

Employee Handbook



Updated: July 2025

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Welcome

To Our Employees

We welcome you as a valued employee of City First Church. You have joined an organization that exists to serve others, and by joining our organization, you will experience the joy and fulfillment that comes from serving others.

The following pages will tell you more about our organization, our beliefs, our employment practices and policies, and the benefits that are part of your employment with City First Church. Please read this handbook, and if you have questions, we will be happy to answer them for you.

Our Story

God created each one of us with a unique design that is perfectly suited to the purpose and plan that He has for our lives. The Bible tells us that the plans God has for us are good. In Jeremiah 29:11 we are told that these plans are for good and not for disaster, to give us a future and a hope. God wants nothing more than to see us live out our destiny! Our goal at City First Church is to introduce EVERYONE to Jesus and to teach them to follow Him.

Starting in 1929, a small Swedish Pentecostal assembly met in a storefront hall on 5th Avenue in Rockford, IL. Over the years we have moved, grown, and expanded but some things have not changed – We believe that Christ is the answer for everyone!

Our Mission, Vision, Strategy, and Process

City First Church

Our Mission

City First Church exists to introduce everyone to Jesus and teach them to follow Him.

Our Goal

Love God. Love People. Love Life!

Our Vision

To be a movement of God's love, so cities are full of hope and its people full of purpose.

Proverbs 11:11 (Msg)

"When right-living people bless the city, it flourishes."

Our Strategy (internal use only)

As one church, we purposely go to many locations and share that Jesus is the answer, encouraging everyone to be saved, baptized, and follow Him.

Matthew 28:19-20 (NLT)

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

Go: We are one church going to many locations, sharing that Jesus is the answer.
Make: We encourage everyone to make Jesus Lord and Savior of their lives.
Baptize: We celebrate people making a public profession of their faith.
Teach: We teach all how to continuously take another step of faith and follow Jesus.

Our Values

We believe Jesus leads us to...

- **Know God:** We desire everyone to be planted in God's house so they can thrive and have fruitful lives. Being planted in God's house looks like consistent attendance during the weekend experiences.
- **Grow in Faith:** Our faith is intended to be active. According to Romans, we have all been given a measure of faith, but we want to grow in our faith. Faith is imperative to have longevity in our relationship with God. We are to continually take the next step in our faith journey so we can be deeply rooted in God's truth.
- **Live It Out:** What Jesus has done for us spurs us to live a generous life! Living it out means that you are not only plugged into the church, but also are giving back with the resources God has given you. Our faith is put into action by living generously with our time, talents, and treasures.
- **Pass It On:** This is the go portion of the great commission in Matthew 28. Jesus modeled this, commanded it, and the early church practiced this. Pass It On is lived out when we step into someone's world with compassion and empathy, and share the hope of Jesus. We have a passion for the lost, pray for those around us, and invest in those around us.

Our Staff Core Values

- **KINGDOM MINDED:** We are in the world but not of it.
- **SPIRITUALLY ATTRACTIVE:** We inspire others to be followers of Jesus by the way we live.
- **OTHERS-FOCUSED:** We model Jesus' actions by putting others before ourselves.
- **WE GIVE OUR BEST:** No matter the task, we give 110% effort in everything we do.
- **WE ARE FAMILY:** We celebrate together, pray together, and we're there for one another in the ups and downs.

We are guided by these Core Values as the staff of City First Church

Kingdom Minded

We understand that Jesus taught primarily about God's "Kingdom" while he was on earth. We perceive God's Kingdom to be God's "way of thinking and living." In other words, living a life according to God's, plan, purpose, and instruction from the Bible. We understand the way that God's will is done on earth is through his Spirit and his people. Therefore, we choose to live, think and act according to how God would want us to live. We pray and live in such a way that God's will in heaven would be also realized on earth.

Spiritually Attractive

We understand the Bible instructs we should cultivate the fruit of the Spirit, which is "love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness, and self-control." Therefore, we want our spirituality to attract others to Jesus and his way of living. We reject pride, haughtiness, religiosity and anything that would create a judgmental tone to those hearing and observing us.

Others Focused

We understand that Jesus taught that the real sign of spiritual maturity is servanthood and to love your neighbor as yourself. Therefore, we will want to serve one another and our world. We also want to model our lives after Jesus, who clearly stated that he "did not come to be served but to serve, and to give his life a ransom for many."

Family

We understand that one of the strongest themes of the entire Word of God is that of "family." In the book of Romans, it is clear God invites us to be adopted into His family through Jesus Christ. Therefore, we want our church, regardless of size and number of locations, to be a family, giving support, safety, learning and a place to call "home." Everyone is welcome.

Give Our Best

We understand that God has resourced every person with talents, abilities, and finances. Therefore, we desire to invest our God-given resources into His Church and efforts that will outlive us. We joyfully and sacrificially give of ourselves, realizing that these choices will glorify God and change lives. Only that which is done for Jesus will last.

This Handbook

The policies in an employee handbook cannot anticipate every situation that may arise in the workplace. For that reason, the policies in this handbook are only guidelines that attempt to address: (1) the basic and important information you need to know as an employee; and (2) the common, day-to-day issues and questions we experience on a regular basis.

We also live and work in a rapidly changing world. We must be ready to adapt when presented with new challenges and opportunities.

What does this all mean? We need to retain flexibility when addressing new, unique or unforeseen situations. This handbook, therefore, is merely a guideline to the current employment practices of City First Church. From time to time, we may need to change these guidelines or depart from these guidelines as we feel the circumstances warrant.

In addition, employment relationships at City First Church are employment at-will. This means that either you or City First Church can discontinue the employment relationship at any time for any reason. Nothing in this handbook should be construed as a promise for permanent employment and no one has the authority to enter into a contract changing the at-will nature of your employment, except the Lead Pastor or the Executive Director or Ministry Operations. Any such contract must be in writing.

Equal Employment Opportunity

It is the policy of this City First Church to hire qualified personnel of any race, color, sex, national and ethnic origin. No person shall, on grounds of race, color, gender, national origin, age, disability, or any other characteristic protected by law be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity of City First Church.

As an equal employment opportunity employer, we are committed as an organization to providing a positive work environment for all employees, free of offensive and hostile conduct. City First Church will not tolerate any incident of harassment or any other action that interferes with this equal employment objective. Please review the Sexual Harassment Policy and Harassment Policy for reporting procedures. In addition, if you feel there have been other actions in violation of this equal employment opportunity policy, you are strongly encouraged to use the Open-Door Policy.

Staff members should address concerns about City First Church failing to adhere to this policy by directly contacting Human Resources for City First Church. (HR@CityFirst.church)

Theology of Racial Equality and Justice

A Nation in Need of Healing

We at City First Church are committed to living and proclaiming the Gospel of Jesus Christ -- a message of hope and freedom, equality and justice, righteousness and love for all. Jesus is the hope of humanity, and by living and preaching the Gospel message to the world, the Church has the power to produce immediate and eternal changes, both locally and globally.

We recognize that racial injustice is not just a modern-day issue, but has been endemic throughout human history. We as a Church are committed to the hard work of Gospel reconciliation within our Christian

communities, as well as within the broader communities of which we are a part.

Inspired and driven by the Gospel to address every area of ethnic prejudice and systemic injustice, we seek genuine, transformational reconciliation through the pursuit of truth, justice, forgiveness, equality and unity.

The Character of God

The goal of God's people to achieve unity within diversity -- and diversity within unity -- is inspired by and modeled after our understanding of the Triune God. As three persons in one -- Father, Son and Holy Spirit -- God demonstrates perfect harmony between the one and the many. The cooperative work of the Trinity is evident from the start in the act of Creation (Gen 1:1-2:22; Duet 6:4; Matt 28:18-19, John 1:1-3,14; Acts 5:3-4; 2 Cor 13:14; Col 1:15-20; Heb 1:1-3; The Nicene Creed).

God is the Creator and source of all life (Gen 1:1-2:22; Col 1:15-20). Throughout Scripture, we see God as holy in all of his attributes. God is a God of love (Exod 34:6-7; Deut 7:7-9; Ps 25:10; Ps 118; John 3:16; Rom 5:8; 1 John 4:7-12). God is also righteous and just -- attributes that are intertwined. God both declares things "right" and makes things right. The God of Scripture is a God of justice (Gen 18:25; Deut 10:18; Ps 11:7; 33:5; 36:6; 45:4-6; 50:6; 99:4; 101:1; 140:12; Isa 9:7; 16:4-5; 42:1; Rom 3:23; Rev 15:3).

Embodying the Image of God

Imago Dei, the doctrine that humans are made in God's image, is the foundation for Christian ethics. The Good News of the Gospel begins in Genesis 1, which recounts how this just, right, loving, diversely Triune God creates a good world. God makes this world of "very good" by creating humans in his image (Gen 1:26-27).

Each and every individual is created in God's image, blessed with equal yet incalculable dignity. The diversity of God's image in humankind encompasses male and female, all races and ethnicities, every culture and language (Rev. 5:9-10). This diversity reflects the creativity and the love God has for all creation, giving us cause to celebrate not only what we have in common but also to honor and respect our differences.

There is no place for ethnocentricity or racist ideologies in God's plan; there is no room to promote the supremacy or dominance of any people group.

God gave humans dominion over the earth. Even before the Great Commission to "go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit" (Matt 28:19), God gave humans a Creation Mandate: "Be fruitful and increase in number; fill the earth and subdue it" (Gen 1:28-30).

Thus, all humans are called to represent God on this earth -- in all of our relationships including with God, self, others, and Creation. When we rule "rightly" and make things in the world right, we embody the image God.

The Fall: Rejecting God's Plan

God created the world in a state of perfect peace, providing everything humans need to live in spiritual and physical wholeness. God also gave humanity free will, including the freedom to make moral choices ("But if

serving the Lord seems undesirable to you, then choose for yourselves this day whom you will serve” - Joshua 24:15).

The perfection of God’s creation was shattered by the original sin of Adam and Eve who sought to determine what is “good” independent of God’s plan.

Once sin entered the world, it devastated all creation. It separated us from God (Gen 3). It fractured human relationships. It seeped into every human endeavor and institution. Sin continues today to corrupt God’s perfect plan, producing guilt, shame, fear, and ultimately death, both in this world and in eternity. (Rom 3:23; Rom 6:23).

Scripture shows us that sin can infect individuals and societies. The sins of an individual often result in consequences affecting others, and sinners who hold positions of power can devastate families, cultures, societies and nations (Gen 4; Exod 1-12; Judg 17:6; 19:1; 21:25; 2 Sam 11-12; 1 Kings 5:27-28; 1 Kings 21; 2 Kings 10:19).

Sinful people organize fallen societies. Throughout the Bible, the people of Israel and Judah were challenged by God’s holy prophets and ultimately were captured and exiled for sins of idolatry and injustice (Ezek 18:27-29; 22:29; 33:17; Amos 2:6-7; Hab 1:2-4; Mal 1:7-3:5).

Earthly Expression of God’s Heavenly Kingdom

God designed the Church to be the earthly expression of his Heavenly Kingdom, promoting peace and reconciliation, advocating for equality and justice, and inspiring humans to flourish in every sphere of influence.

Just before Jesus ascended into Heaven, he gave the Great Commission, commanding his disciples to spread the Gospel to every nation and culture (Acts 1:8.) The early Christians struggled with this concept because they considered their small group of believers to be God’s chosen people, debating whether the Gospel truly was intended for all people. But with time and experience, the disciples grew to embrace the diversity and equality of all people.

They preached the truths of God’s word to Jews and Gentiles, men and women, slaves and Roman citizens alike (Acts 8:4–8, 26–40; Acts 10:1-48; Acts 16:6-15).

This diverse Body of Christ thrives when members share their different gifts and abilities by serving others and promoting the common good. At the same time, the wide range of people in the Body of Christ are unified by one Savior, one baptism, and the same Holy Spirit that dwells within each of us (Eph. 4:3-6).

Such diversity is essential to the Body of Christ, just as the different parts of the human body work together to complement one another’s role and ability. Each part of the body needs the other to do what they cannot: “If the whole body were an eye, where would the sense of hearing be? If the whole body were an ear, where would the sense of smell be?” (1 Corinthians 12:17-18).

In the diversity of God's creation, these different parts of the Body of Christ are all equal, interdependent and essential. "If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it" (1 Cor. 26).

God's Plan for Restoration and Justice

God loved the world so much that he sent his only Son, Jesus –fully God as one of the Holy Trinity -- to come to earth and live fully human as well (John 3:16).

In the cultural context of Jesus' birth in human form, he was a second-class citizen living under the rule of an oppressive empire. Jesus invited followers of all backgrounds and status – the rich, the poor, women, radicals, fishermen. He "made right" the world through healing (Matt 8:1-17; Matt 9:18-31; Matt 15:21-28; John 9), through overcoming demonic powers (Mark 5; Luke 8:2), and through forgiveness of sins (Matt 1:21; 9:2-6; 26:28; Luke 7:47-49).

Jesus preached the inauguration of an otherworldly Kingdom, inviting his followers to be citizens of that Kingdom where the community cares for the least of these (Matt 25:31-46) and people focus on being a "neighbor" to all rather than excluding the "other" (Luke 10:25-37).

Jesus described his purpose in Luke 4:18-19 by announcing the fulfillment of Isaiah's prophesy:

The Spirit of the Lord is upon me, because he has anointed me to proclaim good news to the poor. He has sent me to proclaim liberty to the captives and recovery of sight for the blind, to set at liberty those who are oppressed, to proclaim the year of the Lord's favor."

This "good news," i.e. the Gospel, is not limited to the spiritual ramifications of salvation. It is a work of complete justice, with profound implications on human political and socioeconomic systems.

Jesus Defeats Death and Sin

Jesus gave his life willingly on the cross in our place, bearing the punishment of our sins. Yet three days later, he rose from the grave, defeating death and sin (Rom 3:21-26; 1 Cor 15:1-11; 1 Pet 2:24).

Jesus' death and resurrection reconcile humans both to God and to each other (Eph 2). This "reconciliation" is core to the Gospel (2 Cor 5). God is a God of justice who will hold those who perpetuate injustice accountable (Rev 19). In the end, God will restore all of Creation and will heal all nations (Rev 21-22).

