person He created, we are as committed to loving those outside CTK in the same genuine, tangible way that we love those within our family of faith.

Our Work

Our work defines our priorities. It points to what we will and will not do.

Our primary ministry work is to create engaging environments and opportunities that draw others to experience new life in Jesus and a transforming life of discipleship.

Our primary operational work is to create and implement accessible systems and processes that support the work of the ministry.

Legal Policies

Wage and Hour Classifications

It is the intent of CTK to clarify the definitions of wage and hour classifications so employees understand their status and benefit eligibility. Classification will be determined by the factors set out in the federal Fair Labor Standards Act (FLSA) and Washington wage and hour law:

- The Salary Basis Test. Employees must earn a salary—a guaranteed minimum amount of money that will be paid in any week that the person performs “any” work, regardless of the quality or quantity.
- The Salary Level Test. Employees must earn at least the current salary threshold for the state of Washington.
- The Duties Test. Employees must perform certain job duties to qualify for an exemption. Job titles are not the determining factor for the duties test.

Based on these factors, your role will fall under one of the following three classifications:

Nonexempt employees must be paid at least the minimum wage for normal working hours, and overtime rates worth at least 1 ½ times their regular hourly wage after working 40 hours in a week.

Exempt employees fit the legal criteria for overtime exemption, and do not need to be paid overtime rates for work hours beyond the 40-hour threshold.

Ministerial employees are exempt from federal and state wage and hour law, and are not entitled to overtime compensation. Eligible CTK positions include Pastors, Ministry Leaders, and some Directors.

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CTK will inform employees of their wage and hour classification when they are hired and again in the event that classification changes during employment with CTK.

Employment Types

Full-time employees are regularly scheduled to work 40 hours a week. Regular full-time employees qualify for CTK benefits following their introductory period.

Part-time employees are regularly scheduled to work less than the full-time work schedule. Regular part-time employees working over 20 hours a week will be eligible for certain benefits following their introductory period.

Employment-at-Will Relationship

All employees are employed at the will of CTK and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, employees may terminate their employment at any time and for any reason.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at CTK will be based on merit, qualifications, and abilities. CTK does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, or any other characteristic protected by applicable law. The church makes reasonable accommodations for qualified disabled applicant employees. CTK is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. Functioning as a church (or not-for-profit Christian ministries as an integral part of the Church), we can and may discriminate on the basis of religion.

This EEO policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor and/or Human Resources (HR). Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Immigration Law Compliance

CTK is committed to employing only United States citizens and aliens who are authorized to work in the United States. CTK does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9, and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with CTK within the past three years, or if their previous I-9 is no longer retained or valid.

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Family and Medical Leave

Under the Family and Medical Leave Act of 1993, eligible **non-exempt/exempt** employees of CTK are entitled to a total of 12 weeks of **unpaid leave**, during any twelve-month period.

An “eligible employee” is someone who has been employed at least 12 months by CTK, and who has worked at least 1,250 hours during the previous 12-month period immediately preceding the leave.

As a general rule, employees who return to work after taking leave under the Act will go back to the position they held when the leave began, or will be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

Please note: The employee can choose to use earned PTO during this time.

For the complete details, please visit <http://www.dol.gov/whd/regs/compliance/whdfs28.pdf>.

For further qualifying information or to request FMLA, contact the Human Resources Department for policy information and proper forms. All FMLA requests will go through Human Resources and the employee’s supervisor.

Washington State Paid Family & Medical Leave

Paid family and medical leave is a statewide insurance program administered under the Washington Family and Medical Leave Act that provides most employees with paid time off to give or receive care. The program is funded by premiums that are paid by both employees and CTK. CTK will withhold a portion of the premium from employees’ pay, which will be reflected in employees’ pay stubs. In order to take paid time off under this program, employees must file a claim with the Washington State Employment Security Department (ESD) and follow the applicable rules and procedures required by ESD. If the claim is approved, ESD will pay the employee directly. CTK does not pay benefits to employees under this program. For more information on eligibility and process, please see HR.

