



Human Resource Policy Manual

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Welcome!

The Leadership, Staff and Board welcome you to the ministry of Monterey Bay Christian Center (MBCC). It's a privilege for the entire staff to labor together as a team in the work of the Kingdom.

This manual is for staff at all levels of employment of MBCC. This manual has been designed to acquaint you with MBCC and provide information about working conditions, employee benefits and other policies affecting your employment. Because of the at-will employment relationship (explained further in this document), this manual is not in any way a contract. In addition, the Leadership of MBCC may elect to change, delete or add policies at any time.

It should also be noted that there is an additional set of guidelines for those employees working specifically at Monterey Bay Christian School. Please consult those guidelines for further information. However, in areas where a discrepancy may exist, this manual shall carry full superiority.

You should read, understand and comply with all provisions of the Human Resource Policy Manual. It describes many of your responsibilities as an employee and outlines the programs developed by MBCC to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Please thoroughly familiarize yourself with the contents of this manual and help ensure that all of MBCC's human resource policies and procedures are administered as consistently and fairly as possible.

In our work together as a team, our goal is to have a heart for people while we fulfill Jesus' command:

"Therefore, go and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit. Teach these new disciples to obey all the commands I have given you. And be sure of this: I am with you always, even to the end of the age."

Matthew 28:19-20 (NIV)

God bless you,

The Monterey Bay Christian Center Leadership

General Provisions

Manual Terminology

This manual contains the basic human resource policies and practices for Monterey Bay Christian Center. It is not, however, intended to alter the employment-at-will relationship in any way.

As used in this manual:

- A. The words “shall” or “will” are understood to be mandatory in nature and the word “may” as permissive in nature;
- B. The masculine gender includes the feminine gender;
- C. “Supervisor” means an individual with the authority to assign, direct and review the work of two or more subordinates; and
- D. “Immediate family” means the employee’s spouse, brother, sister, parent, child, step-child, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law and any other member of the employee’s household.

Director of Human Resources

The Director of Human Resources is responsible for fair and consistent enforcement of Monterey Bay Christian Center’s human resource policies and procedures. If no separate position currently exists, this position is filled by the Lead Pastor of MBCC. The Director of Human Resources provides assistance to staff and leaders in developing, communicating and carrying out MBCC’s human resource policies and procedures. The Director is the senior consultant to the Board on all matters concerning human resource management.

Human Resource Records

MBCC maintains human resource records for applicants, employees and past employees in order to document employment-related decisions, evaluate and assess policies and comply with government record keeping and reporting requirements. MBCC strives to balance its need to obtain, use and retain employment information with each individual’s right to privacy. To this end, it attempts to restrict the human resource information maintained to that which is necessary for the conduct of its ministry operations or is required by federal, state or local law.

Employees are responsible to make sure their human resource records are up to date and should notify the Director of Human Resources in writing of any changes in at least the following areas:

- A. Name
- B. Address
- C. Telephone number
- D. Number of dependents
- E. Beneficiary designations for any of MBCC’s employee benefit plans
- F. Addresses & telephone numbers of dependents and insurance beneficiaries;
- G. Persons to be notified in case of emergency.

In addition, employees who have a change in the number of dependents must complete a new IRS Form W-4 for income tax withholding purposes **within 10 days** of the change (especially if the change results in a decrease in the number of dependents.)

Employees may inspect their own human resource records in the presence of the Director of Human Resources, or his designee, and may copy but not remove certain documents in the file. Such an

inspection must be requested in writing to the Director of Human Resources and will be scheduled at a mutually convenient time during regular office hours. Documents obtained in connection with investigations of a possible criminal offense, ratings, reports or records that were obtained prior to the employee's employment, documents prepared by identifiable examination committee members or documents obtained in connection with a promotional examination, may be withheld from the employee's inspection.

Employees who feel that any file material is incomplete, inaccurate or irrelevant may submit a written request to the Director of Human Resources that the files be revised accordingly. If such a request is not granted, the employee may place a written statement of disagreement in the file and pursue the matter further using the regular grievance procedure.

General Policies

Monterey Bay Christian Center (Hereinafter referred to as "MBCC," "church" or "the church"), is a California Nonprofit Religious Corporation, and Evangelical Pentecostal Protestant Christian church, in affiliation with THE GENERAL COUNCIL OF THE ASSEMBLIES OF GOD, a Missouri Nonprofit Corporation, having a number of departments, agencies and programs within its operations. The regulations and policies set forth in the following material apply generally to all employees within all such departments, agencies and programs, except as otherwise noted. MBCC is a religious society, having distinct rules, regulations and policies that are remarkably different from those found in secular society.

It is a general policy of MBCC that all employees in service to this organization, in any of its departments, programs and ministries, must be mature persons, committed to the religious mission of the church, with a personal born-again experience in Jesus Christ, evidence of a consistent Christian life, and personally subscribing to the Tenets of Faith of MBCC. All employees accepted for employment within this corporation are part of the religious mission of the church, including every person that is elected to or authorized to take part in the various departments, programs and ministries of this church, and each are expected and required to conduct themselves in their personal lives, on and off the job, on and off church campus and any of its programs and facilities, in such a way as to compliment the image and religious mission of MBCC. Any behavior that is viewed as immoral, sinful, disloyal or antagonistic to or adversely reflecting on MBCC, will not be tolerated, and may be cause for discipline and dismissal.

It is a general policy of MBCC that all employees within this organization and its various divisions, departments, programs and activities, shall assume and perform duties as assigned to them, according to their perspective job description and; in compliance with each department or program regulations and policies, under direct supervision and authority of their respective Department Director or supervisor, at all times subject to the authority of the Senior Pastor and Church Board, likewise subject and pursuant to all rules, regulations, restriction, consideration and policies of the Employee Handbook and the Constitution & By-Laws of MBCC.

The Senior Pastor and Church Board of MBCC are authorized to establish, maintain or amend rules, regulations and policies regarding activities taking place on the church campus and its other facilities, including restrictions upon or exclusion of individuals or groups. Such campus and other facilities are private and considered to be Holy Ground, and this church reserves the right to restrict the movements of any person on such campus or other facilities, or to exclude or expel any person or group from same, at any time, for any reason or for no stated reason.

Some of the benefits and privileges afforded by MBCC to its employees are not mandated by law, and are left to the discretion of the employer, such as health, accident and medical benefit plans, dental plans, life insurance plans, sick benefits, vacation benefits, holiday benefits, jury and witness duty benefits, among others discussed hereinafter. Benefits and privileges may not necessarily be uniform in design, method, application or providing same to employees. MBCC reserves the right to unilaterally modify, alter, amend, adjust, revise, rescind or cancel all or part of such discretionary benefits as are not accrued and vested, and to do so at any time and for any reason or for no stated reason, upon reasonable notice to those immediately affected.

MBCC reserves the unilateral right to modify, alter, amend, adjust, supplement, interpret, refine, revise, or to rescind and cancel all or part of the policies established and discussed in this handbook, and likewise to enforce or modify policies, rules, regulations and practices that are not specifically discussed in this handbook, and to do so at any time and for any reason or for no stated reason, upon reasonable notice to those immediately affected.

MBCC reserves the unilateral right to modify, alter, amend, adjust, supplement, interpret, refine, revise, or otherwise deal with job descriptions and work assignments of any employee, and to do so at any time and for any reason or for no stated reason, which may not be uniform over any class, upon reasonable notice to those immediately affected.

It is a general policy of MBCC that there shall be no personal crusades or private campaigns, programs, enterprises or activities conducted, nor any subtle or open display or distribution of signs, literature or advertisements, on the church campus or any of its various other facilities, unless such shall have been in advance approved by the Senior Pastor. No employee of this church or any of its programs shall promote personal crusades or support private campaigns, programs, enterprises or activities to involve this church or its members, or visitors upon the church campus or other facilities of MBCC or elsewhere, unless such have been approved in advance by the Senior Pastor. If endorsement, services or programs are desired beyond those provided, they must first have the approval of the Senior Pastor, and be under his general authority and supervision, and his approval may be withdrawn at any time without notice, for any reason or no stated reason. Violation of the provisions of this section shall constitute good cause to have the violator expelled from the church campus and its other facilities and may result in discipline applied.

STATEMENT OF FAITH

- About God: We believe there is one God who is the Creator and the Ruler of the universe (Gen. 1:1). He eternally exists in three persons: the Father, the Son and the Holy Spirit (Matt. 28:19).
- About Jesus Christ: We believe that Jesus Christ is the Son of God, in his virgin birth (Matt. 1:23), his sinless life (Heb. 4:15; 7:26), his atoning death on the cross (1 Cor. 15:3), his resurrection on the third day (John 11:25; 1 Cor. 15:4), and that He will return again to reign as Lord of lords (Acts 1:11; 1 Tim. 6:13-16).
- About the Holy Spirit: We believe in the indwelling presence of the Holy Spirit that empowers each Christian to live a godly life (Rom. 8:11). The body of each believer is a “temple” in which the Holy Spirit is present (1 Cor. 6:19-20). Therefore, every believer must foster a life of being filled with the Spirit, which is both an initial and an ongoing experience for Christians (Ephesians 5:18). The Holy Spirit provides the Christian with power for living, understanding of spiritual truth, guidance in doing what is right and spiritual gifts to edify the church.

