

Ministry Village

Personnel Handbook

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Table of Contents

INTRODUCTION	6
WELCOME.....	6
GENERAL PROVISIONS.....	6
HANDBOOK CONVENTIONS.....	6
MISSION STATEMENT	7
GOALS & EXPECTATIONS	7
EXECUTIVE DIRECTOR.....	7
EMPLOYMENT	7
EMPLOYMENT-AT-WILL RELATIONSHIP	7
EQUAL EMPLOYMENT OPPORTUNITY	8
IMMIGRATION REFORM AND CONTROL ACT OF 1986.....	8
NEW HIRE ACT	8
INTRODUCTORY PERIOD.....	8
HIRING PROCESS.....	8
HIRING QUALIFICATIONS	9
HIRING OF RELATIVES.....	9
HIRING OF EMPLOYEES UNDER AGE 18.....	9
EMPLOYMENT AGREEMENTS.....	9
EMPLOYMENT CLASSIFICATION.....	9
HOURS OF WORK.....	10
JOB DESCRIPTIONS.....	10
FAIR LABOR STANDARDS ACT (FISA)	10
EMPLOYEE TRAINING.....	10
EMPLOYMENT DATE	10
GENERAL PROVISIONS.....	11
HIPAA	11
VACATION LEAVE.....	11
HOLIDAY LEAVE	12
SICK LEAVE	13
PREGNANCY-RELATED LEAVE.....	14
BEREAVEMENT LEAVE	14

JURY DUTY LEAVE.....	14
DISASTER LEAVE.....	14
FAMILY MEDICAL LEAVE.....	15
UNPAID PERSONAL LEAVE	16
MILITARY LEAVE	16
LIFE AND DISABILITY INSURANCE	16
MEDICAL EXAMINATIONS & HEALTH PROCEDURES	16
RETIREMENT PLAN	17
WORK RELATED INJURY LEAVE	17
BENEVOLENT ASSISTANCE.....	17
ANNIVERSARY RECOGNITIONS	18
PERSONNEL STATUS	18
INTRODUCTION	18
ATTENDANCE & PUNCTUALITY	18
TERMINATION	19
RESIGNATION.....	19
INVOLUNTARY TERMINATION.....	19
LAYOFF.....	19
EXIT INTERVIEW.....	19
HUMAN RESOURCE RECORDS	19
PROMOTION.....	20
TRANSFER	20
REST BREAKS.....	20
MEAL BREAKS	20
TIME RECORDS.....	21
COMPENSATION & REIMBURSEMENT	21
SALARY ADMINISTRATION.....	21
PERFORMANCE APPRAISAL	21
HOURS OF WORK.....	21
OVERTIME	22
PAYROLL DEDUCTIONS.....	22
ADVANCES.....	22

SEVERANCE PAY	22
GARNISHMENTS	23
WAGE AND SALARY REVIEWS	23
PAY PROCEDURES.....	23
ACCOUNTABLE REIMBURSEMENT PLAN	23
TRAVEL EXPENSE	24
AUTOMOBILE USAGE.....	24
RELATED ENTERTAINING	24
MEAL REIMBURSEMENT	25
WORKING TOGETHER	25
EMPLOYEE HARASSMENT	25
MEMBERSHIP IN CLUBS AND CIVIC ORGANIZATIONS	26
PARTICIPATION IN TRADE AND PROFESSIONAL ASSOCIATIONS	26
CONFLICTS OF INTEREST	26
CONFIDENTIAL NATURE OF MINISTRY VILLAGE AT OLIVE, INC. INTERESTS	26
SAFETY.....	27
PRIVACY.....	27
SAFEGUARDING PERSONAL PROPERTY	27
KEYS AND OTHER EQUIPMENT ISSUED.....	27
CHILDREN AT WORK	27
MEDIA & PUBLIC INQUIRIES	27
SOLICITATION & DISTRIBUTION.....	27
PARKING	28
SECURITY	28
PERSONAL BEHAVIOR OF EMPLOYEES	28
DRUG-FREE WORKPLACE POLICY	29
EMPLOYEE VIOLENCE PREVENTION	30
WHISTLE BLOWER POLICY.....	31
PERSONAL APPEARANCE	31
PERSONAL USE OF COMMUNICATIONS SYSTEMS	31
CELLULAR PHONE USE.....	32
PERSONAL USE OF SOFTWARE, SUPPLIES OR EQUIPMENT	32

OUTSIDE EMPLOYMENT AND ACTIVITIES.....	33
INTELLECTUAL PROPERTY - WORK FOR HIRE	33
DISCIPLINE AND GRIEVANCE	33
DISCIPLINARY PROCEDURE	33
GRIEVANCE PROCEDURE.....	33
ARBITRATION OF DISPUTES.....	34
EMPLOYEE ACKNOWLEDGMENT.....	35

INTRODUCTION

WELCOME

The Staff and Board of Directors welcome you to the Ministry Village at Olive, Inc. It is a privilege for the entire staff to work together as a team for the LORD.

This Handbook is for staff at all levels of employment in the Ministry Village at Olive, Inc., and it enjoys the unqualified approval of the Board of Directors. It is designed to acquaint you with Ministry Village at Olive, Inc. and provide you with information about working conditions, employee benefits, and other policies affecting your employment. Because of the at will employment relationship (explained further in this document), this Handbook is not in any way a contract. In addition, the Board of Directors may elect to change, delete, or add policies at any time.

You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Ministry Village at Olive, Inc. to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Please thoroughly familiarize yourself with the contents of this handbook and help ensure that all the Ministry Village at Olive, Inc.'s human resource policies and procedures are administered as consistently and as fairly as possible. In our work together as a team, our goal is to have a heart for people:

"For I was hungry and you gave Me something to eat; I was thirsty and you gave Me a drink; I was a stranger and you took Me in; I was naked and you clothed Me; I was sick and you took care of Me; I was in prison and you visited Me. ...Whatever you did for one of the least of these, you did for Me "
Matthew 25:35-36, 40

GENERAL PROVISIONS

HANDBOOK CONVENTIONS

This Handbook contains the basic human resource policies, practices, and procedures for the Ministry Village at Olive, Inc. It is not, however, intended to alter the employment-at-will relationship in any way.

As used in this Handbook:

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

MISSION STATEMENT

The Ministry Village at Olive expresses the love of Christ to all people through acts of service. The organization aims to increase access to people dealing with unserved or underserved community needs including emotional, financial, mental, medical, physical, spiritual, educational, and vocational.

GOALS & EXPECTATIONS

It is Ministry Village at Olive, Inc.'s policy to implement fair and effective human resource policies and procedures, and to require all employees to serve Ministry Village at Olive, Inc.'s best interests. Ministry Village at Olive, Inc. expects all employees to:

- A. Deal with clients and suppliers in a professional manner
- B. Perform assigned tasks in an efficient manner
- C. Be punctual
- D. Demonstrate a considerate, friendly, and constructive attitude toward fellow employees; and
- E. Adhere to the policies adopted by Ministry Village at Olive, Inc.

Ministry Village at Olive, Inc. retains the sole right to exercise all managerial functions including, but not limited to, the rights to:

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

EXECUTIVE DIRECTOR

The Executive Director of Ministry Village at Olive, Inc. is responsible for fair and consistent enforcement of Ministry Village at Olive, Inc.'s human resource policies and procedures. The Executive Director is the senior consultant to the Board of Directors on all matters concerning human resource management. The Executive Director provides staff assistance to supervisors and department heads in developing, communicating, and carrying out Ministry Village at Olive, Inc.'s human resource policies and procedures.

EMPLOYMENT

EMPLOYMENT-AT-WILL RELATIONSHIP

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

This policy will not be modified by any statements contained in this Handbook or any other employee Handbooks, employment applications, Ministry Village at Olive, Inc. recruiting materials, Ministry Village at Olive, Inc. memoranda, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, are to create an express or implied contract concerning any terms or conditions of employment. Similarly, Ministry Village at Olive, Inc. policies and practices with respect to any matter are not to be considered as creating any contractual obligation on Ministry Village at Olive, Inc.'s part or as stating in

any way that termination will occur only for "just cause." Statements of specific grounds for termination set forth in this Handbook or in any other Ministry Village at Olive, Inc. documents are examples only, not all-inclusive lists, and are not intended to restrict Ministry Village at Olive, Inc.'s right to terminate at will.

