

Glenview Community Church

Personnel Policy Handbook

(For Final Review by Executive Board 05/20/08)

Copy #

This handbook belongs to Glenview Community Church. The recipient is responsible for knowing this handbook's contents and updates, for safeguarding it, and for returning it to the Senior Minister upon termination.

Issued to:

Acknowledged by:

Date Received:

Welcome

The ministers, staff, Executive Board and congregation welcome you to the ministry at Glenview Community Church. The Glenview Community Church (GCC) is governed by its members in accordance with the Constitution of the Glenview Community Church. The Glenview Community Church is a member of the United Church of Christ, the Illinois Conference of the United Church of Christ, and the Chicago Metropolitan Association.

Introductory Statement

This Glenview Community Church Personnel Policy Handbook applies to all employees and is intended to provide guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct. This handbook is not intended to be a contract, nor is it intended to otherwise create any legally enforceable obligations on the part of Glenview Community Church or its employees.

It is important that you read, understand, and become familiar with the handbook and comply with the standards that have been established. Please talk with your supervisor if you have any questions or need additional information.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, Glenview Community Church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate. The information in this employee handbook supersedes and replaces all previous personnel policies, procedures, benefits, and rules of conduct. Please seek clarification from the employee's immediate supervisor about any special provisions, benefits, or policies for which you have previously contracted and which now may be in conflict with the standards of this handbook.

Ordained staff members' letters of call and other staff members' letters of hire may specifically address certain provisions, benefits, and policies contained in this employee handbook. If there is a conflict between the provisions, benefits, and policies in this handbook and those set forth in the terms of a staff member's letter of call or letter of hire, the terms of the letter of call or the letter of hire shall prevail. This Glenview Community Church Personnel Policy Handbook shall apply for any policies, procedures, benefits, and rules of conduct not specifically set forth in a letter of call or letter of hire.

General Provisions

Handbook Conventions

This handbook contains the basic personnel policies, practices, and procedures for the Glenview Community Church. It is not, however, intended to alter the employment-at-will relationship in any way.

As used in this handbook:

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

Also, note that in all handbook references to 'Senior Minister', if the Senior Minister is unable to carry out those designated duties for whatever reason, that role will be temporarily filled by a person designated by the current Executive Board of Glenview Community Church. The Executive Board will inform the other called ministers and staff if and when such a situation is in effect.

Personnel Records

Glenview Community Church maintains personnel records for applicants, employees, and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements. Glenview Community Church strives to balance its need to obtain, use, and retain employment information with each individual's right to privacy. To this end, it attempts to restrict the personnel information maintained to that which is necessary for the conduct of its ministry operations or which is required by federal, state, or local law.

Employees have a responsibility to make sure their personnel records are up to date and should notify your immediate supervisor in writing of any changes in at least the following:

- A. Name;
- B. Address;
- C. Telephone number;
- D. Marital status (for benefits and tax withholding purposes only); and
- E. Any persons to be notified in case of emergency.

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

Employees may inspect their own personnel records in the presence of the Senior Minister and may copy, but not remove, documents in the file. Such an inspection must be requested in writing to the Senior Minister and will be scheduled at a mutually convenient time during regular office hours.

Employees who feel that any file material is incomplete, inaccurate, or irrelevant may submit a written request to the Senior Minister that the files be revised accordingly. If such a request is not granted, the employee may place a written statement of disagreement in the file and pursue the matter further using the regular grievance procedure (see *Employee Conduct* section).

Goals & Expectations

It is Glenview Community Church's policy to implement fair and effective personnel policies and to require all employees to serve Glenview Community Church's best interests.

Glenview Community Church expects all employees:

- A. To interact with church members and visitors and vendors in a professional manner;
- B. To perform assigned tasks in an efficient manner;
- C. To be punctual;
- D. To demonstrate a considerate, friendly, and constructive attitude toward fellow employees
- E. To adhere to the policies adopted by Glenview Community Church; and
- F. To maintain confidentiality.

