



EMPLOYEE HANDBOOK

Manhattan Beach Community Church

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WELCOME TO MANHATTAN BEACH COMMUNITY CHURCH

We are happy that you have chosen to become a member of the Manhattan Beach Community Church (MBCC) family.

MBCC has a long and proud history of ministry to the South Bay community. Founded in 1906 as Manhattan Congregational Church – the first church to appear in Manhattan Beach – MBCC joined with 5,000 other Congregational churches and 3,000 Evangelical and Reformed churches in 1957 to form the United Church of Christ. MBCC remains a bedrock of the South Bay community, with 700 family members and an open approach to worship.

Our Church's ministries are felt by men, women, and children throughout the world. Without the continued loyal and dedicated service of its staff, Manhattan Beach Community Church could not fulfill its calling. Your commitment to your ministry and your work in this congregation will make a difference in many lives.

MBCC STATEMENT OF FAITH

We believe that God is the source of all being, Whose love sustains all creation. We believe that Jesus is the human face of God and that through His example, teachings and continued presence with us, we see the nature of God. We believe that faith is not a rigid structure of beliefs, but rather is our commitment to fully participate in God's transforming grace, which is present in all situations. We believe we are called, as individuals and as a church, to be instruments of God's love in our homes, our community and throughout the world.

OUR CORE VALUES

- Being spiritually inclusive and socially accepting
- Being a caring and supportive Christian congregation
- Promoting fellowship through lively, creative and educational activities
- Maintaining continuity by honoring our history and traditions
- Serving those in need in our greater community through grassroots efforts

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INTRODUCTION

The MBCC Operations Board Personnel Committee has written this *Employee Handbook* to answer questions you may have concerning the Manhattan Beach Community Church and its employment policies and procedures. Please read it thoroughly and retain it for future reference. These policies are subject to change at the sole discretion of the MBCC Operations Board. If policy changes are made, you will be notified accordingly. Should you have questions regarding any policy, please ask the Senior Minister.

This manual is not a contract guaranteeing employment for any specific duration. Although we hope that your employment relationship with the Church will be spiritually fulfilling, personally rewarding, and long-lasting, either you or the Church may terminate this relationship at any time. Please understand that neither the Senior Minister nor any other member of the MBCC Staff has the authority to enter into any agreement with you for employment for any specified period or to make any promise or commitment contrary to the foregoing. Any offers or promises made in exception to this policy must be spelled out in writing and bear the approving signature of the Operations Board Chairperson.

We expect this *Employee Handbook* to make your employment at the Church easier, more fulfilling, and enjoyable. We wish you early and continuing success in your position and hope that you find your employment with the Manhattan Beach Community Church to be rewarding.

EMPLOYEE STANDARDS

Manhattan Beach Community Church seeks to provide a supportive, collegial work environment for all its employees, consistent with our Christian values. As representatives of our congregation to the local community, MBCC employees subscribe to the following workplace standards:

- Treat people with respect and kindness;
- Foster an environment of helpfulness, teamwork and collaboration;
- Communicate openly and honestly;
- Accept personal responsibility for professional excellence in fulfillment of the MBCC Statement of Faith.

EQUAL EMPLOYMENT OPPORTUNITY

Manhattan Beach Community Church provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, sex, national origin, age, handicap, marital status, sexual orientation, status as a disabled veteran or any other unlawful discriminatory characteristics in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, compensation, training, promotion, transfer, leaves of absence, and termination.

MBCC expressly prohibits any form of unlawful employee harassment. Improper interference with a Church employee's ability to perform his/her expected job duties is not tolerated.

With respect to harassment, the Church prohibits:

1. Unwelcome sexual advances, requests for sexual favors, and any other visual, verbal, or physical conduct of a sexual or otherwise offensive nature, especially where
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendos, and sexually oriented statements.

Each member of the Staff is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. In addition, employees must respect the rights of their co-workers.

If an employee experiences any job-related harassment, he/she should promptly report the incident to the Senior Minister or to the Moderator, who will investigate the matter and take appropriate action. The employee's complaint will be kept confidential to the extent possible.

If it is determined that harassment has occurred, appropriate disciplinary action will be taken against the offending employee.