We believe that "in Christ God was reconciling the world to himself, not counting their trespasses against them, and entrusting to us the message of reconciliation" (2 Corinthians 5:19).

City First Church is committed to embodying Christ's teachings and to listening, learning, and leading the way to right the wrongs of racism and restore justice through the power and love of the Gospel.

I. EMPLOYMENT POLICIES

Employment Status

City First Church recognizes the following categories of employment:

- **Exempt Full-Time Employees** Exempt employees are paid a salary and are exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act (FLSA). Exempt employees are paid on a salary basis, meet minimum Federal and State salary requirements, and perform ministerial, administrative, executive or professional job duties and are ineligible for overtime pay. They are expected to work whatever hours are needed to ensure their work and their department's work is completed in accordance with City First Church requirements. We observe the Department of Labor's "salary basis" regulations that provide (with limited exceptions) that exempt employees must receive their full weekly salary not subject to reduction because of variations in the quality or quantity of the work performed. Improper deductions from an exempt employee's salary are prohibited. If an exempt employee believes he or she has been subject to an improper deduction, the employee is encouraged to use the Open-Door Policy set forth in this handbook. Exempt employees will be reimbursed for any improper deductions. If there is a conflict or question between the policies in this Handbook and the Department of Labor regulations, the regulations will be controlling.
- **Non-exempt Employees** Employees who are paid an hourly rate or salary and who are eligible for the Fair Labor Standards Act (FLSA) minimum wage and overtime requirements and are eligible for overtime pay.
- **Regular Full-Time Employees** Employees who are expected to work on a regular basis, but typically for an indefinite period of time. Employees who are regularly scheduled to work 32 or more hours a week are considered full-time. Regular full-time employees are classified as either exempt or non-exempt based on their pay and job duties.
- **Regular Part-Time Employees** Employees who are expected to work on a regular basis, but typically for an indefinite period of time. Employees who are regularly scheduled to work less than 28 hours a week are considered part-time status. Regular part-time employees are classified as either exempt or non-exempt based on their pay and job duties.
- **Temporary Employees** Employees whose employment is anticipated to be 12 months or less. The time period may be extended in certain circumstances. Temporary employees are ineligible for most benefits.
- **Interns** Interns are individuals who work on a full-time or part-time basis as an educational opportunity. Internships may be available on a limited basis through specific ministry departments.

Attendance

Attendance Expectations Punctuality and good attendance are important for the efficient and successful operation of any organization. This is particularly true for employees of City First Church. Unscheduled absences, excessive absenteeism, and tardiness make it very difficult to fulfill job requirements.

Unscheduled absences are particularly disruptive. When you know you will need time away from work, you should contact your supervisor as soon as possible. Unscheduled absences may lead to discipline up to and not excluding termination.

Certain patterns of attendance will also be cause for concern. Examples include repeated calling in sick following a weekend, and unscheduled absences just prior to or following scheduled vacation time. Excessive issues regarding attendance are grounds for disciplinary action up to and not excluding termination.

Office Hours General office hours are Tuesday through Friday from 8:30 a.m. to 5:00 p.m. Due to the unique nature of the operation of City First Church, each department may have different operating hours. Please consult with your direct supervisor regarding your schedule.

Call-in Procedure If you will be absent from or late for work, you must call your supervisor no later than 9:00 a.m. prior to the start of your work-day. You must speak with your supervisor directly. Absent extenuating circumstances, you should make the call yourself and not have someone else call for you. You should also speak directly with your supervisor and not leave a message for him or her. Only if no one is available is it appropriate to leave a message regarding your absence and request a return phone call. You will be considered a "no call-no show" if you call in your absence more than two hours following the start of your work day. It is your responsibility to call-in on a daily basis regarding the status of your attendance.

Your direct supervisor may wish for you to follow a different call-in procedure. Please make sure you follow their direct instruction, if no instruction is given, please follow the instructions here.

Extended Absence If you are absent for more than three consecutive days, you may be required to present a doctor's release upon return to work. Upon suspicion of abuse, you may be required to present a doctor's note after only one day of absence.

Discipline If you are tardy, excessively absent or show a consistent pattern of absence, whether excused or unexcused, you will be subject to disciplinary action, up to and not excluding possible termination.

No Call/No Show If you fail to arrive for work when scheduled and fail to notify directly your supervisor within two hours of the start of your scheduled start time, you will be considered a "no call/no show" for that day. This is a particularly onerous form of poor attendance and will not be tolerated. If you do not call in or report to work for two consecutive workdays, such actions may be deemed a voluntary termination (resignation).

Code of Ethics

You are expected to conduct your personal affairs in such a fashion that your individual responsibilities and City First Church's ministry and reputation are not jeopardized. You are expected to use good judgment and common sense to avoid acts that could violate sound business ethics or cause harm to City First Church and/or fellow staff members.

Potential ethical conflicts include, but are not limited to: receiving expensive gifts from City First Church suppliers or City First Church members, misappropriation of work time on City First Church property, biased selection of vendors or vendor contracts, disclosure of confidential City First Church information to others or use for personal gain, etc. Compliance with these standards is the responsibility of every City First Church employee.

Furthermore, you must acknowledge and abide by the City First Church Code of Ethics policy.

Computer and Communication Systems

Computer and Communication System Usage City First Church e-mail, computer, computer network, telephone, voice mail and/or related electronic and communication equipment and systems (including but not limited to items like computer hard drives, software, computer networks, computer storage devices or services, email systems, telephone systems, voice mail systems, telephone and other data transmission lines, cellular phones, etc.) (referred to as "Computer and Communication Systems") are to be used for work purposes. Computer and Communication Systems are owned and/or provided by City First Church. The use of Computer and Communications Systems must be in accordance with the following. In addition to the above, you are prohibited from:

- Using passwords, accessing files or retrieving stored information without proper authorization
- Displaying or transmitting any communication that may be construed as harassment on the basis of race, sex, national origin, age, disability, religion, ancestry or other group protected by law. Such prohibited communications include, but are not limited to, sexually explicit images, messages, cartoons, ethnic slurs, racial epithets, inappropriate websites and similar communications.
- Deleting, examining, copying or modifying data, files, e-mail and/or voice mail belonging to City First Church, or its employees or agents, without prior consent or authorization
- Introducing computer viruses or other disruptive or destructive programs into the City First Church network or its other equipment and programs

- Accessing any inappropriate web site, including but not limited to all sex-related, dating, hate crime, pornographic and other such inappropriate web sites
- Using Computer and Communication Systems in other non-business and non-work-related manner that City First Church views as inappropriate
- Copying software for use on your personal computer
- Providing copies of software to any unauthorized person
- Installing software on any City First Church workstations or servers, unless authorized to do so
- Downloading any software from the Internet or other online service to any City First Church computer workstations or servers, unless authorized to do so
- Copying or using material in violation of copyright laws or making that material available to others for copying. Users are responsible for complying with copyright law and applicable licenses that apply to software, files, documents, messages, and other material they wish to download or copy

The Computer and Communication Systems belong to City First Church and unless prior permission is given, may only be used for business purposes. Note that the limited and occasional use of Computer and Communication Systems for personal reasons is permitted during break or other non-work periods. All such usage, however, is still subject to all other prohibitions listed above and may still be subject to monitoring as described below. A violation of this policy may result in discipline, up to and including immediate termination. **Upon termination, the employee may not purchase the computer they have been using.**

Monitoring of Computer and Communication Systems. YOU HAVE NO EXPECTATION OF PRIVACY IN ANYTHING YOU CREATE, STORE, SEND, OR RECEIVE USING THE COMPUTER AND COMMUNICATIONS SYSTEMS, OR YOUR USAGE OF THE COMPUTER AND COMMUNICATIONS SYSTEMS. This includes, but is not limited to, items such as:

- Computer files and software, such as documents, spreadsheets, reports, databases
- Emails and email attachments
- Instant messages
- Voice mails
- Telephone calls
- Cellular phone text messages

All information produced, received, stored on, or sent from City First Church Computer and Communication Systems is considered a record of the organization and is the property of City First Church. This includes emails sent using City First Church Computer and Communication Systems, even if you are using a personal account, such as Gmail, Hotmail, Yahoo mail, or other such email or instant message account or service. To ensure the proper use of Computer and Communication Systems (including e-mail, voice mail, text messages, instant messages and the like) **CITY FIRST CHURCH RESERVES THE RIGHT TO MONITOR AND ACCESS ANY COMPUTER AND COMMUNICATION SYSTEMS AT ANY TIME, WITH OR WITHOUT ANY NOTICE, OTHER THAN THIS POLICY.** Such access or monitoring may include the use of computer monitoring software.

Consent to Access and Monitoring By accepting or continuing employment with City First Church, *you consent to City First Church's access to and monitoring of: (1) Computer and Communications Systems;*

and (2) all information produced, received, stored on, or sent from City First Church Computer and Communication Systems, including personal email accounts accessed using the organization's equipment and any emails transmitted through personal, web-based accounts that are stored on City First Church hard drives or other computer equipment as temporary or other files. Regarding personal email, this means that if you do not want personal or other non-work email accounts to be read, ***then do not use or access personal email accounts while at work.***

Confidential Information

During the course of your employment with City First Church, you may have access to information of a highly sensitive and confidential nature. This information may be contained in City First Church records, correspondence, memoranda, and other documents. You serve in a position of trust, and you have an obligation to protect the confidentiality of this information. Unauthorized use or disclosure, even if inadvertent, compromises both you and City First Church.

Information regarding City First Church, its employees, or those it serves, of which you become aware as a result of your employment, is considered confidential information. You may not disclose, duplicate, or use this information except as may be required in the performance of your duties with City First Church. Failure to adhere to these necessary standards may result in disciplinary action.

Confidential information and messages must never be sent to or received from an individual by use of City First Church's fax machine or e-mail system. Furthermore, confidential information that is sent in the mail or an inter-office envelope must always be sent in a sealed envelope marked "Confidential—to be opened by Addressee only." Only authorized individuals will have access to this material.

Cellular phone conversations are not considered confidential. It is generally more advantageous to wait until the discussion can be made on a secured land-line.

Following are several helpful tips that you should use in handling confidential information:

- Protect confidential papers that are on your desk or work area by keeping them face down.
- Safeguard confidential documents by storing them in a locked file cabinet when not in use.
- Mark each confidential folder or envelope "CONFIDENTIAL."
- Never leave personal notes and papers on your desk or work area when you leave for the day.
- Shred confidential papers, notes, and photocopies before they are thrown away in the trash.
- Use passwords to access personal and confidential files that are stored on personal computers.

You are obligated to preserve the confidentiality of information acquired during employment, even after you leave the employ of City First Church. You may not disclose or utilize, after separation of employment, any information you were not permitted to disclose or utilize during employment.

Intellectual Property Policy

During your work at City First Church (CFC), you may be involved in the development of original works of intellectual property (Work(s)) that are material to the furtherance of the church's mission and vision. According to copyright laws, any Work prepared while fulfilling your employment with CFC and utilizing resources of the church would be considered the exclusive property of City First Church and CFC is considered the Owner and Author of these Works. CFC maintains the right to perpetually use those Works in the furtherance of its ministry within all current and future campuses of CFC and any or all their partner churches and may retain all or part of the publishing rights of these Works.

City First Church seeks to hire and retain the best, brightest, and most creative people and challenge them to be as innovative as possible, therefore, an Intellectual Property Policy has been adopted that is intended to encourage and reward great ministry ideas. City First's understanding is that some of these Works are created by those that are called to equip the church, per Ephesians 4:11-13. If such a Work is created by an employee for the building up of the body of Christ, the creator may be considered the owner or co-owner of the Work with CFC and/or others, in proportion to the share of developmental input, if there was more than one creator.

The determination of ownership and share is solely that of the Intellectual Property Review Team (IPRT), a group appointed by the Senior Pastor to oversee the development, rights, and publishing of original intellectual property developed for the furtherance of CFC's ministry. Until the IPRT has ruled officially as to the ownership, share and publishing rights of the Work, CFC is the owner of any and all Works per the Copyright Act of 1976.

Staff and volunteers may create original Works on non-work time, with non-Church resources. These Works should be considered owned by the creator, however if the Work is used in the services or for any Church ministry, the ownership may be questioned; these projects should also be submitted for clarification of ownership and potential publishing/distribution to the IPRT.

Anyone creating an original Work is encouraged to provide a Submission Form to the IPRT for review and determination of ownership. The IPRT has a submission process for submitting Works, please contact your supervisor and/or refer to the Intellectual Property Policy for further information, submission instructions and process information.

Non-Disclosure Agreement

During your time on staff at City First Church, you may need access to sensitive information, including items such as access to our databases, financial information, as well as confidential information about the operations of City First Church. You may need to gain access to sensitive information for people you do not know and have access to data about a person's spiritual health, household issues, financial giving information, and more. You may also have access to plans and project information for new opportunities or ideas that City First Church may be researching or pursuing.

Though you may find personal information through our systems or through the course of your assignment as a member of the City First Church team, you may not use that data for any purpose that is not within the scope of your staff assignment (including personal purposes such as sending out party invitations, or creating business contacts, sharing project information with the public). The information disclosed in the databases or systems to allow you to contact people as needed or information given specifically to complete your tasks as a staff member of City First Church.

Employees understand and acknowledge that in their employment assignment, Employees may receive confidential information pertaining to the activities, operations and the business of City First Church and/or financial and personal information of City First Church members and attendees ("Confidential Information").

Employees acknowledge that the disclosure of confidential information could be prejudicial to individuals and/or City First Church and contrary to its interests. Accordingly, Employees will respect the confidentiality of such information and will agree not to discuss nor disclose it to any person and not make any use of such information for any purpose whatsoever other than in the execution of my functions for City First Church, except with the express, prior consent and instructions from authorized personnel at City First Church. This undertaking on my part shall continue to have full effect notwithstanding the ending of my volunteer position with City First Church. The term "confidential information" includes among other things any names, addresses, attendee financial information, attendee sensitive personal information including counseling notes, or financial information of the church or affiliated entities.

Use of Corporate Credit Cards

Under no circumstances is any employee permitted to use a church credit card for personal use, which would include any purchase of items, services or goods deemed to be for personal use.

