



EMPLOYEE HANDBOOK

*"Everything should be done in a fitting and orderly way."
1 Corinthians 14:4*

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Introduction

This manual is the official employee policy and procedure manual for Riverside Community Church. Additional policies can be found in the Church Manual.

Important Employment Notice

Riverside Community Church reserves the right to modify any provision, policy, or benefit in the Employee Manual at any time.

Welcome to Riverside. We hope your employment here will be a source of great personal and professional satisfaction. This Employee Handbook should be kept throughout your employment. It will be updated from time to time and you will be provided all updates. It is designed to provide you with information about RCC and to summarize its policies and procedures. It may not, however, answer all of your questions. It is impossible for any handbook to cover all events or circumstances which could arise. If you need additional information, please talk to your ministry leader. We will keep you advised of changes in policies through issuance of revised copies of the Handbook. It is our goal to provide our employees with competitive wages and benefits and good working conditions.

This Policy manual applies to all buildings, facilities, and meeting venues of Riverside Community Church. All policies and procedures in this version of the Employee Manual supersede all prior versions. This manual should not be construed as an employment contract, and employment with Riverside Community Church is “at will”.

1. All employees are employed at the will of the church for an indefinite length of time.
2. No statements made in any of the church’s policies will alter the “at-will” relationship.
3. No church employee or representative has the authority to enter into any agreement for employment for a specified period of time or make any representations or agreement contrary to at-will employment.

This Handbook is intended to be a source of information and a general statement of Riverside Community Church of the Assemblies of God (RCC) employment policies. It is not a contract of employment. RCC hopes that our employment relationship will be continuing and rewarding for you as an employee and RCC as the employer.

Riverside Community Church is a Christian church. All employees must subscribe to RCC’s statement of beliefs, and abide by the faith, practices, policies, and purpose of Riverside Community Church. No policy shall be interpreted as a waiver of the ministerial exception pertaining to any church employee nor waiver of any right pursuant to any

federal or state law, including the First Amendment to the United States Constitution and the right of Church Autonomy, to be free from governmental controls, and corresponding rights pursuant to the Pennsylvania Constitution.

Privacy and Confidentiality

This manual is for the express interest of the staff and congregation of Riverside Community Church. No portion of this manual may be reproduced without approval.

STAFF AND CONGREGATION - The relationship between Riverside Community Church and its congregation is a very personal one. Employees may at times have access to privileged information. Employees are expected to hold in confidence information about congregants. This includes information about congregant pledges, contributions, health and family matters, personal problems, etc. This information may not be shared with other employees, staff family members or church congregants in casual conversation. Such information shall only be disclosed on a strict need-to-know basis, excepting those communications that may be privileged per law, such as the clergy-penitent privilege. In such cases, privileged communications may not be disclosed to any other person. Staff members agree to maintain confidentiality following separation from employment of Riverside Community Church.

WITHIN STAFF - In addition, conflicts within the staff or issues related to employment are not to be shared with Riverside Community Church congregants. Circumventing the chain-of-command by communicating staff issues directly with the congregation is a serious violation of policy. The Grievance procedure in this manual outlines the appropriate process to follow concerning grievance conflicts. The staff will always present a unified appearance to the congregation.

STAFF AND SALARIES - Except for addressing overall staff expense at the annual meeting, salary information is confidential. We strongly urge you not to disclose salary and wages between employees or between employees and Riverside Community Church congregants.

Introductory Statement

This handbook is designed to acquaint you with Riverside Community Church and provide you with information about working conditions; employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Riverside Community Church to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No company handbook can anticipate every circumstance or question about policy. As Riverside Community Church continues to grow, the need may arise; and Riverside Community Church reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

Talk to Us

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, please request a meeting with the Pastors. Issues can be discussed for possible solutions.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us in a respectful and professional manner. Your job will not be adversely affected in any way because you choose to use this procedure.

Changes in Policy

Change at Riverside Community Church is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies (except for the policy of employment-at-will), procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by Riverside Community Church, and after those dates, all superseded policies will be null and void.

All requests for updates or additions to this manual should be submitted in writing or via email to the church Business Administrator or the church Office Manager.

Employment

Code of Conduct/Beliefs

Background – All employees of Riverside Community Church are expected to carry out their life and ministry in a Christ-like and professional manner. Their demeanor is reflective not only of their personal character but reflects upon this church and the atmosphere of ministry that Riverside Community Church wishes to set.

Who is affected – All personnel who fill staff positions at Riverside Community Church, whether paid or unpaid, part-time, or full-time, must recognize the leadership example that is required of them.

Credentialed pastors are also subject to the policies of the Assemblies of God or their respective credentialing authority.

Expectations – Every staff member is expected to be positive in attitude, Christian in service, and an aggressive responder to the ministry of the Gospel of Christ. The starting place for expectations of staff are the expectations of RCC members: a genuine Christian commitment and adherence to the statements of faith. Learn more about these at <https://riversideconnect.org/more/membership>. Additionally, when serving the church vocationally, special consideration is needed for how your actions will impact the people you are serving. In light of this, the following Biblical principles are to be followed by all church staff:

1. **Obey the law** and conduct themselves as responsible citizens who contribute to the welfare of the Riverside Community Church (Romans 13:1-7). Among other things, this precludes the use of marijuana and drugs for non-medical purposes and conduct that disrupts gatherings or the general operation of the Riverside Community Church. It also includes demonstrating respect for the property of others and of the Riverside Community Church.
2. **Show respect, love, and consideration for others.** We believe that, without exception, every human being is a valuable person created by God in His image (Genesis 1:26-27) and thus possesses inherent dignity; we are called to love and treat every person with genuine respect. Therefore, the staff of Riverside Community Church are expected to act with kindness and positive regard for the well-being of each person, and to practice respect for all people at all stages of life. This manner of living obeys Jesus' commandment to show love for others (John 13:34-35) echoed by the Apostle Paul (Rom. 14:1, 1 Cor.13). It is evidenced by making a habit of encouraging and building up others, showing compassion, demonstrating unselfishness, and displaying patience. Harassment of any person, whether or not they are a member of the Riverside Community Church, is not

acceptable. Differences of opinion are expected, and dialogue about differences is always to be conducted with respect, reason and consideration for others.

3. **Refrain from practices that are contrary to biblical teaching.** These include, but are not limited to,
 - drunkenness (Eph. 5:18)
 - swearing or use of profane language (Eph. 4:29; 5:4)
 - harassment (John 13:34-35; Rom. 12:9-21)
 - all forms of dishonesty including cheating and stealing (Prov.12:22; Col. 3:9; Eph. 4:28)
 - involvement in the occult
 - sexual immorality (1 Cor. 6:12-20; Eph. 4:17-24; 1Thess. 4:3-8)
 - marriage outside the biblical standard
4. **Observe biblical principles for marriage and sexual relationships.** Staff of the Riverside Community Church agree to respect the biblical teaching that sexual intimacy is to be practiced only within the context of marriage between a husband (one man) and a wife (one woman) (Genesis 2:23-24) and to keep their sexual behavior consistent with this teaching. Also, married staff of the Riverside Community Church agree to respect and maintain the sanctity of marriage and to take every positive step to resolve conflict and avoid divorce. Christian counseling is encouraged to resolve conflict and may be required in the disciplinary stage. Co-ed living arrangements are not suitable for unmarried Riverside Community Church staff members.
5. **Utilize careful judgment in the exercise of personal freedom** (I Corinthians 8:9-13; Ephesians 4:17-5:15). This entails the responsible use of time and material resources, and the honest pursuit of knowledge including regular attendance at gatherings and Riverside Community Church events. It also requires that staff of the Riverside Community Church maintain modest, inoffensive behavior in personal relationships, and always strive to present the best Christian witness in all that they do.

