



FIRST CHRISTIAN CHURCH
OF CORVALLIS

PERSONNEL HANDBOOK

A STAFF & PERSONNEL GUIDE



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FCC PERSONNEL HANDBOOK & POLICIES¹

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1. INTRODUCTION

Dear Employee,

Welcome to First Christian Church of Corvallis.

We are excited to have you as part of our team! You were hired because we believe that your unique gifts and strengths will contribute meaningfully toward the mission and purpose of the work we do here. The purpose of the Personnel Handbook is to provide a framework within which a professional, respectful, and rewarding relationship will be maintained between First Christian Church of Corvallis and its staff and employees.

The Personnel Handbook contains important policies, goals, benefits and expectations of First Christian Church of Corvallis (hereinafter referred to as FCC). It is not an employment contract. The Personnel VP(s), Board, and the Senior Minister reserve the right to revise, supplement, or rescind any of these personnel policies from time to time as it deems appropriate.

We hope that in all aspects of your employment at FCC you will feel the rewards of accomplishing meaningful work that helps both yourself and others succeed.

2. GOALS, VALUES & BELIEFS

“...from whom the whole body, joined and knit together by every ligament with which it is equipped, as each part is working properly, promotes the body’s growth in building itself up in love.” –Ephesians 4:16 (NRSV)

The First Christian Church (FCC) of Corvallis Personnel Handbook has been developed to provide general guidelines about FCC policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the details of your employment, including FCC’s policy of voluntary at-will employment.

None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations nor to be construed as a guarantee of employment for any specific period of time nor any specific type of work. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment, or revocation by FCC at any time, without advance notice.

The personnel policies of FCC are established by the FCC Board. The Board may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult the Senior Minister for additional information regarding the policies, procedures, and privileges described in this Handbook. Questions about personnel matters also may be reviewed with the Senior Minister.

FCC will provide each individual a copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all FCC employees.

Further, FCC expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of the FCC Board, committees, membership, staff, and the general public.

3. TERMS OF EMPLOYMENT

3.1 Voluntary At-Will Employment

Unless an employee has a written employment agreement with FCC, which provides differently, all employment at FCC is “at-will.” That means that employees may be terminated from employment with FCC with or without cause, and employees are free to leave the employment of FCC with or without cause. Any representation by any FCC officer or employee contrary to this policy is not binding upon FCC unless it is in writing and is signed by the Senior Minister with the approval of the FCC Board.

3.2 Equal Employment Opportunity

FCC shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board and Senior Minister of FCC will not discriminate against any employee or applicant in a manner that violates the law. FCC is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit.

FCC’s policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Senior Minister shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

4. POSITION DESCRIPTION & PAY²

4.1 Hours of Work

The normal work week for FCC office employees shall consist of four (4), five (5) hour days. Ordinarily, work hours are from 9:00 a.m. - 2:30 p.m. Monday through Thursday, including one half-hour unpaid break for lunch. The work week is subject to change. Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities.

If an employee finds that they will not be in or they will be in later than their scheduled time, they should contact their manager and inform other employees that may be affected, as soon as possible.

If an employee will be on vacation or out of the office for more than 2 days, away from email, or without internet access, they will set their email to auto-reply while they are gone. Example of auto-response:

[Your Greeting] I will be out of the office from **(Starting date)** until **(End date)**. If you need immediate assistance please contact **(Contact Person)**. Kind Regards, [Your Name]

Employees will turn off auto-reply upon return to the office.

Subject to FCC work assignments and Board approval, the employee’s supervisor shall determine the hours of employment that best suits the needs of the work to be done by the individual employee.

² See Policy 550 in *FCC Policy Manual*.

4.2 Job Description

Each position shall have a written job description. In general, the description will include the purpose of the position, areas of responsibilities, immediate supervisor(s), qualifications required, and working conditions affecting the job, e.g., working hours, use of car, etc. The Senior Minister and/or the Personnel Committee shall have discretion to modify the job description to meet the needs of FCC.

A purpose of the following is to provide guidance for collecting payroll inputs, processing payroll, paying state and federal tax bills, and paying employees. The church's policy is to follow all applicable state and federal laws and to pay employees in a timely fashion. In order for that to happen the following procedures must be adhered to.