Glenview Community Church retains the sole right to exercise all managerial functions including, but not limited to, the rights:

- A. To dismiss, assign, supervise, and discipline employees;
- B. To determine and change starting times, quitting times, and shifts;
- C. To transfer employees within departments or into other departments and other classifications;
- D. To determine and change the size and qualifications of the work force;
- E. To determine and change methods by which its operations are to be carried out;
- F. To determine and change the nature, location, services rendered, quantity, and continued operation of Glenview Community Church; and
- G. To assign duties to employees in accordance with Glenview Community Church's needs and requirements and to carry out all ordinary administrative and management functions.

Employment-at-Will Relationship

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

This policy will not be modified by any statements contained in this handbook or any other employee handbooks, employment applications, Glenview Community Church recruiting materials, Glenview Community Church memoranda, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, are to create an express or implied contract concerning any terms or conditions of employment. Similarly, Glenview Community Church policies and practices with respect to any matter are not to be considered as creating any contractual obligation on Glenview Community Church's part or as stating in any way that termination will occur only for "just cause." Statements of specific grounds for termination set forth in this handbook or in any other Glenview Community Church documents are examples only, not all-inclusive lists, and are not intended to restrict Glenview Community Church's right to terminate at will.

Employment

Equal Employment Opportunity

Glenview Community Church is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, religion, sex, age, physical disability, mental disability, medical condition, veteran status, marital status, or sexual orientation. This applies to all employment practices, including recruitment, hiring, compensation, church benefits, transfers, promotions, demotions, training, disciplinary action, and termination.

Glenview Community Church expects all employees to show respect and sensitivity toward all other employees, members and visitors, and to demonstrate a commitment to the church's equal opportunity objectives. If an employee observes a violation of this policy, they are expected to report it to their supervisor or to the Senior Minister or to the Personnel and Ministerial Relations Committee (PMRC). The church will investigate any complaint and take appropriate preventive and corrective action.

Violation of this policy may result in disciplinary action, up to and including possible termination.

Hiring Qualifications

Glenview Community Church hires individuals on the basis of their qualifications and ability to do the job to be filled. Unless otherwise provided in writing, employment with Glenview Community Church is considered to be at-will, so that either party may terminate the relationship at any time and for any lawful reason.

Glenview Community Church may consider a member of an employee's immediate family for employment provided the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, if such employment would:

- A. Create either a direct or indirect supervisor/subordinate relationship with a family member; or
- B. Create either an actual conflict of interest or the appearance of a conflict of interest.

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

Immigration Law Compliance

Glenview Community Church complies with the Immigration Reform and Control Act of 1986 and is committed to employing only United States citizens and those aliens who are authorized to work in the United States.

Employment Agreements

Glenview Community Church may execute, at its sole discretion, written employment agreements with certain of its lay employees. Such written agreements, and any subsequent modifications, must have the approval of the Senior Minister, the PMRC, and the Executive Board. Those who do not have a written employment agreement containing a specified term of employment are considered at-will employees. Ordained ministers who have been called in accordance with the Constitution of the Glenview Community Church will receive their own letters of call, which spell out the terms of their employment. The terms of a letter of call prevail if they are in conflict with any provisions, benefits or policies in this Personnel Policy Handbook.

Position Descriptions

Glenview Community Church will develop and maintain job descriptions for all positions of employment. These job descriptions will be reviewed as needed by the Senior Minister and changes approved by PMRC. A copy of each job description will be given to the appropriate employee and a copy will be kept on file in the church office. Position descriptions will serve as guidelines for annual evaluations.

Medical Examinations & Health Procedures

Glenview Community Church reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. Employees returning from a short-term leave of absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves or their fellow employees. In addition, Glenview Community Church reserves the right to require a second medical opinion regarding an employee's absence because of illness or injury or regarding a doctor's certification of an employee's ability to return to work. Glenview Community Church will pay for any such second opinion.

Employees who become ill on the job or suffer any work-connected injury must report the situation to the Senior Minister or immediate supervisor for determination of appropriate action such as arranging for examination and treatment, and for recording of the incident.

Employee Classifications

Glenview Community Church classifies employees in a number of different ways, as follows:

Part-Time Employee – an employee is considered to be a part time employee if he or she averages less than 40 hours of work per workweek throughout the year.