This is not offered as a legalistic definition of right and wrong. Rather, it provides concrete examples of a commitment to the purpose of Riverside Community Church and a commitment to fellow members and attenders of this church. Scripture may not command certain expectations, but nonetheless, they are desirable and essential if all members and attenders of the Riverside Community Church are to achieve their personal and spiritual goals.

Enforcement – It is the responsibility of the Lead Pastor with the approval of the Deacon Board to ensure the proper procedures are followed and for enforcement of this policy.

Employee Performance Disciplinary Procedure

All employees are expected to comply with Riverside Community Church's standards of behavior and performance, and any non-compliance with these standards must be remedied.

Generally, Riverside Community Church endorses a policy of progressive discipline through verbal warning followed by written warning 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 Business Administrator, generally, should review and approve all recommendations for termination before any final action is taken.

Disciplinary Action – It will be the policy of the Riverside Community Church to ensure fair and equitable disciplinary action is accomplished whenever an employee of the church merits such action. Pursuant to this policy, the following table of disciplinary actions will form a guide.

Policy Violation	Occurrence Occasion		
	1 st	2 nd	3 rd
Assault (see pt.1)	Termination		
Drug Abuse (see pt.1)	Mandatory Counseling	Termination	
Insubordination (see pt.2)	Verbal Warning	Written Warning	Termination
Immorality & Non-Christian Behavior (see 3-4)	Verbal Warning, Counseling	Written Warning	Termination
Excessive Absentees (see 5)	Verbal Warning	Written Warning	Termination
Marginal Work (see 5)	Verbal Warning	Written Warning	Termination

Special Circumstances: This schedule of disciplinary action may be set aside if, in the opinion of the Lead Pastor and the Deacon Board, the individual has violated several of the policy statements simultaneously or within a brief period of time. In such eventuality, the more severe disciplinary actions may be imposed, including termination.

Performance Improvement Plan

Performance Improvement Plans are used for employees having trouble achieving their objectives. The plan is designed to provide leadership and support, as well as to give the employee clear direction on improving unsatisfactory performance. The key to an effective Performance Improvement Plan is identifying what behavior is expected of the employee and what behavior is occurring; therefore, identifying the gap in performance. The Supervisor and employee develop a plan for closing the gap and follow-up dates and consequences are identified.

The Supervisor should document this status and corresponding conversation(s)/counsel of the employee using the designated form and give the employee a copy. Another copy of the form should be placed in the employee's personnel file. Employees on performance-related status are not eligible to receive salary increases during this period.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, Riverside Community Church will voluntarily make reasonable accommodations for the known disability of an individual, unless undue hardship on the operation of the church would result. Employees who require reasonable accommodation should speak with the Lead Pastor. Notwithstanding the forgoing, this policy shall not act as waiver of the ministerial exception, and ministerial employees remain subject to the ministerial exception.

Commitment to Diversity

Riverside Community Church is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the organization. Unique perspectives, skills, and experience are valued, and this commitment is embodied in the organization.

Equal Opportunity Employment / Hiring Policy

Riverside Community Church will endeavor to hire the most qualified candidate for each open position. Because of the very nature of our ministry, we require our employees to be professing Christians and experiencing a daily walk with Christ. All employees must subscribe to RCC's statement of beliefs, and abide by the faith, practices, policies, and purpose of Riverside Community Church. Applicants who meet this criteria will be considered equally unless there is an occupational skill required, or a disability prevents the applicant or employee from performing an essential function of the job, with or without reasonable accommodation, or from performing the job in a safe manner.

Candidates for any role will be required to submit to background checks and, if necessary, pre-employment testing.

Employment decisions at RCC are based on merit, qualifications, and abilities. This commitment to equal treatment applies to all aspects of employment, including, but not limited to: selection, training, assignment, promotion, compensation, benefits, transfer, performance evaluation, administration of personnel policies, discipline, and discharge. All applicants are extended an equal opportunity to gain employment, and all employees are extended an equal opportunity to progress in their fields of endeavor. Notwithstanding the forgoing, this policy shall not act as waiver of the ministerial exception, and ministerial employees remain subject to the ministerial exception.

Riverside Community Church prohibits any form of unlawful employee harassment or discrimination. Improper interference with the ability of an employee to perform their expected duties is not tolerated.

Employees with questions or concerns about equal employment opportunities in the workplace, as defined herein, subject to the statement of beliefs, the faith, practices, policies, and purpose of the church, are encouraged to bring these issues to the attention of the Deacon Board. The organization will not allow retaliation against individuals who raise issues of equal employment opportunity, as defined herein, subject to the statement of beliefs, the faith, practices, policies, and purpose of the church. If an employee feels they have been subjected to such retaliation, they should bring it to the attention of the Lead Pastor. Retaliation is defined as adverse conduct by employees towards an individual who reported an actual or perceived violation of company policy. "Adverse conduct" includes but is not limited to:

1. shunning and avoiding an individual who reports harassment, discrimination or retaliation;
2. express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
3. denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure. Notwithstanding the foregoing, this policy shall not act as waiver of the ministerial exception, and ministerial employees remain subject to the ministerial exception.

Nature of Employment

Employment with Riverside Community Church is voluntarily entered, and you are free to resign at will at any time, with or without cause. Similarly, Riverside Community Church may terminate the employment relationship at will at any time, with or without notice or cause.

Harassment and Complaint Procedure

It is our policy to provide a work environment free of sexual and other harassment. To that end, harassment of employees by anyone is prohibited. Furthermore, retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint will not be tolerated. We will take the next steps necessary to prevent and eliminate harassment.

“Harassment” is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance.

Harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts.

Definition of Sexual Harassment. While all forms of harassment are prohibited, special attention should be paid to sexual harassment. “Sexual harassment” is generally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences; and
- Discussion of one’s sexual activities.

All employees should take note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint will not be tolerated.

Responsibility. All Riverside Community Church employees have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Lead Pastor.

Complaint Procedure. Any employee who believes they have been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to report the incident. You may report it to your supervisor, the Business Administrator, or the Lead Pastor.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of a complaint or report. Suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

If the investigation confirms conduct contrary to our policy, immediate, appropriate, and corrective action will be taken.

Outside Employment and Activities

Riverside feels that all employees must devote their spiritual gifts and talents to the ministry works for which they were employed. Riverside discourages full-time employees from taking part-time outside employment but does understand that it may be necessary under certain circumstances. Outside employment is allowed after prior discussion with the employee's immediate supervisor. Continuation of outside employment is conditioned upon the employee maintaining satisfactory performance evaluations from their immediate supervisor.

Employment Status

Certificate of Christian Ministry (CCM)

This credential is designed specifically for those employed at Riverside Community Church in pastoral ministry. It may be issued to staff who:

- are involved in Riverside Community Church ministry (such as Pastors, Directors, Missionaries, etc.).
- have completed or are working towards an appropriate degree for their area of ministry from a recognized college or seminary (unless an exception is made by the Board of Deacons in recognition of the candidate's knowledge and experience).
- have demonstrated gifts in ministry to the satisfaction of the Church Board of Deacons.

