



# EMPLOYEE HANDBOOK

VERSION 1.1.2023

# TABLE OF CONTENTS

- 1.0 Welcome
- 2.0 Employment with First Methodist Waco
- 3.0 About This Handbook
- 4.0 Equal Employment Opportunity
- 5.0 Staff Core Values & Ethics
  - 5.1 Core Values
  - 5.2 Ethics
- 6.0 General Overview
  - 6.1 Supervision
  - 6.2 Classification of Employees
  - 6.3 Attendance and Work Schedules
  - 6.4 Remote Working
  - 6.5 Workweek
  - 6.6 Payment of Wages
  - 6.7 Absences from Work
  - 6.8 Change of Status
  - 6.9 Overtime Pay
- 7.0 Paid Time Off
  - 7.1 Holidays
  - 7.2 Regular Full-Time Employee PTO
    - 7.2.1 Vacation Days
    - 7.2.2 Sick Days
    - 7.2.3 Missional/Camp PTO
    - 7.2.4 Parental Leave
  - 7.3 Regular Part-Time Employee PTO
    - 7.3.1 Vacation Days
    - 7.3.2 Parental Leave
  - 7.4 Clergy PTO
    - 7.4.1 Vacation Days
    - 7.4.2 Sicks Days
    - 7.4.3 Missional/Camp PTO
    - 7.4.4 Parental Leave
    - 7.4.5 Sabbatical Leave
    - 7.4.6 Additional Clergy PTO
- 8.0 Other Types of Leave
  - 8.1 Jury Duty and Court Subpoenas
  - 8.2 Bereavement Leave
  - 8.3 Military Leave
  - 8.4 American with Disabilities Act (ADA) Accommodation
  - 8.5 FMLA Leave
- 9.0 Benefits
  - 9.1 Defined Benefit Pension Plan
  - 9.2 Health Insurance
  - 9.3 Social Security and Medicare Taxes
  - 9.4 Wage Assignment
  - 9.5 Worker's Compensation

- 10.0 Employee Conduct, Grievances, and Separation
  - 10.1 Employee Conduct
  - 10.2 Sexual Harassment Policy
  - 10.3 Anti-Harassment and Discrimination Policy
  - 10.4 Drug Abuse Policy
  - 10.5 Criminal Conduct and Arrests
  - 10.6 Discipline and Discharge
  - 10.7 Separation from Employment
- 11.0 General Policies
  - 11.1 Computers and Electronic Information Systems Use
  - 11.2 Telephone and Facsimile Policy
  - 11.3 Job-Related Injury or Illness
  - 11.4 Smoking Policy
  - 11.5 Inclement Weather
  - 11.6 Confidentiality
  - 11.7 Dress and Appearance
  - 11.8 Speaking to the Media
  - 11.9 Nepotism and Dating Policy
  - 11.10 Conflicts of Interest
  - 11.11 Outside Employment
  - 11.12 Personal Mail
  - 11.13 Driving in the Course of Work
- 12.0 Training and Evaluations
  - 12.1 Child Safety Training
  - 12.2 Annual Evaluations
- 13.0 Disclaimer

## 1.0 WELCOME

Welcome to the ministry team at First Methodist Waco. You have been given a unique and special opportunity to serve God and to minister to others in His name. Your work here will make you a part of a team that seeks to meet the spiritual needs of a diverse community.

## 2.0 EMPLOYMENT WITH FIRST METHODIST WACO

Your employment with First Methodist Waco is “at will” and not by contract either express or implied. This means that both First Methodist Waco and you are free to end the employment relationship at any time, with or without notice, and for any reason.

## 3.0 ABOUT THIS HANDBOOK

This Employee Handbook is intended to acquaint you with First Methodist Waco and to provide you with information about the employment policies and practices of First Methodist Waco in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded. This handbook is not an employment contract and should not be construed as one. First Methodist Waco will also be referred to as “First Waco” throughout the handbook. First Waco reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook. Nothing in this Employee Handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee. Employees are expected to read, understand, and comply with the guidelines set forth in this handbook. Any questions concerning the proper interpretation of these policies should be referred to the HR Director.

## 4.0 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of First Waco to provide equal opportunity for employment on the basis enumerated in the federal, state, and local laws applicable to it, except where a prohibition on discrimination is inconsistent with the religious principles of the church. Such equal opportunity for employment will apply to recruitment and hiring, training, promotion, salaries and other compensation, transfers and layoffs or termination. First Waco provides equal employment opportunity without regard to race, color, biological sex, national origin, age or disability.

## 5.0 STAFF CORE VALUES AND ETHICS

### 5.1 CORE VALUES

- We value community.
  - We do life together.
  - Passion in our community creates momentum for our cause.
- We treat each other with dignity.
  - No pranks or put-downs.
- We are loyal to each other, our leaders, and our common vision.
- We do ministry as a team.

- We aren't into building our individual or departmental kingdoms.
- We are not a federation of sub-ministries.
- We realize our part in the overall vision.
- We model for the church.
  - We never take our staff hat off.
  - People are always watching.
- We are authentic in our walk.
  - The church will only go as far as its leaders.
  - We demonstrate authentic personal integrity.
- We are lifelong learners.
  - We value continual training.
- We choose positive attitudes.
- We celebrate victories of others.
  - Our staff exudes encouragement.
- We care for each other.
  - We pray for each other.
- We realize perception matters.
  - We have incredible freedom because we have clear boundaries.
  - We agree on our ethics.
- We value commitment, passion, and ability regardless of age or sex.
  - We value the influence and strength of young leaders.
  - We value the full participation of women in leadership.
- We work hard.
  - We hire people who are driven and help them find balance.
- We intentionally have fun.