The Church prohibits any form of retaliation against an employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, it is determined that the complaint is not bona fide or that an employee has provided false information regarding the complaint, appropriate disciplinary action will be taken against the individual who filed the complaint or who gave the false information.

PROCEDURE FOR EMPLOYMENT

The MBCC Operations Board has the sole responsibility for hiring capable and competent employees for the Church's non-ministerial positions, which are established by the Operations Board. The Ministers are not hired by the Operations Board, but by a call agreement offered by the Church membership. In fulfillment of its responsibility, the Operations Board seeks to hire people who best:

1. Share a common commitment to the Mission of the Church;
2. Meet the qualifications for the position and the needs of the Church;
3. Adhere to the highest ethical standards;
4. Exhibit honesty with self and with others;
5. Demonstrate loyalty to the best interests of this Church and to the people it serves;
6. Value the concept of team work;
7. Display efficiency and reliability;
8. Respect the feelings and opinions of others; and
9. Convey a commitment to maintain the confidentiality of the Church's business.

Employment by the Church carries with it a responsibility to be constantly aware of the importance of ethical conduct. Employees must refrain from taking part or exercising influence in any transaction in which their own interest may conflict with the best interests of the Church. The Church recognizes and respects the individual employee's right to engage in activities outside his or her employment that in no way conflict with or reflect poorly on the Church. The Church reserves the right, however, to determine when an employee's activities represent a conflict with the Church's interests and to take whatever action is necessary to resolve the situation.

JOB DESCRIPTIONS

Each employment position within the Church has a job description which provides an outline of the following job elements:

1. Purpose of the position;
2. Essential responsibilities;
3. Required education, experience, and other specific qualities and skills.

The second purpose of the job description is to establish an expected level of performance for each of the above elements.

The Operations Board will review each job description periodically, to keep it current with the needs of the Church and with the day-to-day work activities that the person filling the position is expected to perform. Each staff member is given his/her applicable job description when hired, when his/her job description is revised, or when a new job description is written and approved by the Operations Board. All current job descriptions are retained on file in the Business Manager's office.

PERFORMANCE REVIEWS

It is important to the Church that employees are encouraged and assisted in achieving high level job performance. Consistent with this goal, the Senior Minister will ensure completion of formal written performance evaluations annually for all employees, as well as periodic informal evaluations. The performance evaluations are specific in recognizing areas of positive performance and in providing recommendations for improvement, if needed. New employees and employees promoted or reassigned to a new position are formally evaluated after 6 months, after the first year, and thereafter annually. All formal performance reviews are based on the employee's overall performance in carrying out the job responsibilities as defined by his/her job description and also take into account conduct, demeanor, and other criteria highlighted in the sections entitled "Employee Standards" and "Procedure for Employment."

EMPLOYMENT STATUS

Each MBCC employee is either salaried or hourly. Salaried employees are paid an annual salary and are expected to work the hours necessary to fulfill their job responsibilities. Salaried employees are entitled to certain benefits that are described in this handbook.

Hourly employees work part-time (usually less than ½-time) or occasionally, and are paid by the hour. Hourly employees are not entitled to most of the benefits described in this *Employee Handbook*.

MBCC employment is at all times considered at-will unless otherwise indicated in an individual's employment contract or a minister's call agreement. "At-will" means that the employee and the Church both retain the right to terminate the employment relationship at any time, with or without cause.

PERSONNEL FILES

The Church maintains two confidential personnel files for each employee. The Senior Minister maintains personnel files containing performance reviews, commendations, disciplinary records, job description, and employment contract or letter of call. The second set of personnel files is kept in the Business Manager's office and contains documentation of each employee's business relationship with the Church, e.g., payroll forms and records, beneficiary designation forms, medical insurance forms, current job description for the position held, employment contract. An employee may review either of his/her personnel files by arranging a mutually convenient time to do so with the Senior Minister or the Business Manager. The Church's representative will remain in the room while the employee reviews any files. An employee's personnel file remains, at all times, the property of the Church. No copies of documents in a file may be made, with the exception of documents that the employee has previously signed. The employee may add his/her version of any disputed item to the file.

Employees wishing to review their personnel files are required to make the request in writing. Request forms are available from the Business Manager.