4.3 Time Cards

For all non-exempt employees, time cards:

- are due by the 21st of each month and must be submitted on the official timecard form.
- must have time recorded to the nearest quarter hour, and hours must be totaled at the bottom of the time card.
- must be signed by the employee.
- must be signed by the employee's supervisor who verifies accuracy.

All salary deductions are itemized and included on the stub of the employee's paycheck.

Approved salary deductions may include: federal and state income taxes; state transit tax; social security, Medicare, and state disability insurance; state mandated child support; Paid Leave Oregon; voluntary medical and group hospitalization insurance premiums (if in force and if paid by employee) and other benefits (e.g., retirement).

4.4 Paycheck processing

For all employees, paychecks will be available for employee pickup on the last Sunday of each month.

In a month when the pay date falls on the last day of the month, checks will be distributed as early as the 25th and therefore preparation and signing dates would be earlier.

4.5 Pension Fund Options³

All employees of FCC are eligible for the following Retirement and Supplemental Savings Plan Options:

- Tax-Deferred Retirement Account (TDRA)
- Benefit Accumulation Account (BAA)
- Traditional IRA

More information can be found at: <https://pensionfund.org/>

Contact the Office Manager or Senior Minister if you are interested in learning more or enrolling in a Pension Fund plan.

³ See Policy 507 in *FCC Policy Manual*.

5. CONDUCT⁴

5.1 Prohibition of Sexual Harassment

FCC is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

FCC's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful.

To reinforce this commitment, FCC has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events.

FCC's property (e.g. telephones, copy machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy.

Prohibition of Sexual Harassment: FCC's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when:

- submission to such conduct is made an express or implicit condition of employment;
- submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or
- such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples:

- unwelcome sexual advances -- whether they involve physical touching or not;
- requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or
- coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment:

- use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
- sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- displaying sexually suggestive objects, pictures, cartoons;
- unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner;
- sexual gestures or sexually suggestive comments;
- inquiries into one's sexual experiences; or
- discussion of one's sexual activities.

⁴ See Policy 525 in *FCC Policy Manual*.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against FCC policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

5.2 Prohibition of Other Types of Discriminatory Harassment

It is also against FCC's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that:

- has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment:

- epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and
- written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in FCC's premises such as on an employee's desk or workspace or on FCC's equipment or bulletin boards.

Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against FCC policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Reporting of Harassment

If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of FCC you should report the incident immediately to the Senior Minister or VP(s) of Personnel by filling out an Incident Report Form. Forms are located in the back office.

Possible harassment by others with whom FCC has a business relationship, including clients and vendors, should also be reported as soon as possible so that appropriate action can be taken.

FCC will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation.

FCC's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If FCC determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and/or

termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation.

Upon completion of the investigation, FCC will inform the employee who made the complaint of the results of the investigation. Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Senior Minister or the VP(s) of Personnel.

Receipt of Complaint

In the case where the allegation of harassment is against the Senior Minister, please notify the VP(s) of Personnel.

Any person with first-hand knowledge of the circumstances may submit a complaint charging misconduct by a minister or staff employee. The initial complaint should be written on an Incident Report Form, and specific as to the alleged misconduct.

In the event of a verbal complaint, the specifics of the alleged misconduct should be documented.

5.3 Raising Issues or Concerns

For general issues or concerns see your supervisor. Any issues an employee is not comfortable bringing to their supervisor may be brought to the VP(s) of Personnel.

5.4 Dress Code & Demeanor

While no specific dress code is required, dress attire is business casual, and personnel should dress cleanly and appropriately for the task they are accomplishing. Each staff member is expected to be professional and positive in attitude, and supportive of creating a work environment that is both respectful and team-oriented.

Employees do not have to be members of the church. However, employees are expected to show courtesy to members of the church and the public even under trying circumstances since much of the reputation of FCC is in the hands of the staff.

6. PERFORMANCE AND COMPENSATION REVIEWS

The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluating performance.