## 5.2 ETHICS

Members of First Waco staff are expected to exhibit a Christ-centered servant attitude in the execution of their responsibilities.

- Staff who are members of the church have agreed to live by the commitments of membership. Those staff who are members of other churches have agreed to support the ministry of First Waco with their prayers, passion, and service and fulfill all the promises of membership to their home church.
- Staff will assist the pastors and senior staff in providing care to the congregation in times of need or crisis.
- Staff will be radically committed "champions" of First Waco's mission, visions, values, and purposes and will encourage others to assist in the implementation of these foundational beliefs.
- Staff is loyal to other staff, lay leaders, and the Lead Pastor.
  - Concerns or personal conflicts will be dealt with on a personal level and with the person(s) involved, following the Matthew 18 principle.
  - Staff will not communicate negative opinions about a staff person to another staff or lay person (there are obvious exceptions in the case of job reviews, performance, leadership thresholds, etc.)
  - Decisions will be thoroughly processed privately (one-on-one, staff meetings, etc.) but should be supported publicly.
  - All staff members work for the Lead Pastor and should be for the Lead Pastor in their attitude and loyalty. The same applies toward supervisors.

- Staff will be “above reproach” in all areas of contact with others. This includes never meeting alone with anyone behind a closed door without a window.
- Staff will have the highest standards of morality.
  - Although much grace will be given on a personal level to restore the individual, sexual sins (such as fornication, adultery, improper use of computers for pornographic materials, etc.) may result in immediate termination of employment.
  - Other public sins (stealing, drunkenness, abuse of others, etc.) that reflect poorly on the cause of Christ and reputation of the church will be dealt with immediately and may result in termination of employment.
- Staff recognize that a good attitude is invaluable to staff morale and church momentum. Staff members with consistently damaging attitudes damage the church’s ministry and repentance and change is the only option.
- The church acknowledges the unique pressure of public ministry on staff families and the need for family members to experience a faith life that continues in the family setting.

## 6.0 GENERAL OVERVIEW

### 6.1 SUPERVISION

Each employee at First Waco is accountable to an individual supervisor or to a supervisory committee. The chief supervisory committee at First Waco is the PSPR (Pastor – Staff – Parish Relations) Committee. Daily work assignments rest with each employee’s immediate supervisor. Administration of additional employment matters detailed in this handbook is the responsibility of the HR Director.

### 6.2 CLASSIFICATION OF EMPLOYEES

As required by law, each position at First Waco is classified as either exempt or non-exempt based on the government definition of what positions are eligible for overtime pay. If your position is classified as exempt, you are not eligible to be paid for overtime. If your position is classified as non-exempt, you are eligible for overtime pay (see “Overtime Pay” below). The HR Director will advise you which category your position falls into when you are hired and when you experience job transition within the organization. Employees are also classified as full-time, part-time, temporary, as-needed, intern, or clergy for pay and benefits purposes. These classifications are defined as follows:

**Regular Full-Time:** Employees who work 30 or more hours per work week and are hired to fill a regular position for an indefinite period of time. PTO and benefits for Regular Full-Time employees are listed in section 7.

**Regular Part-Time:** Employees who work less than 30 hours per week and are hired to fill a regular position for an indefinite period of time. PTO and benefits for Regular Part-Time employees are listed in section 7.

**Temporary:** Employees hired to be an interim replacement or to supplement the staff for a limited duration, usually not more than 6 weeks at one time. Temporary employees may be called in to work either full-time or part-time hours. Temporary employees are not eligible for PTO or benefits other than what is required by law: workers’ compensation insurance and social security, unless working 30 or more hours. In this case, the employee would receive PTO and benefits according to Regular Full-Time guidelines.

**As-Needed:** Employees hired to work when needed that are not guaranteed consistent weekly hours. Hours will be determined by events that are scheduled on the calendar. As-needed employees are not eligible for PTO or benefits other than what is required by law: workers' compensation insurance and social security.

**Intern:** Employees hired to fill an internship position. Interns are hired for a specific time period with a predetermined termination date and may not last over eighteen months. Interns are not eligible for PTO or benefits other than what is required by law: workers' compensation insurance and social security, unless working 30 or more hours. In this case, the employee would receive PTO and benefits according to Regular Full-Time guidelines.

**Clergy:** Clergy are exempt employees and are considered "self-employed" for tax purposes. Clergy are appointed by the president pro tem of the denominational body. Clergy are eligible for a housing allowance. PTO and benefits for clergy are listed in section 7.

### 6.3 ATTENDANCE AND WORK SCHEDULES

The normal office hours for the church are Monday – Thursday, 8:30 a.m. – 4:00 p.m. Those staff members who are expected to participate in or direct worship, Sunday School, or other functions on Saturday/Sunday may elect to have a week day off in lieu of Saturday/Sunday. Employees who have scheduled ministerial events outside of normal office hours (board meetings, rehearsals, etc.) may, with their supervisor's prior approval, adjust their work schedule for that day.

### 6.4 REMOTE WORKING

First Waco believes that doing ministry together, in-person, is extremely valuable to serving the Kingdom and we believe that it builds a strong sense of teamwork in our workplace. With that being said, we also believe that, in certain cases, remote working can benefit both the employee and the church when done so professionally and appropriately. Given the nature of specific jobs, remote working is only available to certain positions. It is not an entitlement, rather a privilege. Additionally, it does not change the terms and conditions of employment. Remote working must be approved by the employee's direct supervisor and the HR Director must be notified. Remote working is *not* available on Sundays, Tuesdays, or Wednesdays. The Lead Pastor has the authority to alter these days as needed for the staff as a whole.

