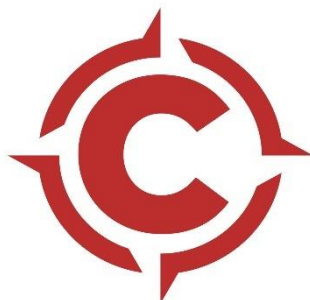




Employee Handbook

March 2023 Revision



Welcome new employees!

On behalf of your colleagues, I welcome you to Compass Christian Church and wish you every success here.

We believe that each Employee contributes to Compass Christian Church's growth and success, and we hope you will take pride in being a member of our team.

This Handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Employee Handbook as soon as possible, for it will answer many questions about employment with Compass Christian Church.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

In Christ's Love,

A handwritten signature in black ink that reads "Brian Jobe". The signature is written in a cursive, flowing style with a prominent initial 'B' and a stylized 'J'.

Senior Pastor

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INTRODUCTORY STATEMENT

This Handbook is designed to acquaint you with Compass Christian Church (“CCC” or the “Church”) and provide you with information about working conditions, Employee benefits, and some of the policies affecting your employment. This Handbook supersedes all previously issued Employee Handbooks and any inconsistent verbal or written policy statements made or issued before this Employee Handbook. The Employee Handbook does not constitute, nor is it intended to constitute, an express or implied contract guaranteeing continued employment for any employee. 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 CCC to benefit Employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No Employee Handbook can anticipate every circumstance or question about policy. As CCC continues to grow, the need may arise and CCC reserves the right to revise, supplement, or rescind any policies or portion of the Handbook at its sole and absolute discretion from time to time as it is deemed appropriate. Employees will, of course, be notified of such changes to the Handbook as they occur.

EMPLOYEE ACKNOWLEDGMENT FORM

The Employee Handbook describes important information about CCC, and I understand that I should consult the Executive Leadership Team (ELT) regarding any questions not answered in the Handbook.

This handbook and my Offer Letter (If applicable) will generally govern the majority aspects of my employment with CCC. I understand that the Employee Handbook is a statement of CCC's current policies and procedures, all of which are subject to change. I understand that the Employee Handbook is not part of my Offer Letter and is not a contract, express or implied, of employment.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the ELT have the authorization to adopt any revisions to the policies in this Handbook.

Furthermore, I acknowledge that I have received a copy of the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Furthermore, in the event of a dispute between the parties concerning any of the provisions included in the Handbook, with the exception of termination, either party may seek resolution through mediation.

_____ EMPLOYEE'S SIGNATURE	_____ DATE
_____ EMPLOYEE'S NAME (PRINTED)	

INTRODUCTION

Our Mission: Leading people to find and follow Jesus.

Our Vision: Multiplying disciples in relational environments.

We want to help make disciples of Jesus who will: Love God, Love People, and Share Jesus.

Compass Christian Church (CCC) expects the following from all Staff Members:

1. Commitment to the Faith:
 - a. Staff members are expected to understand and comply with the *CCC Statement of Faith*, found in Appendix B of this Handbook. Each staff member is expected to have a personal commitment to Jesus Christ and to model their Christian faith in action and words.
2. Moral Authority:
 - a. Moral Authority is the product of spiritual authenticity and maturity in the life of a leader that fuels his or her ministry impact. Moral Authority is the prerequisite for enjoying the favor of the Lord long term, and is a leader's firewall against corruption. Please see Appendix A for more information on Moral Authority
3. Shared Values:
 - a. Our core values here at Compass are: Hungry, Healthy and Unified. For more information on each of those values, please refer to Appendix C. (Attached to this email)

EMPLOYEE RELATIONS

CCC believes that the work conditions, wages, and benefits it offers to its Employees are competitive with those offered by other employers in this area and in this industry. If Employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when Employees deal openly and directly with coworkers and supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that CCC amply demonstrates its commitment to Employees by responding effectively to Employee concerns.

EQUAL EMPLOYMENT OPPORTUNITY AND PROHIBITION AGAINST DISCRIMINATION AND/OR HARASSMENT

Objective

CCC is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including

harassment. Therefore, CCC has developed this policy to ensure that all its applicants and employees can work in an environment free from discrimination, harassment, and retaliation.

Equal Employment Opportunity

CCC is an Equal Opportunity Employer. We prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: race, color, sex, pregnancy (including lactation, childbirth or related medical conditions), age (40 and over), national origin or ancestry, citizenship status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status or any other status protected by federal, state, or local law.

Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers. This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

Prohibition Against Sexual and Other Harassment

CCC is committed to providing a work environment that is free of prohibited harassment. As a result, the Church maintains a strict policy prohibiting sexual harassment and harassment against applicants and employees based on any legally-recognized status, including, but not limited to: race, color, sex, pregnancy (including lactation, childbirth or related medical conditions), age (40 and over), national origin or ancestry, citizenship status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status or any other status protected by federal, state, or local law.

CCC's anti-harassment policy applies to all persons involved in its operations regardless of their position, and prohibits harassing conduct by any employee of CCC, including Elders, Pastors, supervisors, managers, and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as customers, vendors, clients, visitors, or temporary or seasonal workers. If such harassment occurs in the workplace by someone not employed by CCC, the procedures in this policy must still be followed.

Sexual Harassment Defined

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or

- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment includes various forms of offensive behavior based on sex. The following is a non-exhaustive list of the types of conduct prohibited by this policy.

- Unwanted sexual advances or propositions (including repeated and unwelcome requests for dates);
- Offers of employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages;
- Verbal conduct: making or using sexually derogatory comments, innuendos, epithets, slurs, sexually explicit jokes, or comments about an individuals' body or dress, whistling or making suggestive or insulting sounds;
- Verbal and/or written abuse of a sexual nature, graphic verbal and/or written sexually degrading commentary about an individual's body or dress, sexually suggestive or obscene letters, notes, invitations, emails, text messages, tweets, or other social media postings;
- Physical conduct: touching, assault or impeding or blocking normal movements;
- Retaliation for making reports or threatening to report sexual harassment.

Other Types of Harassment

Harassment on the basis of any legally protected status is prohibited, including harassment based on: race, color, sex, pregnancy, (including lactation, childbirth or related medical conditions), age (40 and over), national origin or ancestry, citizenship status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status or any other status protected by federal, state, or local law. Prohibited harassment may include behavior similar to the illustrations above pertaining to sexual harassment. It also includes, but is not limited to:

- Verbal conduct including taunting, jokes, threats, epithets, derogatory comments or slurs based on an individual's protected status;
- Visual and/or written conduct including derogatory posters, photographs, calendars, cartoons, drawings, websites, emails, text messages or gestures based on an individual's protected status; and
- Physical conduct including assault, unwanted touching or blocking normal movement because of an individual's protected status.

Complaint Procedure

Any applicant or employee who believes that they have been subjected to prohibited discrimination, harassment, or retaliation in violation of the foregoing policies, or who is aware of harassment, discrimination, or retaliation against others, should immediately

provide a written or verbal report to his or her supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to Human Resources and/or ELT.

Employees are encouraged, but not required, to communicate to the offending person that their conduct is offensive and unwelcome. Any supervisor or manager who receives a complaint must immediately report the allegation to Human Resources (or the Executive Pastor of Operations if Human Resources is the subject of the complaint).

After a report is received, a thorough and objective investigation will be undertaken. Confidentiality will be maintained to the extent practical and permitted by law. Investigations will be conducted as confidentially as possible and related information will only be shared with others on a need-to-know basis. The investigation will be completed and a determination made and communicated to the employee as soon as practical.

If a complaint of discrimination, harassment, or retaliation is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken. If a complaint cannot be substantiated, the Church may take appropriate action to reinforce its commitment to providing a work environment free from discrimination, harassment, and retaliation.

Protection Against Retaliation

Retaliation is prohibited against any person for, in good faith, using this complaint procedure; reporting proscribed discrimination, harassment, or retaliation; objecting to such conduct or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency.

Disability and Accommodation

CCC will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. Any employee who requires an accommodation in order to perform the essential functions of his or her job, enjoy an equal employment opportunity, and/or obtain equal job benefits should contact Human Resources to request such an accommodation.

Human Resources will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate.

HIRING OF RELATIVES

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of

partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by CCC may be hired only if the Executive Leadership Team (ELT) approves the situation and circumstances.

If the relative relationship is established after employment, the ELT will determine the advisability of continued employment of both individuals. If the recommendation of the ELT is that one of the persons should not continue in employment, then the individuals concerned will decide who is to be transferred. If that decision is not made within 60 calendar days, then the ELT will decide.