- About the Bible: We believe that the entire Bible is the inspired, infallible and inerrant Word of God and that men were moved by the Spirit to write the books of Scripture (2 Pet 1:20-21). The words of the Bible are the primary source for teaching and equipping Christians for a life of righteousness (2 Tim. 3:16-17).
- About Humanity: We believe that human beings were created in the image of God to have fellowship with Him (Gen. 1:26), but became alienated from that relationship through sinful disobedience (Gen. 3). As a result, humanity is totally incapable of coming back into a right relationship with God by one's own effort.
- About Salvation: We believe that the shed blood of Jesus Christ on the cross solely provides for the forgiveness of sins (Mark 10:45). Therefore, salvation is received only when a person places his faith in the death and resurrection of Christ as the sufficient payment for one's acknowledged sin (Acts 2:38). This salvation is not earned but a gift available by the grace of God alone (Eph. 2:8-9).
- About the Christian Life: We believe that for every Christian the old way of living for oneself is in the past and the new way of living for Christ is for the present and for the future (2 Cor. 5:17). By obedience to the Scriptures and daily yielding to the Spirit we will mature and become conformed to the image of Christ, which should be exhibited by love for God and for one's neighbor (Matt. 22:37-39).
- About the Church: We believe that the church is the body of Christ, of which Jesus is the Head (Col. 1:18). The purpose of the church is to gather believers to glorify God by being a powerful witness for Jesus Christ in a lost world (Matt. 28:18-20). God wants to edify and build up His church, this is why the Holy Spirit gives a variety of spiritual gifts to believers such as—encouragement, serving, teaching, healing, prophecy, etc. (Romans 12, I Cor. 12,) We practice two ordinances in the church instituted by Christ Himself: water baptism (Luke 3:21-22) and Holy Communion (Luke 22:14-20).
- About Healing: We believe that Christ's power to heal, evident in the Gospels, is available to all believers today through his atoning sacrifice (Isaiah 53:4-5) The church is to lay hands on the sick, anoint them with oil, and pray faithfully for their recovery (James 5:14-15).
- About the Future: We believe that Christians who have died will be reunited with those still alive at the second coming of Jesus Christ (1 Thess. 4:16-17). This event will be followed by the millennial reign of Christ (Rev. 20:1-6), a final judgment (Rev. 20:11-15), and the appearance of a new heaven and a new earth (Rev. 21-22).

OUR HISTORY

Monterey Bay Christian Center was founded in 1931 as the result of a prayer meeting and tent revival held on Kimball Avenue - right in the middle of the peninsula community. Since that time, we have endeavored to continue influencing our community with the Good News of Jesus Christ.

Our Purpose

We exist to passionately love God and others, consistently grow in our personal faith, and diligently serve our community well. We do that by loving people into a transformational relationship with their Creator and developing committed disciples who actively take the Gospel of Jesus Christ from Neighborhoods to Nations.

Our Missional Philosophy

We believe that Scripture teaches us a very simple method for living a godly life. We are commanded to LOVE God and each other, to GROW together to maturity in our faith, and to SERVE our community, which includes everyone around us.

“So, don’t worry about these things, saying, ‘What will we eat? What will we drink? What will we wear?’ These things dominate the thoughts of unbelievers, but your heavenly Father already knows all your needs. Seek the Kingdom of God above all else, and live righteously, and he will give you everything you need.

Matthew 6:31-33

Then he said to the crowd, “If any of you wants to be my follower, you must turn from your selfish ways, take up your cross daily, and follow me.

Luke 9:23

1. LOVE God and Others

We demonstrate our faith by loving God and each other passionately.

The man answered, “‘You must love the LORD your God with all your heart, all your soul, all your strength, and all your mind.’ And, ‘Love your neighbor as yourself.’” “Right!” Jesus told him. “Do this and you will live!”

Luke 10:27-28 (NLT)

2. GROW Together to Maturity

We demonstrate our faith by pursuing spiritual growth fervently.

“And now, just as you accepted Christ Jesus as your Lord, you must continue to follow him. Let your roots grow down into him, and let your lives be built on him. Then your faith will grow strong in the truth you were taught, and you will overflow with thankfulness.”

Colossians 2:6-7 (NLT)

3. SERVE Our Community

We demonstrate our faith by serving our community relentlessly.

“And whoever wants to be first among you must be the slave of everyone else. For even the Son of Man came not to be served but to serve others and to give his life as a ransom for many.”

Mark 10:44-45 (NLT)

GOALS AND EXPECTATIONS

It is MBCC’s policy to implement fair and effective human resource policies and procedures and to require all employees to serve MBCC’s best interests. MBCC expects all employees to:

- A. Deal with members, constituents and vendors in a professional manner maintaining a high level of integrity, honesty and confidentiality;
- B. Perform assigned tasks in an efficient manner;
- C. Be punctual;

- D. Be loyal to the leadership and staff of the church;
- E. Develop and maintain a close personal walk with the Lord;
- F. Maintain a Christian outlook and attitude at all times;
- G. Maintain a habit of regular church attendance;
- H. Demonstrate a considerate, friendly and constructive attitude toward fellow employees; and
- I. Adhere to the policies adopted by MBCC.

MBCC retains the sole right to exercise all managerial functions including, but not limited to, the rights to:

- A. Dismiss, assign, supervise and discipline employees;
- B. Determine and change starting times, quitting times and shifts;
- C. Transfer employees within departments or into other departments and other classifications;
- D. Determine and change the size and qualifications of the work force;
- E. Determine and change methods by which its operations are to be carried out;
- F. Determine and change the nature, location, services rendered, quantity and continued operation of MBCC; and
- G. Assign duties to employees in accordance with MBCC's needs and requirements and to carry out all ordinary administrative and management functions.

EMPLOYMENT-AT-WILL RELATIONSHIP

All employees who do not have a written employment agreement with MBCC for a specific, fixed term of employment are employed at the will of MBCC for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

This policy will not be modified by any statements contained in this manual or any other employee manuals, employment applications, MBCC recruiting materials, MBCC memoranda or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singularly or combined, are to create an express or implied contract concerning any terms or conditions of employment. Similarly, MBCC's policies and practices with respect to any matter are not to be considered as creating any contractual obligation on MBCC's part or as stating in any way that termination will occur only for "just cause." Statements of specific grounds for termination set forth in this manual or in any other MBCC documents are examples only, not all-inclusive lists and are not intended to restrict MBCC's right to terminate at will.

Completion of an introductory period or conferral of regular status does not change an employee's status as an employee at-will or in any way restrict MBCC's right to terminate such an employee or change the terms or conditions of employment.

EMPLOYMENT

Equal Employment Opportunity

It is the intention of MBCC to practice equal employment opportunity without regard to an individual's race, color, national origin or disability in application of any policy, practice, rule or regulation.

Functioning as a not-for-profit Christian ministry, we can and do discriminate on the basis of religion and on matters consistent with our beliefs.

Employee Harassment

MBCC is committed to maintaining a hostile free work environment in which all individuals treat each other with dignity and respect and is free from all forms of intimidation, exploitation and harassment including, but not limited to, sexual harassment. MBCC 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 denigrates 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 under any of the following conditions:

- A. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s employment;
- B. Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual;
- C. The conduct has the purpose or effect of having a negative impact upon the individual’s work performance, or of creating an intimidating, hostile or offensive work environment;
- D. The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or otherwise adversely affects an individual’s employment opportunities; or
- E. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through MBCC.

Unwelcome conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual or otherwise harassing nature. Among the types of conduct which would violate this policy are the following:

- A. Unwanted sexual advances or propositions;
- B. Offering employment benefits in exchange for sexual favors;
- C. Making or threatening reprisals after a negative response to sexual advances;
- D. Visual conduct such as leering, making sexual gestures or other gestures which denigrate a person’s race, color, national origin, gender, disability or age;
- E. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age or disability and that is placed on walls, bulletin boards or elsewhere on MBCC premises or circulated in the workplace;
- F. Epithets, slurs, negative stereotyping, threatening, intimidating or hostile acts that relate to race, color, gender, national origin, age or disability, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
- G. Physical conduct such as touching, assaulting, impeding or blocking movements.

Employees who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the Director of Human Resources, or the vice-chairman of the church board if the complaint involves the Lead Pastor. Employees who observe conduct of a harassing nature are also encouraged to report the matter to the Director of Human Resources, or the vice-chairman of the church board if the complaint involves the Lead Pastor. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, MBCC reserves the right to fully investigate every complaint and to notify appropriate government officials as the circumstances warrant.

It is against MBCC's 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 the Director of Human Resources, or the vice-chairman of the church board if the complaint involves the Lead Pastor, receives a complaint, he will immediately direct an investigation. 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.

Hiring Qualifications

MBCC hires individuals on the basis of their qualifications and ability to do the job to be filled. Unless otherwise provided in writing, employment with MBCC is considered to be at-will so that either party may terminate the relationship at any time and for any lawful reason.

A member of an employee's immediate family will be considered for employment by MBCC provided the applicant possesses all the qualifications for employment. These criteria will also be considered when assigning, transferring or promoting an employee.