### 6.5 WORKWEEK

The workweek at First Waco runs from Sunday to Saturday.

### 6.6 PAYMENT OF WAGES

Depending on the nature of your position, you may be paid by salary or hourly wage. You will be notified of this by the HR Director. First Waco is on a bi-monthly pay period. Employees are paid by direct deposit on the 15th and last day of the month. In the event that the scheduled pay day falls on a weekend or holiday, employees will be paid on the last workday prior to the pay day. All non-exempt employees are responsible for recording their hours on weekly basis by checking in on a time clock. Timesheet reports are submitted to their respective supervisor for approval. If an employee's timesheet report is not accurate, any change must be approved by the respective supervisor. Employees should not work more than their approved hours or overtime without prior approval (see "Overtime Pay," below).

### 6.7 ABSENCES FROM WORK

If, for any reason, you cannot report for work on time, notify your supervisor as far in advance of your starting time as possible to inform him/her why you will be absent and how long you expect to remain absent or late.

All leave, with the exception of sick leave or emergency situations, should be approved in advance by the employee's immediate supervisor. Following the employee's return to work, the absence must be documented in TimeClock.

Unexcused tardiness or absences are not permissible. Unless a leave of absence has been granted by the employee's supervisor, absence from work in excess of an employee's accumulated vacation leave or other leave is not permitted (see "Leave of Absences" below). Such time off will not be paid and may result in discipline up to and including termination. An unexcused absence of three or more consecutive days is considered a voluntary termination of employment by the employee.

## 6.8 CHANGE OF STATUS

In order to properly communicate employment information and administer employee benefits, notify the business office as soon as practicable if there is a change in your:

- Address
- Telephone number
- Person to notify in case of emergency
- Name/marital status
- Number of dependents
- Insurance beneficiary

## 6.9 OVERTIME PAY

Overtime compensation is not available for exempt employees. For non-exempt employees, the following guidelines apply:

- Non-exempt employees are expected to work only the hours per week approved for their specific position.
- From time to time, job requirements may necessitate that a non-exempt employee work in excess of his/her approved hours in a week. This must be approved in advance by the employee's immediate supervisor and, in the event it results in overtime pay, by the Finance and HR Director.
- Employees who work in excess of 40 hours will be paid at the overtime rate required by law.

Overtime is based on actual hours worked. Time off on annual leave, holiday time, sick leave, or other leave will not be considered hours worked for the purposes of performing overtime calculations. Furthermore, overtime is based only on hours worked over 40. Thus, even if you are regularly scheduled to work only 30 hours, you will not be paid overtime wages for hours worked over 30 hours but less than 40.

## 7.0 PAID TIME OFF

Paid Time Off (PTO) will be based on the workweek and days an employee works, defined as follows:

**Workweek:** The average number of hours an employee is scheduled to work per week (based on a 5-day workweek).

**Day:** The average number of hours an employee is scheduled to work per day (based on a 5-day workweek).



The Lead Pastor, in consultation with the Chair of the PSPRC, may grant employees additional PTO at the time of their hiring and will indicate such in their official offer of employment letter.

## 7.1 HOLIDAYS

All regular full-time, regular part-time, and clergy will be granted the following 11 paid holidays each year:

- New Year's Day – designated annually
- Martin Luther King Jr. Day
- Monday following Easter
- Memorial Day
- Juneteenth – designated annually
- Independence Day – 4th of July – designated annually
- Labor Day
- Thanksgiving Day and Friday following (2)
- Christmas (2) – Days designated annually

Holidays do not accumulate and may not be carried over from year to year. You will not be paid for any unused holidays at the time your employment with First Waco ends.

## 7.2 REGULAR FULL-TIME EMPLOYEE PTO

### 7.2.1 Vacation Days

Vacation is accrued on a calendar year basis. Employees may carry over into a new year up to the equivalent of one (1) week vacation allowance and no more. Vacation day accruals are based on the prior year of service.

A PTO request in TimeClock must be completed two weeks prior to the scheduled time off and approved by the supervisor or department head. Supervisors may occasionally approve unscheduled absences to be paid out of the employee's vacation bank.

Compensation is not paid for vacation time not taken nor can an employee receive compensation in lieu of vacation.

Regular full-time employees will be granted 2 weeks of vacation leave beginning on the date of hire, prorated by the remaining time of the year (i.e. an employee hired on July 1 receives 1 week vacation leave).

Day of Hire	2 weeks pro-rated
Year 1	2 weeks
Year 5	3 weeks
Year 10	4 weeks

### 7.2.2 Sick Days

Full-time employees who miss work for any of the following reasons will be allowed to take available sick days to cover payment for lost work time.

- Personal illness

- Illness of a spouse or parent
- Illness or injury of a minor child that requires treatment/supervision
- Illness of a dependent child for whom the employee is a legal guardian
- Temporary medical disability
- Medical/dental appointments

When sick days are taken, a request in TimeClock must be submitted for approval by the employee's supervisor.

A doctor's certificate may be required in order to use sick days. If the employee fails to return the certification in the time frame requested, they may be subject to corrective and/or disciplinary action.

Employees who are ill during a holiday will not receive additional compensation above the holiday pay typically provided. If an employee becomes ill during a scheduled vacation, they will not be permitted to substitute sick days for vacation days.

Any employee deemed to have abused sick day absences by falsification or misrepresentation shall be subject to corrective and/or disciplinary action up to and including termination of employment. Employees may not perform work for any other employer during a sick day absence. Sick days are not an earned right; employees who leave the employment of the church will not be paid for unused sick days.