Where a conflict or the potential for conflict arises between relatives who are employees of CCC, even if no supervisory relationship is involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

IMMIGRATION LAW COMPLIANCE

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

In compliance with the Immigration Reform and Control Act of 1986 and other applicable State and Federal law, each new Employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. A former Employee who is rehired must also complete the form if he has not completed an I-9 with CCC within the past three years, if their previous I-9 is no longer retained or valid or if CCC does not have a copy of the previous I-9 completed by the employee. CCC uses the U.S. Citizenship and Immigration Service's E-Verify system to confirm the employment eligibility.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the ELT. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which CCC wishes the business to operate. The purpose of these guidelines is to provide general direction so that Employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the HR or ELT for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an Employee is in a position to influence a decision that may result in a personal gain for that Employee or for a relative as a result of CCC's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the Employee is similar to that of persons who are related by blood or marriage.

Personal gain results when a CCC Employee or a relative of a CCC Employee receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving CCC. Additionally, personal gain may result in cases where an Employee or a relative of an Employee holds a significant ownership interest in a firm with which CCC does business.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if Employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the ELT as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

OUTSIDE EMPLOYMENT

An Employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with CCC. All Employees will be evaluated by the same performance standards and will be subject to CCC's scheduling demands, regardless of any existing outside work requirements.

If CCC determines that an Employee's outside work interferes with performance or the ability to meet the requirements of CCC as they are modified from time to time, the Employee may be asked to terminate the outside employment if he or she wishes to remain with CCC.

Outside employment will present a conflict of interest if it has an adverse impact on CCC. It is the Employee's responsibility to inform their supervisor of employment.

EMPLOYMENT CATEGORIES

It is the intent of CCC to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. Each Employee will belong to an employment category:

- **FULL-TIME PASTORS AND DIRECTORS** are those who are not in a temporary or introductory status and who direct and oversee specific ministries or departments. Generally, they are eligible for CCC's benefit package, subject to terms, conditions, and limitations of each benefit program.

The title of Pastor is reserved only for staff members who are licensed or ordained and are qualified to perform sacerdotal functions (including, but not limited to weddings, baptisms, communion, teaching and preaching), conduct religious worship services, and control,

conduct, and maintain the religious ministries that are under the authority of Compass Christian Church. Pastors have additional tax implications and benefits given to them by the IRS (and Compass??).

- **FULL-TIME SALARIED** Employees are those who are not in a temporary or introductory status and who are regularly scheduled to work CCC's regular full-time schedule of 30 to 40-hours each week. Generally, they are eligible for CCC's benefit package, subject to terms, conditions, and limitations of each benefit program adjusted accordingly for their regular full-time work schedule.

- **FULL-TIME HOURLY (Nonexempt)** Employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work at least 30 hours per week. Full-time hourly Employees are eligible for some benefits sponsored by CCC, subject to terms, conditions, and limitations of each benefit program. Overtime pay is applied for hours worked over 40 in a week.

- **PART-TIME SALARIED** Employees are those who are not in a temporary or introductory status and who are regularly scheduled to work a part-time salaried schedule of less than 30 hours per week but at least 20 hours per week at CCC. Salaried part time employees receive all legally mandated benefits (such as Social Security, workers' compensation insurance, earned paid sick time, etc.). Salaried part-time employees are also entitled to vacation pay at a pro-rated rate, holiday pay if your regularly scheduled workdays are on a designated holiday, bereavement leave and the 403b program.

- **PART-TIME HOURLY** Employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week but at least 20 hours per week at CCC. All hourly part-time employees receive all legally mandated benefits (such as Social Security, workers' compensation insurance, earned paid sick time, etc.), Hourly part-time employees who work 20-hours or more are also entitled to vacation pay at a pro-rated rate, holiday pay if your regularly scheduled workdays are on a designated holiday, bereavement leave and the 403b program.

- **INTERIM** Employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Interim employees retain that status unless and until notified of a change. While interim employees receive all legally mandated benefits (such as workers' compensation insurance, Social Security, earned paid sick time, etc.), they are ineligible for all of CCC's other benefit programs.

ACCESS TO PERSONNEL FILES

CCC maintains a personnel file on each Employee. The personnel file includes such information as the Employee's job application, resume, records of training, documentation

of performance appraisals and salary increases, and other employment records. Personnel files are the property of CCC, and access to the information they contain is restricted. Employees who wish to review their own file should contact HR. With reasonable advance notice, Employees may review their own personnel files in CCC's offices and in the presence of an individual appointed by CCC to maintain the files. Removal of any materials from personnel file must be approved by ELT.

EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join the CCC work force are well qualified and have a strong potential to be productive and successful, it is the policy of CCC to check the employment references of all applicants. CCC requires prospective Employees to complete a form authorizing the conducting of federal and state criminal background checks.

An Executive Pastor or their representative will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and positions(s) held.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify CCC of any changes in personnel data. Personal home mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed notify Human Resources or the Executive Pastor of Operations.

INTRODUCTORY PERIOD

The introductory period is intended to give new Employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. CCC uses this period to evaluate Employee capabilities, work habits, and overall performance. As set forth in the Employment Agreement, either the Employee or CCC may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired Employees work on an introductory basis for the first 90 days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If CCC 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 specific period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

EMPLOYMENT APPLICATIONS

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

PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis. A formal written performance evaluation may be conducted at the end of an employee's introductory period or within 6 months of employment. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and to discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled approximately every 12 months, coinciding generally with the start of a new fiscal year.

When finances allow, merit-based pay adjustments may be awarded by CCC in an effort to recognize truly superior employee performance. The decision to award such an adjustment is within CCC's sole discretion, and is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

EMPLOYEE BENEFITS

Eligible Employees at CCC are provided a wide range of benefits. A number of government programs (such as Social Security and workers' compensation) cover all Employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including Employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in this Employee Handbook.

The following benefit programs are available to eligible employees:

- Designated Holidays
- Sick and Jury Duty Leave
- Vacation Benefits
- Health Insurance
- Life Insurance
- Disability Insurance
- Dental and vision plan (optional)

Retirement Plan (403b, optional)

Some benefit programs require contributions from the Employee, but most are fully paid by CCC.

The medical insurance and 403b retirement programs are available to eligible Employees who wish to participate. Employees can make contributions into any of these programs directly from their paychecks. The 403b allows the Employee to contribute a portion of their annual gross wages to the plan. The Church matches 50% of the first 6% of the gross wages put into the plan. See the current 403b plan document for the details.

Current tax law allows pastors to opt out of Social Security. CCC strongly discourages this practice. Additionally, CCC is exempt from paying State and Federal unemployment tax. Accordingly, CCC employees may not be eligible for government unemployment benefits.

VACATION BENEFITS

Vacation time off with pay is available to eligible Employees to provide opportunities for rest, relaxation, and personal pursuits after 90 days of employment. Employees in the following employment classification(s) are eligible to accrue and use vacation time as described in this policy:

- Full-Time Pastoral/Director
- Full-Time Salaried
- Full-Time Hourly
- Part-Time Salaried and Hourly (if they are regularly scheduled to work 20 hours or more per week)

Part-Time Hourly Employees (less than 20 hours per week) and Interim Employees are currently ineligible for paid vacation time.

The amount of paid vacation time Employees receives each calendar year increases with the length of their employment and is adjusted by the regular full-time work schedule, as shown in the following schedule.

VACATION ACCRUAL SCHEDULE –

VACATION DAYS ARE AWARDED TO **ELIGIBLE** EMPLOYEES PER CALENDAR YEAR
 BASED ON THE AVG. NUMBER OF HOURS THE ELIGIBLE EMPLOYEE WORKS PER WEEK AS OUTLINED BELOW

AWARD DATES	PASTORAL/DIRECTOR HRS/WK	AVG 40 HRS/WK	AVG 30-39 HRS/WK	AVG 20-29 HRS/WEEK	AVG <20 HRS/WK
1st calendar year (i.e., the year of hire) - On the expiration of the introductory period, and prorated by the number of pay periods that will be worked in the employee’s first calendar year.	Up to 16 days (i.e., 128 hours), including 2 weekends	Up to 12 days (i.e., 96 hours)	Up to 10 days (i.e., 80 hours)	Up to 8 days (i.e., up to 40 hours)	Ineligible.
2nd-5th calendar year- On the later of the expiration of the introductory period or the January 1 st after your date of hire:	16 days (i.e., 128 hours), including 2 weekends	12 days (i.e., 96 hours)	10 days (i.e., 80 hours)	8 days (i.e., 40 hours)	Ineligible.
6th-11th calendar year– On the January 1 st that falls after the fourth anniversary of your date of hire:	23 days (i.e., 184 hours), including 3 weekends	17 days (i.e., 136 hours)	14 days (i.e., 112 hours)	11 days (i.e., 55 hours)	Ineligible.
11th calendar year and beyond- On the January 1 st that falls after the ninth anniversary of your date of hire:	30 days (i.e., 240 hours), including 4 weekends	22 days (i.e., 176 hours)	18 days (i.e., 144hours)	14 days (i.e., 70 hours)	Ineligible.