To insure that personnel files are up-to-date, employees are expected to notify the Business Manager promptly of any changes in name, marital status, number of dependents, telephone numbers, home address, or emergency contact information.

HOURS OF WORK AND OFFICE HOURS

Regular Church office hours are from 9 a.m. to 5 p.m., Monday through Friday. For compensation purposes, the weekly pay period begins on Sundays and ends on Saturdays.

Some staff personnel may work on a daily schedule that varies from the normal Church office hours. Such a schedule must be approved in advance by the Senior Minister.

Hourly staff persons record their time worked on timecards provided by MBCC. Timecards are signed by the employee and the employee's supervisor at the end of each pay period. Failure to comply with this policy could delay payment for work completed and, if continual, could result in disciplinary action.

Staff members whose work requires them to be on and off the Church premises are to keep their supervisors informed of their general whereabouts and how they may be reached during normal business hours.

In the event an employee cannot report to work on time due to an unforeseen circumstance, the employee should report the circumstance to his/her supervisor as quickly as possible. Excessive tardiness and absences can lead to disciplinary action.

OVERTIME

The Church appreciates the efforts of hourly, non-exempt, employees who work beyond their normal schedules; however, all employees are expected to accomplish their work during their normal work hours. The Operations Board recognizes that emergencies and special situations do exist and, from time-to-time, it is necessary for hourly employees to work more than their normal hours or days. In those cases, one or more employees may be expected to work more than an eight-hour day or more than a forty-hour workweek. Federal and state law require that overtime of 1½ times an employee's normal hourly pay be paid after eight (8) hours of actual work in one 24-hour day or after forty (40) hours of actual work in seven (7) consecutive days for all non-exempt employees. Federal and state law also require that when a non-exempt employee is asked to work hours in excess of twelve (12) hours in one 24-hour workday or more than eight (8) hours on the seventh (7th) consecutive workday in a workweek, that the employee be paid at double the regular rate of pay for the additional hours worked.

Because the legal definition of a non-exempt employee is complicated, an hourly employee may wish to ask the Business Manager to determine whether he/she meets the qualifications of a non-exempt worker. Finally, all employees are to secure approval from the Senior Minister or their supervisor before paid overtime work is undertaken.

When computing overtime, only actual hours worked are counted. Accordingly, the following will not be credited as hours worked for computing overtime: paid time off, personal time off, holidays, jury duty, bereavement leave, sick days taken, and the like.

REGULAR PAY PROCEDURES

All Church employees are paid bimonthly by direct deposit to their bank accounts or by check. All required deductions, such as for federal taxes, are withheld automatically from the employee's pay.

Any errors in pay should be reported immediately to the Business Manager. Likewise, the Business Manager should be notified immediately if a paycheck is lost or stolen.

SOCIAL SECURITY (FICA) WITHHOLDING TAX and INCOME TAX WITHHOLDING

Non-ministerial employees are covered by the federal Social Security program. The prescribed percentage is withheld from the employee's wages and is matched by a like amount from the Church in accordance with existing law.

Employees are required to file a withholding allowance certificate (W-4 Form). Federal and state income taxes are withheld from monthly wages at a rate corresponding to the number of allowances claimed.

SALARIES

Salaries are established by the Operations Board. Salary compensation levels are decided, though not exclusively, by weighing the following considerations:

- Current financial condition of the Church;
- Job responsibilities;
- Training, education, and experience;
- Amount of time worked.
- Performance of the employee;
- Current pay in other churches for similar work;
- Current pay by businesses for similar work;
- Cost of living.

BENEFITS ELIGIBILITY

Salaries employees are eligible for all of the benefits listed from pages 10 –17. Additionally, where indicated, certain of the benefits described below are available also to hourly employees.

MEDICAL INSURANCE

Medical insurance is offered by the Church to all salaried employees and may be made available to other individual employees as determined by the MBCC Operations Board.

RETIREMENT PLAN

Any Church employee who is eligible to participate may elect to be in a tax-sheltered annuity retirement plan (403b) through payroll deductions. Participation by eligible staff persons is strictly voluntary.

Determination of eligibility is related to the staff person's gross income and the amount of the regular contributions he/she chooses to make. Interested employees may see the Business Manager for assistance in determining his/her eligibility and to enroll in the program.