The employee is given 3 sick days on their date of hire and then accrue 1/2 day per month. Employees may accrue up to 7 days and may carry over 7 days of unused time to the following year. Employees are not paid for unused sick leave.

### **7.2.3 Missional/Camp PTO**

Full-time employees will be granted 1 week of missional/camp leave to participate in a mission trip or a camp. All trips must be approved by the employee's supervisor and must not be related to the employee's duties or responsibilities.

### **7.2.4 Parental Leave**

This section applies to full-time lay employees only.

First Waco offers two weeks paid paternal leave in order that fathers may stay home to care for a new child, whether by childbirth or adoption.

First Waco offers four weeks paid maternity leave in order that mothers may stay home to care for a new child, whether by childbirth or adoption. An additional two weeks (consecutive to the first four weeks), paid at 60% of regular pay may be requested by the employee for maternity leave.

If employees opt for leave past what is stated above, they may choose to utilize accumulated sick or vacation leave at their choice with a maximum of 12 total weeks. If the employee is eligible for leave under the Family Medical Leave Act, the Parental Leave and FMLA will run concurrently.

Parental leave is available for employees after twelve or more continuous months of employment immediately preceding the leave. Paid parental leave is not available more than one time per twelve months. When possible, employees desiring parental leave should file a request with their supervisor and HR at least 60 days prior to the anticipated leave date to allow adequate time to prepare for the absence.

### 7.3 REGULAR PART-TIME EMPLOYEE PTO

#### 7.3.1 Vacation Days

Vacation is accrued on a calendar year basis. Employees may carry over into a new year up to the equivalent of one (1) week vacation allowance and no more. Vacation day accruals are based on the prior year of service.

A PTO request in TimeClock must be completed two weeks prior to the scheduled time off and approved by the supervisor or department head. Supervisors may occasionally approve unscheduled absences to be paid out of the employee's vacation bank.

Compensation is not paid for vacation time not taken nor can an employee receive compensation in lieu of vacation.

Regular part-time employees will be granted 2 weeks of vacation leave beginning on the date of hire, prorated by the remaining time of the year (i.e. an employee hired on July 1 receives 1 week vacation leave).

Day of Hire	2 weeks pro-rated
Year 1	2 weeks
Year 5	3 weeks

### 7.4 CLERGY PTO

First Methodist Waco shall honor the clergy benefits, leave, and paid time off as stipulated by the Mid-Texas Annual Conference of the Global Methodist Church. The Lead Pastor is authorized to administer and interpret clergy benefits, leave, and paid time off on behalf of the Mid-Texas Annual Conference of the Global Methodist Church.

## 8.0 OTHER TYPES OF LEAVE

### 8.1 JURY DUTY AND COURT SUBPOENAS

If summoned to serve on a jury or subpoenaed to appear in court, you will be excused from work while under summons or subpoena, provided a jury service or subpoena document is produced. It is your responsibility to notify your supervisor immediately upon learning of the summons or subpoena. You will be expected to work normal hours except for the time your presence is required by the court. While serving, you will be paid the difference between jury duty pay and your regular pay. Time for appearance in court for an employee's own case is considered personal business and will be the individual employee's responsibility. Normally, annual or other leave days must be used for this purpose.

## 8.2 BEREAVEMENT LEAVE

In the event of a death in your family, First Waco offers the following paid time away from work for all full-time and part-time employees:

<b>Relationship</b>	<b>Paid Time</b>
Spouse or child under 25	Up to 2 weeks
Family member living in your household	Up to 1 week
Other family members (brothers, sisters, in-laws, grandparents, aunts or uncles)	Up to 3 days

Pay will not be granted for any day in which the employee is otherwise compensated (such as a paid holiday) or for any day the employee otherwise would not have been at work.

## 8.3 MILITARY LEAVE

A leave of absence, without pay, will be granted to an employee who is drafted or called up to serve in the armed services. The armed services include employees in the U.S. Armed Forces, Public Health Services, National Guard, and Reservists. Employees are requested to notify their supervisors as far in advance as possible of their need to take leave. Leaves and reinstatement upon return from a military leave will be granted in accordance with state and federal law.

## 8.4 AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATION

Employees who require accommodation for a medical condition or disability should contact their supervisor or the HR Director. We will evaluate if and how the church may accommodate the employee's needs for meeting the essential functions of their position. First Waco will make every effort to reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, with or without reasonable accommodation. The church will make every effort to handle requirements for disability accommodation sensitively and to protect the confidentiality of the information shared. A leave of absence may be a reasonable accommodation under the Americans with Disabilities Act. Before the conclusion of family and medical leave or an extended leave of absence, it may be necessary to engage in the interactive process, in accordance with the Americans with Disabilities Act (ADA).

## 8.5 FMLA LEAVE

The Federal Family and Medical Leave Act applies to employers with 50 or more employees. In accordance with federal law, First Waco may grant up to 12 weeks total unpaid family/medical leave during any 12-month period. The 12 weeks of family/medical leave includes and runs concurrently with other leave such as annual leave, sick leave, or other leave. Family/medical leave entitlements will be measured on a rolling 12-month basis. For example, if an employee used four weeks of leave beginning February 1, 2005, four weeks of leave beginning June 1, 2005, and four weeks of leave beginning December 1, 2005, the staff member would not be entitled to any additional leave until February 1, 2006. On February 1, 2006, the employee would be entitled to four weeks of leave and on June 1, the employee would be entitled to an additional four weeks of leave, and so on.

