

southhills

ONE CHURCH, MANY CAMPUSES

EMPLOYEE HANDBOOK

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Welcome to the South Hills Staff!

On behalf of everyone here at South Hills, I would like to welcome you to our organization and wish you every success here! We believe that God places people here who are prepared to complete the responsibilities necessary to fulfill our church’s mission **to lead unchurched people into a growing relationship with Jesus Christ.**

We know that each employee contributes directly to the growth and success of our church, and we hope you will take pride in being a part of the South Hills team and partnering together to further God’s Kingdom.

This handbook was created to outline the expectations of our employees, along with the policies, programs, and benefits available to eligible employees. You should familiarize yourself with it’s contents as it will answer many of the questions you may have about your employment with us. You can also refer to the staff website www.southhills.org/staffportal pw: time4lunch to view a fuller picture of our church staff and culture.

I hope that your experience here will be inspiring, enjoyable, and rewarding!

Sincerely,

Moses Camacho
Senior Pastor

INTRODUCTORY STATEMENT

This Employee Handbook is designed to acquaint you with South Hills Community Church and provide information about working conditions, employee benefits, and the policies affecting your employment. It describes many of the responsibilities you have as an employee and outlines programs developed by South Hills to benefit our employees. You should read, understand, and comply with all of the provisions in this Handbook.

An employee handbook cannot anticipate every circumstance or question about an organization's policies. As South Hills continues to grow, the need may arise to change the policies described in this Handbook. Therefore, the organization reserves the right, at its sole and absolute discretion, to revise, and supplement or rescind any policies or portion of this Handbook from time to time as it deems appropriate. Employees will of course be notified of any such changes as they occur.

The policies in this Handbook are subordinate to any official action of the South Hills Community Church Board of Directors ("the Board"). If the Board makes a decision that affects an individual or group and the decision conflicts with any provision of this Employee Handbook, the Board action shall take precedence for that particular situation and individual case. The only policy in this Employee Handbook that is not subject to change is the "at will employment policy," permitting an employee or South Hills Community Church to end the relationship with or without cause and with or without notice.

EMPLOYMENT

AT-WILL EMPLOYMENT

South Hills Community Church (hereinafter “South Hills”) is an “at-will” employer. Employment at-will may be terminated at any time with or without cause and with or without notice by the employee or employer. Nothing in this handbook or any document or statement shall limit the right to terminate employment at will.

All employees must sign an Employment-At-Will Acknowledgement form.

EQUAL EMPLOYMENT OPPORTUNITY

It has been the established policy of South Hills to utilize our available Human Resources effectively by selecting individuals who we believe to be the most qualified for any given job. South Hills will give appropriate attention to such factors as educational background, previous experience, proven skills, desirable character traits and growth potential. The personnel hired and promoted in the past, along with those who get hired and promoted in the future, have been, and will continue to be, selected from all applicants on the basis of qualifications felt essential for an employee to perform well.

It is the policy of South Hills not to discriminate on the basis of race, color, national origin, sex, age, genetic disposition, marital status or disability in admission and access to, or treatment or employment in its program or activities, pursuant to applicable federal and state laws.

It is our policy to offer equal employment opportunities to all persons without regard to any of the above. No job applicant is to be discriminated against because of these factors. However, as a Christ-oriented, Bible-believing, nonprofit organization, South Hills does reserve the right to exercise preference on the basis of religion in all of its employment decisions. As such, South Hills will exercise a preference for employees who subscribe to South Hills’ Statement of Faith and who are or are willing to attend and become members of South Hills.

Any employee who requires an accommodation in order to perform the essential functions of the job should contact Human Resources to request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. South Hills then will conduct an investigation to identify the barriers that make it difficult for the employee to have an equal opportunity to perform his or her job at South Hills. Once South Hills is aware of the need for an accommodation, the Church will engage in an interactive process to identify possible accommodations that will enable the employee to perform the essential functions of the job. South Hills will provide accommodation to the extent required by law, provided the request is reasonable and will not impose an undue hardship on the church and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual.

An employee should report every instance of unlawful discrimination to Human Resources, regardless of whether the employee or someone else is the subject of the discrimination. Detailed notes, including names, descriptions, and actual events or statements made will greatly enhance South Hills’ ability to investigate. Based on the notes, South Hills will conduct an investigation respecting confidentiality wherever possible. South Hills prohibits any and all retaliation for submitting a report of unlawful discrimination and/or for cooperating in any investigation thereof. Any supervisor or employee who retaliates against the accuser or those involved in the investigation will be subject to discipline, up to and including termination of employment. If the investigation concludes that prohibited discrimination or other conduct in violation of South Hills’ policy has occurred, those engaging in such misconduct will be subject to disciplinary action, up to and including termination.

IMMIGRATION LAW COMPLIANCE

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

As a condition of employment, each new employee must properly complete, sign, and date Section 1 of the Immigration and Naturalization Service Form I-9, attesting that he or she is a citizen or national of the United States, a lawful permanent resident alien, or an alien with work authorization. Only people in these three categories can lawfully work in the United States.

Before commencing work, Newly Rehired employees must also complete the form if they have not previously filed an I-9 with this organization, if their previous I-9 is more than three years old, or if their previous I-9 is no longer valid.

EMPLOYMENT REFERENCE / BACKGROUND CHECKS

South Hills believes that hiring qualified individuals to fill positions contributes to the overall strategic success of the church. Background checks serve as an important part of the selection process. This type of information is collected as a means of promoting a safe work environment for current and future employees. Background checks also help South Hills obtain additional applicant related information that helps determine the applicant's overall employability, ensuring the protection of the current people, property, and information of the organization.

In keeping with this policy, South Hills will conduct background and reference checks on every job applicant, regardless of the position for which they are applying. All background and reference checks will be conducted in compliance with all federal and state laws. South Hills reserves the right to rescind any offer of employment based on any negative results of a background check.

If you or your relatives have any financial interest or outside relationship that might cause a conflict of interest, write a note to your supervisor about it. This is called a disclosure. It means you are being open about your outside involvement. Supervisors receiving such disclosures must consult with the Executive Pastor.

CHURCH ATTENDANCE

As a condition of your employment with South Hills Church, we require that all employees regularly attend a South Hills campus of their choice. In addition, employees must attend one Discovery meeting at the beginning of their employment.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with this organization. Employees shall consider the impact that outside employment may have on their health and physical endurance. All employees will be judged by the same performance standards and will be subject to scheduling demands, regardless of any existing outside work requirements and may be asked to terminate the outside employment if a conflict arises. Employees may not receive any income or material gain from individuals outside the organization for material produced or services rendered while performing their jobs at South Hills.

CONFIDENTIALITY & NON-DISCLOSURE

During the course of your work, you may come across business or personal information that should be kept private. Each employee is responsible for safeguarding confidential information obtained during employment and it is imperative, regardless of position, to respect the privacy of others. Any conversation, counseling session, correspondence, file material, or internal transaction of the church, must not be discussed or made public in any way. You may not reveal confidential information to anyone, not even another employee. This restriction continues after you leave your employment with South Hills. Not just because it is our policy - it's also the law.

This policy benefits you, as an employee, by protecting the interests of our organization in the safeguarding of confidential, unique and valuable information. Any breach of this confidentiality policy will not be tolerated and will be just cause for disciplinary action or discharge.