Full-Time Employee – an employee is considered to be a full–time employee if he or she averages at least 40 hours of work per workweek throughout the regular year and 20 hours of work per workweek during the designated summer months.

Nonexempt Full-Time Employee - a nonexempt full-time employee receives an hourly wage and is eligible to receive overtime pay, if applicable, in accordance with the provisions of state and federal law.

Exempt Full-Time Employee - an exempt full-time employee receives a salary and is not covered by the overtime provisions of state and federal law and, therefore, not eligible for overtime pay. This does not preclude additional reimbursement, at the discretion of the Senior Minister and the Personnel and Ministerial Relations Committee, for special projects or for extraordinary work requirements beyond the employee's expected duties.

Temporary Employees - Glenview Community Church may supplement the regular work force with a temporary employee, or other forms of flexible staff, when needed because of periods of peak work load, employee absences, or other situations as may be determined by the Senior Minister. A temporary employee is an individual who is hired either part-time or full-time for a specified, limited period. Other flexible staffing classifications or arrangements may be added as needed.

Hours of Work

Glenview Community Church establishes the time and duration of working hours as required by workload and production flow, ministry needs, and efficient management of resources.

Each employee's scheduled hours of work are determined in advance with his or her supervisor.

Overtime will be paid to all nonexempt full time employees for time worked beyond 40 hours in any week. All overtime must be pre-approved by the Senior Minister. Overtime will be paid at one and one-half times the employee's regular rate of pay.

All nonexempt full time employees are required to complete an individual time record showing the daily hours worked, any paid time off (paid absences or paid vacations) and any previously approved overtime. Employee attendance at lectures, meetings, and training programs will be considered hours of work if it was requested by management.

Tardiness and Absence

It is important that employees work their assigned schedules as consistently as possible. However, Glenview Community Church understands that because of illness or emergency, an employee may be unable to come to work.

If you are unable to report to work for any reason, you must call in to notify your supervisor. It is your responsibility to keep the church informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

Employees who do not call in or report to work may be subject to disciplinary action, up to and including possible termination. If the employee does not notify their supervisor within three (3) days with a reason why they will not report to work, it will be considered job abandonment and termination will be immediate.

Nonexempt employees are expected to be at their work station ready to begin work at the beginning of their scheduled shift, and at the end of their scheduled breaks and meal period. Except in an emergency, nonexempt employees must have their supervisor's permission to leave work before they are regularly scheduled to do so. In an emergency situation, inform your supervisor, available staff, or Minister of the need to leave.

The church considers tardiness and absence to be a serious problem. Employees who are tardy or absent excessively or who show a consistent pattern of tardiness or absence will be subject to disciplinary action, up to and including possible termination.

Termination

Glenview Community Church or the employee may terminate employment at any time and for any reason.

A voluntary termination is a termination that is initiated by the employee. All employees are requested to give the church at least two weeks written notice before leaving and include the reason for leaving. The Senior Minister may use the discretion to pay the employee in lieu of two weeks notice.

Volunteer Service for Glenview Community Church

All employees and all volunteers of the Glenview Community Church who work with children and youth are required to fill out Form B of the Glenview Community Church's Safe Church Policy.

Salary & Benefit Administration

Disclosure of Benefits Disclosure of Benefits

Glenview Community Church makes available to eligible full time employees certain welfare and retirement benefit plans. Glenview Community Church reserves the right to modify, amend, or terminate its welfare and retirement benefit plans as they apply to all current, former, and retired employees. Glenview Community Church also reserves the right to determine each year how much, if any, it will contribute towards the premiums or contributions for any of these welfare and retirement benefit plans.

The terms, conditions and eligibility for these welfare and retirement benefit plans offered through Glenview Community Church are described in official documents that are kept on file. These documents are available for examination by any plan participant or beneficiary. In addition, they are the only official and binding documents concerning Glenview Community Church's welfare and pension benefits.

Workers' Compensation Insurance

All eligible employees are automatically covered by Workers' Compensation Insurance at the time they are hired. The church pays the premiums for this important coverage. The following benefits are provided to employees who sustain a work-related injury or illness:

- Partial wage replacement for periods of disability;
- Medical care, including medicine, hospital, doctor, X-rays, crutches, etc.;
- Rehabilitation services, if necessary.