Family/medical leave may be granted under the following conditions:

- After the birth or adoption of a child by an employee or the placement of a foster child with an employee.
- To care for an employee's spouse with a serious health condition.
- To care for an employee's child with a serious health condition
- To care for an employee's parent with a serious health condition.
- In connection with an employee's own serious illness.

The following criteria must be met before family/medical leave can be approved.

- You must have worked for First Waco at least 12 months before the leave and at least 1,250 hours during that period.
- Family/medical leave runs concurrent with vacation leave and sick leave where those leaves are used for an FMLA qualifying reason. After all paid leave is exhausted, family/medical leave is unpaid. The total of all types of leave cannot exceed 12 weeks during any 12-month period.
- A health care provider's written certification must be obtained and presented to First Waco to verify an employee's or family member's serious health condition. First Waco reserves the right to require an employee taking leave due to his or her own serious health condition to obtain a second medical opinion, which will be at the church's expense. First Waco also reserves the right to require an employee to report periodically on his or her status and intention to return to work. An employee taking leave due to his or her own serious health condition will be required to obtain a doctor's written certification that he or she is able to return to work before the employee will be permitted to return to work.

First Waco will continue to pay the same share of the employee's group insurance premiums during a family/medical leave period that it usually pays, but the employee remains responsible for payment of his/her usual share of employee and/or dependent insurance premiums during the leave.

In situations where the need for leave is foreseeable, such as leave for birth, adoption, or planned medical treatment, the employee must provide First Waco with at least 30 days' written notice before family/medical leave can be approved. In all other situations, notice by the employee as soon as practicable is required.

## 9.0 B E N E F I T S

### CLERGY BENEFITS

First Methodist Waco shall participate fully in the benefit plan and program as provided and stipulated by the Mid-Texas Annual Conference of the Global Methodist Church. The Lead Pastor is authorized to administer and interpret clergy benefits, leave, and paid time off on behalf of the Mid-Texas Annual Conference of the Global Methodist Church.

### 9.1 DEFINED BENEFIT PENSION PLAN

A 403(b) retirement plan is available for full-time lay employees. First Waco will match up to 3% at a rate of 0.5% for every 1% the employee contributes. First Methodist Waco considers employees fully vested after five years of continuous service. The language of the pension plan documents control with respect to all issues concerning eligibility, vesting, and all other aspects of the plans and their benefits. Terms of the plan are subject to change. Therefore, you must refer to the individual plan documents for accurate details. To the extent permitted by law, the plan may be modified, added to, or terminated at any time.

## 9.2 HEALTH INSURANCE

Enrollment in the health-insurance program currently is available at the time of employment for any full-time employee with 30 or more hours per week. The cost of this program is determined annually by the PSPR Committee. A portion of the employee-only base premium is paid by the employer, while the employee is expected to pay a designated portion. The language of the health insurance plan documents control with respect to all issues concerning health insurance. Eligibility criteria, schedules of benefit coverage, costs, deductibles, and other material terms are subject to frequent changes. Therefore, you must refer to the individual health plan documents and policies for accurate details. To the extent permitted by law, benefits may be modified, added to, or terminated at any time. Clergy health insurance benefits are decided by the denomination.

## 9.3 SOCIAL SECURITY AND MEDICARE TAXES

Unless an employee is an appointed pastor, First Waco is required by law to withhold social security taxes (FICA, including Medicare) from your pay. Except for appointed pastors, First Waco contributes one half of the tax while the employee contributes the other half. The federal government determines the percentage of tax withheld from pay.

## 9.4 WAGE ASSIGNMENT

A wage assignment or garnishment is a legal order requiring an employer to withhold part of the staff member's wage in order to pay a debt. Wage assignments which meet legal requirements will be honored when issued. At that time, employees will be presented with written notice of the garnishment.

## 9.5 WORKER'S COMPENSATION

You may elect to retain your common law right of action if, no later than five days after you begin employment or within five days after receiving written notice from the employer that the employer has obtained workers' compensation insurance coverage, you notify your employer in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain workers' compensation income or medical benefits if you are injured.

# 10.0 EMPLOYEE CONDUCT, GRIEVANCES, AND SEPARATION

## 10.1 EMPLOYEE CONDUCT

First Waco bases its teachings and guidelines for living and working on the Bible. We expect each employee's conduct, on the job as well as off the job, to be in line with the moral, spiritual, and ethical teachings of the Bible. Conduct that is inconsistent with such standards may result in disciplinary action, up to and including termination of employment. Depending on the circumstances, the first offense will result in a verbal warning by the immediate supervisor while a subsequent offense will result in a written warning.

## 10.2 SEXUAL HARASSMENT POLICY

First Waco is committed to providing all of its employees with a work environment free from sexual harassment. Accordingly, First Waco strongly disapproves of and will not tolerate, condone, or allow sexual harassment by or of any of its employees.

For the purposes of this policy, sexual harassment is defined as unwelcome or unwanted advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature when:

- A. Submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, retention, promotion or other aspects of employment; or
- B. This conduct reasonably could be expected to and does interfere with an individual's employment or creates an intimidating or hostile work environment.

Sexual harassment also includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination or harassment on the basis of gender. If you believe you have been sexually harassed, whether by a co-worker, supervisor, member of the church, or a third party, you should report the incident to the HR Director. If the conduct involves the HR Director, it should be reported to the Lead Pastor. If the conduct involves a clergy person, it should also be reported to the presiding elder.

Upon a complaint being made, First Waco will investigate the complaint. Upon conclusion of the investigation, First Waco will impose such discipline as warranted by the findings of the investigation. First Waco will not retaliate in any way against anyone who makes a good faith complaint. Likewise, we will not permit any employee to engage in any type of retaliatory conduct. Retaliation is a serious violation of this anti-harassment policy and should also be reported immediately.