The candidate must have served in the ministry position for one full year of service (unless an exception is made by the Board of Deacons in recognition of the candidate's knowledge and experience).

This credential is designed for qualified individuals serving in the local church whose primary ministry is directly related to the administration of ordinances, the conduct of religious worship, and/or department level managerial responsibilities.

Requirements for Certificate of Christian Ministry: This credential may be issued to staff who:

1. are involved in the local church ministry.
2. have been called and gifted for ministry, which has been recognized and affirmed by the church.
3. is a proven student of scripture and theology as determined by the Lead Pastor.
4. have been approved by the Lead Pastor and the Church Board of Deacons and commissioned for ministry.
5. have been recognized and prayed over by the leadership of Riverside.

A CCM is valid as long as the holder remains active in a qualifying ministry of Riverside Community Church.

Employment Classifications

Full-time Employee (FTE). An employee who, when hired or through a change in status, is assigned to a full weekly work schedule (minimum 30 hours).

Part-time Employee (PTE). An employee who, when hired or through a change in status is assigned to a work schedule of less than 30 hours but a minimum of 5 hours per week.

Part-time employees are not eligible for health and life insurance, paid vacation leave, paid sick leave, or holiday pay.

Temporary Employee. An employee who, when hired or through a change in status, is assigned to a work a schedule in a position which is expected to be limited in duration. Temporary employees are not eligible for health and life insurance, paid vacation leave, paid sick leave, or holiday pay.

In addition to being classified as a full-time, part-time, or temporary employee, employees further are classified as exempt or non-exempt for overtime wage laws:

Exempt Employee - Any employee paid on a salaried basis and defined as clergy, executive, administrative, or professional by the Fair Labor Standards Act and applicable state laws. Exempt employees are not eligible for overtime pay.

Nonexempt Employee - All others who are not exempt. Employees will be informed of their initial employment classification and of their status as an exempt or nonexempt employee in their offer letter. Employees will be informed if their classification or status changes during their employment.

Introductory Period

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If Riverside Community Church determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other Riverside Community Church provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Employee Benefit Programs

Employee Benefits

At the discretion of the organization, there are some benefits available. There are also a number of additional programs (such as Social Security and workers' compensation) that cover all employees in the manner prescribed by law. Please note, Riverside Community church does not participate in unemployment insurance.

Employee Insurance

Medical Insurance:

Riverside Community Church currently offers a health benefits package through Remodel Health. Remodel Health is a health benefits software platform that allows employees, with the help of licensed professionals, to examine their unique circumstances and determine the health plan that best fit the needs of their household. We have provided a recommended plan. Full-time employees who work 30 or more hours per week become eligible for this health benefit package on the first of the month following 30 days of employment. We provide a defined budget, or 'Wage+,' to each employee to supplement the purchase of health benefits. A defined budget allows employees and their families to purchase their own health plans that fit their needs.

- Full-time Support Staff: Health benefits are available solely for employee at 100% based upon the recommended plan. Eligible employees may elect additional family coverage at their own expense. Additional premium coverages will be deducted out of each paycheck.
- Full-time Department Heads: Health benefits are available for any elected coverage at 100% based upon the recommended plan.

If an employee chooses to not enroll upon the initial new hire open enrollment period, then an employee can enroll at the annual open enrollment period or if the employee has a qualifying event. Health benefits are reviewed on an annual basis. Riverside Community Church reserves the right to change the terms of the health benefit at any time. Employees will be notified of any changes in advance.

Dental and Visions Insurance:

Riverside Community Church currently offers group vision and dental coverage for our full-time employees who work 30 or more hours per week as defined by the Affordable Care Act (ACA). Qualified employees become eligible on the first of the month following 30 days of employment.

Disability Insurance:

- Riverside will provide Disability Insurance to all full-time (30 hours and up) employees of the church.
- Upon being hired, and after a six-month waiting period, both Short-term and Long-term disability insurance will be provided.
- Information will be collected to permit the insurance to become effective the day following the end of the six-month waiting period.

Group Life Insurance:

- Riverside will provide life Insurance equal to one full-year salary to all full-time (30 hours and up) employees of the church.
- Upon being hired, and after a six-month waiting period, group life insurance will be provided to.

Information will be collected to permit the insurance to become effective the day following the end of the six-month waiting period.

Holidays

Riverside Community Church will grant paid holiday time off to all full-time employees on the holidays listed below:

- New Year's Day
- Martin Luther King Jr. Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Wednesday and Thursday
- Christmas – December 25 – 3 to 4 days

Christmas break will be determined each year by the Lead Pastor.

Personal Day - 1 day, scheduled with the supervisor or the Lead Pastor (i.e. birthdays, personal business, etc.) with primary consideration for the operating requirements of the Church, otherwise at the preference of the employee. All scheduled time off must be recorded on the Church calendar.

Total holidays permitted each year equals 10 to 11 depending on Christmas break determination.

The Lead Pastor re-schedules holidays falling on a Saturday or Sunday to the prior Friday or following Monday. In addition, each full-time Pastor will be allowed one personal “Holiday” Sunday during the year in addition to their vacation time. This Sunday must be coordinated with the employee’s supervisor and approved by the Lead Pastor. The Lead Pastor will keep the Board apprised of his/her holiday schedule.

Regular full-time employees are eligible for paid holiday benefits. Temporary and part-time employees do not receive holiday benefits. An employee must be in active pay status when the holiday occurs.

Vacation

This policy applies only to Full-Time Employees (30 hours per week and over), or part time employees with negotiated vacation. Vacations with pay are granted to Full-Time Employees in recognition of continuous service and as a means of providing intervals of recreation, rest, and diversion.

Initial Vacation:

- A new Full-Time Employee placed on the payroll prior to June 1 is entitled to one week of vacation (based on regular work days per week, typically 5 days) in the first calendar year of hire after completing 6-months of continuous service.
- A new Full-Time Employee placed on payroll on or after June 1 is not eligible for vacation during that calendar year.
- A new Full-Time Employee in the following calendar year is eligible for two weeks of vacation after completing one year of continuous service. One week (based on regular work days per week, typically 5 days) of this vacation may be taken, with the department supervisor's approval, upon completing 6-months of continuous service but before completing a full year of service. The second week may be taken only after completing a full year of service.

Subsequent Vacations:

After initial vacation, a Full-Time Employee becomes eligible for subsequent vacations at the beginning of each calendar year as shown below:

Service Length Each Year

One (1) complete year through five (5) complete years – two (2) weeks (based on regular work days per week, typically 10 days)

Five (5) complete years through 15 complete years – three (3) weeks (based on regular work days per week, typically 15 days)
15 complete years or more – four (4) weeks (based on regular work days per week, typically 20 days)

After initial vacation, a Full-Time Employee, with the supervisor's approval, is permitted to take vacation any time during the calendar year (*with the exception of the noted blackout dates on the employee's benefit sheet*). Such employee's wishes as to vacation dates are given consideration, but the supervisor schedules vacations with primary consideration for the operating requirements of the department and the Church.

When a Church-recognized holiday falls within an employee's scheduled vacation period an additional day of vacation is allowed.