Employees may request vacation time off only after expiration of the introductory period. Paid vacation time can be used in minimum increments of 15 minutes up to a maximum of 168 hours at a time. To take vacation time off, an Employee must make an electronic time off request for advance approval from his immediate supervisor or the Senior Pastor or the Executive Pastors. Requests will be reviewed based on a number of factors, including business needs, staffing requirements and seniority. Vacation requests for Full-time Pastoral Employees and Full-time Non-Pastoral Salaried Employees over the Easter or Christmas holidays are discouraged. Generally, CCC cannot authorize vacation time off during these periods for more than three pastors or directors, each of which must be from a different ministry area, 1 student pastor, 1 children’s director and 1 adult pastor for Christmas Eve. No vacation requests will be approved for Easter weekend.

Vacation time off is paid at the Employee’s base pay rate at the time of vacation. It does not include any special forms of compensation. Vacation time will not count as “hours worked” for purposes of determining overtime.

As stated above, Employees are strongly encouraged to use available paid vacation for rest, relaxation, and personal pursuits within each calendar year. Except as set forth below, in the event that available vacation is not used by the end of the calendar year in which is

awarded, up to 48 hours of unused vacation time may be carried over to the vacation time accruing in the next calendar year for full-time employees. Part-time employees may carry over up to 24 hours. The balance exceeding these carryover limits of unused vacation time is forfeited at the end of each calendar year, except as approved by the ELT.

A full time employee who is scheduled less than 40 hours per week will receive vacation prorated time off commensurate with the hours worked per week.

Upon termination of employment, Employees will be paid for unused vacation time prorated to the month of the employees exit. However, if CCC, in its sole discretion, discharges an Employee for cause, forfeiture of unused vacation time will result.

HOLIDAYS

CCC will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)**
- Martin Luther King Jr. Day (third Monday in January)
- President's Day (third Monday in February)
- Easter Monday (Monday after Easter) - To offset Good Friday and Easter weekend
- Memorial Day (last Monday in May)
- Independence Day (July 4)**
- Labor Day (first Monday in September)
- Thanksgiving (Fourth Thursday in November)
- Day before or after Thanksgiving (depending on your work schedule)
- Christmas (December 25)***
- Christmas break weekdays between Christmas and New Year's Day holidays****

CCC will not consider any ministry time off requests for Christmas or Easter.

CCC will grant paid holiday time off to all employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the Employee's pay rate (as of the date of the holiday) times the number of hours the Employee would otherwise have worked on that day.

** If these holidays fall on a Saturday, they will be observed on the preceding Friday. If these holidays fall on a Sunday, they will be observed on the following Monday.

*** If Christmas falls on a Saturday or Sunday, the Christmas Day holiday will be observed on the following Monday.

****Full-time and Part-time employees, who regularly work 20-hrs or more per week, will receive holiday pay for the Christmas break weekdays. Christmas holiday pay will be calculated based on the Employee's pay rate (as of the date of the holiday) times the number of hours the Employee would otherwise have worked on that day.

If a recognized holiday falls during an eligible Employee's paid absence (such as vacation

or sick leave), that day will not be counted as a vacation/sick leave day, but as a holiday. The employee will not be charged for a vacation day or a sick leave day.

If eligible hourly employees work on a recognized holiday (at the request of their supervisor), they will be allowed to substitute another day off within the same pay period.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

WORKER'S COMPENSATION INSURANCE

When work-related accidents, injuries or illnesses occur, employees may be eligible for workers' compensation insurance benefits. CCC provides a comprehensive workers' compensation insurance program at no cost to employees and in accordance with applicable state law. This program covers most injuries or illnesses, sustained in the course of employment, that require medical, surgical, or hospital treatment.

Employees who sustain a work-related injury or illness should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately to enable an eligible employee to qualify for coverage.

Neither CCC nor the insurance carrier will be liable for the payment of worker's compensation benefits of injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by CCC.

EARNED PAID SICK TIME

All Arizona employees are eligible for earned paid sick time ("EPST"). Full time employees accrue 3-1/3 hours of EPST every pay period up to a maximum of 80 hours of EPST per calendar year. Part time employees accrue one hour of EPST for every 30 hours worked, up to a maximum of 40 hours of EPST per calendar year. Although new employees begin accruing EPST upon hire, they must wait 90 calendar days after the start of employment before using accrued EPST.

Exempt employees, for purposes of calculating EPST, will be assumed to work 40 hours each week, unless the employee's normal workweek is less than 30 hours (in which case accrual of EPST is based on the employee's hours in a normal workweek). EPST may be used in increments of one minute.

Employees may use up to 80 hours of EPST each year for the following reasons:

- An employee's mental or physical illness, or injury or health condition;
- An employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
- An employee's need for preventative medical care;
- To care for a family member with a mental or physical illness, injury, or health condition;
- To care for a family member who needs a medical diagnosis, care, or treatment of a

- mental or physical illness, injury, or health condition;
- To care for a family member who needs preventive medical care;
- Closure of the Church (or the employee's other place of business) by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency;
- To care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's family or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease;
- Absence necessary due to domestic violence, sexual violence, abuse, or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member:
 - Medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse, or stalking;
 - Services from a domestic or sexual violence program or victim services organization;
 - Psychological or other counseling;
 - Relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse, or stalking; or
 - Legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse, or stalking; or
- Any other reason approved by the ELT.

A request to use EPST may be made orally, in writing, or by electronic means. When possible, the request to use EPST must include the expected duration of the absence. When a need for leave is foreseeable, an employee must make a good faith effort to provide notice of the need to use EPST in advance and should schedule the leave in a manner that does not unduly disrupt CCC's operations. When a need for leave is not foreseeable, you must follow the procedures to provide notice that are outlined in the Attendance and Punctuality Policy (e.g., notify your supervisor as soon as possible in advance of the tardiness or absence). If there are exigent circumstances making it unreasonable or impossible to do so (such as an emergency situation or your own incapacitation), you must contact your supervisor as soon as possible thereafter.

For use of EPST of three or more consecutive work days, the Church may require reasonable documentation that the EPST is being used for a reason or reasons set forth above. Documentation signed by a health care professional indicating that EPST is necessary shall be considered reasonable documentation. In regards to cases of domestic violence, sexual violence, abuse, or stalking, one of the following types of documentation selected by the employee shall be considered reasonable:

- A police report indicating that the employee's family member was a victim of domestic violence, sexual violence, abuse, or stalking;
- A protective order;
- An injunction against harassment;

- A general court order;
- Other evidence from a court or prosecuting attorney that the employee or employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual violence, abuse, or stalking;
- A signed statement from a domestic violence program or victim services organization affirming that the employee or employee's family member is receiving services related to domestic violence, sexual violence, abuse, or stalking;
- A signed statement from a witness advocate affirming that the employee's family is receiving services from a victim services organization;
- A signed statement from an attorney, member of the clergy, or a medical professional affirming that the employee or employee's family member is a victim of domestic violence, sexual violence, abuse, or stalking; or An employee's written statement that the employee or the employee's family member is a victim of domestic violence, sexual violence, abuse, or stalking. The written statement does not need to be in affidavit format or notarized, but shall be legible and shall make clear the employee's identity, and, if applicable, the employee's relationship to the family member.

Although the Church may request documentation as set forth above, it will not require disclosure of details relating to domestic violence, sexual violence, abuse, or stalking, or the details of an employee's or an employee's family member's health information as a condition of providing EPST. If the Church gains possession of such information, the information will be treated as confidential and not disclosed except to the affected employee or with the permission of the affected employee.

At the end of each calendar year, an employee may carry forward a maximum of 80 hours of accrued and unused EPST.

Upon an employee's termination from the Church, whether voluntary or involuntary, any unused accrued EPST will be extinguished, and the departing employee will not receive payment or other compensation for the unused EPST. However, if an employee's employment with the Church terminates, and the employee is subsequently rehired by the Church within nine months of the termination, any previously-accrued, unused EPST will be reinstated and the employee is entitled to use and accrue EPST immediately at the commencement of employment.

The Church prohibits any form of retaliation against any employee for, in good faith, exercising his or her rights as to EPST. If you have any questions about the Church's EPST policy or benefits under the policy, please speak with Human Resources.

FAMILY AND MEDICAL LEAVE POLICY

Introduction

CCC provides leave according to the Family and Medical Leave Act of 1993 ("FMLA"), which provides for unpaid, job-protected leave to covered employees in certain circumstances.

Eligibility

To qualify for FMLA leave, you must: (1) have worked for CCC for at least 12 months, although it need not be consecutive; (2) worked at least 1,250 hours in the last 12 months; and (3) be employed at a worksite that has 50 or more employees within 75 miles. If you have any questions about your eligibility for FMLA leave, please contact Human Resources.

Leave Policy

If eligible, you may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While you are on FMLA leave, CCC will maintain your group health insurance coverage at the same level and under the same circumstances as when you were actively working, as explained more fully under the section titled, “Medical and Other Benefits.” On returning from approved FMLA leave, you have the right to be restored to the same job or an equivalent position, subject to the terms, limitations, and exceptions provided by law.

