



Employee Handbook

Welcome

Welcome to South Mountain Community Church (SMCC)! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further SMCC's goals.

You are joining an organization that is driven by a passion to spread the fame of Jesus Christ. With your active involvement, dedication, and support, SMCC will continue to achieve its goals. We sincerely hope you will take pride in being an important part of SMCC.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact Human Resources (HR).

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About SMCC

The following are the foundational beliefs and values we think about every day as we do ministry.

Mission

We exist to help as many people as possible take their next step toward becoming Fully Devoted and Fully Delighted followers of Jesus Christ.

Vision & Values

Our vision (preferred future) isn't about the size of our ministry or any accomplishment. Instead, we envision SMCC as a particular kind of church; a healthy church with a specific kind of culture. We are committed to being a church where:

- The fully engaged attenders value and serve the guest.
- Everyone can belong before they believe.
- Maturity is measured by how well we love God and others.
- We trust the process in which God changes us from the inside out.
- The truth of the bible is explained in a helpful and hopeful way.

Employment at Will

Employment at SMCC is on an at-will basis unless otherwise stated in a written individual employment agreement.

This means that either the employee or the organization may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no organization representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. SMCC employees have the right to engage in or refrain from such activities.

Employee Code of Ethics

Serving as an employee of SMCC is more than a career, it is also a way of life. Employees of SMCC are expected to commit to the following code of ethics as they are an essential part of every employee's role.

- Lead by example, exhibiting a Christ centered, servant attitude in their responsibilities.
 - **Grow** - be involved in personal discipleship such as prayer, Bible reading, and other next steps.
 - **Group** - be a part of or lead a small group
 - **Give** - tithe 10% of income
 - **Grace** - build unity on the SMCC team by supporting others and refusing to slander
- Agrees with our Statement of Faith and will not advocate varying doctrines
- Assists in providing congregational care in times of need or crisis
- Is a radically committed "champion" of SMCC's vision, mission, and purposes, and will encourage others to help implement these foundational beliefs
- Is passionate and dedicated to a **TEAM** approach to ministry.
 - At SMCC, we are a team. Vulnerability, honesty, and direct communication build trust on our team. Teams with high trust are teams of high performance.
 - We expect every team member to exemplify each staff value daily. Celebration, encouragement, and joy among the team will help us thrive.
 - We talk to people, not about people. Any actions that cause division among the team will be addressed. Gossip or slander of ANY leader or volunteer in the organization will not be tolerated.
 - We are FOR every person on our team. This FOR stance comes first in all team interactions especially when feedback is involved. A FOR stance always includes grace and truth. If a problem can't be solved 1:1, lean on the organizational chart or an elder for help.
 - Own it. Because SMCC is a team that pursues safety in a high trust environment, any mistake, thought, feeling, or statement should be owned by a team member.
- Is "above reproach" in all areas of contact with the opposite sex
- Has the highest standards of morality
 - Although much care will be given on a personal level to restore an individual, sexual sins (such as fornication, adultery, improper use of SMCC's computers for pornographic material, etc.) may result in immediate termination of employment
 - Other public sins (stealing, drunkenness, abuse of others, etc.) that reflect poorly on the cause of Christ and reputation of His church will be dealt with severely and may result in immediate termination of employment

- Cannabis is currently allowed for use in medically necessary situation in the state of Utah (with a prescription from a physician); however, recreational use is considered a crime punishable by law, therefore recreational usage is prohibited
- Has the highest respect for others
- Values each other. Therefore, mean-spirited nicknames, comments, jokes, etc. will not be tolerated
- Recognizes a good attitude is invaluable to staff morale and church momentum
- Consistently negative or damaging attitudes will not be tolerated
- Acknowledges the unique pressures of public ministry on staff families and the need for family members to experience unity within the larger community of faith at SMCC. To this end, pastoral staff spouses are expected to support their partner by their full participation as an SMCC member
- Is ethical in their conduct, carefully following all laws and regulations and have the highest standards of conduct and personal integrity. They recognize their behavior affects the church's reputation and success. By using good judgement and following high ethical principles, they will make the right decisions. If a staff member is not sure if an action is ethical or proper, they are encouraged to discuss the matter with their manager

It is the responsibility of every SMCC employee to comply with this code of ethics. Staff members who fail to comply with it may be subject to disciplinary action up to and including termination of employment.