Upon termination of employment, earned but unused vacation time is paid to the Full-Time Employee. When such employee terminates before completing 6-months' service, such employee is not entitled to a vacation allowance. If an employee has taken more vacation than earned, the excess is deducted from the final paycheck.

Should a Full-Time Employee terminate during the calendar year, the following table shows how much vacation pay such employee is entitled to, or if such employee has taken more vacation than earned, how much such employee owes the Church.

Jan & Feb	10% earned	August	60% earned
March & April	20% earned	September	70% earned
May	30% earned	October	80% earned
June	40% earned	November	90% earned
July	50% earned	December	100% earned

A maximum of one week of vacation may be carried over with approval of the employee's supervisor.

Unused vacation is lost if not taken by the end of the first quarter following the year in which the vacation is earned.

Vacation time is earned and based upon service to RCC, longevity in full-time ministry, or as specified through an Offer of Employment letter.

Vacation time is calculated by the anniversary hire date of each staff member.

Vacations must be coordinated with the staff member's supervisor, approved by the Lead Pastor, and must be recorded on the Church calendar.

Retirement Plans

In addition to Social Security (unless a pastor opts out), Riverside adopted the Assemblies of God Financial Solutions and Ministers Benefit Association 403(b) retirement plan. It is strictly optional for all full-time employees after six months of employment. A matching contribution of up-to 3% (based on gross wages or salary and housing allowance) is available to participating full-time employees.

To participate in the 403(b) plan, request a PAYROLL DEDUCTION AGREEMENT form from the bookkeeper and fill it out and return it. It will be filed with the AG plan administrator and the payroll system updated to reflect your withholding. You may request a dollar amount or percentage be withheld pre-tax from each pay. We request that changes to the contributions be kept to a minimum to avoid complexity and potential mistakes.

Employee Personal Leave

This policy applies only to Full-Time Employees (30 hours per week & over).

RCC recognizes that the personal and family needs of its employees occasionally may necessitate time away from their assignment. This policy addresses the circumstances and conditions under which personal leaves of absence may be granted.

Requests for Personal Leave should be made in writing as far in advance as possible. RCC Leadership will evaluate each request for personal leave of absence, balancing the employee's need for time off and the needs of the church. Since it is impossible to address every situation which may develop, every effort will be made to exercise fair treatment which reflects the circumstances of the individual employee's request. The Lead Pastor will have final authority to approve or deny leave of absence requests. Conditions for a personal leave of absence are as follows:

1. A personal leave of absence without pay may be granted for a duration of up to six months. Granting of such leave is done so with the understanding that RCC leadership may terminate the leave-of-absence at any time if operational conditions warrant or if the terms under which the leave is granted are not being met.
2. During the personal leave of absence, the employee's health care, life, and long-term disability insurance may be provided on the same basis as if the employee were actively employed, at the discretion of the Lead Pastor and Board.
3. Personal leaves should be granted only when RCC leadership determines that:
 - a. the employee's work performance has been satisfactory.
 - b. the needs of RCC's ministry do not prohibit the granting of the leave.
 - c. the reason for the leave is of a necessary and compelling nature such as:

- continuing medical issues for the employee after medical leave has been used up
- childcare following a birth or adoption after the six-week medical leave period and maternity/paternity leave (see Childbirth-Parental Leave Policy)
- medical care for a family member
- personal or family emergency of a “once in a lifetime” nature.

Requests for personal leaves for social or recreational reasons are not justifiable.

4. Normally, an employee should take available vacation prior to beginning a personal leave. RCC may allow employees to retain some vacation if justified by time and circumstances.
5. If a personal leave of absence is granted, the employee will return to the same position held prior to the leave if the position still exists. If the position has been eliminated, the employee will be placed in the most appropriate available job. If the employee's position is eliminated during the leave period, the leave will end immediately, and the employee will be terminated. If no appropriate job is available at the end of the leave, the individual will be discharged.
6. An employee may return to the workplace on a “light duty” basis with reduced hours with the consent of their supervisor and Lead Pastor. The nature of the department's workload, available work hours, and the employee's clear intention to return to regular employment are major factors to consider in agreeing to a reduced-hours employment decision.
7. Under normal circumstances, upon termination of a leave of absence, an employee must return to work for at least one year before requesting another leave.
8. Requests for personal leaves of absence must be approved by the appropriate staff department head and decided by the Lead pastor and Board. The decision to grant or deny a personal leave of absence is solely their discretion.

Employee Childbirth/Parental Leave

This policy applies only to Full-Time Employees (30 hours per week & over).

Leave for Childbirth: Absences caused by pregnancy and childbirth are covered by the Short-Term Disability policy of eligible full-time employees. This policy pays 60% of the employee's weekly salary up to \$600 per week, and Riverside may pay the remaining amount to bring the amount the employee receives to 100% of their salary for the covered period. The length of disability is determined by the doctor and approved by the insurance company (typically 6 weeks for a normal delivery). The first seven days of

disability are considered an elimination period and the policy begins paying benefits on day 8. Employees may use available vacation time/paid time off to cover the initial week. Childbirth leave may be available to all full-time employees who have completed six months of continuous service. The Lead Pastor shall have the sole and exclusive authority and discretion to determine eligibility to receive payments above the insurance benefits from Riverside under this policy.

Parental Leave: To foster stronger families, Riverside may grant up to two weeks of paid Parental leave for eligible full-time employees following the birth or adoption of a child (“Parental Event”). This will be in addition to any leave for childbirth. Parental leave may be available to all full-time employees who have completed six months of continuous service.

Parental leave may be taken in increments of one week at a time (based on regular work days per week, typically 5 days) and normally must be completed within the six-month period immediately following the Parental Event. An employee who gives birth to or adopts more than one child at a time is eligible for only one period of paid Parental leave. The timing of the leave should be discussed with the Lead Pastor and supervisor to determine and agree on appropriate timing that meets the needs of the employee and Riverside’s ministry.

Parental Leave leaves will be granted only when:

- the employee's work performance has been satisfactory
- the needs of Riverside’s ministry do not prohibit the granting of the leave

The Lead Pastor shall have the sole and exclusive authority and discretion to determine eligibility to receive payments and benefits under this policy.

Parental leave pay will be based on the employee’s rate of compensation at the time that the leave commences.

Paid Parental leave is not an entitlement; any portion of paid Parental leave will be paid only if actually used for the purposes and within the timeframe set forth in this policy. It is intended as a benefit for those employees who plan to continue employment with Riverside after the Parental Event.

Employee Sabbatical Leave

This policy applies only to All full-time pastors of RCC.

As a part of RCC’s overall commitment to staff personal development, all full-time pastoral staff members are offered sabbatical leave during key junctures in their ministries. The intent and purpose of sabbatical leave differs from that of traditional vacation. The purpose of a sabbatical is for mental, physical, and spiritual replenishment.

Activities during a sabbatical time should renew and refresh the individual and should free the person from their normal duties and pressures, leaving them fit for the long haul. The components of a healthy sabbatical leave should include a time for learning and development, and a time for maintaining spiritual vitality. The sabbatical should be set aside for rest, rejuvenation, and a time to truly unplug from the demands of life and ministry.