Leave Entitlement

You may take **up to 12 weeks** of unpaid FMLA leave in a 12-month period, which is measured forward from the date an employee's first FMLA leave begins for any of the following reasons:

- the birth of a son or daughter and in order to care for that son or daughter (leave to be completed within one year of the child's birth);
- the placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);
- to care for a spouse, son, daughter, or parent with a serious health condition;
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or
- a qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

You may take **up to 26 weeks** of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, son, daughter, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).

Notice of Leave

If your need for FMLA leave is foreseeable, you must give CCC at least 30 days' prior written notice. If this is not possible, you must at least give notice as soon as practicable (within one to two business days of learning of your need for leave). Failure to provide this notice may be grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances.

Additionally, if you are planning a medical treatment or a series of treatments or you are

taking military caregiver leave, you must consult with CCC first regarding the dates of this treatment to work out a schedule that best suits the needs of the employee or the covered military member, if applicable, and CCC.

Where the need for leave is not foreseeable, you are expected to notify CCC within one to two business days of learning of your need for leave, except in extraordinary circumstances. CCC has Family and Medical Leave Act request forms available from Human Resources. Please submit a written request, using the Leave form, when requesting leave.

Certification of Need for Leave

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from Human Resources. When you request leave, CCC will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

CCC, at its expense, may require an examination by a second health care provider designated by CCC. If the second health care provider's opinion conflicts with the original medical certification, CCC, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. CCC may require subsequent medical recertification. Failure to provide requested certification within 15 days, when practicable, may result in delay of further leave until it is provided.

CCC also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Changed Circumstances

You must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

Substitution of Paid Time for Unpaid FMLA Leave

FMLA leave is unpaid. However, employees must use any accrued vacation time while taking unpaid FMLA leave. Employees must also use any accrued EPST while taking unpaid FMLA leave when the employee's absence meets the requirements of earned paid sick time usage. Employees may also be eligible to use paid parental and pregnancy leave as described below. The substitution of paid time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period; the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers'

compensation injury/illness shall run concurrently with any FMLA leave entitlement. In no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary.

Medical and Other Benefits

During approved FMLA leave, CCC will maintain your health benefits as if you continued to be actively employed. If paid leave is substituted for unpaid FMLA leave, CCC will continue to deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must make arrangements to pay your portion of the premium or it may affect your coverage.

If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to reimburse CCC for the cost of the health benefit premiums paid by CCC for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

Exemption for Key Employees

Key employees, defined as salaried and FMLA-eligible employees who are among the highest paid 10% of all employees at a worksite or within 75 miles of that worksite, may not be returned to their former or an equivalent position following FMLA leave if restoration of employment will cause substantial and serious economic injury to the operations of CCC. This fact-specific determination will be made by CCC on a case-by-case basis. CCC will notify you if you qualify as a key employee, if CCC intends to deny reinstatement and of your rights in these instances.

Intermittent and Reduced Leave Schedule

If medically necessary, FMLA leave occasioned by a serious health condition or serious injury or illness of a covered servicemember may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

If leave is unpaid, CCC will reduce your salary based on the amount of time actually worked.

Returning from Leave

If you do not return to work following the conclusion of an FMLA leave (and you do not contact us within three business days to explain your circumstances and obtain an extension of your leave), we may presume that you have voluntarily resigned your employment.

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. Otherwise, you will not be permitted to resume work until it is provided.

State or Local Family and Medical Leave Laws and Other Church Policies

Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits that are more favorable to the employee, as provided by these laws, will apply.

Paid Parental and Pregnancy Leave Policy

CCC has a high view of the family and follows all applicable state and federal guidelines pertaining to family and medical leave under the FMLA. Because of CCC's high view of the family, eligible mothers and fathers will receive the following to care for a newborn child or new adopted or foster child or due to a pregnancy-related condition:

All full-time employees will be provided up to 4-work-weeks of paid parental leave time in addition to any of the accrued sick or vacation time.

The payment for maternity leave may be paid over 6-8 weeks, and will be apportioned between CCC and its short-term disability insurance provider. Payment will begin after the employee has begun maternity leave and submitted a short-term disability application. The payment for paternity leave will be paid solely by CCC and, therefore, may be paid over a longer period of time (to be arranged with the pre-approval of the employee's supervisor). Please see Human Resources for further details.

This paid leave time must be pre-approved by the supervisor, and HR. Employees may receive paid family leave/childbirth leave once in a 12-month period for bonding with a new child, including foster or adopted children. Eligibility for this paid family or childbirth leave renews every 12 months, as long as the employee continues to meet the employee benefits eligibility requirements. Vacation, holiday, and sick leave benefits will continue to accrue during any approved family or childbirth leave.

TIME OFF TO VOTE

CCC encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedules. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for paid time off to vote.

CCC may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed. If there are fewer than three consecutive work hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take up to three hours of paid leave on Election Day.

Employees should request time off to vote from their supervisor the day prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal

work schedule.

BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Bereavement requests must be submitted electronically for approval by the appropriate management.

Up to five days of paid bereavement leave will be provided to eligible Employees for the loss of an immediate family member. Three days of paid bereavement leave will be provided to pastors for the loss of other family members if the pastor is involved in the funeral services in a pastoral capacity. Bereavement pay is calculated based on the base pay rate at the time of absence.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary. These requests must be submitted electronically for approval by the appropriate management.

CCC defines "immediate family" as the Employee's spouse, parent, child, sibling, grandparent or grandchild, the Employee's spouse's parent, child, grandparent, or grandchild, and the employee's child's spouse. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

JURY DUTY

CCC encourages Employees to fulfill their civic responsibility by serving jury duty when required. Eligible Employees may request up to four weeks of paid jury leave over any two-year period.

Jury duty pay will be calculated on the Employee's base pay rate times the number of hours the Employee would otherwise have worked on the day of absence.

If Employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may choose to take an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, Employees are expected to report for work whenever the court schedule permits.

Vacation, sick leave and holiday benefits, will continue to accrue during paid jury duty leave.

PERSONAL LEAVE OF ABSENCE

Personal Leaves of Absence without pay may also be granted after 6 months of employment

and pursuant to a written request submitted to their immediate supervisor by the Employee. The immediate supervisor shall then exercise discretion in determining whether or not to allow the leave of absence based upon such factors as the Employee's performance, current workload on the Church staff and whether it would be feasible to allow the leave, and any other factors deemed relevant by the immediate supervisor. A final decision on the request shall be made within one week of the request.

If the Employee disagreed with the immediate supervisor's decision, the Employee may appeal the matter to the Executive Pastors. The Executive Pastors shall then make a final decision on the request.

Leave of Absence Pursuant to the ADA

CCC complies with the Americans with Disabilities Act ("ADA"), as amended by the ADA Amendments Act ("ADAAA"), and all applicable state or local law. Consistent with those requirements, CCC will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. To the extent a leave of absence request is necessitated by an employee's disability, please speak with Human Resources to make a request for reasonable accommodation so that we can begin the interactive process and your request can reviewed and evaluated in accordance with our disability and accommodation policy and applicable standards.

MILITARY LEAVE

A military leave of absence will be granted to Employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay certification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. All military pay certification data must be presented in a form approved by CCC to the Executive Pastor of Operations within 45 days of the end of the leave of absence. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

Subject to terms, conditions, and limitations of the applicable plans for which the Employee is otherwise eligible, health insurance benefits will be provided by CCC for the first year of the military leave of absence.

Vacation, sick leave, and holiday benefits will not continue to accrue during the military leave of absence.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training,

allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable State and Federal laws.

Every reasonable effort will be made to return eligible Employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

MINISTRY TIME OFF

We value and care for our spiritual maturity by following the 4E values: Exploring the Faith, Embracing Community, Engaging in Service, and Empowering Disciples. These values are crucial to our healthy and growing walk with God. Therefore, it is the policy of CCC to provide the opportunity for staff to receive paid time off for the following purposes:

- Compass sponsored Mission trips and Camps (one per year)
- Day Away with God (DAWG) Day (one per quarter)
- Compass Sponsored Camps (one per year)
- Job-related conferences and seminars
- Church visits and/or ministry opportunities outside of Compass

All full-time staff will be given paid ministry time off to participate in the activities listed above. It might be required that vacation time or time-off without pay must be used in some cases. Employees are responsible for their own travel and living expenses. In all cases, the Employees must have prior approval of their immediate supervisor for the specific days to be considered paid ministry time off. All exceptions must be approved by the ELT.

PASTORAL SABBATICAL/STUDY LEAVE

A Sabbatical/study leave is a period of time (up to two months) during which a Full-time Pastoral Employee will set aside his or her normal responsibilities with the congregation for the purpose of renewal.

- Sabbatical/study leave is offered to a Full-time Pastoral Employee who completes seven years of continuous full-time service at CCC without a previous sabbatical, and it is understood that the employee is obligated to stay employed with CCC for at least one full year after returning from the leave at the discretion of the Board.
- The request for the Sabbatical/study leave time must be submitted to the Executive Pastors or Senior Pastor at least six months prior to the proposed starting date. The Elders must approve the scheduling of the leave time and duration.
- The Sabbatical/study leave is separate and distinct from accrued vacation. No vacation time should be used within four weeks before or after the leave.
- TWO Pastors may not be on sabbatical at the same time. Priority is given on a seniority basis.