A structured performance evaluation will be conducted near the completion of the employee's probationary period and annually thereafter to let employees know how well they are performing their assigned job duties. Evaluations will be reviewed in a private meeting between employees and their immediate supervisor or Personnel Committee Members.

The annual performance review is a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate FCC's needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within FCC.

To that end, it is incumbent upon both parties to have an open, and honest discussion concerning the employee's performance. It is further incumbent upon the supervisor to clearly communicate the needs of FCC and what is expected of the employee in contributing to the success of FCC for the coming year.

Both supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties should sign the performance review form, which will be kept as part of the employee's personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives.

Completed performance review forms will be retained in the personnel files of the church. The employee will be given a copy of the review signed by the employee and supervisor.

Compensation reviews are done annually and do not imply an automatic increase, only that the employee is eligible for consideration based on job performance.

Changes in compensation will be recommended by the Pastor or Personnel Vice-President(s) based on the employee's annual performance review. The Finance Cabinet and Board must approve any changes. The Finance Cabinet recommends cost-of-living increases to the board and congregation during the budget process. The budget is adopted each January and cost-of-living increases go into effect with the January paychecks for those employees not on probationary status.

7. LEAVE BENEFITS AND OTHER WORK POLICIES⁵

7.1 Holidays

Employees who work half-time or more and normally scheduled to work are paid for 11 holidays per year as follows:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day
- A "floating holiday" to be observed on a holiday of the employee's choice with personal, religious, or cultural significance

Employees who work half-time or more receive one (1) paid day off of holiday time for each full day normally scheduled to work. In those years when any of the above holidays fall on a weekend, the day that will be replaced by the weekend holiday will be decided at the discretion of the Senior Minister.

⁵ See Policies 503, 505, 509 in *FCC Policy Manual*.

7.2 Paid Time Off Policy⁶

Eligibility

Employees who are regularly scheduled to work at least 20 hours per week are eligible for Paid Time Off (PTO). PTO can be used as vacation time, sick time, time to care for a sick child, or time for personal matters.

FCC believes it is in the interest of the employee and the church for employees to take time off from work each year for rest and renewal.

Eligible employees accumulate PTO from their date of hire and are eligible to use this time after 90 days of employment. An employee who separates from employment at any time prior to 90 days will not be paid for any accrued PTO.

Accrual of PTO

PTO is calculated at one (1) hour accrued PTO per thirty (30) hours worked. Exemptions to this include clergy, and non-benefited part-time or temporary employees (i.e. those working less than 20 hours per week).

PTO requests should be submitted in writing by filling out a PTO Request Form and placing it in the Senior Minister's box for approval indicating the Date/Times Requested and the Reason for Request. PTO requests should be submitted at least 2 (two) weeks in advance of PTO use.

In the event that accrued PTO is not used by the end of the year, the employee may carry unused time forward to the next year. FCC encourages employees to use their PTO in the year it is accrued, and it will not be paid in lieu of use. If the total amount of unused PTO reaches a cap equal to one and one-half times the annual PTO, further PTO accrual will stop. An employee who separates from employment at any time will not be paid for any accrued PTO.

7.3 Family Leave Policy⁷

FCC will provide up to 12 weeks of unpaid leave per year for the following purpose:

- Birth, adoption or placement of a child (parental leave)
- To care for a family member with a serious health condition or the employee's own serious health condition (serious health condition leave)
- For a pregnancy disability or prenatal care (pregnancy disability leave)
- To care for a sick child who does not have a serious health condition, but requires home care (sick child leave)

To be eligible for leave, employees must be on the job at least 180 days to take leave to care for a newborn or newly adopted child. For all other leave, workers must be employed at least 180 days and also work at least an average of 25 hours a week.

Employees are entitled to 12 weeks of family leave within any one-year period. Parents who have taken 12 weeks of family leave to care for a newborn are also entitled to take up to 12 weeks to leave to care for a sick child requiring home care.

⁶ See Policy 509, *FCC Policy Manual*.

⁷ See Policy 503, *FCC Policy Manual*.

Employees are required to give written notice to the employer 30 days in advance of the leave unless the leave is taken for an emergency.

FCC requires that employees exhaust all accrued Paid Time Off before taking some or all of the family leave as unpaid leave.