This policy does not waive the ministerial exception or any other exceptions to any federal, state, or local legislation, including, but not limited to, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act.

### 10.3 ANTI-HARASSMENT AND DISCRIMINATION POLICY

All persons associated with or employed by First Waco are entitled to work in an environment free from harassment and discrimination. First Waco is committed to providing all of its employees with a working environment in which they are treated with respect and dignity. Accordingly, First Waco strongly disapproves of and will not tolerate, condone, or allow harassment or discrimination by or against any of its staff members. This anti-harassment policy prohibits harassment on the basis of biological sex, race, age, color, national origin, and physical/mental disabilities.

Examples of inappropriate and unacceptable harassment covered by this policy include, but are not limited to, improper or inappropriate harassing comments, harassing gestures, or dissemination and/or publication of harassing and derogatory materials in the work place that are based upon a person's biological sex, race, color, age, national origin, or disability. Examples of unacceptable discrimination include failure to promote, hire, or transfer based upon a person's race, biological sex, color, age, national origin, or disability.

If you believe that you have been harassed or discriminated against in violation of this policy, you have the responsibility to report the incident to the HR Director. If the conduct involves the HR Director, it

should be reported to the Lead Pastor. If the conduct involves a clergy person, it should also be reported to the presiding elder.

Upon a complaint being made, First Waco will investigate the complaint. Upon conclusion of the investigation, First Waco will impose discipline as warranted by the findings of the investigation. First Waco will not retaliate in any way against anyone who makes a good faith complaint. Likewise, we will not permit any employee to engage in any type of retaliatory conduct. Retaliation is a serious violation of this anti-harassment policy and should also be reported immediately.

This policy does not waive the ministerial exception or any other exceptions to any federal, state, or local legislation, including, but not limited to, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act.

#### 10.4 DRUG ABUSE POLICY

For purposes of this policy, company vehicle means any vehicle owned by the company and any other vehicle during the time such vehicle is being used for company business. Further, employees are prohibited from being under the influence of illegal drugs or alcohol while at work.

A. Alcohol

Consumption of alcohol during working hours, while performing company business, while driving a Company vehicle, or while working in a company facility is prohibited. Employees are prohibited from being under the influence of alcohol while performing company business, while in a company vehicle, or while driving a company vehicle.

B. Legal Drugs

“Legal drugs” include prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured and in the dosage recommended or prescribed. Except as provided below, the use of or being under the influence of any legal drug by any employee while performing company business, while in a company facility, or while driving a company vehicle is prohibited to the extent such use or influence of the drug may affect the safety of co-workers or members of the public, the employee’s job performance, or the safe or efficient operation of the company facility. An employee may continue to work, even though under the influence of a legal drug, if the employee’s physician has advised the employee that any prescribed drug will not prevent the employee from being able to work safely.

C. Illegal Drugs

“Illegal Drug(s)” means: any drug (a) which is not legally obtainable or (b) which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes or in amounts exceeding the prescribed dosage. It also includes marijuana and all controlled substances as well as over-the-counter drugs which are not being used in the dosages which the manufacturer recommends or for the purpose for which such drugs were manufactured. All substances of any kind, including inhalants, except alcohol, which are used to cause an individual to become “high” or intoxicated are also included. The use, manufacture, sale, purchase, transfer, possession, or being under the influence of an illegal drug by any employee while in a company facility, while performing company business or while driving a company vehicle is prohibited.



D. Under the Influence

“Under the influence” means, for the purposes of this policy, that the employee is affected by a drug or alcohol or the combination of a drug and alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior nor to obvious impairment of physical or mental ability such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by a professional opinion, a scientifically valid test, and, in some cases, by a layperson’s opinion.

Disciplinary Action: An employee’s compliance with this policy is a condition of employment. Violation of this policy can result in disciplinary action up to and including termination, even for a first offense. First Waco may require that an employee who violates this policy but who is not terminated to immediately arrange for appropriate medical assistance and counseling as approved by the company. The employee shall be responsible for the cost of all such assistance and counseling not covered by medical insurance. Further, an employee may be suspended during the course of any such treatment. If an employee shall refuse treatment requested by the company or discontinue treatment before the employee is released, then such action shall also be grounds for termination of the employee.

## 10.5 CRIMINAL CONDUCT AND ARRESTS

An employee who has been arrested for, charged with, or convicted of, a crime other than a minor traffic violation, is required to report the information to the HR Director. If an employee is arrested or charged with a crime other than a minor traffic violation, they may be suspended without pay up to 90 days pending the results of the investigation. Based on the results of an investigation and/or court action, disciplinary action may be taken (based upon the circumstances involved) up to and including termination of employment.

## 10.6 DISCIPLINE AND DISCHARGE

The purpose of this policy is to state First Waco’s position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. Although employment with First Waco is based on mutual consent and both the employee and First Waco have the right to terminate employment at will, with or without cause or advance notice, First Waco may use progressive discipline at its discretion. It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of some of the infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or misappropriation of the property or funds of First Waco or of a co-worker.
- Falsification of records.
- Fighting or threatening violence in the workplace.
- Gambling in any form on church premises, while on church business, or while utilizing equipment belonging to the church.
- Insubordination or other disrespectful conduct.
- Sleeping on the job.
- Violation of First Waco’s workplace policies and guidelines
- Conduct that is inconsistent with scriptural standards.
- Possession of dangerous materials, such as explosives, firearms, or other weapons, in the workplace.