HOLIDAYS

National holidays are observed by the entire Church staff to the maximum extent possible. If the holiday falls on a Saturday or Sunday, Friday or Monday may be taken off with the Senior Minister's knowledge and approval. Consideration must be given, however, to the fact that many normal holidays, such as Christmas, Easter, and Thanksgiving, are times of maximum activity for the Church and the operation of the Church must be maintained to meet the needs of the congregation. There is no extra compensation for holidays worked.

Salaried employees' paid holidays are as follows:

New Year's Day
Martin Luther King, Jr. Day
Presidents Day
Monday after Easter
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving and the Friday following
Christmas Day

SPECIAL AUGUST AND DECEMBER OFFICE HOURS

During the month of August, the Church office hours are shortened to 9 a.m. – 3 p.m.

During the days between Christmas and New Year's Day, the Church operates on a holiday schedule. The office is open from 9 a.m. – 1 p.m., with no lunchtime allotted for employees.

PAID VACATIONS

Recognizing the importance of vacation time in providing the opportunity for spiritual growth, rest, recreation, and personal activities, the Church grants annual paid vacations to salaried employees. Salaried employees are awarded vacation time with full pay in accordance with the following schedule, except when authorized otherwise in an employment contract, letter of call, or an offer of employment letter:

After six months: one week

After one completed year to five years: two weeks annually

After five years: three weeks annually

Vacations are scheduled at the mutual convenience of the Church and the employee and require the Senior Minister's approval. Employees should give as much advance notice of their request as possible. The Senior Minister will make every reasonable effort to grant employees' desired vacation schedules.

Because vacations are for relaxation and renewal, employees are strongly encouraged to take their full vacation time during the year that it is awarded. However, when desired, employees may carry over up to one week of unused vacation into their next employment year.

The rate of pay for vacation days is the employee's regular rate of pay in effect at the commencement of the employee's vacation period. If the employee's regular rate of pay has been augmented by additional pay for completion of extra projects, the rate of regular pay is calculated as the weighted average pay over the last 12 months.

Unused vacation time may only be cashed out at the time of separation from employment with MBCC. The employee's awarded but unused vacation time for the current year will be converted to cash at that time.

SICK LEAVE

The Church recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, the Church provides paid sick days to salaried employees.

Sick leave is paid time off due to the employee's illness or the need to go to an appointment with a medical professional. Additionally, 50% of the employee's sick leave may be used to care for an ill dependent child or a loved one or to take a dependent child or a loved one to an appointment with a medical professional. The employee is expected to advise his/her supervisor as soon as possible of an absence due to illness or a medical appointment. After three (3) consecutive sick days, the Church may request the employee to provide a doctor's certificate.

Salaried employees earn up to a maximum of five (5) sick days per calendar year, awarded as of January 1. The employee may not accumulate unused sick days from one year to the next. Should the employee not use the entire five (5) days of sick leave in a given year, the sick days will not be carried over to the next year, nor will the employee be entitled to pay in lieu of unused sick days. For example, should an employee only use three (3) sick days in a given year, he/she is entitled to five (5) sick days the next year and not seven (7).

MEDICAL LEAVE OF ABSENCE

Medical leaves of absence may be requested by salaried employees. If an employee expects to be absent for more than five (5) consecutive work days as a result of an illness, injury, or disability, he/she must submit a written request for medical leave to the Senior Minister as far in advance of his/her anticipated leave date as practicable. If the absence is due to an emergency, the employee or a member of his/her immediate family must inform the Senior Minister as soon as is practicable. This should be followed by a written request, normally submitted within three (3) days of the beginning of the leave. A medical leave request must be accompanied by appropriate medical certification from the employee's physician, indicating the condition necessitating the leave requested and the projected date of return to work.

If the leave request is granted, the Church will require additional physician's statements at least once every thirty (30) days, or more frequently if requested, attesting to the employee's continued disability and inability to work.

Before being permitted to return from medical leave, the employee is required to present the Church with a written statement from his/her physician, indicating that he/she is capable of returning to work and performing the essential functions of his/her position, either with or without reasonable accommodation. 'Reasonable accommodation' is action taken by the Church to assist or enable an otherwise qualified disabled person in performing the essential functions of his or her job.

