

EMPLOYEE HANDBOOK

Welcome to the party!

This is providence, and I believe that you have been called to Northview Church for such a time as this. Since our church was founded in 1980, God's unmistakable fingerprints have been all over it. He has been writing the story of our church and I believe that you are here to be a part of it.

Thank you for partnering your gifts, talents, and calling with our mission to Connect People to God and Connect People to People. Celebrating in advance all the good works that you will do to further the kingdom and make an impact for generations to come!

My prayer is that you wake up each day with exuberant joy to do the significant work of knowing Jesus and making Him known. The work we do is a privilege, and how kind of God to allow us to make disciples together!

Let the journey begin with an unquenchable fire to be a goal crusher for kingdom advancement through Northview! Along the way, never forget that many serve for Him but only the wise serve from Him.

So glad to have you be part of the Northview family!

A handwritten signature in black ink, appearing to read 'CJ Johnson'. The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

CJ Johnson
Senior Pastor - Northview Church

100 - INTRODUCTION

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ACKNOWLEDGEMENT OF EMPLOYEE HANDBOOK

NOTE:

This Employee Handbook applies to all employees of Northview Church and provides guidelines and information regarding employee policies, procedures, benefits, compensation and general office conduct.

It is important that you read, understand and become familiar with the handbook because it contains the standards by which we operate. Please talk with your supervisor if you have any questions or need additional information.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. That is not our goal. As a result, Northview reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as we deem necessary or appropriate. This Employee Handbook is not a contract of employment, and employment at Northview Church is at-will.

100 - INTRODUCTION

101 - OUR MISSION

Connecting people with God ... connecting people with people.

102 - OUR CULTURAL VALUES

WE ARE SOLUTION-SIDED

WE SAY IT IN THE ROOM

WE GIVE MINISTRY AWAY

WE ARE DEVOTED TO EXCELLENCE

103 - STATEMENTS OF FAITH

ABOUT THE BIBLE | We believe the Bible is inspired by God and that His Spirit directed men to write His words; therefore, we believe that it contains no errors. (2 Timothy 3:15-17; 1 Thessalonians 2:13; 2 Peter 1:21)

ABOUT GOD | We believe that there is only one God who exists in three distinct persons: God the Father, God the Son and God the Holy Spirit. (Deuteronomy 6:4; Isaiah 43:10-1; Matthew 28:19; Luke 3:22)

ABOUT JESUS | We believe that Jesus was born of the Virgin Mary, that he is both God and man, that he never sinned and that he performed miracles. Jesus died, was buried and rose from the dead so that sins can be forgiven. Jesus is now with the Father in heaven but will someday return to earth in power and glory. (John 1:1; Philippians 2:5-6; Luke 1:26-38; Hebrews 7:26; Acts 2:22; 1 Corinthians 15:3; Matthew 28:6; Acts 1:9-1)

ABOUT THE HOLY SPIRIT | We believe that the Holy Spirit indwells every Christian and that He provides the power for living a life that pleases God. The Holy Spirit guides the believer to what is true and strengthens him to resist what is not from God. The Holy Spirit gives every believer spiritual gifts for the building up of the church. We are filled by the Holy Spirit when we yield to God's authority in our life and ask Him to fill us.

(Romans 12:1-2; 1 Thessalonians 5:23; Hebrews 13:12; Luke 24:49; Acts 1:4, 8; 1 Corinthians 12:1-13; Ephesians 5:18)

ABOUT MANKIND | We believe that all people are created in the image of God to have fellowship with Him but became alienated in that relationship through sin, rebelling against God's will. Therefore, a person is incapable of regaining a right relationship with God through his or her own effort alone. (Genesis 1:27; Romans 3:23; Galatians 3:22; Ephesians 2:8-9)

103 - STATEMENTS OF FAITH CONT.

ABOUT SALVATION | We believe that the blood of Jesus Christ provides the sole basis for the forgiveness of sin. Therefore, only those who place their faith in Jesus' sacrifice on the cross will be saved. When a person believes in Jesus, God – the Holy Spirit, gives that person a brand new life – he or she is born anew.
(Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Galatians 4:6)

ABOUT THE CHRISTIAN LIFE | We believe that all Christians should live for Christ and not for themselves. By obeying God's commands as found in the Bible and by yielding daily to the Spirit of God, every believer should mature and be conformed to the likeness of Jesus Christ.
(Philippians 1:20-26; John 14:23-24; Romans 12:1-3)

ABOUT ETERNITY | We believe that those who have placed their faith in Jesus Christ will live eternally with God (heaven), and that those who have not placed their faith in Jesus will live eternally without God (hell).
(Matthew 25:46; Mark 9:43-48; Revelation 19:20; Revelation 20:1-15; Revelation 21:8)

ABOUT THE CHURCH | We believe that the Church is the body of Christ, of which Jesus Christ is the head. The members of the Church are those who have placed their faith in Jesus' sacrifice on the cross. The purpose of the Church is to glorify God by loving Him and by making Him known to the lost world.
(Ephesians 1:22-23; Colossians 1:18; Matthew 28:18-20)

104 - POSITIONAL STATEMENTS

We believe in the holy institution of marriage between one man and one woman, rooted as it is in God's creation of man and woman in His image and in the relationship between Christ and His Church.
(Genesis 2:18-24; Matthew 19:4-6; Ephesians 5:22-33)

We believe in the sanctity of all human life from conception to natural death.
(Genesis 9:5-6; Exodus 20:13; Psalms 139:13-16)

105 - CAMPUS LOCATIONS

ANDERSON

1720 E. 22nd St.
Anderson, IN 46016

BINFORD

6620 Northview Way
Indianapolis, IN 46220

CARMEL

12900 Hazel Dell Parkway
Carmel, IN 46033

FISHERS

14842 E. 136th St.
Fishers, IN 46037

FLORA

687 E. 50 N.
Flora, IN 46929

GREATER LAFAYETTE

2703 Lindberg Road
West Lafayette, IN 47906

GREENTOWN MICRO-SITE

127 Meridian St.
Greentown, IN 46936

INDIANA WOMEN'S PRISON

2596 N. Girls School Rd.
Indianapolis, IN 46214

KOKOMO

3409 S. 200 W.
Kokomo, IN 46902

MARION MICRO-SITE

123 Sutter Way
Marion, IN 46952

MIAMI CORRECTIONAL FACILITY

PHASE 1 AND PHASE 2
3038 W. 850 S.
Bunker Hill, IN 46914

NEW CASTLE CORRECTIONAL FACILITY

1000 Van Nuys Road
New Castle, IN 47362

NOBLESVILLE

1448 Conner St.
Noblesville, IN 46062

NORTH PUT

8869 N County Rd 250 E
Roachdale, IN 46172

WESTFIELD

1191 W. 186th St.
Westfield, IN 46074

106 - HOURS OF OPERATION

Standard Office Hours

8 a.m. – 5 p.m. Monday - Friday

Individual work schedules may vary depending on the needs of each department.

You should maintain regular office hours as approved by your supervisor. Your supervisor should know the specifics of your schedule.

Regular attendance and punctuality are considered essential functions of every role at Northview. Therefore, all employees are expected to arrive on time, ready to work, every day per your agreed upon schedule. If you are unable to arrive at work on time, or must be absent for any portion of the day, you must contact your supervisor as soon as possible. Full or partial day absences must be recorded in Paycom if utilizing paid time off (PTO) benefits.

Carmel Capstone Hours

7 a.m. – 5 p.m. Monday - Friday

8 a.m. – 6:30 p.m. Saturday

8 a.m. – 12:30 p.m. Sunday

Binford Capstone Hours

7 a.m. – 5 p.m. Monday - Friday

8 a.m. – 6:30 p.m. Saturday

8 a.m. – 12:30 p.m. Sunday

200 - GENERAL EMPLOYMENT POLICY

201 - Employment At Will

Employment at Northview Church is on an at-will basis. This means that either the employee or employer may terminate the employment relationship at any time, for any reason, with or without cause, with or without notice.

202 - Legal Compliance

Northview is committed to full compliance with all applicable federal and state laws regarding employment in the local church.

203 - Equal Employment Opportunity

Northview Church is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, disability, veteran's status, or age, to the extent required by law. To deny a qualified person the chance to contribute to the ministries of Northview Church because he or she is a member of a minority group is unfair to everyone and is not consistent with scriptural principles. This applies to all terms and conditions of employment, including hiring, promotions, training, disciplinary action, termination and benefits.

Northview Church does, however, reserve the right to make employment decisions based on faith, philosophy, character, spiritual fitness, gifts and talents.

Employees who believe they have been unlawfully discriminated against should report it immediately to the Human Resources Director and/or an Executive Pastor.

In all reported cases, Northview will take reasonable steps to protect the reporting employee from retaliatory, harassing, or abusive behavior in relation to such reporting.

204 - Americans With Disabilities Act (ADA)

To ensure equal employment opportunities to qualified individuals with a disability, Northview Church will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the church would result.

Staff members who may require a reasonable accommodation should contact the Human Resources Department.

205 - Code of Ethics

Staff members will be conscious of the fact that everything they do, directly or indirectly, has the potential to reflect upon Northview Church.

Staff members will conduct themselves at all times with openness and honesty in dealing with people and organizations, both internally and externally.

Staff members will hold themselves to the highest possible standard of conduct reflective of the work they do, always striving to avoid even the appearance of impropriety.

Staff members will comply with all applicable laws and regulations and established guidelines.

Staff members will exercise good judgment based on the observance of the spirit and high ethical principles. If a staff member encounters a difficult situation and is unable to determine a proper course of action, he or she should discuss the matter with either his or her direct supervisor or an Executive Pastor.

206 - Standards of Conduct

Northview Church requires staff to behave in such a way as to provide a christlike example in all of our relationships including leaders, volunteers and attenders. God's Word teaches us that certain attributes are desired, including: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-24). Staff members should avoid situations that may invite temptation or appear compromising to others.

Please see specific examples below:

APPROPRIATE INTERACTIONS WITH THE OPPOSITE SEX

During the course of Northview Church related ministry or work, staff members may not ride alone in a car with a person of the opposite sex or go out to lunch, dinner, movies or other events alone with a person of the opposite sex. This guideline will not apply if both individuals are unmarried, or when the individuals are related by family or marriage.

APPROPRIATE INTERACTIONS WITH THE OPPOSITE SEX CONT.

Northview Staff members may not:

- Cohabitate with any one of the opposite sex if unmarried
- Demonstrate questionable physical affection
- Counsel alone with anyone of the opposite gender off-site
- Meet with or counsel anyone of the opposite sex on-site when any of the following circumstances exist:
 - Other staff are not present within view of the meeting location
 - The meeting location does not have a door with an uncovered window

In addition to these guidelines, staff members are required to be aware of and comply with Northview Church's policy prohibiting sexual harassment in the workplace.

DRUG AND ALCOHOL USE

Staff members may not possess, distribute, sell or be under the influence of illegal drugs at any time. The legal use of prescribed drugs is permitted on the job only if it does not impair a staff member's ability to perform the essential functions of his/her job effectively and in a safe manner that does not endanger other individuals in the workplace.

Driving while under the influence, providing alcohol to minors, public intoxication or other criminal violation of drug or alcohol related statutes is prohibited. Any employee convicted of violating drug or alcohol statutes is in violation of this policy and must notify the Human Resources Director within three (3) calendar days of the conviction.

The staff members of Northview Church may not possess or be under the influence of alcohol during normal working hours or during church-sponsored gatherings or events. Staff members are required to use prudence and good judgment regarding use of alcohol during informal or social gatherings.

Use of any type of tobacco products inside any Northview Church facility is prohibited.

DUTY TO REPORT ARRESTS, CONVICTIONS AND GUILTY PLEAS

Notify Human Resources in writing within the earlier of three (3) calendar days or immediately upon reporting to work of any arrest, conviction or entry of a guilty plea for any criminal offense, or immediately upon reporting to work following such arrest, conviction or plea entry, whichever is earlier. This obligation does not apply to minor traffic tickets or citations.

207 - Workplace Violence

The safety and security of our employees and those we serve are of the utmost importance. We will not tolerate threatening, intimidating, malicious, or violent behavior directed toward anyone on our property or during work time. Every employee must involve management at the earliest notice of this type of behavior.

To minimize the potential risk of personal injuries and to reduce the possibility of property damage if anyone is unhappy or disgruntled for whatever reason, Northview Church will take decisive, appropriate action in response to inappropriate behavior including, but not limited to, heightened security, suspension and/or termination of a business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution.

Immediately notify Human Resources or an Executive Pastor of any possible violations of this policy or other threats to workplace security that you have experienced, witnessed, or otherwise become aware of. Examples include threatening, intimidating, malicious, or violent behavior that is or was job related or has been or might be carried out on Northview property or during working time. Employees must report this behavior regardless of the relationship between the individual who initiated the inappropriate behavior and the target of the behavior.

If you receive or overhear threatening communications from an employee or third party, report it to management immediately. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter someone who is threatening immediate harm to anyone, contact an emergency agency (such as 911) immediately. Then immediately report the concern to Human Resources or an Executive Pastor.