Hiring of Employees under Age 18

When MBCC hires employees under age 18 who are not emancipated or do not have a high school equivalency degree ("minor employees"), MBCC and the minor employee must comply with all necessary laws pertaining to the employment of minors. All minor employees must obtain a proper work permit and MBCC must keep records of this compliance. All minor employees may only work during non-school hours.

Immigration Law Compliance

MBCC complies with the Immigration Reform and Control Act of 1986 and is committed to employing only United States citizens and those aliens who are authorized to work in the United States.

Position Descriptions

Position descriptions will be developed for all of MBCC'S positions. Job descriptions:

- A. Indicate the general nature of duties, responsibilities, specifications, designated workweek and exempt/nonexempt, hourly/salaried status;
- B. May be changed to meet the needs of MBCC at anytime; and
- C. Will be reviewed on an annual basis by the Director of Human Resources.

Employment Agreements

MBCC may execute, at its sole discretion, written employment agreements with certain of its employees. Such written agreements must be signed by the Lead Pastor. Those who do not have a written employment contract containing a specified term of employment are considered at-will employees.

Medical Examinations & Health Procedures

MBCC reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. Employees returning from a

disability leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves or their fellow employees. In addition, MBCC reserves the right to require a second medical opinion regarding an employee's absence because of illness or injury or regarding a doctor's certification of an employee's ability to return to work. Any such second opinion will be paid for by MBCC.

Employees who become ill on the job or suffer any work-connected injury, no matter how minor, must report the situation to the Director of Human Resources for determination of appropriate action, such as arranging for examination and treatment and for recording of the incident.

Introductory Period

All new employees and all present employees transferred or promoted to a new job are to be monitored and evaluated for an initial introductory period on the job of at least three months. After satisfactory completion of the introductory evaluation, such employees will be evaluated on an annual basis as provided for in the Performance Appraisal policy.

At all times, employment with MBCC is considered to be "at-will," and the employer/employee relationship may be terminated at any time for any lawful reason by either party.

Transfer

MBCC may, at its discretion, initiate or approve employee job transfers from one job to another or from one location to another.

Promotion

MBCC hires employees for entry level positions, provides training and development for employees when deemed necessary and offers employees promotions to higher level positions when deemed appropriate. To fill non-ministerial vacancies above the entry level, church leadership prefers to promote from within and will first consider current employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in MBCC's best interest. Promoted employees will be subject to the provisions of the Introductory Period policy for a period of at least 90 days.

Hours of Work

MBCC establishes the time and duration of working hours as required by work load and production flow, ministry needs and efficient management of resources.

The normal work week is Sunday through Saturday, beginning and ending at midnight on Saturday and consisting of 40 hours. The normal work day for full-time employees will consist of 8 hours of work with an unpaid meal period of 1 hour. Rest or coffee breaks are considered as time worked.

If an employee misses work and desires to make up the lost time within the same week in which it was lost, the employee may submit a written or oral request to do so to the supervisor. MBCC does not require employees to make up lost time in lieu of lost pay, nor is it required to grant such requests.

Employees are encouraged to schedule their doctor or other personal appointments on their day off or during their lunch hour. If an employee is unable to do that, he or she will need to clear the appointment with his or her immediate supervisor. Scheduled appointments during office hours will be considered to use available personal time unless other arrangements are made with his or her immediate supervisor to make-up that time.

Overtime

Overtime should only be assigned in those situations where the supervisor in charge is convinced that the work is essential in order to meet established schedules or deadlines. Advance notice will be given to employees whenever possible; however, employees should be aware of the fact that emergencies occasionally arise that do not permit advance notification. In an emergency situation, the supervisor in charge will make every effort to notify the employees who are scheduled for overtime work as soon as possible. Prior approval is required BEFORE overtime is accrued. Leadership reserves the right to approve or deny overtime requests. Due to the financial impact to each ministry's budget, it is essential to evaluate the need for overtime to accomplish a given project. Planning ahead and effective use of volunteer labor is recommended to help offset additional costs for hours worked. The department head must have all requests for overtime pre-approved by the Lead Pastor.

To request overtime:

1. Request is made through a Request for Overtime form available in the church office or via email.
2. Requestor is to obtain approval from the immediate supervisor.
3. Request must then be approved and signed by the Lead Pastor.
4. Approved requests are to be sent to the Payroll Coordinator for pay processing.
5. It is advised to get approval at least a week in advance. Requestor must wait to receive status of request from Payroll before working the additional hours.

Procedure for Paying Overtime:

Overtime is defined as compensation for work performed beyond the normal workweek of 40 hours. A workweek begins on Sunday and ends on Saturday. Leadership reserves the right to approve or deny overtime requests. **Prior approval is required BEFORE overtime is accrued.**

Overtime will be paid to all nonexempt employees (those employees subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) for time worked beyond 40 hours in any workweek. All overtime must be pre-approved by the Lead Pastor. Failure to obtain pre-approval for overtime could cause the employee to be subject to discipline up to and including termination.

Overtime Notice:

1. Daily overtime shall be mandatory if notice is given on the preceding day. In the absence of such notice, overtime shall be solely voluntary. Failure to work on the voluntary basis shall not be disciplined, unless the party agrees to work and does not appear.
2. Weekend overtime (usually Saturday) shall be mandatory only if notice is extended by the prior Thursday. In the absence of such prior notice, fulfillment of overtime shall be strictly voluntary. Failure to volunteer for overtime in the absence of sufficient notice shall be without prejudice, unless the employee has volunteered and fails to appear as agreed.

Overtime Discipline:

1. Persons who have been assigned to work overtime, whether voluntary or mandatory, shall be expected to report to work as scheduled.
2. Failure to report shall be subject to disciplinary procedures as specified for any other nonappearance for a regularly scheduled work time.

Exceeded Overtime:

If the specified period of overtime is insufficient, the additional period of overtime that is not scheduled shall be worked solely on a voluntary basis regardless of the basis for original assignment.

Releases from Obligation:

1. Employees should be released from mandatory overtime, without fear of discipline, when they can provide a reasonable excuse such as the following:
 - A. Personal family emergency;
 - B. Personal or family health maintenance;
 - C. Personal long-range commitments:
 - legal appointments;
 - long-range planned projects which would be breached at great expense;
 - personal penalty is involved: court dates, defaults of deposits, etc.; and
 - important family functions: weddings, etc.
2. If there is doubt concerning the employee's sincerity in offering such an excuse, the burden of proof will rest with the employee.

Payroll Provisions:

Time and one-half (1 1/2) shall be paid for all hours worked in excess of 40 in a week. Overtime will be paid to all nonexempt employees (those employees subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) **(for time worked beyond 40 hours in any work week)** unless the nonexempt employee is working with prior approval to make up lost time.

Compensatory Time:

California law prohibits private employers from using compensation time (comp time) to make up for overtime work by nonexempt employees. However, nonexempt employees may rearrange their hours to keep from working over 40 hours a workweek.

Employee attendance at lectures, meetings and training programs will be considered hours of work if it was requested and/or approved by management.

All nonexempt employees (Hourly employees are nonexempt and salary employees are exempt) are required to complete an individual time record showing the daily hours worked. Time records cover one work week and are to be completed contemporaneously throughout each work day. Because time records are legal documents, their falsification can result in discipline up to and including termination. Since MBCC uses a digital timekeeping system in lieu of a paper time record, the employee's personal password will be considered as an electronic signature. Each employee is responsible for security of their personal password and should not allow it to be accessed by anyone for assistance in correcting errors. Employees should personally clock in and out and should never give their password to another employee.

The following points should be considered in filling out time records:

- A. Employees are to clock in their starting time, time out for lunch, time in from lunch and quitting time for each workday;
- B. Employees are not permitted to work before or after they have clocked their time;
- C. Employees are required to take lunch and/or meal breaks when appropriate;
- D. Employees are responsible to check time records at the conclusion of each pay period for accuracy and notify their supervisor of needed changes. All time will be approved by the supervisor immediately following the pay period. Un-worked time for which an employee is entitled to be paid (paid absences, paid holidays or paid vacation time) should be pre-requested and approved by the supervisor immediately following the pay period. All authorized overtime must also be approved in advance by the Lead Pastor.

Exempt employees are not required to clock their time but must account for daily attendance. In addition, exempt employees will not receive overtime compensation.

Volunteer Service for MBCC

MBCC, a ministry dependent on the volunteer efforts of those who feel led to give of themselves to help accomplish its mission, appreciates the volunteer time many of its employees give. Because of legal requirements, however, any time volunteered by an employee for MBCC must first be approved by the employee's immediate supervisor to ensure it does not parallel the employee's normal job description.

School Employees

For the purposes of this manual, a full-time teacher at Monterey Bay Christian School (MBCS) is classified as a "special full-time" employee and will have some variations to their employment conditions, as clarified in their employee agreement and accompanying school handbook. Non-instructional and/or administrative staff at MBCS will be bound by the conditions of this manual unless otherwise specified in writing.