It is important that all employees report any work-related injury or illness to their supervisor, as soon as it happens, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention immediately.

State & Federal Unemployment Insurance Exemption

Because churches are exempt from participation in state and federal unemployment insurance programs, Glenview Community Church does not provide unemployment insurance as an employee benefit. Under certain circumstances severance may be offered by the Senior Minister at the discretion of the Personnel and Ministerial Relations Committee after consultation with the Moderators and the Chair of the Finance Board.

Vacations

Glenview Community Church grants annual vacations with pay to regular full time employees. Employees may not receive vacation pay in lieu of time off. The vacation year is the calendar year, January 1st through December 31st. Full-time employees will accrue paid vacation ON A MONTHLY BASIS for the calendar year based on their length of service according to the following schedule:

Years of Service	Yearly Allowance
In Years 1 through 5	10 days
6 Years or more	15 days

New employees accrue paid vacation during their first calendar year, but may not take any vacation until after having worked for 6 months, unless approved by their supervisor.

During any calendar year, an employee may be advanced vacation time before it is accrued in that calendar year, subject to their supervisor's approval and subject to repayment of any non-accrued vacation at time of termination. Employees shall obtain prior approval from their supervisor before taking any vacation time.

Employees are encouraged to take the vacation time for which they are eligible. An employee may request approval from the Senior Minister to carry over the accrued but unused vacation time into the next calendar year. Requests for

vacation carry over will only be granted on an exception basis for those cases where an employee's job responsibilities made it impossible for them to use all of their accrued vacation time in the calendar year.

Employees whose employment is terminated for any reason will receive vacation pay for any unused vacation accrued at the time of termination. If an employee dies, pay for accrued and unused vacation will be paid in a lump sum to the employee's estate.

If a paid holiday falls within a full time employee's vacation period, the holiday will not be charged as a vacation day. No allowance will be made for sickness or other compensable type of absence occurring during a scheduled vacation.

Vacation time may be taken in one-half day or full day increments. During the summer, for employees who are working one-half days, vacation taken will be in one-half day increments.

Holidays

Glenview Community Church observes certain designated days each year as holidays. Full time employees will be given a day off with pay for each holiday observed, although not necessarily on the actual day of the holiday. The following schedule of holidays is observed during each calendar year:

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

A holiday that occurs on a Saturday or Sunday may be observed on either the preceding Friday or following Monday. If a holiday occurs during an employee's vacation period, the holiday will not be charged as a vacation day.

Performance Appraisal

The immediate supervisor will evaluate the job performance of each employee at least annually. In the case of the Called Ministers, the Personnel and Ministerial Relations Committee will do the review. These evaluations will take place prior to consideration of budget issues by the Finance Board and Stewardship Board. Annual reviews will be conducted in person and communicated in writing.

The employee will have the opportunity to examine the written evaluation and make written comments about any aspect of it. Further, employees may request an interview with the Senior Minister, or the Personnel and Ministerial Relations Committee to discuss the review.

Annual Wage and Salary Reviews

Employees' wages or salaries are generally reviewed once a year for consideration of a merit increase. A wage or salary review does not imply an automatic increase, only that an employee is eligible for consideration. All wage and salary increases are conditioned upon approval of the church's budget by the congregation of the Glenview Community Church at the Annual Midwinter Meeting.

Pay Procedures

Glenview Community Church pays employees by check or direct deposit on a regular basis and in a manner so that the amount, method, and timing of such payments comply with any applicable laws or regulations.

Employees are normally paid monthly, on the Tuesday following the fourth Sunday of the month. Nonexempt full time employees will be paid overtime compensation at the rate of one and one-half times their regular hourly rate for work in excess of forty hours during their normal workweek and paid in the either the same payroll month or the month immediately following the overtime work.

Authorized Absence from Work

Short-Term Leaves of Absence

Glenview Community Church permits employees to be absent from work on a short-term basis under certain circumstances, including sickness or injury. A short-term absence is any absence continuing two weeks or less.