All reports of work-related threats will be kept confidential to the extent possible, investigated, responded to, and documented. Employees must report and participate in an investigation of any suspected or actual cases of workplace violence.

To maintain the security and safety of all, if a court has entered a protective or restraining order, an injunction, or the like that either prevents or protects an employee from contact with a co-worker or any other individual likely to access the premises, employees must (1) immediately report the entry of the protective or restraining order, injunction, etc., to Human Resources and (2) provide a copy of the document.

All employees are to maintain a safe and secure work environment and reduce the risk of threatening, intimidating, malicious, or violent behavior that may affect employees and those who interact with them by complying with the letter and spirit of this policy.

208 - Conflict of Interest

Staff members are expected to conduct themselves with a high degree of integrity at all times. Specifically, staff members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Employees are encouraged to contact an Executive Pastor or the Human Resources Director with specific questions about conflicts of interest.

BUSINESS INTERACTIONS

Actual or potential conflicts of interest occur when a staff member is in a position to influence a decision that may result in personal gain for that staff member or for the employee's relative(s) or relative(s) of another employee's family as a result of Northview business dealings. Examples of conflicts of interest include but are not limited to:

- Placing orders or doing business with any vendor where the staff member receives any form of "kickback" profit or substantial gift (value of \$25 or more) as a result of the transaction.
- Placing orders or doing business with any vendor that is owned by a family member of any staff member when not obtaining competitive bids to document that the placing of this business was in the best interest of Northview Church.
- Influencing the purchase of goods or services where the staff member may profit individually.
- Ownership by a staff member in a business that provides goods and services to Northview Church.

Employees who encounter any of the aforementioned scenarios must inform an Executive Pastor in writing prior to engaging in the transaction, so that conflicts of interest may be proactively avoided.

All employees should protect Northview's assets and ensure their efficient use. Northview equipment (including but not limited to computers, telephones, cameras, a/v and production equipment, copiers, fax machines, Internet services and printers) is intended for business use only, although limited use, from time to time, may be acceptable if properly authorized in advance.

We must never use Northview's property or information for personal gain.

208 - Conflict of Interest Cont.

OUTSIDE EMPLOYMENT

Staff members may not hold any outside employment that interferes with their ability to perform job responsibilities, or that causes a conflict of interest with Northview Church. This may include, but is not limited to, business interests in the following scenarios:

- Employment with or business interest in an organization which does business with or seeks to do business with Northview Church.
- Employment with or business interest in an organization that holds values in contrast with Northview Church, and that may damage the church's reputation or the employee's ability to perform their role appropriately.

If Northview determines that a staff member's outside work interferes with his or her ministry responsibilities or conflicts with Northview values, the staff member may be required to terminate the outside employment if he or she wishes to remain on staff at Northview.

209 - Whistle-Blower Policy

POLICY ON SUSPECTED MISCONDUCT, DISHONESTY, FRAUD AND WHISTLE-BLOWER PROTECTION

Northview Church is committed to the highest possible standards of biblical, ethical, moral and legal conduct. Consistent with that commitment, this policy aims to provide avenues for employees to raise concerns about suspected misconduct, dishonesty and fraud and to provide reassurance that they will be protected from reprisals or victimization for whistleblowing in good faith.

For purposes of this policy, the definition of misconduct, dishonesty and fraud includes but is not limited to:

- Acts which are inconsistent with church policy
- Illegal or anti-biblical activities
- Theft, incorrect financial reporting, forgery, or any other form of fraud
- Misuse of church resources

If any person knows of or has a suspicion about misconduct, dishonesty or fraud, an Executive Pastor or the HR Director should be contacted. If the alleged wrongdoing concerns an Executive Pastor, then the Senior Pastor should be notified instead, who shall determine the procedure for investigating all credible allegations.

209 - Whistle-Blower Policy Cont.

At all times, the privacy and reputation of individuals involved will be respected. If the person providing the information requests anonymity, this request will be respected to the extent that doing so does not impede any investigation. There will be no punishment or other retaliation for good faith reporting of suspected misconduct under this policy.

210 - Harassment

Staff members are required to treat one another with common courtesy and respect at all times, in order to create a work environment free from harassment.

Harassment is defined as unwelcome or unsolicited verbal, physical or sexual conduct that interferes with a staff member's job performance or which creates an intimidating, offensive or hostile work environment.

Harassment can take the form of the following:

- Offensive, sexist, off-color or sexual remarks, jokes, slurs or comments that ridicule a person or group on the basis of race, color, age, sex, pregnancy, gender, creed, disability, national origin, ethnic background, military service or citizenship.
- Derogatory or suggestive posters, cartoons, photographs, calendars, drawings, computer screensavers or gestures.
- Inappropriate touching, hitting, pushing or other aggressive physical contacts or threats thereof.

Any staff member who feels that they, or someone they know, has been discriminated against or harassed should report such incidents to an Executive Pastor, Human Resources Director or to a pastor with whom they feel most comfortable. Retaliation against a staff member for discussing or making a harassment complaint in good faith will not be tolerated.

SEXUAL HARASSMENT

Sexual harassment may take the form of unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating work environment and prevents an individual from effectively performing the duties of his or her position. Sexual harassment may also include a "quid pro quo" when such conduct is made a term or condition of employment or compensation, either implicitly or explicitly, or when an employment decision is based on an individual's acceptance or rejection of such conduct.

210 - Harassment Cont.

RESPONSIBILITY

All Northview Church staff members are responsible for keeping our work environment free of harassment. Staff members are encouraged to make it clear to the alleged harasser that his or her behavior is unacceptable, offensive or inappropriate. Any staff member aware of harassment, whether by experiencing harassment, or by witnessing the incident or hearing of it, should report it to an Executive Pastor, Human Resources Director or to a pastor with whom he or she feels comfortable. No adverse employment action will be taken against any staff member making a good faith report of alleged harassment.

When Northview Church learns of the existence of harassment, it is obligated by law to act promptly and appropriately. Upon receiving a complaint, Northview Church will undertake an investigation, providing confidentiality, if practical and appropriate. Should the investigation determine that a staff member is guilty of harassing another staff member, volunteer or church attendee, disciplinary action, up to and including immediate termination of employment, will be taken against the offending staff member.

In addition, Northview Church prohibits any form of retaliatory action against any staff member for filing a complaint in good faith or for assisting in a complaint investigation. Staff members who unlawfully retaliate against another for filing or participating in a harassment complaint will be subject to disciplinary action, up to and including immediate termination of employment.

211 - Employment of Minors

Individuals who are not at least 18 years of age are required by law to provide a valid work permit, high school diploma, or certificate of proficiency before they will be allowed to work.

212 - Intellectual Property Guidelines

Northview Church will own intellectual property work created by its employees within the scope of his or her employment duties, and may use, adapt or alter that material at the church's discretion.

Northview may extend right of usage at-will to any other potential user. Northview Church may elect to waive its rights of ownership on a case-by-case basis, at the church's discretion. Northview will also own all rights to any intellectual property work created by contractors for the church, unless there is a specific written contract to the contrary.

Individual employees will retain full ownership and rights regarding intellectual property work created independently and at the employee's initiative. However, once right of usage (conveyed verbally or in writing) has been granted to the church for use of the work, that right of usage remains permanently in effect. Northview may not extend permission to other users for work owned by an employee or contractor without permission.

The main points are:

1. If you work for Northview and create something at work, the church owns it.
2. Northview can change any work as the church sees fit
(ex. changing a graphic or song lyric).
3. If desired, Northview can let anyone else use the material.
4. If desired, Northview can release some rights back (ex. for a book or song).
5. If an employee gives Northview rights to use something they have created outside of work, those rights cannot be revoked in the future without our agreement.

213 - Background Checks

Prior to employment, or serving as a Northview volunteer, all candidates must complete a background check. An offer of employment, or acceptance of a volunteer, is contingent upon a satisfactory background check.

214 - Employee Classifications

EXEMPT: Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

NON-EXEMPT: Non-exempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked in a work week.

FULL-TIME: Full-time employees work a minimum of 30 hours each week and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions and limitations of each benefits program.

PART-TIME: Part-time employees are regularly scheduled to work fewer than 30 hours each week and who maintain a continuous employment status. Part-time employees are eligible for some of the benefits offered by the church and are subject to the terms, conditions and limitations of each benefits program.

TEMPORARY: Employees who are hired for assignments of limited duration.

CENTRAL STAFF: Employees who perform work functions across all campuses.

CAMPUS STAFF: Employees who perform work at a specific campus.

PASTORAL STAFF: Exempt employees who can be either full-time or part-time and are eligible for additional benefits.

LEAD STAFF: Exempt employees who serve in a leadership capacity within the church and are entitled to additional benefits.

RESIDENTS/FELLOWS: Individuals who enter into an education-related relationship with Northview for up to two years. Residents and Fellows are not considered staff members of Northview Church and therefore are not eligible to receive Northview benefits.

215 - Evaluations

Northview Church recognizes the value in creating relationships and coaching others to produce outstanding results. In support of this, performance reviews are conducted online through Performance Culture. Supervisors and staff will have Monthly Check-ins online paired with Quarterly Performance Reviews, occurring in the months of March, June, September and December. We utilize Monthly Check-ins to help provide structure and to automate communication for effective one-on-one meetings.

216 - Confidentiality

Information relating to the operations, finance, personnel, ministries and the people of Northview Church may be designated as “confidential.”

Staff members may discuss such confidential information with his or her supervisor, executive leadership and firms that Northview conducts official business with (i.e., banks and lenders, auditors, payroll and benefits, etc.) but no one else, including his or her spouse. If a staff member has any questions about what information is considered confidential, he or she should consult with his or her supervisor and seek clarification before disclosing such information.

Staff members should maintain confidentiality for no less than five years after departure from his or her position.

300 - STAFF GUIDELINES

301 - Huddles/Meetings

Full-time staff are required to attend Huddle meetings which take place on the 4th Wednesday of every month. These informational meetings include campus and ministry updates, a focus on leadership development, fellowship, worship, employee recognition, celebrations and lunch. Staff members should inform his or her direct supervisor and a member of the Human Resources team if unable to attend.

In an effort to simplify travel and honor campus staff schedules, we have established Wednesday as the Central meeting day. All meetings requiring campus staff to travel to a different location should be held on Wednesday vs other weekdays. This allows all staff to plan with consistency and avoids multiple campus staff traveling on various days of the week. The hope is that this will improve efficiency and encourage campus staff collaboration and culture.

302 - One Church Call

Full-time staff are required to attend One Church Call meetings. These happen every Tuesday at 9:30am via Microsoft Teams. For these calls, staff at each campus gather together in a common location to participate. During each call someone will speak and give an overview of campus and ministry updates, weekend service schedule and updates, and a celebration/encouraging story of kingdom impact.

303 - Spiritual Life

Staff are expected to attend a weekend worship service weekly (except in cases of illness, vacation or comp time), participate in a Northview Group, serve on a Team in a volunteer role outside of their job description, have a plan for their personal spiritual growth, and give sacrificially to Northview through tithing.

304 - Membership

Because it is important to our staff culture, it is expected that all staff members, regardless of position, would seek membership at Northview Church within six months of employment.

Our membership class is offered online at our website and can be taken at your convenience: <https://northviewchurch.us/membershipinterest>

305 - All Hands On Deck

Occasionally, throughout the year, staff members are called away from their normal work duties to work on special ministry projects. These individuals are only expected to work the hours they would work in their typical workday.

306 - Easter/Christmas Policy

PASTORAL AND WEEKEND-REQUIRED STAFF are required to be present at all Easter and Christmas services at their assigned campus, attending one and working the others. Exceptions can be made with supervisor's approval.

(Note: Weekend-required staff who have regular weekly responsibilities during services, will serve in their normal role on Easter and Christmas.)

OTHER STAFF are strongly encouraged, but not required, to work two Easter/Christmas services in addition to the service they attend. Flex-time hours should be used instead of paid overtime when working Easter and/or Christmas services, unless prior approval from his or her supervisor is given.

- Staff will be required to fill out a form indicating which back-to-back services he or she is available to serve.
- If a staff member is scheduled regularly to volunteer in a weekend ministry, and that weekend coincides with Easter or Christmas weekend, he or she may apply that to the two service times that he or she signs up for; however, he or she may not flex that time out during the week.

307 - Discipleship Walk

The Discipleship Walk (DW) is a three-day retreat that focuses on growing one's relationship with God. Through talks, group discussions, worship, entertainment and fellowship, one will come away with a better understanding of what it means to be a disciple of Christ.

- Staff members are expected to attend the first, second, or third DW offered after his or her date of hire.
- Staff members attending the DW for the first time will have his or her registration fee paid for by the church.
- Any Northview staff member and their spouses who are asked to serve in the spiritual director or assistant spiritual director roles on the DW will have his or her registration fee paid for by the church.
- Northview staff members who attend or serve on the team of a DW will not be charged PTO for the weekend event.
- Northview staff members who serve on the team of a DW will be responsible for paying their own registration fee.
- Paid time off for a DW must be submitted via Paycom and approved by the staff member's supervisor. Designate the time off type as Northview Ministry when submitting via Paycom. Put "Discipleship Walk" in the notes section.
- Contact **discipleshipwalk@northviewchurch.us** for more information and to register.
- When registering, identify yourself as staff for your first walk.