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

EQUAL EMPLOYMENT OPPORTUNITY

It is the intention of Ministry Village at Olive, Inc. to practice equal employment opportunity without regard to an individual's race, color, national origin, or disability in application of any policy, practice, rule, or regulation. Functioning as a not-for-profit Christian ministry, we can and do discriminate based on religion and sexual orientation.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

Ministry Village at Olive, Inc. is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As revised by law, you will be required to provide documentation verifying your identity and legal authority to work in the U.S.

NEW HIRE ACT

By federal law all employers are required to report newly hired employees to the designated state agency within 20 days of the hire date. This requirement is the result of legislation designed to improve child support enforcement by locating parents who have neglected to pay support.

INTRODUCTORY PERIOD

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

Newly hired employees are not eligible for any employee benefits, until they have received a satisfactory initial evaluation and been recommended for continued employment. Transferred or promoted employees remain eligible for all benefits while demonstrating their ability to perform their new jobs.

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

HIRING PROCESS

All hiring must be done in accordance with Ministry Village at Olive, Inc., hiring process and in accordance with all applicable local, state, and federal laws. The process is:

1. Completion of a Ministry Village at Olive, Inc. Employment Application
2. Screening may include:
 - a. Background checks
 - b. Reference checks
 - c. Drug testing
 - d. Internal reference check with Ministry Village at Olive, Inc. and the Executive Director
 - e. Credit check depending on the position

If approved for employment, the first day on the job is to be coordinated with Ministry Village at Olive, Inc.'s Executive Director or designee to ensure collection of all required forms and information, and to complete the New Employee Orientation Process. Date of hire is the first day the new employee is physically on the job. New hire cannot start until all criteria are met and approved.

HIRING QUALIFICATIONS

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

HIRING OF RELATIVES

A relative of an employee will be considered for employment by Ministry Village at Olive, Inc. provided the applicant possesses all the qualifications for employment. A relative is defined as any person related to the employee by blood, marriage, or adoption including spouse, child, parent, parent-in-law, son-in-law, and daughter-in-law.

However, nepotism or using one's position of authority to influence the hiring of a family member is prohibited.

Direct Supervision by a Relative - Ministry Village at Olive, Inc. may consider hiring an employee that is directly supervised by a relative of his or her immediate family. The following conditions will apply:

- The relationship of such a hire is fully disclosed, recommended by the Executive Director, and approved by the Board of Directors.
- Such a hire serves in the best interest of Ministry Village at Olive, Inc.
- Compensation of such a hire will be reasonable, not to exceed fair market value as deemed appropriate by the Executive Director.
- Performance reviews and disciplinary actions will be the responsibility of the program director

These criteria will also be considered when assigning, transferring, or promoting an employee.

HIRING OF EMPLOYEES UNDER AGE 18

Ministry Village at Olive Inc will follow all state and federal laws regarding the hiring of minors.

EMPLOYMENT AGREEMENTS

Ministry Village at Olive, Inc. may execute, at its sole discretion, written employment agreements with certain of its employees. Such written agreements must have the approval of the Board of Directors and be signed by the Executive director. Those who do not have a written employment contract containing a specified term of employment are considered at-will employees.

EMPLOYMENT CLASSIFICATION

Ministry Village at Olive, Inc. will follow the guidelines of State and Federal laws concerning employee classification. At times, there may be a need to supplement the regular workforce with temporary or part-time employees, or other forms of flexible staffing, when needed because of periods of peak workload, employee absences, or other situations as may be determined by management.

REGULAR FULL-TIME—A regular full-time employee is one who works more than 30 hours per week or 130 hours per month.

REGULAR PART-TIME - A regular part-time employee is one who works on average less than 30 hours per week or less than 130 hours per month. An employee working an average of 20 hours or less is not eligible for any benefits.

TEMPORARY —You are considered a temporary employee if you are hired either part-time or full-time for a specified, limited period.

Other flexible staffing classifications or arrangements may be added as needed. You may be asked to sign a statement recognizing your part-time or temporary status and that you, therefore, are not eligible for benefits.

HOURS OF WORK

Ministry Village at Olive, Inc. establishes the time and duration of working hours as required by workload and production flow, ministry needs, and efficient management of resources.

JOB DESCRIPTIONS

Job descriptions will be developed for all Ministry Village at Olive, Inc. positions. Job descriptions:

- A. Indicate the general nature of duties, responsibilities, and specifications.
- B. May be changed to meet the needs of Ministry Village at Olive, Inc. at any time; and
- C. Will be reviewed on a regular basis by the Executive Director.

To mutually understand what is expected of a new employee and for what the employee will be held accountable, a job description is utilized.

FAIR LABOR STANDARDS ACT (FISA)

Some categories of employees may be classified as exempt based on FLSA regulation 29CFR 5541.118. The Executive Director will assign your primary duty of responsibility to determine your status.

EMPLOYEE TRAINING

Ministry Village at Olive personnel are encouraged to increase their job knowledge and skills. If you do participate in job-related training, you must have prior approval from your supervisor.

EMPLOYMENT DATE

For compensation, benefit and recognition purposes, your employment date will be determined as follows:

- The employment date for part-time and full-time employees is the day you begin work for Ministry Village at Olive, Inc.
- If you are a part-time employee who becomes full-time, your employment date will change to the new date that your work as a full-time employee commences. The employee may retain any vacation leave earned and may take it during the first year as a full-time employee.
 - o All leave earnings will start from the new full-time employment date.
 - o Years of service will be based on this new employment date.

BENEFITS

INTRODUCTION

Ministry Village at Olive, Inc. provides its employees with various welfare and pension benefits. Ministry Village at Olive, Inc. reserves the right to modify, amend, or terminate its welfare and pension benefits as they apply to all current, former, and retired employees.

Ministry Village at Olive, Inc. benefits are described in official documents which are kept on file by the Executive Director. These documents are available for examination by any plan participant or beneficiary. In addition, they are the only official and binding documents concerning Ministry Village at Olive, Inc.'s welfare and pension benefits.

GENERAL PROVISIONS

The following general provisions apply to all leaves of absence:

- A request for an extension of a leave of absence, when possible, must be made in writing (or on the timesheet website) prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
- Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.
- Employees will not accrue the length of continuous service for the portion of a leave of absence of more than thirty (30) days, unless otherwise provided by law.
- Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.
- Employees on leave of absence must communicate with their Supervisor and the Executive Director on a regular basis regarding your status and anticipated return to work date. The regular basis will be defined by the Executive Director on a case-by-case basis.
- Employees on leave of absence who seek or accept other employment without the Ministry Village at Olive, Inc.'s prior written approval may be subject to disciplinary action, up to and including possible termination.
- Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including possible termination.
- A leave of absence must be approved in advance, in writing, by the supervisor and Executive Director, except in situations where mandatory approval is prohibited by law.

HIPAA

HIPAA, which refers to the Health Insurance Portability and Accountability Act of 1996, only applies to the privacy of medical information learned about an employee during the administration of their health insurance plan. As it applies to Ministry Village at Olive, Inc.:

- Those administering Ministry Village at Olive, Inc.'s health insurance plan must treat all information learned about an employee's health through plan administration as confidential.
- Employees who share their health information with other Ministry Village at Olive, Inc. employees or members of Ministry Village at Olive, Inc.'s community cannot consider that information as private and protected. For instance, if an employee suffering from an illness shares that illness as a prayer request, it is not protected by HIPAA.

VACATION LEAVE

Ministry Village at Olive, Inc. grants annual vacations with pay to regular full-time and regular part-time employees. Employees may not receive vacation pay in lieu of time off. After the introductory period of 90 days is completed, new employees begin to accrue paid vacation during their first calendar year and subsequent allocations are designated each year thereafter upon your anniversary date. Vacation can be taken after the employees first year anniversary. An employee working an average of 20 hours or less will not accrue vacation.

Vacation requests must be submitted at least ten working days in advance and will be approved on a first-come, first-served basis and only if the time off will not interfere with the normal business operations and workload requirements of the organization. The minimum vacation time off will be a four-hour increment.

Employees whose employment is terminated for any reason, who quit, or who are laid off for more than thirty days will receive vacation pay for any unused vacation accrued at the time of termination or lay off. If an employee dies, pay for accrued and unused vacation will be paid in a lump sum to the employee's estate. If a paid holiday falls within an employee's vacation period, the holiday will not be charged as a vacation day. No allowance will be made for sickness or other compensable type of absence occurring during a scheduled vacation. You must use all your

vacation during the twelve-month period after it has been earned; it cannot be carried over into the next twelve-month period nor can you receive pay for regular work and collect vacation pay at the same time.