Dress Code

We expect you to avoid extreme styles in dress and personal grooming. Professionalism should be displayed in appearance. All clothing must be neat and clean. Appearances reflect not only on you, but on City First Church as well. The appearance of staff members must be appropriate for the occasion and their duties. Attire should always be neat and attractive while on City First Church premises. If you need additional information about what attire is appropriate, bring your questions to your supervisor.

Drug Testing Policy

City First Church's employees are its most valuable resource and, for that reason, your safety and health are very important to us. The use and abuse of drugs and alcohol is a significant legal, economic, and social problem. City First Church will not tolerate any drug or alcohol use that impairs the health and well-being of its employees or threatens its mission. For that reason, City First Church maintains a policy prohibiting the unlawful manufacture, distribution, possession, dispensation, being under the influence of, or use of illegal drugs, controlled substances or alcohol on City First Church's premises and/or while on working time.

Testing Consistent with the above, City First Church may require alcohol and drug testing (blood, urine, saliva, hair or other test) of employees under certain circumstances. The testing that may be required of employees includes the following:

Candidates for Employment Candidates for employment may be subject to a drug test.

Employees City First Church may implement drug and/or alcohol screening programs to test employees for the use of drugs and/or alcohol.

- **Reasonable Suspicion** If City First Church has a reasonable basis, in its sole discretion, to believe that an employee's job performance or conduct is being affected by alcohol or the unlawful use of drugs or that the employee is under the influence of such substances while at work, City First Church reserves the right to require drug and/or alcohol testing.
- **Random** City First Church reserves the right to test employees on a random basis.
- **Post-Accident** City First Church may require testing of employees involved in a work-related accident. Typically, an "accident" is an occurrence that results in the death of an individual or bodily injury to an individual who receives or requires medical treatment away from the scene of the accident. An "accident" is also such an occurrence resulting in damage to property in an amount of \$100.00 or more. Testing shall occur as soon as possible after the accident; however, nothing in this Policy shall be construed to require the delay of necessary medical attention for the injured employee following the accident. Each employee whose performance could have contributed to the accident may be tested.

Prohibitions City First Church's policy prohibits the following:

- Manufacturing, distributing, possessing, dispensing, being under the influence of, or using controlled substances or alcohol on City First Church's premises, and/or while on working time.
- Switching, altering or adulterating any urine, blood, saliva, hair or other specimen sample submitted for testing in accordance with this policy.
- Refusing to consent to testing or to submit a specimen for testing when requested by City First Church.
- The unlawful use of a lawful drug, e.g., using prescription drugs that have not been prescribed for you.

Enforcement If you, as a result of the testing required under this policy, are shown to have identifiable traces of: unlawful drugs (e.g., marijuana, cocaine, opiates, amphetamines, methamphetamines and PCP); lawful drugs that have not been prescribed for you; and/or alcohol in your system, then you shall be subject to discharge by City First Church. Furthermore, if an employee does not submit to drug or alcohol testing

required under this policy, the refusal will be considered cause for termination from employment with City First Church.

Any employee found in the possession of unlawful drugs, lawful drugs not prescribed to the employee, or alcohol while on City First Church premises or on working time will be subject to discipline, including discharge. Similarly, any employee involved in the sale, transfer, dispensation, manufacture, or purchase of drugs or alcohol on City First Church premises and/or while on working time shall be subject to discipline, up to and including discharge.

Gracious Living in The Gray Areas

Alcohol, Marijuana and Other Things Which People Like to Argue About

How do we live graciously as Christ-followers in the gray areas? Some things appear black and white in Scripture, but other things seem to be gray areas at times. When it comes to alcohol, marijuana, and other things about which people like to argue, what does God say about it and how are we to live?

All of us are accountable to God for our actions, and all of our actions must spring forth from faith.

So how do we live graciously in a community of believers who can be so diverse in convictions? How do we interact with those who have strong faith, weak faith and all of those in between?

Romans 14:1-3 (NIV)

“Accept the one whose faith is weak, without quarreling over disputable matters. One person’s faith allows them to eat anything, but another, whose faith is weak, eats only vegetables. The one who eats everything must not treat with contempt the one who does not, and the one who does not eat everything must not judge the one who does, for God has accepted them.”

Differences of Opinion

Paul says there are differences of opinion in the church (disputable matters), but that we are not to quarrel about matters of opinion. What we can be certain of is that we must address issues graciously and handle them with love.

So, what is weak faith? Paul is speaking about immature faith that has not yet developed the muscle it needs to stand against external pressures. Depending on their background, associations with past lifestyles that were destructive can easily shake some people.

Conversely, a believer whose faith is strong is not shaken easily. However, when it comes to living together as a community of believers, we who are strong must live graciously in love with those who may struggle with places, things, and appearances that you may not.

As believers, we must bear with each other in love and live with power, under control for the sake of our

brothers and sisters in Christ. Followers of Jesus Christ have been given freedom to follow their conscience in regards to the use of alcohol in moderation, within legal limits. However, we must be willing to limit our freedom if the exercise of our liberty will in any way create a stumbling block for another person.

Romans 14:12-13 (NIV)

"So then, each of us will give an account of himself to God. Therefore, let us stop passing judgment on one another. Instead, make up your mind not to put any stumbling block or obstacle in your brother's way."

A Theology of Alcohol

The misuse of alcohol has ruined countless lives and destroyed more families than will ever be known. The destructive potential of alcohol can create medical, financial, emotional, moral, and spiritual damage beyond human repair. Furthermore, the Bible warns repeatedly about the dangers of alcohol excess (Proverb 20:1; 23:20-21) and clearly teaches that there is no place in the Kingdom of God for drunkenness (1 Cor. 6:10; Eph. 5:8; Rom. 13:13). There can be no doubt that a lifestyle involving the misuse of alcohol is absolutely contrary to God's word and is incompatible with the holy and spirit-filled life that is to be the mark of Jesus' followers (Gal. 5:16-25; Eph. 5:15-20).

The good news of Jesus' teaching was that entrance into God's kingdom is not dependent on the observance of rules and regulations. Jesus revealed through his teaching, death, and resurrection that there is no need for us to attempt to earn our salvation by carefully following some legalistic checklist. This is good news indeed, for in fact, none of us would ever be able to earn God's approval. The mountain of debt that we owe God as a result of our repeated failures to follow his command to "Love God with all of our heart, soul, mind and strength, and to love our neighbors as ourselves" is immeasurably more than we could ever repay through good works or self-denial.

The Apostle Paul wrote in his letter to the church in Rome: "Therefore no one will be declared righteous in his sight by observing the law.... But now a righteousness from God, apart from law has been made known... This righteousness from God comes through faith in Jesus Christ.... For all have sinned and fall short of the glory of God, and are justified freely by his grace, through the redemption that came by Jesus Christ." (Rom. 3:20-24).

Jesus revealed the same truth when he taught his followers that God is concerned with the condition of our hearts, not how strictly we follow a set of legalistic rules. "Don't you see that nothing that enters a man from the outside can make him unclean? For it doesn't go into his heart but into his stomach.... What comes out of a man is what makes him unclean." (Mark 7:18-20).

Jesus' blood on the cross has cleansed our hearts and has set us free from our sin and free from the need to earn our salvation, if we claim him as our Lord and Savior. Because of God's grace through Christ, we have been given freedom to follow our conscience in regards to our use of alcohol, providing we use moderation and respect the limitations set by legal authorities. However, the Bible also teaches that we must not use our

freedom to indulge our sinful nature (Gal. 4:13). On the contrary, "Those who belong to Christ have crucified the sinful nature with its passions and desires" (Gal. 5:24) and now must be led by the Holy Spirit. (Gal. 5:25) Our Christian liberty is not a license to do whatever brings us momentary pleasure; rather, it is freedom from a self-centered life in order to live an "others-centered" life.

From the whole of Scripture, we never read a single command which universally prohibits drinking. Certainly, select groups (Levites, Nazarites, etc.) were restricted from partaking of specific beverages, but those limits are not equally applicable to all believers. For example, the Nazarites were also prohibited from eating dried grapes; should contemporary Christians consequently refrain from raisin consumption?

Overall, the Bible reveals a theology in which each individual is subject to a renewed spiritual conscience, responsible to God for his actions in light of such. We are not governed by the consciences of others, but are bound instead by the will of Christ Jesus.

1 Corinthians 10:29-31 (NASB)

"I mean not your own conscience, but the other man's; for why is my freedom judged by another's conscience? If I partake with thankfulness, why am I slandered concerning that for which I give thanks? Whether, then, you eat or drink or whatever you do, do all to the glory of God."

We recognize that alcohol in excess leads to regrettable, evil, and destructive consequences. However, the very real fact that some will abuse the freedom does not mean that we should therefore strip all of their liberty. Does the sin of gluttony lead us to purposed starvation? Of course not; rather, we recognize the limits which God has placed upon his gifts and enjoy them within such boundaries. So, when do we need to start becoming concerned regarding liberties and how it may affect others around us?

Paul addresses this with a church divided on the issue. Paul cites the example in his day of animals sacrificed to idols, then the meat later sold in the marketplaces to believers. To some, including Paul, the meat could be eaten with thanksgiving, because God created the meat. For others, eating the meat was offensive and caused brothers to stumble, such as going to a dinner party and realizing where the steaks came from. Paul did not think the issue was worth dividing the church over; his desire was to promote unity. Paul then addresses whether people are acting in love or for their own liberty, which should speak to each of us today:

Romans 14:15-21 (NIV)

"If your brother or sister is distressed because of what you eat, you are no longer acting in love. Do not by your eating destroy someone for whom Christ died. Therefore, do not let what you know is good be spoken of as evil. For the kingdom of God is not a matter of eating and drinking, but of righteousness, peace and joy in the Holy Spirit, because anyone who serves Christ in this way is pleasing to God and receives human approval.

Let us therefore make every effort to do what leads to peace and to mutual edification. Do not destroy the work of God for the sake of food. All food is clean, but it is wrong for a person to eat anything that causes someone else to stumble. It is better not to eat meat or drink wine or to do anything else that

will cause your brother or sister to fall.”

As a community of Christ-followers, we need to make up our mind not to put a stumbling block or obstacle in our brother’s way. We are called to always put love before our liberties and to live graciously for the sake of unity.

The questions we need to ask are simple:

Am I doing something that can cause another brother or sister to stumble?

If I know someone around me struggles, am I willing to give up my liberty in order to “act in love” for the sake of my brother or sister?

A Theology of Living Wisely

How do we live graciously in areas that appear gray at times? How much wine is a person able to drink if their conscience and liberties allow it? What about other substances such as marijuana? If something is legal, then how can it be morally wrong?

The argument about whether legalization supports the acceptability of what is legalized is easily refutable. Pornography is legal; however, Jesus said, “Anyone who looks at a woman lustfully has already committed adultery with her in his heart.” Although buying pornography is completely legal if one is of age, it is one of the most destructive things by which a person can be consumed. So, legality is not the question; we need to take a completely different approach and ask the question, “Can I do what I am doing with a clear conscience? Is it building up those around me and glorifying to God?”

Ephesians 5:15-21 (NIV)

“Be very careful, then, how you live—not as unwise but as wise, making the most of every opportunity, because the days are evil. Therefore, do not be foolish, but understand what the Lord’s will is. Do not get drunk on wine, which leads to debauchery. Instead, be filled with the Spirit, speaking to one another with psalms, hymns, and songs from the Spirit. Sing and make music from your heart to the Lord, always giving thanks to God the Father for everything, in the name of our Lord Jesus Christ. Submit to one another out of reverence for Christ.”

How do we live wise lives? Make the most of every opportunity you have. Debauchery is simply defined as “seduction from morality, duty or virtue” or “seduction of allegiance.” When a person is drunk or their mind is impaired, God-given senses become seduced from the reality of living in step with the Spirit’s leading. Instead, we are led down a different path and away from the life God wants us to live. We must be careful not to use substances that take us down a road where we find ourselves dishonoring God. We believe this is the case with being drunk, recreational marijuana use, and any other substance that seduces a believer away from morality, duty, virtue or allegiance to Christ.

In some specific circumstances, marijuana is prescribed for patients when other medications are not effective.

This is always the exception and not the rule, and we should extend grace to those living in those painful circumstances throughout the duration of their recovery.

Law of Love

The apostle Paul stressed the point that we need to live in a God-honoring way when he wrote, "Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good, but the good of others" (1 Cor. 10:23-24). This is the crucial point that Christ followers must consider in decisions regarding the use of alcohol or anything else that could cause a stumbling block for others. We are commanded to seek the good of others and to consider the effect that our actions will have on others. If our use of alcohol, or anything else in a situation, will in any way cause someone else to stumble, then we must be willing to limit the exercise of our freedom for the sake of that person. The law of love should guide our behavior and requires that we carefully consider our actions with our family, friends, co-workers, and the people around us.

Therefore, regarding alcohol, City First Church concludes...

City First Church understands that drinking alcohol is an activity that solicits many opinions and personal convictions based mostly upon church upbringing, culture and various theological beliefs taught during a person's spiritual development. The Bible is clear about the subject as it pertains to "drunkenness" (Ephesians 5:18, Galatians 5:21, Proverbs 23:20-21) but not specific when it comes to the activity itself. However, the Bible is clear about how a Christ-follower should conduct themselves in the presence of others while engaging in activities that are "permissible" but not always "beneficial." (Romans 14:21, 1 Corinthians 10:32, 1 Corinthians 6:12).

At City First Church, it is our desire to have our employees carefully, prayerfully and diligently conduct themselves in such a way as they are a "follow me as I follow Christ" example to all (1 Corinthians 11:1). This is important because they, first, carry the name of Christ and, second, carry the name of City First Church. We realize that leaders in the church are representatives of the church and Christ. Therefore, private convictions have public influence, which may shape other's opinions on Christ and His Church. Therefore, in a desire to have wisdom, City First Church asks that employees to adhere to the following alcohol policy:

1. Employees should not drink in the presence of students/minors who are a part of our church/student ministries.
2. Employees should be aware that people have varying convictions and opinions about drinking alcohol. Therefore, they should always take this into consideration if discussing the subject with others.
3. If an employee chooses to drink alcohol, they should drink in moderation. (1 Timothy 3:3, Ephesians 5:18).
4. An employee should never drink alcohol if they are under 21 years of age, per state law.
5. Employees should remember that social media is an extension of their testimony and their employment at City First Church. Therefore, all social media posts and pictures should be done with wisdom and in keeping with the standards set forth.