308 - Personal Appearance

Northview Church provides a casual yet professional work environment for its staff members. Staff should dress in relation to the people with whom they interact. All staff members are expected to dress appropriately and in a manner consistent with good hygiene and safety.

309 - Communication

Phone and Email:

- Voice messages and emails should be checked each workday.
- Ministry-related phone calls and emails should be returned within 24 hours.
- There is no expectation for staff to check his or her Northview voicemail or email on days off.
- An additional voicemail greeting should be set when a staff member will be out of the office for an extended period of time.
- An auto-reply message should be used during times when a staff member is away from his or her office for more than 24 hours, stating a date when they will return to the office.
- There is no expectation for staff to use his or her personal cell phone for ministry-related work, unless his or her job description requires/necessitates that they have one.

400 - Workplace Guidelines

401 - Network Security Guidelines

The computer network is the property of Northview Church and is intended for staff and volunteer use for legitimate business and ministry purposes. Users are provided access to the computer network to assist them in the performance of their ministry-related tasks. All users have a responsibility to use Northview's computer resources and the internet in a professional, lawful and ethical manner. There is no expectation of privacy for employees using our computer network, which may be accessed by Northview Church.

Network security should always be taken seriously. Frequent attacks on a network can result in loss of data and resources. Therefore, users have a responsibility to themselves and to fellow staff members to protect the information within their organization and implement appropriate security measures. If you encounter an issue that is not covered in this information, please consult the IT Department.

Electronic media cannot be used for knowingly transmitting, retrieving, viewing or storing any communication that is: discriminatory or harassing, derogatory to any individual or group; obscene, sexually explicit or pornographic; defamatory or threatening; in violation of any license governing the use of software or engaged in for any purpose that is illegal or contrary to Northview Church's policy or interests.

Employee communications transmitted by the company systems are not considered private. Northview has the right to access, monitor, inventory, review, audit, delete, and disclose, with or without notice, for any reason, including time and content, all information sent, communicated or stored on company systems, whether or not they are communications. Additionally, routine system maintenance or trouble-shooting by system administrators may result in electronic messages being accessed.

402 - Intranet

Northview's private communications network is accessible to all staff members through SharePoint. On SharePoint, a staff member may view:

- Announcements
- Prayer requests
- Website links
- Form requests
- Support tickets
- Access to Microsoft Outlook
- Additional support

403 - Office Standards

We are fortunate to have fairly flexible standards in our unique office environments. There are office and workspace configurations of all sizes, as well as a variety of designs and arrangements within our office area. Because of this, we believe following a few practical guidelines related to the use and care of our office environment will be helpful. These standards were developed to help us achieve a fresh, clean, organized and well-designed office.

FURNITURE

A desk, chair and storage space are available for your use. If they're not, please make our Facilities Team aware of this, and they will provide you with these necessities from our furniture inventory. Staff members who have a private office space may also expense essential basic furnishings if not available in inventory. Please be conscientious of the amount you are spending with these purchases and always obtain prior approval from your supervisor and Operations Pastor.

Desks, storage cabinets and other office furnishings are Northview's property, and any leadership-designated representative may inspect them at any time, with or without prior notice.

MAINTENANCE

If you have a need for maintenance, submit a maintenance request using the Northview Requests link found either in the Rock or on SharePoint.

WALLS AND DESIGN ELEMENTS

You are welcome to use your own decorations and design elements to personalize your office space. However, candles with a flame are not allowed. Please use candle or wax warmers if you choose to have a candle.

If you believe a wall or room needs to be repainted, please submit a Maintenance request. Facilities staff will consider the request and complete it on an as-need basis. If you would like to request a specific paint color from a pre-approved color chart, prior approval from your supervisor and Operations Pastor.

MOVES AND REMODELS

Employees and staff teams may be relocated every once in a while. In this case, if the existing furniture and decorations do not accommodate the new workspace, a budget proposal may be submitted to your supervisor and Operations Pastor for new furnishings. Other than this specific circumstance, please ask for prior approval if you believe your current furnishings are in disrepair or sub-standard.

Staff members are prohibited from moving offices, creating new office space, swapping offices or relocating from their current office. Requests to move workspaces or renovate must be made in writing to your supervisor and Operations Pastor.

403 - Office Standards Cont.

CARING FOR OFFICE/WORKSPACE

Staff members are responsible for the basic organization and appearance of their own office space, which include maintaining a clean environment. Custodial services will regularly remove trash, wipe down working surfaces and vacuum. Please make every effort to make your space welcoming and professional at all times.

SOUND

With the open-office environment that we have in some areas, it is important for us to be considerate of one another concerning sounds and noise. When talking in groups, even if you are speaking informally to one another, please consider speaking in a separate room away from the open offices. Please use headphones when listening to music, watching videos, or participating in a video meeting.

TEAM MEETINGS

There are many spaces throughout our buildings that are suitable for team meetings. Please reserve the room anytime you need to use the space and make sure someone hasn't scheduled a meeting in the room prior to using.

TECHNOLOGY

Upon your start date at Northview, any technology required for your job will be provided to you. If for any reason this equipment is not adequate, please contact your supervisor who will work with the IT Director to provide a prompt resolution. Any device or equipment not provided by Northview must use the public wireless network and under no circumstances may be plugged into a wired network port or connected to a password-protected wireless network without approval.

This includes, but is not limited to, personal computers, printers, mobile devices or any other device requiring a network connection. IT cannot support home devices, and it presents a risk to both the Northview network and your own personal device when you use it for work-related tasks. All power and data cords should remain orderly and tied together if possible.

The IT Director should be made aware prior to any adjustments of office workspaces that require moving any computers, phones, printers or other provided equipment prior to moving. Network connections are specific to device type and moving equipment may impact functionality.

SECURITY

The safety of all staff members is important to us. There are doors that require an ID badge card reader for security reasons. Please do not prop any of these doors open. We are all responsible for the safety and security of our campus. Please turn off the lights and lock the doors when you are finished using a room and/or leaving the building after an event.

403 - Office Standards Cont.

RECEIVING GUESTS or Ministry Associates

When the receptionist notifies you of a guest who has arrived to see you or attend a meeting, please go greet your guest at the front office in the receptionist waiting area.

404 - Workplace Injuries

Any employee who sustains an injury, illness, or job related accident should report it immediately to his/her supervisor who will complete an incident report which is found on SharePoint and submit it to the Human Resources Department.

Accidents that are not reported promptly may result in the claim being denied. First aid supplies are available at first aid stations at all of our locations.

Guidelines:

- Accidents include all work-related injuries or illnesses that occur while working for Northview Church.
- Employees have an duty to report any work-related injury or illness immediately and return to work as soon after an injury or illness as their medical conditions permit.
- Employees who need medical treatment while on company travel should proceed to the nearest medical facility and upon return report it to the Human Resources Department.

405 - Children in the Workplace

Northview Church places a high value on the family and on appropriate work/family balance. In addition, we understand that, as a church, our facility and culture are conducive to the participation of staff members' families in day-to-day ministry. However, it is also important to ensure that our work environment is as safe as possible, and that visiting children are not disruptive to others.

The workplace is not to be used in lieu of childcare. In the interest of avoiding distractions to staff, minimizing liability and decreasing the risk of harm to children, staff members are asked to comply with the following guidelines concerning children in the workplace.

In general, it is inappropriate for minor children and other minor relatives or dependents of employees to be in the church building during business hours. If bringing a child into the work environment is unavoidable, the employee should contact their supervisor as soon as possible to obtain permission to have the child accompany the employee. In these emergency situations, staff members are asked to respect the following guidelines.

405 - Children in the Workplace Cont.

- Children with illnesses should not be brought into the workplace.
- Children should generally not be in the workplace for longer than one hour and must be under the direct supervision of their parent or guardian at all times and may not be sent to play in the kids' wing, student center, classrooms, Capstone or other locations outside the parent's immediate workspace.
- Children should not be present for team or staff meetings.
- Children may not touch or play with Northview computers, phones, copiers or other office equipment.
- The age of the child should be considered by both staff members and supervisors in determining the appropriateness of the visit and length of stay.

This policy in no way prohibits the children or other family members of our staff from being in the facility during church sponsored events, family-invited staff events or from visiting a parent or guardian for lunch.

406 - Accounting Processes and Procedures

Accounting processes have been established to help us be good stewards of the financial blessings God provides Northview Church. Our ability to run our ministries is dependent on our contributors. Please consider this as you make purchases for Northview Church ministry work.

- Your position may require you to purchase goods and/or services for Northview. Please do not make purchases with a personal credit card. If your position requires you to make regular purchases, please ask your Supervisor to request a Northview MasterCard to be issued in your name. If you are issued a Northview MasterCard, additional training and procedures will be provided for you to submit an Expense Report using Tallie.
- Be sure to get approval from your Supervisor prior to purchasing goods/services as required or necessary. For any resulting invoices/contracts to be paid via check, please reference the Chart of Accounts (Northview SharePoint site in the Documents>Accounting section) to indicate the Account #, Department #, Location #, Fund ID # and Project Code (if applicable), and then obtain your supervisor's signature prior to turning in to Finance Department for payment. If you aren't sure about which codes to use, please ask your Supervisor. Taking care of these steps will allow us to get the invoice paid in a timely manner.
- Reimbursement for mileage related to official church business is available. Please complete the Mileage Reimbursement Form, which is accessible through the link in the Form Requests section of Northview's SharePoint site. Mileage is reimbursed at \$.65 per mile. Please exclude commuting miles from your calculation. See the Mileage Reimbursements Section for more information.

406 - Accounting Processes and Procedures Cont.

- Always use our sales tax-exempt status to have sales tax removed from your purchase. A sales tax wallet card is enclosed in the new hire packet and the full-sized ST-105 Indiana Sales Tax Exemption Form is also available on the Northview Intranet in the Documents >Accounting section. This may take some effort and patience on your part to get the sales tax removed, but it does go a long way in saving Northview thousands of dollars every year!
- Remember it is our responsibility as staff to be accountable to God and Northview members, attendees, contributors and visitors. If we can stretch our budgets through these discounts, we can do more for God's Kingdom!

The Finance Team is happy to answer any questions or concerns you have about the purchasing process.

407 - Meal Expense Guidelines

Purpose:

- To be good stewards of God's money
- To be fair and equitable
- A staff member should neither gain nor lose personally because he or she has incurred reasonable business expenses
- Staff members incurring similar expenses should be reimbursed or not reimbursed consistently throughout the organization
- To ensure sufficient documentation is maintained to meet standards required by the Internal Revenue Service
- To address the following areas: Meals

Things to ask and or consider:

- Could Northview offer dessert instead of a meal?
- Could Northview offer lunch/breakfast instead of dinner?
- Could Northview offer coffee instead of breakfast? (Capstone)
- Are the menu prices reasonable at the selected location?
- For groups of 10 or more, can this meal be catered on campus?

Reasonable price ranges:

- Breakfast/lunch up to \$12 per person with drink
- Dinner up to \$15 per person with drink
- Coffee/beverage up to \$5 per person
- Dessert up to \$8 per person

Gratuities guidelines:

- Restaurant service up to 20%
- Delivery service up to 10% (without setup) and 15% (with setup)
- Any exception to these guidelines by a supervisor with director reports must be pre-approved by central and or campus lead team members

407 - Meal Expense Guidelines Cont.

For examples and more information, request to see our “Meals Policy” document.

408 - Gift Cards and Prizes Policy

GIFT CARDS FOR VOLUNTEERS

- A gift card, not to exceed \$50 in value, can be given to a Northview volunteer.
- A gift card may not be given to the same individual more than twice a year.
- Because gift cards are viewed as a cash equivalent and can also be perceived as payment for contracted work by the IRS, no more than two (2) gift cards per person per year are to be given for exceptional (exceeds expectations) volunteer service.

GIFT CARDS FOR STAFF

- A gift card of any amount must be considered as taxable income and included in each employee’s payroll income per the IRS rules on De Minimis Fringe Benefits (<https://www.irs.gov/government-entities/federal-state-local-governments/de-minimis-fringe-benefits>)
- A gift card provided to an employee must have the approval of the individual’s direct supervisor and/or their direct Central Lead Team member.
- The detail for an approved gift card must be sent to the HR Director so information can be added to the individual’s payroll history.

GIFT CARDS AS PRIZES FOR CHURCH/MINISTRY EVENTS

- A gift card used as a reward for furthering the recipients’ knowledge regarding biblical teachings or learnings may be purchased with Northview monies. It is acceptable for a drawing to be held for gift cards if biblical teachings or learnings are the basis for the drawing.
- A gift card used as a prize for games of chance or luck must be donated by a donor who is willing to purchase them directly. If requested, the Finance Department can provide them with a document for a “Gift in Kind” donation. In addition, to ensure the correct understanding of who purchased the prizes, any written materials should include verbiage stating that the gift cards were donated. Please do not use Northview budget funds to purchase gift cards as prize giveaways for games of chance or luck.