VACATION LEAVE CHART

Employee Status	Average Weekly Hours Worked	Monthly Hours Worked	Length of Service	Vacation Hours Earned
Regular Full Time Employee	Minimum of at least 30 hours per week	At least 130 hours per month	After one year	80
			After five years	120
			After ten years	160
Regular Part Time Employee	20-30 hours per week	86 - 130 hours per month	After one year	40

HOLIDAY LEAVE

Ministry Village at Olive, Inc observes certain designated days each year as holidays. Full-time employees receive ten (10) holidays each year. Eligible employees will be given a day off with pay for each holiday observed. Employees are eligible to receive holiday pay on the following holidays:

HOLIDAYS OBSERVED CHART

1.	New Year's Day	5.	Independence Day	9.	Christmas Eve
2.	Martin Luther King Day	6.	Labor Day	10.	Christmas Day
3.	Good Friday	7.	Thanksgiving Day		
4.	Memorial Day	8.	Day after Thanksgiving		

HOLIDAY LEAVE CHART

Employee Status	Average Weekly Hours Worked	Monthly Hours Worked	Length of Service	Holiday Hours Paid
Regular Full Time Employee	30 hours per week	130 hours per month	After 90 days	8
Regular Part Time Employee	Under 30 hours and over 20 hours per week	Under 130 hours and over 86 hours per month	After 90 days	5

- Holidays will be observed on the calendar day designated by the Executive Director. If a holiday falls on Saturday, it will generally be observed on Friday. If a holiday falls on Sunday, it will generally be observed on Monday.
- If a holiday falls during your approved vacation period, you will receive holiday pay and will not be charged for a vacation day on the day the holiday is observed.
- Full-time employees are eligible to receive their regular rate of pay for each observed holiday.
- Full-time and Part-time employees on leave for any reason other than vacation, you are not eligible for holiday pay for holidays that are observed during the period you are on leave.
- Part-time employees, that average over 20 hours a week, are eligible to receive holiday pay only for holidays on which they would normally be scheduled and approved to work, not to exceed the holiday hours assigned to be paid.
- Temporary employees on leave or on lay-off are not eligible to receive holiday pay.
- Employees working less than twenty hours on average weekly are not eligible for holiday pay.
- Employees will receive holiday pay based on the number of weekly hours you have been approved to work.
- An unexcused absence the day before or the day after a holiday will result in loss of holiday pay.

SICK LEAVE

Ministry Village at Olive, Inc. permits Regular Full-Time employees to be absent from work on a sick leave basis under certain circumstances.

Sick leave may be used in accordance with the following provisions:

- Sick leave may not be used prior to accrual.
- If sick leave is exhausted, annual leave will be used in its place.
- Sick leave may be used for an employee's personal illness, well-care, and medical and dental appointments. Sick leave also may be used for illness and well-care of a member of an employee's immediate family (spouse, children, mother, and father).
- If the employee is on leave under the Family and Medical Leave Act (FMLA), paid sick leave or paid annual/vacation leave must be used initially as part of the FMLA leave.
- An employee who has a sick leave absence more than three consecutive workdays must present medical documentation for the absence.
- If the employee is absent unexpectedly due to personal or a family member's illness, the employee should notify his or her supervisor or the director of human resources as soon as reasonably possible.

Regular Full-time employees are eligible to be compensated for regular base wages lost during periods of authorized absence to the extent they have accumulated days of paid absence. However, no compensation will be paid for absences covered by Workers' Compensation. Sick leave must be used concurrently with any Family Medical Leave Act (FMLA) leave when the employee is on FMLA leave due to the employee's own serious health condition or as otherwise permitted under applicable law.

After the 90-day introductory period is completed, new employees begin to accumulate sick leave of absence time. Unused days of paid absence are not convertible into cash, personal holidays, or vacation. Sick Leave is renewed upon your anniversary date each year. Upon termination of your employment, pay for accumulated sick leave absence time will not be granted. You may take this time off in two-hour increments. Regular part-time employees and temporary employees are not eligible for compensation for sick leave absences.

SICK LEAVE CHART

Employee Status	Average Weekly Hours Worked	Monthly Hours Worked	Sick Hours Accrual per Month	Total Annual Hours	Maximum Accrued Hours
Regular Full Time Employee	Average of at least 30 hours per week	At least 130 hours per month	8 hours	96	160

PREGNANCY-RELATED LEAVE

An employee who is disabled because of pregnancy, childbirth, or related conditions may take a pregnancy-related disability leave of up to two months. An employee taking pregnancy-related disability leave may, at her option, substitute accrued vacation time or unused sick leave for all or a portion of the leave. The substitution of paid leave for pregnancy-related disability leave does not extend the total duration of the leave to which an employee is entitled.

BEREAVEMENT LEAVE

Time off with pay for regular full-time employees may be approved in the event of a death in your family. If death should occur in your immediate family, defined as any person related to the employee by blood, marriage, or adoption including spouse, child, parent, parent-in-law, son-in-law, and daughter-in-law up to three working days will be approved to arrange and/or attend the funeral. If there is a death of a close relative grandparent, brother, brother-in-law, sister, sister-in-law up to two working days will be approved. If additional time off is needed and approved, the additional time taken will be charged to vacation.

JURY DUTY LEAVE

Employees will be granted a leave of absence, with pay, to serve on jury duty or as a subpoenaed witness, as required by law. Upon completion of jury duty, a Verification of Attendance Form must be presented to the MVO (Ministry Village at Olive) office. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal business operations, the organization may request that the required service be rescheduled for a later date that would be more convenient for Ministry Village at Olive.

DISASTER LEAVE

Employees must consult with your supervisor as to whether you should report to work. In the event of a disaster, the Executive Director will determine whether a state of emergency exists and will notify you of necessary procedures. If you feel the need to attend with personal affairs before it is announced that employees may leave their job, you may use any available vacation time or personal days off.

After the disaster has passed, employees are expected to immediately contact your supervisor or the Executive Director to know when to report for work. Employees will be paid their regular base rate for normal scheduled hours during the first 24 hours of the closing for a disaster. Employees are to return to work immediately after this period to assist in recovery efforts for our clients.

FAMILY MEDICAL LEAVE

Ministry Village at Olive, Inc. is subject to the Family Medical Leave Act (FMLA) only if it has fifty or more employees for at least twenty workweeks in the current or preceding calendar year. If Ministry Village at Olive, Inc. meets these criteria, eligible employees are granted up to twelve weeks annually of unpaid absence for the following reasons:

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

Ministry Village at Olive, Inc. may require certification, on a periodic basis, of a continuing illness or disability by the employee's physician and/or a physician selected by Ministry Village at Olive, Inc.

To be eligible for FMLA benefits, an employee must:

1. Have worked for Ministry Village at Olive, Inc. for at least a total of twelve months; and
2. Have worked at least 1,250 hours over the prior twelve months.

Spouses employed by Ministry Village at Olive, Inc. are jointly entitled to a combined total of twelve work weeks of family leave for the birth or adoption/placement of a child or to care for an immediate family member's serious illness. Spouses are entitled to twelve weeks individually for personal illness.

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

FMLA benefits include the following:

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

Employees desiring to take FMLA leave must notify the Executive Director at least thirty days in advance when the need for leave is foreseeable. When the need for leave is not foreseeable thirty days in advance, the employee must

notify the Executive Director as soon as practical. As early as the fourth day of an FMLA-qualified absence, Ministry Village at Olive, Inc. may elect to classify it as FMLA leave.

The employee may elect, or Ministry Village at Olive, Inc. may require that the employee use and exhaust all accrued vacation and/or sick leave as part of their FMLA leave. Ministry Village at Olive, Inc. will determine, prior to granting vacation and/or sick leave, whether the leave counts towards the employee's FMLA leave entitlement, and so notify the employee immediately upon learning that it qualifies as FMLA leave. If Ministry Village at Olive, Inc. had insufficient information to determine whether the paid leave qualified as part of the employee's FMLA leave entitlement, it may conclude so and notify the employee during the leave.

UNPAID PERSONAL LEAVE

Employees may be granted unpaid personal leave of absence to attend to personal matters in cases in which the Executive Director determines that an extended period away from the job will be in the best interests of the employee and Ministry Village at Olive, Inc.