- The Senior Pastor will submit a Sabbatical/study leave proposal in writing to the Elders outlining how the time will be used. The Executive Pastors will submit a Sabbatical/study leave proposal in writing to the Senior Pastor outlining how the time will be used. The other Pastors will present a Sabbatical/study leave proposal in writing to the Executive Pastors outlining how the time will be used.
- The proposal should include:
 - The type of ministry-related activity planned for the Sabbatical/study leave.
 - Plan for physical rest, personal recreation, family responsibilities, intellectual stimulation, and spiritual renewal.
 - It is recommended that at least one-third of the time be spent in rest, refreshment, and family time.
 - A daily journal should be kept during the Sabbatical/study leave and a written report will be presented to the Elders to include how the time was invested and what benefits personally and for the Church were realized.
 - A strategy for coverage during the sabbatical.
 - A commitment for continued service at CCC following the Sabbatical/study leave.
- The Pastor will meet or consult with their supervisor (or in the case of the Senior Pastor, the Board) at least once during the Sabbatical/study leave period.
- The Pastor's full wages and benefits will continue during the Sabbatical/study leave.
- Special Sabbatical Funds:
 - If a Pastor is approved for a sabbatical, CCC will contribute to the Pastor as a Sabbatical Stipend \$100 for each year of employment. This Stipend will be paid to the employee in a lump sum prior to their departure and will be subject to all normal payroll practices. Funds can be paid out as un-reimbursed expenses for Sabbatical. Funds withdrawn in exception will be paid out as income.
- Exceptions to the Sabbatical/study Leave policy may be presented for approval by the Board and will be considered on a case-by-case basis.

TIMEKEEPING

Accurately recording hours worked is the responsibility of every Employee. Federal and State laws require CCC to keep an accurate record of all hours worked in order to calculate employee pay and benefits.

Nonexempt Employees must record time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for more than 20 minutes for personal reasons. The Employee is required to use and comply with the time keeping systems, whether manual, mechanical or electronic, adopted by the CCC Executive Pastor of Operations.

Non-exempt employees will receive overtime pay at the rate of 1.5 times their regular rate of pay for all hours worked in excess of 40 hours in any particular workweek. For overtime pay calculation purposes, the workweek begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday. All overtime must be approved in writing, in advance by CCC management. Unauthorized overtime may result in disciplinary action up to and including termination.

Altering, falsifying, tampering with time records, or recording time on another Employee's time record may result in disciplinary action, up to and including termination of employment.

PAYDAYS

Employees are paid semi-monthly on the 5th and 20th of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Direct deposit is available at the Employee's option.

When the payday falls on a Saturday, it will default to Friday before, if it falls on a Sunday or a Holiday, it will default to the following weekday.

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.
- **LAYOFF** - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- **RETIREMENT** - voluntary employment termination initiated by the Employee meeting age, length of service, and any other criteria for retirement from the organization.

Both CCC and the Employee acknowledge that this employment relationship is "at-will" and may be terminated by either party with or without cause or notice as set forth in the Employment Agreement. As a courtesy, however, employees are requested to provide at least two weeks notice of Resignation and six weeks' notice of Retirement.

CCC will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as Employee benefits,

conversion privileges, repayment of outstanding debts to CCC, and/or return of CCC-owned property. Suggestions, complaints, and questions may also be voiced.

Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination. Vested benefits that are due and payable at termination will be paid as set forth herein. Some benefits may be continued at the Employee's expense if the employee so chooses. The Employee will be notified in writing of the benefits that may continue including the terms, conditions, and limitations of such continuance.

PAY DEDUCTIONS AND ADMINISTRATIVE PAY CORRECTIONS

CCC takes all reasonable steps to ensure that Employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

CCC makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions. CCC 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. Such authorizations must be done in writing and according to the systems and practices adopted by the Executive Pastors.

When employees receive their paychecks, they should verify immediately that their working time was recorded accurately and that they were paid correctly for all hours worked. If an employee, exempt or nonexempt, has questions about deductions from his or her pay, believe she or he has been subjected to improper deductions, or believes that the amount paid does not accurately reflect the employee's total hours worked or salary, please raise the issue with Human Resources immediately. CCC will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay or are otherwise entitled to additional compensation, you will be reimbursed promptly.

SAFETY

To assist in providing a safe and healthful work environment for Employees, members and visitors, CCC encourages good work safety habits and common sense regarding work place safety.

Each Employee is expected to obey safety rules, to use his common sense and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, Employees should immediately notify the appropriate supervisor and an Executive Pastor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

USE OF TELEPHONES

Office telephone equipment and lines are to be used for work-related purposes. To ensure effective telephone communications, Employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Employees may be required to reimburse CCC for any charges resulting from their personal use of the telephone.

Excessive personal telephone calls (includes text messaging and instant messaging) during work time, regardless of whether the telephone belongs to CCC or to the employee, interfere with CCC's mission and can be distracting to others. All personal calls during work time are to be limited to those which are absolutely necessary and are to be as brief as possible. Any other personal calls are to be made during non-work time. Employees are to ensure that family members and friends are aware of CCC's policy in this regard.

NO SMOKING

In keeping with CCC's intent to provide a safe and healthful work environment, smoking and the use of other tobacco products (i.e., chewing tobacco, vaping/e-cigarettes, etc.) is prohibited anywhere on Church premises (whether inside, outside, etc.).

This policy applies equally to all Employees, members and visitors.

USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow up on all operating instructions, safety

standards, and guidelines as outlined by the church. All equipment such as copiers, desktop and notebook computers, video projectors, televisions, DVD players and their content are provided and owned by CCC for use on premises by the staff and volunteers for church business only. Vehicles and trailers are only to be used for approved church trips or programs.

Please notify a supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possibly injury to Employees or others. The supervisor can answer any questions about an Employee's responsibility for maintenance and care of equipment or vehicles used on the job. The improper, careless, negligent, destructive, or unsafe use of operation of equipment or vehicles, as well as excessive or avoidable traffic and/or parking violations, can result in disciplinary action, up to and including termination of employment. Any and all citations, tickets, or fines incurred as a result of careless, negligent, and unsafe operation of equipment or vehicles are the responsibility of the Employee.

An Employee wishing to use CCC facilities and/or equipment must obtain prior approval, and may be asked to compensate CCC for such use. Such use must not result in financial gain to the Employee. He or she must have prior permission from the Employee's supervisor as to when and where such usage will occur.

ACCOUNTABLE PLAN FOR MINISTRY EXPENSES - GUIDELINES

A staff member's Accountable Plan includes payment of expenses for ordinary and necessary expenses for that specific staff member's job performance and/or ministry advancement and the funds should be budgeted and approved by the staff member's supervisor.

The plan outlines the reimbursement of job-related expenses for:

on-the-job transportation	out-of-town business travel
equipment	books
seminars	business meals
continuing education	business entertainment
job training	

This list is not all-inclusive. Best practices would suggest that most expenses should directly impact the organization by bettering the professional life of the staff member and/or their ministry.

The funds are budgeted in a staff member's accountable plan.

The expenses must be reasonable in amount. You need to provide documentation of the itemization, amount (including tip if applicable), date, place, and business purpose. Meals include the above and the name and business relationship of the person(s) you are taking

to a meal.

The expenses must be substantiated to the staff member's supervisor and submitted as a part of the monthly church credit card reconciliation or reimbursement process.

Here are guidelines for reimbursement for business meals:

Staff Meals (4 times a year/1 time per quarter)

- Frequent meals with the same members of the church staff will not qualify as a business expense.
 - Even if church business is discussed.
 - They have considerable interaction time during the week.
Meals with Non-staff members and Changemakers.
 - These meals should be to show appreciation or recruitment.
 - These meals should not be repeated on a regular basis with the same person(s)
- Employee Meals
- Discuss operation of the church or to mark an anniversary, retirement or other occasion for an employee.
 - These are considered ordinary and necessary expenses

BUSINESS EXPENSES

CCC will reimburse Employees for reasonable accountable business and travel expenses incurred while on assignments at or away from the normal work location. Annual accountable business expense budgets are established for specific Employees. All business travel must be approved in advance by the Executive Pastors or Senior Pastor.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by CCC. Employees are expected to limit expenses to reasonable amounts.

When travel is completed, Employees should submit completed travel expense reports within 20 days. Reports should be accompanied by receipts for all individual expenses. No expenses will be reimbursed without a receipt or another acceptable form.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursements for specific expenses, or any other business travel issues.

Employees who are involved in an accident traveling on business must promptly report the incident to their immediate supervisor.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the Employee, can be grounds for disciplinary action up to and including termination of employment.

If the CCC credit card is used for an employee's personal expenses, the employee will identify the expense and reimburse all the associated costs. CCC reserves the right to recover the full amount of expenses from the employee's payroll if necessary.

Vehicles owned or leased by CCC may not be used for personal use by anyone without prior approval of the Executive Pastor of Operations.