409 - Fundraising Policy

At Northview it is our desire to handle fundraising with wisdom and integrity, and because it is our belief that fundraising appeals within the local church can be a significant barrier for those who are seeking Christ and exploring our church, we are especially sensitive to this area of church life.

We believe that in the largest sense, the church body does not view fundraising efforts as singular events, but rather considers them as a whole and that if too many fundraising oriented activities are going on throughout the year; it can negatively impact the overall impression of our church and our ability to reach the community for Christ.

Therefore, it is our aim to create fundraising policies that strike a healthy balance of meeting Kingdom-critical needs in a way that is not overbearing to our church members and guests.

Northview Fundraising Policies

· Soliciting Funds for Short-term Mission's Trips:

Financial appeal letters to raise money for a short term mission trip should only be sent to those Northview people with whom a person has a close personal relationship. No Northview list of addresses, phone numbers, email addresses (or the alike) should be used to send appeal letters to people that one does not know personally.

· Fundraiser Requests:

Due to the significant volume of requests, Northview is not able to accommodate personal or outside organization requests for fundraising within the church. (Exception Below)

· Partner Fundraiser Events:

Limited to Strategic ministry partners and must be approved by the Missions team and campus pastor of the campus being requested. Promotion of the event will be limited to members of that missions community – no church-wide promotion will occur.

· Purpose of Fundraisers:

All funds raised should be used solely to benefit Northview or ministries Northview supports and for purposes consistent with Northview's mission. Fundraisers should be designed to foster goodwill and strengthen relationships within the church. At fundraising events, the organizer should publicly state the specific use to which the funds will be put.

409 - Fundraising Policy Cont.

- **Processing of Fundraiser Proceeds:**

Northview requires ministries to uphold the highest standards of integrity when handling money. As such, all funds raised are to be processed through the Northview finance office in accordance with church policy. Under no circumstances are funds to go directly to any ministry without first being processed through the Northview finance office.

- **Frequency of Fundraisers:**

In general, fundraisers will be limited to no more than one event in any 45 day period.

- **Worship Service Appeals:**

No fundraising appeal will be made during the weekend worship service without the approval of the Lead Pastor (Lead Staff.)

- **Business Partnership Fundraisers:**

For-Profit business interests are not to drive fundraising events. A ministry may initiate contact with a business to create a fundraising partnership. However, fundraising events initiated by businesses (such as those offering to rebate a percentage of sales) are not allowed.

- **Ministry Budgets and Fundraisers:**

Northview ministries are not to rely on fundraising events for regular operations. Ministry funding is to come from our annual operating budget or from fees charged to participate in individual programs**

***Please refer to Executive Pastor with further questions and or insight into this policy.*

410 - Social Media Policy

As an employee of Northview Church, you are seen by our attendees, our members and outside parties as a representative of our church. This means that your personal Internet use (i.e. Facebook, Instagram, Twitter, blogs, etc.) is a reflection of our church, whether or not the church is specifically named or referenced. This policy applies to all staff members, paid or unpaid, salaried or hourly, temporary, interns and residents.

PURPOSE

This policy exists to help provide best practices for a very powerful form of communication. We have formed these practices based on 1 Corinthians 10:22-23, where Paul writes, "Everything is permissible but not everything is constructive. Nobody should seek his own good, but the good of others."

410 - Social Media Policy Cont.

BE CONSISTENT

Your online presence should be consistent with the Bible and the values of Northview Church. Assume what you share/write/post will be read by your Northview supervisor, co-workers, volunteers, attendees, members, as well as your family, and the attorney of the person who doesn't like you. Use good judgment in what you post online. Remember that when you post something, it stays online somewhere, even if you delete it.

Staff members and ministry leaders are expected to have the foresight to anticipate, within reason, how their words and/or actions may be perceived by their audience and to those under their care.

BE INTENTIONAL

There are some ideas best discussed in a personal conversation rather than in a public forum. These could include political views or the church's stance/policy on certain topics. Effective ministry can be hindered by polarizing conversations, and we want to maintain a position of being able to speak into people's lives, wherever they may currently be. Make 100% sure your facts are correct and in the proper context.

Do not use electronic communication to resolve interpersonal conflicts that are best handled in person. You are legally responsible for anything you post online. Individuals can be held personally liable for any comments deemed to be defamatory, obscene or libelous.

GIVE A DISCLAIMER

People do not distinguish between a staff member's personal and professional presences. Blogs, social networking pages or personal web pages should feature a disclaimer: "Please know that these are my personal views and not necessarily those of Northview Church."

RESPECT OUR BELIEFS

When working for a church, it is important to remember that employment decisions will be made based upon our Christian beliefs. If your personal social media displays inappropriate images or reflects personal opinions or lifestyle choices that are contrary to Northview Church's religious beliefs, you may be subject to discipline, up to and including immediate termination of employment. For this reason, we encourage you to first seek guidance from your supervisor or Human Resources if you have any questions.

410 - Social Media Policy Cont.

RESPECT CONFIDENTIALITY

You must take proper care not to purposefully or inadvertently disclose any information that is confidential or proprietary to Northview Church. Consult Human Resources for guidance about what constitutes “confidential” or “proprietary” information. Be sure that what you are announcing personally has already been made public by Northview before positing it.

RESPECT YOUR TIME

All time and effort spent on your personal social media should be done on your personal time and should not interfere with your job duties or work commitments.

FOLLOW THE EMPLOYEE HANDBOOK

Be sure to conform to the guidelines of the Employee Handbook, especially as it relates to harassment and illegal activities (including, in this case, spam and piracy). As with other forms of communication, do not engage in personal racial or sexual harassment, unfounded accusations, or remarks that would contribute to a hostile workplace. What you say on the internet could potentially be grounds for dismissal. For more information about Northview Church’s Policy Against Harassment, see Human Resources.

NOTIFY YOUR SUPERVISOR

If you currently have a personal website or weblog, or are considering starting one, be sure to let your supervisor know and discuss it with him/her.

MEDIA REQUESTS

Northview Church is a well-known and established place of worship in Indiana and beyond. We have a reputation for providing excellent, professional services and ministry, and we enjoy positive relationships with those we serve in our community and world.

While providing ministry and service, the news media may become interested in Northview Church and/or those who attend our church. Our Communications Director is designated as Northview Church’s primary media contact.

If a news media reporter/producer/writer contacts you, please refer all calls to the Communications Director within a timely manner. Please respond: “Northview Church policy is to refer all media inquiries to our Communications Director.” Please do not state that you are not allowed to speak to the media.

It is possible that the media may show up unannounced at one of our events or facilities. This is most likely to occur in times of crisis. If this occurs, please immediately contact the Communications Director so that the newsroom can be contacted for more information. The media cannot enter our facility to photograph or film without permission. They also cannot interrupt business as usual.

411 - Politics

As a church, Northview maintains political neutrality. We do not endorse any political party or candidate. We believe that people from all political persuasions can live in Christian fellowship at Northview because of the unifying power and priority of the Gospel. We expect all staff members, residents, and interns to express their political views with a spirit of humility, grace, and love.

412 - Church Shuttle/Transit/Van Policy

When using Northview-owned vehicles and or equipment such as trucks, vans, shuttles, box trailers, flat trailers, golf carts, tractor, or any other electric or gas operated machinery, employees are expected to exercise care, and follow all operating instructions, safety standards, and guidelines.

All Northview-owned vehicles or equipment are available to any employee for ministry and business purposes on a first come first serve basis, except where noted below.

Please notify the Carmel Campus Receptionist if any equipment, machines, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and potential injury to employees and others. The improper, negligent, or unsafe use of equipment or vehicles, as well as excessive traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

Vehicle Usage

Northview vehicles are reserved through the Carmel Campus Receptionist or the Service-U scheduling software. The following guidelines apply:

- All drivers must hold a valid driver's license, be listed on the church's auto insurance policy as a driver, and schedule the vehicle properly through the Carmel Receptionist or Service U.
- In general, no one under the age of 25 may drive any vehicle owned and licensed by Northview. However, exceptions can be made, if not carrying multiple passengers, with the prior approval of supervisor.
- Vehicle registration and insurance papers are kept in each vehicle. The driver is responsible for knowing the location of the papers in case they are needed.
- Driver must refuel the vehicle after use, prior to returning the vehicle. Refueling can be done at the marked gas tank located near the maintenance building or at a gas station with Northview credit card.
- Drivers must clean out the vehicle before returning it. Individuals who do not clean out a vehicle may lose the privilege of reserving them in the future.
- If you experience a mechanical problem or notice a potential problem, report it to the Carmel Facilities Manager.

412 - Church Shuttle/Transit/Van Policy Cont.

- Drivers are responsible for any traffic violation tickets they incur while driving Northview vehicles. Drivers may also be required to pay for repairs or maintenance charges which are the result of negligent or destructive operation of the vehicle.
- Priority of use will be determined on a case-by-case basis, but the general governing factor will be the number of people (i.e, church attenders and members) the vehicle is being used for and or the importance of the service, event or activity (i.e., weekend services).
- Vehicle use is for Northview ministry and business only. Northview owned vehicles may not be used for personal reasons.
- Partner ministries of Northview (i.e. Brookside Community Church, Discipleship Walk, etc.) may have use of church vehicles when not reserved for Northview ministry. However, the church will maintain first right for essential use if an immediate need arises. Contingency plans should be prepared by partner ministries in case a reserved vehicle needs to be reassigned to Northview ministry.

In the event of an accident involving a Northview vehicle:

Report all accidents to the Operations Pastor as soon as possible in order for the insurance agent to be contacted. It is important to obtain the following information:

1. Name and address of each driver, passenger and witness.
2. Name of Insurance Company and policy number for each vehicle involved.

Exceptions to use of vehicles and equipment:

Exceptions to this policy must be pre-approved by the Operations Pastor and the employee's supervisor.

413 - Mileage Reimbursements

Northview does not reimburse for church-related business travel using a "fuel-cost" calculation (formula). Instead it reimburses based on a true "mileage" calculation (e.g., miles driven x \$0.65/mile). The reimbursement form is available on the church Intranet and can be submitted on a monthly basis. Please provide account coding because mileage expense comes directly out of the ministry budgets. Northview reimburses \$0.65 per mile for church-related business travel. This does not include your regular commute between home and office. It does not include short ministry related trips under a 20-mile radius. Regularly scheduled campus to campus mileage is reimbursable.

Northview employees may be reimbursed for use of personal automobiles when their supervisor requires such usage for legitimate business purposes, and the mileage in any single day exceeds the normal commuting distance by 20 miles or more. It is the campus pastor/supervisor's discretion as to whether his/her team will be reimbursed for this mileage.

413 - Mileage Reimbursements Cont.

The mileage reimbursement is calculated as follows:

- Determine the total number of business-related miles traveled during the day, beginning and ending at your residence.
- Subtract from that total your normal commuting distance when making a round trip between your residence and your assigned office location.
- If the difference is more than 20 miles, you may request a reimbursement for the miles. If the difference is 20 miles or less for a single trip, you are not entitled to any reimbursement.
- Resident mileage calculations are different. Please refer to Resident document for calculation examples.

Northview Staff must include the following information for mileage reimbursements:

- Date of travel
- Starting location, ending location and all destinations in-between
- Business purpose of travel

Mileage reimbursements must be submitted to Finance within 60 days from the date of travel in order to be reimbursed, as required by the IRS. Requests made after 60 days will not be reimbursed.

Mileage reimbursements will be paid by direct deposit or check either through Bill.com or Tallie.

When allowed, carpooling is encouraged when multiple team members are traveling from the same general vicinity or location. Only the driver can claim the mileage expense reimbursement.

Staff members are encouraged to rent a car when traveling a significant distance (for example, out of state). Staff member should make calculations to determine if renting a car is more economical than paying mileage. Supervisors may exercise discretion in determining if circumstances exist that make it more appropriate for the staff member to drive his or her personal vehicle. Prior approval from the staff member's supervisor must be obtained if mileage is to be reimbursed.

The difference between this reimbursement and the IRS rate may qualify to be claimed on your tax returns. Seek tax advice if you have questions.

414 - Outside Reference Requests

All requests for information about current or former employees must be directed to Human Resources. No one else may provide information on current or former employees. Specifically, management is not to provide letters of reference for any current or former employee unless approved by the Human Resources Department.

415 - Lactation Support In The Workplace

Northview Church will provide a private location where an employee can express breast milk. An employee who needs to express breast milk may do so during any lunch or break time. An employee who needs to express breast milk should contact Human Resources for direction to the designated area and to arrange times as needed. Employees will be allowed reasonable paid breaks (typically not to exceed 20 minutes) to express breast milk. Employees may keep expressed breast milk in their own cooler packs for optimal security.