MILITARY LEAVE

A military leave of absence will be granted if an employee *enlists*, is inducted, or is recalled to active duty in the United States armed forces for a period of not more than four years (plus any involuntary extension for not more than one additional year). Employees who perform and return from military service in the armed forces, the military reserves, or the National Guard shall have and retain such rights with respect to reinstatement, seniority, vacation, layoffs, compensation, and length of service pay increases as may be from time to time provided by applicable federal or state law.

Upon satisfactory completion of military service and timely notice of intent to return to work, an employee will be reinstated to a job comparable to the one the employee left, provided the employee is qualified and Ministry Village at Olive, Inc.'s circumstances have not changed to the extent that it would be impossible or unreasonable to provide reemployment. An employee must reapply for a job within 90 days after being released from active duty. Reservists and national guardsmen returning from initial active duty for training must apply for reinstatement within 31 days after being released from military duty. Employees returning from all other active duty for training must report to work on the first scheduled working day following completion of training or service.

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

Employees with one year or more of service will be protected against loss of income because of participation in annual encampment or training duty in the United States military reserves or the National Guard. In these circumstances, Ministry Village at Olive, Inc. will pay the difference between what an employee earns from the government for military service and what the employee would have earned as normal straight time earnings on the job. This difference will be paid for up to two weeks in a calendar year.

LIFE AND DISABILITY INSURANCE

Ministry Village at Olive Inc provides life and disability insurance through Unum. Disability includes both short and long term, Accidental Death and Dismemberment Insurance. Anyone who is FT (over 30 hours a week) is automatically enrolled for these benefits.

MEDICAL EXAMINATIONS & HEALTH PROCEDURES

Ministry Village at Olive, Inc. reserves the right to request acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. Employees returning from a disability leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves or their fellow employees. In addition, Ministry Village at Olive, Inc. reserves the right to require a second medical opinion regarding an employee's absence because of illness or injury or regarding a doctor's certification of an employee's ability to return to work. Any such

second opinion will be paid for by Ministry Village at Olive, Inc. Employees who become ill on the job or suffer any work connected injury, no matter how minor, must report the situation to the Executive Director for determination of appropriate action such as arranging for examination and treatment, and for recording of the incident.

RETIREMENT PLAN

After the 90-day introductory period is completed, **management level** employees working as a regular full-time employee, one who works on average at least 30 hours per week or 130 hours per month, are eligible for enrollment in the *Southern Baptist Convention's* 403(B) retirement plan. Ministry Village at Olive, Inc. typically pays an amount equal to ten percent (10%) of your salary and housing allowance. This ten percent (10%) does not include any voluntary amounts that you may choose to contribute. Detailed information about the plans will be made available at the time you are hired, so that you may enroll. Upon your separation from employment at Ministry Village at Olive, Inc. will contribute to your retirement account through the last day of your employment including earned vacation days.

WORK RELATED INJURY LEAVE

All reports of first aid, accidents, or illness due to a work-related occurrence must be reported immediately to the supervisor and the Executive Director. A completed Accident Report Form must be provided by the employee within 24 hours of incident. Work-related injuries or illnesses may be covered under Workers' Compensation. To be considered work-related, the injury or illness must arise from and occur in the course of employment. All treatments must be received from approved workers' compensation providers.

When authorized by a physician approved by Ministry Village at Olive Inc's. workers' compensation provider, medical expenses related to the treatment of a work-related injury or illness (including doctor, hospital, surgical, physical therapy, prescription medication, medical equipment, and any out-of-pocket medical expenses), are covered.

If you are out of work due to a work-related injury, the Executive Director will determine the scheduled hours you would have worked during the first (7) calendar day period and compensate accordingly. After you are out of work due to a work-related injury for more than (7) calendar days, Ministry Village at Olive Inc's. workers' compensation insurance carrier will be responsible for your payroll wages compensation. You will receive checks from the workers' compensation provider generally within (3) weeks after approval of your submitted documentation. Workers' compensation disability payments are approximately 66 2/3% of an employee's average weekly wages and are non-taxable income. If an employee is out on workers' compensation for more than 30 days, the employee has an obligation to continue paying their voluntary benefits. Employees in this situation should contact the payroll person for further information regarding payment of benefits.

You may not use any personal, holiday or sick time leave for compensation on any time missed for the work-related injury. Accrual of vacation, personal, or sick time will not occur during your absence. When an employee can fully return to work, written clearance from the treating Physician documenting that the employee is fully capable of performing regular job duties must be provided to the Executive Director.

BENEVOLENT ASSISTANCE

Ministry Village at Olive, Inc. may choose to assist an employee whose accumulated sick days have run out in a situation where they have an extended illness if it is done in the same manner and process—and with the same considerations— as any other member of Ministry Village at Olive, Inc.'s community.

Ministry Village at Olive, Inc. may not offer benevolent assistance to an employee that in any way suggests it is an attempt to avoid taxable income, nor if Ministry Village at Olive, Inc. does not normally help those in our community with a similar request for benevolent assistance.

ANNIVERSARY RECOGNITIONS

To recognize your length of service, Ministry Village at Olive, Inc. may provide its permanent, full-time employees with an anniversary gift and recognition every five years of employment. You may be recognized as follows:

Fifth (5 th) year of service	Website recognition
Tenth (10 th) year of service	Website & Monetary gift— 2.5 % of your annual base salary
Fifteenth (15 th) year of service	Website & Monetary gift— 5 % of your annual base salary
Twentieth (20 th) year of service	Website & Monetary gift— 7.5 % of your annual base salary
Twenty-Fifth (25 th) year of service	Website & Monetary gift— 10 % of your annual base salary
Ending of each fifth (5 th) year of service henceforth	Website & Monetary gift-10 % of your annual base salary

The percentages will be multiplied times your annual salary and you will be given a check for that amount less any applicable payroll taxes. If outside gifts are given in recognition of you and/or your years of service, such gifts are not tax deductible and should be given directly to you.

PERSONNEL STATUS

INTRODUCTION

It is important that employees are present at the start of their day to promptly begin work. Other staff and our clients rely on workers being in their assigned tasks at scheduled times so that the work of the ministry can be carried out smoothly.

ATTENDANCE & PUNCTUALITY

Employees are to report for work punctually as scheduled, to work all scheduled hours, and any required overtime. Excessive tardiness and poor attendance disrupt workflow and service to program participants and clients will not be tolerated. Employees that are absent from scheduled work hours are required to provide a "Leave Authorization" form to their supervisor. Approval signature from the area supervisor is required.

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

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

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

Employees who are absent from work for two consecutive days without giving proper notice to Ministry Village at Olive, Inc. will be considered as having voluntarily quit. If an employee fails to return to work following an approved leave of absence, the employee will be terminated from employment.

TERMINATION

The employment relationship between the Ministry Village at Olive, Inc. and its employees is of an at-will nature. This means that the employee is hired for an indefinite period. Thus, the employee is free to leave at any time he or she believes it is in his/her best interest. Similarly, Ministry Village at Olive, Inc. may terminate the employment relationship whenever it is deemed appropriate.

RESIGNATION

When an employee voluntarily resigns, a two-week notice of an employee's intent to leave employment is generally desired, but not required. Written notice should include the reason for leaving, the last day of work, an address where the employee can be reached in the future and be signed and dated by the employee.

INVOLUNTARY TERMINATION

An employee may be involuntarily terminated when the Ministry Village at Olive, Inc. determines that continued employment will not be to the benefit of the employee or organization. Since the employment relationship of employees (excluding rostered and contracted workers) and Ministry Village at Olive, Inc. is of an at-will nature, an employee can be dismissed without notice.

LAYOFF

When conditions dictate that the organization must reduce staff through a layoff, the organization at its sole discretion will determine which employees shall be laid off. Layoffs will be communicated to affected employee(s) at the earliest reasonable time to allow for productive transition.

EXIT INTERVIEW

An exit interview with the employee conducted by the Executive Director or supervisor may be held shortly after resignation or termination. This opportunity will be used to clarify, as necessary, the circumstances for leaving, review any accrued benefits to be paid, checkout procedures, and final pay details. A termination form is to be filled out before leaving.

HUMAN RESOURCE RECORDS

Ministry Village at Olive, Inc. maintains human resource records for applicants, employees, and past employees to document employment related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements. Ministry Village at Olive, Inc. strives to balance its need to obtain, use, and retain employment information with everyone's right to privacy. To this end, it attempts to restrict the human resource information maintained to that which is necessary for the conduct of its ministry operations, or which is required by federal, state, or local law. These documents can be obtained and filled out through Worklio.