The protection of confidential information is vital to the interests and success of this organization. Such information includes but is not limited to the following examples: * Counseling records

- * Members and Adherence lists
- * Financial Information

The materials, products, designs, plans, ideas, mailing lists and data of this organization are the property of South Hills and should never be given to an outside firm or individual unless appropriate authorization has been granted. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including discharge.

All employees may be required to sign a confidentiality / Non-Disclosure agreement as a condition of employment.

EMPLOYEE COMPENSATION CONFIDENTIALITY

It is not unlawful for employees to discuss his or her own compensation with another employee. However, employees must respect the privacy of others and cannot discuss, without the co-worker's consent, a co-worker's compensation with others.

WRITTEN MATERIAL, COPYRIGHT & PUBLISHING RIGHTS

South Hills owns and retains the copyright and publishing rights to all written material, in any media, electronic or otherwise, which is produced by any employee, specifically for church use, while the employee is being compensated by South Hills.

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. "Conflict of Interest" means divided loyalties. And when your loyalty is divided, it's hard to be objective. It is better to avoid situations that might create a conflict – or even the appearance of conflict – between what's best for you and what is best for South Hills. This includes:

- * Business deals or other activities that might seem to cause a conflict between your interests and the interests of South Hills;
- * An outside job that interferes with your job at South Hills; and,

- * Participating in any business transaction based on information or relationships you developed in your job at South Hills.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of South Hills' business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she discloses to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has significant ownership in a firm with which this organization does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealing involving the organization.

EMPLOYMENT STATUS AND RECORDS

INTRODUCTORY PERIOD

All new employees are required to meet with their supervisor and the Campus Pastor for processing of required forms and information as provided by South Hills Human Resources Department. Each employee should understand their job description and have completed the appropriate forms required prior to the employee beginning their employment with South Hills.

The first 90 days of continuous employment is considered an “introductory period.” South Hills uses this introductory period to evaluate the employee’s capabilities, work habits, and overall performance. Either the employee or South Hills may end the employment relationship at-will any time during or after the introductory period, with or without cause or advance notice (see “At-Will Employment” on page 3).

All re-hired employees are required to work the introductory period of 90 days after their date of re-hire.

All employees of a new campus who joins South Hills Church need to review the employee handbook and complete all forms required by Human Resources. Each employee will be considered a part of this 90 day “introductory period”

Any significant absence will automatically extend an introductory period by the length of the absence. If South Hills determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee’s performance, the introductory period may be extended for a specific length of time.

During this introductory period, new employees are eligible for those benefits that are required by law.

Upon completion of the introductory period, your immediate supervisor will review your performance. If your performance is found to be satisfactory, and a decision to continue your employment is made, you will be advised of any improvements expected from you. Upon satisfactory completion of the initial introductory period, employees enter the “Regular” employment classification (see “Employment Classifications” - page 7). After becoming a Regular employee, you may also be eligible for other employer-provided benefits, subject to the terms and conditions of each program. Please read the information provided for each specific benefit program for eligibility requirements.

PERSONNEL FILES

It is important that all personnel records of South Hills be accurate at all times and we expect that employees will promptly notify the appropriate personnel in writing of any changes in the following areas:

- * Name
- * Mailing and/or Home address
- * Telephone number
- * Marital status (for benefits and tax withholding purposes only) Number of dependents
- * Address and telephone number of dependents and spouse (for insurance purposes only)
- * Beneficiary designations for any pertinent benefit policy
- * Persons to be notified in case of emergency

Although all employee personnel files are the property of the organization, you may review material in your personnel file, as provided by law, in South Hills' office, and in the presence of an appointed supervisor. No copies of any documents in your file may be made, with the exception of documents that you have previously signed. You may add your version of any disputed item in the file.

Only appointed representatives of South Hills who have legitimate reason to review information in a file are allowed to do so. Disclosure of your personnel file will be restricted to authorized individuals only. However, South Hills will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting investigations and as otherwise legally required.

In addition, if you change the number of dependents or your marital status, you must complete a new form W-4 for income tax withholding purposes within ten (10) days of the change.

South Hills relies upon the accuracy of information contained in your employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification, or material omissions in any of this information or data may result in exclusion from further consideration for employment or, if employed, termination of employment.

EMPLOYMENT CLASSIFICATIONS

It is South Hills' intent to clarify the definitions of employment classifications so that all employees understand their employment status and eligibility for benefits. These classifications do NOT guarantee employment for any specified period of time.

Each employee is designated as follows:

- * Exempt Employee

Exempt employees are salaried employees who are exempt from the overtime requirements of Federal and State law. Exempt employees do not receive payment for overtime.

- * Non-Exempt Employee

Non-exempt employees are not exempt from the overtime requirements of Federal and State law. Non-exempt employees receive payment for overtime and are eligible to participate in all benefits provided for employees as outlined in this Employee Handbook.

In addition to the above categories, each employee will belong to one of the following (5) employment categories:

- * Introductory Employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the organization is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.
- * Regular Full-Time Employee are those who are not in a temporary or probationary status and who are regularly scheduled to work South Hills' full-time schedule of at least 32 hours or more per week. Full time regular non-exempt employees are employees who normally are employed and work no more than eight hours per day or forty hours per week. Generally, they are eligible for South Hills' benefits package, subject to the terms, conditions, and limitations of each benefit program.
- * Regular Part-Time Employee are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 32 but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by South Hills, subject to the terms, conditions, and limitations of each benefit program.
- * Part-Time Employees are those who are not assigned to a temporary or probationary status and who work less than 20 hours per week. While they do receive all the legally mandated benefits (such as Workers' Compensation and Social Security benefits), they are ineligible for all of South Hills' other benefit programs.
- * Temporary Employees are those who are hired as interim replacements to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Temporary employees are not eligible for employee benefits except where mandated by applicable law (Workers Compensation and Social Security benefits).

JOB DUTIES

During the introductory period, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. Your cooperation and assistance in performing such assigned job duties is expected and appreciated. South Hills reserves the right to, at any time, with or without notice, alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

PERFORMANCE EVALUATIONS

You and your supervisor(s) share the responsibility for discussing what you will be expected to achieve during a performance year of employment and you are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

Formal performance evaluations are conducted at the end of an employee's Introductory Period in any new position. This period allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position.

Performance reviews are normally conducted every 12 months. South Hills may grant merit-based pay adjustments at its sole and absolute discretion. This decision is based upon numerous factors including, but not limited to, past performance improvement; dependability; attitude; cooperation; any necessary disciplinary action and adherence to all employment policies.

Additional performance reviews may be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Performance evaluations do not guarantee increases in salary or compensation.

TIMEKEEPING GUIDELINES AND COMPENSATION

TIMEKEEPING REQUIREMENTS

All non-exempt and part-time employees are required to submit an employee time record at the conclusion of each pay period for all time actually spent on the job. It is the responsibility of the employee to sign his or her time card and to certify the accuracy of all time recorded. The supervisor will review and then initial the time card before submitting it for payroll processing. Corrections or modifications are to be verified and initialed by both employee and supervisor.

Accurately recording time is the responsibility of the employee as is the responsibility of clocking in and out. Federal and state laws require South Hills to keep an accurate record of time worked. Time reports must reflect time worked and all time absent from the office (excluding South Hills business) during your regularly scheduled work time and the reason for the absence (e.g., sick leave, vacation, etc.).