A key spiritual principle taught throughout scripture is the rhythm of working, and then ceasing for a time from our work. God Himself modeled this for us. Genesis 2:2-3 states, *“By the seventh day God had finished the work he had been doing; so, on the seventh day he rested from all his work. Then God blessed the seventh day and made it holy, because on it he rested from all the work of creating that he had done.”* The Hebrew word for “rest” is “Shabbat,” which simply means “to stop or cease.”

Since God modeled rest (“Shabbat”) for us, it should come as no surprise that God’s people were commanded to follow His example and rest (“Shabbat”) as well. *“Remember the Sabbath (Shabbat) day by keeping it holy (Exodus 20:8).”* The rhythm of working and resting is a divinely modeled and commanded principle.

Throughout church history Christians have recognized the need not only to rest on a weekly basis from their own labors, but to also provide rest (“Shabbat”) for their church leaders to invest in their lives and increase their ministerial productivity and longevity.

Woven throughout the fabric of congregational life are its pastors - spiritual guides, scholars, counselors, preachers, administrators, confidants, teachers, pastoral visitors, and friends. Pastors perform their duties among a dizzying array of requests and expectations. Ministry responsibilities can sometimes wear down the best pastors. It is a job that requires a balance of intelligence, love, humility, compassion, and endurance. Most importantly, it demands that pastors remain in touch with the source of their life and strength. Like all people of faith, good pastors need moments to renew and refresh their energies and enthusiasm to avoid burnout.

Today the concept of a sabbatical is widely recognized as a necessity for allowing busy and worn-down pastors the opportunity to take an extended break for renewal and refreshment. It’s beneficial to the pastors within a church, as well as to the congregation. Why? Two reasons:

1. Sabbaticals increase longevity – Studies show that a pastor’s greatest season of effectiveness occurs *after* 10 years of full-time service within the same congregation. Therefore, one of the greatest investments a church can make is to invest in a pastor’s long-term personal growth and renewal.
2. Sabbaticals retain pastors, reducing cost – It’s expensive to replace a pastoral staff member. The time it takes to search for a candidate, cover responsibilities in their absence, fly candidates in and out for interviews, cover moving expenses,

etc., all weigh heavily on a budget. Strategically providing sabbatical time for renewal saves the church from losing both momentum and money over the long haul.

RCC's sabbatical policy includes the following details:

- All full-time pastors will be eligible for a one-month sabbatical after their 7th year anniversary date of full-time service. They will then be eligible every 7 years thereafter. Sabbatical weeks must be used consecutively and are non-transferable.
- The sabbatical should include rest, renewal, relaxation, revival, recreation, rethinking and refocusing. It is meant to revitalize the pastor for ongoing leadership at RCC. Sabbatical leave is granted on the condition that a staff member is committed to continuing his/her responsibilities for at least one year after the sabbatical is taken.
- No more than one pastor shall be granted a sabbatical in any calendar year without Lead Pastor/Board approval. If there is a scheduling conflict with two members of the staff requesting sabbatical leave at the same time, then the request from the staff member with seniority will take precedence.
- A detailed proposal for use of a sabbatical leave should be presented to the Lead Pastor and/or Board and the process should begin six months in advance of the sabbatical. Staff members eligible for a sabbatical should select a time period that is most compatible with their normal work cycle.
- Written provisions must be put into place to make sure the responsibilities of the pastor that is on leave are fully covered. Planning, scheduling, and coverage of work duties during sabbatical leave is the responsibility of the staff member. During the sabbatical experience the pastor will be encouraged to make provisions to completely disengage for their pastoral duties (ex. turning off cell phones, having another staff member answer e-mails, worshipping at another church, etc.).
- A sabbatical is time taken apart from vacation time. Adding vacation time to lengthen a sabbatical may be considered when a sabbatical is being planned. Holidays and other time off will be available during the balance of the year; however, staff are requested not to schedule normal vacation so near their sabbatical period so as to cause undue hardship on the organization and remaining staff. Holiday office closures falling within the sabbatical period are not treated as floating holidays nor do they extend the sabbatical leave. In no event will a staff member be entitled to any payment for unused or forfeited sabbatical time accrued, including upon termination or resignation of employment.
- Sabbatical time may not be accumulated for a lengthier sabbatical later.
- Full salary and benefits will be paid during the sabbatical. Additional costs may be presented to the Lead Pastor/Board for consideration at the time of application.
- Upon return, the pastor shall provide a brief written summary of how the sabbatical leave was utilized and what was experienced during the sabbatical.

- This policy is meant to serve as a guide. Each sabbatical will be handled on a case-by-case basis.
- Pastors who faithfully and sacrificially serve at RCC beyond the seven-year mark will be available for additional sabbatical leave in the following increments:

<u>Years of Service*</u>	<u>Sabbatical Duration</u>
7	1 Month (4 Sundays)
14	1 Month (4 Sundays)
21	1.5 Months (6 Sundays)
28	2 Months (8 Sundays)
35	3 Months (12 Sundays)

‘For the purpose of calculating years of service, only full-time service will be considered.’

Mission and Ministry Trip Leave

Regular full-time and regular part-time employees are encouraged to participate as leaders in Riverside Community Church sponsored missions or ministry trips and are eligible for a one-week paid missions/ministry trip leave (based on the number of hours worked each week). Mission and Ministry Leave includes, but is not limited to, speaking engagements, family camp, youth retreat and other related mission and ministry events.

Employees must have completed one year of service to be eligible for a missions or ministry trip leave. All paid missions and/or ministry trip leaves must be approved by the Lead Pastor.

Social Security

During your employment, you and the organization both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

Unemployment Compensation Insurance

RCC does not participate in federal or state Unemployment Insurance programs.

Workers Compensation

In the event that a full-time employee is hurt on the job during work hours, the employee must submit a workman’s compensation claim to the Business Administrator. The appropriate paperwork will be completed and submitted to the Insurance Company.

RCC also has offered life insurance, short-term disability and long-term disability to full time employees after six months of continuous full-time employment.

Timekeeping / Payroll

Deductions from Pay

Riverside Community Church makes the following deductions to payroll:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions including insubordination.

Riverside Community Church offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, speak to the payroll department.

Business Expense Reimbursement

Any church business paid for by a staff member or approved volunteer can be reimbursed in full with receipt and reimbursement form request. This is an accountable reimbursement arrangement.

- No reimbursement is allowed without an adequate accounting of expenses within a reasonable period—not more than 60 days after an expense is incurred.
- Any excess reimbursement must be returned to the Riverside within a reasonable period—not more than 120 days after an excess reimbursement is paid.
- Riverside reimbursements must come out of the church funds and not by reducing the employee's salary.
- Under this accountable plan, an employee reports to the church rather than to the IRS. The reimbursements are not reported as income to the employee, and the employee does not claim any deductions. This is the best way for Riverside to handle reimbursements of business expenses.

Reimbursable Expenses: A Business Expense Claim form should be completed **each month** and receipts attached that must be clearly marked so that the bookkeeper can properly categorize each expense.

Mileage: Approved staff will be reimbursed at the current IRS rate (or as determined by current policy) per mile for all business travel in which they use their personal car for things such as hospital and shut-in visits, meetings, travel to another Riverside campus (not from home) and conferences. Reimbursement is not made for travel to weddings. Any other requests for mileage reimbursement must be approved by the Lead pastor or Business Administrator. The responsible staff member must keep records documenting the business/ministry nature of the reimbursable mileage expenses and provide a mileage log with each claim form.