Equal Opportunity and Commitment to Diversity

Equal Opportunity

SMCC is an equal opportunity employer and strives to comply with all applicable laws prohibiting discrimination while upholding our Statement of Faith. As a religious organization, SMCC has the right to hire in accordance with our religious beliefs. SMCC is committed to equal employment opportunities for all qualified persons, without regard to race, color, age, sex, or marital status. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

SMCC expressly prohibits any form of employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

SMCC will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon SMCC's business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their supervisor or human resources. The organization will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of their supervisor or human resources.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

SMCC is committed to the fair and equal employment of individuals with disabilities under the ADA. It is SMCC's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. SMCC prohibits any harassment of, or discriminatory treatment of, employees based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee with a disability may request an accommodation from the HR department and engage in an informal process to clarify what the employee needs and to identify possible accommodations. If requested, the employee is responsible for providing medical documentation regarding the disability and

possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

Commitment to Diversity

SMCC is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in organization policy and the way we do business at SMCC and is an important principle of sound business management.

Harassment and Complaint Procedure

It is SMCC's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, attendee, or third party based on actual or perceived race, color, creed, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. SMCC will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

Definition of "unlawful harassment." "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, age, disability, veteran status, or another characteristic protected by state or federal law.

Definition of "sexual harassment." While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, a hostile, or an offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one's sex life; comments about an individual's body; and comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate SMCC's policy.

Complaint procedure

If you believe you have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, you are requested and encouraged to make a complaint. You may complain directly to your immediate supervisor or department manager, the HR department, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, SMCC will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Conflicts of Interest and Confidentiality

Conflicts of Interest

SMCC expects all employees to conduct themselves and organization business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. SMCC recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the organization.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed.

If an employee is working for another entity or attending school for more than 15 hour per week , it is mandatory that they to notify their manager.

Confidential Information

The protection of confidential business information is vital to the interests and success of SMCC. Confidential information is any and all information disclosed to or known by you because of employment with the organization that is not generally known to people outside the organization about its business.

Staff members may not disclose any information about a person, including the fact the person is or is not served by our church, to anyone outside the church staff unless authorized by your manager. The principle of confidentiality must be maintained in all programs, departments, functions, and activities.

An employee who improperly uses or discloses confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

Employment Relationship

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, SMCC classifies its employees as shown below. SMCC may review or change employee classifications at any time.

- **TEMPORARY** Employees who work on an as needed or seasonal basis. Temporary employees are not eligible for benefits.
- **EXEMPT (SALARY)** Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.
- **NONEXEMPT (HOURLY)** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.
- **REGULAR FULL-TIME** Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. These employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.
- **REGULAR PART-TIME** Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly and who maintain continuous employment status. Part-time employees are not eligible for benefits.
- **PASTOR** Pastoral status is inherent to the position or may be an elected status. Pastors are considered self-employed and therefore responsible for filing Social Security/Medicare taxes. This is a fully benefited classification.

A team members employment classification is based on several factors directly related to their position within the organization. Human resources should be consulted prior to changing any positions employment classification.

Paychecks, Workweek and Hours of Work

SMCC employees are paid on the last business day of each month. The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m.

Your regular hours will be determined by your manager and based on the needs of your position.

All staff are expected to attend (not serving but sitting with your family or friends and enjoying) at least one weekend service each week when other job-related duties do not preclude them from doing so. In addition to weekend services, all staff members are highly encouraged to attend and be engaged in Baptisms, Concerts, Good Friday/Easter, Christmas Eve Services, Vision, funerals, and other similarly sponsored SMCC activities.