All employees must complete a Vacation and Sick Time Authorization Request Form and turn it into their Supervisor for approval prior to taking vacation time. The same form will be used to record any sick time taken and must be turned in to the Accounting Department during the current pay period.

PAYMENT OF WAGES

South Hills' compensation program is intended to provide competitive wages with those offered by other employers in this area and the industry. Our key objective is to:

- * Pay compensation that is non-discriminatory.
- * Attract, retain, and motivate employees by providing competitive wages.

However, because South Hills is a church organization, dependent upon the contributions of its congregation to satisfy all budget requirements, all compensation decisions must take into consideration the church's overall financial structure. Compensation increases are not completely determined by performance evaluations.

Paychecks are issued on a bi-weekly basis every other Thursday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a holiday, employees will be paid the preceding work day.

In the event there is an error in the amount of pay, the employee should bring it to the attention of your supervisor or the Accounting Administrator. If an underpayment or overpayment is identified, it will be corrected on the next regular paycheck, unless this presents a burden to the employee. In that case, all efforts to correct the error will be made at the discretion of the Accounting Administrator.

South Hills complies with government requirements regarding minimum wage, equal pay, and overtime. Local, state, federal, and Social Security taxes will be deducted automatically. State Disability Insurance and Unemployment Insurance are not deducted due to South Hills' non-profit organization status.

Pay Advances

It is the general policy of South Hills not to grant pay advances.

Pay Deductions

The law requires that South Hills make certain deductions from all employees' compensation. Among these are applicable federal, state, and local income taxes. South Hills also must deduct Social Security taxes from certain employee's earnings up to specified limit that is called the Social Security "wage base." South Hills matches the amount of Social Security taxes paid by those employees.

South Hills offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participating in these programs.

If you have questions concerning deductions from your paycheck or how they were calculated, the Accounting Administrator can assist in having your questions answered.

WORK SCHEDULES

The normal work schedule for employees varies by position and campus.

Supervisors will advise all employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending time, as well as variations in the total hours that may be scheduled each day and week.

Alternative work schedules must be documented in writing and be signed by your immediate supervisor.

NOTE: Employees leaving the grounds must notify their subordinates and/or supervisor, advising them of their return time.

South Hills' Central Services Human Resources Department normal business hours are between 8:00 a.m. and 5:00 p.m., Monday through Friday PST as a resource to all campus pastors and employees.

MEAL AND REST PERIODS

Breaks

Employees who work at least three and one-half hours in a day are provided a fifteen-minute break period for every four hours of continuous work or major portion thereof. Breaks are provided as an opportunity for rest and relaxation and are provided on company-paid time. Employees must not be absent from their work area beyond the allotted fifteen-minutes.

Meal Periods

All employees scheduled to work five or more hours in one day are provided with one meal period of no less than 30 minutes in length each work day. Meal periods are unpaid. The meal period should be taken approximately in the middle of your shift. The meal period may be waived by mutual consent of the employer and the employee if the workday is no more than 6 hours in length.

Employees who work over 10 hours in one work day are provided with a second 30-minute meal period. This can be waived by mutual consent if the workday is less than 12 hours and the first meal period was not waived.

So that employees can enjoy a regularly scheduled meal, you will be relieved of all active responsibilities and restrictions during meal periods. You are expected to observe your assigned working hours and the time allowed for meal and rest periods.

Minors (those under 18 years old) will be provided a 30-60 minute unpaid meal period after 4 hours of work.

OVERTIME (All overtime must have the prior approval of a supervisor)

South Hills provides compensation for all overtime hours worked by non-exempt employees in accordance with California State and federal law as follows:

- 1) All hours worked in excess of eight hours in one work day or 40 hours in one work week will be treated as overtime.
- 2) Compensation for hours in excess of 40 for the work week, in excess of 8 and not more than 12 for the work day, and for the first 8 hours on the seventh consecutive day of work in one work week, shall be paid at a rate of one and one-half times the employee's regular rate of pay.
- 3) Compensation for hours in excess of 12 in one work day, and in excess of 8 hours on the seventh consecutive day of the work week, shall be paid at twice the employee's regular rate of pay.
- 4) Exempt employees may have to work hours beyond their normal schedules, as work demands require. No overtime compensation will be paid to exempt employees.
- 5) As required by law, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any other type of leave including holiday pay, is not counted as hours worked for the purposes of calculating overtime pay.

An employee who is working an alternate work schedule as approved by their supervisor, and documented in writing, will be paid overtime in compliance with the wage and labor regulations.

TERMINATION OF EMPLOYMENT

Employment with South Hills is based on mutual consent. Both the employee and employer have the right to terminate employment with or without cause at any time. Terminations are an inevitable part of personnel activity

within any organization. Discharge can be for any reason not prohibited by law. Employees are free to resign at any time and for any reason. South Hills reserves the right to terminate employment at any time and for any reason within legal guidelines (See "At-Will Employment" - Page 3)

Voluntary Termination

Employment termination initiated by the employee who chooses to leave South Hills voluntarily. Though advance notification of an employee's intent to resign is not required, employees are requested to provide written notice with the following suggested guidelines when possible.

- * Exempt Employees who wish to terminate their employment with South Hills are requested to submit a letter of resignation to the Lead Pastor no less than four (4) weeks prior to exit date.
- * Non-exempt Employees are requested to submit a letter of resignation to their office manager no less than two (2) weeks prior to exit date.

Involuntary Termination

Employment termination initiated by the organization. South Hills reserves the right of being an at-will employer. Violation of company policies and rules may warrant disciplinary action, including the termination of employment.

Although it is not possible to provide a list of ALL situations, the following are some examples, which may result in the termination of your employment:

- * The breaking of confidences within the organization or providing confidential information to unauthorized individuals inside and outside the organization.
- * Harassment of any kind
- * Exhibiting poor job performance.
- * Improper conduct toward a supervisor, including insubordination or refusal to perform assigned tasks in an appropriate manner.
- * Abuse of sick leave.
- * Excessive tardiness or absenteeism.
- * Abandonment of job or failure to report to work without notifying your supervisor, except under unusual circumstances.
- * The destruction, defacing, misuse, or abuse of property belonging to South Hills.
- * Any act of dishonesty that includes the theft of any company, employee, or visitor's property.
- * Use or possession of weapons, drugs or alcohol.
- * Disorderly conduct or disruptive behavior on South Hills' premises.
- * Gambling on South Hills premises
- * Violation of the Smoke-Free Policy.
- * Violation of South Hills' rules.
- * Falsification of any documents to obtain employment with organization.
- * Falsification of any South Hills records, reports, documents, or timecards.

- * Knowingly violating any South Hills', OSHA, or state regulation, guideline, or rule governing workplace safety.
- * Direct violation of South Hills' policies and procedures.

LAYOFFS

Involuntary employment termination initiated by the organization for non-disciplinary reasons.

RETIREMENT

The employee initiates voluntary retirement from active employment status.

Though advance notification of an employee's intent to retire is not required, employees are requested to provide written notice with no less than four (4) weeks prior to retirement.

EXIT INTERVIEW

An exit interview may be conducted with each terminating employee no later than the employee's last working day. The exit interview may afford an opportunity to discuss such issues as employee benefits, conversion privileges, and complete all necessary paperwork and distribute information required by law. All company property must be returned immediately upon termination of employment.

Employees will receive their final pay in accordance with applicable state law. Employee benefits will be affected by employment termination in the following manner:

Some benefits may be continued at employee expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and the terms, conditions and limitations of such continuance.