500 - BENEFITS

Benefits eligibility is dependent upon a variety of factors, including employment classification.

In order to properly administer employee benefits, Northview must maintain current and accurate records on all employees. It's important that you notify the Human Resources Department whenever changes occur to any of your personal information.

For the benefit of employees and this organization, Northview provides certain employee benefits outlined within this handbook. All employee benefits are subject to change or elimination at any time at the discretion of the organization.

501 - GO Team Benefit

Because Northview values our staff, we encourage every staff member to go on a Northview GO Team as part of their faith journey and to experience our vision for Global Missions. We have set up the following support levels to encourage participation.

SUPPORT TIERS	PORTION FUNDED	TIME OFF TYPE
Full-Time Staff	100% of Trip Cost	Northview Ministry Time
Part-Time Staff	\$1,000 of Trip Cost	Northview Ministry Time

501 - GO Team Benefit Cont.

- This is a one-time support opportunity. However, if a staff member is asked to lead a subsequent trip, his/her trip would be funded through our GO Team leader policy and PTO would be classified as Northview Ministry Time.
- Full-Time Staff Family members are eligible for a one time trip scholarship.
- Once the budgeted amount of staff trip funds has been exhausted in a calendar year, we will not fund any more trips for that year. Those that applied for a GO Team trip and were not able to go will be placed at the top of the list for the following year's trips.
- All time off for trips must be submitted through Paycom and approved by the staff member's supervisor.

502 - Preschool Benefit

Northview Church offers a preschool at the Carmel campus. Full-time staff members can benefit from a tuition discount.

The following information outlines the terms and conditions of this benefit:

- Applies to preschool and pre-K programs
- Staff members receive pre-registration privileges
- Monthly discount of 25% off tuition
- Employee is responsible for 75% of monthly tuition and 100% of fees (registration, music, curriculum, etc.)
- All payments are made directly to the preschool office and not through payroll deductions
- Available on or after the employee hire date; does not extend after employment
- Discount is not transferrable to other preschool programs

**Please inquire with the Preschool Director for current rates.*

503 - Pathways Learning Academy Benefit

Pathways Learning Academy is a 21st century educational preschool for infants and students.

- Northview Church is pleased to offer a 10% discount for full-time employees who are enrolled at Pathways Learning Academy. Valid on a space-available basis.
- Proof of employment required to receive corporate discount.
- Discount offers cannot be used in conjunction with any other coupon or discount offer and is not redeemable or refundable for cash.
- Offer available only to those accounts when full weekly tuition is paid in advance; must be paid by check or ACH payment.
- Limit one offer per child. Child must enroll for a minimum of three half-days per week. Offer does not guarantee enrollment. Offer valid only at participating location.

504 - Capstone Cafe and Bookstore Benefit

All Northview Church employees will receive a 25% discount on other beverages only. (Anything on the drink menu. Excludes beverages in the cooler.)

505 - Dental

All staff are eligible to participate in Northview's voluntary dental insurance plan for the full cost of the insurance. New staff are eligible for dental insurance on the first of the month following his or her hire date.

506 - Medical/Vision/Life

All full-time staff who work a minimum of 30 hours per week are eligible to participate in Northview's Group Health Plans. New staff are eligible for medical insurance on the first of the month following his or her hire date. Current staff may enroll outside of open enrollment when there is a qualifying event. Please contact the Human Resources Department for more information.

507 - Health Savings Account (HSA)

All full-time staff who participate in Northview's group health insurance plan will receive a deductible benefit.

Quarterly deposits will be made to the employee's Health Savings Account (HSA).

508 - 403(B) Retirement Plan

PART-TIME STAFF: Any part-time Northview staff member who works at least 20 hours per week may participate in Northview's 403(b) retirement plan. The percentage that the staff member elects to contribute to the plan will be withheld from his or her wages each pay period. Staff members make 100% of the contributions to their plan.

FULL-TIME STAFF: Northview Church will contribute to the retirement savings of all full-time staff members who participate in the plan.

509 - Long-Term Disability

Northview provides a long-term disability benefit to members of Lead Staff. Long-term disability insurance provides financial protection for eligible employees by promising to pay a percentage of monthly earnings in the event of a covered disability.

510 - Life Insurance

All staff working 10 hours or more per week are eligible to participate in Northview's voluntary term life insurance plan for the full premium cost of the insurance. New staff are eligible for life insurance on the first of the month following his or her hire date. The guaranteed issued amount for new staff is \$100,000 for employees under the age of 70 and \$20,000 for spouses under the age of 60. There's a choice of \$10,000 or \$20,000 for eligible dependent children.

Northview provides a life and accidental death benefit to members of Lead Staff.

511 - Miscellaneous Discounts - 2023

Northview staff may be eligible for discounts on their personal Verizon Wireless accounts. For more information, please contact the Human Resources department.

512 - Ministry Degree Benefit

All Northview Staff and Residents are eligible to participate in Taylor University's MA in Ministry. For more information, visit: <https://www.taylor.edu/ma-ministry/>

Cost for Northview Staff: \$325 per credit hour

(includes a discount of \$175 per credit)

Format: Courses are 8 weeks long, meeting in a once-a-week modular format. Practicum credit can be applied for current ministry work toward the degree.

513 - Years-Of-Service Award

YEARS OF SERVICE	AWARD
5 Years	1 Bonus PTO Day
10 Years	2 Bonus PTO Days
15 Years	3 Bonus PTO Days
20 Years	4 Bonus PTO Days
25 Years	5 Bonus PTO Days
30 Years	6 Bonus PTO Days
35 Years	7 Bonus PTO Days

513 - Years-Of-Service Award Cont.

- Time off awarded for celebrating a milestone anniversary will be loaded into Paycom on the anniversary date.
- Years of Service shall be the total number of years worked consecutively at Northview since most recent hire date.
- The Years of Service bonus PTO awarded is equal to the total hours worked in a normal day/week.
- All Years of Service bonus PTO must be used within 1 year of receiving the award.
- All requests for Years of Service bonus PTO must be submitted via Paycom for approval by the staff member's supervisor. Approval must be received prior to taking the time off.

514 - Staff Care Counseling Benefit

We believe that professional Christian counseling can be a helpful part of overall health and personal growth for staff members. Because we care deeply about the health of our staff, Northview has developed a Staff Care Plan.

Any employee desiring to use this benefit should contact the Human Resources Director to make arrangements prior to participation in this plan.

The staff member will be required to turn in original receipts to the Human Resources Director to receive a payroll reimbursement or arrangements can be made so that the provider submits an invoice directly to Northview to the attention of the Human Resources Director. The maximum annual allowance is \$600.

All information, including who is using the benefit, names of counselors and reasons for counseling, will be treated with the highest level of confidentiality, and will be managed by Human Resources.

Staff members who are covered by Northview's group health insurance do have a mental health benefit as part of their coverage. When counseling sessions are covered by insurance – either through Northview's sponsored plan or through a spouse's plan, out-of-pocket, co-pay or co-insurance expenses can be covered through the Staff Care Plan.

515 - Adoption Assistance Benefit

To offer support to our staff who choose adoption, Northview Church will reimburse eligible employees for adoption expenses up to a maximum benefit of \$2000 per eligible adoption. This benefit is available to staff members who have been continuously employed with Northview Church for at least 12 months. This policy applies to full-time and part-time staff members working a minimum of 24 hours per week. Only one employee per family may utilize this benefit.

600 - Time Off & Leave Of Absence

601 - Holidays

Northview Church allows time off with pay for observed holidays for full-time and part-time staff members who work a minimum of 24 hours a week. Full-time staff are eligible for paid holidays based on eight hours of pay. Part-time staff members are entitled to holiday pay only if they are regularly scheduled to work on the day the holiday occurs, and only for the number of hours they are typically scheduled to work.

NORTHVIEW RECOGNIZES THE FOLLOWING HOLIDAYS:

New Year's Day

Martin Luther King Jr. Day

Good Friday (observed the Monday following Easter)

Memorial Day

4th of July

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Staff Sabbath Week (December 25-December 31)

- When a holiday falls on a Saturday or a Sunday, either the preceding Friday or the following Monday will be designated as the day off.
- Good Friday will be observed the Monday following Easter.
- If a paid holiday falls on a full-time (30 hours or more) staff member's normal weekday off, the employee will not receive pay for that day, but will be able to take an additional day off within the holiday week.
- The paid holiday benefit for full-time and part-time employees is not to exceed their normal hours worked in a given week.
- Staff members working less than 24 hours a week and temporary employees are not eligible for holiday pay.
- Staff members working less than 24 hours a week may make up lost hours within the workweek due to an observed holiday.
- Hourly staff must request Holiday Time off via Paycom for approval by the staff member's supervisor.

602 - Paid Time Off (PTO)

Northview Church defines PTO as vacation, personal days and sick days. Northview believes in a healthy work-life balance and encourages staff members to take time off for personal rejuvenation. Northview Church has designed the following paid time off policy for anyone working 24 hours or more per week.

- All PTO hours may be used as needed for any reason.
- The amount of paid time off available in a calendar year is determined by the anniversary date of full-time employment that is celebrated during that year.
- PTO is prorated for new staff based on date of hire. Please see chart below.

START MONTH	PRORATED HOURS AVAILABLE
Jan. 1 - March 31	3 Weeks (equivalent hours)
April 1 - June 30	2 Weeks (equivalent hours)
July 1 - Sept. 30	1 Week (equivalent hours)
Oct. 1 - Dec. 31	1/2 Week (equivalent hours)

- The working years of employment shall be the total number of years worked consecutively at Northview since most recent hire date.
- PTO weeks for staff members are equivalent to the number of hours typically worked in an average week.
- Full-time salaried staff members' PTO is based on a 40-hour workweek.
- A maximum of 2 weeks of PTO per quarter are allowed, not including parenting leave.
- PTO hours do not roll over; all hours must be used within the current calendar year, between Jan. 1 and Dec. 31.
- All requests for PTO must be submitted via Paycom for approval by the staff member's supervisor. Approval must be received prior to taking the time off.
- Upon separation of employment, staff members will be paid for unused PTO on a prorated basis as long as at least a two-week notice was provided.

APPLIES TO WEEKEND-REQUIRED STAFF ONLY:

- A week equals four business days and one weekend.
- Only one vacation weekend is available for each week of vacation allowed. For example, if a staff member has three weeks of PTO, he or she may only take three weekends off – not including comp time.

602 - Paid Time Off (PTO) Cont.

FULL-TIME:

Weeks allowed (each week is equal to the total hours worked in a normal week)

# OF YEARS	PTO
1 Year Employment	3 Weeks (equivalent hours)
2-5 Years Employment	4 Weeks (equivalent hours)
6-10 Years Employment	5 Weeks (equivalent hours)
11+ Years Employment	6 Weeks (equivalent hours)

PART-TIME:

Weeks allowed (each week is equal to the total hours worked in a normal week)

# OF YEARS	PTO
1-4 Years Employment	3 Weeks (equivalent hours)
5-12 Years Employment	4 Weeks (equivalent hours)
13+ Years Employment	5 Weeks (equivalent hours)

603 - Comp Time

This policy applies to full-time staff who are required to work all weekend services as part of their weekly responsibilities. Comp time must be submitted via Paycom and approved by the staff member's supervisor prior to taking this time off. In addition, the Campus Pastor may deny comp time requests if adequate pastoral coverage is not in place. New weekend required staff will begin receiving comp time the quarter following their date of hire.

STAFF WHO WORK A CAMPUS WITH BOTH SATURDAY AND SUNDAY SERVICES:

- A total of four days of weekend service time per quarter can be requested as additional paid time off.
- A staff member may choose to use this additional paid time off during the workweek (Monday – Friday).
- If comp time is used during the weekend (Saturday or Sunday), the staff member should request time off via Paycom in four-hour increments.
- If comp time is used during the week (Monday – Friday), the staff member should request time off via Paycom in eight-hour (full day) or four-hour (half day) increments.

603 - Comp Time Cont.

CAMPUS PASTORS WHO WORK AT A CAMPUS WITH SUNDAY SERVICES ONLY:

- A total of two days of weekend service time per quarter can be requested as additional paid time off.
- The campus pastor may choose to use this additional paid time off during the workweek (Monday – Friday).
- If Comp time is used on Sunday, the campus pastor should request time off via Paycom in four-hour increments.
- If comp time is used during the week (Monday – Friday), the campus pastor should request time off via Paycom in eight-hour (full day) or four-hour (half day) increments.

ALL OTHER CAMPUS STAFF WHO WORK AT A CAMPUS WITH SUNDAY SERVICES ONLY:

- A total of one day of weekend service time, plus one day of weekday service time per quarter can be requested as additional paid time off.
- When the comp time is used on Sunday, the campus staff should request the Comp Weekend time off type via Paycom in four-hour increments.
- When the comp time is used on the weekday, the campus staff should request the comp weekday time off type via Paycom in eight-hour increments.
- Weekend required staff must be on campus during all weekend services, attending one and networking before and after all services.
- Weekend-required staff who serve in a ministry role that has an ongoing weekend evening responsibility (i.e. student ministry) on a Friday, Saturday or Sunday are only required to network before and after services on one day of the weekend (either Saturday or Sunday).