Therefore, regarding marijuana, City First Church concludes...

City First Church understands the complexity of the subject regarding marijuana and the recent legalization of the activity. However, we ask that all City First Church employees adhere to the following marijuana policy:

1. Employees should not participate in any form of marijuana or cannabis consumption for recreational use. The Scriptures are clear that Christ-followers are to be of sober-mindedness. (1 Peter 5:8, 1 Cor. 6:19-20)
2. Employees should avoid use of medical marijuana, unless absolutely necessary.
3. If medical marijuana is prescribed by an authorized physician who is licensed by the state medical board, from a legitimate and recognized medical facility, then it should be taken as prescribed and in private, as to not create confusion for others. The pastoral team of City First Church is available for questions or a conversation regarding such rare circumstances.

<https://www.mayoclinic.org/healthy-lifestyle/consumer-health/in-depth/medical-marijuana/art-20137855>

Employment of Relatives

Hiring the best-qualified applicant for a City First Church position is City First Church's primary objective. Relatives of City First Church employees will be considered under the same arrangement as any other applicant for a position opening and will not receive any preferential treatment. However, related employees will not normally be allowed to work in the same ministry department/division or under the direct supervision of each other. The reasons for this practice are due to employee morale, security, or other legitimate business reasons including possible conflicts of interest. Under no circumstances will a relative of an Accounting Office employee be hired to work in the Accounting office. If a conflict-of-interest or supervision issue arises which cannot be resolved, the related employee may be asked to transfer to another ministry department or resign.

Relatives, as used in this section, will include spouses, grandparents, parents, children, grandchildren, brothers, sisters, first cousins, in-laws and any members of the employee's household, whether or not related by blood. The term relative includes relationships established through adoption or remarriage, i.e. stepchild, half-sister, etc.

Genetic Information

City First Church understands that certain employee information is confidential. For that reason, and in compliance with the Genetic Information Nondiscrimination Act, City First Church will not discriminate against employees and applicants for employment in hiring, firing, compensation, and other terms and conditions of employment on the basis of genetic information.

City First Church also will not request or require an employee to provide genetic information, except: (1) inadvertently requesting or requiring family medical history; (2) requesting or requiring family medical history for purposes of complying with certification requirements of the Family and Medical Leave Act; or state family

and medical leave laws; or (3) genetic monitoring of the biological effects of toxic substances in the workplace, when required to do so by law.

Media Inquiries

Employees are prohibited from representing themselves on behalf of City First Church to the public media for any purpose. Only those individuals who are authorized to speak on behalf of City First Church may do so. You should direct all media inquiries to the Executive Director of Ministry Operations.

Open Door Policy

General Policy City First Church maintains an open-door policy for you to discuss and resolve any questions or complaints you may have concerning any aspect of your employment. This includes any problems or concerns regarding discrimination, wage or salary payment issues, or any other concern you may have. We encourage you to speak with your supervisor, and we hope that you feel comfortable at any time to discuss matters with your supervisor or other member of management. We want you to know that we care about you as an employee and as an individual. Our "door is open" at any time to assist you. If you feel that your concern was not adequately addressed by your supervisor, please bring the matter to the attention of the Executive Director of Ministry Operations.

City First Church staff members are encouraged to follow the scriptural example in Matthew 18 for resolving conflicts. *"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother."* —Matthew 18:15

Conflict Resolution In accordance with God's Word, you are requested to follow these steps in resolving conflict:

- In all conflicts, I will seek to act in a Christ-like manner and not give in to my fleshly human feelings and emotions.
- I will pray and seek the Lord's comfort and guidance in the matter. I will not share an offense with any other person.
- I will not seek out others who have been offended, nor will I seek to validate my hurt by finding potential mediators before meeting with the person who has offended me.
- I will first go alone to the person who has offended me and seek to resolve our differences and restore the relationship. I will value the restoration of the relationship above exposing that person's possible sin. I will listen to the other person's point of view and seek to understand the issue.
- If going to the person first does not resolve the conflict, I will seek the help of a third party to help both of us to see what we need to do to glorify God in our relationship. I will make sure that the third party is a spiritually mature person who is neutral in regard to this issue. I will keep an open mind to the advice of the third party and seek to change my attitude and actions as I am advised.

- If the third party cannot affect a resolution, and agrees with my concern, I will seek the help of two or three other witnesses who can intercede in the matter and seek God's glory in this conflict.
- I will not allow anyone to criticize another staff member without first following the scriptural guidelines in resolving conflict. In order to avoid gossip and hurt feelings, I will not discuss this matter without the offending party present.
- As a last resort, if the conflict cannot be resolved, I will act in a manner pleasing to God, even if it means removing myself from the source of the conflict.

Outside Work

City First Church feels you must devote your spiritual gifts and talents to your ministry with respect to employment. Leadership discourages full-time employees from taking employment outside of City First Church, but understands that it may be necessary under certain circumstances. Outside employment is permitted with the pre-approval of your immediate supervisor and Department Head. Approvals are conditioned upon you maintaining satisfactory job performance.

Multilevel/Network Marketing Opportunities

City First Church's mission is to introduce people to Jesus and help them follow Him. As staff, we are called to jealously protect this mission and the unity of the church by not allowing competing messages or misunderstood motives to our church attendees. We are also called to protect people who are new to the faith from hindering their spiritual growth. Therefore, we feel it is important to establish staff guidelines and policies when it comes to business opportunities and multilevel/network marketing in the church.

While we recognize that business opportunities, direct sales and multi-level marketing in and of themselves are not bad, we do believe it has the potential of confusing our message and our motives to our people if our pastors, staff members and ministry partners are involved in such businesses while simultaneously doing the Lord's ministry.

We also recognize that most of our staff member's relational networks are inside the church, not outside the church. Therefore, it is of the utmost importance that we protect those relationships. We recognize there is an inequity of power that exists between a pastor, staff member or ministry partner and a church attendee. By its nature, the relationship has the potential to make the church attendee feel coerced.

Therefore, we do not permit our Pastoral Team Members, directors, or staff pastors to be involved in direct sales and multi-level marketing. We strongly discourage our staff members and ministry partners from being involved in business opportunities and multilevel/network marketing programs that target those we are called to shepherd. We strongly discourage staff members and ministry partners from networking with and or selling anything directly to individuals in the church. We strongly discourage the recruitment of staff members and ministry partners to become distributors, salespeople, etc. We discourage the solicitation of fellow City First Church attendees to purchase products.

We strictly prohibit the use of church rosters, mailing lists, staff member's social media, church functions, activities, meetings (on campus or off campus), life groups or ministry groups of any kind for solicitation or participation in business opportunities and multilevel/network marketing.

If a staff member or ministry partner is currently involved in any type of business opportunity, multilevel/network marketing, it must be disclosed to his or her supervisor immediately. A course of action may need to be determined, up to and not excluding limiting or discontinuing involvement with the multilevel/network marketing opportunity.

Spouses of Pastors or Employees

We understand that the greater the platform and/or leadership of the staff member, the more influence carried and caution must be exercised on how their influence is wielded.

Therefore, we ask that the spouses of Pastoral Team Members, directors, or staff pastors not be involved in direct sales or multilevel/network marketing businesses or opportunities.

For all other City First Church employee spouses who become involved in multilevel/network marketing opportunities, we ask they give careful consideration to how they conduct their business with people in the church. If at any point, the leadership of the church has a concern, a representative of the leadership will request a conversation with the employee and spouse involved with the direct sales/multilevel/network marketing business. That conversation may result in a request to cease involvement in the business or solicitation of any attendees of the church or its ministries.

Parking

Overnight parking, in designated areas only, is allowed on City First Church campus for vehicles belonging to City First Church employees. Please obey all posted parking signs. Keep fire lanes clear for their intended use. Police regularly patrol City First Church parking lots for violations of fire lane and handicap parking. Vehicles found in violation will be ticketed and/or towed at the owner's expense.

Personal Information

It is important that City First Church be advised of your current address, marital status, number of dependents, etc. Please make every effort to provide correct information to us *before* a change takes place. In some instances, specific forms (such as the retirement plan beneficiary forms) must be completed in order to make a change.

Personal Relationships

Employee friendships may develop into personal, romantic relationships. Romantic relationships between co-workers at City First Church may create difficulties for the parties involved, and others at City First Church.

When such a relationship occurs, and one of the employees is in the chain of authority or influence over the other, they must report the relationship to their Department Head.

Accountability

City First Church Team members are responsible to uphold the following standards when in contact with the opposite sex. *"But among you there must not be even a hint of sexual immorality, or of any kind of impurity or of greed, because these are improper for God's holy people."* Eph. 5:3

- Staff members should pray for other staff members.
- Staff members will have meaningful, accountability relationships.
- Staff members should use extreme caution when answering emails, text messages, participating in social media, responding to cards or letters from the opposite sex; and should strive to involve another co-worker in the response.
- Staff members should not discuss personal marital issues with a co-worker or an attendee of the opposite sex.
- Married Staff members should not ride in vehicles alone with the opposite sex.
- Married Staff members should not have intimate physical contact with a co-worker or City First Church attendee of the opposite sex; or show affection that could be questionable.
- Married Staff members should not visit the opposite sex alone at home.
- Staff members should not provide pastoral care to the opposite sex in an environment where they are alone with no accountability. Opposite gender individual pastoral counseling appointments should be taken at the office, where the office door is open or there is a window in the door/window in the room, and another CFC employee is present. If there is a need for ongoing, in depth counseling, the staff member should refer the individual to a professional Christian counselor.
- Married employees shouldn't eat alone with someone of the opposite sex. Single employees shouldn't eat alone with someone of the opposite sex who is married.
- If a meeting between members of the opposite sex is urgent/necessary and the approved environments stated above are not able to be achieved, then as a last resort, have someone FaceTime into the meeting. (For example, if two members of the opposite genders were alone in a room without windows.)

Should a Staff Member's conduct, whether on or off the premises, be criminal, dishonest, immoral in nature, un-Biblical, or detrimental to the best interest of the Church, then that Team Member will be subject to discipline, up to and not excluding termination, depending upon the nature and extent of the said conduct.

Reasonable Accommodation Policy

Consistent with our philosophy and the requirements of the Americans with Disabilities Act (ADA), City First Church will provide a "reasonable accommodation," to qualified individuals with disabilities who can otherwise perform the involved job's essential functions.

When a qualified individual with a disability believes that he or she may be able to perform the job's essential functions but cannot do so without a "reasonable accommodation," the individual should address such a request in writing to his or her supervisor. Once a request for a "reasonable accommodation" has been made, we will work with the employee to consider the appropriateness of the requested accommodation and whether such an accommodation can be granted without creating an undue hardship. It is our goal that the employee and City First Church work together in a cooperative process to find an acceptable solution that will enable the employee to perform the job's essential functions. If such a reasonable accommodation is not possible, the request for reasonable accommodation may be denied.

Safety and Workplace Injuries

The safety of employees, visitors and others on work premises is of the utmost importance to City First Church. Any unsafe condition should be reported to your supervisor immediately, who needs to report the injury immediately to Human Resources.

If you witness an accident of injury to another, please report the accident or injury to your supervisor and Human Resources immediately.

We hope that all employees work safely in a safe environment. As part of our efforts, you must recognize that you are responsible for your own safety and for the safety of others. If you are subjected to any unsafe working conditions, you should report that condition to your supervisor immediately.

Depending on the nature of your job duties and the location, you may be required to wear certain safety equipment for your protection. Your supervisor will inform you of any special requirements.

Any injury, no matter how slight, must be reported to your supervisor and Human Resources immediately, but not later than the end of your scheduled work day in which the injury occurred. If medical treatment is required, your supervisor and Human Resources will fill out a form and send you to an immediate care facility, or call an ambulance as appropriate.

The violation of safety rules is a very serious matter and will subject employees to discipline up to and not excluding termination.

Severe Weather

School Employees In case of severe weather, school employees should check local news reports to determine closure status. Faculty may be asked to report even though students may not attend school that day.

Other Employees To serve those who need and depend on us, City First Church remains open regardless of weather conditions. You must use your own good judgment whether driving conditions will permit you to travel safely to work. If weather conditions do not allow you to report for work, you must still call in your

absence. Employees are not paid for absences caused by weather, but employees may use paid Personal or Vacation time to cover the absence.

Sexual Harassment and Harassment

City First Church strongly disapproves of, does not, and will not tolerate sexual harassment or harassment of any kind. All employees must avoid offensive or inappropriate behavior at work and assure to the best of their ability that the workplace is free from harassment and sexual harassment at all times.

Discussed below are the types of conduct prohibited by this policy, as well as the complaint procedure to investigate and remedy allegations.

Definition Sexual harassment is any verbal or physical conduct that denigrates, threatens, or shows hostility toward another employee because of that employee's gender. Either males or females may commit sexual harassment. Victims of sexual harassment may be of the same or opposite sex.

Likewise, harassment is any verbal or physical conduct that denigrates or shows hostility toward an employee because of the employee's race, color, religion, national origin, ancestry, age, sex, marital status, handicap, military status, sexual orientation, unfavorable discharge from military service, order of protection status, genetic information status, or other basis which may be protected by applicable law. Harassment occurs when such conduct has the purpose or effect of interfering with an employee's work performance, creating a hostile or offensive work environment, or otherwise adversely affecting an employee's employment opportunities

Sexual harassment may consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical acts of a sexual nature, without regard to whether submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Such actions may also constitute sexual harassment without regard to whether such conduct may interfere with an individual's work performance or may create an intimidating, hostile, or offensive work environment.

Further, verbal or physical conduct need not be of a sexual nature to constitute sexual harassment. Where hostility toward an individual because of the presence of the individual's gender in the workplace motivates the hostility, such conduct may be sexual harassment.

Examples of Sexual Harassment Sexual harassment can come from superiors, co-employees, or others on work premises. Examples of sexual harassment include:

- Making unwelcome sexual advances, requests for sexual favors, requests for dates, and other verbal or physical conduct of a sexual nature.