Cell phones: Cell phones (if approved) will be reimbursed at the lower of the actual expense or the rate specified in the cell phone policy, with proper documentation.

Meals: The responsible staff member must keep records documenting the business/ministry nature of their reimbursable meals expenses and provide all information as to the name(s) of who was at the meal and the nature of the meeting.

Other Expenses: Staff who regularly make purchases will receive a church credit card and will not typically have other expenses in need of reimbursement. If a staff member does pay a business expense from personal cash or credit card (or loses RCC credit card privileges) and needs to be reimbursed for a business purchase, submit the receipt along with the explanation of the charge with your monthly expense reimbursement request. **Cash or credit card expenses without a receipt may not be reimbursed.**

Please be sure that all purchases are tax exempt, reimbursement will not be made for sales tax unless an exception is made by the Business Administrator or Lead Pastor.

The completed and signed Business Expense Reimbursement form and documentation should be submitted to the office **monthly**.

All business expense reimbursement requests must be turned in promptly, not more than 60 days after expense is incurred.

Non-Staff Reimbursements: For non-staff expense reimbursements, the process is similar but a non-staff form should be used. When claiming a reimbursement, the form must be completed by the person requesting reimbursement or the department head of the ministry which the purchase was made for, **attaching all receipts and explaining the reason for the expense.** Reimbursements to non-staff should be approved by the department head of the ministry the purchase was for.

Garnishment/Child Support

When an employee's wages are garnished by a court order, our organization is legally bound to withhold the amount indicated in the garnishment order from the employee's

paycheck. Our organization will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Overtime

Under the Fair Labor Standards Act, all employees not considered exempt must be paid overtime for hours worked in excess of forty (40) hours in a workweek. The workweek is from 12:01 a.m. Saturday to 12:00 a.m. (midnight) Friday. Overtime compensation will be paid at the rate of one and one-half times your regular hourly rate.

As described above, exempt employees are defined as those who are salaried and who fall under one of the executives, professional, or administrative exemptions.

All overtime work by nonexempt employees **must be authorized in advance by your manager and should** be supervised by a manager. Paid vacation leave, holidays and other absences from work, excused or unexcused, will not be considered hours worked for purposes of calculating overtime compensation.

Pay Advances

Pay advances will not be granted to employees.

Pay Periods / Time Reporting

All Riverside employees are paid twice per month. The first pay (mid-month pay) will be the last working day before the 15th of each month, and the second pay (end of month pay) will be the last working day of each month.

All employees are required to have their pay direct deposited into their personal bank account.

All hourly employees are **required** to complete a Time Sheet and submit the Time Sheet to their supervisor for signature/approval if they exceed allotted hours. The time sheet is available in the RCC Dropbox and the Church Employee Handbook, Time Sheets are also available from the Bookkeeper.

1. Pay periods run from the 1st of the month through the 15th and the 16th to the last day of the month.
2. Part-time workers are required (by the Department of Labor) to submit a Riverside timesheet with the hours of work recorded.
3. The time sheet is to be signed (electronic signature is okay) by the employee and the employee's immediate supervisor.

4. The timesheet should be emailed to the bookkeeper and the supervisor or put in the bookkeeper's mailbox within three business days after the close of the work period. The supervisor signature can be obtained after submitting hours to the bookkeeper so that the submission to the payroll company is not delayed.
5. There is a half month delay between the period worked and the payment of hours for hourly employees. Example: hours worked from the 1st – 15th is paid the last day of the month
6. It is the responsibility of the employee to submit a timesheet in a timely fashion.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with Riverside Community Church is based on mutual consent, both the employee and Riverside Community Church have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law. We ask for at least two weeks' notice upon resignation.

Return of Property

Employees are responsible for all Riverside Community Church property, materials, or written information issued to them or in their possession or control. All Riverside Community Church property must be returned by employees on or before their last day of employment. Where permitted by applicable laws, Riverside Community Church may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Riverside Community Church may also take all action deemed appropriate to recover or protect its property.

Final Paycheck

Upon termination, the net amount of any earnings payable to the employee is applied to the final paycheck.

Job Abandonment

An employee is considered to have voluntarily resigned when they are absent from work for two or more consecutive days without notifying their supervisor and obtaining permission to be absent.

Re-employment

Former employees seeking re-employment with Riverside Community Church will undergo the same employment procedures as applicants seeking employment for the first time. An employee who was dismissed or who left without giving adequate notice will generally not be considered for re-employment.

Work Conditions

Alcohol, Drugs, Controlled Substances & Firearms

The purpose of this policy is to clearly articulate Riverside Community Church's belief that the abuse of alcohol, prescription and/or non-prescription drugs, and the use of any illegal drugs are incompatible with the operation of its business and completely unacceptable behavior on the part of our staff. The purpose in adopting this policy is to foster the health and safety of all our staff and their working environment by eliminating drug and alcohol abuse. The policy also gives a basic description of drug testing measures and the procedures we will implement at our discretion. The scope of this policy extends to each of our staff, and continuation of employment signifies understanding of, and intent to comply with, the terms of this policy.

"Substance" is defined as alcohol, intoxicating inhalants and illegal drugs, as well as any prescription or non-prescription drug, which is being abused, or otherwise not being used in accordance with the prescription instructions. "Prescription drug" is defined as medication or drugs lawfully prescribed for the staff member by a physician, chiropractor or dentist licensed by the State of Pennsylvania and for which the staff member has in his/her possession a current prescription.

Riverside Community Church is committed to having a drug-free workplace. For purposes of this policy, the mere presence of illegal drugs as reflected by a drug test, constitutes substance abuse, and is prohibited. Reporting to work or attempting to work while under the influence of alcohol is also prohibited. Possession of any alcohol or illegal drugs while in any Riverside Community Church facility or while on Riverside Community Church business is likewise prohibited.

Firearms – With the exception of police, security agencies, and approved security team or staff members (with an approved carry permit), firearms of any type are discouraged in the Riverside Community Church parking facilities or in any of the Riverside Community Church facilities. Only by specially approved exception (with an approved carry permit), will others be permitted to have a firearm in their possession, and it must always be handled in a professional and responsible manner.

Any violation of this policy will result in immediate disciplinary action. A staff member who fails or refuses to comply with any of the terms of this policy or fails to fully cooperate with regard to any investigation of a possible infraction of this policy shall be conclusively presumed that they may be terminated for cause.

Riverside Community Church retains the right to condition prospective staff members' employment on testing negative to a drug test. Current staff members may also be required to submit to a drug test where there is "cause" for such a test. "Cause" may include instances where a staff member is involved in an unsafe act, exhibits traits of intoxication, erratic or unsafe behavior, or is otherwise suspected of reporting to work

under the influence of alcohol or controlled substance. Compliance with such requests is a condition of employment and refusing a test will automatically result in disciplinary action.

By Company Handbook Acknowledgement form, the applicant, or staff member consents to the release of all testing results to their supervisor, the Lead Pastor and Board of Deacons, and further releases and holds harmless both Riverside Community Church and the testing laboratory from any and all claims or causes of action based on any taken in connection with such results.

Compliance with the terms and reporting requirements of this policy is required as a condition of employment of all staff members.

Violation of this policy will result in disciplinary action, up to and including immediate termination and may have legal consequences.