604 - Unpaid Time Off

Staff members are unable to take unpaid time off until all annual PTO has been used.

- Unpaid time off is not guaranteed.
- All unpaid time off must be submitted via Paycom and approved by the staff member's supervisor.

605 - Family & Medical Leave Act (FMLA)

Northview Church provides leave in accordance with the Family & Medical Leave Act of 1993 to all eligible staff members with a qualifying event who are temporarily unable to work due to a serious health condition or to fulfill family obligations relating directly to child birth, adoption or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition.

605 - Family & Medical Leave Act (FMLA) Cont.

The following rules apply:

LEAVE ENTITLEMENTS

Eligible staff members who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying emergencies related to the foreign deployment of a military member who is the employee's spouse, child or parent.

An eligible employee who is a covered service member's spouse, child, parent or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

ELIGIBILITY REQUIREMENTS

A staff member who works for Northview Church must meet the following criteria to be eligible for FMLA leave. Staff must:

- Have worked for Northview for at least 12 months.
- Have at least 1,250 hours of service in the 12 months before taking leave.
- Eligible employees may request one (1) or more FMLA leaves, but the total amount of leave taken cannot exceed twelve (12) workweeks in any twelve (12) month period. Employees may request an intermittent leave or reduced-schedule leave to care for a seriously ill family member or if they have a serious health condition that warrants such a request.
- Employees who sustain work-related injuries are eligible for leave for the period of the disability in accordance with all applicable laws covering occupational disabilities.
- For purposes of this policy, a child is defined as a natural, adopted, foster or stepchild or a legal ward. If the child is over eighteen (18), he/she must be unable to care for himself/herself due to a serious illness.
- A parent is defined as the employee's or her/his spouse's natural, adoptive, foster or stepparent or legal guardian.
- A family leave that relates to the birth or adoption of a child must be completed within twelve (12) months of the birth or adoption.
- A serious health condition is defined as an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility; or continuing treatment by a healthcare provider.

605 - Family & Medical Leave Act (FMLA) Cont.

REQUESTING LEAVE

- Eligible staff members must submit a letter requesting FMLA leave to Human Resources at least 30 days in advance of foreseeable events or as soon as possible for unforeseeable events.
- Eligible staff members requesting leave are required to submit a healthcare provider's statement verifying the need for a leave of absence, its beginning and expected ending dates, and the estimated time required (if partial day leave is requested).
- Employees do not have to share a medical diagnosis but must provide enough information to Northview so it can be determined if the leave qualifies for FMLA protection. Sufficient information could include informing Northview that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform Northview if the need for leave is for a reason for which FMLA leave was previously taken or certified.
- FMLA time off must be entered in Paycom prior to leave.

RETURN TO WORK

- To facilitate a return to work, eligible staff must provide two (2) weeks advance notification of the intended return date. Failure to do so may delay the return date.
- Upon completion of a leave granted under this section, staff members will be reinstated to their original position or an equivalent position for which the employee is qualified with equivalent pay, benefits and other terms and conditions of employment.
- If, due to a staff member's personal medical circumstances, he/she is no longer able to perform his/her original job, Northview will attempt to transfer her/him to alternate suitable work, if available.

PAY AND BENEFITS

- Family and medical leave is generally unpaid. Northview Church requires use of available PTO while taking FMLA leave.
- While employees are on FMLA leave, Northview Church will continue health insurance coverage as if the employees were not on leave.
- The staff member will need to make payment arrangements for health insurance premiums prior to beginning leave.

606 - Parenting Leave

Northview church allows up to 12 weeks of leave for the birth or adoption of a child (see FMLA policy). Parenting leave is available to staff members who have been continuously employed with Northview Church for at least 12 months. This policy applies to full-time and part-time staff members working a minimum of 24 hours per week.

MATERNITY LEAVE BENEFIT:

Staff members who must be off work due to delivery of a baby or are new adoptive mothers are eligible to receive a maternity leave benefit in the amount of 100% of regular base pay for the first six weeks of the parenting leave.

The remaining six weeks, if requested, will be unpaid. It is understood that the staff member will stay with Northview Church for at least one year after returning from leave.

Please note: Any unused PTO must be used if taking more than six weeks of leave.

PATERNITY LEAVE BENEFIT:

Staff members who must be off work due to birth or adoption of a child are eligible to receive a paternity leave benefit in the amount of 100% of regular base pay for one week of the parenting leave. It is understood that the staff member will stay with Northview Church for at least one full year after returning from leave.

Parenting leave time must be entered in Paycom prior to leave.

607 - Bereavement

Full-time staff members are allowed three days off with pay if there is a death in one's immediate family. For all other family, staff members are allowed one day off with pay.

- Immediate family is defined as: the staff member's spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, stepparent, brother, sister, brother-in-law, sister-in-law, stepchildren, and any relative living in the household of the staff member.
- Time off for bereavement must be submitted via Paycom and approved by the staff member's supervisor.

608 - Jury Duty

Northview Church encourages all staff members to participate in civic duty when called.

- If a staff member is required to serve on jury duty, he or she will be paid at their normal rate of pay and hours if the day falls on his or her regularly scheduled workday.
- In the event the employee is released early from jury duty, he or she is expected to return to work.
- The church will not reimburse staff member for any costs related to serving on jury duty.
- Time off for jury duty must be submitted via Paycom and approved by the staff member's supervisor.

609 - Voting

Northview Church recognizes that voting is an integral part of being in a community. Staff members are encouraged to vote before or after their regular work schedule. If a full-time staff member is unable to vote during their nonworking hours, he or she may vote during office hours with the approval of his or her supervisor.

610 - Inclement Weather

Northview Church will be closed when the county where your campus is located has declared a weather emergency. If Northview is closed, staff members will receive pay for hours normally worked (up to a maximum of eight hours per day).

SNOW DAY: Northview Church recognizes one snow day per calendar year for full-time staff only.

- This paid time may be used only when severe winter weather causes the church office to be closed.
- Staff members will be paid for the number of hours they typically work on that day, eight-hour maximum.
- This time must be submitted via Paycom using "Snow Day" as the time off type.

611 - Pastoral Sabbatical Policy

A sabbatical is a period of time during which the pastor will set aside their normal responsibilities with the congregation for spiritual, mental, emotional, physical and professional renewal.

Sabbatical leave is offered to a person who serves in a pastoral role (ordained or licensed) who completes the following years of continuous service in a pastoral role at Northview Church (see chart below). It is understood that the pastor is obligated to stay with Northview Church for at least one full year after returning from a sabbatical at the discretion of the Board of Elders.

YEARS OF SERVICE	WEEKS AVAILABLE
7 years	6 weeks
14 years	12 weeks
21 years	12 weeks (every 7 years)

- A pastor must submit a written request for a sabbatical leave, outlining how the time will be used, to an Executive Pastor at least six months prior to the proposed starting date. An Executive Pastor will submit a request to the Senior Pastor, and the Senior Pastor to the Elder Board.
- The sabbatical proposal should include: The purpose and desired outcome of the sabbatical, a general schedule of activities planned during the sabbatical, including ministry related activities like conferences, books, or visits, etc. that are planned, and a strategy for coverage of ministry responsibilities during the sabbatical.
- The sabbatical leave is separate and distinct from accrued PTO.
- No PTO can be used within four weeks before or after a sabbatical leave.
- No weekend comp days can be used during a quarter(s) in which a sabbatical occurs.
- No two pastors may be on sabbatical at the same time. Priority is given on seniority basis.
- All time off for sabbatical leave must be submitted via Paycom and approved by the employee's supervisor. Select "Northview Ministry" in Paycom as the time off type so that it doesn't take from your available PTO hours.
- The pastor's full wages and benefits will continue during the sabbatical/study leave. Northview Church will contribute an additional \$300 for each year served in a pastoral role as a sabbatical stipend.

612 - Pastoral Outside Ministry Policy

A pastor (ordained or licensed) is allowed 10 days per year (no more than three weekends) of paid time off for non-Northview-related ministry opportunities.

- Time off for outside ministry must be submitted via Paycom and approved by the employee's supervisor.
- In addition, a written request for outside ministry time off must be submitted at least 30 days prior to the ministry activity and must be approved by an Executive Pastor.
- Exception to this policy is made on a case-by-case basis at the discretion of the Senior Pastor.

700 - COMPENSATION

701 - Time Keeping

Federal and state laws require Northview Church to keep an accurate record of time worked to calculate staff member pay and benefits.

Time worked is all time spent on the job performing assigned duties. Non-exempt staff members must record any hours worked via Paycom every day, documenting the time he or she begins and ends their workday, as well as any meal periods or excused departures from work.

Timesheets are due for submission every other Saturday. It is the staff member's responsibility to submit timesheets on time for payroll processing.

The supervisor for each non-exempt employee is responsible for verifying the staff member's hours on time for payroll processing every other Tuesday.

MEAL PERIOD - An uninterrupted meal break over 20 minutes in duration is not time worked.

TRAVEL TIME - Required travel time is typically worked, unless it is "home to work" and "work to home" travel.

701 - Time Keeping Cont.

TIMEKEEPING WHILE AT CONFERENCES:

COMPENSABLE:

- Travel away from home must be paid when it occurs during the employees regularly scheduled hours, including non-workdays
- Time spent attending authorized conferences and meetings
- Required attendance at meals or meal breaks where work is performed
- Required attendance at social functions

NON-COMPENSABLE:

- Travel away from home and outside of regular working hours as a passenger in a car, on an airplane, train or bus where no work is performed
- Regular meal periods where no work is performed
- Voluntary attendance at social functions
- Time spent sleeping
- Time spent outside of the conference/meetings (i.e. sightseeing)

When attending conferences, please be mindful of adjusting your workweek so as not to exceed your normal weekly hours.

OVERTIME - In accordance with the Fair Labor Standards Act (FLSA), non-exempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per workweek. Exempt employees are not eligible for overtime and are expected to work the hours required to perform the duties of the job. Overtime should be approved by the supervisor prior to overtime work. At the supervisor's discretion, the employee's work schedule may be adjusted during a workweek to avoid overtime. Non-exempt employees may not accrue compensatory time in lieu of overtime pay.

VOLUNTEER TIME - Employees will only be performing bona fide volunteer work for Northview Church when the service is not in their area of ministry, and the service is not during normal work hours, and the service is not required or suggested by a supervisor and the tasks are those normally completed by a volunteer.

702 - Pay Cycle

Payroll is processed on a biweekly pay cycle. A pay cycle is comprised of two workweeks. Northview's workweek always begins on a Sunday and ends on a Saturday. Staff members will be paid every other Friday, one week in arrears, for hour verification and pay calculation.

703 - Deductions from Exempt Employees' Salaries

Exempt employees work as many hours as necessary to get the job done. For this reason, and subject to the exceptions below, Northview Church does not reduce exempt employee's predetermined compensation for any partial day absence (other than intermittent or reduced schedule FMLA leave); any partial week absence occasioned by Northview Church or its operating requirements, including holidays and partial-week shutdowns; or because of variations in the quality of work performed.

DEDUCTIONS FROM SALARY MAY OCCUR IN THE FOLLOWING CIRCUMSTANCES:

- Full-day absences for personal reasons, other than sickness or disability in accordance with the employer's policies.
- Full-day absences due to the employee's own sickness or injury (including work-related injuries and FMLA-related absences). Such deductions will be made in accordance with Northview Church's paid time off plans and state worker's compensation laws and regulations.
- A full-day suspension imposed for infraction of a safety rule of major significance.
- Full-day absences for unpaid discipline suspensions under Northview Church's discipline policy for infractions of its workplace conduct rules.
- When no work is performed in a workweek.

NOTE: *Attendance and discipline policies are applicable to an absence even though the absence may not be one for which a deduction from salary will be taken.*

Employees must use paid time-off benefits for partial day absences for personal reasons or the employee's own illness or injury per our paid time-off policies, but Northview Church will not reduce an exempt employee's pay for less than a full day's absence if he/she has exhausted all paid time off benefits.

Exempt employees who believe their salary has been improperly reduced should report the problem in writing immediately to Human Resources. Northview Church is committed to complying, and expects all supervisors and managers to comply, with this policy and not to make improper deductions from salary. Northview Church will reimburse an employee for an improper deduction.

800 - TERMINATION OF EMPLOYMENT

Northview Church prays that employment here will be a rewarding experience. However, we understand that some circumstances may necessitate ending the employment relationship. All terminations of the employment relationship will be handled with an appropriate balance of honesty and compassion for the individual. Please be aware of the following categories of employment separation and understand your role in following the correct exit procedures. All terminations, voluntary or involuntary, will be monitored by Human Resources.

801 - Voluntary Separation

Occurs when a staff member chooses to end employment voluntarily due to personal reasons, other employment, retirement, relocation, etc.