- Making submission to or rejection of such unwelcome conduct the basis for any employment decision, including, but not limited to, hiring, firing, failing to promote, reassigning with different responsibilities or a decision causing a significant change in benefits.
- Engaging in preferential treatment or a promise of preferential treatment to an individual in exchange for sexual conduct or dates.
- Denying or threatening to deny privileges, benefits, or entitlement to an individual, or the denial or threat of denial of employment or advancement of an individual because of that individual's refusal to consent to sexual advances.
- Denying or threatening to deny privileges, benefits, or entitlements to an individual, or the denial or threat of denial of employment or advancement of an individual because of hostility toward the presence of that individual's gender in the workplace.
- Displaying cartoons, pictures, photographs, jokes, or similar materials that are of a sexual nature.
- Swearing, or other offensive language or jokes of a sexual nature.
- Accessing inappropriate websites or using computers to convey or access materials of a sexual nature.

Complaint Procedure If you believe you have been harassed or sexually harassed, you should promptly report the incident to your supervisor. If you witness conduct that you believe is harassment or sexual harassment, that conduct should be reported as well. All complaints will be investigated and treated seriously.

City First Church will investigate complaints of harassment and sexual harassment. Investigations will be conducted expeditiously, with due regard for the sensitive and serious nature of the allegations. We will conduct a thorough investigation, which may include interviewing the alleged victim, potential witnesses, and the alleged harasser. To the greatest extent possible, the investigation and its results will remain confidential; however, disclosure of some details to certain employees may be necessary in the investigation process.

Upon completion of the investigation, a determination as to the merits of the allegations will be made. The employees involved will be informed of the results of the investigation.

Discipline and Penalties for Sexual Harassment and Harassment Sexual harassment and harassment are serious violations of state and federal law and the rules of conduct expected of all employees. If it is determined that an employee participated in sexual harassment or harassment, the employee will be subject to discipline, including immediate discharge.

Alternate Reporting If you have a harassment or sexual harassment complaint against your supervisor, or if you are uncomfortable reporting a complaint to your supervisor you should file the complaint with any other supervisor.

Protection against Retaliation Retaliation against those who believe reasonably and in good faith that they have been victims of harassment or sexual harassment, or have otherwise opposed harassment and sexual harassment in the workplace, is prohibited.

Smoking and Vaping

Tobacco use and smoke present a serious health hazard to those who smoke and to those who inhale second hand smoke. For these reasons, City First Church encourages employees not to smoke, and smoking is not allowed during work time, regardless of the employee's work location.

In addition, in accordance with the Smoke Free Illinois Act, smoking is prohibited in any building owned or on the property of City First Church including offices and work areas, restrooms, conference rooms, break rooms and cafeterias, and other common areas. Smoking is also prohibited within 15 feet of entrances and exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited.

Additionally, many studies show the harmful effects of vaping. Regardless of the science, we believe that the employee's witness for Christ will be greatly diminished if others see them smoke or vape. Therefore, we ask that City First employees not participate in such conduct.

Social Media

Social media and online communication give a tremendous opportunity to show love to a world that's desperately hungry for it. Your digital presence is an extension of your ministry, and it's something people use to form opinions about City First Church. Because it is so important, we expect staff members to understand and adhere to the guidance within this policy.

The use of social media websites for work purposes, such as Twitter®, Facebook®, LinkedIn®, or YouTube®, is restricted. Only an authorized spokesperson may create a social media site or represent City First Church on social media sites.

General Rules

When using social media sites either professionally or personally, the following rules will apply. First and foremost, follow the social media "golden rule" - be professional at all times. This would include blogging, vlogging, and online community participation.

Here are some rules to follow.

- The content you post and the way you conduct yourself should be consistent with the values of City First Church.
- Follow copyright rules and any other related laws as you post content.
- Blogging, vlogging, social media, and participation in online communities for personal reasons should not interfere with your job or the mission of City First Church. In addition to being mindful about how

you invest your time and energy, you should exercise caution in how you approach divisive issues in digital spaces.

- Because divisive issues tend to drive people further apart, it is best to avoid engaging in conversations about these topics. This includes your posts as well as comments, reactions to posts and pages, profile pic frames, etc. Personal participation in these conversations can be interpreted as City First Church's stance on that topic, require substantial time and energy to manage, and can drive a wedge between us and the people we want to reach.
 - In the exceptionally rare case that you do comment or post, avoid posting comments that represent taking a side. We can't assume everyone feels the same way we do, even within our staff. Instead, we'd rather be known by what we are for, staying focused on our mission and never letting an issue cause us to lose an opportunity to share Christ with someone. Our goal is to bring a posture of ministry and care to any interactions we have.
 - If you don't know whether content is appropriate to share, ask your leader before posting.
- Do not post or share anything libelous, defamatory, offensive, racist, or obscene.
 - Do not share or post any information that is confidential or proprietary to City First Church or to any third party that has disclosed information to City First Church. Even if we plan to share something eventually, we might not be ready to share it yet for strategic reasons. Wait until you confirm we are ready to post content like location and staff announcements, key partnerships and relationships, milestones, future message series, weekend speakers, or new initiatives.
 - Do not disclose confidential or proprietary information of church members or others.
 - Do not disparage others.
 - Do not reference illegal drugs or other illegal activity.
 - Do not use obscene or profane language.
 - Do not disparage any person on the basis of race, religion, gender, sexual orientation, disability, national origin or other class prohibited by law.
 - Do not use defamatory or scandalous statements.

Whether directly or indirectly, social media allows us to share the difference Christ makes in our lives and open doors for others to experience the same. As leaders at City First Church, this is the privilege and the responsibility we all face when we post on social media. Because we want to steward it well, staff members are expected to follow these guidelines. Failure to do so may result in performance improvement plans, employee warning notice, up to and including termination of employment.

Endorsements

Federal Trade Commission regulations restrict how an employee can use social media to endorse an employer's products or services. Any time an employee endorses City First Church (including on a blog, tweet, a Facebook® page or other social media site), the employee **must disclose** their employment relationship.

When expressing your personal opinion on a social media site, blog, or other web site, and not in any capacity authorized by City First Church, you should include a disclaimer that "The views expressed on this site [or blog or other description as appropriate] are not monitored by, or may not reflect the views or beliefs of City First Church." Please use common sense when posting on social media websites. Everything you post online is open to the public, even when you believe your privacy settings may say otherwise.

Solicitation and Distribution

Distractions on the job lead to unsafe working conditions, poor work performance, and inefficiencies. For those reasons, solicitation of other employees or distribution of literature for any cause during working time and in work area is not permitted. You are not permitted to sell chances, merchandise or otherwise solicit money or contributions without prior approval. Items from Christian Life School, or other City First Church ministries may be sold, providing these sales do not interrupt normal business activities.

Working time is defined as the time assigned for you to engage in work, or required to perform work tasks. Working time also includes the time when another employee is engaged in work, or required to perform work tasks. In short, solicitation and distribution are prohibited if they cause an interruption to your work time or another employee's work time.

Distribution of literature is prohibited in work areas. Work areas do not include areas where work is generally not conducted, such as break rooms.

Persons not employed by City First Church are not permitted to solicit or distribute literature on City First Church premises at any time.

Telephone Policy

Personal Phone Calls City First Church realizes it may be necessary for you occasionally to make and receive personal calls on City First Church telephones or personal cell phones while at work. All personal phone calls are subject to the following:

- When possible, personal calls (whether on personal cell phones or City First Church phones) should be made during break times. Personal calls that must be made during work time should be brief.
- If necessary, brief toll calls for personal reasons are allowed. Those who abuse this privilege may be required to reimburse City First Church for the cost of the calls.

Cellular Phone Use

General Issues Employees who have been issued a City First Church cellular phone should use these phones primarily for ministry use; however, some personal use a City First Church cellular phone is acceptable.

Safety Issues City First Church expects employees to refrain from using a cellular phone while driving on church-related business. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from the discussion of complicated or emotional discussions and keep their eyes and attention on the road. Special care should be taken in situations where there is traffic, inclement weather or unfamiliar driving conditions. Under no circumstances are employees allowed to place themselves at risk to conduct business.

Note that in certain municipalities or other jurisdictions, the use of a cell phone while driving may be prohibited. ***Texting while driving is always prohibited by this policy and may also be prohibited by state or local law.*** Employees are expected to abide by all local laws regulating the use of cell phones while driving. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violence in the Workplace

Expected Employee Conduct To ensure both safe and efficient operations, City First Church expects and requires you to display common courtesy and engage in safe and appropriate behavior on the job at all times. Any involvement in incidents of physical violence or strenuous horseplay is considered dangerous and unacceptable behavior that violates this policy.

Off-duty and Off-site Conduct You are responsible for your own conduct on City First Church premises, whether you are on or off duty. Our general rules of conduct and behavior expectations also apply when you are traveling on City First Church business, as well as any time you are working for or are representing City First Church away from the premises.

Discipline City First Church will promptly investigate any physical or verbal altercation, threats of violence, or other conduct by employees that threatens the health or safety of other employees or the public or otherwise might involve a breach of or departure from the conduct standards enunciated in this policy. All incidents of physical altercations are treated as gross misconduct and can result in disciplinary action, up to and including immediate termination of employment.

Workplace Inspections

City First Church reserves the right to search and inspect City First Church owned or controlled property, equipment, and premises including, but not limited to, desks, offices, storage lockers, vehicles, and storage areas. We also reserve the right to inspect and search electronic resources such as computers, networks, servers, Internet services, e-mail, voicemail, text messages, instant messages, office and cell phones,

scanners, copy machines, and fax machines in accordance with the Computer and Communications Systems Policy. City First Church also reserves the right to conduct inspections of property brought on to its premises by employees, contractors, vendors, or others. A refusal to cooperate in an inspection may result in disciplinary action up to and including termination.

II. WAGE AND SALARY POLICIES

Payment of Wages

City First Church pays you semi-monthly, on the 15th and 30th of each month. Holidays and weekends falling on the 15th or the 30th alter this schedule somewhat, and annually we will publish a payroll schedule with specific pay dates, available upon request from Human Resources. The work week begins on Sunday at 12:01 a.m. and ends Saturday at 12:00 midnight.

Breaks and Lunches

City First Church provides non-exempt employees with a fifteen-minute break period for each four hours of work. Break periods may be taken near the middle of the four-hour work period. City First Church also provides a thirty- minute unpaid lunch period to employees who work more than five hours in a workday.

The Department Head will establish break times. You may not accumulate break periods to reduce working hours or to provide time off for personal business. No work may be performed during the break and lunch periods.

Direct Deposit

Direct deposit of your pay at the financial institution of your choice is available. We strongly encourage you to utilize the direct deposit program.

For those not electing direct deposit, paychecks will be made available to the departments by 10:00 a.m. on payday and will be distributed by the employee's supervisor.

City First Church will not cash your paycheck.

Honoraria

With the exception of serving at weddings and funerals, you may not receive an honorarium paid from City First Church funds for services rendered in the scope of your employment. If a service is performed by you in the scope of your employment, and the recipient of that service wishes to pay an honorarium to you, then the honorarium check must be made payable to City First Church.

Honoraria for services rendered by you outside the scope of your employment with City First Church may be paid directly to you.

An honorarium includes:

- Cash gift
- Gift certificates
- Other tangible gifts (e.g. flowers, pen and pencil sets, etc.)

Overtime

Occasionally, it may be necessary for non-exempt employees to work overtime. Non-exempt employees must have their supervisor's approval prior to working any overtime. The working of unauthorized overtime is prohibited and may subject an employee to discipline. It is also improper for a non-exempt employee to work overtime, but not to record or enter those hours in the time system.

Non-exempt employees who hold more than one position at City First Church will be compensated for the second position at the hourly rate normally associated with that position. For example, if an administrative assistant also works as a nursery worker on Sunday mornings, then the hourly rate paid will be the rate customarily paid to a nursery worker. In this situation, hours worked in excess of 40 per work week will be paid based on a pro-rata blended hourly rate.

Overtime will be paid based on all hours worked over 40 in a work week. Note that certain pay for time not worked, such as vacation or paid leaves, is not counted toward the 40-hour threshold for overtime.

Salaried exempt employees may work more than 40 hours in a work week, but are ineligible for overtime pay.

Time Recording Policy

All non-exempt employees are required to maintain electronically an accurate time record of all hours worked. Non-exempt employees are to record their actual log in and log out times:

- When work begins and when work ends
- When starting or returning from a scheduled lunch period
- When leaving or returning to the work premises for other non-work-related reason.

You must not log your starting time until you are ready to report directly to your workstation and begin work. "Off-clock" hours worked are not permitted.

You must never log another employee in on the electronic time clock. If a change or correction is to be made on a time record, both you and your supervisor must initial the revision on the time register.

When non-exempt employees leave work premises (except for lunch and work-related errands), they are expected to obtain approval of their departure from their ministry Department Head. Exempt employees should inform the departmental administrative assistant of their whereabouts

Violations to these guidelines may result in disciplinary action, up to and including possible termination

A separate electronic log-in classification/account must be established if you have more than one job classification. You must obtain approval from Human Resources for more than one job classification.

Employee Cash Advances

Employee cash advances or Payroll advances are not permitted at City First Church.

III. BENEFIT POLICIES

Please note: If there is any conflict between the terms of any benefit plan described in this handbook and the terms of any benefit plan as described in the plan's summary plan description or plan document, the terms of the summary plan description or plan document shall be controlling. For more detailed information about your benefits, you are encouraged to consult those documents.

Benefit Waiting Period

In order to be eligible for certain benefits provided by City First Church, you must complete a "benefit waiting period." The benefit waiting period may differ by benefit. You should refer to each benefit described for specific requirements.

Your qualifications for benefits and participation in any benefit plan do not change the at-will nature of your employment with City First Church. Your status as an at-will employee continues through and after the completion of your "benefit waiting period".

Continuing Education and Professional Memberships

Investing in our employees improves our organization. Where it is beneficial for both City First Church and you, and within budgetary restrictions, City First Church may pay for continuing education seminars or membership in professional organizations. Requests must be approved in advance.

Flexible Spending Plan

City First Church sponsors a Flexible Spending Plan or "125 Plan" for the benefit of its employees. If you are eligible, you can defer a part of your compensation into the plan pre-tax. This tax savings can be a significant benefit to you. Our plan has several components by which you can pay for certain benefits pre-tax.

Health Premium Account This benefit is designed for employees who are eligible and elect to participate in the City First Church health plan. This account allows you to pay for health premiums on a pre-tax basis.