Employees are responsible for making sure their human resource records are up to date and should notify the

Executive Director in writing of any changes in at least the following:

Name:

Address:

Telephone number:

Number of dependents:

Beneficiary designations for any of Ministry Village at Olive, Inc.'s employee benefit plans; Addresses and telephone numbers of dependents and insurance beneficiaries; and Persons to notify in case of emergency.

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

Employees may inspect their own human resource records in the presence of the Executive Director and may copy, but not remove, certain documents from the file. Such an inspection must be requested in writing to the Executive Director and will be scheduled at a mutually convenient time during regular office hours. Documents obtained in connection with investigations of a possible criminal offense; ratings, reports, or records that were obtained prior to the employee's employment; documents prepared by identifiable examination committee members; or documents obtained in connection with a promotional examination may be withheld from the employee's inspection.

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

PROMOTION

Ministry Village at Olive, Inc. hires employees for entry level positions, provides training and development for employees when deemed necessary, and offers employees promotions to higher level positions when deemed appropriate. To fill vacancies above the entry level, the Board of Directors prefers to promote from within and will first consider current employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in Ministry Village at Olive, Inc.'s best interest.

Promoted employees will be subject to the provisions of the Introductory Period policy for a period of at least three months.

TRANSFER

The organization's intent is to give qualified employees preference over others when filling job openings within the organization. Openings should be announced to existing staff and sufficient time allowed for existing staff to respond prior to advertising the opening to the public. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the organization are not always possible.

An employee's past performance, experience, qualifications, and potential are factors that will be considered in making transfer decisions. The individual's personnel records shall be the official source of information.

REST BREAKS

Whenever practical, hourly employees are to receive a rest break of ten minutes at approximately the middle of every four hours of work not broken by a meal period.

MEAL BREAKS

Employees working at least five (5) consecutive hours in a shift will take an unpaid meal break at a time appropriate to their work schedule. The meal break must be at least thirty (30) minutes long and must be taken away from the employee's workstation. Ministry Village at Olive, Inc. urges its employees to limit their meal breaks to one (1) hour. Meal breaks must be agreed to by the employee's immediate supervisor.

TIME RECORDS

Non-exempt hourly employees are required to clock in and out each day according to the following guidelines:

- Clock in when you report to work at the beginning of the day
- Clock out when you go for your scheduled meal period
- Clock in when you return to work after your meal
- Clock out when you leave work at the end of the day

Do not clock in until you are ready to report directly to your workstation. Do not clock in for or sign the time record of another employee or knowingly allow someone else to clock in for you or sign your time record. You may not work overtime unless your supervisor has approved it in advance. If for any reason there needs to be a change to your clocked or out time record, you may make the correction and it must be approved by the supervisor.

COMPENSATION & REIMBURSEMENT

SALARY ADMINISTRATION

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

PERFORMANCE APPRAISAL

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

- A. By the end of the first three months of employment.
- B. Prior to the annual wage review.
- C. When the employee is transferred or promoted to a new job; and
- D. At the time of the employee's termination, if a disciplinary or termination report is not prepared. If a performance appraisal has been completed on the employee within one month prior to one of the above occasions, a new appraisal need not be completed except in cases involving probation or termination.

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

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

A satisfactory performance appraisal is not a promise of continued employment. Performance appraisals help the organization make important decisions about job placement, training, development, and pay increases. A satisfactory performance evaluation does not guarantee a pay increase, nor does it alter, modify, or amend the employment-at-will relationship between you and the organization.

HOURS OF WORK

All non-exempt employees (the Executive Director will inform employees as to whether they are exempt or non-exempt) are required to complete an individual time record showing the daily hours worked. Time records cover one workweek and are to be completed contemporaneously throughout each workday. Because time records are legal documents, their falsification can result in discipline up to and including termination. The following points should be considered in filling out time records:

- A. Employees are to record their starting time, time out for lunch, time in from lunch, quitting time, and total hours worked for each workday.
- B. Employees are not permitted to sign in or commence work or sign out or stop work, before or after their supervisor's prior approved schedule.
- C. Employees are required to take lunch and/or meal breaks when appropriate.
- D. Employees are required to verify time records certifying that it is complete and includes all time worked for Ministry Village at Olive, Inc.
- E. Employee time records are to be checked and approved by the supervisor involved. Unworked time for which an employee is entitled to be paid leave will be entered by the financial director on the time record.
- F. Authorized overtime should be identified by the supervisor; and prior approval for overtime must be given by their supervisor.

Exempt employees (Executive Director will inform employees as to whether they are exempt or non-exempt) are not required to fill out hourly time records but must account for daily attendance. In addition, exempt employees will not receive overtime compensation.

Employee attendance at meetings, training programs and extra events will be considered hours of work if it was requested by management.

OVERTIME

Overtime will be paid to all nonexempt employees (those employees subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) for time worked beyond forty hours in a seven-daywork week (unless the nonexempt employee is working with prior approval to make up lost time) at the rate of one and one-half times their regular hourly rate. All overtime must be pre-approved by the employee's supervisor. Failure to obtain pre-approval for overtime could cause the employee to be subject to discipline up to and including termination. Exempt employees are not eligible for overtime pay.

If an employee misses work and desires to make up for the lost time within the same week in which it was lost, the employee may request to do so to their supervisor. Ministry Village at Olive, Inc. does not require employees to make up lost time in lieu of lost pay, nor is it required to grant such requests.

PAYROLL DEDUCTIONS

Various payroll deductions that are required by law, such as federal income tax and social security taxes, will be withheld from your paycheck. If you have any questions about your deductions, please talk to the financial director.

All eligible employees will participate in social security contributions upon employment. The Ministry Village at Olive, Inc. will pay its required percentage and automatically deduct your share. Federal income tax will be withheld according to the IRS W-4 form, which you will complete.

ADVANCES

Salary advances will not be given.

SEVERANCE PAY

Ministry Village at Olive, Inc. is under no obligation to give terminated employee severance pay, but severance pay may be granted to terminated employees under certain circumstances at Ministry Village at Olive, Inc.'s discretion. Termination checks shall be released upon return of all building keys and other property which may have been entrusted to the care of the employee.

GARNISHMENTS

Garnishments are court ordered repayments of financial obligations by an individual. When so ordered, your employer must deduct the amount from your pay and remit it to the designated entity.

WAGE AND SALARY REVIEWS

The wage and salary structure for employees of Ministry Village at Olive, Inc. are reviewed and proposed by the Executive Director and approved by the Board of Directors.

Individual wage and salary reviews may occur at least once each year for every employee. Salary increases may or may not result from such salary reviews. Employee salary reviews may be held in conjunction with performance appraisals.

PAY PROCEDURES

Ministry Village at Olive, Inc. pays employees by direct deposit on a regular basis and in a manner that the amount, method, and timing of such payments comply with any applicable laws or regulations. Employees are normally paid every other week.

ACCOUNTABLE REIMBURSEMENT PLAN

Ministry Village at Olive, Inc. has adopted an accountable reimbursement policy pursuant to income tax regulations 1.162-17 and 1.274-5T(f). This policy makes it legally possible for Ministry Village at Olive, Inc. to reimburse legitimate approved expenses to employees without having to show them as taxable income. Following are the terms of our accountable reimbursement policy:

- A. Any Ministry Village at Olive, Inc. employee will be reimbursed for any ordinary and necessary business and professional expenses incurred on Ministry Village at Olive, Inc.'s behalf if the following conditions are satisfied:
 - a. the expenses are reasonable in amount.
 - b. the employee documents the amount, time and place, business purpose, and business relationship of each person or persons entertained with the same kind of documentary evidence that would be required to support a deduction of the expense on the employee's tax return (receipts are required; oral or employee-written statements will not qualify).
 - c. the employee documents such expenses by providing the Executive Director with an accounting of such expenses, at least monthly. An expense will not be reimbursed if substantiated more than sixty (60) days after the expense is paid or incurred by the employee.
- B. Reimbursements will be paid out of Ministry Village at Olive, Inc. general funds and not through payroll funds for the reimbursements. Reimbursable and professional expenses may include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, vestments, and professional dues. See the following headings in this Employee Expense Reimbursements section for specific details.
 - A. Ministry Village at Olive, Inc. will not include as taxable income any business or professional expense reimbursement properly substantiated and reimbursed according to this policy, and the employee should not report the amount as taxable income on his IRS Form 1040.
 - B. Any Ministry Village at Olive, Inc. advance or reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee according to this policy must be returned to Ministry Village at Olive, Inc. within 120 days after the associated expenses are paid or incurred by the employee and shall not be retained by the employee.
 - C. If, for any reason, Ministry Village at Olive, Inc.'s reimbursements are less than the amount of business and professional expenses properly documented by an employee, Ministry Village at Olive, Inc. will not report any part of the reimbursement as taxable income for the employee, and the employee may deduct the unreimbursed expenses as allowed by law.