Unless applicable state or local law requires otherwise, reinstatement cannot be guaranteed to any employee returning from a medical leave. An employee requesting a medical leave of absence will be notified by the Senior Minister regarding any such right to reinstatement prior to the commencement of the leave. The Church endeavors, however, to place employees returning from leave in their former positions or in positions comparable in status and pay, subject to budgetary restrictions, the Church's need to fill vacancies, and the ability of the Church to find qualified temporary replacements.

FAMILY LEAVE

MBCC salaried employees may take up to six weeks per 12 month period of authorized family leave to bond with a newborn baby or a newly adopted or foster child, or to care for a parent, child, spouse, or domestic partner with a serious health condition. This is an unpaid leave, but employees may use available paid vacation time during the period of the leave. Employees may also apply for the Paid Family Leave Program through California State Disability Insurance (SDI). If SDI eligibility requirements can be met, this program will provide the employee with some pay during a portion or all of the leave.

Brochures detailing information regarding California State Disability Insurance are available to employees through the Business Manager's Office.

PREGNANCY-RELATED DISABILITY LEAVE

All employers with five or more employees are required to comply with the California Fair Employment and Housing Act (FEHA). If an employee is disabled by pregnancy, childbirth, or related medical conditions, she is eligible to take an unpaid pregnancy disability leave (PDL). During her pregnancy, she may request a modification of her job duties or a transfer to a less strenuous or hazardous position, if this modification or transfer is medically advisable and can be reasonably accommodated.

The PDL is for any period of actual disability caused by a pregnancy, childbirth, or related medical condition for up to four (4) months (or 88 workdays for a fulltime employee) per pregnancy. At the end of the leave the employee will be reinstated in the same or a substantially equivalent position unless that position has been eliminated because of a change in the Church's operations.

The PDL does not need to be taken in one continuous period of time, but can be taken on an as-needed basis. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth and the recovery from childbirth are covered by the employee's PDL. When requesting a PDL, the employee is required to obtain a certification from her health care provider of her pregnancy disability or the medical advisability of a job modification or transfer. Before returning to work after a disability leave of absence, a written statement from her physician, stating her ability to return to her regular duties and any limitations, is required.

Per California State Law requirements, if the employee is covered by the Church's health insurance plan, the employee's health insurance coverage is continued for the duration of the PDL up to a total of four (4) months. If the employee has previously contributed part of the payment for her health coverage through MBCC, she will be required to continue to make timely monthly payments during the PDL. Failure to make timely payments may result in cancellation of the health insurance coverage. When considering taking a PDL, the employee should consult the Business Manager regarding continuous health coverage. The employee has the option to use any awarded but unused vacation time and unused sick days as part of her PDL before taking the remainder of the leave without pay. The MBCC Operations Board may require that any available sick days be used before starting the PDL period. The Business Manager will assist the employee in determining whether she may also be eligible for State Disability Insurance for the unpaid portion of the PDL.

Procedure to follow: Any employee who anticipates the need to take a Pregnancy Disability Leave will advise her supervisor as soon as possible. The employee should make an appointment with her supervisor to discuss the following:

1. If requested by the employee and recommended by her physician, the employee's work assignment may be changed as required to protect the health and safety of the employee and her unborn child.
2. Requests for reassignments of job duties will be reasonably accommodated only if the job and security rights of other employees are not breached.

3. PDL will usually begin when ordered by the employee's physician. The employee must provide the Church with certification from the health care provider.
4. The duration of the PDL is determined by the advice of the employee's physician, although the maximum time allowed for a PDL is 88 work days. The employee's return from a PDL will be allowed only when her physician sends the Church a release.
5. An employee is allowed to utilize awarded but unused vacation time and must use any available sick days before beginning an approved Pregnancy Disability Leave. Those days will be paid and will not count as part of the eighty-eight (88) work days that are the maximum allowed for the leave.
6. An employee returning from a PDL will be placed in the same position held at the time of leaving, unless the job no longer exists, or the job has been filled in order to avoid undermining the Church's ability to operate safely and efficiently, or the returning employee is no longer capable of performing the job's responsibilities. If the employee's former position is not available, a substantially similar position will be offered unless there is no substantially similar position available, or if filling the available position would substantially undermine the Church's ability to operate safely and efficiently, or if the returning employee is not capable of performing the job responsibilities of the similar position.