VISITORS IN THE WORKPLACE

To provide for the safety and security of Employees and the facilities at CCC, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter CCC at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on CCC's premises, Employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

CHILDREN IN THE WORKPLACE

With the approval of the immediate supervisor, children may be brought to the workplace by parent Employees for brief visits, in the event of an emergency, or other times when there are no other alternatives and common sense would dictate that it is more efficient for the Employee to bring the child to the workplace (e.g., following or before a doctor's appointment, unplanned early release from school, dependent care provider suddenly unavailable). Such arrangements are only temporary in nature and may be granted only under the following criteria:

- The parent Employee must supervise the child at all times on such visits.
- Children should never be left unattended or with other Employees.
- Under no circumstances should the parent Employee bring an ill child into the workplace.
- Children are not to use or play with computers or office machines.

Although CCC strives to be a family-friendly environment, it must be recognized that it is not appropriate to bring children to work on a continuing basis for the following reasons:

- Safety is a primary concern when considering the presence of children on campus.
- Offices and workspaces are not designed with the safety of children in mind.
Children in the workplace create a potential liability for the church.

- Children in the workplace can disrupt the environment both for the employee with the child and for others in the area, and might create an atmosphere that is not conducive to work performance and fulfillment of job expectations.

COMPUTERS AND SOFTWARE

Computers, servers, software and network equipment at CCC are to be used solely for Church business. The computer network is complex, and is susceptible to problems that could affect the entire system if changes are attempted. Therefore, Employees are not to add hardware or download programs to any CCC computer. Downloading programs from the network may include a virus that would find a way to get to the servers. If you need additional equipment or software, contact the IT Department to request changes or enhancements.

No personal documents, pictures or music are to be stored on the computer. CCC strives to maintain a workplace free of harassment and sensitive to the diversity of its employees.

Therefore, CCC prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

CCC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, CCC does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. CCC prohibits the illegal duplication of software and its related documentation.

In addition, Employees should have no expectation of privacy when using church computers, email, Internet access, or telephones since it is the property of and maintained by CCC.

INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is provided by CCC to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of CCC and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times

the property of CCC. As such, CCC reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Employees have no expectation of privacy in their Internet access on CCC equipment.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by CCC in violation of law or CCC policies may result in corrective action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

SOCIAL MEDIA

The use of social media including, but not limited, to blogging, chat rooms, Facebook, Twitter, Instagram, and LinkedIn can be helpful to both CCC and the employee. On the other hand, guidelines must be followed in order to comply with both the law and best practices. Employee's use of social media must be in alignment with CCC core values and privacy policies. Therefore, employees must tell the truth and not disparage others. Employees must use their real names. If employees talk about CCC they must disclose that they work for CCC.

Unless specifically instructed, employees are not authorized and are therefore restricted from speaking on behalf of CCC. Employees may not publicly discuss employees or any work-related matters, whether confidential or not, outside CCC-authorized communications. Employees are expected to protect the privacy of CCC and its employees and are prohibited from disclosing personal employee and non-employee information and any other nonpublic information to which employees have access.

The Executive Pastors will determine which employees will be authorized to blog or use social media on behalf of CCC. Only authorized employees can prepare and modify content for CCC's blog or social networking sites.

CCC respects the right of employees to use blogs and social media and does not discriminate against those who use these media for personal interests and affiliations or other lawful purposes. However, there must be a clear line between the employee as the individual and the employee as the employee. Additionally, employees may not use social media to harass, threaten, discriminate, or disparage against employees or anyone employed with or doing business with CCC.

If an employee chooses to identify himself/herself as a CCC employee, and/or an employee puts a link to CCC on his/her website or blog, then this action creates a representation that s/he is speaking on behalf of CCC.

If contacted by the media or press about a post that is related to CCC, employees must speak with their supervisor and an Executive Pastor before responding.

CCC investigates and responds to all reports of violations of these guidelines and other related policies, such as its policies about harassment and confidentiality. Violation of CCC's guidelines may result in corrective action, up to and including termination.

FUNDRAISING

The ministry of CCC is supported with donations from the membership and attendees of our services to the General Operating Fund, which is under the direction of the Board. The individual ministries within CCC may not raise funds on their own or endorse the fundraising efforts of other groups without the approval of the Executive Committee of the Board. This policy is designed to maintain financial accountability and protect the integrity of CCC.

The Board seeks to meet the financial needs of the ministries and makes those decisions after considering all of the needs within the Church. If your ministry should require additional resources, a request may be made through the Executive Pastor of Operations to the Executive Committee of the Board.

The Executive Committee of the Board will consider the following exceptions to this policy:

- Children and Youth Ministry - fund raising for Camp and Ministry Trips.
- Mission Ministry – fund raising for Short-term Missionary Trips.

We are very careful about endorsing efforts of groups outside of CCC. The Executive Committee of the Board through the Executive Pastor of Operations will consider requests from outside organizations on an individual basis.

MINISTRY SPONSORSHIP

No outside organization or business will be asked to sponsor any portion of a ministry function. All aspects of CCC's ministry functions are to be supported by the budget and approved by the Board. The Executive Committee of the Board through the Executive Pastor of Operations may consider exceptions.

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operation and provide the best possible work environment, CCC expects Employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property.
- Violation of the Equal Employment Opportunity and Prohibition Against Discrimination and/or Harassment Policy.
- Violation of the Drug and Alcohol Policy.
- Fighting or threatening violence in the workplace.
- Negligence or improper conduct leading to damage of CCC owned or member-owned property.
- Violation of safety or health rules.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace except as expressly permitted by law.
- Excessive absenteeism or any absence without notice, depending upon the facts and circumstances.
- Unsatisfactory performance or conduct.

CONFESSION VS. DISCOVERY POLICY

The Bible is clear that we are all sinners (Romans 3:23), and that many of us can fall into a pattern of sinful behavior. The Bible is also clear that confession of sin will lead to healing (James 5:16, 1 John 1:9).

When it is discovered that a staff member has been hiding a sinful action or behavior from the church and others, the sin is expanded to include deceit, leading to a complete loss of trust in the individual. This will more than likely lead to immediate dismissal from the staff and all ministry responsibilities.

When a staff member comes to their supervisor, a member of the ELT team, or the Director of HR with a confession of sin, the opportunity for leniency when dealing with the consequences of the confessed actions is more likely. This is not to say that there will not be any consequences for the actions confessed (up to and including

termination), but the possibility of diminished consequences will be greater.

“VOLUNTEERING IN YOUR MINISTRY AREA” POLICY

When hourly staff members wish to volunteer in the ministry area in which they hold a position, the following guidelines must be kept.

- The staff member should be clocked out of the web clock app.
- The staff member should have an up-to-date job description on file with HR detailing their areas of responsibility.
- The activities and tasks for which they are volunteering must be outside of their outlined job responsibilities. *For example, a Ministry Assistant in Student Ministries can volunteer as a high school girls’ small group leader as this would be outside of the scope of their position.*
- The staff member’s direct supervisor should be made aware and not request that the staff member perform any duties that are a part of their position’s job description while volunteering.
- Please refer to HR with any questions.

DRUG AND ALCOHOL POLICY

CCC is a drug-free workplace and has vital interests in ensuring a safe, healthy, and efficient working environment for our employees, their co-workers, and the community we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the Church the following policy. In addition to promoting health and safety, this policy is intended to maximize safety and productivity in the workplace while preserving the privacy and dignity of employees.

This policy applies to all Arizona employees. All employees will be treated equally under this policy regardless of an employee’s position or seniority, or any characteristic protected by law.

Definitions

“Alcohol” means ethanol, isopropanol, or methanol.

“Illegal drugs” mean any substance considered unlawful under the schedules of the controlled substances section of the Comprehensive Drug Abuse Prevention and Control Act of 1970 or the metabolite of the substance and legal drugs that require a prescription for which an employee does not have a prescription. “Illegal drugs” specifically include, but are not limited to: amphetamines, barbiturates, benzodiazepines, tetrahydrocannabinol (THC),

cocaine, methadone, opiates, and phencyclidine. The Church complies with the Arizona Medical Marijuana Act (the “AMMA”) and, as set forth below, does not discriminate against valid medical marijuana card holders who do not use or possess marijuana during working hours or on Church premises and who are not impaired by marijuana during working hours or on Church premises. Thus, for purposes of this policy, “illegal drugs” does not include medical marijuana prescribed to a valid medical marijuana card holder pursuant to the AMMA.

The Arizona Medical Marijuana Act

In compliance with the AMMA, the Church does not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize an employee or applicant based upon either:

- The person’s status as a valid medical marijuana cardholder pursuant to the AMMA; or
- The person’s positive drug test for marijuana components or metabolites if: (a) the person is a valid medical marijuana cardholder pursuant to the AMMA, and (b) the person did not use or possess and was not impaired by marijuana on CCC premises or during working hours.¹

Marijuana is currently available for recreational use in Arizona. The law allows public and private employers to enact and enforce workplace policies pertaining to marijuana.