Attendance

When an employee foresees an absence due to a health or personal problem, they are to notify their Supervisor as far in advance as possible and provide return information. When advance notice is not possible due to illness, the Supervisor must be notified as quickly as possible.

Employees absent for three (3) or more consecutive scheduled work days due to medical or family health issues must provide a doctor's note (stating fitness for job duties if for their own medical) before they will be permitted to return to work. Employees who fail to receive medical clearance to return to work, upon request, will be considered to have voluntarily terminated their employment with few exceptions.

Cell Phone Use and Reimbursement

Riverside Community Church considers that cell phones are essential in accomplishing job duties. Therefore, RCC will reimburse up to \$75 per month for the cost of a cell phone for the use of all full-time Pastoral staff and Ministry Directors. A reimbursement for cell phone use is a part of RCC's accountable reimbursement plan.

To obtain a cell phone reimbursement, a Business Expense Claim form must be turned in **each month** along with a copy of the cell phone bill for the designated staff cell phone number. The lesser of the actual expense or the maximum of \$75 can be reimbursed each month.

Cell phone expense reimbursement requests must be turned in promptly each month along with a copy of the bill.

The employee is free to elect to “upgrade” their service to whatever meets their needs, but the additional cost will be the responsibility of the employee, not the Church.

When using a cell phone, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Use of a cell phone while driving is dangerous and is subject to RCC guidelines. RCC requires that persons receiving or making a phone call while driving should pull off to the side of the road, if possible. If that is not possible, the employee should use a cell phone with a hands-free device. If it appears a conversation will be prolonged, the employee should either pull to the side of the road or inform the caller that the call will need to be completed when the employee is no longer driving. At all times, employee’s first responsibility is to the safety of other drivers, pedestrians, and the passengers in the vehicle. At no time is using text messaging, social media, or other apps permitted while driving.

Use of church supplied or church supplemented cell phones for any of the following activities is strictly prohibited:

- Sending, receiving, downloading, displaying, printing or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory, or otherwise unlawful.
- When you send text messages using your screen name, your name is included in each message. You are responsible for all IM’s (text messages) originating from your cell phone.
- When you send social media messages using your screen name, your name is included in each message. You are responsible for all social media text messages originating from your cell phone.

Children at Work

We thank God for the families of our staff, and we desire for families to be a top priority. For this reason, work schedules can be flexible in the event that an occasion important to your immediate family arises or childcare for young children is unavailable. As long as your work and team commitments are fulfilled and vital meetings and ministry times are not missed, days off may occasionally be moved, and the times of the day worked may occasionally be adjusted with the approval of your supervisor. Children under the age of 12 may not be in the office during office hours for more than a visit. Please discuss alternatives with your supervisor if unique situations arise.

Computer, E-Mail, IM, and Internet Use Policy

This policy applies to the staff and volunteers of Riverside Community Church. Riverside Community Church maintains a computer network, an e-mail and Internet system, which

may be used by authorized employees in connection with church business in accordance with the guidelines contained in this policy.

As with any other resource, we must be good stewards of what God has provided, sharing, and protecting it for the benefit of all. Riverside Community Church is responsible for protecting its personal computers, network, and other information technology resources in a reasonable and economically feasible manner against unauthorized access and/or abuse, while making them accessible to authorized users for the purpose of facilitating their work. It also has the responsibility insofar as possible to protect the users of these systems from unauthorized or inappropriate contacts.

Users of Riverside Community Church's information technology resources should demonstrate respect for intellectual property, ownership of data, system security mechanisms, and individual rights to privacy. Users are expected to use these resources for business, ministry, or academic purposes. Remember that, when using Riverside Community Church' information technology resources, you are representing the organization to others. That representation should be of the highest moral and ethical quality.

Guidelines:

1. All computer users are obligated to use these resources responsibly, professionally, ethically, and lawfully.
2. You are given access to RCC technology, including computers and/or tablet devices, as well as the RCC computer network to assist you in performing your work. You should not have an expectation of privacy in anything you create, store, send, or receive on the computer system. The church has the right to audit any material you have created, transmitted, or received on its network.
3. All property of RCC, including but not limited to computers and tablet devices, are to be returned promptly at the conclusion of your employment.
4. Employees may be asked to provide the Church Business Administrator with all screen names, passwords, or codes used with the RCC computer Network, E-mail, IM, or Internet system.
5. Upon establishing a user ID to access the network, you are solely responsible for all actions taken by anyone using that user ID. To ensure safety, keep your user ID and password private. Before leaving for the day, shut down and power off your computer properly. Unattended computers represent a security risk not only to your data, but also to the network in general.
6. Your password should consist of at least 5 or more characters. Preferably, it should be made up of a combination of letters and numbers. Keep your password private and change it periodically.
7. Anyone with a portable personal computer should maintain a hardware password as well as a logon password if the laptop contains any confidential information related to Riverside Community Church or members of the congregation (see Computer Laptop & PDA Advice).

8. When you send electronic mail using your network user ID, your name is included in each message. You are responsible for all e-mail originating from your user ID.
9. When you send Instant Messages using your screen name, your name is included in each message. You are responsible for all IM's originating from your user ID.
10. If you have Virus scanning software on your computer (required for all Windows systems and recommended for all MAC systems), you should ensure that the definitions are kept current.
11. Do not follow unsolicited or suspicious links.
12. Do not click unsolicited links received in email, instant messages, web forums, or internet relay chat (IRC) channels.
13. Type URLs directly into the browser to avoid these misleading links.
14. Do not open or read untrusted email.
15. Do not open or read email that comes from unknown or untrusted sources.
16. Comply with Federal copyright laws (Copyright Act, Title 17 of the US Code §101, 106, 117, 501, 504, 506 and Title 18 §2319), which prohibit copying of software without a valid license.
17. All critical and confidential files should be backed up and if critical to RCC operations they should be stored offsite.
18. Use of Computer resources for any of the following activities is strictly prohibited:
 - Sending, receiving, downloading, displaying, printing or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory or otherwise unlawful.
 - Wasting computer resources by spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, or creating unnecessary network traffic.
 - Violating any state, federal or international law.
19. Dispose of sensitive information properly - Simply deleting a file does not completely erase it. To ensure that an attacker cannot access these files, make sure that you adequately erase sensitive files.

Violations of this policy may result in disciplinary action, including possible termination.

Credit Card

Credit cards will be issued for the following reasons:

1. To allow pastors and ministry leader's access to efficient and alternative means of payment for **approved** expenses for their department.
2. To improve managerial reporting related to credit card purchases.
3. To improve efficiency and reduce costs of payables processing.

The Lead Pastor or Business Administrator will authorize the issuance of credit cards to paid staff if the staff member has the main responsibility for ordering approved expenses for the department; especially expenses related to business travel and office supplies, or the staff member will be involved in business travel.