- D. Under no circumstances will Ministry Village at Olive, Inc. reimburse an employee for business or professional expenses incurred on its behalf that are not properly substantiated according to this policy.
- E. All receipts and other documentation from an employee to substantiate reimbursed expenses under this policy will be retained by Ministry Village at Olive, Inc.

TRAVEL EXPENSE

Employee travel on behalf of Ministry Village at Olive, Inc. must be approved in advance and such travel should be engaged in and reimbursed according to the guidelines below.

Employees are to use the most expedient mode of transportation available, to book the least expensive fares, and to stay in and eat at moderately priced establishments. Employee expenses for approved travel will be paid or reimbursed when properly documented by the employee and approved by the supervisor.

Employees are expected to exercise prudent discretion in incurring expenses while traveling on behalf of Ministry Village at Olive, Inc. Any travel expenses deemed unreasonable relative to the circumstances will not be paid or reimbursed and are the employee's personal responsibility.

Employees should provide their supervisor with a copy of their itinerary before leaving on Ministry Village at Olive, Inc. related travel.

AUTOMOBILE USAGE

Ministry Village at Olive, Inc. may allow certain employees and volunteers to use their personal vehicle on Ministry Village at Olive, Inc. business.

- A. Drivers must have current vehicle insurance that meets or exceeds statutory minimum limits for liability, bodily injury, and property damage. Further, it is understood that in the event of an accident involving a personal vehicle being used on Ministry Village at Olive, Inc. business, the individual's personal auto insurance will be primary to any coverage provided by Ministry Village at Olive, Inc.
- B. Employees who use their personal vehicle for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. In addition, employees driving on Ministry Village at Olive, Inc. business may claim reimbursement for parking fees and tolls incurred.
- C. Ministry Village at Olive, Inc. provides employees with the occasional use of fleet vehicles for businesses purposes only. Employees who utilize fleet vehicles must adhere to the following:
 - a. Employees who utilize fleet vehicles must have a valid driver's license and be on auto insurance policy.
 - b. Employee is financially responsible for any parking or traffic citations received while utilizing the company vehicle.
 - c. No driver shall operate a company vehicle when his/her ability to do so safely has been impaired.
 - d. Texting and cell phone use while driving is prohibited. Hands-free cell phone use is permitted.
 - e. All drivers and passengers operating or riding in a company vehicle must wear seat belts.
 - f. Smoking, vaping, or use of any tobacco products is prohibited inside of company vehicles.
 - g. Failure to adhere to the following fleet guidelines, failing to stop after an accident, or failure to report an accident within the timeframe outlined in the Safety section of this document, may result in disciplinary action, up to and including termination of employment.

RELATED ENTERTAINING

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

Expense reimbursement requests must be accompanied by receipts. Business functions or entertainment should not involve the consumption of alcoholic beverages.

MEAL REIMBURSEMENT

Ministry Village at Olive, Inc. may provide, pay for, or reimburse employees for ministry related meals. Meal expenses must be reasonable and should not exceed the guidelines set by the Administrator. Expense reimbursement requests must be accompanied by receipts and should not involve the consumption of alcoholic beverages.

WORKING TOGETHER

EMPLOYEE HARASSMENT

Ministry Village at Olive, Inc. is committed to maintaining a work environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Ministry Village at Olive, Inc. is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

"Harassment," including "sexual harassment," means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct that denigrates or shows hostility or aversion toward an

individual because of race, color, national origin, gender, disability, or age made by someone from or in the work setting under any of the following conditions:

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

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

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

Employees who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the Executive Director, or the Board of Directors if the complaint involves the Executive Director. Employees who observe conduct of a harassing nature are also encouraged to report the matter to the Executive

Director, or the Board of Directors if the complaint involves the Executive Director. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, Ministry Village at Olive, Inc. reserves the right to fully investigate every complaint and to notify appropriate government officials as the circumstances warrant.

It is against Ministry Village at Olive, Inc.'s policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any investigation proceeding or hearing concerning harassment.

When the Executive Director or the Board of Directors, if the complaint involves the Executive Director, receives a complaint, he will immediately direct an investigation. If the investigation confirms the allegations, prompt corrective actions will be taken, and the individual who suffered the harassing conduct will be informed of the corrective action taken. In addition, any employee found to be responsible for harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

MEMBERSHIP IN CLUBS AND CIVIC ORGANIZATIONS

Employees are encouraged to seek membership in community clubs and civic organizations where such membership will promote Ministry Village at Olive, Inc.'s interests and enhance its image in the community. Memberships dues will not normally be paid by Ministry Village at Olive, Inc., nor will they normally be reimbursed by Ministry Village at Olive, Inc. Employee participation in such community organizations must not adversely affect the employee's job performance, be detrimental to Ministry Village at Olive, Inc.'s interests, or place the employee in the position of serving conflicting interests.

PARTICIPATION IN TRADE AND PROFESSIONAL ASSOCIATIONS

Employees are encouraged to participate in trade and professional associations that promote Ministry Village at Olive, Inc.'s goals, individual skills development, and/or professional recognition. However, employee participation in such associations must not conflict with Ministry Village at Olive, Inc.'s interests.

CONFLICTS OF INTEREST

Employees are not to engage in any activity, practice, or act which conflicts with, or appears to conflict with, the interests of Ministry Village at Olive, Inc., or its clients.

CONFIDENTIAL NATURE OF MINISTRY VILLAGE AT OLIVE, INC. INTERESTS

The interests of Ministry Village at Olive, Inc., particularly confidential information, represent proprietary assets that each employee has a continuing obligation to protect.

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

Employees authorized to have access to confidential information may be required to sign special nondisclosure agreements and must treat the information as proprietary Ministry Village at Olive, Inc. property for which they are personally responsible. Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Employees violating this policy will be subject to discipline, up to and including termination, and may be subject to legal action.

SAFETY

Employees should report to their supervisor all observed safety and health incidents or violations, potentially unsafe conditions, and any accidents resulting in injuries or resulting in damage to Ministry Village at Olive, Inc. property. Employees and supervisors must report All accidents and injuries to the Executive Director within 4 hours of the accident or injury taking place (or as soon as practicable, if immediate or same day reporting is not possible due to the severity of the injury). Failure to report an accident or injury within the specified time required may result in disciplinary action, up to and including termination of employment.

Employees are encouraged to submit suggestions to the Executive Director concerning safety and health matters. Appropriate recognition will be made by management to employees whose suggestions, once adopted, significantly enhance safety, reduce costs, or increase productivity.

PRIVACY

Ministry Village at Olive, Inc. provides resources to facilitate employees' contributions towards the accomplishment of its mission and reserves the right to examine all provided resources at any time and without warning. Such resources may include desks, desk drawers, locks, computers, computer system databases, communication systems, email, voice mail, lockers, file cabinets, etc. These resources are the property of Ministry Village at Olive, Inc., and are therefore not private.

SAFEGUARDING PERSONAL PROPERTY

Employees are expected to exercise reasonable care to safeguard personal items of value brought to work. Such items should never be left unattended or in plain view. Ministry Village at Olive, Inc. does not assume responsibility for the loss or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

KEYS AND OTHER EQUIPMENT ISSUED

If you are a permanent employee, you may be issued keys for doors for which you need access and other equipment and uniforms as necessary. Upon termination of employment and before you receive your final paycheck, you must return all equipment and keys, which were issued to you by your supervisor or the Executive Director.

CHILDREN AT WORK

Children are not to accompany you during working hours. If you have difficulty with obtaining proper childcare, please talk with your supervisor.

MEDIA & PUBLIC INQUIRIES

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

SOLICITATION & DISTRIBUTION

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

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

The Executive Director may authorize fund drives by employees on behalf of non-political charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist in these drives, however, employees are not to be discriminated against because of their willingness or unwillingness to participate. Team members may be permitted to engage in solicitation or distribution of non-political information, including prayer requests and forwarded emails, only when pre-approved by the Executive Director.