For more information, please visit <https://paidleave.wa.gov/find-out-how-paid-leave-works/>

Shared Leave

During certain qualifying events, an employee may use up all of their paid time-off (PTO) to continue being paid while away from work. In this event, coworkers with unused PTO can choose to donate a portion or all of their remaining PTO hours to the employee who is out on leave. The following must be true for shared leave to occur:

- The receiving employee is experiencing an FMLA (RCW 49.46.210) event only (not vacation).
- The receiving employee must be out of usable PTO hours.
- The receiving employee’s supervisor must be the person to initiate (recommend) the process.
- The donating employee must fill out a CTK Shared Leave Donation Form.
- The form must be approved by the Network Executive team.

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Employment Policies

Employment Application

CTK relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in CTK's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Hiring Policy

CTK hires the best possible candidates, determined by demonstrated competencies and qualifications in order to successfully deliver the stated mission outcomes.

Nepotism

When a family member of a current CTK employee applies for employment, the HR department will direct the supervisor to include additional due process in their interview to address potential conflict of interest and team dynamics.

Issues to address may include but are not limited to: healthy boundaries; spouses working together in the same department; direct supervision by a family member; performance management; resolving conflict.

If due process is followed and the hiring supervisor believes that the family member is the best candidate for the job, they will present their recommendation to the Network Executive Team for approval prior to the job offer being made.

Personnel Records

CTK maintains personnel records for applicants, employees, and former employees in order to document employment-related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements. To this end, CTK attempts to restrict the personnel information maintained to that which is necessary for the conduct of ministry operations or which is required by federal, state, or local law.

Employees have the responsibility to make sure their personnel records are up to date and should notify Human Resources in writing of any changes. In addition, employees who have a change in the number of dependents or marital status must complete a new **IRS Form W-4** for income tax withholding purposes.

Employees may inspect their own personnel records in the presence of a member of the Human Resources or Finance Department and may copy, but not remove, all documents in the file with the exception of the background check.

Photo and Video Policies

As a CTK employee, you may be photographed, filmed, or audio-recorded any time you are present in a public situation on any CTK campus or at a CTK sponsored off-site event.

Photos, video, and audio maybe be published:

- On CTK's public website
- On CTK's social media channels, both public and internal
- In printed publications or videos distributed internally or externally (examples include but are not limited to conferences, community events, trade shows, etc.)

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- On printed or digital signage/displays at CTK campuses and events
- On screen at CTK services and gatherings
- In mass media channels such as TV, radio, or podcasts
- In the private church database (Rock RMS)
- On your employee ID badge

CTK does not provide special compensation to any employee for use of their image and/or voice. CTK is not obligated to inform the employee in advance of using the employee's image and/or voice in the ways listed above.

Introductory Period

The first 90-days of employment is considered an “introductory period.” The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. CTK uses this period to evaluate capabilities, work habits, and overall performance. The employee may also use this time to evaluate CTK. Nevertheless, it must be understood that successful completion of the introductory period by the employee does not change the “at will” employment relationship between the parties. Either the employee or CTK may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice. At the end of the initial 90-days, both the employee and supervisor will complete a performance review which will be kept on record in the employee’s file.

Performance Evaluation

CTK endeavors to create an environment where employees have the opportunity to work within the areas of their strengths and talents. CTK encourages frequent and ongoing interaction between direct supervisor and employee, encouraging the employee to define measurable goals and track his/her own performance. Supervisors and employees are encouraged to develop goals, desired results, guidelines, resources, accountability, and consequences. One on ones via Leadr will be conducted to provide feedback and create dashboards for measuring goals and professional growth.

Timekeeping

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require CTK to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is considered to be all the time actually spent on the job performing assigned duties. Non-exempt employees must accurately record the time they begin and end their work on a timecard. Timecards must be approved by employees and immediate supervisor(s) prior to payroll due dates.

Pay Procedures

CTK pays employees by direct deposit on a regular basis and in a manner so that the amount, method, and timing of such payments comply with any applicable laws or regulations. Employees are paid semi-monthly, generally on the 15th and 30th (or last date) of each month. If the pay date falls on a Saturday, you will be paid on the Friday prior to the pay date. If the pay date falls on a Sunday, you will be paid on the following Monday.