First Waco reserves the exclusive right to evaluate employee performance and conduct and to take disciplinary action. First Waco has the sole discretion to determine whether disciplinary action is to be taken in a given instance and to decide what type of discipline is appropriate. Each disciplinary action will be handled on a case-by-case basis; there is no routine procedure or sequence of disciplinary action. First Waco will decide in each case what action is appropriate based on all the facts and circumstances. Disciplinary action may consist of any of the following:

- Oral warning
- Written warning with a copy added to the employee's personnel file
- Suspension (with or without pay)
- Discharge

First Waco does not guarantee that one form of disciplinary action will necessarily precede another and immediate termination is possible in any given instance in First Waco's sole discretion.

## 10.7 SEPARATION FROM EMPLOYMENT

Separation from employment may be through voluntary resignation or through involuntary termination by discharge, position elimination, or reduction in force. Resignation is a voluntary act initiated by the employee to terminate employment with First Waco. Although advance notice of resignation is not required, First Waco requests at least 2 weeks written notice from non-exempt employees and 30 days written notice from exempt employees. The notice should be provided to the employee's immediate supervisor or to the HR Director or Lead Pastor.

Note: If the Lead Pastor, in consultation with the employee's supervisor, deems it in the best interest of First Waco that the employee be immediately released, the employee may be dismissed immediately.

Prior to departure, the HR Director will meet with the individual in an exit interview. On the final day of employment, all building keys, credit cards, and other church property in the staff member's possession will be turned in to the HR Director.

Employees will be paid through their last day of employment. Only the hours actually worked during the final pay period will be paid.

The decision on whether to grant an employee severance pay is a matter of discretion for the Lead Pastor in consultation with the Chair of the PSPR Committee.

## 11.0 GENERAL POLICIES

### 11.1 COMPUTERS AND ELECTRONIC INFORMATION SYSTEMS USE

A. Purpose

This policy provides guidelines for the acceptable use of First Waco's internet, voice mail, electronic mail, word processing, and other electronic communication applications which are referred to collectively as "electronic information systems." Employees are responsible for reading and abiding by the policies and procedures set forth below.

B. Ownership & Control

All users have the responsibility to use electronic information systems in a professional, ethical, and lawful manner. Users are given access to electronic information systems to assist them in the performance of their jobs. The systems belong to First Waco and are intended for use for authorized business purposes only. The use of all electronic information systems is a privilege, not a right, and First Waco reserves the right to terminate any user's access to electronic information systems and to take other appropriate disciplinary action, up to and including termination of employment, in the event the use of those systems is not in accordance with this policy or other policies of First Waco.

C. No Privacy.

First Waco considers all electronic information systems and communication stored or transmitted with the use of its computer network and software to be the property of First Waco and reserves the right to access, review, disclose, disseminate, archive, and delete any and all such electronic information and communication. Users do not have a right of privacy or confidentiality relating to electronic communications. Users waive any right to privacy in anything they create, store, send, or receive. First Waco has the right, but not the duty, to inspect, monitor or disclose all electronic communication; it does not routinely inspect, monitor, or disclose the contents of electronic communication. However, the church will inspect, monitor, or disclose electronic information and communication when necessary, to ensure the proper functioning of First Waco's electronic information systems, to ensure user compliance with this policy, or for any other reason deemed to be in First Waco's best interests. Use of First Waco's electronic information systems constitutes consent to inspection, monitoring, and/or disclosure of information created, stored, sent, or received by the user.

D. Compliance with Applicable Laws and Licenses

Copying software, using shareware without proper registration, copying graphics for use as screen savers or wallpaper, and forwarding or copying email messages all may constitute copyright infringement. Users must comply with all software licenses, copyrights, and state and federal laws governing intellectual property and online activity.

E. Communicating Information

Users should exercise the same care in drafting email, communicating in chat groups, and posting items to newsgroups as for any other more formal written communication. Electronic communications tend to be less formal but they can, and likely will, be reviewed and/or used by others.

F. Virus Protection.

Users must abide by any security guidelines established by First Waco in the use of email and internet access and should guard against computer viruses and security breaches. Employees who use the internet may not transfer or install any software or files from the internet to any First Waco computers (i.e. no downloading of software, programs, games, etc.) except in consultation with appropriate technical staff.

G. Prohibited Uses.

Because electronic information is global in nature, users may encounter material that is inappropriate, offensive, and, in some instances, illegal. First Waco cannot control the availability of this information or restrict access to it, but users should be aware that they are responsible for the material they review. Storing, sending, receiving, displaying, printing, or otherwise disseminating electronic communication is strictly prohibited if the communication exhibits any one of the following criteria:

- It contains fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, racist, sexist, defamatory or derogatory content. Users encountering such material should report abuses to the Finance & HR Director.
- It contains attachments that have not been subjected to virus checking.
- It is not work-related.
- It negatively impacts network performance.
- It contains copyrighted material (images or text) and permission of the owner has not been given.
- It has commercial or personal advertisements, solicitations, promotions, destructive programs (i.e., viruses, worms, and/or self-replicating code), political material, or any other unauthorized material for personal use.

H. Email

Staff will be assigned an email account under the @firstwaco.com domain. Employees are required to use this address for all electronic work correspondence and monitor it regularly.

## 11.2 TELEPHONE AND FACSIMILE POLICY

Telephone and facsimile ("fax") machines owned by First Waco are provided for use by employees as business tools. First Waco has the right to monitor communications on this equipment for purposes of time and content. Employees are expected to reimburse First Waco for any long distance or toll charges resulting from their personal use of church telephones or fax machines.

Personal calls either on church phones or personal cell phones must be limited in time and nature so as not to interfere with daily responsibilities.