PARKING

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

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

SECURITY

Ministry Village at Olive, Inc. makes reasonable efforts to provide security for its property, its employees, and authorized visitors to its premises. Employees are expected to know and comply with Ministry Village at Olive, Inc. 's security procedures and are expected to report any violations or potential problems to the Executive Director. Employees violating security procedures will be subject to discipline; and, in addition, illegal acts committed by employees may be reported to law enforcement authorities.

Employees working in sensitive or high security jobs (such as bookkeeping or childcare) must meet any applicable special security clearance requirements specified for such jobs. These requirements may include more extensive background checks, fingerprinting, bonding, or other special security measures. Failure or inability to meet and/or comply with any special security requirements are grounds for termination of employment or rejection of an applicant.

Employees are expected to exercise reasonable care for their own protection and for that of their personal property while on Ministry Village at Olive, Inc. premises and while away from the premises on Ministry Village at Olive, Inc. business. Ministry Village at Olive, Inc. assumes no responsibility for employee losses resulting from robbery or theft while away from the premises on Ministry Village at Olive, Inc. business.

PERSONAL BEHAVIOR OF EMPLOYEES

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

Employees are always expected to conduct themselves in a positive manner to promote the best interests of Ministry Village at Olive, Inc. such conduct includes:

- A. Reporting to work punctually as scheduled and being at the proper workstation, ready for work, at the assigned starting time.
- B. Give proper advance notice whenever unable to work or report on time.
- C. Complying with all Ministry Village at Olive, Inc. safety and security regulations.
- D. Wearing clothing appropriate for the work being performed.
- E. Maintaining workplace and work area cleanliness and orderliness.
- F. Treating all clients, visitors, and fellow employees in a courteous manner.

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

The following conduct is prohibited and will subject the individual involved to disciplinary action, up to and including termination:

- A. Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics, or the use, sale, dispensing, or possession of alcoholic beverages and/or illegal drugs and narcotics on Ministry Village at Olive, Inc. premises.
- B. The use of profanity or abusive language.
- C. The possession of firearms or other weapons on Ministry Village at Olive, Inc. property.
- D. Insubordination or the refusal by an employee to follow management's instructions concerning a job-related matter.
- E. Fighting or assaulting fellow employees, program participants, clients, vendors, or visitors.
- F. Theft, destruction, defacement, or misuse of Ministry Village at Olive, Inc. property or of another employee's property.
- G. Falsifying or altering any Ministry Village at Olive, Inc. record or report, such as an application for employment, a medical report, a production record, a time record, an expense account, an absentee report, or shipping and receiving records.
- H. Threatening or intimidating management, supervisors, security guards, or fellow workers.
- I. Smoking.
- J. Sleeping on the job.
- K. Failure to wear assigned safety equipment or failure to abide by safety rules and policies.
- L. Improper attire or inappropriate personal appearance.
- M. Engaging in any form of sexual misconduct (including, but not limited to the adoption of a homosexual lifestyle) or sexual harassment
- N. Violation of Ministry Village at Olive, Inc. 's policies on solicitation or distribution; and
- O. Improper disclosure of confidential information.

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

DRUG-FREE WORKPLACE POLICY

Because employees deserve a work environment that is free from the effects of drugs and alcohol and the problems associated with their use and because the organization has a responsibility to maintain a healthy and safe workplace, the organization has adopted a *Drug-Free Workplace Policy*. Information contained in this handbook regarding the *Drug-Free Workplace Policy* is a summary in nature.

Ministry Village at Olive, Inc.'s implementation of a *Drug-Free Workplace Policy* as authorized by F. S. 440.102 and Chapter 38 F-9 of the Florida Administrative Code. All employees are absolutely prohibited from unlawfully manufacturing, distributing, possessing, or using controlled or illegal substances in the workplace. It is a condition of employment to refrain from taking illegal drugs on or off the job. You will be subjected to the following drug tests:

- **Job Applicant Testing:** All applicants for a position with this organization will be tested and a refusal to submit or a positive confirmed test result will be used as a basis to reject the applicant for employment at that time.
- **Reasonable Suspicion Testing:** An employee may be required to submit for testing when the organization has a reasonable suspicion, (as defined below) that an employee is using or has used drugs in violation of the Ministry Village at Olive, Inc. policy. The organization has reason to suspect an employee when the employee sells, transfers, possesses or uses drugs or alcohol at the workplace; is observed intoxicated or impaired by drugs, or alcohol has been reported by a reliable and credible source as using drugs; has tampered with a drug test; has caused or contributed to or been involved in an accident while at work, or is engaged in abnormal conduct or erratic behavior while at work or shows significant deterioration in work performance. The reason to suspect shall be based on specific and particular facts and the reasonable inferences drawn from those facts considering experience.

- **Follow-Up Testing:** An employee who in the course of employment, enters an employee assistance program for drug-related problems, or an alcohol and drug rehabilitation program, may be tested as a follow-up measure and thereafter on a quarterly, semiannually, or annual basis for two (2) years thereafter.

Drugs Tested: Tests may include any or all the following drug screen panels: Alcohol, Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Methadone, Methaqualone, Opiates, Phencyclidine, Propoxyphene

Reporting Use of Prescription or Non-Prescription Medications: An employee or job applicant will be able to confidentially report the use of prescription or non-prescription medications, both before and after being tested, as presence of those medications in the body may affect outcome of the test.

Confidentiality: All information, interviews, reports, statements, memoranda, and drug and alcohol test results, written or otherwise received by Ministry Village at Olive, Inc. through this policy are confidential communications and will be maintained in a separate file by the Executive Director. The Executive Director, any laboratory, *Employee Assistance Program*, drug or alcohol treatment program or their agents who receive or have access to this information concerning drug test results shall keep it confidential. Release of such information under any other circumstances shall be solely pursuant to a signed, written, informed consent form, unless such release is compelled by a hearing officer or court of competent jurisdiction or if deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding.

Before a Positive Drug Test Result: If you are experiencing problems with drugs or alcohol, you are encouraged to contact an *Employee Assistance Program*. You may use your *Employee Assistance Program* or request a referral to another agency. In either case, the information will be kept strictly confidential.

If you voluntarily come forward and seek help prior to being required to submit to a drug or alcohol test, no disciplinary action will be taken against you. However, you will still be expected to perform your job and report for work unless your treatment-program counselor requires you to miss work. Enrollment in a treatment program or attending counseling will not grant you a license to violate any Ministry Village at Olive, Inc. policies or shield you from disciplinary action for such violations. The organization reserves the right under certain circumstances including, but not limited to, safety and security to reassign you to another position. After you return to work, follow up testing for drugs or alcohol will occur on a quarterly, semi-annual or annual basis for a period of up to two years. If you test positive for drugs or alcohol following the completion of the primary phase of your treatment program, you will be terminated. If you do not complete your drug or alcohol treatment program or do not comply with the terms of your treatment program, you will be terminated.

After a Positive Test Result: If you have a confirmed positive test result, we will send you a letter within five days of our receipt of notification from the Medical Review Officer notifying us of your positive test result. The letter will outline your rights and the way you may challenge a positive test result. You have the right to challenge any confirmed positive test result. All challenges must be filed within five working days of receiving notification of such results. See the *Drug-Free Workplace Policy* for complete information regarding your right to challenge drug test results.

EMPLOYEE VIOLENCE PREVENTION

- A. Employees are to report all threats of violence as soon as possible to their supervisor.
- B. Employees are to report all suspicious individuals or activities as soon as possible to their supervisor.
- C. If an employee hears a violent commotion, they are to call 911 immediately.
- D. Employees are to cooperate fully with security personnel, law enforcement, and medical personnel that respond to a call for help.
- E. Employees, if qualified, may provide first aid to injured persons.

WHISTLE BLOWER POLICY

Ministry Village at Olive, Inc., wanting to always model and reflect the teachings of Christ, is committed to the highest standards of ethical, moral, and legal conduct. As such, the Board of Directors has approved this Whistleblower Policy. (Whistleblowers are those who report to authorities' wrongful acts committed by employers and are entitled to protection from retaliation by provisions of the Federal Whistle blower Protection Act.)

Ministry Village at Olive, Inc. staff, whether paid or volunteer, are encouraged to help keep a watchful eye on how each endeavor affects Ministry Village at Olive, Inc.'s witness for Jesus Christ before a watching world, and to offer genuine, honest counterpoint to any action which might stain such a witness. Any team member who sees something of a sensitive or confidential nature should immediately communicate their concern to their supervisor or, if the concern involves their supervisor, to the Executive Director. If the team member's supervisor is the Executive Director, they should communicate their concern directly to the Board of Directors.