Specifically, the law does not:

- Restrict the rights of employers to maintain a drug-and-alcohol-free workplace or affect the ability of employers to have workplace policies restricting the use of marijuana by employees or prospective employees.
- Require an employer to allow or accommodate the use, consumption, possession, transfer, display, transportation, sale, or cultivation of marijuana in a place of employment.
- Restrict the rights of employers to prohibit or regulate conduct otherwise allowed by this chapter when such conduct occurs on or in their properties.

The law does not alter the existing rules for medical marijuana cardholders. Employees engaged in “safety sensitive” positions are prohibited from possessing a medical marijuana card, and from using marijuana for any purpose.

Intoxication or being under the influence of any substance – marijuana, alcohol, prescription drugs that affect your abilities, or illegal drugs – is strictly prohibited on work time. Any employee found to be under the influence will be subject to immediate discipline, up to and including termination.

¹ However, CCC may take action to prevent an individual from working in a safety-sensitive position if it has a good faith belief that the individual is engaged in the current use of any drug that could cause an impairment or otherwise decrease or lessen the individual’s job performance or ability to perform the duties of the job.

Prohibited Conduct

The following conduct and behaviors are strictly prohibited on CCC premises and during working hours and may lead to immediate discipline, which could include termination:

- Using possessing, manufacturing, distributing, or selling illegal drugs on CCC premises, in CCC vehicles, or during working hours.
- Using, possessing, or being impaired by marijuana on CCC premises or during working hours (even if an individual is a valid medical marijuana cardholder).
- Having a detectable level of illegal drugs or alcohol.
- Storing any illegal drug or alcohol in an office, desk, locker, vehicle, or other repository (employees are not precluded from having sealed alcohol containers in their private parked vehicle).
- Switching or altering any samples submitted for a drug and alcohol screening test.
- Refusing to consent to a drug and alcohol screening test when required by the Church. (The Church reserves its right to conduct searches, with or without notice, of its worksites and vehicles, including employees' desks, lockers, and other workplace storage areas, for drugs and alcohol. Refusal to cooperate with any such search will be considered insubordination and may be grounds for immediate termination.)

Any employee who is under the influence of a prescription drug that could affect the employee's ability to safely perform his or her job functions or that could create an unsafe work environment must immediately report the matter to management. Employees are not required to inform the Church of the specific medication that they are taking, but they must report the use of medication if the medication could affect the employee's ability to safely perform his or her job functions or create an unsafe work environment, or if the employee believes that s/he needs a reasonable accommodation. Even when an employee complies with this provision, the Church may still require that the employee consent to a drug and alcohol screening test if there is a reasonable suspicion of impaired performance.

Circumstances Under Which Testing May Be Required

Condition of Initial Employment

The Church requires all new hires complete a drug screen which will be conducted after the initial offer of employment. Any potential employee, who fails or refuses to submit to alcohol and drug testing as a condition of initial employment, will not be considered for employment.

Reasonable Suspicion

The Church may require a drug and alcohol screening if an employee's supervisor or other person in authority has a reasonable suspicion, based on objective factors such as the employee's appearance, speech, behavior, or other conduct and facts, that the employee may be affected by the use of drugs or alcohol and that the use may adversely affect the job performance or the work environment.

Post-Incident

The Church may require employees who it reasonably believes may have contributed to an accident in the workplace to undergo drug and alcohol screening.

Substances For Which The Church May Test

The substances for which the Church may test in connection with a drug and alcohol screening test are illegal drugs and alcohol as defined above.

Testing Methods And Collection Procedures

Scheduling of Tests

Any drug and alcohol screening tests for current employees normally will occur during, or immediately before or after, a regular work period. Any such testing will be deemed compensable work time for the purposes of compensation and benefits for current employees. For testing related to investigation of workplace accidents, the testing will occur as soon as practicable after the accident.

Costs of Tests

The Church will pay all actual costs for drug and alcohol screening tests. The Church will pay reasonable transportation costs of current employees in connection with drug and alcohol screening tests.

Testing Procedures

All drug and alcohol screening testing will be performed pursuant to the following conditions:

- The collection of samples will be performed under reasonable and sanitary conditions.
- Sample collections will be documented and these documentation procedures will include the following:
 - Labeling of samples in order to reasonably preclude the possibility of misidentification of the employee or prospective employee tested in relation to the test result provided.
 - An opportunity for the employee or prospective employee tested to provide notification of any information that may be considered relevant to the test, including identification of currently or recently used prescription or nonprescription drugs or other relevant medical information.
- Sample collection, storage, and transportation to the place of testing will be performed in a manner reasonably designed to preclude the possibility of sample contamination, adulteration, or misidentification. Employees must present the testing facility with valid personal identification (e.g., driver's license, passport,

identification card). The Church may designate the type of sample to be used for the testing.

- Sample testing will comply with scientifically accepted analytical methods and procedures. Drug testing will be conducted at a laboratory approved or certified by the United States Department of Health and Human Services, the College of American Pathologists, or the Department of Health Services.
- Testing will include confirmation of any positive test results for employees or prospective employees. Confirmation of positive test results for employees will be by use of a different chemical process than was used in the initial drug screen. The second or confirmatory drug test will be a chromatographic technique such as a gas chromatography-mass spectrometry or another comparably reliable analytical method.

Possible Adverse Actions For Violation Of This Policy

Upon receipt of a positive drug and alcohol screening test that indicates a violation of this policy, or upon the refusal of an employee or prospective employee to provide a drug or alcohol testing sample, the Church may use that test result or test refusal as a basis for disciplinary or rehabilitative actions that may include any of the following:

- A requirement that the employee enroll in an employer provided or employer approved rehabilitation, treatment, or counseling program, that may include additional drug testing and alcohol impairment testing, participation in which may be a condition of continued employment and the costs of which may or may not be covered by the Church's health plan or policy;
- Suspension of the employee, with or without pay, for a designated period of time;
- Termination of employment; or
- Other adverse employment actions.

Confidentiality Of Results; Access To Records

Confidential Communications

All communications received by the Church relevant to drug and alcohol screening test results received through the Church's testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in a proceeding related to an action taken by the Church or an employee related to the test or except disclosure to:

- The testing employee or prospective employee or any other person designated in writing by that employee or prospective employee;
- Individuals designated by the Church to receive and evaluate test results or hear the explanation of the employee or prospective employee; and
- An arbitrator or mediator, or a court or governmental agency as authorized by state or federal law.

Access to Results

The tested employee or prospective employee has a right of access to the written test results that pertain to that individual subject to the maintenance of confidentiality for other individuals.

Right To A Confidential Setting

Written test results will be provided to an employee upon request. An employee will be provided an opportunity to explain, in a confidential setting, a positive test result.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, CCC expects Employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other Employees and on CCC. In the rare instances when Employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. If advance notice is not possible due to unusual or extraordinary circumstances, you must notify your supervisor as soon as practicable, and explain the circumstances that prevented you from providing advance notice.

Poor attendance and excessive tardiness are disruptive. These occurrences may lead to disciplinary action, up to and including termination of employment. Except in extraordinary circumstances, three unexcused absences will result in termination.

A no call no show occurs when an employee fails to show up for a scheduled shift and doesn't call or notify the church about the absence. The event is a no call no show after a 15-minute grace period from the start of the shift. Each day the employee doesn't report for a shift or call to notify a supervisor is considered a no call no show event. If the employee fails to report for 3 days, it's considered a voluntary termination by the employee.

PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness contribute to the morale of all Employees and affect the professional image CCC presents to members and guests.

We encourage our employees to dress comfortably in casual attire. Employees should use their best judgment to dress with professionalism and not wear anything that would make other employees uncomfortable. Clothing should not include profanity or appear distracting or revealing. Our goal is to promote an inclusive environment for all employees.

During business hours, Employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Consult your supervisor if you have questions as to what constitutes appropriate attire.

Moderation and good taste in dress and grooming are expected. Please consider the following in your appearance:

- Revealing attire. Clothes such as shorts, crop tops, tank tops, halter tops, spaghetti straps, low-cut tops, short skirts, and clothes made of see-through materials or clothes that expose areas of the body usually covered in the workplace should not be worn. Clothing that reveals bare shoulders and backs are not acceptable.
- Shorts may be worn but must exceed the tips of the fingers when arms are held at sides. No cutoffs or short-shorts are allowed.
- In all instances, one's dress and grooming should be appropriate to the event, circumstances, and company. An Employee's clothing and appearance will always be appropriate if it facilitates his or her mission for the Church.

RETURN OF PROPERTY

Employees are responsible for all property, materials, and written information issued to them or in their possession or control. An inventory of capital items purchased by a ministry needs to be kept and a copy needs to be on file with the Executive Pastor of Operations. Employees must return all CCC property immediately upon request or upon termination of employment.

SECURITY INSPECTIONS

CCC wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, CCC prohibits the possession, transfer, sale, or use of such materials on its premises, except as permitted by law. CCC requires the cooperation of all Employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of Employees but remain the sole property of CCC. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of CCC at any time, either with or without prior notice.