Temporary and Part-Time Employees

MBCC may supplement the regular work force with temporary or part-time employees, or other forms of flexible staffing, when needed because of periods of peak workload, employee absences or other situations as may be determined by management. A temporary employee is an individual who is hired either part-time or full-time for a specified, limited period. A part-time employee is an individual who is hired for an indefinite period, but who works less than 32 hours in a workweek (1,664 hours per year). Other flexible staffing classifications or arrangements may be added as needed.

Termination

MBCC or the employee may terminate employment at any time and for any reason. The Director of Human Resources, or his designee, will conduct an exit interview no later than the employee's last working day. The interview should:

- A. Attempt, if the termination is voluntary, to determine the actual reason or reasons why the employee is leaving so that, where appropriate, action can be taken to correct any problems that come to light;
- B. Discuss, if the termination is involuntary, the circumstances and reasons leading to the termination so that misunderstandings and hard feelings can be minimized (two MBCC representatives should be present);
- C. Explain any conversion or continuation of benefits under MBCC's group insurance plans and any other vested benefits available to the employee under MBCC's benefit plans;
- D. Determine the employee's availability for future employment, if the supervisor's written evaluation recommends such employment, and explain MBCC'S policy on references (MBCC will only confirm dates of employment and position responsibilities. Wage history will be given to prospective employers only if the former employee has signed permission to release such reference information and a copy is provided to MBCC);
- E. Obtain the employee's correct address for mailing IRS Form W-2 and the correct mailing addresses of the employee's spouse or former spouse and any dependents who are eligible to continue their health care benefits under MBCC'S health insurance plan;
- F. Remind the employee to take away any personal belongings;
- G. Discuss the employee's continuing duty not to disclose confidential information;
- H. Return MBCC keys and property; and
- I. Return Human Resource Manual.

The Director of Human Resources, or his designee, will have the final pay (including accrued vacation) for voluntarily terminating employees available on the next payroll day unless the employee has been involuntarily terminated. He will also be responsible for securing the return by terminating employees of all MBCC property in their possession. The payroll coordinator will prepare final pay in the form of a paper check, which will then be delivered to the Director of Human Resources or his designee. No final pay will be transmitted by direct deposit.

Salary & Benefit Administration

Disclosure of Benefits

MBCC adheres to all required guidelines. Therefore, for the purposes of benefits, full-time is defined as an employee scheduled to work 32 hours per week or more.

MBCC may provide, at its sole discretion, its employees with various welfare and pension benefits. MBCC reserves the right to modify, amend or terminate its welfare and pension benefits as they apply to all current, former and retired employees.

All benefits provided by MBCC are described in official documents which are kept on file by the Director of Human Resources. These documents are available for examination by any plan participant or beneficiary. In addition, they are the only official and binding documents concerning MBCC'S welfare and pension benefits.

State & Federal Unemployment Insurance Exemption

Because churches are exempt from participation in state and federal unemployment insurance programs, MBCC does not provide unemployment insurance as an employee benefit.

COBRA

COBRA does not apply to group insurance plans for churches and is not offered.

Vacations

MBCC grants annual vacations with pay to regular full-time and part-time employees. Employees may not receive vacation pay in lieu of time off. The vacation year is the fiscal year July 1st through June 30th. For the purpose of vacation accrual, a full-time employee will be defined as an employee who consistently works at least 32 each week while a part-time employee will be defined as an employee who consistently works between 20 hours and 32 hours each week. Employees will accrue vacation according to the following schedule, unless otherwise agreed to in writing:

For qualified full-time staff only:	Annual accrual	Per pay period
First full year through 4 years	10 days maximum	3.34 hours
Full years 5 and over	15 days maximum	5.00 hours

For qualified part-time staff only:	Accrual per hours worked
First full year through 4	.0385
Full years 5 and over	.0578

The part-time vacation accrual shall be accrued based on the hours worked each pay period. An employee that works between 20 to 32 hours a week qualifies for the part-time vacation accrual. Should

an employee's weekly average of hours worked fall below 20 hours per week in a pay period, then the employee will not accrue any vacation time during the pay period below 20 hours. Vacation benefits accrue per pay period according to the employee's tenure and status and do not expire.

Part-time employees under 20 hours per week and temporary employees receive no vacation benefit.

An employee whose employment is terminated for any reason, who quits or who is laid off will receive vacation pay for any unused vacation accrued at the time of termination or layoff. If an employee dies, pay for accrued and unused vacation will be paid in a lump sum to the employee's estate.

If a paid holiday falls within an employee's vacation period, the holiday will not be charged as a vacation day. No allowance will be made for sickness or other compensable type of absence occurring during a scheduled vacation.

Sick/Personal Days

All employees are granted 3 paid sick/personal days (or equivalent for non full-time employees) each year. Personal days may be used at the discretion of the employee, subject to supervisory approval, and must be used at least one ½ day (or equivalent for non full-time employees) at a time.

Worker's Compensation Insurance

Worker's Compensation Insurance automatically covers all employees at the time they are hired. The church pays 100% of the premiums for this important coverage. The following benefits are provided to employees who sustain a work-related injury or illness:

- Partial wage replacement for periods of disability;
- Medical care, including medicine, hospital, doctor, X-rays, crutches, etc.;
- Rehabilitation services, if necessary.

It is important that you report any work-related injury or illness to your supervisor, as soon as it happens, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention immediately.

Educational Assistance

Where it can be demonstrated that the church will benefit from an employee's participation in an educational program, the church may pay the related expense. The senior pastor must approve requests for payment of expense related to educational programs in advance.

Holidays

MBCC observes certain designated days each year as holidays. The following schedule of holidays is observed during each calendar year:

1. New Year's Day
2. Martin Luther King Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans Day
8. Thanksgiving Day

9. Day after Thanksgiving
10. Christmas Eve
11. Christmas Day

Applicable full-time employees and part-time employees will be given a day off (or partial day off for part-time employees) with pay for each holiday observed. Temporary employees and employees on leaves of absence or on layoff are not eligible to receive holiday pay. Full-time and part-time employees are eligible to receive their regular rate of pay for each observed holiday.

To receive holiday pay, an eligible employee must be at work, or on an authorized absence, on the work days immediately preceding and immediately following the day on which the holiday is observed. If an employee is absent on one or both of these days because of an illness or injury, MBCC reserves the right to verify the reason for the absence before approving holiday pay.

When a holiday occurs on a Saturday or Sunday, management may determine that it will be observed on either the preceding Friday or following Monday.

If a holiday occurs during an employee's vacation period, the holiday will not be charged as a vacation day.

All eligible employees required to work, or whose regularly scheduled day off occurs on a church holiday, are permitted to schedule with their supervisor an alternate day off with pay within 30 days of the occurrence of holiday.

Time Off to Vote

MBCC encourages employees to fulfill their civic responsibilities by voting. If an employee is unable to vote in a statewide election during his or her non-working hours, MBCC will grant up to one hour of paid time off to vote. Employees should request time off to vote from their supervisor at least 2 working days prior to election day so that the necessary time off can be scheduled at the beginning or the end of the work shift, whichever provides the least disruption to the normal work schedule.

Monterey Bay Christian School Tuition Discount

Children of full-time staff members will receive a 50% discount on annual tuition, not including other fees and associated costs. Children of part-time employees who work a minimum of 20 hours per week will receive a 25% discount on annual tuition, not including other fees and associated costs. Discounts are not available to employees who work less than 20 hours per week.

Discounts cannot be combined. Spouses cannot combine discounts. In all cases, the greater discount will be given.

Group Insurance Plans

Health insurance plans are not provided at this time.

Retirement

Retirement is not provided to employees of MBCC. However, if an employee has or chooses to set up a retirement account with AG Financial, he or she can designate a portion of his or her paycheck to be deposited into their retirement account before taxes are taken out.

Salary Administration

MBCC pays wages and salaries which are nondiscriminatory and as competitive as possible with rates being paid for like jobs by other employers in the community. However, all wage and salary policy decisions must take into consideration MBCC's overall economic condition and ministry mission.

MBCC withholds payroll deductions for federal and state income tax and federal insurance contributions (FICA) as required by law. MBCC also complies with all garnishment orders served upon it and will not retaliate against any employee for any garnishment.

Performance Appraisal

The job performance of each employee should be evaluated periodically by the employee's supervisor upon the following occasions:

- A. By the end of the first 90 days of employment (introductory period);
- B. Prior to the annual salary review or on the anniversary date of employment; and
- C. When the employee is transferred or promoted to a new job.

Between scheduled appraisals, supervisors should discuss with employees on an informal basis any performance issues that warrant attention and should keep records of any significant incidents.

The employee will have the opportunity to examine the written evaluation and make written comments or write a response about any aspect of it. Employees who feel they want more than the chance to add written comments or write a response to their appraisal may request a review by the Director of Human Resources.

Because of the employment-at-will relationship, a good performance appraisal is not a promise of continued employment.

Severance Pay

MBCC is under no obligation to give a terminated employee severance pay, but severance pay may be granted to terminated employees under certain circumstances at MBCC's discretion.

Pay Procedures

MBCC pays employees by direct deposit (unless other arrangements are made with payroll) on a semi-monthly basis and in a manner so that the amount, method and timing of such payments comply with any applicable laws or regulations.

If the regular payday occurs on a bank holiday, employees will be paid on the last working day prior to the regular payday.