Termination and discharge procedures are only guidelines and do not constitute a legal contract between South Hills and its employees. South Hills reserves the right to implement its policies and procedures as it sees fit. In addition, specified grounds for termination are not all-inclusive since South Hills reserves the right to terminate employment for any reason.

EMPLOYEE BENEFITS PROGRAM

South Hills offers a wide range of benefits to eligible employees. Eligibility will depend upon specific requirements, including employee classification.

VACATION BENEFITS

South Hills recognizes the importance and necessity for employees to take time for vacation to enjoy rest and refresh them, both physically and mentally. It is intended to be a period of relaxation, and as such, must be taken as time off from work. Employees are not paid vacation pay in lieu of time off.

Employees in the following classifications are eligible to earn and use vacation time: *

Regular full-time employees

* Regular part-time employees (will be pro-rated)

It is the policy of South Hills to grant vacations with pay to employees in accordance with the guidelines established below:

- 1) Vacation time begins to accrue on the first day of employment.
- 2) The length of eligible service is calculated on the basis of a "benefit year" which is defined as the time between two consecutive anniversary dates. A benefit year may be extended for any significant leave of absence with the exception of military leave.
- 3) Vacation time is available for use as it is accrued, however, new employees must complete 180 calendar days of service before any vacation time can be used (unless approved by supervisor). Employees may not take paid vacation until they have actually earned the vacation time. Negative accruals will be allowed only when approved in advance by the employee's immediate supervisor.
- 4) Full-time employees will accrue paid vacation according to the following schedule (exceptions to the amount of vacation time granted may be made at the date of hire):

**Full-Time Employee
Vacation Earning Schedule**

Years of Eligible Service	Vacation Days Per Pay Period	Vacation Days/Year
1 Year	.1903 days	5 days
2 Years	.3850 days	10 days
5 Years	.5770 days	15 days
10 Years	.7700 days	20 days
15 Years	.8080 days	25 days

After completion of 15 years of eligible service, employees will earn an additional vacation day each year up to a maximum of 25 total vacation days.

Regular Part-Time employees will receive a pro-rated benefits based upon the hours worked in their normal scheduled work week.

- 5) Paid vacation time can be used in minimum increments of one day.
- 6) All vacations requests must be submitted in advance to management for approval at least two weeks prior to the planned vacation. Every effort will be made to accommodate the employee's request, however, no guarantees can be provided. Requests will be reviewed based on business needs and staffing requirements. Where conflicting schedules occur, vacation time will be granted with consideration to date request received, dates of request, and staffing needs.
- 7) In the event a paid holiday should fall during an employee's scheduled vacation, the employee will receive holiday pay in place of vacation pay.
- 8) Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. In addition, any vacation that has been used but not yet accrued will be deducted from the employee's final paycheck.
- 9) Employees are encouraged to use all earned vacation pay each year. The maximum vacation benefits an employee may have at any time shall equal two years' vacation pay, at the employee's current annual

vacation accrual rate. If an employee's earned but unused vacation pay reaches the maximum, the employee will not accrue any additional benefits. If the employee later uses enough vacation pay to fall below the maximum, the employee will resume earning vacation pay from that date forward. In such a case, no vacation benefits will be earned for the period in which the employee's vacation benefits were at the maximum.

PERSONAL LEAVE

Personal leave is defined as paid leave granted on a day-to-day basis for the employee's personal use such as illness, preventive health care (i.e., doctor or dental appointment), "mental health days" or personal days off. Personal leave may be used to extend a vacation only after all accrued vacation benefits have been used. Personal leave may also be used to extend a mission trip, however only after the mission leave benefit has been used.

South Hills' employees who are eligible for personal leave benefits are as follows: *

Regular full-time employees

* Regular part-time employees (will be pro-rated)

Up to six (6) days (4.0 hours per month) of personal leave may be acquired each year for full-time employees and are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn personal leave. Regular part-time employees will receive personal leave benefits on a prorated bases based upon the number of hours in their normal scheduled work week.

Personal leave accrues from one year to the next, however at no time may an employee have more than 120% of their normal scheduled work week hours (or 6 days for a full-time employee). Unused personal leave is forfeited and will not, under any circumstances, be paid to the employee while working for South Hills or upon termination of employment.

Any absence beyond the accumulated and acquired personal leave will be docked at the employee's daily rate of pay.

Personal leave time is available for use as it is accrued, however, new employees must complete 90 calendar days of service before any personal time can be used. Employees may not take paid personal leave until they have actually earned the personal leave time. Negative accruals of personal leave time will not be allowed.

Paid personal leave can be used in minimum increments of four (4) hours.

Personal leave benefits will be used to supplement any payments to an employee eligible to receive Workers Compensation benefits. The combination of any such disability payments and personal leave benefits cannot exceed the employees' normal weekly earnings. Personal leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

PAID HOLIDAYS

It is the policy of South Hills to designate and observe certain days each year as holidays. Eligible employees will be given a day off with pay for each holiday observed. The schedule of holidays South Hills will observe during each calendar year is as follows:

- * New Year's Day (January 1)
- * President's Day (3rd Monday in February)
- * Good Friday (Friday before Easter)

- * Memorial Day (Last Monday in May)
- * Independence Day (July 4)
- * Labor Day (1st Monday in September)
- * Veterans' Day (November 11)
- * Thanksgiving (4th Thursday in November)
- * Day after Thanksgiving
- * Christmas Eve (December 24)
- * Christmas Day (December 25)

Holiday pay will be pro-rated based upon scheduled weekly hours. To calculate, use the employee's straight-time pay rate (as of the date of holiday) times hours worked in a week. Divide this number by 40 hours in a week and multiply times the eight hour holiday. Eligible employee classifications are as follows: *

- * Regular Full-Time Employees
- * Regular Part-Time Employees (will be pro-rated)

To receive holiday pay, non-exempt employees must complete 90 calendar days of service in an eligible employment classification.

If a holiday occurs during an employee's paid vacation, holiday pay will be provided in place of the paid vacation time.

If a recognized holiday falls on a Saturday, it will generally be observed on the preceding Friday. If a recognized holiday falls on a Sunday, it will generally be observed on the following Monday. A change in this schedule may be made at the discretion of the Lead Pastor and the Board.

Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime.

BEREAVEMENT LEAVE

In the event an employee needs to take time off due to the death of an immediate family member, the employee must notify his or her supervisor immediately.

Up to five days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- * Regular Full-Time employee
- * Regular Part-Time employee

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, shift differentials. An employee, with supervisor's approval, may use any available paid leave for additional time off if necessary. For purposes of this Section, "immediate family" is defined as:

An employee's husband or wife, child, parent, brother or sister (sibling), spouse's parent (in-laws), employee's (or spouse's) Grandparent, or Grandchildren.

Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

TIME OFF FOR VOTING

In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, South Hills, in accordance with California Code Section 14000, will grant up to two hours of paid time off to vote. Time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed. If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be needed to be able to vote, the employee shall give the employer at least two working days notice that time off to vote is needed.

An employee must submit a voter's receipt on the first working day following the election in order to qualify for paid time off.