Time Records

All nonexempt employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay.

Overtime

When required due to the needs of the business, you may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt (hourly) employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, paid time off (PTO), bereavement time, and jury duty, does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

Deductions from Pay

SMCC is not required to pay a team member's full salary in the initial or final week of employment: for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt team member takes unpaid leave. In these circumstances, either a partial-day or full-day deduction may be made.

It is the policy of SMCC to comply with the "salary basis" requirements of the FLSA. Therefore, those preparing paychecks are prohibited from making any improper deductions from the salaries of exempt staff. If you believe that an improper deduction has been made to your salary or that overtime was worked and not paid, you should immediately report this information to your direct supervisor. Reports of an improper deduction from wages or an overtime denial will be promptly investigated. If it is determined that an improper deduction or denial has occurred, you will be promptly reimbursed for any improper deduction or paid for overtime worked.

If a team member chooses, he/she may perform duties on a volunteer/ministry basis in addition to his/her scheduled compensated hours. However, paid team members cannot volunteer in the same capacity in which they are compensated.

PASTORAL COMPENSATION

Pastors licensed by SMCC are considered to have "dual tax status" under IRS regulations, as follows:

FEDERAL/STATE INCOME TAX

- Pastors are considered an "employee" for Federal/State Income Tax purposes.
 - Pastors will receive an IRS Form W-2 from SMCC at the end of the year summarizing compensation and withholdings.
- Exempt from income tax withholding: Upon the request of the team member, SMCC will not withhold federal/state income tax from the pastor's paycheck, but the pastor is still obligated to pay federal/state income taxes.

HOUSING ALLOWANCE WORKSHEET

A Pastor for SMCC may designate a portion of his/her compensation as housing allowance, which is exempt from federal/state income tax liability. The following outlines expectations and agreements in the designation of compensation as annual housing allowance by a SMCC Pastor.

- SMCC approves a pastor's housing allowance (Internal Revenue Code Section 107) as an ordained, licensed, or commissioned minister of the Gospel, based upon the Pastor's good faith estimate of his/her housing expenses.
- The stipulated amount of housing allowance will be exempt from income taxes to the extent the amount is used to provide for qualified housing expenses and the amount does not exceed the fair rental value of the home.
- The Pastor should maintain personal records in order to substantiate the exemption. Consulting a tax adviser is advised.
- The Pastor is responsible for the accuracy of the designated housing allowance.
- A housing allowance is based on estimates of housing-related expenses such as mortgage payments, utilities, repairs, furnishing, insurance, property taxes, and maintenance that in total do not exceed the fair rental value of the home.
- The pastor will be obligated to pay federal/state income taxes on any amount of housing allowance designated in excess of actual expenses.
- Housing allowances must be designated in advance and cannot be designated retroactively.
- Housing Allowance forms must be updated annually (January 1st) per IRS regulation. Failure to do so prevents the pastor from claiming Housing Allowance for that calendar year.
- Human Resources will request Housing Allowance forms be complete and returned by December 1st for the following calendar year. This allows enough time for adjustments, approvals, and processing.

The portion of the pastor's compensation that is not designated as housing allowance is subject to federal/state income tax liability.

SOCIAL SECURITY/MEDICARE (Form 4361 - Application for Exemption from Self-Employment Tax)

- Pastors are considered "Self-employed" for Social Security/Medicare purposes.
 - SMCC does not withhold Social Security/Medicare taxes from the pastor's paycheck and does not pay the "employer portion" of Social Security/Medicare taxes. Instead, the pastor is obligated to pay Social Security tax of total compensation (salary plus housing).
 - SMCC agrees to compensate licensed or ordained pastors for the amount of FICA tax that SMCC would have paid otherwise.