7.4 Sick Leave⁸

In the case of illness, an employee may use PTO for sick leave. If an employee's illness or injury requires a consecutive absence of five (5) days or more, physician documentation will be required.

7.5 Military Leave

Employees who are inducted into or enlist in the Armed Forces of the United States or are called to duty as a member of a reserve unit may take an unpaid leave in accordance with applicable law. The employee must provide advance notice of their need for a military leave and FCC will request a copy of the employee's orders, which will be kept on record at FCC. The time an employee spends on military leave will be counted as continuous service for the purpose of determining eligibility and accrual for various benefit plans and policies.

7.6 Bereavement Leave

Leave may be granted on the basis of need upon approval of the Senior Minister and Personnel Committee.

7.7 Jury Duty

FCC believes in the civic responsibility of its employees and encourages this by allowing employees time off to serve jury duty when required.

For time served on jury duty, FCC will pay employees the difference between their salary and any amount paid by the government, unless prohibited by law, up to a maximum of ten days. If an employee is required to serve more than ten days of jury duty, FCC will provide the employee with unpaid leave. Employees must provide FCC a copy of proof of services by court in which they serve.

7.8 Severe Weather Conditions

FCC closes when local government offices in the Corvallis/Benton County area are closed due to severe weather conditions. PTO may be taken without prior scheduling and approval if the employee is unable to reach the office due to severe weather conditions.

7.9 Reimbursement of Expenses⁹

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities.

To request reimbursement of expenses, an employee will fill out a Check/Reimbursement Request form in the church office and submit it to the Senior Minister's box for approval within the reimbursement timeline per policy.

Employees are responsible for transportation costs between the office and home during normal work hours.

⁸ See Policy 509, *FCC Policy Manual*.

⁹ See Policy 413, *FCC Policy Manual*.

8. BUILDING SAFETY¹⁰

Building safety policies have been established to ensure the safety and well being of all office staff and personnel who work in the building, as well as those who enter the building and grounds of FCC.

FCC is a caring, safe and calm place for everyone.

8.1 Parking

There are three designated employee/staff parking spots located in the rear parking lot of the building.

To keep limited spaces available for use, please park only in the designated employee/staff parking spots.

8.2 Open Door Policy

The Building will generally remain open to the public during all FCC staff office hours, FCC church and partner/community events, unless health or security conditions dictate otherwise. Only those engaged in approved church programming will be allowed to remain in the building for prolonged periods of time.

Though our doors remain open and all people are welcome to enter, not all behaviors are allowable. Any illegal activity or any other behaviors that threaten the safety and security of those on church property are prohibited. No alcoholic beverages or illegal drugs are allowed in the building or on the grounds. No one will be allowed to remain on church property whose presence is in violation of city, state or federal law.

8.3 Area Access Standards

Church Grounds: Any illegal activity or any activities that threaten the safety and security of those who are present are prohibited. Use of the grounds (including Disciples House grounds) is restricted to official functions of the church and those who have received permission in writing from the church office. All activities on church grounds will be conducted in a caring, safe and calm manner.

Office: FCC office space is defined as the combined offices of the Senior Minister, Conference Room, Front Office and the Inner Office. The use of the church office is for office employees for the purpose of accomplishing daily/weekly tasks pertaining to the function of FCC business. As a place of business (Mon-Thurs), only those who are office employees or office volunteers will make use of the office. Excluding Sunday services, Church members or groups who wish to make use of office supplies, copiers or printers will arrange with an office staff member in advance before use of the church office. Loitering is not permitted in any portion of the church office.

Parking Lot: Only those who are attending functions in the church building or have the express permission of one of the pastors are allowed to park vehicles in the church lots. With the permission of one of the pastors, vehicles may be parked in a lot after 8pm as long as they are removed by 8am. Without express written permission vehicles may not stay in a church lot overnight for more than two weeks in succession.

Building General: No weapons of any kind are allowed in the building. Without the express permission of a pastor, there will be no storage of personal belongings on church grounds or in the church building. No smoking is allowed in the building or within 20 feet of doors or open windows of the building. No bicycles or grocery carts are allowed in the building or on the porches.

¹⁰ See Policy 140, *FCC Policy Manual*.