JURY DUTY LEAVE

Employees who have completed a minimum of 90 calendar days of service in an eligible classification may request up to five (5) days of paid jury duty leave over any three-year period. Jury duty pay will be calculated on the employee's base pay rate multiplied by the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- * Regular Full-Time employee
- * Regular Part-Time employee

If an employee is required to serve jury duty beyond the period of paid jury duty leave, he or she may use any available vacation time, or may request an unpaid jury duty leave of absence. Exempt employees are paid during any work week in which they perform any work for South Hills.

You will be required to show the jury duty summons to your supervisor as soon as possible so arrangements can be made to accommodate your absence.

If work time is available during jury selection or service, you will be expected to return to work for the remainder of your work schedule.

WITNESS DUTY LEAVE

Employees will be granted unpaid time off to appear in court as a witness. Employees are free to use any available vacation leave to receive compensation for the period of this absence.

You will be required to show the subpoena to your supervisor as soon as possible so arrangements to accommodate your absence can be made. The employee is expected to report to work whenever the court schedule permits.

DISABILITY AND /OR PREGNANCY LEAVE

Employees in the following employment classification(s) are eligible to use medical leave as described in this policy:

- * Regular Full-Time employee
- * Regular Part-Time employee

A medical leave of absence may be granted for non-work related temporary medical disabilities (including, but not limited to, pregnancy, childbirth, or other related medical conditions) for up to four months with a written doctor's certificate of disability. All requests for leave should be made in writing as far in advance as possible.

A medical leave begins on the first day your doctor certifies you are unable to work and ends when your doctor certifies you are able to return to work, or after a total of four months of leave, whichever occurs first. An employee returning to work from a medical disability leave must present a doctor's certificate authorizing ability to return to work.

If an employee fails to report to work promptly at the end of the medical leave, South Hills will assume that the employee has resigned.

UNPAID PERSONAL LEAVE

An unpaid personal leave of absence without pay may be granted at the sole discretion of South Hills. Employees in the following employment classification(s) may be eligible to use unpaid personal leave as described in this policy:

- * Regular Full-Time employees
- * Regular Part-Time employees

Employees may request unpaid personal leave only after having completed 280 calendar days of service in an eligible employment classification.

Unpaid personal leave may be granted for a period of up to 60 calendar days one time only. At the sole discretion of South Hills, employees may take any available vacation or paid personal leave prior to the effective date of the unpaid personal leave of absence.

Requests for unpaid personal leave will be evaluated based on a number of factors, including anticipated operational requirements and staffing considerations during the proposed period of absence. Subject to the terms, conditions, and limitations of the applicable plans, South Hills will continue to provide health insurance benefits until the end of the month in which the unpaid personal leave begins. Payment of these benefits will resume upon the employee returning to active employment.

Accrual of benefits, such as vacation, paid personal leave, or holiday benefits, will be suspended during the leave and will resume upon the employee returning to active employment.

When unpaid personal leave ends, the employee will return to the same position or to a similar one for which qualified. If the previous position or a comparable one is not available, an effort will be made to offer another position that is available and suitable. Although every reasonable effort will be made to place an employee at the end of an unpaid personal leave, South Hills cannot guarantee reinstatement in all cases.

If an employee fails to report to work at the expiration of the approved leave period, South Hills will assume that the employee has resigned.

MILITARY LEAVE

A military leave of absence will be granted for the purpose of attending scheduled drills or training or if called to active duty with the U.S. Armed Services. The leave will be unpaid; however, employees may use any available paid time off for the absence.

Employees serving in the military are entitled to leave as stated in the Uniformed Services Employment and Reemployment Rights Act (USERRA), outlined below:

Reemployment Rights

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- * You ensure that your employer receives advance written or verbal notice of your service;
- * You have five years or less of cumulative service in the uniformed services while with that particular employer;
- * You return to work or apply for reemployment in a timely manner after conclusion of service; and
- * You have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained had you not been absent due to military service or, in some cases, a comparable job.

Right to be Free from Discrimination and Retaliation If you:

- * are a past or present member of the uniformed service;
- * have applied for membership in the uniformed service; or
- * are obligated to serve in the uniformed service; then an employer may not deny you any of the following because of this status:
 - initial employment; reemployment; retention in employment; promotion; or
 - any benefit of employment, because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

Health Insurance Protection

- * If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- * Subject to the terms, conditions, and limitations of the applicable plans for which you are otherwise eligible, health insurance benefits will be provided by South Hills until the end of the month in which the military leave begins. At that time, you will become responsible for the full costs of these benefits if you wish coverage to continue. When you return from military leave, benefits will again be provided by South Hills according to the applicable plans.
- * Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.
This notice may be viewed at the U.S. Department of Labor website.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon your return to active employment.

If you are on a two-week active duty training assignment or inactive duty training drills, you are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. NEWBREAK will reinstate the returning veteran to his/her position in accordance with federal and state laws. You will be

treated as though you were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

SCHOOL CONFERENCES INVOLVING SUSPENSION

If it becomes necessary for an employee who is the parent and or guardian of a child to attend the child's school to discuss possible suspension, the employee should alert his or her supervisor as soon as possible so that alternative arrangements may be made. Pursuant to California Labor Code Section 230.7, no discriminatory action will be taken against the employee for taking time off for this purpose.

HEALTH INSURANCE

Health insurance will be offered to all Regular Full-Time (30 hours or more per week) employees and South Hills Church will contribute \$100.00 per month toward the employees' health insurance premium. Coverage will begin on the 1st of the month following 30 days of employment. Within the first 30 days of employment, employees will be given detailed information regarding the extent of such coverage, options and costs, and employees will be notified of any substantial change in coverage.

WORKER'S COMPENSATION INSURANCE COVERAGE

Worker's Compensation Insurance covers employees who are injured or become ill while performing their job duties at South Hills. It is your responsibility to immediately notify your supervisor of any injuries you sustain while on the job.

Subject to applicable legal requirements, worker's compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Any accident on the job, no matter how small, must be immediately reported to your supervisor. This is a requirement under law.

Neither South Hills nor the insurance carrier will be liable for payment of benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, nor athletic activities sponsored by South Hills.

CONTINUATION OF MEDICAL (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under South Hills' health plan when a qualifying event would normally result in the loss of eligibility.

South Hills provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under South Hills' health insurance plan.

WORKING TOGETHER

PUNCTUALITY AND ATTENDANCE

South Hills views punctuality and attendance as one of the most important facets of your job. To maintain a productive work environment, all employees are expected to be punctual and regular in attendance. Tardiness and/or absence cause hardship on your fellow employees and supervisor.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal periods or authorized time away.

If you are unable to report to work at your scheduled time, you must notify your supervisor as soon as possible.

South Hills makes every allowance for necessary absences but cannot permit continual absenteeism or frequent tardiness. Unauthorized or excessive absence or tardiness will result in disciplinary action, up to and including termination. Absence without notification will be considered a voluntary resignation without good cause.

DRESS/ATTIRE

Because each employee is a representative of South Hills, it is important that each employee report to work properly groomed and appropriately dressed. Employees are expected to dress neatly and in a modest manner consistent with the nature of the work performed. Employees who report to work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult your supervisor or department head if you have any questions as to what constitutes appropriate attire.

PERSONAL STANDARDS

While South Hills does not seek to interfere with the personal conduct of its employees, certain types of off-duty conduct may interfere with South Hills's witness and best interests.