Dependent Care This benefit provides for the reimbursement of eligible dependent care expenses.

Medical Reimbursement This benefit provides reimbursement for certain medical expenses not covered by health insurance.

Retirement Savings

City First Church sponsors a retirement savings plan for the benefit of employees. The plan helps employees prepare financially for their retirement years. Specific information on eligibility requirements and how the plan works is contained in the plan's Summary Plan Description.

Health Insurance Plan

Health insurance may be available to full-time employees. If you qualify for coverage and elect coverage under the Plan, you will receive specific information on the Plan via a booklet or booklets at your time of eligibility. City First Church and you share in the health care premium. The amount of City First Church's contribution is established each year and may change.

Spousal Coverage Purpose and Eligibility: City First Church purposes to establish clear guidelines regarding the eligibility of spouses for enrollment in City First Church's group health insurance plan, ensuring responsible stewardship of resources while aligning with common employer practices. This policy is subject to annual review and may be amended to reflect changes in federal or state regulation, insurance provider policies, or organizational needs.

City First Church requires that if an employee's spouse has access to health insurance through their own employer, the spouse must enroll in that employer-sponsored plan. Enrollment in City First Church's health plan is only permissible if the spouse is **not** offered health coverage through their own employment.

Exception:

- **Cost-Prohibitive Coverage:** If the spouse's employer-sponsored plan requires the spouse to pay the full premium cost without any employer contribution, making it financially burdensome, the spouse may be eligible for primary coverage under City First Church's plan.

Verification Requirements:

- Employees must complete an annual **Spousal Coverage Attestation Form** during the Open Enrollment period, confirming the spouse's eligibility status.
- Employees are responsible for notifying Human Resources within 30 days of any change in the spouse's employment or insurance status that affects eligibility.

Spousal Coverage Compliance and Enforcement: Failure of provide accurate information regarding a spouse's eligibility may result in denial of coverage or removal from the health plan. Intentional misrepresentation of eligibility status may lead to disciplinary action, up to and including termination of employment.

Tuition Discounts

Christian Life School Tuition Discounts City First Church employees may receive Christian Life School tuition discounts. Please contact HR for eligibility and current discounts.

Termination

Upon termination, health and medical insurance benefits will be discontinued at the end of the month in which the employee is terminated. The employee will be charged the "employee portion" of the benefit premium(s) for the remainder of the month, regardless of the date of termination. This charge will be applied against the employee's last paycheck.

IV. VACATIONS, HOLIDAYS AND LEAVES

Bereavement Leave

City First Church recognizes that the death of a family member is a very difficult time for an employee. Every effort will be made to ensure that the employee is able to attend to family matters.

Eligible Employees All full-time employees are eligible for paid bereavement leave. Other employees may be eligible for time off without pay.

Paid Benefit For the death of an immediate family member (employee's spouse, children, parents, brothers, sisters, grandparents, spouse's children, spouse's parents, spouse's grandparents, or other relatives that reside in the employee's household), eligible employees may receive Paid Bereavement Leave of up to three consecutive work days for a local funeral or five consecutive work days for an out of the area funeral. For the death of a relative other than an immediate family member, with supervisor approval, the employee may be paid up to three additional workdays per year. Employees who require more days away from work than is allowed under this leave may request the use of vacation or personal leave, subject to supervisor approval.

Unused Bereavement Leave does not roll over from year to year and is not paid out at year's end, nor upon termination of employment. Bereavement Leave is paid based on the employee's regular rate up to a maximum of eight hours per day.

Unpaid Benefit For employees who are not eligible for paid Bereavement Leave, a similar number of unpaid leave days may be available with supervisor approval.

Procedure The employee's supervisor should be notified immediately of the death of any family members or relatives as mentioned above. The supervisor will contact the payroll manager and furnish any needed information for payroll purposes.

Domestic and Sexual Violence Leave

Pursuant to the Illinois Victims' Economic Security and Safety Act (VESSA), City First Church grants leave to its employees who are victims of domestic or sexual violence or to those who have family members who are victims of domestic or sexual violence and whose interests are not adverse to the employee as it relates to the domestic or sexual violence based upon the following requirements, terms, and conditions.

Eligibility All employees are eligible for leave under this policy. Employees are entitled to a maximum of 12 weeks of domestic or sexual violence leave during a 12-month period.

Reasons for Leave An employee who is a victim of domestic or sexual violence or to who has a family or household member who is a victim of domestic or sexual violence and whose interests are not adverse to the employee as it relates to the domestic or sexual violence may be entitled to leave for the following reasons. ("Family or household member" means a spouse, parent, son, daughter, and persons jointly residing in the same household.)

- Seeking medical attention for or recovering from physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member.
- Obtaining services from a victim services organization for the employee or the employee's family or household member.
- Obtaining psychological or other counseling for the employee or the employee's family or household member.
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security.
- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Notice You should give at least 48 hours' notice prior to the commencement of your leave, unless such notice is not practicable. If you cannot give 48 hours' notice, you must provide certification of your need for leave as described below.

Certification City First Church will require you to provide certification that you or your family or household member is a victim of domestic or sexual violence, and the leave is for one of the purposes outlined above.

You must provide certification to City First Church within a reasonable period after the certification is requested. The certification may take the form of a sworn statement by the employee, and upon obtaining such documents, the employee shall provide:

- Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence; or
- A police or court record; or
- Other corroborating evidence.

Confidentiality All information pertaining to the use, notice and certification of domestic and sexual violence leave provided to City First Church shall be retained in the strictest confidence, except to the extent that disclosure is requested or consented to in writing by you or otherwise required by applicable law.

Intermittent Leave Intermittent leave or reduced leave (i.e., taking leave in separate blocks of time, rather than leave for a continuous period of time) may be available.

Twelve Months Employees are entitled to up to 12 workweeks of VESSA leave during each consecutive twelve-month period. The initial 12-month period is measured forward from the date the employee first takes VESSA leave. The next 12-month period begins the first time VESSA leave is taken after completion of any previous 12-month period.

Unpaid Leave Domestic or sexual violence leave is without pay. You may decide, however, to substitute for VESSA leave an equivalent amount of paid leave that you have available, such as vacation pay, or an equivalent amount of any unpaid leave that you have available, until such paid or unpaid leaves have been exhausted. In no situation may you duplicate benefits or attempt to use benefits simultaneously that would result in you receiving benefits greater than 100% of your base hourly or salary rate. The remaining weeks of leave will be without pay.

Health and Medical Benefits During family and medical leave, your health benefits will be continued under the same conditions as if you had remained actively employed.

Other Benefits During VESSA leave, other benefits do not continue to accrue.

Reporting City First Church may require you to report periodically, in writing, of your status and intention of returning to work upon completion of leave.

Return to Work Upon completion of leave, City First Church will restore you to the position you held prior to the leave, or to a substantially equivalent position, subject to exceptions as provided by law.

Family and Medical Leave

City First Church grants family and medical leave based upon the following requirements, terms, and conditions.

Eligibility Employees who have been employed for at least 12 months with City First Church and who have had at least 1,250 hours of service during the previous 12-month period are eligible for FMLA leave.

Leave Benefit Eligible employees are entitled to a maximum of 12 weeks of FMLA leave during a 12-month period. Employees who qualify for Service Member Family Leave (as described below) are entitled to a maximum 26 weeks of leave during a single 12-month period.

When both spouses work for City First Church, special rules may apply:

- If both you and your spouse work for City First Church, then both spouses will be limited to the use of a total of 12 weeks of leave between them when the leave is due to the birth, adoption or placement of a child.
- If both you and your spouse work for City First Church, then both spouses will be limited to the use of a total of 26 weeks of leave between them in a single 12 month period when the leave is due solely to Service Member Family Leave, or a combination of Service Member Family Leave and any other leave authorized by this policy.

Reasons for Leave You may take FMLA leave for the following reasons:

- The birth, adoption, or foster placement of a child.
- Your own serious health condition.
- The serious health condition of a spouse, child or parent (you may be required to provide documentation or a statement of family relationship).
- A qualifying exigency or emergency situation (called a "Qualifying Emergency" in this policy) arising out of a child, spouse, or parent being a member of a regular component of the Armed Forces, the National Guard, or Reserve and being deployed to a foreign country or being called to active duty in support of a qualifying military action.

Examples of Qualifying Emergencies include the following events *as long as they are related to a covered military member's active duty or call to active duty*:

Short-Term Deployment To address issues that arise from the fact that a covered military member is notified of an impending call or order to active duty seven or less calendar days prior to the date of deployment. Note that leave taken for this purpose can only be used for a period of seven calendar days beginning on the date a covered military member is notified of an impending call or order to active duty in support of a contingency operation;

Military Events

- Attendance at any official ceremony or event sponsored by the military.
- Attendance at a family support or assistance program and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross.

Childcare and School Activities

- Arrangement of alternative childcare when the active duty or call to active duty status of a covered military member necessitates a change in existing childcare arrangements.
- The provision of childcare on an immediate need basis (but not on a routine basis).
- Enrollment in or transfer to a new school or day care facility.

- Attendance at meetings with staff at a school or a daycare facility, such as meetings with school officials regarding disciplinary measures, parent-teacher conferences, or meetings with school counselors.

Financial and Legal Arrangements

- Financial or legal arrangements to address the covered military member's absence, such as preparing and executing financial and healthcare powers of attorney, transferring bank account signature authority, obtaining military identification cards, or preparing or updating a will or living trust.
- To act as the covered military member's representative before a federal, state, or local agency for purposes of obtaining, arranging, or appealing military service benefits while the covered military member is on active duty or call to active duty status, and for a period of 90 days following the termination of the covered military member's active duty status.

Counseling Attendance at counseling provided by someone other than a health care provider for oneself, for the covered military member, or for a child of the covered military member, or a child of the covered military member.

Rest and Recuperation

- Spending time with a covered military member who is on short-term, temporary, rest and recuperation leave during the period of deployment.
- Note that leave taken for this purpose is limited to up to five days of leave for each instance of rest and recuperation.

Post-Deployment Activities

- Attendance at arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status.
- Time required to address issues that arise from the death of a covered military member while on active duty status, such as meeting and recovering the body of the covered military member and making funeral arrangements.

Additional Activities To address other events provided that City First Church and employee agree that such leave shall qualify as an exigency (emergency), and agree to both the timing and duration of such leave.

To care for a spouse, child, parent, or nearest blood relative who is a member of the Armed Forces, including a member of the National Guard or Reserves. (This is also known as "Service Member Family Leave"). To qualify for Service Member Family Leave, the service member must be undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the

temporary disability retired list, for a serious injury or illness. Service Member Family Leave also applies to a similarly situated veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy.

Notice by Employee Where your need for leave is foreseeable, you must give at least 30-day's notice prior to the commencement of your FMLA leave. In emergency or other situations where you cannot give 30-day's notice, you are expected to give notice as soon as practicable. If you fail to give the required notice for a foreseeable leave with no reasonable excuse, City First Church may delay the taking of leave until at least 30 days after you provide notice of the need for leave.

In the case of leave due to a Qualifying Emergency arising out of a family member's active duty military service, you should give as much notice as is reasonable under the circumstance

Certification When leave is due to your own serious health condition, the serious health condition of your child, spouse or parent, or in the case of Service Member Family Leave, the leave request must be supported by medical certification from an authorized health care provider. In the case of Qualifying Emergencies, you must also provide a certification of your need for leave. You must complete and submit certifications within 15 calendar days after you are requested to provide certification, absent unusual circumstances that do not allow you to provide certification within that 15-day period, despite your best efforts.

- **Certification Must Be Complete** Your certification must be complete. If it is determined that your certification is incomplete, you will be notified about what additional information is necessary. You will have seven calendar days to complete the certification with the requested necessary information. Failure to provide an adequate certification may lead to the delay or denial of leave.
- **Second or Third Opinion** In the case of medical certifications, City First Church reserves the right to require a second medical opinion if it has reason to doubt the validity of a medical certification. If the opinion of your health care provider and City First Church's health care provider disagree, City First Church may require you to obtain a certification from a third health care provider. The opinion of the third health care provider will be final. The cost of the second and third opinions will be the responsibility of City First Church.
- **Recertification** Under certain circumstances, City First Church may request recertification of the serious health condition.
- **Annual Certification** If the need for leave due to a serious health condition lasts longer than a leave year, City First Church may require you to provide a new medical certification.

- **Qualifying Emergency** When leave is due to a Qualifying Emergency, City First Church may require as certification a copy of the covered military member's active duty orders or other similar documentation that may be issued by the military.

Intermittent and Reduced Leave Intermittent leave (i.e., taking leave in separate blocks of time, rather than leave for a continuous period of time) and reduced leave (i.e. a reduction in your usual number of working hours per day or per week) may be available for leave due to:

- Your own serious health condition
- The serious health condition of your spouse, parent or child
- Service Member Family Leave, or
- Leave due to a Qualifying Emergency

Except for leave due to a Qualifying Emergency, the need for leave on an intermittent or reduced basis must be due to a medical necessity. City First Church requests your assistance in scheduling intermittent or reduced leave so that there is as little disruption to operations as possible, while still meeting the medical needs of you or your family member. Except in the case of leave due to a Qualifying Emergency, when you request intermittent leave, City First Church reserves the right to assign you to an alternative position with equivalent pay and benefits that better accommodate your intermittent leave schedule.

Twelve-Month Period

- **Service Member Family Leave** In the case of Service Member Family Leave, the 12-month period in which you may take your 26 weeks of leave will begin on your first day of Service Member Family Leave and will continue for the next 12 months.
- **All Other FMLA Leaves** For all other FMLA leaves, City First Church will use the "12-month backward" method in determining the number of weeks of FMLA leave to which you are entitled. Under this method, when you make a request for FMLA leave, City First Church examines your FMLA leave record for the past 12 months. In that 12-month time period, you will be entitled to take a maximum of 12 weeks of family and medical leave.

Unpaid Leave FMLA leave is without pay, except that you will be required to substitute paid vacation, sick, personal or other paid time off for FMLA leave until such paid leave has been exhausted. Leave that qualifies as paid leave under a temporary disability benefit plan (if any) also runs concurrently with FMLA leave and no other paid time off is substituted for this leave. Leave that qualifies as paid leave under state workers' compensation laws also runs concurrently with FMLA leave and no other paid time off is substituted for this leave. In no situation may you duplicate benefits or attempt to use benefits simultaneously that would result in you receiving benefits greater than 100% of your base hourly or salary rate. After all paid leave of any kind has been exhausted, the remaining weeks of FMLA leave will be without pay.