## 11.3 JOB-RELATED INJURY OR ILLNESS

First Waco strives to provide a safe workplace to its employees. However, should you experience a work-related injury or illness, regardless of cause or severity, immediately report it to the HR Director. If the injury or illness appears to be life threatening, the 911 emergency number should be called first and directions should be followed. Otherwise, arrangements will be made for first aid or medical care at a facility approved by First Waco's workers' compensation carrier.

## 11.4 SMOKING POLICY

First Waco strives to provide a workplace that is healthy, comfortable, and productive for all employees. Therefore, all church facilities, properties, and church-owned or -leased vehicles are designated as smoke-free. This extends to all forms of smoking, included e-cigarettes, as well as any tobacco use.

#### 11.5 INCLEMENT WEATHER

It is First Waco's policy to be open during normal hours of operation. In the event of adverse weather conditions, the Lead Pastor may make the decision to close the church office. Staff are instructed to monitor local school closings for Midway High and Waco High which the church office closing may follow. If the church office remains open and an employee feels unable to safely make the commute to work, he or she should contact their supervisor to report this condition before the beginning of their scheduled work hours. Employees are not expected to endanger themselves when traveling to or from work in adverse weather conditions.

If snow or other inclement weather conditions occur during the business day, the Lead Pastor may make the decision to close church offices. In addition, an employee may request permission from his or her supervisor to leave early.

#### 11.6 CONFIDENTIALITY

Your employment at First Waco constitutes your agreement to never disclose information which is sensitive or personal in nature which may or may not be included in the list below. If you are in a role where you have access to confidential information, (even if it is just a conversation you overheard), non-disclosure is the rule. Further, you may not ask other employees to disclose confidential information.

Confidential information includes, but is not limited to, the following:

- Compensation data (including your personal salary)
- Member lists
- Financial information
- Passwords and security codes
- Pending projects and proposals
- Personal information about members or attendees received through counseling or private conversations

If you improperly use or disclose confidential church information, you will be subject to disciplinary actions up to and including termination of employment and legal action.

#### 11.7 DRESS AND APPEARANCE

Each employee is encouraged to present a favorable appearance at all times. Cleanliness and neatness should be a top priority. Courtesy and respectfulness to staff, church members, and guests are a must. Employees appearing for work without consideration for cleanliness, neatness, or professional appearance may be asked to leave.

#### 11.8 SPEAKING TO THE MEDIA

Employees are not permitted to speak to the media as official or unofficial spokespersons of First Waco unless the Lead Pastor grants prior written clearance. All inquiries from the media should be referred to the Communications Director or Lead Pastor.

#### 11.9 NEPOTISM AND DATING POLICY

No person shall become an employee of First Waco for any position requiring that person to supervise or be supervised by a member of that person's family unless an exemption is granted by the PSPR committee prior to employment. Dating relationships between a supervisor and an employee who reports to that supervisor are not permitted. The start or termination of a dating relationship between any two employees of the church must be disclosed to HR Director.

#### 11.10 CONFLICTS OF INTEREST

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for themselves or a relative as a result of First Waco's business dealings. Any employee who participates in practices that constitute a conflict of interest will be subject to corrective and/or disciplinary action up to and including termination of employment.

#### 11.11 OUTSIDE EMPLOYMENT

If outside employment prohibits effective performance of an employee's duties, creates an actual or potential conflict of interest, or adversely affects First Waco's image, the employee may be asked either to resign from their outside employment or resign from their position with the church. Outside employment beyond the church must be reported to the HR Director.

#### 11.12 PERSONAL MAIL

All personal mail must be addressed to the employee's home address. First Waco is not responsible for personal mail at the workplace.

#### 11.13 DRIVING IN THE COURSE OF WORK

An employee may be required to drive a church-owned vehicle for business purposes. They must have a valid driver's license, a good driving record, proof of vehicle insurance, and be eligible for coverage by First Waco's insurance carrier. Employees who drive their personal vehicles in the course of work must provide a copy of their current driver's license and a current copy of their insurance to the HR Director. Employee's using their personal vehicles for church business will be reimbursed according to rates established by the IRS. Employees may not be reimbursed for business mileage unless given prior authorization by the Finance Director. Clergy will be reimbursed in accordance with the Accountable Reimbursement Plan. Commuting to and from work is not considered business use.

### 12.0 TRAINING AND EVALUATIONS

#### 12.1 CHILD SAFETY TRAINING

Child safety is always at the forefront for the church. All personnel must comply with child/youth safety policy and procedures, which, among other things, includes a background check, references, and an interview.

## 12.2 ANNUAL EVALUATIONS

An annual performance review is conducted at a specified time each year on all employees of the church. The review is performed by each employee's supervisor and, with respect to the Lead Pastor, by the PSPR Committee.

## 13.0 DISCLAIMER

Except where a religious exemption exists, all policies within this employee handbook are intended to comply with the laws of the State of Texas and the United States. If a discrepancy appears, state and/or federal and/or church law shall take precedence. If any provision of this handbook is adjudged to be void or otherwise unenforceable, this shall not affect the validity of the remainder of the handbook. The offending portion may be stricken and the remaining policies in the handbook shall remain in full force and effect.

## ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received the First Methodist Waco Employee Handbook and understand that it is my responsibility to read the handbook and know its provisions. I understand that this handbook is not a contract for employment and that its provisions are subject to change at any time.

I also understand and acknowledge that my employment at First Methodist Waco is "at-will" and that, just as I may terminate my employment at any time with or without notice or cause, First Methodist Waco may do the same.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Name (Printed) \_\_\_\_\_

This form should be signed and returned to the HR Director.