Employees understand, stipulate and agree that South Hills is an Assemblies of God Church organization, having strict and imposing standards of personal conduct. Furthermore, employees agree and understand that each person involved in the business of South Hills, whether as clerical, minister, consultant, groundskeeper, teacher, or Lead Pastor, is deemed to be engaged in a part of the mission and ministry of this Church, and the personal life of each

participant, both on and off campus, within the parameters and outside the job description, must be in keeping with the image of the church as it is part of the religious mission.

Employee represents that he has been fully informed in these premises, that he has read and understands the Constitution & By-Laws of South Hills, and that he accepts employment subject to these things as conditions of employment, immediately terminable for cause at option of South Hills for any sort of actual or perceived breach of such standards, and that any such termination shall be without penalty or required compensation and for which there shall be no remedy at law.

Employee represents his personal demeanor is lawful and moral activity and same will not be conducted in any way as to conflict with the basic religious doctrines or practices of South Hills in the community it serves.

All employees are expected to be polite, courteous, prompt, and attentive to every pastor, employee or guest. Inquiries, whether in person or by telephone, should be addressed promptly and professionally, and should not be regarded as an interruption or an annoyance. Attention to accuracy and detail in all we do demonstrates our commitment to those whom we serve.

CONDUCT

To assure orderly operations and provide the best possible work environment, South Hills expects employees to follow rules of conduct that will protect the interests and safety of all employees.

It is not possible to list all the forms of behavior that are considered unacceptable in the work place; the following are examples of infractions of rules of conduct that will not be tolerated. Infraction of the rules of conduct may result in disciplinary action, including suspension or termination of employment.

- 1) Falsification of employment records, employment information, or other documents.
- 2) Falsification of timekeeping records, either your own or another employee's.
- 3) Theft, deliberate or careless damage or destruction of any property belonging to the company or another employee.
- 4) Removing or borrowing company property without proper authorization.
- 5) Fighting or threatening violence in the workplace.
- 6) Carrying firearms or any other dangerous weapons or explosives on company premises at any time.
- 7) Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or pastor.
- 8) Use of abusive, threatening, or inappropriate (cursing) language at any time on company premises.
- 9) Working under the influence of alcohol or illegal drugs.
- 10) Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- 11) Boisterous or disruptive activity on the workplace.
- 12) Failure of notification when unable to report to work.
- 13) Excessive absenteeism or tardiness.
- 14) Failure to obtain permission to leave work for any reason during normal working hours.
- 15) Failure to provide a physician's certificate when requested or required to do so.
- 16) Violation of safety or health rules.

- 17) Sleeping or malingering while on duty.
- 18) Smoking while on duty or in a role as a representative of South Hills.
- 19) Unlawful harassment.
- 20) Violations of any safety, health, security or South Hills' policies, rules, or procedures.
- 21) Unauthorized disclosure of business "secrets" or confidential information.
- 22) Unsatisfactory performance or conduct.
- 23) Committing a fraudulent act or a breach of trust under any circumstances.
- 24) Violation of personnel policies.
- 25) Conduct that is offensive to conventional standards of morals and decency

This statement of prohibited conduct does not alter South Hills's policy of at-will employment and either party may terminate the relationship at any time, with or without cause and with or without advance notice.

HARASSMENT

South Hills is committed to providing a work environment where employees can work together comfortably, productively; and free from all types of harassment. This policy prohibits any harassing, threatening or intimidating activity, sexual harassment, and/or discrimination based on race, color, religion, national origin or ancestry, marital status, gender, age, pregnancy, childbirth, or related medical conditions; physical or mental disability, medical condition, or any other basis protected by Federal, State or local laws, ordinances or regulations. Such behavior is illegal under both State and Federal Laws - and will not be tolerated.

This policy applies to all phases of employment - including recruiting, testing, hiring, promotion or demotion, transfers, layoffs, terminations, rates of pay, benefits and selection for training, travel or company social events. This policy also applies to all persons involved in the operation of the organization and prohibits unlawful harassment by any employee including a pastor, supervisor, co-worker, and any non-employee. This standard also applies to the conduct of all employees with parishioners and the public.

Prohibited Behavior

Prohibited unlawful harassment includes, but is not limited to, the following behaviors:

- Written contact, such as sexually suggestive or obscene letters, notes, invitations, etc.;
- Verbal contact, such as epithets, derogatory jokes or comments, sexist language, slurs, and/or unwanted sexual advances, invitations, or comments, threats, jokes, disparaging remarks and gestures or comments about gender-specific traits; sexual abuse disguised as humor, repeated references to various parts of the body at inappropriate times
- Physical contact, such as intentional unwanted touching, hugging or patting or brushing against another's body, impeding or blocking movement, assault, coercing sexual activities, physical aggression, or interfering with work because of sex, race, or any other protected basis;
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually explicit or suggestive objects or pictures, cartoons, posters, magazines, etc.;
- Threats and/or demands to submit to certain conduct or to perform certain actions as a condition to continued employment, or to avoid some other loss, or as a condition of employment benefits; subtle pressure for sexual activity, or sexual innuendos
- Retaliation for having reported or threatened to report harassment; and,
- Placing yourself in a potentially vulnerable situation where you are alone with an individual of the opposite sex.

Harassment also includes continuing to express sexual or social interest after being informed directly that the interest is unwelcome - and using any behavior to control, influence or affect the career, salary or work environment of another employee.

It is not permissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect an employee's job prospects. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, or suggest that a poor performance report will be given due to an employee declining a personal proposition.

Also, offering benefits, such as promotions, favorable performance evaluations, favorable assigned duties of shifts, and recommendations or reclassifications in exchange for sexual favors is forbidden.

Harassment by Non-employees

In addition, South Hills will take all reasonable steps to prevent sexual harassment by non-employees including volunteers, suppliers, members, etc. that are likely to have contact with our employees.

Monitoring

South Hills shall take all reasonable steps to assure that all employees, supervisors, and others that have contact with our employees follow this "Harassment" policy.

Discipline

Any employee found to have violated this policy shall be subject to appropriate disciplinary action including, but not limited to, written and/or verbal warnings, reprimand, suspension or discharge according to the findings of the complaint investigation.

If an investigation reveals that harassment has occurred, the harasser may also be held legally liable for his or her actions under State or Federal anti-discrimination laws or in separate legal actions.

Retaliation

Any employee bringing a harassment complaint or who assists in investigating such a complaint, will not be adversely affected in the terms and conditions of their employment, discriminated against, or discharged because of the complaint or participation in an investigation of such a complaint. Any complaints of such retaliation will be promptly investigated and punished.

Complaint Procedure and Investigation

Your Campus Pastor & Rebecca Nieboer (Global Services HR Dept) are specifically authorized to receive complaints and to respond to questions regarding harassment.

Any and all complaints of harassment or retaliation for reporting or participating in an investigation shall be directed to the above named authorized individuals, either in writing or by requesting a confidential interview. The complaint should include details of the incident, name of the individual(s) involved, and name(s) of any witnesses. Supervisors who are aware of such inappropriate conduct must report this to authorized individuals listed above. The above authorized individuals will conduct an effective, thorough and objective investigation of the allegations, resolve complaints and recommend appropriate action(s) against violators of this "Harassment" policy.

Any employee found responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. All concerned parties will be advised of the results of the investigation. However, if an

investigation of a complaint shows that the complaint or information was false, the individual who provided the false information may be subject to disciplinary action, up to and including termination.