Health and Medical Benefits While you are on FMLA leave, your health benefits will be continued under the same conditions as if you had remained actively employed.

- **Payment of Premium** You must continue to pay your usual share of your health insurance premium. If your FMLA leave is paid, the premium will be deducted as usual from your paycheck. If your leave is unpaid, your payment is due at the same time as it would normally be due when deducted from your paycheck. You must deliver payment to City First Church.
- **Loss of Insurance Coverage** If your premium payment is more than 30 days late, you may lose insurance coverage.
- **Recovery of Insurance Premiums Paid on Your Behalf** If you do not return to work at the completion of your FMLA leave, City First Church, in some situations, may recover the health care premiums it paid on your behalf.

Other Benefits During FMLA leave, other benefits do not continue to accrue.

Reporting while on FMLA Leave City First Church may require you to report periodically of your status and intention of returning to work upon completion of FMLA leave. Typically, these reports will be required every 30 days, but may depend on your individual situation. If circumstances change and you need more or less FMLA leave than originally anticipated, you must notify City First Church of the changed circumstances within two business days, where foreseeable.

Fitness for Duty Certification Before City First Church restores you to your position after leave due to a serious health condition that made you unable to perform your job, you must submit a medical certification from your health care professional that you are able to resume work. This certification will only be with regard to the particular health condition that caused your need for FMLA leave.

Return to Work Upon completion of leave, City First Church will restore you to the position you held prior to the leave, or to a substantially equivalent position. Certain "key" employees, however, (who are among the highest paid employees of City First Church) might not be reinstated to any position. "Key" employees will be notified of their status in writing when they apply for FMLA leave and will receive notice at that time of the potential consequences with respect to reinstatement and maintenance of health benefits if they are not reinstated. City First Church will notify "key" employees in writing the reasons for denying reinstatement when such decision is made.

Family Military Leave

City First Church recognizes the sacrifice of men and women called to active military service. City First Church also recognizes the effect of active duty service on family members left behind. This policy provides for leave for spouses, parents, children and grandchildren of a person called to military service lasting longer than 30

days with the State of Illinois or United States pursuant to the orders of the Governor of the State of Illinois or the President of the United States.

Employee Qualifications To be eligible for Family Military Leave, an employee must have been employed by City First Church:

For at least 12 months

- For at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.
- Must be a spouse or parent of an individual called to military service.

Qualifying Circumstances Employees qualify for Family Military Leave if their spouse, child, parent or grandchild is called to military service lasting longer than 30 days with the State of Illinois or United States pursuant to the orders of the Governor or the President of the United States

Length of Leave Employees may take up to 30 days of Family Military Leave during the time federal or State deployment orders are in effect. The number of days of leave provided to an employee because the employee's spouse or child is called to military service, however, will be reduced by the number of days of leave provided to the employee under the City First Church Family and Medical Leave policy because of any Qualifying Emergency.

Notice If leave will be five or more consecutive days, employees must give at least 14 days notice of their intent to take Family Military Leave. Employees taking Family Military Leave for less than five consecutive days shall give the employer as much advanced notice as is practicable.

Where able, you must also consult with your supervisor to schedule the leave so as not to disrupt unduly the operations of the organization.

Certification City First Church may require certification from the proper military authority to verify the employee's eligibility for the Family Military Leave requested.

Unpaid Leave Family Military Leave is without pay.

Return to Work Upon return from leave, City First Church will restore the employee to the position held by the employee when the leave commenced or to a position with equivalent seniority status, pay, and other terms and conditions of employment.

Holidays

Recognized Holidays Each year, City First Church publishes a holiday schedule for the holidays it will recognize and the dates those holidays will be recognized.

Due to the unique nature of City First Church's operation, you must check with your supervisor to determine your Holiday schedule.

Typically, recognized Holidays include:

- New Year's Day*
- Good Friday (Does not include pastoral or ministry staff)
- Memorial Day
- Independence Day*
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Day*
- One additional day either before or after Christmas

* Depending on where the holiday falls, work may be required for pastoral and ministry staff for services or events. The church leadership may designate another day off.

Eligibility Only Exempt full-time employees are eligible for Holiday pay. Exempt employees are eligible for Holiday pay upon hire. To receive holiday pay, you must work your entire last scheduled workday before and your entire first scheduled workday after the holiday (unless you are on a scheduled vacation or other absence excused by your department head/supervisor). Employees who are absent before or after the holiday must present satisfactory proof of the reason for the absence (e.g., physician's note) before the absence will be excused. Employees who are on leave are ineligible for holiday pay.

Jury Duty

You are encouraged to serve jury duty when called. In order to reduce interruptions to the normal flow of work that may be caused by your absence, you must contact your supervisor as soon as possible after you have received your jury notice. You will be required to present a copy of the jury duty summons. You will be paid in full while serving on a jury for up to 5 workdays. Exempt employees will be paid for up to 5 workdays and/or for the remainder of any partial work week. In the event you are dismissed from jury duty early on any day, you must report to work for the remainder of that business day.

In the event you are summoned to appear before a court as a witness, you will be allowed unpaid time off to appear. Exempt employees will be paid for time off as a witness as required by Department of Labor regulations.

Leave of Absence

Purpose The intent of this policy is to specify when a leave of absence may be granted for reasons that do not qualify for leaves mandated by law. The intent of this policy is also to identify the normal types of situations for which a leave of absence is provided.

Eligibility All regular employees who have completed six months of employment are eligible to apply for a leave of absence. Granting the leave is at the discretion of City First Church and is subject to conditions stated below.

Practice Any eligible employee may apply for a leave of absence. The maximum amount of leave will depend upon the reason for which the leave is granted; however, leaves of absence typically will not exceed 30 days. The typically accepted reasons for leave of absence are:

Medical An employee may qualify for a leave of absence for medical reasons due to illness, disability (including those related to maternity), or injury (work related or non-work related). The employee may qualify for a leave of absence if the employee is unable to perform the essential functions of his/her job because of the employee's serious medical condition. A medical statement from the treating physician must *accompany* the request for leave to verify the need and estimated length of disability. An employee who suffers a sudden accident or illness should complete a leave of absence request as soon as he/she is able.

An employee will be required to pass a fitness-for-duty medical exam upon the return from a personal medical leave.

Personal Leaves may also be granted for emergency, personal, or family medical reasons.

Return to Work Whenever possible, City First Church will attempt to place an employee in his/her former position or position of similar nature upon return from leave of absence; however, City First Church cannot guarantee that a position will be available upon expiration of the leave of absence. If a suitable position is not available, the employee may be terminated.

Military Leave

City First Church supports and respects those individuals who serve our country in the military. As a sign of that support, we will comply with the federal Uniformed Services Employment and Reemployment Rights Act (USERRA).

Employee Eligibility City First Church will grant military leaves of absence to part-time and full-time employees who enlist for up to five years of active duty in the United States military or who miss work because of reserve or National Guard training or a call-up to active duty.

Notification of Absence Employees who must take military leave should request military leave in advance whenever possible. When advance notice is precluded, employees or their families should notify City First Church as soon as possible.

Pay During Leave Military leave generally is unpaid, unless an employee elects to use vacation or personal leave to receive pay during military leave. However, exempt salaried employees absent only part of a workweek to perform military service are paid in full for the workweek.

Health Coverage during Leave During an unpaid military leave of absence, City First Church continues to subsidize an employee's group health care benefits for up to 30 days. Employees on military leave for 31 days or longer are eligible for family health benefit coverage from the military. They also can arrange to continue their coverage under City First Church's group health plan for up to 24 months. Employees opting for continued coverage under City First Church's health plan are responsible for paying 102 percent of the premium cost.

Impact of Leave on Other Benefits Employees on military leave do not accrue vacation or sick leave. However, the time off counts toward an employee's length of service in determining the rate at which employees accrue vacation, pay, and other benefits after returning from military leave. Once an employee returns from active duty, he or she will also have the right to contributions and or deferrals into the City First Church retirement savings plan.

Return to Work Employees returning from military service of 30 days or less must report to work at the start of the next work period, allowing eight hours for travel after the end of service. Employees returning from military service of 31 to 180 days must apply for reinstatement within 14 days of concluding service. Those serving longer than 180 days must apply for reinstatement within 90 days of ending military service. Exceptions to these deadlines are possible when circumstances beyond an individual's control prevent returning to work or applying for reinstatement within the specified period. Extensions also are permitted when individuals require convalescent time after military service. In all other cases, individuals who fail to report to work or apply for reinstatement within the specified period are subject to the church's disciplinary policy for unexcused absences.

Reinstatement Rights Employees returning from military leave have reinstatement rights to their former positions or, if qualified, to the jobs they would have held without any break in service.

Employees who no longer qualify for their former or equivalent positions will be offered training to bring their qualifications up to the level needed. If training does not qualify the returning employee for reinstatement to the former or an equivalent position, he or she can be reinstated to a position with lesser pay and status, but with no loss in seniority. Employees who terminated group health plan coverage while on military leave can resume coverage under the organization's plan without waiting periods or exclusions. However, conditions that the Secretary of Veterans Affairs determines have been caused or aggravated by an employee's military service can be excluded or subject to waiting periods.

Mission Trip Leave

Eligibility Regular full-time and regular part-time employees who wish to participate in a City First Church sponsored mission trip are eligible for paid mission trip leave. The benefit waiting period for this leave benefit is one year.

Benefit Schedule The benefit is one week of pay based on the employee's average weekly hours worked and paid at the employee's regular hourly rate or weekly salary.

Restrictions Mission trip leaves may only be taken once every five years. If a mission trip is taken more often, vacation time or other paid time off must be used, unless the trip is required as a part of your job duties.

Personal Days

Eligibility Exempt full-time regular church employees are eligible for eight paid Personal Days per year. The benefit waiting period for paid Personal Days is 90 days.

Personal Day Use Personal Days may be used for absences due to illness, injury, disability, personal business or any personal reason that is not work-related and must be taken in full-day increments. In the event of extended illness, Personal Days will be used first and then paid Vacation may be used. A doctor's certification may be requested for any absences lasting three or more consecutive days, and City First Church reserves the right to request a doctor's statement at any time. Employees must submit Personal Day requests to their supervisor for approval.

Benefit Schedule Personal Days do not carry over from year to year. Any Personal Days unused at the end of the benefits year are forfeited. Unused Personal Days have no financial value and are not paid out upon termination or resignation.

IL Paid Leave Act All non-exempt employees located in and working in Illinois will accrue 1 hour of paid leave for every 40 hours worked, up to a maximum of 40 hours per year. The leave can be used for any reason and employees can take the leave in 2-hour increments. Employees taking leave under this policy should submit requests to their supervisor for approval with 7 days advance notice given for foreseeable leave, or as soon as practically possible for unforeseeable leave. To comply with the Illinois Paid Leave Act usage limits, employees are limited to taking a maximum of 40 hours of paid leave per year. Unused leave pursuant to this policy will carryover at a maximum of 40 hours carryover.

All exempt employees located in and working in Illinois are already provided with eight personal days per year, given at the start of the year, under the Church's Personal Days policy and therefore do not accrue any additional time off under the Illinois Paid Leave Act.

Short Term Salary Continuance/Disability

City First Church provides basic protection of an employee's earnings when that employee becomes disabled as a result of non-work-related sickness or injury.

Eligibility Full-time exempt and regular employees are eligible for Short Term Disability Pay. The benefit waiting period for Short Term Disability Pay is 90 days.

Benefit A total of one month may be paid per disability occurrence. Payment of this benefit will begin: (1) after five continuous days of absence from work; and (2) after all unused personal and vacation days have been used by the employee. For ministerial staff, full pay during waiting periods for disability insurance will be effective from the first day of disability.

Procedure To qualify for Short Term Disability Pay, an employee must be under a doctor's care and must provide medical certification of the disability. Employees cannot return to work from Short Term Disability without a doctor's release. City First Church has full discretionary authority to determine eligibility for Short Term Disability Pay and to construe the terms of Short-Term Disability Pay.

Vacation Pay

City First Church employees receive vacation pay based on the following.

Eligibility Vacation is available to Exempt full-time employees.

Benefit Schedule

Ministerial and Administrative/Managerial Staff These staff members' vacation is determined by their **length of service in the ministry** and not on length of full-time service at City First Church.

Length of Service in Ministry	Vacation
Less than 6 months	No vacation earned
7 through 12 months	1 Week
1 Year through 4 Years	2 Weeks
5 Years through 14 Years	3 Weeks
15 Years and above	4 Weeks

For staff members whose typical days off are not Saturday and Sunday, the following procedure will apply for the purpose of counting vacation days:

- Saturday will be considered as a normal day off and not charged against vacation.
- Sunday and days other than the normal day off will be counted as workdays, and therefore, charged against vacation.

Support Staff Exempt full-time support staff employees will accrue vacation based on their anniversary date and their length of **continuous service with City First Church**:

Length of Service	Vacation
After accruing . . .	
Less than 6 months	No vacation earned
6 months of continuous service	1 Week
1 through 4 years	2 Weeks
5 through 14 years	3 Weeks
15 years and above	4 Weeks

Unused paid vacation does not carry over from year to year. If not used by the end of the fiscal year, remaining vacation time will be forfeited. Upon termination, you will be paid for all earned but unused vacation, with the following criteria:

Upon termination, exempt full-time status employees with at least three (3) full years of full-time/exempt status service to the organization may be eligible to receive compensation for accrued unused vacation under the following conditions:

- The staff member was full-time employed with exempt status through his or her three-year anniversary date of hire.
- The staff member has been employed as a full-time/exempt employee for the previous three years before his or her third anniversary date of hire.
- The staff member who is involuntarily terminated for disciplinary or performance reasons will not be eligible for compensation of vacation benefits upon termination.
- Staff members who are regularly scheduled less than 40 hours per week are not eligible to be compensated for unused accrued vacation hours.
- In ALL cases, unused accrued vacation will be compensated or withheld at the sole discretion of Senior Leadership Team, as the vacation policy is intended to reward staff and provide for adequate rest and recreation. It is not intended to provide a financial benefit upon separation.