Whistleblower reports will be handled confidentially and will be acknowledged to the reporting team member by the report's recipient. All whistleblower reports will be promptly investigated, and appropriate action taken if warranted by the investigation.

PERSONAL APPEARANCE

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

The personal appearance of office workers and any employees who have regular contact with the public is to be governed by the following standards:

- A. Employees are expected to dress in a manner that is normally acceptable in similar business establishments. The wearing of suggestive attire or of jeans, shorts, sandals, T-shirts, and similar items of casual attire is not permitted as they do not present a businesslike appearance. The dress code may be relaxed to include jeans, shorts, sandals, T-shirts, and similar items of casual attire on specified days which will be communicated in advance by management.
- B. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- C. Sideburns, moustaches, and beards should be neatly trimmed.

The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort but should still be as neat and business-like as working conditions permit.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

PERSONAL USE OF COMMUNICATIONS SYSTEMS

Ministry Village at Olive, Inc. respects the individual privacy of its employees. However, an employee cannot expect privacy rights to extend to work-related conduct or the use of Ministry Village at Olive, Inc.-owned equipment or supplies.

- A. Telephone System. Employees should be particularly careful to exercise courtesy and thoughtfulness in using the telephone. A positive telephone contact with volunteers, program participants and clients can

enhance goodwill while a negative experience can destroy a valuable relationship. The following procedures should be observed whenever possible:

1. When answering the telephone, use a pleasant tone of voice, give the name of the department, and identify yourself (an example might be, "Ministry Village at Olive, Inc., this is Bob. May I help you?").
2. If the person with whom the caller wishes to speak is on another line, ask the caller if he wants to be placed on hold.
3. If a caller has been placed on hold, carefully monitor the holding period, and offer to have the call returned if the person with whom he wishes to speak is not available within a reasonable time; and
4. When a caller leaves a message, make sure it is recorded completely, correctly, and legibly, and given promptly to the appropriate individual.

Employees should not use Ministry Village at Olive, Inc.'s communication services and equipment for personal purposes except in emergencies or when extenuating circumstances warrant it. Such usage is restricted because it can impede the normal flow of business, incur unnecessary Ministry Village at Olive, Inc. expense, and reduce productivity. When personal usage is unavoidable, employees must properly log any user charges and reimburse Ministry Village at Olive, Inc. for them.

B. Email System. The Ministry Village at Olive, Inc. email system is provided for official use only, not for personal purposes.

1. Although employees have individual access codes to voicemail, email, and computer network systems, these systems are always accessible by Ministry Village at Olive, Inc. and may be subject to periodic, unannounced inspections by Ministry Village at Olive, Inc., or its agents. All passwords must be available to Ministry Village at Olive, Inc., and employees may not use passwords that are unknown to Ministry Village at Olive, Inc. Backup copies of email and voicemail are maintained and can be referenced for business and legal reasons.
2. Employees are expected to use the email, voicemail, and computer network systems for Ministry Village at Olive, Inc. business only and not for personal purposes. Personal purposes include, but are not limited to, soliciting, or proselytizing for commercial ventures, political causes, outside organizations, or other non-job-related solicitations.
3. Employees are prohibited from using Ministry Village at Olive, Inc. information systems in any way that may be disruptive or offensive to others, including, but not limited to, the transmission of sexually explicit messages, cartoons, ethnic or racial slurs, or anything that may be construed as harassment or disparagement of others. In addition, employees are forbidden from using Ministry Village at Olive, Inc. equipment and material for the endorsement of any political candidate, referendum, or ballot measure.
4. Employees are prohibited from the unauthorized use of the access codes of other employees to gain access to their email and voice mail messages.

C. Mail. Employees may not use Ministry Village at Olive, Inc. for purposes of receiving personal mail, packages, or bills. All mail, including personal mail, delivered to Ministry Village at Olive, Inc.'s address will be opened and routed to the addressee.

CELLULAR PHONE USE

To maximize the safety of team members and those with whom they share the road, cellular phone usage when driving on Ministry Village at Olive, Inc. business must be through a hands-free headset. On work time, personal cellular phone use will be limited to breaks and emergency use only.

PERSONAL USE OF SOFTWARE, SUPPLIES OR EQUIPMENT

Ministry Village at Olive, Inc. owns all software used by the organization. You cannot copy any software or remove software from the Ministry Village at Olive, Inc. buildings without the express permission of the Executive Director. Employees should not bring software into the office to be used without the express permission of the Executive Director.

Ministry Village at Olive, Inc.'s stationery, copiers, facsimile machines, etc. are for official business only. Occasional, low volume usage of the copier is permissible and must be reimbursed at the established rate per copy.

OUTSIDE EMPLOYMENT AND ACTIVITIES

If you are a full-time employee, you are prohibited from engaging in outside employment, private business, or any other activity, which might have an adverse effect on, or create a conflict of interest with Ministry Village at Olive, Inc. without the prior written approval of the Executive Director.

INTELLECTUAL PROPERTY - WORK FOR HIRE

In the absence of a signed written agreement between the Executive Director and an employee stating otherwise, all creative work and any resulting products or results done by Ministry Village at Olive, Inc. employees is work for hire and, as such, all rights therein including, without limitation, copyright belong to and shall be the exclusive property of Ministry Village at Olive, Inc.

DISCIPLINE AND GRIEVANCE

DISCIPLINARY PROCEDURE

Under normal circumstances, Ministry Village at Olive, Inc. endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit, up to and including termination.

The Executive Director, under normal circumstances, should review and approve all recommendations for termination before any final action is taken.

Employees who believe that they have been disciplined too severely or without good cause should utilize the grievance procedure.

GRIEVANCE PROCEDURE

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

An appropriate grievance is defined as an employee's expressed feeling of dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees.

Employees must notify Ministry Village at Olive, Inc. in a timely fashion of any grievance considered appropriate for handling under this policy. The grievance procedure is the exclusive remedy for employees with appropriate grievances. As used in this policy, the terms "timely fashion," "reasonable time," and "promptly" will mean five working days.

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

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

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

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

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

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

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

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

ARBITRATION OF DISPUTES

Ministry Village at Olive, Inc., and its employees, as Christians, believe the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of Matthew 5:22-24, Matthew 18:15-20, and I Corinthians 6:1-8.

Therefore, Ministry Village at Olive, Inc. and its employees agree that any controversy or claim between them arising out of the employment relationship between Ministry Village at Olive, Inc. and one or more of its employees, or the termination of that relationship, which cannot be resolved between them, shall be settled by Biblically based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of The Center for Conflict Resolution (626/585-9729). The mediation and, if necessary, the arbitration, shall be administered by a Christian dispute resolution agency which is a member of the Association of Christian Coalition Services.

If arbitration is required, it shall be conducted by a single arbitrator selected by the dispute resolution agency.

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

Ministry Village at Olive, Inc. and its employees agree that these methods are the sole remedy for any controversy or claim arising from the employment relationship between Ministry Village at Olive, Inc. and one or more of its employees, or the termination of that relationship, including claims for violations of federal and state law and for negligent or intentional wrongful conduct. Ministry Village at Olive, Inc. and its employees further agree that these methods are the sole remedy whether the claim is between an employee, or employees, and Ministry Village at Olive, Inc., or one or more of Ministry Village at Olive, Inc.'s Board of Directors. Each expressly waives their right to file a lawsuit against another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Employee claims for worker's compensation or unemployment compensation benefits are not subject to arbitration. In addition, Ministry Village at Olive, Inc. business realities may require it to seek and obtain injunctive and/or equitable relief from a court of competent jurisdiction. Therefore, claims by Ministry Village at Olive, Inc. for injunctive and/or other equitable relief, including, but not limited to, claims for unfair competition and/or the use and/or unauthorized disclosure of trade secrets or confidential information are likewise not subject to arbitration.

EMPLOYEE ACKNOWLEDGMENT

This statement is to acknowledge that I have received a copy of the Ministry Village at Olive, Inc. Personnel Handbook. I understand that it provides guidelines and summary information about the organization's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that Ministry village at Olive, Inc. reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both Ministry Village at Olive, Inc. and I have the right to terminate the employment relationship at any time, with or without cause or advance notice, and that this employment at will relationship will remain in effect throughout my employment with Ministry Village at Olive, Inc.

I further acknowledge that this employment at will relationship may not be modified by any oral or implied agreement.

Employee's Name (Please Print) «ESignatureName»

Employee's Signature

Employee signature

Date «SignDate»