Holders of church sponsored credit cards agree to the following:

1. The card will be used exclusively for business purposes. The Church reserves the right in its sole discretion to terminate the credit card at any time, and any personal use may result in revocation of the card and may subject holder to disciplinary action up to and including termination of employment. Any personal charges on the credit card must be paid immediately by the cardholder.
2. Holder will exercise due caution in the use and security of the card. In the event the card is lost or stolen, holder will immediately notify the issuing financial institution and the church Business Administrator. The holder should understand that they will be issued a replacement card as soon as administratively possible, and that this policy applies to any replacement or reissued cards received by the holder.
3. Purchases must be accurately and immediately documented and classified. Riverside's credit card vendor provides each cardholder with an account login to submit documentation for their purchases. It is required that you download and log in to the app for the credit card and receive notifications. Upon each credit card purchase, you are required to upload a picture of the receipt and provide charge details, according to your ministry department budget. If for some reason it is impossible to upload and submit charge details, you are responsible to provide the receipt and purchase information to the bookkeeper upon each purchase. In this case, emailing a receipt after purchase is a good practice. Failure to comply with this policy may result in revocation of charging privileges.
4. Upon termination of employment from Riverside Community Church, holder will return the card immediately and agree that prior to such termination, holder will pay in full upon demand, all outstanding personal charges due, if any, on the credit card account. Holder further agrees and understands that any unsettled outstanding personal charges will be deducted from their final pay.

Further, holder releases Riverside Community Church from any and all liability from any misuse of the card and agrees and understands that the Church may recover from holder any loss due to holder's misuse of, or unauthorized purchases with the card, including interest, service charges or attorney's fees and other legal fees necessary to do so.

News Media Procedures

This procedure is designed as a guide for church staff in the event media personnel contact the church seeking information regarding any incident, action, or report that would bring Riverside to the attention of the media. It is designed to manage all communication with the media so as to present a proper and appropriate response that is accurate and coordinated.

Managing Calls from Reporters

1. Take a written message (don't transfer to voicemail without taking message)
2. Get reporter's name, media outlet, direct phone number and deadline

3. Ask for topic of story
4. Explain that the church spokesperson will return the call
5. Don't answer questions yourself
6. Be polite, but firm
7. Keep a log or written record of media calls

"Hold Responses"

Telephone: *"I want to make sure we give you the most accurate and up-to-date information. Our Lead Pastor or Business Administrator can best help you. If you give me your contact information, deadline, and topic that you're calling about, I'll have one of them return your call as soon as possible."*

On site: *"I want to make sure we give you the most accurate and up-to-date information. We understand that the media have a job to do. We're gathering information and our spokesperson will speak to reporters as soon as possible."*

Managing Reporters On-Site

1. Refer questions to the Lead Pastor or Business Administrator
2. Don't be hostile
3. Don't give your opinion
4. Don't speak "off the record"
5. Don't use the term "no comment"
6. Be polite, but firm

Handling Casual Conversations or Questions about a Situation

1. Don't speculate, repeat unconfirmed information, or express personal opinions.
2. Don't feel like you have to answer questions.
3. Do respond with a brief, positive, general statement

Social Media

Do not post on any social media site without the prior approval of the Communications Director or Lead Pastor.

Pastoral Library

Since it is necessary that pastors continue to grow spiritually and intellectually to provide quality ministry to the congregation, it is recommended that each pastor be given an allowance to purchase books or subscribe to professional journals that will help them in ministry. Books that are used for curriculum are not a part of this allowance; however, such material should be viewed as property of the church and would remain with the church if or when such pastor moves on to another ministry. It is recommended that each full-time pastor receive an allowance not to exceed \$25 per month (\$300 per year), and that each part-time minister receive an allowance of \$15 per month (\$180 per year).

Pets at Work

Due to housekeeping, health, and safety concerns, pets are not allowed in any of the Riverside Community Church facilities during or outside of office hours.

Punctuality

Employees are expected to report to work on time. If employees cannot report to work as scheduled, they must notify their Supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the Supervisor that a schedule change may be necessary. Employees who must leave work before the end of their scheduled shift must notify the Supervisor immediately.

Any employee who fails to report to work for a period of three days or more without notifying their Supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship. Three or more occurrences of unexcused lateness in a 90-day period and will result in disciplinary action.

Smoking and Vaping

RCC facilities and grounds are all designated non-smoking. No smoking or vaping is allowed within any facilities and strongly discouraged on all the grounds of RCC. This policy extends to any vehicle owned by RCC.

Social Networking

For all employees of Riverside Community Church (RCC), the following guidelines apply to all social networking media sites, including but not limited to Facebook, X (Twitter), Snapchat, Instagram, TikTok, LinkedIn, Wiki, other networking sites or apps, and personal web pages.

1. You agree to write under your own name. You agree not to act as a spokesperson for RCC unless asked to do so by the Lead Pastor or Board.
2. You agree not to make announcements on behalf of RCC unless asked to do so by the Communications Director, Lead Pastor or Board.
3. RCC employees are personally responsible for the content they publish online. Be mindful that what you publish on a social media network, such as Facebook or Twitter, can be viewed by not only the intended recipient but any and all individuals who have access to that individual's account.
4. Social media postings can have a very long life and may be difficult to ever erase completely.
5. Your online behavior should reflect the same, if not greater standards of honesty, respect, and consideration than you use face-to-face. Remember that online communications are in writing and not subject to a "he said/she said" defense.

6. Remember your association and responsibility with RCC in online social environments. If you identify yourself as a RCC employee, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, church members and the public.
7. Even if you DO NOT specifically identify yourself as an employee of RCC, remember that those viewing your online postings may already know that you are a RCC employee. Therefore, you have the same responsibility to ensure that your postings are consistent with how you should present yourself with colleagues, church members or the public as a representative of RCC.
8. Concerns that you may have regarding the policies or practices of RCC should not be aired publicly on social networking sites that can be viewed by RCC employees, church members or the public.
9. No last names, addresses or phone numbers should appear in online postings.
10. When contributing online comments, never post confidential information about yourself or RCC.
11. When uploading digital pictures to your social media sites, make sure you do not post pictures of other staff or church attenders without their express approval.
12. Remember that RCC is a church. Any online postings that are derogatory towards RCC employees, programs or policies reflect negatively on RCC. In short, use common decency when contributing comments on social networking sites.
13. Any violations of the social networking policy may result in disciplinary action, including, but not limited to, termination of employment from RCC

Termination

Employees who resign are expected to provide at least two (2) weeks' notice in advance of the date of separation. Those employees who do give a two-week notice will be considered to have resigned in good standing. In like manner, any employee may be terminated by the church for any reason by giving the employee two (2) weeks' notice in advance of the separation date or pay for two (2) weeks in lieu thereof. Employees who are terminated for violation of church rules, impropriety, or behavior not being above reproach will **NOT** be entitled to two (2) weeks' notice or pay in lieu thereof. **No severance pay will be awarded.** The person will be paid for salary due on the date of separation.

Volunteerism

Riverside staff are encouraged to support and volunteer in departments other than the department where you are employed as a part of the Riverside Community Church family, with consideration for your personal health, schedule, and family-life. Time spent volunteering in a department other than the one you are employed in may be considered volunteering. Extra hours spent serving within the department where you are employed is not considered volunteering from a human resources standpoint. Non-exempt employees, please be mindful and manage your hours and responsibilities within your department according to your allotted weekly hours. Additionally, be mindful of your own

personal health, schedule, and family-life when choosing to serve on a volunteer basis with ministries outside of your department.

Workplace Safety

All employees are expected to conduct themselves in a manner which will contribute to their own safety as well as that of fellow employees and the congregation. It is everyone's personal responsibility to immediately report anything they feel is unsafe in any area of our facilities.

Organization Chart