(Note: Unused Personal Days have no financial value and are not paid out upon termination or resignation.)

Vacation & Personal Time Off Requests

City First Church sincerely values the hard work and performance of each of our leaders, which is why we provide a benefit of vacation time and personal time. Vacation time and personal time policies are as follows:

For Leadership Team, or those department heads that have direct oversight to our critical weekly Sunday Morning Activities –

Selection of Dates

Please use great wisdom when submitting requests, understanding the peak seasons of ministry at City First Church. Please understand, at times, requests may need to be denied, with reason, due to the unique nature of our operation.

Ensure your department will have proper leadership and coverage during your absence. If other leaders or key performers for the successful operation of your department already have approved vacation or personal time, please reconsider your vacation request before submitting for approval.

Please plan your vacation well in advance and submit your requests as soon as possible, so that you may make any necessary preparation to ensure the successful continual operation of your department/ministry during your absence. Before leaving, ensure all responsibilities normally performed by you, will be performed by others in your absence to provide a seamless experience.

Vacation Blackout Dates

From time to time, it may be required that all leadership staff be available for our larger ministry events, seasons and community outreaches, such as, but not limited to, the Christmas Season or Easter. The Directional Leadership Team may institute other "Vacation Blackout Dates" as needed, in which no vacation/personal times may be honored for leadership staff to ensure the successful operation of our overall ministry. If any time other than normal "peak ministry" black-out dates occur, the Directional Leadership Team will notify staff as needed.

Vacation Submittal Process

Please clear all vacation/personal requests with your direct supervisor/leadership and inform others in your department of your planned absence. You must submit your request eSelfserve.com as well, as this is the official means of recording vacation time requests. You will receive an approval or denial e-mail once your supervisor has reviewed your request. Any requests not submitted through eSelfserve.com may be subject to not being honored. These vacation policies are subject to change at any time. Staff will be made aware when such changes are made.

Scheduling Vacation All vacations are subject to advance approval by your supervisor. You must submit your vacation request at least one week in advance for a one-week vacation. For vacations longer than one week, you must submit your vacation request at least two weeks in advance. Requests for vacations of less than one week must be submitted at least 24 hours in advance. Exceptions may be made for family emergencies.

Vacations should be taken in five full-day increments, unless approved by a supervisor.

Payment Employees receive vacation pay in accordance with the normal payroll cycle. If a holiday occurs during vacation, the day will be treated and paid as holiday pay instead of vacation pay.

V. *EMPLOYEE CONDUCT*

Discipline

Employees of City First Church are responsible adults who can be expected to observe basic rules of good conduct and behavior. There are times, however, when problems arise. For that reason, it is necessary to have guidelines to address those situations. The following rules are designed to protect the welfare of employees and to promote a safe and efficient workplace. Of course, no list of rules can address every possible situation. Common sense and reasonable behavior should be your guide. The "Rules of Conduct" section below contains a partial list of work rules, the violation of which may lead to discipline or discharge. City First Church reserves the right to discipline or discharge employees for reasons not listed below.

Whenever an employee's actions or conduct is contrary to these work rules or other policies or procedures of City First Church, it may be necessary to implement disciplinary measures. City First Church evaluates each case of misconduct and takes those steps it deems appropriate. Disciplinary action may include verbal warnings, written warnings, suspension, or termination. City First Church, in its sole discretion, will determine what level of discipline is appropriate. At all times the relationship between City First Church and its employees is employment-at-will.

Rules of Conduct

Workplace rules are necessary in order to promote a safe, efficient business operation. The following list of Rules of Conduct is not all-inclusive, but rather it is intended to serve as an illustration of the types of conduct that will not be accepted in the workplace. City First Church reserves the right to discipline or discharge for reasons not listed below.

- Acts of insubordination
- Abuse, misuse, theft, or the unauthorized possession or removal of City First Church property or the personal property of others
- Divulging confidential City First Church information to unauthorized persons
- Disorderly conduct on City First Church property, including fighting or attempted bodily injury, the use of profane, abusive, or threatening language toward others, or unlawful possession of a weapon
- Violation of any law that would adversely affect City First Church, or conviction in court of any crime that may cause the employee to be regarded as unsuitable for continued employment
- Marking or signing the Timesheet of another employee or knowingly allowing another employee to mark or sign their Timesheet
- Offensive or inappropriate actions that could harm the integrity or reputation of City First Church
- Violation of the City First Church Code of Ethics or Safety and Protection policies
- Immoral conduct that brings reproach upon the name of the Lord Jesus Christ and/or City First Church

- Disregard of rules or policies
- Conviction of a felony
- Reporting for work under the influence of drugs or alcohol, or violating the Substance Abuse Policy
- Leaving work without permission
- Excessive tardiness or absenteeism in violation of the Attendance Policy
- Violating policies on Computer and Communication Systems usage
- Conducting personal business at work
- Creating dissension and causing morale to degenerate
- Wasting or destroying property
- Excess gambling
- Inadequate job performance
- Violating policy on harassment and sexual harassment
- Violating any of the other "Employment Policies" listed in this Handbook
- Taking any other action not listed above which City First Church believes warrants discipline or discharge

City First Church and its employees have the right to discontinue their employment relationship at any time and for any reason.

Code of Conduct Regarding Abuse

Abuse definitions

1. Physical abuse is injury that is intentionally inflicted upon others.
2. Sexual abuse is any contact of a sexual nature that occurs.
3. Emotional abuse is mental or emotional injury to others that results in an observable and material impairment in their growth, development, or psychological functioning.
4. Neglect is the failure to provide basic needs or the failure to protect others from harm.

The following policies are intended to assist staff and volunteers in making decisions about interactions with others. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your supervisor. We are committed to creating an environment that is safe, nurturing, empowering, and that promotes growth and success.

No form of abuse will be tolerated and confirmed abuse will result in immediate dismissal from City First Church. All reports of suspicious or inappropriate behavior with others or allegation of abuse will be taken seriously. City First will fully cooperate with authorities if allegations of abuse are made that require investigation.

The Code of Conduct outlines specific expectations of the staff and volunteers as we strive to accomplish our mission together.

- Others will be treated with respect at all times.
- Others will be treated fairly regardless of race, sex, sexual orientation, gender identification, age, or religion.
- Staff and volunteers will adhere to uniform standards of displaying affection as outlined by our organization.
- Staff and volunteers will avoid affection that cannot be observed by others.
- Staff and volunteers will adhere to uniform standards of appropriate and inappropriate verbal interactions as outlined by our organization.
- Staff and volunteers will not stare at or comment on others' bodies.
- Staff and volunteers will not date or become romantically involved with students.
- Staff and volunteers will not have sexually oriented materials, including printed or online pornography, on City First property.
- Staff and volunteers will comply with our organization's policies regarding interactions with students outside of our programs.
- Staff and volunteers will not engage in inappropriate electronic communication with students.
- Staff and volunteers will not abuse students in anyway including, but not limited to, physical, verbal, sexual, mental abuse or neglect.
- Our organization will not tolerate the mistreatment or abuse of one student by another student. In addition, City First will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior.
- Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including physical bullying, verbal bullying, nonverbal bullying, or cyberbullying.
- All staff must follow state specific mandatory reporting requirements. Staff should be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse.
- Staff and volunteers will report concerns or complaints about other staff, volunteers, adults, or students to our organization's supervisor.
- Our organization cooperates fully with the authorities to investigate all cases of alleged abuse. Any staff or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for termination.

Policies Regarding Abuse

Policies define the bandwidth of acceptable behavior in an organization. Because offenders often violate policies to gain access to students, when staff know and understand policies, they can identify, interrupt, and report policy violations. Simply interrupting a policy violation can prevent a false allegation of abuse or put an offender on notice that no one works in private, the rules apply to everyone, and violations will be detected.

Physical Contact

City First's physical contact policy promotes a positive, nurturing environment while protecting students and staff. Our organization encourages appropriate physical contact with students and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by staff towards students in the organization's programs will result in disciplinary action, up to and including termination of employment.

Interaction

Staff and volunteers are prohibited from speaking to students in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Staff and volunteers must not initiate sexually oriented conversations with students. Staff and volunteers are not permitted to discuss their own sexual activities with students.

One-on-One Interaction

Most abuse occurs when an adult is alone with a student. City First Church aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the organization administration.

Off-site Contact

Many cases of organizational abuse occur off-site and outside of regularly scheduled activities. This contact outside of regularly scheduled activities may put staff, volunteers, and our organization at increased risk.

City First Church strongly recommends that staff do not have outside contact with students from the organization. However, if off-site contacts are unavoidable (such as during mentoring programs), City First has determined that the following forms of outside contact are appropriate and inappropriate: taking groups of students on an outing, attending sporting activities, or attending functions at a student's home with parents/guardians present.

Electronic Communication

Any private electronic communication between staff and students, including the use of social networking websites like - Facebook, Instagram, Snapchat, instant messaging, texting, etc. - is prohibited. All communication between staff and students must be transparent.

Use of personal electronic communication devices to contact (via voice, text, or pictures/video) organization members and/or program participants for personal and/ or inappropriate reasons shall be grounds for discipline up to and including termination of employment.

Gift Giving

Molesters routinely groom students by giving gifts, thereby endearing themselves to the student. They might instruct the student to keep the gifts a secret, which then starts teaching them to keep secrets from parents/guardians. For this reason, staff and volunteers should only give gifts to groups of students.

Monitoring High Risk Activities

Bathroom Activities

Most incidents of student-to-student abuse occur in the bathrooms. Therefore, the following supervision guidelines are recommended:

When supervising restroom use, adult staff members should first quickly scan the bathroom before allowing students to enter.

For "Group Bathroom Breaks":

- Require staff to take groups of two or more students to the bathroom – following the "rule of three" or more.
- If the bathroom only has one stall, only one student should enter the restroom while the others wait outside with the staff.
- If there are multiple stalls, only send in as many consumers as there are stalls.
- Minimize students of different ages using the bathroom at the same time.
- Require staff to stand outside the bathroom door but remain within earshot.

For single use restrooms:

- Require consumers to ask permission to use the bathroom.
- Require all staff to frequently check bathrooms.
- Prohibit staff from using the bathroom at the same time as students.
- If assisting young students in the stalls, the staff should keep the door to the stall open.

Child Care Procedures for Diapering and Toileting

For diapering, place the changing table in an open area where adult actions can be observed by others. Diapers should only be changed when at least two adults are present.

For toileting, staff should stand in the doorway with the door ajar while children use the restrooms. If staff must enter the restroom to assist a child, ensure that the door to the restroom remains open. When possible, send in only one child at a time. When not possible, send in only as many children as there are stalls.

Locker Room Activities

The locker room procedures include:

1. Requiring staff to stand within earshot of the locker room when in use by students.
2. Requiring staff to routinely check inside the locker room so users know the locker room is monitored.
3. Discouraging the use of locker rooms by students of different ages at the same time.

Shower Activities

Staff and students must shower at different times. Create shower schedules that will permit supervision of the students while staff shower.

While the students shower, at least one staff member should stand in the bathroom doorway and within earshot of the students. Ensure that only one student is in each shower (Consider utilizing shower curtains that do not go all the way to the floor, so that staff can easily see how many students are in each shower stall).

Transportation Activities

Transporting students may increase the risk of abuse or false allegations of abuse because staff and volunteers may be alone with a student or may make unauthorized stops with students. In addition, transportation activities may provide a time for unsupervised students to engage in student-to-student sexual activity.

The transportation guidelines:

1. Require written parent/guardian permission from all students on the trip. Staff take these permission forms and medical releases with them on the trip.
2. Require staff to have a list of the students on the trip. The staff take roll when boarding the bus, when leaving the bus, periodically throughout the trip, and then again when boarding the bus.
3. Prohibit drivers from making unauthorized stops.

Overnight Activities

Overnight stays present unique risks to students and staff. They often involve changing clothes, groups of both genders and different ages in a more intimate atmosphere than usual, more unstructured activities, and increased supervision demands for staff.

Supervision Guidelines:

1. All overnight activities must be documented and approved in writing by the Program Director.
2. Administrators are expected to regularly and randomly observe overnight activities on a scheduled and periodic basis.
3. The Director should appoint a "lead" staff to supervise the overnight. A meeting with all staff is conducted to discuss the unique risks of overnight trips, unique elements of the specific overnight trip and to review the specific policies and procedures.
4. Provide parents/guardians with written information about the overnight activity. All parents/guardians must sign a permission slip for their students to attend the overnight.
5. Determine the appropriate staff-to-student ratios before the event and schedule staff accordingly.

6. Meetings with the group should be hosted in open and observable areas; meetings should not be hosted in staff or student rooms.

Teen Leadership Program

Older students who participate in teen leadership programs are still student participants and not staff or volunteers. Therefore, even though they are often given more responsibility, teens in the leadership programs must be provided with guidelines regarding appropriate behavior, and then supervised accordingly. In addition, staff and volunteers must understand and recognize that these teens are still students and not their peers.

Resignation

Those in ministerial and administrative/management staff positions are asked to give at least 30 days' notice of intent to resign employment so that plans can be made for a smooth transition. Support staff employees are asked to give at least two weeks' notice of resignation.



RECEIPT OF EMPLOYEE HANDBOOK

I, _____, acknowledge receipt of a copy of the City First Church

(Name of Employee – Please Print)

Employee Handbook. I understand that this Employee Handbook is not an employment contract and should not be interpreted as such. This handbook is merely a guideline to the current employment practices of City First Church. As needs change, the guidelines contained in this handbook may be changed or discontinued.

I acknowledge that my employment with City First Church is employment at-will. This means that either City First Church or I can discontinue the employment relationship at any time for any reason.

I agree that if at any time during my employment I am subjected to any type of discrimination, including discrimination because of race, color, national origin, ancestry, age, sex, marital status, handicap, military status, unfavorable discharge from military service, order of protection status, genetic information status, or other protected group as provided by law, or if I am subjected to any type of harassment, including sexual harassment, I will immediately follow the open door or sexual harassment policies set out in this handbook.

I agree to report all workplace related injuries to my supervisor immediately, but not later than the end of my scheduled workday in which any injury occurs.

Dated: _____, 20____.

Employee signature _____