Non-exempt employees will be paid overtime compensation at the rate of one and one-half times their regular hourly rate for work in excess of 40 actual hours worked during their normal workweek. All overtime must be pre-approved by the employee’s direct supervisor and the Director of Operations before the work occurs.

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If you believe an error has been made in your pay, please immediately contact your direct supervisor and the Payroll Specialist.

Attendance

To maintain a productive work environment, CTK expects employees to be reliable and to be punctual in reporting for scheduled work. In the rare instance when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their immediate supervisor as soon as possible of the anticipated tardiness or absence. In some cases, with supervisor approval, remote or work-from-home options may be available.

Work Schedules

An employee's work schedule is determined at the time of employment (see individual job description). The employee should discuss any deviation from that schedule including remote work with their immediate supervisor. For the purpose of calculating overtime, the normal workweek is Sunday through Saturday, beginning and ending at midnight on Sunday.

Employees working eight hour days are allowed two 10-minute paid breaks. The lunch break is not considered a part of the normal eight-hour workday. State law requires that an employee take a 30-minute lunch break after five hours worked, but is unpaid.

For full-time Pastors and Ministry Directors: It is expected that roughly 30 hours of your work will be completed Monday-Thursday, including enough in-office time to attend required meetings and facilitate great communication within your immediate team and other departments. The other 10+ hours will come from a combination of weeknight and weekend hours as required by the ebb and flow of ministry work. Although ministry has its own rhythm, each employee should be able to give their supervisor (if asked) a way they track time to make sure that they are putting in a minimum of 40 hours/week, looking at the average over the course of a ministry year and even on a month to month basis. Managers will work with their staff to ensure that they have found an effective way to manage this expectation that prevents both overwork and underwork.

For part-time Pastors and Ministry Directors: It is assumed that you have been hired for the number of hours needed to complete your specific duties. Given the variability of ministry work, please work closely with your supervisor to use those hours in a way that best accommodates the needs of the ministry but keeps to the number of hours allotted as an average. Overtime (over 40 hours in a week) should be avoided whenever possible due to its budgetary impact.

Remote Workers

A remote worker is defined as a person who has been approved by a Supervisor and the Network Executive Team to work primarily from a remote location for the purpose of employment at CTK. This does not include employees who from time to time may choose to work from home or an outside location i.e. coffee shop, library, etc.

Once a remote worker has been approved, a clear set of performance criteria including job description, office hours, expectations for support for the employee and other criteria according to employment law will be established by their supervisor to be put in their employee record. This may be the same as an on site employee but requires a review. The perimeters should include guidelines that are determined by the supervisor with input from the employee along with a probationary period to determine if remote work is working for both parties. The Supervisor or Network Executive Team may require the employee to be on site at the primary organization location for team building or specific events. Visits to the location are dependent

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on the role of the employee as it may not be necessary for all remote employees to come to the primary location.

Snow Days or other Emergencies

Inclement weather does occur occasionally in the Northwest, and when heavy snow arrives the first priority is safety, which means we may close CTK offices under certain conditions. When Whatcom County experiences a significant weather event, a member of the Network Executive Team will inform staff via email and other internal communications on whether CTK offices are open, closed, or delayed in opening. CTK will usually use Whatcom Community College's open/close decisions, which they post on their website, to inform our own status due to campus proximity.

If CTK offices are closed, you may use the code "Snow Day" on your time card and not report to work.

If CTK offices are open, we will be operating business as usual.

If CTK offices are open, but you are unable to report to work, talk with your supervisor to determine a work-from-home plan or use PTO.

Progressive Discipline

Under normal circumstances, CTK endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and opportunity to improve. CTK retains the right to administer discipline in any manner it sees fit. CTK recognizes that there are certain types of employee problems that are serious enough to justify termination of employment, without going through the usual progressive discipline steps.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; the next offense may be followed by a written warning; another offense may lead to a suspension or to termination of employment. By using progressive discipline, we hope that most employee problems can be addressed at an early stage, benefiting both the employee and the organization.

Any employee may appeal an employer's disciplinary decision in writing to the Network Executive Team. An appeal does not guarantee a change in disciplinary action.