- All lead/pastoral staff members are encouraged to provide a 30-day notice to facilitate a smooth transition.
- All other staff members are encouraged to provide two weeks of notice to facilitate a smooth transition.
- All resignations must be confirmed in writing via email or letter.
- Northview Church reserves the right to provide a staff member with two weeks of pay in lieu of two-week's notice in situations where the needs of the church warrant such action.
- Resigning staff members are asked to complete an exit interview. This can be done by completing the Exit Interview Form or in person with the Human Resources Director.
- Staff members who resign in good standing may be eligible for rehire.
- Staff members will be paid for unused PTO on a prorated basis as long as at least a two-week notice was provided.
- Unused PTO must be taken 30 days prior to the last day of employment unless previously approved.
- Employees shall return any ministry-owned materials and equipment. Upon termination of employment, all access to the computer systems and building shall end. An employee's termination date shall be the last day of employment in which the employee was present and working. Unless otherwise prohibited by law, benefits shall cease on the last day of the month following the employee's termination date.

802 - Involuntary Separation

Occurs when a staff member is terminated from employment at Northview Church due to one or more of the following reasons:

- Lay-off due to lack of work or organizational restructuring
- Resignation in lieu of termination for unacceptable performance
- In appropriate situations, Northview Church may offer a staff member the opportunity to resign in lieu of a performance-related termination.
- Staff members who resign in lieu of termination will not be eligible for rehire.
- Termination for performance or misconduct
- Unfortunately, in situations where unacceptable job performance or conduct cannot be sufficiently improved through coaching and disciplinary processes, staff members may be terminated from employment.
- Immediate separation from employment may be initiated in certain circumstances, as in the case of gross misconduct or insubordination.
- Termination decisions will be made with approval from the Human Resources Director, the Lead Staff Member of the ministry area(s) involved and an Executive Pastor.
- Staff members will be paid for unused PTO on a prorated basis.
- Employees shall return any ministry-owned materials and equipment. Upon termination of employment, all access to the computer systems and building shall end. An employee's termination date shall be the last day of employment in which the employee was present and working. Unless otherwise prohibited by law, benefits shall cease on the last day of the month following the employee's termination date.

Once an employment decision has been made (whether voluntary or involuntary), communication method and timing to staff and congregation will be determined by the Executive Team and Human Resources. Employees are asked to not communicate on behalf of Northview Church regarding staffing transitions. Communication needs will be determined by the staff member's congregational reach and ministry area. Most staffing transitions will not be communicated church-wide. Communications made and not pre-approved could affect final additional pay amounts.

Once an employee has resigned or been terminated, email access, building access and computer access will be monitored by HR. Employees will be given a set amount of time to be able to obtain personal items from their desk space and electronic files from computers in the presence of HR, or a member of Lead Staff, if necessary.

803 - Severance

Northview Church may, at its discretion, provide a severance pay benefit to full-time staff members who are involuntarily separated from employment due to lack of work, resignation in lieu of termination or termination for performance. Staff members who voluntarily terminate employment or who are terminated for gross misconduct will not be eligible for severance. Anytime a severance pay benefit is offered, the employee will be asked to sign a Severance Agreement & Release Letter.

PAY AND BENEFITS

Medical, dental and life insurance benefits end as of the end of the month following the termination date. Disability benefits end as of the date of termination. Pay will include all final wages and reimbursements on the next scheduled pay date.

900 CAPSTONE PRACTICES AND POLICIES

901 - Schedules

Schedules are prepared to meet the work demands of Capstone. As the work demands change, management reserves the right to adjust working hours and shifts. If you know what dates you will need off in advance, you should provide them for the upcoming month at least two weeks before the schedule is prepared. Schedules are posted on a monthly basis.

Each employee is responsible for working their shifts. Keep in mind the weekends are our most crucial shifts. We suggest that you arrive before your shift begins so that you have time to get settled and ready for your shift. You should clock in when your shift begins and be ready to start work immediately. You may clock in within five minutes of the start of your shift.

Schedule changes may be allowed only if you find a replacement and get the General Manager's approval. To be valid, the General Manager must indicate and initial the change on the posted schedule. Capstone usually requires high levels of staff on or around holidays and other special events. We understand that you have a life outside of Capstone and will always try to find a way to work with you on your schedule requests. Schedule requests need to be submitted two weeks in advance. We do ask you to remember just how crucial each position is to the proper functioning of Capstone. Please remember that even though we will try to comply with your requests, there is no assurance that you will get the requested time off.

Capstone requires all staff to work on and around all Holidays and other special events.

901 - Schedules Cont.

Blackout dates (dates you cannot request off) for Capstone are:

- Christmas Eve service days
- Easter service days

902 - Absences

- All employees are expected to work on a regular, consistent basis and complete their regularly scheduled hours per week. Excessive absenteeism may result in disciplinary action, up to and including termination. Disciplinary action taken because of absenteeism will be considered on an individual basis, following a review of the employee's absentee and overall work record.
- If you are going to be late or miss work, employees are expected to call and talk to a manager at least two hours before you are scheduled to work. It is so important that the employee understands our sick policy. All employees should call the General Manager if they are experiencing any of the following: diarrhea, fever, vomiting, jaundice, sore throat with fever or lesions containing pus on exposed body part.
- Any employee who does not call or report to work for two consecutive shifts will be considered to have voluntarily resigned.
- Prior to taking a vacation, personal leave, military or jury duty or other planned absence, an Employee Leave Request must be made. An Employee Leave Request shall be submitted via email or in writing to the General Manager and consist of a name, dates requested off, and the reason for the request.
- Employee Leave Requests should be submitted at least two weeks prior to the date, unless the request is due to an unexpected emergency. The nature of the emergency should then be shared with the General Manager.
- To return to work from an accident or medical leave, all employees must present a doctor's release.

903 - Holidays

Capstone employees must work an average of 30 hours every week to be able to qualify for Holiday time off.

Northview recognizes the following nine holidays:

- | | | |
|--|---------------------|------------------------------|
| 1. New Year's Day | 4. Fourth of July | 7. Friday after Thanksgiving |
| 2. Good Friday | 5. Labor Day | 8. Christmas Day |
| (observed the Monday following Easter) | 6. Thanksgiving Day | 9. Day after Christmas |
| 3. Memorial Day | | |

903 - Holidays Cont.

- When a holiday falls on a Saturday or a Sunday, either the preceding Friday or the following Monday will be designated as the day off.
- Good Friday will be observed the Monday following Easter.
- If Christmas Eve and Christmas are on a Saturday or Sunday, it will be observed the following Monday and Tuesday.
- If a paid holiday falls on a full-time (30 hours or more) staff member’s normal weekday off, the employee will not receive pay for that day, but will be able to take an additional day off within the holiday week.
- The paid holiday benefit for full-time and part-time employees is not to exceed their normal hours worked in a given week.
- Staff members working less than 30 hours a week and temporary employees are not eligible for holiday pay.
- Staff members working less than 30 hours a week may make up lost hours within the workweek due to an observed holiday.
- Hourly staff must request Holiday Time off via Paycom for approval by the staff member’s supervisor.

904 - Paid Time Off (PTO)

Northview Church defines PTO as vacation, personal days and sick days. Northview believes in a healthy work-life balance and encourages staff members to take time off for personal rejuvenation. Northview Church has designed the following paid time off policy. Capstone employees must work an average of 30 hours every week to be able to qualify for PTO.

- All PTO hours may be used as needed for any reason.
- The amount of paid time off available in a calendar year is determined by the anniversary date of full-time employment that is celebrated during that year.
- PTO is prorated for new staff based on date of hire. Please see chart below.

START MONTH	PRORATED HOURS AVAILABLE
Jan. 1 - March 31	3 Weeks (equivalent hours)
April 1st - June 30	2 Weeks (equivalent hours)
July 1 - Sept. 30	1 Week (equivalent hours)
Oct. 1 - Dec. 31	1/2 Week (equivalent hours)

- The working years of employment shall be the total number of years worked consecutively at Northview since most recent hire date.
- PTO weeks for staff members are equivalent to the number of hours typically worked in an average week.
- Full-time salaried staff members’ PTO is based on a 40-hour workweek.

904 - Paid Time Off (PTO) Cont.

- A maximum of 2 weeks of PTO per quarter are allowed, not including parenting leave.
- PTO hours do not roll over; all hours must be used within the current calendar year, between Jan. 1 and Dec. 31.
- All requests for PTO must be submitted via Paycom for approval by the staff member’s supervisor. Approval must be received prior to taking the time off.
- Upon separation of employment, staff members will be paid for unused PTO on a prorated basis as long as at least a two-week notice was provided.

APPLIES TO WEEKEND-REQUIRED STAFF ONLY:

- A week equals four business days and one weekend.
- Only one vacation weekend is available for each week of vacation allowed. For example, if a staff member has three weeks of PTO, he or she may only take three weekends off – not including comp time.

FULL-TIME:

Weeks allowed (each week is equal to the total hours worked in a normal week):

# OF YEARS	PTO
1 Year Employment	3 Weeks (equivalent hours)
2-5 Years Employment	4 Weeks (equivalent hours)
6-10 Years Employment	5 Weeks (equivalent hours)
11+ Years Employment	6 Weeks (equivalent hours)

905 - Comp Time

This policy applies to full-time staff who are required to work all weekend services as part of their weekly responsibilities, four hours on Saturday and four hours on Sunday.

STAFF WHO WORK A CAMPUS WITH BOTH SATURDAY AND SUNDAY SERVICES:

- A total of four days of weekend service time per quarter can be requested as additional paid time off.
- A staff member may choose to use this additional paid time off during the workweek (Monday –Friday).
- If comp time is used during the weekend (Saturday or Sunday), the staff member should request time off via Paycom in four-hour increments.
- If comp time is used during the week (Monday – Friday), the staff member should request time off via Paycom in eight-hour (full day) or four-hour (half day) increments.

905 - Comp Time Cont.

ALL OTHER CAMPUS STAFF WHO WORK AT A CAMPUS WITH SUNDAY SERVICES ONLY:

- A total of one day of weekend service time, plus one day of week day service time per quarter can be requested as additional paid time off.
- When the Comp Time is used on Sunday, the campus staff should request the Comp Week-end time off type via Paycom in four-hour increments.
- When the comp time is used on the weekday, the campus staff should request the comp weekday time off type via Paycom in eight-hour increments.
- Weekend required staff must be on campus during all weekend services, attending one and networking before and after all services.
- New weekend required staff will begin receiving comp time the quarter following their date of hire.

906 - Clocking Out For Weekend Services

Every employee who works at Capstone on the weekend is required to clock out to attend one of the weekend worship services and then clock back in when they return to Capstone to finish working their shift.

907 - Eating In Capstone

Due to health code regulations, employees cannot eat or drink behind the counter. Employees may eat or drink in a designated area as assigned by the General Manager.

908 - Sanitation

We are obsessed with sanitation and food safety! Due to the nature of the café business, it is ABSOLUTELY ESSENTIAL that EVERYONE follows safe food handling procedures.

This is one area of Capstone where there is absolutely no compromise. NEVER take shortcuts on food safety and handling. Every day we are entrusted with the health of our customers. This is a huge responsibility, one that we must never take lightly. While you will receive additional and ongoing training on food safety issues, here are some of the basic rules we ALWAYS follow and enforce:

- Keep your hands washed. Always wash your hands after using the restroom, touching your hair, eating, sneezing or coughing. If you use latex gloves, change them frequently.
- Sanitize everything. Besides clean hands, use sanitizing solution to constantly keep counters, cutting surfaces, and utensils clean. This helps to keep food handling areas and preparation tools free of bacteria. Sanitizing solution is provided and is in a spray bottle or bucket.
- Keep food at the proper temperatures. Potentially hazardous foods like dairy should always be stored below 42 degrees because bacteria can grow rapidly.

908 - Sanitation Cont.

- Store food correctly. Keep chemicals and cleaning products away from food products.
- Mark the date when a food product is opened.

909 - Personal Use of Cellphones

Cell phone usage is not allowed. If you must take a phone call, please ask your manager or shift lead if you can step into the office to take your call. Failure to comply with the no cell phone policy will result in disciplinary action. Your duties and responsibilities at Capstone come first.

Working on your personal laptop is permissible under the following conditions:

1. There are no customers.
2. Laptop can be set at a table in the café area so that you can monitor what is happening in Capstone.
3. All tasks relating to Capstone must be completed before the end of your shift. Failure to do so will result in disciplinary action.
4. The Capstone registers/computer are not to be used for personal internet usage.

910 - Dress Code

Clean casual clothing—no tank tops, high heels, short shorts or skirts. If you have been supplied with a Capstone shirt then it will need to be worn at big events or during Weekend Services. Hair needs to be clean and tied back, close-toed shoes need to be worn.

911 - Meetings

Staff meetings, and any additional meetings requested by the General Manager, will be held occasionally for your benefit as well as for Capstone. Meetings are held for a variety of reasons and can include new menu offerings, upcoming promotions and events, training, policies, etc. Such meetings are treated as a shift and attendance is mandatory. Only management-approved absences will be accepted. Most meetings offer employees the opportunity to provide valuable input for feedback and provide suggestions to enhance our working environment and the operation of Capstone.