Compass Christian Church likewise wishes to discourage theft or unauthorized possession of the property of CCC Employees' visitors and members. To facilitate enforcement of this policy, CCC or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any Employee who wishes to avoid inspection of any articles or materials should not bring such items onto CCC's premises.

SOLICITATION

CCC recognizes that Employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during the working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

If Employees have a message of interest to the workplace, they may submit it to the ELT for approval. All approved messages will be posted by the ELT.

PROGRESSIVE DISCIPLINE

The purpose of this policy is to state CCC's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

CCC's own best interest lies in ensuring fair treatment of all employees and in making certain disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

It is important to remember that both the Employee and CCC have the right to terminate employment at any time, with or without cause or advance notice.

Disciplinary action may call for any of four steps - verbal warning, written warning, suspension with or without pay, or termination of employment - depending on the severity of the problem and the number of occurrences. These steps are only a guideline and will not necessarily be taken in the order listed

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense will receive a verbal warning; a second offense by a written warning. Another offense may lead to a suspension and still another offense may then lead to termination of employment. If more than 12 months have passed since the last disciplinary action, the process will start over.

Discipline is at the discretion of CCC and need not follow the progressive pattern. CCC recognizes that there are certain types of employee problems that are serious enough to justify a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive and thorough discipline, we hope that most Employee problems can be corrected at an early stage, benefiting both the employee and CCC.

OPEN DOOR PHILOSOPHY AND INTER-OFFICE PERSONNEL PROBLEM RESOLUTION

We recognize that employees may have suggestions for improving our workplace, as well as complaints about the workplace. Employees are encouraged, but not required, to communicate with a co-worker when they have an issue with a co-worker's conduct. Many times, a conversation between colleagues can resolve the issue. If employees do not feel comfortable speaking with their co-worker, or if speaking with a co-worker does not resolve the issue, we feel that the most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with an employee's supervisor. Employees should feel free to contact their supervisors, another member of management (including

speaking to the Executive Pastor, Senior Pastor, or Elders), or Human Resources with any suggestions and/or complaints.

While we provide employees with this opportunity to communicate their views, please understand that not every complaint can be resolved to the employee's satisfaction. Even so, we believe that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.

APPENDIX 1 - MORAL AUTHORITY

Moral authority is the product of spiritual authenticity and maturity in the life of a leader that fuels his or her ministry impact.

There is no context in the world in which moral authority is more important than the Leadership of the church!

It is a mistake to assume that people know what is expected of them.

Below is an outline of the Moral Authority Policy our ministry teaches and follows. You will watch a video of this teaching upon hire and every year our Lead Pastor will do refresher teaching.

- M** I Will Lead a Life of *Moral Purity*.
- O** I Will Be *Open* to *Change* and be *Flexible*.
- R** I Will Practice Fiscal *Responsibility* with *Church* Finances.
- A** I Will Purpose to Be an "*A*" Player.
- L** I Will *Love* the *Elders* of My Church.
- A** I Will Model a Respect for *Authority*.
- U** I Will Enhance the *Unity* Of Our Staff.
- T** I Will *Talk* to Some New Person about My *Lord* and My *Church* Every Week.
- H** I Will *Honor* the Church with a *Positive Attitude*.
- O** I Will *Optimize* the Example of My *Work Ethic*
- R** I Will *Regulate* the Demands of My *Ego*.
- I** I Will *Invest* in My Family.

T I Will Treasure the Privilege of Serving the Lord.

Y Y-Factor: I Will Develop the People God Gives Me to Lead.

CONFESSION VS. DISCOVERY POLICY

The Bible is clear that we are all sinners (Romans 3:23), and that many of us can fall into a pattern of sinful behavior. The Bible is also clear that confession of sin will lead to healing (James 5:16, 1 John 1:9).

When it is discovered that a staff member has been hiding a sinful action or behavior from the church and others, the sin is expanded to include deceit, leading to a complete loss of trust in the individual. This will more than likely lead to immediate dismissal from the staff and all ministry responsibilities.

When a staff member comes to their supervisor, a member of the ELT team, or the Director of HR with a confession of sin, the opportunity for leniency when dealing with the consequences of the confessed actions is more likely. This is not to say that there will not be any consequences for the actions confessed (up to and including termination), but the possibility of diminished consequences will be greater.

APPENDIX 2 - STATEMENT OF FAITH

We are a church in Arizona that follows Jesus Christ. We do this by Loving God, Loving People, and Sharing Jesus with our community locally and around the world.

OUR MISSION

Leading people to find and follow Jesus!

OUR VISION

Multiplying disciples in relational environments.

01

God

There is one God existing eternally in three persons: Father, Son and Holy Spirit. He is the Creator of all things; He knows everything; is everywhere present; He is just; loving; and full of grace. He can be sufficiently known only through Jesus Christ.

2 Corinthians 13:14, Genesis 1:1, Psalm 33:13-15, Jeremiah 23:23-24, Genesis 18:25, 1 John 4:8 and 16, Ephesians 2:4-5, John 14:6

02

Jesus

Jesus is fully human and fully divine existing eternally, fully equal with the Father.

He was begotten of the Holy Spirit and born of the Virgin Mary. He has proven Himself to be the Son of God by His deeds, fulfillment of prophecy, crucifixion and bodily resurrection.

Philippians 2:5-8, John 1:1-2, Isaiah 7:14; Luke 1:34-35, 1 Corinthians 15:1-4

03 Holy Spirit

The Holy Spirit is a divine person existing eternally with the Father. He convicts of sin, righteousness, and the judgment to come. Every believer is equipped with a gift or gifts by the Holy Spirit for ministry.

John 15:26, John 16:8-11, Romans 12:3-8, 1 Corinthians 12, Ephesians 4:7-16

04 Bible

The Old and New Testament Scriptures are inspired by God, and without error in their original manuscripts. They contain a complete revelation of His will for the salvation of man, and constitute the divine and only rule of faith and practice.

2 Timothy 3:16-17, Matthew 5:18

05 Salvation

Those who believe in Jesus Christ as God's Son and our Savior; who repents of their sins and continually make Jesus the Lord of their lives; who confesses Jesus as Lord; and who are baptized by immersion; and have accepted the gracious gift of salvation by faith. Those who follow this Biblical plan can have assurance of this salvation.

John 3:16, Acts 3:19, Romans 10:9-10, Acts 2:38, Romans 6:3-7, Romans 6:23, Ephesians 2:8-9, 1 John 5:13

The Church

Compass Christian Church (formerly Chandler Christian Church) is a non-denominational fellowship of believers who have no creed but Christ, no book but the Bible, and wear no name but Christian. We believe that Christ is the Head of His Church, and therefore every Christian is a part of His body. We do not believe that we are the only Christians, but earnestly strive to be Christians only. We seek to speak where the Bible speaks, and remain silent where the Bible is silent. We take the Bible, and the Bible alone, as our only rule of faith and practice. The original Church that we read about in the Bible was a church where salvation made

you a member, so Compass Christian Church follows that pattern. We refuse to impose upon people more than the Word of God asks a Christian to be, nor require less than the Word states. Therefore, membership here requires that one accept the gracious gift of salvation by faith, which is belief in Jesus as the Son of God, repenting of sin, confessing Jesus as Lord, and being baptized by immersion. To make sure that these principal teachings are understood we have found it beneficial for anyone choosing to be a part of Compass Christian Church to complete our Compass Connect class.

The Second Coming

The coming of Christ for His Church can occur at any time and will occur at some time. The Scripture teaches that Jesus will descend from heaven; that all Christians, dead and alive, will be raised to eternal life; and all non-believers will be judged or condemned to eternal punishment in hell.

Acts 1:11, 1 Thessalonians 4:13-18, Matthew 25:31-45, Revelation 20, 2 Corinthians 5:10

Christian Life

The Christian life by its very nature is to be distinct from the world. Because of this, each believer is set apart (sanctified) by God for His purposes. The process of sanctification is carried out through prayer, reading the Bible, witnessing and fellowship. Each believer has been given a spiritual gift or gifts to be used in serving others.

Ephesians 4:22-24, Romans 6:22, Acts 2:42, Colossians 3:16, Acts 1:8, 1 Corinthians 12:4-6, Ephesians 4:7-8, 1 Corinthians 12:7

Marriage & Morality

Marriage is an honorable creation of God for the purpose of procreation and completion. Biblical marriage is a covenant and legally recognized relationship solely between one man and one woman. Therefore, sexual intimacy is biblically acceptable and a privilege between a man and woman in the union of marriage.

Genesis 1:26-31, Genesis 2:18-25, Matthew 19:2-7, Ephesians 5:31, 1 Corinthians 6:13-7:5, 2 Corinthians 12:21, Ephesians 5:1-3, 1 Thessalonians 4:1-8, Hebrew 13:4, Jude 7

Communion

The Lord's Supper was instituted by the Lord and delivered to the Apostles and is to be observed by believers in remembrance of Him.

Matthew 26:26-29, 1 Corinthians 11:24-25