Employment Termination

Since employment with CTK is based on mutual consent, both the employee and CTK have the right to terminate employment at will, with or without cause, at any time.

It should be noted that CTK does not pay unemployment insurance as part of its benefit program.

Resignation

An employee who chooses to resign from CTK for whatever reason will be requested to give written notice. We ask for as much notice as possible prior to leaving; two (2) weeks in most cases, three (3) weeks for employees with the title of "pastor." This time allows for transitional planning and scheduling of an exit interview.

Exiting Employees

Exiting employees are required to turn over all property of CTK including, but not limited to: keys, credit cards, electronic equipment, and any other personal equipment purchased by CTK for the employee's use

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during the term of their employment. Items should be returned by the end of the day on the employee's last day of work. Employees may be asked to participate in an exit interview conducted by Human Resources.

Employee Benefits

Benefits Overview

Eligible employees at CTK are provided with a wide range of benefits. Eligibility is largely dependent on hours worked per week. Benefits will be determined and explained during employee orientation by Human Resources.

A number of the programs such as Social Security, Workers' Compensation, and State Disability cover all employees in the manner prescribed by law.

The following are a few benefit programs available to eligible employees:

- Holidays
- Bereavement Leave
- Jury Duty Leave
- Paid Time Off (PTO)
- Paid Sick Leave
- Medical and Dental Insurance
- Retirement Plan – 403(b)
- Sabbaticals for Pastors
- Your birthday as a paid day off

Holidays

If a holiday occurs during regularly scheduled hours, all regular employees will be paid for that holiday. If a holiday falls on your normal day off or when you are required to work, you are eligible for a supervisor approved floating day off. The time off must be taken during the same pay period as the holiday.

Part-time employees will be paid a number of hours prorated to their full-time equivalent status. For example, a full-time employee is paid 8 hours for a holiday, and a part-time employee who normally works 20 hours/week would be paid 4 holiday hours, and so forth.

CTK offices will be closed on the following holidays:

- New Year's Day (January 1)
- Martin Luther King Day (3rd Monday in January)
- President's Day (3rd Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth (June 19th)
- Independence Day (4th of July)
- Labor Day (first Monday in September)
- Veterans Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Christmas (December 25)

Paid time off for holidays will not be counted as hours worked for the purposes of determining whether overtime pay is owed. Also, for ministry staff that have ministry events occurring on a holiday, those

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employees should work with their supervisor to find a time within the same pay period to take off the holiday hours they receive.

Bonus Birthday Paid Holiday

We want you to feel celebrated and appreciated on your birthday, so you may take this day as a paid day off. If your birthday falls on a weekend, please work with your supervisor to arrange which day during that same week you will take off instead.

Bereavement Leave

Any employee who wishes to take time off due to the death of an immediate family member should notify their supervisor immediately. An immediate family member is defined as the employee's spouse, parent, grandparent, child, or sibling. Up to five days of paid bereavement leave will be provided to eligible employees.

Bereavement Leave for non-immediate family (aunt, uncle, etc.) must be approved by your immediate supervisor and a member of the Network Executive Team. If granted, this time off may or may not be paid.

Jury Duty Leave

CTK encourages employees to fulfill their civic responsibilities by serving on jury duty when required. If summoned for jury duty, regular employees may request up to two weeks of paid jury duty leave over any two year period if selected for a trial. The following guidelines apply:

1. Employees who are called for jury service should notify their supervisor as soon as possible so staffing needs can be addressed in advance.
2. Employees are expected to report to work if the court excuses them for any period.

Paid Time Off (PTO)

CTK uses a graduated scale of paid time off designed to give all employees needed rest, margin to take care of personal and family business during regular work hours, and to reward varying levels of responsibility and longevity. Employees receive their annual PTO allotment January 1st of each annual cycle. Regular employees that work over 21 hours are eligible for this benefit. PTO is not available during an employee's introductory period.

Upon termination of employment, a staff member is **not** eligible to receive pay for unused PTO, or extend PTO past the termination date. If an employee chooses to cease employment at CTK, their remaining PTO for the year may be adjusted pro-rata before their departure.