Authorized Absence from Work**Attendance & Punctuality**

Employees are to report for work punctually as scheduled and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt work flow and service to members and constituents and will not be tolerated.

Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination. Absences in excess of those allowed in the short-term absence policy and tardiness or early leaving (for instance, beyond 5 minutes of starting or quitting time) more than three times in a 3-month period are grounds for discipline.

Employees who are delayed in reporting for work more than thirty minutes and who have not called their supervisor within 5 minutes of the beginning of their work schedule may lose their right to work the balance of the work day. In addition, employees who report for work without proper equipment or in improper attire may not be permitted to work. Employees who report for work in a condition deemed not fit for work, whether for illness or any other reason, will not be allowed to work.

Employees will not be required nor permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost because of tardiness, unauthorized absence, authorized absence or any other reason if the result will be that the employee works more than 40 hours during the workweek.

Employees who are absent from work for 3 consecutive days without giving proper notice to MBCC will be considered as having voluntarily quit. At that time, the Director of Human Resources will formally note the termination and advise the employee of the action by certified mail.

Full-time employees are eligible to be compensated for regular base wages lost during periods of authorized absence to the extent they have accumulated days of paid absence. However, no compensation will be paid for absences covered by Workers' Compensation.

Other Leaves of Absence

MBCC may grant employees other unpaid leaves of absence up to a maximum of 1 year under certain circumstances. The following types of leaves will be considered:

Personal Leave of Absence: Employees may be granted a personal leave of absence to attend to personal matters in cases in which the Director of Human Resources determines that an extended period of time away from the job will be in the best interests of the employee and MBCC.

Military Leave of Absence: A military leave of absence will be granted if an employee is recalled to active duty in the United States Armed Forces for a period of not more than 1 year. Employees who perform and return from military service in the Armed Forces, the Reserves or the National Guard shall have and retain such rights with respect to reinstatement, seniority, vacation, layoffs, compensation and length of service pay increases as may be from time to time provided by applicable federal or state law.

Upon satisfactory completion of military service and timely notice of intent to return to work, an employee will be reinstated to a job comparable to the one the employee left, provided the employee is qualified and MBCC'S circumstances have not changed to the extent that it would be impossible or unreasonable to provide reemployment. An employee must reapply for a job within 31 days after being released from active duty. Reservists and National Guardsmen returning from initial active duty for training must apply for reinstatement within 31 days after being released from military duty. Employees returning from all other active duty for training must report to work on the first scheduled working day following completion of training or service.

If an employee, on return from military service, is physically unable to perform the duties of the employee's previous job, MBCC will attempt to place the employee in a position of similar status and pay that is compatible with the employee's physical abilities.

Employees with 1 year or more of service will be protected against loss of income as a result of participation in annual encampment or training duty in the United States Reserves or the National Guard. In these circumstances, MBCC will pay the difference between what an employee earns from the government for military service and what the employee would have earned as normal straight-time earnings on the job. This difference will be paid for up to 2 weeks in a calendar year.

Jury Duty: MBCC encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees who are called to serve on jury duty will be granted absence to serve jury duty and will be paid their regular wages during the period of time they are called to serve. If you are summoned for jury duty, show your summons to your supervisor as soon as you receive it.

Bereavement Leave: Full-time employees will be granted time off with pay to attend a funeral in the immediate family for the following:

10 working days

- Spouse
- Child/Step-Child

2 working days

- Grandparents
- Grandchild
- Aunt/Uncle

5 working days

- Mother/Step-Mother
- Father/Step-Father
- Brother or Sister
- In-laws (Father, Mother, Sister or Brother)

1 working day

- Close, personal friend (with administrative approval).

If an employee fails to return to work following an approved leave of absence, the employee will be terminated from employment.

Maternity/Paternity Leave

Maternity Leave: Maternity leave is the time a mother takes off work for the birth or an adoption of a child. Under the FMLA guidelines, employees desiring to take maternity leave must notify the Director of Human Resources at least 30 days in advance. Maternity leave is unpaid and MBCC requires that employees use and exhaust all accrued vacation and/or sick leave as part of FMLA leave.

Paternity Leave: Paternity leave is the time a father takes off work for the birth or an adoption of a child. Under the FMLA guidelines employees desiring to take paternity leave must notify the Director of Human Resources at least 30 days in advance. Paternity leave is unpaid and MBCC requires that employees use and exhaust all accrued vacation and/or sick leave as part of FMLA leave.

Family Medical Leave Act (FMLA)

MBCC is subject to the Family Medical Leave Act (FMLA) and eligible employees will be granted up to 12 weeks annually of unpaid absence for the following reasons:

1. For the birth of a child or the placement of a child for adoption or foster care (leave for birth or adoption, including foster care placement, must conclude within 12 months of the birth or placement);
2. To care for an immediate family member's serious illness (spouse, child or blood parent, parent-in-laws are excluded by law); or
3. To take medical leave when the employee is unable to work because of a serious health condition. "Serious health condition" means:
 - A. Any period of incapacity or treatment connected with inpatient care in a hospital, hospice or residential medical care facility;
 - B. Any period of incapacity requiring absence of more than 3 calendar days from work, school or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
 - C. Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than 3 calendar days and for prenatal care.

MBCC may require certification, on a periodic basis, of a continuing illness or disability by the employee's physician and/or a physician selected by MBCC.

To be eligible for FMLA benefits, an employee must:

1. Have worked for MBCC for at least a total of 12 months; and
2. Have worked at least 1,250 hours over the prior 12 months.

Spouses employed by MBCC are jointly entitled to a combined total of 12 workweeks of family leave for the birth or adoption/placement of a child or to care for an immediate family member's serious illness. Spouses are entitled to 12 weeks individually for personal illness.

FMLA leave may be taken intermittently whenever it is necessary to care for a seriously ill family member (spouse, child or blood parent, parent-in-laws are excluded by law), or because the employee is seriously ill and unable to work. If the need for intermittent leave is foreseeable based on planned medical treatment, the employee is responsible for scheduling the treatment in a manner that does not unduly disrupt MBCC'S operations, subject to the approval of the employee's health care provider.

FMLA benefits include the following:

1. Upon return from FMLA leave, the employee will be restored to his original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. (Where restoration to employment will cause substantial and grievous economic injury to MBCC'S operations, MBCC may refuse to reinstate salaried employees who are among the highest paid ten percent of MBCC'S work force. In such cases, MBCC will notify the employee as soon as such a determination has been made and give the employee an opportunity to return to the work force).
2. MBCC will maintain the employee's health insurance whenever such insurance was provided before the FMLA leave was begun and will do so as if the employee had continued to work. If the employee normally pays an insurance premium copayment, the employee must continue to do so during FMLA leave to retain coverage.
3. While seniority will not continue to accrue during FMLA leave, all seniority earned before the FMLA leave will be reinstated upon the employee's return to the work force.

Employees desiring to take FMLA leave must notify the Director of Human Resources at least 30 days in advance when the need for leave is foreseeable. When the need for leave is not foreseeable thirty days in advance, the employee must notify the Director of Human Resources as soon as practical. As early as the fourth day of an FMLA-qualified absence, MBCC may elect to classify it as FMLA leave.

Employees may elect, or MBCC may require, employees to use and exhaust all accrued vacation and/or personal leave as part of FMLA leave. MBCC will determine, prior to granting vacation and/or personal leave, whether the leave counts towards the employee's FMLA leave entitlement and so notify the employee immediately upon learning that it qualifies as FMLA leave. If MBCC has insufficient information to determine whether the paid leave qualifies as part of the employee's FMLA leave entitlement, it may conclude so and notify the employee during the leave.

Rest Breaks

Whenever practical, hourly employees may receive a rest break of 15 minutes at approximately the middle of every 4 hours of work not broken by a meal period. MBCC is under no obligation to provide rest breaks.

Meal Breaks

Full-time hourly employees will take an unpaid meal break near the middle of the workday; the break will be no less than 30 minutes and no more than 60 minutes. Part-time hourly employees scheduled to work more than 5 consecutive hours during any workday will likewise take a 30 minute unpaid meal break.

Employee Expenses

Employee Spending Policy

All pastors and/or department leaders are authorized to make normal purchases within their areas of responsibility according to the following provisions:

1. That established approval, purchase and receipt guidelines are strictly followed.
2. That the needed funds have already been allocated by the church board in the current fiscal year's budget.
3. That the purchase does not cause the individual department to go "over budget." If a department has need to exceed the previously allocated budget amount, the church board must first agree to reallocation of budgeted funds or approve the excess expenditure.
4. That any single purchase (or all purchases for a single project or event) in excess of \$200 must additionally be pre-approved by the Senior Pastor.
5. That any single purchase (or all purchases for a single project or event) in excess of \$500 must additionally be pre-approved by the Senior Pastor and the Treasurer.
6. That any single purchase (or all purchases for a single project or event) in excess of \$1000 must additionally be pre-approved by the Senior Pastor and the Church board.