South Hills requires all employees to immediately report any harassment within the organization so the complaint can be resolved quickly. You should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment investigates and prosecutes complaints of harassment that occur in employment. To reach the nearest California Department of Fair Employment office, you can call 1-800-884-1684. If you think you have been harassed or feel that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency.

It is very important than any situation of this nature is addressed and eliminated immediately.

We are committed to maintaining a work environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidations, exploitation, and harassment of any kind. The regulations do not provide a complete list of what may be deemed sexual harassment under the law.

RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them in their possession or control. Employees must return all property on or before their last day of work. Where permitted by applicable laws, South Hills may withhold from the employee's check or final paycheck the cost of any items that are not returned or returned damaged when required. South Hills may also take all action deemed appropriate to recover or protect its property.

SOLICITATION

In effort to assure a productive and harmonious work environment, persons not employed by this organization may not solicit or distribute literature in the workplace at any time for any purpose.

Employees may not solicit or distribute literature during their working hours. (Working hours does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, posting of written solicitations on company bulletin boards, doors, or window is restricted with the exception of mandatory employment information required by state and federal laws. If the employee has a message of interest to the work place, he or she may submit it to the Office Manager for approval.

MISUNDERSTANDINGS AND GRIEVANCES

It is South Hills' desire and goal that all working conditions and staff relationships be positive, fulfilling, and above reproach. Yet, there may be times when conditions need improvement and relationships are tested. When this happens, the condition needs to be corrected as soon as possible, and according to Biblical principals as outlined in Matthew 18:15-17. If the situation continues to be unresolved, talk to your immediate supervisor.

In the case of relationships, the affected persons shall discuss and pray together and, when necessary, seek counsel from the pastoral staff. There should never be any grumbling or complaining (Philippians 2:14). We need to settle all grievances together with the help of the Holy Spirit and thereby become closer and stronger.

Gossiping and cutting down fellow employees is not compatible in a Christian organization and therefore, will not be tolerated at South Hills. Love for each other in spite of our faults and weaknesses, is the true mark of "AGAPE LOVE."

ANTI-SUBSTANCE ABUSE

South Hills takes seriously the problem of drug and alcohol abuse, and is committed to provide a substance abuse free work place for its employees. We recognize that the use of illegal drugs and abuse of alcohol in our society is a serious problem with incalculable economic and personal costs.

This policy applies to all employees of our organization without exception, including all employees in all classifications. Employees who violate this policy are subject to disciplinary action up to and including termination.

No employee is allowed to consume, possess, sell or purchase any alcoholic beverage on any property owned by or leased on behalf of South Hills, or in any vehicle owned or leased on behalf of South Hills. No employee may use, possess, sell, transfer or purchase any unlawful drug or other controlled substance.

South Hills will not tolerate employees who report for duty while impaired by the use of alcoholic beverages or unlawful drugs.

All employees should report evidence of alcohol or drug abuse to a supervisor or personnel representative immediately. In cases where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, an employee must report the violation. Failure to do so could result in disciplinary action for the non-reporting employee.

NOTHING IN THE ANTI-SUBSTANCE ABUSE POLICY SHALL BE CONSTRUED TO ALTER OR AMEND THE AT-WILL EMPLOYMENT RELATIONSHIP BETWEEN SOUTH HILLS AND ITS EMPLOYEES.

YOUR WORKING ENVIRONMENT

HEALTH AND SAFETY

South Hills is committed to providing a safe and healthful workplace. However, maintaining a safe workplace is the joint responsibility of the organization and the employee. It is a joint venture to provide a clean, hazard free, healthy, safe environment, which is in compliance with the Occupational Safety and Health Act of 1970. As a condition of employment, employees are expected to comply with safety guidelines and practices.

To achieve this goal, everyone must be safety conscious at all times, comply with California law, and promote the concept of a safe workplace by adhering to the following guidelines:

- * Apply safe work practices prescribed by South Hills.
- * Promptly and accurately report all accidental injuries, hazardous conditions, and incidents that could have resulted injury.
- * Promptly report all suspicious persons in your work area and any conditions, which could facilitate unauthorized entry.
- * Obtain immediate first aid for every injury, no matter how minor it may seem at the time.
- * Wear personal protective equipment that is prescribed and supplied.
- * Keep work areas clean.

In compliance with California law, South Hills will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

CODE OF SAFE PRACTICES

All employees will follow these safety practices and render every possible aid to further the goal of safe operations by reporting unsafe conditions or practices to their supervisor, the Facility Manager, or Administrator.

- 1) All injuries, regardless of severity, will be reported immediately to your supervisor.
- 2) Work areas must be maintained in a neat and orderly manner.
- 3) Never leave lower desk or cabinet drawers open.
- 4) Physical horseplay or any other behavior that could jeopardize safety is prohibited.
- 5) Do not block fire exits, fire extinguishers, doors, electrical panels, aisles, gas meters, or traffic lanes anywhere on the premises.
- 6) Materials should never be stacked precariously on top of cabinets or other high places.
- 7) When lifting objects, use large muscles of the legs instead of the small muscles of the back.
- 8) Cleaning solvents and other hazardous chemicals should be stored away from edible items.
- 9) Familiarize yourself with the location of fire extinguishers.
- 10) Use handrails when going up and down stairs.

SMOKE-FREE POLICY

South Hills is fully committed to provide a safe and healthy environment. As a result, it is in the best interests of the employees of our organization and the community to have and enforce a “No Smoking” policy throughout the work place and campuses of our organization, including all vehicles owned by South Hills.

This policy applies to all employees and others.

OFFICE AND ELECTRONIC EQUIPMENT

All South Hills property, including desks, computers, video equipment, cabinets, closets, etc., must be maintained according to requirements. South Hills reserves the right to inspect and search the property without notice to the employee and/or in the employee’s absence. This policy includes the inspection and search of packages entering and/or leaving the property of South Hills.

TECHNOLOGY

South Hills provides e-mail, voice mail and the Internet as tools for you to use to enable you to be more effective in the performance of your job. These business tools are the property of South Hills and are to be used solely in support of South Hills business.

Personal or inappropriate use of these tools, apart from personal business that is incidental to church business, is inappropriate and may result in disciplinary action up to and including discharge.

Examples of inappropriate usage include, but are not limited to:

- 1) Unauthorized use of another employee's e-mail or voice mail account or any other account maintained by the church as well as unauthorized access to data stored on e-mail or voice mail files. This includes any attempt to obtain unauthorized access.
- 2) Any attempt to inhibit authorized access to data, mail or programs stored on e-mail or voice mail systems.
- 3) Any effort to prevent the church from monitoring e-mail, voice mail or Internet systems.
- 4) Transmission of obscene or harassing messages to any other individual (obscenity, ethnic slurs, racial comments, off-color jokes, etc.) in violation of federal law.
- 5) Use of the e-mail, voice mail or Internet system to violate any other policy of South Hills.
- 6) Any illegal, unethical or other activity that could adversely affect the church including its reputation or image.
- 7) Accessing sexually-oriented internet sites or the receipt, storage or transmission of sexually-oriented material.
- 8) Unauthorized downloading of software.
- 9) Unauthorized copies of copyrighted materials whether created, distributed or knowingly utilized.
- 10) Posting inaccurate, inappropriate and unlawful business information.
- 11) Unauthorized attempts to break into any computer whether it belongs to the church or another organization.
- 12) Copying, sending, or posting confidential materials of the church.

South Hills reserves the right to monitor its electronic mailing system and other networks at its discretion to ensure compliance with this policy. Employees are asked to guard any password given to them for use with these systems.