PTO hours **do not** carry over from year to year. We want to encourage everyone to take their allotted time off to support health and sustainability.

Years at CTK	PTO Hours per Year
0-2	96
3-4	120
5-9	160
10+	200

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Procedure:

Supervisors are responsible to manage their team members and report paid time off in any given cycle. Exempt and Non-exempt employees follow the same basic schedule using a pro-rata factor for part-time staff. For example, a person who works 30 hours a week would get 75% of the benefit. $96 \text{ hours} \times 75\% = 72 \text{ hours}$. New Hire PTO is prorated according to hire date.

There are certain times of the year when vacation time is normally not granted to ensure that our ministry objectives are accomplished. For pastoral staff, these times include the Christmas season, the Easter season, and other annual all-staff strategic planning workshops. Supervisors may deny PTO requests from their direct reports if they deem it necessary.

Paid Sick Leave

Sick leave is intended to provide paid time off in the event of a health or safety related event, experienced by the employee or to take care of an immediate family member as defined by the Washington Family Care Act (RCW 49-12-265). Sick leave benefits may generally be used in the case of personal illness, health related appointments, or injury that is not work-related, but may not be used for personal time off or as additional vacation. Employees exhibiting symptoms of an illness should work remotely when possible or take sick leave when necessary. Employees missing work due to illness must contact their supervisor to report the sickness and expected return date. Employees may be required to provide documentation for sick leave absences exceeding 40 hours of work.

Sick leave will accrue at a rate of 1 hour accrued for every 40 hours worked. A maximum of 120 sick hours can be carried over year to year.

Employees will not be paid for unused Sick Leave benefits upon termination of employment.

Medical and Dental Insurance

CTK offers medical and dental insurance to each employee that works 30 or more hours per week, which activates on the first of the month following the employee's 60th day employed. CTK will determine, by the end of each calendar year, at what level benefits will be paid for the employee and the employee's dependents for the next year's benefits.

Retirement Plan – 403(b)

After 90 days of employment, CTK offers participation in a 403(b) Retirement plan to each employee that works 1000 hours or more in a year, or 20 hours per week, to help contribute to the future financial security of its employees, specifically in the retirement years. 403(b) Retirement programs are strictly controlled under federal regulations and can be very complex.

For eligibility requirements and information relating to CTK's 403(b) Retirement please see the Payroll Specialist.

A significant advantage of this plan is that no state or federal income taxes are paid on the contributions or investment growth. However, taxes will be owed when these funds are withdrawn; usually this is in the retirement years when income and tax responsibilities are lower.

Mission or Service Trips

CTK allows employees to take one week off, with pay, every two years for either a Mission or Service Trip that has been approved by the Network Executive Team. This time off must be approved by your supervisor well in advance of your trip, and the timing needs to work for your department and team.

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Sabbaticals

After a pastor is employed at CTK for a number of consecutive years, s/he becomes eligible for a sabbatical for the sake of strategic, spiritual rest. See the separate Sabbatical Policy with Human Resources for specifics.

Developing Personnel

Professional Development

Objective:

To develop employees' skills and contributions and equip CTK's teams for the current and future work and initiatives.

Eligibility:

All staff are eligible for suitable professional development expenses to be paid by CTK. These expenses are generally smaller in scope than continuing education reimbursement, and are intended to inspire, enrich, inform, and develop skill sets and increase knowledge for the employee's current role. These expenses are approved by the individual's supervisor and planned for during budgeting. In rare instances, opportunities may arise that may be unbudgeted.

Examples of professional development include:

- Seminars, webinars, conferences
- Educational courses or stand-alone classes
- Membership fees to professional organizations
- Journals, books, and computer-based resources

Procedure:

Professional development is handled like all other expenses through department budgets, purchase orders and check requests, and is approved by the supervisor.

Continuing Education

Objective:

To invest in employees who are choosing to further their education where it can be demonstrated that CTK will also benefit from the employee's off-duty participation in an educational program. The employee must denote how this education would either improve their current position or their desire to advance in a new position.

Eligibility:

Certain Full-Time Equivalency(FTE) employees, approved by the Network Executive Team, may be reimbursed via an educational stipend to aid in continuing education expenses. Approval considerations focus on role requirements and departmental development, and decisions are on a case-by-case basis.