An authorized short-term absence may include any of the following:

- A. Sickness or injury resulting in temporary disability of the employee or a member of his or her immediate family;
- B. Death, funeral, or estate settlement in the employee's immediate family;
- C. Marriage of the employee or a member of his or her immediate family;
- D. Birth of a child to or adoption by the employee and/or the employee's spouse or partner.

All other short-term leaves of absence must have the approval of the Senior Minister.

Full time employees are eligible to be compensated for regular base wages lost during periods of authorized absence to the extent they have accumulated days of paid absence. However, no compensation will be paid for absences covered by Workers' Compensation.

Allowable days of paid authorized absence per year	
Length of Service	Number of days
0 to 6 months	0
6 to 12 months	3 days
1 to 5 years	5 days
More than 5 years	10 days

The allowable days of authorized short-term paid absence are on a service year basis, not a calendar year basis (see above chart). Employees may not carry over any unused days of paid absence for use in future years. Unused days of paid absence are not convertible into cash, personal holidays, or vacation. If employment is terminated, pay for accumulated and unused days of paid absence will not be granted.

Short-term absences resulting from jury duty or testifying as a subpoenaed witness will not be charged against an employee's accumulated days of paid absence. Employees will be paid their regular base rate for authorized absences to serve as a juror or subpoenaed witness, up to a limit of two workweeks per calendar year.

Personal Leave

Personal leave is a leave of absence for a compelling personal reason that is not medically related. Examples, but not an all-inclusive listing, of personal leaves of absence include a leave of absence for the birth, adoption or foster care placement of an employee's child; or the care of an employee's child, parent, or spouse or partner with a serious illness/health condition.

Employees who have completed at least two years of continuous service may submit a written request for a personal leave of absence, without pay, for any length of time up to a maximum of 12 weeks. Written requests must state the reason for the leave, as well as the beginning and ending dates.

Requests for personal leaves will be granted at the sole discretion of the Senior Minister, based on the facts and circumstances surrounding each individual request. Requests for personal leaves to care for a child, parent, or spouse or partner with a serious illness/health condition must be accompanied by a health provider's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the serious illness/health condition.

Employees who return to work at the end of a personal leave will normally be returned to their former job classification if an opening exists or, if there is no such opening, they will be considered for a comparable position if one is available.

Pregnancy Leave

Pregnancy leave is a leave of absence for a disability related to an employee's pregnancy, childbirth, or related medical condition.

Employees may submit a written request for a pregnancy leave of absence, without pay, for the length of any pregnancy related disability, up to a maximum of four months.

Requests for pregnancy leaves will be granted to employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability.

Although the church is not able to guarantee reinstatement in all cases, employees on pregnancy leave who return to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties will be returned to the same job they held immediately prior to their leave or, if that position has been eliminated, a comparable position if one is available.

Medical Leave

Medical leave is a leave of absence for an employee's non-occupational illness or disability, other than pregnancy, childbirth, or related medical condition.

Employees who have completed at least two years of continuous service may submit a written request for a medical leave of absence, without pay, for the length of any disability, up to a maximum of 12 weeks.

Requests for medical leaves will normally be granted to eligible employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability. At any time during a medical leave of absence, an employee may be asked to provide medical evidence of disability.

Although the church is not able to guarantee reinstatement in all cases, employees on medical leave who return to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties will normally be returned to their former job classification if an opening exists or, if there is no such opening, they will be considered for a comparable position if one is available.

Military Leave

Military leave is a leave of absence for required military service. Glenview Community Church complies with applicable state and federal law concerning leaves for military service.

Workers' Compensation Leave

Workers' compensation leave is a leave of absence because of work-related illness or injury. Glenview Community Church complies with applicable state and federal law concerning leaves for work-related illness or injury.

General Provisions for All Leaves of Absence

1. All leaves of absence must be approved in advance, in writing, by the Senior Minister.
2. Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.
3. Coverage under the church's group insurance plans for eligible employees will be continued in accordance with the provisions of the group insurance plan.
4. Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.
5. Employees who return to work from a medical, pregnancy or workers' compensation leave of absence may be required to submit to a physical examination, at the church's expense, to determine their fitness for duty.
6. Employees on leave of absence must communicate with the church on a regular basis, at least once each week, regarding their status and anticipated return to work date.
7. Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including possible termination.
8. A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.