USE OF PHONE AND MAIL SYSTEMS

Personal use of telephones for long-distance and toll calls is not permitted. Employees should practice discretion in using company telephones when making local personal calls and may be required to reimburse South Hills for any charges resulting from their personal use of the telephone.

The use of employer-paid postage for personal correspondence is not permitted.

To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner.

SOCIAL NETWORKING POLICY

South Hills understands that social networking through the use of Internet-based and other electronic social media tools is integrated into everyday life. Use of Facebook, LinkedIn, blogging, wikis and other online social media vehicles are commonplace. Guidelines for functioning in an electronic world are the same as the values, ethics and confidentiality policies employees are expected to live everyday at South Hills For that reason, this policy applies to

both company sponsored social media and personal use as it relates to South Hills. When using social media, employees should:

- Use common sense. Employees should refrain from posting items that could reflect negatively on South Hills Church or otherwise embarrass the organization, including comments or other posts about drug or alcohol abuse, profanity, off-color or sexual humor, and other inappropriate conduct. Employees should not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not otherwise be acceptable in the workplace.
- Show proper respect for people's privacy and for topics that may be considered personal or objectionable.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use.
- Not disclose confidential or other proprietary information.
- Avoid referencing staff, members, or vendors without their approval.
- Ensure that their social networking conduct is consistent with the all policies contained in South Hills's Employee Handbook, including Harassment, Confidentiality and Disclosure, and Code of Conduct.
- Make sure that their online activities do not interfere with your job performance.

All South Hills employees are expected to respect others and speak or conduct themselves in a professional manner at all times.

USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property belonging to South Hills, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, including discharge.

Effective July 1, 2008, California State law prohibits drivers from using a wireless telephone while operating a motor vehicle unless the driver is using a hands-free device.

South Hills has implemented this policy immediately for all campuses regardless of which State, and hands-free devices must be used at all times when operating a motor vehicle. Texting, checking email, and searching the web on a cell phone is strictly prohibiting while driving and employees are also strongly discouraged from using any other phone options while driving.

EMERGENCY CLOSINGS

Emergency conditions, such as severe weather, fire, flood, or earthquake, can disrupt company operations and interfere with work schedules, as well as endanger employees' well being. These extreme circumstances may require the closing of the work facility and every effort will be made to inform you as far in advance as possible.

When operations are required to close, the time off from scheduled work will be paid for a period of up to one week. In cases where a closing is not authorized, employees who fail to report to work will not be paid for the time off. However, employees may request available paid leave time, such as unused vacation. Employees who work on a day when operations are officially closed will receive regular pay.

IN CLOSING

If you are unsure about any of the policies set forth by South Hills, please ask someone who knows. Your supervisor is normally the first person you should ask for guidance.

If you become aware of a violation, it is your responsibility to act. Share the information with the proper persons. If you are not sure whom to contact, ask your supervisor.

South Hills should be a place where we respect each other and ourselves. When we treat each other with courtesy, fairness, and respect, we create a welcome working environment.

This should be an exciting and rewarding time of your career and we are happy to be a part of it.



EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I have received a copy of the Employee Handbook and have read it or have had it carefully read to me. Further, I understand that all matters set forth in the Employee Handbook and agree to abide by and adhere to South Hills Community Church's policies during my employment with South Hills Community Church, as they may be modified from time to time. I further understand and agree that any provision of the Employee Handbook may be amended, revised, or eliminated at any time by South Hills Community Church.

I understand that my employment with South Hills Community Church is not for a specified length of time. Rather, I understand and agree that my employment is terminable at will so that both South Hills Community Church and I remain free to choose to end our work relationship at any time, with or without cause. Likewise, I understand and acknowledge that nothing in South Hills Community Church's Employee Handbook in any way creates an express or implied contract of employment between South Hills Community Church on the one part, and me, on the other part.

I understand that it is my responsibility to maintain and keep my handbook updated as new policies are created and distributed and/or policies are deleted or changed.

I hereby acknowledge receipt of the South Hills Church Employee Handbook.

Date of Employee Handbook (as noted on cover)

Employee's Name (Please Print)

Employee's Signature

Date _____ (mm/dd/yyyy)



BACKGROUND & REFERENCE CHECK AUTHORIZATION FORM

The information contained in the application at South Hills Church is correct to the best of my knowledge.

I authorize South Hills Church to release any information they may have regarding my character and fitness for work with minors including all information gained from a criminal records check from any and all agencies.

I hereby release any individual, church, denominational agency or official, reference, or any other person or organization, including record custodians, both collectively and individually and, whether or not identified in this application, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorizations, excepting only the communication of knowingly false information.

I further state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act. This is a legally binding release which I have read and understand. I understand that I may consult with an attorney; before signing this document. A facsimile or photocopy of this authorization shall be as valid as the original. I further understand that a criminal records check may be conducted on me and I consent to this district, its agents or representatives by any persons or organization.

_____	_____	_____
Applicants Printed Name	Signature	Date
_____	_____	_____
House #	Street Name	Apt#
_____	_____	_____
City	State	Zip Code
_____ - _____ - _____	_____	Social
Security Number *	Date of Birth *	



CONFIDENTIALITY / NON DISCLOSURE

We sincerely hope that our relationship will be long-term and mutually rewarding. However, your employment and/or volunteer leadership responsibility with South Hills Church assumes an obligation to maintain confidentiality, even after you leave the church.

Additionally, our attendees and suppliers entrust the Church with important information relating to their businesses. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, the Church earns the respect and further trust of our attendees and suppliers.

No one is permitted to remove or make copies of any Church records, reports or documents without prior Supervisor approval. Disclosure of confidential information could lead to termination, as well as other possible legal action.

I understand and agree that during the course of my employment and/or volunteer leadership responsibility, CONFIDENTIAL INFORMATION may be made available to me, i.e., donor lists, membership lists, pledge programs and pledge lists, database information and passwords, marketing strategies, any counseling information, any financial information, financial contribution lists and other related information (product includes but is not limited to sermons, ministry strategies, ministry names, ministry logos, ministry concepts and ideas, ministry literature, pageants, illustrated sermons, product designs, plays, concerts, songs, orchestrations, arts and crafts, paintings and sculptures, counseling and publications including audio and video, and all internet related activities.). I understand that this information is proprietary and critical to the success of South Hills Church and must not be given out or used outside of the Church's premises or with nonChurch employees. In the event of termination of employment and/or leadership responsibility, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company. I also agree, that for any reason should I decide to leave South Hills Church to start, merge, or join another church as a pastor, employee, or volunteer leader I cannot solicit, invite, and/or entice any of South Hills Church's church members or attendees. Due to a conflict of interest, I also agree not initiate or accept a ministry position within a 40 mile radius of South Hills Church for a minimum time period of 2 years (24 months) without the written consent of South Hills Church's Official Board and its Senior Pastors. This is to prevent South Hills Church and its people from being spiritually, numerically, and/or financially affected in a negative and/or detrimental manner.

If, prior to executing this receipt and acknowledgment, I have entered into any agreement or understanding with the Church to the contrary, I understand and agree that this receipt and acknowledgment supersedes any such prior agreement or understanding.

By my signature below, I hereby certify that I have read, understand and agree to each and every provision of the confidentiality agreement, including this receipt and acknowledgment.

Printed Name

Date

Signature