Examples of continuing education include:

- Master's degrees
- Theological training / seminary certifications
- Degree completion in a relevant professional field, e.g. finance

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Procedure:

This is an organization-wide value and is dependent on the annual budget, varying from year to year the number of employees and total expense paid. Employees who have completed a year of employment may request a stipend of up to, but not exceeding, \$500 per quarter/semester not to exceed \$1,000 in any budget year, and not to exceed \$2,000 in their first five years of employment. This contribution limit resets every 5 years following the initial contribution. We see this as an investment in the employee's future and it is our desire that they are committed to use these new skills as an employee of CTK.

Employee Conduct

Personal Behavior of Employees

We consider each staff member at CTK to be a representative of the Church in the community. Therefore, it is important that every person working for CTK understands that we hold ourselves to a high standard in our personal behavior on the job and off. Incidents that are inconsistent with such standards may lead to dismissal, notwithstanding the fact that they may be unrelated to an employee's specific job duties at CTK.

Certain rules and regulations regarding employee behavior are necessary for the efficient operation of CTK and for the benefit and safety of all employees. As a Christian organization, the conduct of employees on and off the job can impact CTK's mission. Conduct that interferes with operations, discredits CTK, or is harmful to members and attendees or fellow employees will not be allowed.

Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of CTK. Such conduct includes:

- A. Reporting to work punctually as scheduled and being at the proper workstation, ready for work, at the assigned starting time.
- B. Giving proper advance notice whenever unable to work or report on time.
- C. Complying with all CTK safety and security regulations.
- D. Wearing clothing appropriate for the work being performed.
- E. Maintaining workplace and work area cleanliness and orderliness.
- F. Treating all members, attendees, visitors, and fellow employees in a courteous manner.
- G. Refraining from offensive or undesirable behavior, or conduct which is contrary to CTK's doctrinal stance or official policies.
- H. Performing assigned tasks efficiently and in accordance with established quality standards.
- I. Refer to permission to play values.

The following conduct is prohibited and will subject the individual involved to disciplinary action, up to and including termination:

- A. Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics or the use, sale, dispensing, or possession of alcoholic beverages and/or illegal drugs and narcotics on CTK premises.
- B. The use of profanity or abusive language.
- C. Insubordination or the refusal of an employee to follow a supervisor's instructions concerning a job related matter.
- D. Fighting or assault on a fellow employee, members and attendees, vendors, or visitors.
- E. Theft, destruction, defacement, or misuse of CTK property or of another employee's property.
- F. Falsifying or altering any CTK record or report, such as an application for employment, a medical report, a production record, a time record, an expense account, an absentee report, or shipping and receiving records.

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- G. Threatening or intimidating management, supervisors, security guards, or fellow workers.
- H. Failure to wear assigned safety equipment or failure to abide by safety rules and policies.
- I. Improper attire or inappropriate personal appearance.
- J. Engaging in any form of sexual behavior on campus or sexual harassment.
- K. Improper disclosure of confidential information.
- L. Improper handling of financial resources.
- M. Disregard of fiscal policies (i.e., credit card use, turning in receipts, adhering to budget guidelines).

The examples above are illustrative of the type of behavior that will not be permitted, but are not intended to be an exhaustive listing. Any questions in connection with this policy should be directed to the Human Resources Department.

Use of Social Media:

All employees who choose to engage in personal social media are expected to do so in a manner that does not reflect negatively on CTK, its employees, or related efforts. Any social media use that causes disunity, communicates disrespect, provokes, glamorizes sin or sinful license, or otherwise mismanages influence or reputation may result in progressive discipline or termination of employment.

Drugs and Alcohol

No employee may be under the influence of any illegal drug or alcohol, nor may they possess, consume, distribute, transfer, purchase, or sell alcohol or illegal drugs while on CTK property, while on duty (including lunch and break periods) or attending a business-related activity. Any such activity will lead to disciplinary action up to and including termination.