Glenview Community Church Premises & Work Areas

Safety

Employees should report to their immediate supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries. Employees are encouraged to submit suggestions to their immediate supervisor concerning safety and health matters. Should an accident occur, an accident form must be completed.

Privacy

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

Security

Glenview Community Church makes reasonable efforts to provide security for its property, its employees, and authorized visitors to its premises. Employees are expected to know and comply with Glenview Community Church's security procedures and are expected to report any violations or potential problems to their immediate supervisor or the Senior Minister. Employees violating security procedures will be subject to discipline; and, in addition, illegal acts committed by employees may be reported to law enforcement authorities.

Employees are expected to exercise reasonable care for their own protection and for that of their personal property while on Glenview Community Church premises and while away from the premises on Glenview Community Church business. Glenview Community Church does not assume responsibility for the loss or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work. Glenview Community Church assumes no responsibility for employee losses resulting from robbery or theft while on Glenview Community Church premises or while away from the premises on Glenview Community Church business.

Parking

Glenview Community Church provides parking facilities, when practical, for the benefit and convenience of its employees, members and attenders, and visitors. Employees who use the Glenview Community Church parking lot do so at their own risk and should keep their cars locked while on the lot. Glenview Community Church assumes no responsibility for any damage to or theft of any vehicle or personal property left in the vehicle while on the parking lot.

Employee Conduct

Personal Behavior of Employees

Certain rules and regulations regarding employee behavior are necessary for the efficient operation of Glenview Community Church and for the benefit and safety of all employees. As a religious organization, the conduct of employees on and off the job can impact Glenview Community Church's mission. Conduct that interferes with operations, discredits Glenview Community Church, or is offensive to members and guests or fellow employees will not be tolerated.

Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of Glenview Community Church. Such conduct includes:

- A. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
- B. Giving proper advance notice whenever unable to work or report on time;
- C. Complying with all Glenview Community Church safety and security regulations;
- D. Wearing clothing appropriate for the work being performed;
- E. Maintaining work place and work area cleanliness and orderliness;
- F. Treating all members, guests and fellow employees in a courteous manner;
- G. Refraining from offensive or undesirable behavior or conduct, or conduct that is contrary to Glenview Community Church's doctrinal stance or official policies;
- H. Performing assigned tasks efficiently and in accord with established quality standards;
- I. Refraining from engaging in outside employment, private business or other activity which creates a conflict of interest with Glenview Community Church;
- J. Refraining from using Glenview Community Church communication services and equipment for personal purposes (including incoming and outgoing phone calls) except in emergencies or when extenuating circumstances warrant it.

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

- A. Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics or the use, sale, dispensing, or possession of alcoholic beverages and/or illegal drugs and narcotics on Glenview Community Church premises;
- B. The use of profanity or abusive language;
- C. The possession of firearms or other weapons on Glenview Community Church property;
- D. Insubordination or the refusal by an employee to follow their supervisor's instructions concerning a job-related matter;
- E. Fighting with or assault on a fellow employee, member, guest, vendor, or visitor;
- F. Theft, destruction, defacement, or misuse of Glenview Community Church property or of another employee's property;
- G. Falsifying or altering any Glenview Community Church record or report, such as an application for employment or a time record;
- H. Threatening or intimidating management, supervisors, visitors, members or fellow workers;
- I. Smoking in the building and on the grounds in violation of Illinois law;
- J. Sleeping on the job;
- K. Failure to wear assigned safety equipment or failure to abide by safety rules and policies;
- L. Improper attire or inappropriate personal appearance;
- M. Engaging in any form of sexual misconduct or sexual harassment;
- N. Improper disclosure of confidential information.

The examples above are illustrative of the type of behavior that will not be permitted, but are not intended to be an all-inclusive listing. Any questions in connection with this policy should be directed to the Senior Minister.