Accountable Reimbursement Plan

MBCC has adopted an accountable reimbursement policy pursuant to income tax regulations. This policy makes it legally possible for MBCC to reimburse legitimate approved expenses to employees without having to show them as taxable income. Following are the terms of our accountable reimbursement policy:

- A. Any MBCC employee will be reimbursed for any ordinary and necessary business and professional expenses incurred on MBCC'S behalf if the following conditions are satisfied:

1. The expenses are pre-approved through our purchase authorization procedure, except in extenuating circumstances.
 2. The expenses are reasonable in amount;
 3. The employee documents the amount, time and place, business purpose and business relationship of each person or persons entertained with the same kind of documentary evidence that would be required to support a deduction of the expense on the employee's tax return (receipts are required; oral or employee-written statements will not qualify); and
 4. The employee documents such expenses by providing the Director of Human Resources with an accounting of such expenses at least monthly; an expense will not be reimbursed if substantiated more than 60 days after the expense is paid or incurred by the employee.
- B. Reimbursements will be paid out of MBCC'S funds and not by reducing paychecks by the amount of the reimbursements;
 - C. Reimbursable and professional expenses may include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, vestments and professional dues;
 - D. MBCC will not include as taxable income any business or professional expense reimbursement properly substantiated and reimbursed according to this policy and the employee should not report the amount as taxable income on his IRS Form 1040;
 - E. Any MBCC advance or reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee according to this policy must be returned to MBCC within 10 days after the associated expenses are paid or incurred by the employee and shall not be retained by the employee;
 - F. If, for any reason, MBCC'S reimbursements are less than the amount of business and professional expenses properly documented by an employee, MBCC will not report any part of the reimbursement as taxable income for the employee and the employee may deduct the unreimbursed expenses as allowed by law;
 - G. Under no circumstances will MBCC reimburse an employee for business or professional expenses incurred on its behalf that are not properly substantiated according to this policy; and
 - H. All receipts and other documentation from an employee to substantiate reimbursed expenses under this policy will be retained by MBCC.

Travel Expense

Employee travel on behalf of MBCC must be approved in advance and such travel should be engaged in and reimbursed according to the guidelines below.

Employees are to use the most expedient mode of transportation available, to book the least expensive fares and to stay in and eat at moderately priced establishments. Employee expenses for approved travel will be paid or reimbursed when properly documented by the employee and approved by the supervisor. Employees are expected to exercise prudent discretion in incurring expenses while traveling on behalf of MBCC. Any travel expenses deemed unreasonable relative to the circumstances will not be paid or reimbursed and are the employee's personal responsibility. Employees should provide their supervisor with a copy of their itinerary before leaving on MBCC'S related travel.

Automobile Usage

MBCC may allow certain employees to drive on MBCC business. Employees who use their personal vehicles for approved business purposes may receive a mileage allowance which is determined by the MBCC Board. The reimbursement amount will be less than or equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil,

depreciation and insurance. In addition, employees driving on MBCC business may claim reimbursement for parking fees and tolls incurred. In many cases, it is more cost effective to MBCC to rent a car for the employee rather than reimburse them for mileage; therefore, some due diligence is required on behalf of the MBCC employee prior to using their personal vehicles for approved business purposes:

1. Refer to the worksheet on the help desk called "Car Rental Worksheet." This will help determine if mileage reimbursement or renting a car is the best option;
2. Call our current priority rental company (information on file with Administration).

MBCC Related Entertaining

Certain employees may engage in the entertainment of associates on behalf of MBCC only if they have been authorized to do so by their supervisor. Such authorization will define the general circumstances and expense limits of the approved forms of entertainment.

Expense reimbursement requests must be accompanied by receipts. Business functions or entertainment should comply with the MBCC standard of conduct.

Meal Reimbursement

MBCC may provide, pay for or reimburse employees for ministry-related meals. Meal expenses must be reasonable and should not exceed the guidelines set by the Director of Human Resources.

Expense reimbursement requests must be accompanied by receipts and should comply with the MBCC standard of conduct.

Membership in Clubs and Civic Organizations

Employees are encouraged to seek membership in community clubs and civic organizations where such membership will promote MBCC'S interests and enhance its image in the community. These memberships will not normally be paid by MBCC, nor will they normally be reimbursed by MBCC and employee participation in such community organizations must not adversely affect the employee's job performance, be detrimental to MBCC'S interests or place the employee in the position of serving conflicting interests.

Participation in Trade and Professional Associations

Employees are encouraged to participate in trade and professional associations that promote MBCC'S goals, individual skills development and/or professional recognition. However, employee participation in such associations must not conflict with MBCC'S interests.

MBCC Premises & Work Areas

Safety

Employees should report to the Director of Human Resources or their supervisor all observed safety and health violations, potentially unsafe conditions and any accidents resulting in injuries. Employees are encouraged to submit suggestions to the Director of Human Resources concerning safety and health matters.

Privacy

MBCC 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 MBCC and are, therefore, not private.

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. MBCC 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.

Solicitation & Distribution

MBCC limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of the organization, can be detrimental to staff efficiency, can be annoying to staff, members and constituents and can pose a threat to security.

Persons who are not employed by MBCC are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services or engaging in any other solicitation or similar activity on MBCC premises unless granted specific written permission to do so by the Director of Human Resources.

The Director of Human Resources may authorize fund drives by employees on behalf of nonpolitical charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist in these drives, however, employees are not to be discriminated against because of their willingness or unwillingness to participate.

Team members may be permitted to engage in solicitation or distribution of non-political information, including prayer requests and forwarded emails, only when pre-approved by the Director of Human Resources.

Parking

MBCC provides parking facilities, when practical, for the benefit and convenience of its employees, members and constituents and visitors. MBCC supports carpooling and vanpooling as a community service and as a convenience and financial benefit for employees.

Persons who use the MBCC parking lot do so at their own risk and should keep their cars locked while on the lot. MBCC assumes no responsibility for any damage to or theft of any vehicle or personal property left in the vehicle while on the parking lot.

Security

MBCC makes reasonable efforts to provide security for its property, its employees and authorized visitors to its premises. Employees are expected to report any violations or potential problems to the Director of Human Resources.

Employees violating security procedures will be subject to discipline, and employees committing illegal acts may be reported to law enforcement authorities.

All employees or volunteers working must meet any applicable security clearance requirements. These requirements may include more extensive background checks, fingerprinting, bonding or other special security measures. Failure or inability to meet and/or comply with any special security requirements are grounds for termination of employment or rejection of an applicant.

Employees are expected to exercise reasonable care for their own protection and for that of their personal property while on MBCC premises and while away from the premises on MBCC business. MBCC assumes no responsibility for losses.

Forced Closings due to Severe Weather

Unless notified by their supervisor, employees are to report to work on all regularly scheduled days, regardless of weather conditions. If an employee is unable to report to work due to weather conditions, they must notify their supervisor before the start of their scheduled shift.

In the event that the church offices close due to severe weather conditions, an employee will not be required to report to work. Part Time and Full Time hourly staff that are scheduled to work that day are eligible for 4 hours of pay, or actual time worked, whichever is greater. Employees will be allowed (but not required) to make up lost time using accrued PTO, or at the discretion of their supervisor, working additional hours some other day during the same work week.

Cancellation of Regularly Scheduled Services

In the event that any service is canceled, part time and full time hourly employees will not receive pay for those scheduled hours. Employees will be allowed (but not required) to make up their lost time using PTO, or at the discretion of their supervisor, by working extra hours some other day during the same work week.

Employee Conduct

Personal Behavior of Employees

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

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

- A. Reporting to work punctually as scheduled and being at the proper work station, 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 MBCC 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 and constituents, visitors, volunteers and fellow employees in a courteous manner;
- G. Refraining from offensive or undesirable behavior or conduct or conduct which is contrary to MBCC
- H. Ministries' doctrinal stance or official policies; and

- I. Performing assigned tasks efficiently and in accord with established quality standards.

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 MBCC'S premises;
- B. The use of profanity or abusive language;
- C. The possession of firearms or other weapons on MBCC'S property;
- D. Insubordination or the refusal by an employee to follow management's instructions concerning a job-related matter;
- E. Fighting or assault on a fellow employee, members and constituents, vendors or visitors;
- F. Theft, destruction, defacement or misuse of MBCC'S property or of another employee's property;
- G. Falsifying or altering any MBCC 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;
- H. Threatening or intimidating management, supervisors, security guards or fellow workers;
- I. Smoking, including use of tobacco products, hookah, or vape
- J. Sleeping on the job;
- K. Failure to wear assigned safety equipment or failure to abide by safety rules and policies;
- L. Improper attire or inappropriate personal appearance;
- M. Engaging in any form of sexual misconduct (including, but not limited to, the adoption of a homosexual lifestyle) or sexual harassment (see the following Personal Sexual Purity statement);
- N. Violation of MBCC'S policies on solicitation or distribution;
- O. Improper disclosure of confidential information;
- P. Gambling;
- Q. Making false, vicious or malicious statements about MBCC, its leadership or fellow employees;
- R. Bringing minor children to the workplace during office hours for an extended period of the workday; and
- S. Any action or comment that promotes disloyalty or disunity.

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

Communication Boundaries

All staff shall use serious discretion in responding to inquiries related to church staff, leadership and members. Questions regarding personal matters, travel, finances, schedule, feelings and opinions of others should be steered to the individual involved and his/her personal representative.