We also recognize that some employees must take physician-prescribed drugs. If you are taking prescription or nonprescription drugs that may affect your job performance, personal safety or the safety of others, you must report this to the HR Department. You are not allowed to work while under the influence of drugs which are detrimental to the safety of yourself or others.

Employee Harassment

CTK is committed to maintaining a work environment that is free from all forms of intimidation, exploitation, and harassment, including sexual harassment, and one in which all individuals treat each other with dignity and respect. CTK is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

Harassment, including "sexual harassment," means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct that belittles or shows hostility or aversion toward an individual because of race, color, national origin, gender, disability, or age made by someone from or in the work setting.

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or otherwise harassing nature.

Employees who feel that they have been subjected to conduct of a harassing nature should promptly report the matter to their supervisor and to Human Resources. Employees who observe conduct of a harassing nature should promptly report the matter to their supervisor and to Human Resources. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, CTK reserves the right to fully investigate every complaint.

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It is against CTK policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any investigation, proceeding, or hearing concerning harassment.

When a complaint is made, an investigation will ensue. If the investigation confirms the allegations, prompt corrective actions will be taken, and the individual who suffered the harassing conduct will be informed of the corrective action taken. In addition, any employee found to be responsible for harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Conflicts of Interest

Employees are not to engage in any activity, practice, or act that conflicts with, or appears to conflict with, the interests of CTK. For more information, refer to "Conflict of Interest Policy".

Confidential Information

Information designated as confidential (including, but not limited to: tithe and giving records, sensitive information regarding members and/or attendees, legal issues, discipline issues, etc.) is to be discussed with no one outside of CTK staff. CTK staff is given information on a limited, "need to know" basis at times and it should be noted that information of this nature is to be held in confidence. This responsibility is not intended to impede normal ministry communication and relationships, but is intended to alert employees of their obligation to use discretion to safeguard the interest of the CTK employees and our members and attendees.

Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Employees are not to give out passwords or computer access to volunteers. Employees should obtain clearance for volunteers to use CTK resources. Employees violating this policy will be subject to discipline, up to and including termination, and may be subject to legal action.

Personal Appearance of Employees

CTK is a casual and comfortable environment, and as such, employees enjoy a relaxed dress code. Employees are encouraged to dress in a manner that is normally acceptable in the range of business-casual to casual attire. Each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

Privacy

CTK provides resources to facilitate employees' contributions towards the accomplishment of its mission and reserves the right to examine all provided resources at any time and without warning. Such resources may include desks, desk drawers, locks, computers, computer system databases, communication systems, email, voicemail, lockers, file cabinets, etc. These resources are the property of CTK, and are therefore not private. Offices can and will be searched at the discretion of the Network Executive Team.

Safeguarding Personal Property

Employees are expected to exercise reasonable care to safeguard personal items of value brought to work. Such items should never be left unattended or in plain view. CTK does not assume responsibility for the loss or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

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EMPLOYEE ACKNOWLEDGMENT FORM - Photo & Video

The following was on page 9 of the CTK Employee Handbook: Washington law prohibits use of an individual's name, likeness, or photograph for advertising purposes without written or oral express or implied consent. (See RCW 63.60.050.)

Photo and Video Policies

As a CTK employee, you may be photographed, filmed, or audio-recorded any time you are present in a public situation on any CTK campus or at a CTK sponsored off-site event.

Photos, video, and audio maybe be published:

- On CTK's public website
- On CTK's social media channels, both public and internal
- In printed publications or videos distributed internally or externally (examples include but are not limited to conferences, community events, trade shows, etc.)
- On printed or digital signage/displays at CTK campuses and events
- On screen at CTK services and gatherings
- In mass media channels such as TV, radio, or podcasts
- In the private church database (Rock RMS)
- On your employee ID badge

CTK does not provide special compensation to any employee for use of their image and/or voice. CTK is not obligated to inform the employee in advance of using the employee's image and/or voice in the ways listed above.

I have read the CTK Photo and Video Policy, and consent to CTK using my name, likeness, or photograph for advertising purposes in the ways listed above.

Name

Signature

Date

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EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information regarding working as a staff member of CTK. I understand that I should consult with Human Resources regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated in writing to all staff members, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Name

Signature

Date