PERSONAL LEAVE OF ABSENCE

An unpaid personal leave of absence for a period of up to thirty (30) days may be requested by salaried employees who have completed a minimum of three months of continuous service. The employee must request the personal leave in writing at least two weeks prior to the time he/she wishes the leave to begin. If the personal leave request is necessitated by an emergency, the employee or a member of the immediate family must notify the Senior Minister as soon as is practicable, following up with a written explanation of the nature of the leave and the expected length of absence. In such emergency situations, the written explanation must normally be submitted within three (3) days of the beginning of the leave.

Personal leave may be granted for justifiable reasons (e.g., child care or to care for an ill family member) at the sole discretion of the Senior Minister, provided the leave does not seriously disrupt Church operations. Personal leaves are not granted until all allotted vacation and sick days for the year have been exhausted.

Reinstatement cannot be guaranteed to employees returning from personal leaves. However, the Church endeavors to place employees returning from personal leave in their former positions or in positions comparable in status and pay, subject to budgetary restrictions, the Church's need to fill vacancies, and the ability of the Church to find qualified temporary replacements.

BEREAVEMENT LEAVE

When a death occurs in a salaried employee's immediate family, the employee may be compensated for lost time from his/her regular work schedule, provided that written authorization is first obtained from the Senior Minister.

The employee may be granted up to five (5) days off from work with pay in the event of the death of a spouse, child, domestic partner, parent, grandparent, or sibling.

JURY AND WITNESS DUTY LEAVE

When a salaried employee is summoned to jury duty, the Church will continue to pay his/her salary during the active period of jury duty up to seven (7) business days. The employee also is permitted to retain the allowance received from the Court for such services. Hourly employees are given time off without pay while serving jury duty.

All employees are allowed unpaid time off if summoned to appear in Court as a witness.

To qualify for jury or witness duty leave, the employee must provide the Business Manager with a copy of the summons as soon as it is received.

ABSENCE FOR NATIONAL GUARD, MILITARY RESERVE SERVICE

Salaried employees are granted time off without pay for up to two (2) weeks each year for National Guard or military reserve duty or such other time as required by state or federal law. In the event of a national emergency or an extended call to active duty, a salaried employee will be granted an extended leave of absence without pay, but the employee will be credited seniority for benefit purposes.

CONTINUING EDUCATION

At the discretion of the Operations Board, employees holding certain salaried positions are given continuing education benefits. Such benefits are identified in the specific job description, letter of call, or employment contract.

TRAVEL ALLOWANCE

At the discretion of the Operations Board, travel allowances may be provided for employees whose specific duties require travel or those authorized to attend special events.

SMOKEFREE WORKPLACE

MBCC is a “non-smoking” facility. No one, including employees, is to smoke on the Church premises except in outdoor areas designated for smoking.

ELECTRONIC AND TELEPHONIC COMMUNICATIONS

All electronic and telephonic communications systems and all communications and information transmitted by, received from, or stored in Church-owned systems are the property of the Church and as such are to be used solely for job-related purposes. The Church reserves the right to monitor the e-mail system and employee internet usage in order to ensure that it is being used for appropriate purposes. Employees do not have a personal right to privacy in any matter created, received, or sent from their work e-mail.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the Church’s mission, authorized representatives of the Church may monitor the use of such equipment from time to time.

USE OR CARRYING OF FIREARMS

No employee shall carry or use firearms while on duty or at any other time on Church property. Displaying or carrying firearms on Church property is cause for immediate dismissal.

USE OF INTOXICATING OR ILLEGAL SUBSTANCES

As a part of the mission of the Church, it is MBCC Operations Board policy to employ drug-free employees. For this reason, no employee shall use intoxicating or illegal substances while on duty. Employees shall not report for work while under the influence of intoxicating substances, nor allow themselves to be relieved by fellow employees who, to their best judgment, are under the influence of intoxicating or illegal substances. Any employee who reports to work in such a condition may be subject to immediate suspension and subsequent termination.