912 - Keys

All employees will be issued a key that will unlock doors related to Capstone Café & Bookstore based on the employee's job responsibilities. The safety of all staff members is important to us. There are doors that require an ID badge card reader for security reasons. Please do not prop any of these doors open. We are all responsible for the safety and security of our campus. Please turn off the lights and lock the doors when you are finished using a room and/or leaving the building after an event.

913 - Stealing & Loss Prevention Policy

There may be occasions when someone may shoplift merchandise from Capstone, and we want to respond in a courteous, professional manner. If you suspect someone of shoplifting, please notify your manager/supervisor immediately. Please do not place yourself in harm's way while attempting to prevent a shoplifting incident.

Be Aware

While the following behaviors and traits do not necessarily indicate guilt, there are signs to be aware of when observing customers in the store.

- Wearing unseasonable clothing or large clothes
- Carrying large bags or purses
- Standing around a particular area and not welcoming employee assistance
- Watching you, other people or other associates in the area
- Avoiding employees
- Selecting merchandise randomly without concern for price
- The most effective way to stop shoplifting is to take away the chance for a dishonest customer to steal.

Capstone needs your help to:

- Give fast, friendly customer service.
- Ask suspicious customers if you can help them.
- Check merchandise for concealed items.
- Watch out for quick change artists who try to confuse you when making change.
- Never turn your back on an open cash register. One person may try to distract you while another person tries to take money from your cash register. Be aware of this.
- Please do not accuse anyone of stealing. This is for your safety and to protect Capstone/ Northview from unnecessary liability.
- Capstone staff members are to never pursue anyone or try to detain them. If a suspected shoplifter leaves, try to get their physical description and license plate number.
- Contact your manager/supervisor immediately if you suspect you have a shoplifter in the store.

913 - Stealing & Loss Prevention Policy Cont.

Management Procedure for Confronting a Shoplifter

Only a supervisor or manager may approach a suspected shoplifter. Capstone employees are prohibited from approaching a suspected shoplifter unless the shoplifter's behavior poses a risk of serious injury or death to employees or the general public. The manager/supervisor must have another employee with them if this occurs.

To prevent false arrest claims, you must have a solid basis for probable cause before detaining someone for shoplifting. There are five steps that must be in place before approaching a shoplifter:

1. You must see the shoplifter select the merchandise
2. You must see the shoplifter conceal or carry away the merchandise
3. You must maintain constant observation of the shoplifter
4. You must see the shoplifter fail to pay for the merchandise
5. You must approach the shoplifter after they pass the last chance to pay, preferably outside the doors

Once you have achieved the steps it takes to be able to catch the shoplifter, follow these next steps in detaining your shoplifter:

- If the shoplifter has a weapon or is believed to be armed, do not approach them.
- Tell the shoplifter who you are and tell them to come with you back to the manager's office. Guide them to the office, do not lead them. Never turn your back on a shoplifter.
- If the shoplifter resists your efforts, do not physically use force or physically touch them, but ask them to go to the office with you.
- If they do not comply, return to Capstone.
- If the suspect flees, do not chase them. Return to the safety of Capstone. Without placing yourself or anyone else at risk, try to obtain a license plate number and full description of any vehicles.

If the suspected shoplifter complies and returns into the store, escort them to the Capstone office and ask them to return the stolen merchandise. Please ask for their identification and ask why they failed to pay for the merchandise. Do not forcibly take any merchandise from the shoplifting suspect.

After the suspected shoplifter returns stolen merchandise, let them know they are not permitted back into the Capstone store for a minimum of 12 months and have them sign the incident acknowledgment form. If the suspect refuses to provide the stolen merchandise, call the local police department.

913 - Stealing & Loss Prevention Policy Cont.

Contact the Safety and Security Director or any police officers already on scene if they are available. Before the police arrive, prepare to report all details of the incident, including the cost of the items. When making your initial call to the police department, you should be prepared to provide the following information:

- The suspect's name and date of birth
- A brief description (race, sex, approximate age)
- If you do not have a name, provide a more detailed description (race, sex, approximate age, height, weight, any unique features)
- Location where the suspect is being detained / what part of the store
- A contact person for the responding officer
- When the officer arrives, please tell them the facts of the case and that we are requesting the merchandise be returned. Please ask the officer to warn the shoplifter about trespassing and to place the shoplifter on the trespass list. If the theft meets the criteria below, then formal charges may be requested.

A prosecution (filing charges) for shoplifting may be requested under the following circumstances:

- The suspected shoplifter's actions have caused physical injury to any person, including employees.
- The suspected shoplifter was warned for trespass within the past year and has returned to Capstone within one year (see appendix B).
- The suspected shoplifter has stolen merchandise with a total value over \$150.00
- The suspected shoplifter is believed to have shoplifted or has stolen items from Capstone and Northview Church previously.

To reduce theft, Capstone staff can help in doing the following:

- Be honest and take pride in your work and our organization
- If you are not sure about a procedure, please ask
- Follow the procedures listed above for shoplifters

1000 Preschool Practices and Policies

1001 - Preschool Staff Children

EMPLOYEES CHILDREN BENEFITS:

1. The benefit offered is on a “space-available” basis. Employees must enroll their qualifying child according to the enrollment policies set by Northview Preschool for a child(ren) of that age group.
2. All regular rules and requirements governing children in Northview will apply to staff children.
3. Under normal circumstances, children will not be allowed to be enrolled in their parent’s class. Enrollment in a different class will be allowed at the Director’s discretion provided space is available in that area.
4. Tuition and fees for employee children:
For children enrolled in Lambs – Pre-K – Free

1002 - Suggested Work Procedure

It is understood that all rooms used by the Northview Preschool program will also be used for other Northview Church activities and should be treated accordingly.

Consideration of one’s property is vitally important, as well as consideration of each other’s work and value as an addition of the overall program and team. During working hours, it is essential that each one understand that friendliness shall prevail at all times. The most important work in the world is in progress and each staff member should be involved to the best of his or her ability and respect the time of other persons.

The Master Calendar of Northview Preschool and the Church is the key to eliminating any conflicts in scheduling. Any additions or changes should be done by notifying the Northview Preschool Director or Assistant Director.

Supply control is absolutely necessary. All needs should be channeled through the Northview Preschool Director or the person that has been assigned this duty by the Director. This will ensure that everyone’s requests can be considered. Returning unused materials to properly designated places will make possible better stewardship of the Northview Preschool team.

1003 - Employee Conduct/Phone Usage

Personal phone calls and texts may be taken if an emergency exists. Messages for all other calls will be taken and given to you by the end of your workday. A parent walking into the class with a teacher on the phone will wonder why her attention is on the call and not on the children.

Service to the children and to the public shall be courteous, considerate, and prompt. An employee is always an example!

Christ-like conduct (Gal. 5:20 - 21) should be exhibited at all times.
(Conversations, language, etc.)

1004 - Confidentiality

Any and all children and staff information, records, and/or documentation will be held confidential according to the following procedures:

1. Any person or agency requesting access to, or information about an individual child or staff member will be informed of this confidentiality process.
2. No information regarding Northview Preschool children or staff will be given out, either verbally or written, without proper notification and consent of the responsible party, (i.e. either a staff member or the respective parent or guardian).
3. Information to be regarded as confidential but is not limited to: name, address, telephone number, progress notes, medical records, assessments, evaluations, hourly or salary wages.
4. Any and all requests for information external to Northview Preschool will be documented by name of requester, date, time, type of information requested, reason for request, as well as the action taken.
5. Each employee's personnel file and child's case record will include copies of all consents and authorizations presented to Northview Preschool for release of confidential information.

1005 - Reviews

Employees will be evaluated bi-annually, December and May. They may be conducted more often at the Director's discretion. The evaluation is based upon work habits, work ability, efficiency, dependability as outlined in the Job Descriptions Manual.

All evaluations are reviewed with the employee by the Northview Preschool Director and the results of the review shall be noted and included in the employee's personnel file.

1006 - Fire and Tornado Drills

Northview Preschool is committed to the safety of the children. The Preschool Director will periodically run fire and tornado drills. The Director, without advance warning to the staff or children, will ring a bell. When you, as the teacher, hears this, you are responsible to quickly line your children up and guide them to the designated area. When leaving the classroom, you will need to take your attendance binder that contains contact information in it for each child, in the event we would need to contact a parent if we were to have to evacuate for the purpose of a fire or tornado.

Emergency and Evacuation Plans are posted in every room by the door.

1007 - Breaks

Northview Preschool does not have structured coffee breaks or structured lunch periods. Due to the nature of the preschool, employees will be expected to remain with the children throughout the course of their day.

1008 - Paid Time Off

Employees will receive paid days off based on number of sessions worked.

1. Employees that work 1 session will receive 1 paid day off per year.
2. Employees that work 2 sessions will receive 2 paid days off per year.

1009 - Employee Absences

An employee's absences may take on 4 different forms.

1. Vacation – Arranged three weeks prior.
2. Sick Leave – Put sub and Director on notice night before, or by 7 a.m.
3. Pre-arranged leave such as an extended illness.
4. Continuing Education Workshops/Conferences.

1010 - Continuing Education

Continuing education classes or workshops will be offered by Northview Preschool. Fees for 1 continuing education class/workshop will be paid by Northview Preschool. Time spent in the continuing education class/workshop will be paid by Northview Preschool.

1011 - Mandatory Reporting of Child Abuse

All states require certain professionals and institutions to report suspected child abuse, including health care providers and facilities of all types, mental health care providers of all types, teachers and other school personnel, social workers, day care providers and law enforcement personnel. Many states require film developers to report.

Northview Preschool or a staff member shall document and report all suspected or alleged cases of child abuse or neglect.

1. Northview Preschool or a staff member shall report the suspected or alleged child abuse or neglect to child protective services or to a local law enforcement agency as prescribed in Indiana Code Ann & 31-33-5. The Director or staff member shall notify the Department of the suspected or alleged child abuse or neglect by any means available within 24 hours of the required report. Northview Preschool shall also send written documentation to the Department, Child Protective Services, and any local law enforcement agency previously notified within 3 days of the initial report, and maintain written documentation of a child abuse or neglect report on facility premises for 12 months from the date of a report.

Reports shall be made by telephone or in person followed by a written report within seventy-two hours. The report shall contain:

1. The names and addresses of the minor and the minor's parents or the person or persons having custody of the minor, if known.
2. The minor's age and the nature and extent of the minor's injuries or physical neglect, including any evidence of previous injuries or physical neglect.
3. Any other information that the person believes might be helpful in establishing the cause of the injury or physical neglect.

Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of class 1 misdemeanor.

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations.

To report child abuse anytime, day or night, call:

1-800-800-5556

Call and report each incident within 24 hours of the awareness of possible abuse/neglect.

1011 - Mandatory Reporting of Child Abuse Cont.

Mandatory Reporting Facts

CAPTA mandates “minimum definitions” for child abuse and sexual abuse.

Child abuse or neglect is any recent act or failure to act:

- Resulting in imminent risk of serious harm, death, serious physical or emotional harm, sexual abuse, or exploitation.
- Of a child (usually a person under the age of 18, but a younger age may be specified in cases not involving sexual abuse.)
- By a parent or caretaker who is responsible for the child’s welfare.

Sexual abuse is defined as:

Employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct; or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.

1012 - Cause for Discharge

Each of the following may constitute the cause for dismissal of an employee:

- Neglect or abuse of a child and/or failure to report such an offense to the director on the day such offense was witnessed in compliance with the State Health Department.
- Unprofessionalism - Professionalism will be expected from each teacher. Inappropriate or indiscreet conversations with parents, children, or staff can be grounds for dismissal.

ACKNOWLEDGEMENT - EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the Employee Handbook, which describes important information about Northview Church, and understand that I should consult the Human Resources Department if I have questions. I have entered into employment with Northview Church voluntarily and acknowledge that it is for no specified length of time. Accordingly, either I or Northview Church may terminate the relationship at-will, with or without cause, at any time, for any reason or no reason. I understand that neither this handbook nor any other Northview Church policy, practice or procedure is intended to provide any contractual obligations related to continued employment, compensation or employment contract.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, except to Northview Church policy of employment-at-will. I understand that Northview Church may change, modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished personnel policies or practices, with or without notice, at its sole discretion, without giving cause or justification to any employee. Such revised information may supersede, modify or eliminate existing policies. Northview Church shall have sole authority to add, delete or adopt revisions to the policies in this handbook. Any written or oral statement by a supervisor or department director contrary to the Employee Handbook is invalid and should not be relied upon by any employee.

I further understand that upon my termination, I am not eligible for unemployment benefits, given that these benefits are not extended for not-for-profit (church) employment positions.

I understand and agree that I will read and comply with the policies contained in this handbook and any revisions, am bound by the provisions contained therein, and that my continued employment is contingent on following those policies.

Signing and finalizing your acknowledgement of the handbook can be done online through your Paycom account.