Social Media Guidelines

This policy provides parameters in order to guide church staff, team members, employees, volunteers, and church leaders when social media tools are used on behalf of Monterey Bay Christian Center (MBCC) or when MBCC becomes part of a social media dialogue.

A. Social Media Tips

1. Be selective! There are a variety of digital platforms available. Use the right medium for the message. For example, don't use a Facebook post to communicate sensitive or private information.
2. Be smart! A blog, community post, or social media post is often visible to the entire public and can/will be shared by others in various ways that cannot be controlled at any level. Be extremely wise with all content posted.
3. Use grace! Always use Biblical wisdom when utilizing social media. For example, if someone has offended you, consider speaking with them privately on the matter. Do not post offense responses publicly.
4. Ask us! In areas where this policy does not provide a direct answer for how members of our community should answer social media questions, please check with MBCC's leadership team before speaking as a representative of the church.

B. Use of Social Media

1. All of MBCC's policies, including harassment, confidentiality, and software use, apply in the extensive use of social media.
2. Team members who misuse the MBCC's social media resources in ways that violate the law or other ministry policies are subject to immediate disciplinary action and/or dismissal.

C. Guidelines

1. Social media postings should never disclose sensitive or confidential information, unless written consent to share said information is obtained from the individual it concerns. This includes but is not limited to personal and/or medical information.
2. Please refrain from posting photos of individuals or identifying those individuals on MBCC's social media pages without their written consent prior to posting. Written consent can be submitted via email or text. The members of the social media team are responsible for disabling the "tagging" feature of photos posted on the ministry's page. If the photos reference a location, that information must be deleted as well.
3. Copyright and Fair Use Laws must be respected at all times. Feel free to point or link to another individual's site, not post or blog about it like it is your own content.
4. If any posted material concerning MBCC seems to be illegal (e.g. child or elder abuse, etc.) team members should contact church leadership and the appropriate authorities immediately.
5. When communicating with youth via social media, team members must adhere to MBCC's youth policies. Additionally, employees and volunteers serving in the children and youth ministries must keep their professional image in mind at all times. Online conduct, comments, behavior, etc. affects this image. MBCC discourages staff members and volunteers from accepting invitations to "friend" youth group members within personal networking sites. Social contact outside MBCC's youth page(s) may create serious risks for the ministry workers and negatively alter the dynamic between a youth leader and a student.
6. Team members and employees are solely responsible for the content they publish online, including content from their own social media pages. It must be absolutely clear that all views/posts do not reflect MBCC but are reflective of themselves.
7. As a team member of MBCC, remember that your online presence and posts can have the potential to affect the ministry of MBCC. For this reason, it is imperative that you conduct your online interactions in accordance with MBCC's Human Resource Manual. If you have any questions, inquire with the leadership team for clarity.

8. When in doubt, be positive! Whether someone has posted something mean, rude or distasteful, take the high road at all times.
9. In the event of a crisis, contact church leadership prior to responding to any posting or comments relating to the crisis.

D. Public Relations Guidelines

1. Church communications may not be used for partisan political messages or paid advertising.
2. MBCC may designate one or two main employees to facilitate all external communication channels on behalf of the Church. Only authorized employees such as the Pastor(s), Communications Staff and Departmental Directors may coordinate communications with members of the media on behalf of MBCC.
3. Any external communication from the MBCC office regarding serious/unexpected incidents must be approved by church leadership and follow MBCC's guidelines.
4. Always use MBCC's official name and logo. These branding items must be approved prior to official use.

E. Where Do These Guidelines Apply?

1. This policy applies to all online and mobile platforms for sharing content and information, whether hosted by MBCC or hosted by others.
2. "Social media" refers to social networking services, short-message services, message boards, wikis, podcasts, image/video sharing sites and other methods for sharing real time information among users. Due to the ever-changing speed of social media, this policy applies to all new social media platforms, whether or not they are mentioned. All social media platforms are relevant and included.

Church Attendance and Tithes

Employees are expected to be faithful in regular attendance at church services and in tithes and offerings. Also, employees should set the example for other church members and be involved in at least one ministry of the church.

Personal Sexual Purity

In an age where secular society is increasingly confused about sexual identity and sexual purity, MBCC believes it is important that it be clear with its employees about its expectation that they uphold the highest standards of biblical purity in their interpersonal relationships. Without a clear understanding of sexual identity and consistent practice of sexual purity by MBCC'S employees, MBCC cannot be an effective agent of the healing power of Jesus Christ to the victims of sexual confusion in our world.

We believe that God's design for the gift of sexuality is that it is to be exercised and enjoyed only within the covenant relationship of marriage between one man and one woman. It is God's intention that those who enter marriage shall seek, in mutual love and respect, to live, one man and one woman, in Christian fidelity as long as both shall live.

We believe God has expressly condemned sexual intercourse outside of the marriage covenant. This prohibition applies to married persons committing adultery, to sexual relationships between unmarried men and women and, because God's order intends the sexual relationship to be between male and female, to homosexual practice. It is God's expectation that the unmarried shall live pure and celibate lives, refraining from sexual intimacy.

Because of the serious consequences confused sexuality and unrepentant sexual sin can have on the ministry of MBCC, employees who disagree with this policy or who do not conform their conduct to it are expected to resign or they will be terminated. Individuals applying for or accepting a position with MBCC must acknowledge their agreement with this policy and commitment to abide by it.

Official Public Church Policy on Homosexual Lifestyle

We believe that God loves all people. It is because He loves us that He prescribes behaviors that He knows are beneficial to us and society and prohibits those that are not beneficial to us and society. We admit that we don't always know the "whys" behind these prohibitions, but we trust that they are true.

The Bible clearly states that sexual intimacy is intended to be exercised between a husband and wife within the confines of a marriage relationship. Sexual activity outside of marriage is forbidden. The Bible further states that sexual activity between same gender individuals is forbidden. Our church affirms these commandments as doctrine.

Nevertheless, our church also believes that everyone is welcome to gather with the church and to worship God and hear the Word of God, regardless of the degree to which they affirm these doctrines or align their lives to them. Our worship service is a public meeting and anyone is welcome to come.

We also believe that everyone has the right to be treated with dignity and love, and everyone who attends a meeting at our church will be treated as such and will not be singled out, demeaned, or ridiculed.

For a more comprehensive theological statement on this subject, including scripture references, please see the Position Paper found on the website of the General Council of the Assemblies of God at www.ag.org.

Employee Violence Prevention

1. Employees are to report all threats of violence as soon as possible to their supervisor.
2. Employees are to report all suspicious individuals or activities as soon as possible to their supervisor.
3. If employees hear violent commotion, call 911 immediately.
4. Employees are to cooperate fully with security personnel, law enforcement and medical personnel that respond to a call for help. Employees, only if qualified, may provide first aid to injured persons.

Personal Appearance of Employees

Each employee's dress, grooming and personal hygiene should be appropriate to the work situation. Employees are expected at all times to present a professional, business-like image to members and constituents, prospects and the public. Favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with MBCC. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

Proper grooming and attire have a positive impact on MBCC and convey a level of respect for where we work, those we work with and those who visit. Employees of MBCC are expected to present a clean and professional appearance. MBCC, while casual in day-to-day dress, complies with a business casual dress code for special events. When an employee is found to be outside acceptable grooming and attire standards, the employee will be asked to clock out and return home to change. No lost time will be compensated.

Inappropriate attire will not be permitted. Attire deemed inappropriate is defined as, but not limited to, the following: halter tops, tank tops (bra straps may not show), midriff tops, T-shirts (with offensive slogans or pictures), see-through or mesh clothing, beach attire and ragged, torn or dirty clothing. Inappropriate attire will be addressed at the discretion of the department head.

Note: On special occasions, the MBCC staff may be asked to wear business casual or dress casual clothing. *The Lead Pastor reserves the right to call for Business Casual Dress for special events.*

Personal Use of Communications Systems

Employees should be particularly careful to exercise courtesy and thoughtfulness in using the telephone. A positive telephone contact with members and constituents can enhance good will while a negative experience can destroy a valuable relationship. The following procedures should be observed whenever possible:

- A. When answering the telephone, use a pleasant tone of voice, give the name of the department and identify yourself (an example might be, "MBCC Accounting, this is Bob. May I help you?");
- B. If the person with whom the caller wishes to speak is on another line, ask the caller if he wants to be placed on hold or if he would like to leave a voicemail message;
- C. If a caller has been placed on hold, carefully monitor the holding period and offer to have the call returned if the person with whom he wishes to speak is not available within a reasonable time; and
- D. When a caller leaves a message, make sure it is recorded completely, correctly and legibly and is given promptly to the appropriate individual.

Employees should not use MBCC'S communication services and equipment for personal purposes except in emergencies or when extenuating circumstances warrant it. Such usage is restricted because it can impede the normal flow of business, incur unnecessary MBCC'S expense and reduce productivity.

Conflicts of Interest

MBCC Church expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the MBCC Church. Employees must not use their position or the knowledge gained as a result of their position for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to their supervisor.

Fraud and Related Misconduct Policy

Trustees and employees are expected to use their best efforts to recognize risks and exposures inherent to their areas of responsibility and to be aware of indications of fraud and related misconduct. Any employee who knows or has reason to know of fraud or related misconduct shall report that to the HR Director. If the HR Director or Lead Pastor is involved in fraud or related misconduct, that shall be reported to the Vice-Chairman of the Board. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden. When fraud or related misconduct is reported, an appropriate investigation and all necessary action will be undertaken.