Porches: These areas may not be used for sleeping or reclining. No other areas of the church building or grounds may be used for sleeping.

Narthex: Individuals are allowed to sit and rest in the north entry, unless there is an official function that occupies the area. Reclining is not approved.

Sanctuary: Individuals are allowed to sit and rest on the pews unless there is another programmed activity in the area. Reclining is not approved.

Balcony: Individuals are not allowed to occupy the balcony or the 3rd floor stairwell landing.

Meeting Rooms: These areas are restricted to use by church members, church meetings and programmed community events. Individuals must seek permission from the church office for their use. Please contact the Office Manager or Senior Minister to reserve use of a meeting room.

Restrooms: are available for use by all persons for their intended purposes. We expect all patrons to leave the rooms clean.

Hallways: are available for all people as traffic flow to rooms. All persons are asked to be mindful of ongoing meetings and to keep conversations quiet when meetings are in session.

Personal Behavior in the Building: It is our hope that the FCC building will be a caring, safe and calm place for all people.

General Warning:

1. If it is necessary to call the police to remove a person from the premises, the person may be charged with trespassing and may be banned from the building. If there is a second violation the person will be charged with trespassing and banned from the premises until the ban is lifted by one of the pastors.
2. Whenever a community person is asked to leave the building by Office Staff or Senior Minister, they must leave immediately.
3. If a community person refuses to leave after being asked to leave the premises, an employee may call the Police or contact the minister at their discretion in order to have the person removed from the premises.

9. PERSONNEL RECORDS

Personnel records are the property of FCC and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, and any other relevant personnel information.

It is the responsibility of each employee to promptly notify their supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

10. COMPUTER & INFORMATION SECURITY

This section sets forth some important rules relating to the use of FCC's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and FCC's telephone, voice mail, and electronic mail systems.

FCC has provided these systems to support its mission. Although limited personal use of FCC's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, FCC's ethical responsibilities or with applicable laws and regulations.

Each user is personally responsible to ensure that these guidelines are followed. All data in FCC's computer and communication systems (including documents, other electronic files, e-mail and recorded voicemail messages) are the property of FCC.

No individual should have any expectation of privacy for messages or other data recorded in FCC's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to FCC. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

FCC's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs.

Similarly, FCC's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages, or other non-job-related purposes. Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to FCC's host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information.

The following activities, which present security risks, should be avoided:

- Passwords should not be shared between users. If written down, passwords should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or the Senior Minister.
- Additions to or modifications of the standard software configuration provided on FCC's PCs should never be attempted by individual users. Requests for such changes should be directed to computer support or the Senior Minister.
- Individual users should never load personal software (including outside email services) to church computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or the Senior Minister.
- Computer games should not be loaded on FCC's PCs.
- Unlicensed software should not be loaded or executed on FCC's PCs.

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- Turn off your personal computer when you are leaving your work area or office for an extended period of time.
- Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.

- Back-up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact the Senior Minister.

11. INTERNET ACCEPTABLE USE POLICY

FCC has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of FCC, its ethical responsibilities or with applicable laws and regulations.

Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed. FCC may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of their usage of the Internet.

In addition, at the discretion of the Senior Minister, FCC may restrict access to certain sites that it deems are not necessary for business purposes.

FCC's connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the Senior Minister.
- Software should not be downloaded from the Internet as the download could introduce a computer virus onto FCC's computer equipment. In addition, copyright laws may cover the software so the down-loading could be an infringement of copyright law.
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of FCC.
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- Employees should not download personal e-mail or Instant Messaging software to FCC computers.

12. OUTSIDE EMPLOYMENT

Individuals employed by FCC may hold outside jobs as long as they meet the performance standards of their job with FCC. Employees should consider the impact that outside employment may have on their ability to perform their duties at FCC.

All employees will be evaluated by the same performance standards and will be subject to FCC scheduling demands, regardless of any outside work requirements. If FCC determines that an employee's outside work interferes with their job performance or their ability to meet the requirements of FCC, as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain employed with FCC.