PERSONAL APPEARANCE AND DEMEANOR

Employees are required to dress in appropriate attire and to behave in a professional, business-like, and cordial manner. In addition, it is important to keep in mind that the Church staff represents the Christian values of Manhattan Beach Community Church to the South Bay community, as well as to our own congregation.

ATTENDANCE AND PUNCTUALITY

Punctuality and regular attendance are essential to the efficient operation of the Church. Excessive absences and lateness creates a burden for other employees and reduces the efficiency of the entire work group. If there is an unforeseen circumstance or emergency that prevents an employee from being at the Church when expected, he/she should contact the Senior Minister or the Church office as early as possible.

CONFIDENTIALITY OF INFORMATION

Church policy requires strict confidentiality in regard to its business affairs and individual congregant and staff information. Employees violating the confidentiality policy are subject to disciplinary action.

DISCIPLINARY PROCEDURE

When a disciplinary problem occurs, the employee's supervisor or the Senior Minister will attempt to resolve the problem in the following manner: Depending upon the seriousness of the offense, an employee may first be given a verbal warning regarding the disciplinary problem. To address a more serious or persistent problem, the employee is given a written warning, a written reprimand and/or a suspension or termination. Written reports of verbal warnings, copies of any written warnings or reprimands, as well as notices of suspension or termination and documentation of cause are placed in the employee's personnel file. The employee has the right to submit a written response or explanation to the Senior Minister within five (5) days of receiving notice of any of these disciplinary actions. The employee's written response is reviewed by the Senior Minister and also is placed in his/her personnel file.

If a disciplinary incident is of an extremely serious nature, the employee may be immediately suspended without pay by the Senior Minister. Except in extreme circumstances or when the situation involves a minister, the Operations Board will make the final decision as to the termination of an employee.

COMPLAINT RESOLUTION PROCEDURE

Misunderstandings and conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before more serious problems develop. Should a situation persist that an employee believes is detrimental to that employee or to the Church, the employee should discuss the matter with the Senior Minister or the Associate Minister. If the employee feels that the Senior Minister or the Associate Minister has not assisted in resolving the situation to the employee's satisfaction, the employee may confidentially discuss the matter with the Chairperson of the Operations Board Personnel Committee. The Personnel Committee Chairperson, at his or her discretion, may then discuss the issue with the Operations Board for a confidential review of the situation and potential further action. All discussions with the Personnel Committee and Operations Board will remain strictly confidential.

TERMINATION OF EMPLOYMENT

An employee desiring to terminate employment with the Church is requested to notify the Senior Minister at the earliest possible time, preferably at least one month in advance of the planned departure. Employees planning to retire should provide the Church with a minimum of one month's notice to allow ample time for the processing of appropriate forms and for the Operations Board to seek a suitable replacement to fill the vacated position.

As mentioned elsewhere in this *Employee Handbook*, all employment relationships with the Church are on an at-will basis, unless otherwise indicated in the individual's employment contract or in a minister's letter of call. Thus, although the Church hopes that its relationship with its employees is long-term and mutually rewarding, the Church reserves the right to terminate the employment relationship with or without cause at any time.

POLICY REVIEW AND REVISIONS

The MBCC Operations Board, in conjunction with the Senior Minister, has primary responsibility for policy review and revision to make certain that Church policies are up-to-date, operative, and in compliance with federal, state, and local law. All established personnel policies are reviewed annually by the Senior Minister together with the Operations Board Personnel Committee, including employee-submitted recommendations.

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF *EMPLOYEE HANDBOOK*
(Please print this page, sign, and return to Rev. Pettis.)

TO: The Operations Board of the Manhattan Beach Community Church

FROM: _____
(Employee's Name)

SUBJECT: Acknowledgment of Receipt of *MBCC Employee Handbook*

I acknowledge receipt of the *Manhattan Beach Community Church Employee Handbook*. As an MBCC employee, I understand that I need to be familiar with its contents and to adhere to the policies, procedures, and practices it mandates. I also understand that I will be given an updated copy of the *Employee Handbook* when the Operations Board changes or adds any policy, procedure, or practice that relates to my employment at MBCC.

(Signature of Employee)

(Date)

(MBCC Senior Minister Signature)

(Date)