Fraud and related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action up to and including termination.

Gift Policy

Employees, or their families, may only retain a gift (as described below) with the written approval of the MBCC Church Board. All requests to retain or give a gift shall be submitted to the Lead Pastor. The COO and Lead Pastor shall evaluate requests on a case-by-case basis.

The term gift includes any tangible or intangible item, personal service, or kickback of more than \$200, or less than \$200 if it is recurring. All gifts are presumed prohibited if from any person or business enterprise that:

1. Competes with MBCC or its subsidiaries; or
2. Purchases or sells, or seeks to purchase or sell, goods or services to, or from, MBCC Church or its subsidiaries.

Moonlighting Policy

On occasion, employees of MBCC Church ("employer") may wish to seek outside employment. Prior to engaging in outside employment or works for hire, any MBCC Church employee must discuss the outside employment with their immediate supervisor, disclose the nature of the outside employment, and receive Lead Pastor approval before accepting the outside employment. If, in the opinion of the Lead Pastor, the outside employment being considered presents a conflict of interest, the outside employment may be denied. A conflict of interest exists if, among other things:

- A. The job is incompatible with employer's interests;
- B. The job is with a vendor, client or competitor;
- C. The job interferes with performance, dependability, attentiveness or the ability to meet the requirements of Employer.

In the event outside employment is approved, MBCC employees are strictly prohibited from using employer's computers, copiers, telephones, fax machines, courier services, email, servers or other equipment or services in performing outside employment or moonlighting work.

Employees are, during regular office hours, prohibited from securing jobs, communicating via email, text, phone, etc. with outside employer, and/or working on assignments or projects for the outside employment while on the employer's time, property or business.

Board Involvement

Employees may not serve as a director or officer of any other Company without the prior written approval of the MBCC Church Board of Directors. Any employee seeking permission to serve on an outside board of directors must submit his or her request to the Lead Pastor, together with a description of the company, and his or her obligations as a board member. The Lead Pastor shall evaluate requests on a case-by-case basis and make its determination based on several factors, the most important of which will be whether the Employee's service as a director will be harmful to the interest of MBCC. Other factors to be considered include the nature of the company's business, whether the obligations of a board member can be performed without interfering with the individual's job performance (i.e., as a general rule fewer than fifteen hours are to be spent annually on directorship matters), and whether the company is a customer or supplier of MBCC.

Confidential Nature of MBCC's Interests

The interests of MBCC, particularly confidential information and trade secrets, represent proprietary assets that each employee has a continuing obligation to protect.

Information designated as confidential is to be discussed with no one outside MBCC'S offices and only discussed within on a "need to know" basis. This responsibility is not intended to impede normal ministry communications and relationships but is intended to alert employees to their obligation to use discretion to safeguard MBCC'S interests.

Employees authorized to have access to confidential information must treat the information as proprietary MBCC's property for which they are personally responsible. Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Employees violating this policy will be subject to discipline, up to and including termination and may be subject to legal action.

Media & Public Inquiries

All media inquiries and other inquiries of a general nature should be referred to the Lead Pastor. Inquiries seeking information concerning current or former employees should likewise be referred to the Director of Human Resources or designee.

Whistleblower Policy

A whistleblower as defined by this policy is an employee of MBCC who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws or fraudulent financial reporting. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Director of Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas: confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. MBCC will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Director of Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Director of Human Resources who are responsible for investigating and coordinating corrective action. Employees with any questions regarding this policy should contact the Director of Human Resources.

The Director of Human Resources shall advise the Board of Directors on any complaints and allegations. Any person reporting an activity who is not satisfied with the response concerning the outcome of the investigation may contact the Director of Human Resources and send a copy in writing to the Board of Directors.

Disciplinary Procedure

All employees are expected to comply with MBCC'S standards of behavior and performance and any noncompliance with these standards must be remedied.

Under normal circumstances, MBCC endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit, up to and including termination. The Director of Human Resources, under normal circumstances, should review and approve all recommendations for termination before any final action is taken.

Employees who believe that they have been disciplined too severely or without good cause should utilize the grievance procedure. An employee's record will normally be cleared of any disciplinary incidents if the employee works a full year without further action being instituted under this policy.

Grievance Procedure

Employees have an opportunity to present their work-related complaints and to appeal supervisory decisions through a dispute resolution or grievance procedure. MBCC will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as an employee's expressed feeling of dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors or other employees. Employees must notify MBCC in a timely fashion of any grievance considered appropriate for handling under this policy. The grievance procedure is the exclusive remedy for employees with appropriate grievances. As used in this policy, the terms "timely fashion," "reasonable time" and "promptly" will mean 5 working days.

Employees will not be penalized for proper use of the grievance procedure. However, it is not considered proper if an employee abuses the procedure by raising grievances in bad faith or solely for the purposes of delay or harassment, or by repeatedly raising grievances that a reasonable person would judge have no merit. Implementation of the grievance procedure by an employee does not limit the right of MBCC to proceed with any disciplinary action which is not in retaliation for the use of the grievance procedure.

The grievance procedure has a maximum of three steps, but grievances may be resolved at any step in the process. Grievances are to be fully processed until the employee is satisfied, does not file a timely appeal or exhausts the right of appeal. A decision becomes binding on all parties when an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.

Employees who feel they have an appropriate grievance should proceed as follows:

Step 1: Promptly bring the grievance to the attention of the immediate supervisor. If the grievance involves the supervisor, then it is permissible to proceed directly to Step 2. The supervisor is to investigate the grievance, attempt to resolve it and give a decision to the employee within a reasonable time. The supervisor should prepare a written and dated summary of the grievance and proposed resolution for file purposes.

Step 2: Appeal the decision to the Director of Human Resources if dissatisfied with the supervisor's decision or initiate the procedure with the Director of Human Resources if the grievance involves the employee's immediate supervisor. If the grievance involves the Director of Human Resources, then it is permissible to proceed directly to Step 3. Such an appeal or initial complaint must be made in a timely fashion in writing. The supervisor's version of the grievance and decision will then be submitted, also in writing. The Director of Human Resources will, in a timely fashion, confer with the employee, the supervisor and any other members of management considered appropriate, investigate the issues and communicate a decision in writing to all the parties involved.

Step 3: Appeal an unsatisfactory Director of Human Resources decision to the Lead Pastor, or initiate the procedure with the Lead Pastor if the grievance involves the Director of Human Resources. The timeliness requirement and procedures to be followed are similar to those in Step 2. The Lead Pastor will take the necessary steps to review and investigate the grievance and will then issue a written, final and binding decision.

Final decisions on grievances will not be precedent-setting or binding on future grievances unless they are officially stated as MBCC policy. When appropriate, the decisions will be retroactive to the date of the employee's original grievance.

Information concerning an employee grievance is to be held in strict confidence. Supervisors, department heads and other members of management who investigate a grievance are to discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information.

Arbitration of Disputes

MBCC and its employees, as Christians, believe the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of Matthew 5:22-24, Matthew 18:15-20 and I Corinthians 6:1-8. Therefore, MBCC and its employees agree that any controversy or claim between them, arising out of the employment relationship between MBCC and one or more of its employees, or the termination of that relationship, which cannot be resolved between them, shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of The Center for Conflict Resolution (626.585.9729). The mediation and, if necessary, the arbitration, shall be administered by a Christian dispute resolution agency which is a member of the Association of Christian Coalition Services. The parties shall be entitled to conduct discovery as set forth in the California State Civil Code, subject to determination by the arbitrator as to what discovery is sufficient to adequately arbitrate the disagreement or dispute.

If arbitration is required, it shall be conducted by three arbitrators. The employee or employees bringing the claim shall have the right to select one arbitrator and MBCC shall select the second arbitrator. If the two arbitrators selected by the employee(s) and MBCC cannot agree on a neutral arbitrator, the neutral arbitrator shall be selected by the dispute resolution agency administering the arbitration.

The arbitrator will provide a written decision and can award any and all damages available in a civil court of law. While the full costs of the arbitration will be paid by MBCC, the arbitrator has the right to award costs of discovery, litigation and attorney fees to the prevailing party.

MBCC and its employees agree that these methods are the sole remedy for any controversy or claim arising from the employment relationship between MBCC and one or more of its employees, or the termination of that relationship, including claims for violations of federal and state law and for negligent or intentional wrongful conduct. MBCC and its employees further agree that these methods are the sole remedy whether the claim is between an employee or employees and MBCC, or one or more of MBCC'S Board members, officers, employees or agents. Each expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. The terms of this arbitration agreement, however, are not intended to be a substitute for, or in any way alter, the rights and obligations of any employee and MBCC to administer and adjudicate claims which state law mandates are exclusively within the jurisdiction of the state's Workers' Compensation system.

Other Rights and Assumptions

No other rights or privileges should be inferred or any assumptions made if the employee topic or performance requirement is not specifically addressed in this manual. In all cases, employees should ask their immediate supervisor for instruction and/or clarification in areas of ambiguity or omission.