13. SEPARATION

Either FCC or the employee may initiate separation. FCC encourages employees to provide at least two weeks (10 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the Senior Minister or their designee. The Senior Minister and/or VP(s) of Personnel have authority to employ or separate all other employees. Circumstances under which separation may occur include:

13.1 Disciplinary Probation Period

In the event of an unusually difficult personnel or emergency situation, the Senior Minister may place an FCC employee on a disciplinary probation period in order to resolve immediate conflict.

13.2 Resignation

Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible. Employees who resign are not entitled to receive accrued PTO benefits.

13.3 Termination or Lay-off

Under certain circumstances, the termination or lay-off of an employee may be necessary. Employees who are terminated or laid off are not entitled to receive accrued PTO benefits. The Senior Minister and/or VP(s) of Personnel have authority to discharge an employee from the employ of FCC. As stated above, all employment at FCC is "at-will." That means that employees may be terminated from employment with FCC with or without cause, and employees are free to leave the employment of FCC with or without cause. Reasons for discharge may include, but are not limited to:

- Falsifying or withholding information on your employment application that did or would have affected FCC's decision to hire you (this conduct will result in your immediate termination);
- Falsifying or withholding information in other personnel records or any other records;
- Performance at work below a level acceptable to FCC or the failure to perform assigned duties;
- Failure to complete required time records or falsification of such time records;
- Insubordination;
- Refusing to work reasonable overtime;
- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;
- Fighting, arguing or attempting to injure another;
- Destroying or willfully damaging the personal property of another, including FCC's property;
- Breach of confidentiality;
- Using FCC property or services for personal gain or taking, removing or disposing of FCC material, supplies or equipment without proper authority;
- Gambling in any form on FCC property;
- Dishonesty;

- Theft;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the FCC premises at any time in violation of FCC's policies.
- Carrying or possessing firearms or weapons on FCC property;
- Violation of the Church Internet Acceptable Use Policy;
- Excessive tardiness or absenteeism whether excused or unexcused;
- Unauthorized absence from work without proper notice; and
- Engaging in discriminatory or abusive behavior, including sexual harassment.

At the sole discretion of the Senior Minister and/or VP(s) of Personnel, the employee may be asked to leave immediately or be given a period of notice.

13.4 Return of Property

Employees are responsible for FCC equipment, property, and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, flash drives, electronic/voice mail codes

These items must be returned upon the end of employment.

13.5 Confidentiality

Any information that an employee learns about FCC or its members or donors, as a result of working for FCC that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by FCC or to other persons employed by FCC who do not need to know such information to assist in rendering services. The disclosure, distribution, electronic transmission or copying of FCC's confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data.
- Program and financial information, including information related to donors, and pending projects and proposals.
- Personal information about members or other employees.

EMPLOYEE RECEIPT & ACCEPTANCE

(Initial)

___ I hereby acknowledge receipt of the First Christian Church of Corvallis Personnel Handbook.

___ I understand that it is my continuing responsibility to read and know its contents.

___ I also understand and agree that the Personnel Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment.

___ Therefore, I acknowledge and understand that unless I have a written employment agreement with First Christian Church of Corvallis that provides otherwise, I have the right to resign from my employment with First Christian Church of Corvallis at any time with or without notice and with or without cause, and that First Christian Church of Corvallis has the right to terminate my employment at any time with or without notice and with or without cause.

___ I have read and I understand and agree to all of the above.

___ I have also read and I understand the First Christian Church of Corvallis Personnel Handbook.

First Christian Church of Corvallis reserves the right and discretion to amend, delete, deviate from, or change benefits, compensation, and policies at the sole discretion of the Board. Changes are effective as of the date of their occurrence.

Signature: _____

Print Name: _____

Date: _____

CONFIDENTIALITY POLICY & PLEDGE

Any information that an employee learns about First Christian Church of Corvallis, or its members or donors, as a result of working at First Christian Church of Corvallis that is not otherwise publicly available constitutes confidential information.

The disclosure, distribution, electronic transmission or copying of First Christian Church of Corvallis' confidential information is prohibited. Any employee who discloses confidential First Christian Church of Corvallis information will be subject to disciplinary action (including possible separation), even if they do not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature: _____

Print Name: _____

Date: _____

Please sign and return to the Office Manager or Senior Minister.