Harassment

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

"Harassment," including "sexual harassment," means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, national origin, gender, disability, or age made by someone from or in the work setting under any of the following conditions:

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

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

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

Employees who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the Senior Minister (or a member of the Personnel and Ministerial Relations Committee (PMRC)). Employees who observe conduct of a harassing nature are also encouraged to report the matter to the Senior Minister (or to a member of the PMRC if the complaint involves the Senior Minister). All complaints will be promptly investigated. If a supervisor or a manager fails to follow this policy, they will be subjected to disciplinary action up to and including termination. It is appropriate to notify the Senior Minister of the Chicago Metropolitan Association of the United Church of Christ regarding allegations of harassment or misconduct. Every effort will be made to protect the privacy of the parties involved in any complaint. However, Glenview Community Church reserves the right to fully investigate every complaint and to notify appropriate government officials as the circumstances warrant.

It is against Glenview Community Church's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any investigation proceeding or hearing concerning harassment.

When the Senior Minister (or a member of the PMRC if the complaint involves the Senior Minister) receives a complaint, they will immediately direct an investigation. If the investigation confirms the allegations, prompt corrective actions will be taken, and the individual who suffered the harassing conduct will be informed of the

corrective action taken. In addition, any employee found to be responsible for harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Participation in Trade and Professional Associations

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

Voice Mail and Electronic Mail

Glenview Community Church operates both a Voice Mail System and an Electronic Mail ("e-mail") System to promote communication and increase efficiency within the church. These systems are intended for church business and employees should limit use for personal reasons. Each employee is responsible for the content of their message, and any language that is or may be taken as unprofessional, discriminatory, harassing, abusive, sexual, or otherwise inappropriate in nature is strictly prohibited. Employees should not consider any message left on either system to be private in nature and are reminded that, as with many electronic systems, a message left on such system is often stored in a central server and can be retrieved. Glenview Community Church reserves the right, as its sole option and without prior notification, to monitor any message left on either system. Employees who use either system in violation of this policy may be subject to disciplinary action up to and including termination.

Confidential Nature of Glenview Community Church's Interests

The interests of Glenview Community Church, particularly confidential information, represent proprietary assets that each employee has a continuing obligation to protect.

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

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

Media & Public Inquiries

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

Disciplinary Procedure

All employees shall comply with Glenview Community Church's standards of behavior and performance, and any non-compliance with these standards must be remedied.

Glenview Community Church retains the right to administer disciplinary procedures in any manner it sees fit. The Senior Minister, in conjunction with the Moderator, under normal circumstances, should review and approve all recommendations for termination before any final action is taken.

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

Grievance Procedure

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

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

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

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

- Step 1:** Promptly bring the grievance to the attention of the Senior Minister. If the grievance involves the Senior Minister, then it is permissible to proceed directly to Step 2. The Senior Minister is to investigate the grievance, attempt to resolve it, and give a decision to the employee within a reasonable time. The Senior Minister should prepare a written and dated summary of the grievance and proposed resolution for file purposes.
- Step 2:** Appeal an unsatisfactory Senior Minister decision to the Personnel and Ministerial Relations Committee (PMRC), or initiate the procedure with the PMRC if the grievance involves the Senior Minister. Such an appeal or initial complaint must be made in a timely fashion in writing. The Senior Minister's version of the grievance and decision will then be submitted, also in writing. The PMRC will, in a timely fashion, confer with the employee, the Senior Minister and any others considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved. The PMRC chair (the immediate Past Moderator) will take the necessary steps to review and investigate the grievance and will then issue a written, final, and binding decision.

Final decisions on grievances will not be precedent setting or binding on future grievances unless they are officially Stated as Glenview Community Church policy. When appropriate, the decisions will be retroactive to the date of the employee's original grievance.

Information concerning an employee grievance is to be held in strict confidence.

Employee Statement of Acknowledgment

This is to acknowledge that I have received a copy of the Glenview Community Church's Personnel Policy Handbook.

I understand that it provides guidelines and summary information about its personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that Glenview Community Church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both Glenview Community Church and I have the right to terminate the employment relationship at any time with or without cause, in compliance with the Personnel Policy Handbook, and that this employment-at-will relationship will remain in effect throughout my employment.

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

Employee's Name (Please Print)
Employee's Signature