- Eligible to “opt out” of Social Security/Medicare: This means that a pastor may certify on IRS Form 4361 that he/she is opposed to the acceptance of any public insurance for services performed as a pastor and apply with the IRS for exemption from Social Security/Medicare taxes.
 - This application must be made within 2 years of the beginning of paid ministry.
 - Once granted, this exemption cannot be revoked.
 - Once granted, the pastor will not be eligible to receive Social Security/Medicare benefits related to their years of work as a pastor.
 - Once granted, the pastor must inform the SMCC campus support team. SMCC will no longer compensate the pastor for the amount of FICA tax SMCC would have paid.
- Submission of Form 4361: Please refer to page 2 of the IRS form 4361 for detailed explanation of conditions, special instructions, and where to file.

SMCC staff cannot provide tax advice to SMCC employees. The information presented above is summary in nature and is not intended to be comprehensive or all-inclusive. For more complete information, please refer to IRS Publication 517 (available at www.IRS.gov) and consult your personal tax advisor.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and PTO will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire. SMCC reserves the right to adjust a resigning team member’s last day of employment from the originally stated last day of employment offered by the team member.

All employees are expected to return all SMCC property upon separation. Employees will be held liable for the cost of property that is not returned upon separation.

If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee’s home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the organization.

Workplace Guidelines

Drug-Free and Alcohol-Free Workplace

It is the policy of SMCC to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the organization.

The unlawful use, possession, purchase, sale, or distribution of or being under the influence of any illegal drug or controlled substance (including medical marijuana) while on organization or client premises or while performing services for the organization is strictly prohibited. SMCC also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, SMCC prohibits off-premises abuse of alcohol and controlled substances (including medical marijuana), as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the organization's reputation in the community.

Any employee violating this policy is subject to discipline, up to and including termination.

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval also may result in discipline up to and including termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Job Performance

While SMCC provides leadership, development, and support, SMCC employees are responsible for understanding the expectations of their position. Employee may be disciplined, up to and including termination for poor job performance as determined by their direct manager.

Outside Employment

Employees generally are permitted to work a second job as long as it does not interfere with their job performance or create a conflict of interest with SMCC. All employees, including part-time employees, must obtain prior approval from their supervisor before undertaking any outside employment or other work activity.

Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. In addition, employees who have accepted outside employment may not use paid sick time to work on the outside job. However, an employee on a leave of absence may continue to work in the outside job if this employment has been approved by the organization under this policy and the employee's reason for leave does not preclude the outside employment.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination.

Consensual Personal Relationships

A "personal relationship" is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

An employee who is involved in a personal relationship with another employee may not directly supervise the employee with whom he or she is involved.

If such a relationship currently exists or develops, it must be disclosed to their direct manager or the human resources department. Once the relationship is made known to SMCC, a determination will be made as to whether one or both parties need to be moved to another position or department. If no other positions are available within SMCC, the parties will be given the option of terminating their relationship or resigning.

Dress and Grooming

SMCC provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our attendees, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

Care for the Vulnerable

In the course of providing SMCC services, our volunteers, employees, and third-party service providers may come into contact with vulnerable individuals. These individuals are those who may be at risk of harm or harassment because of their age or disability. In order to protect the best interests of SMCC, employees, and those being served, we ask that one-on-one meetings involving vulnerable individuals be held in business-like settings, public locations, or in an area that is private but visible to others.

Social Media Acceptable Use

SMCC encourages employees to share information with attendees, coworkers, and with those outside the organization for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public, and therefore, we ask you to remember you

are seen as a member and representative of SMCC while using any social media platform. SMCC has established the following guidelines for employee participation in social media.

Note: As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

- Employees must ensure that social media activity does not interfere with their work.
- Communication should honor the core values of SMCC.
- Employees should not communicate any libelous, defamatory, offensive racist, or obscene remarks.
- Do not identify or reference those being served by the church, or vendors without express permission.
- Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Computers, Internet, E-Mail, and Other Resources

SMCC provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, scanner, Internet, intranet, e-mail, text messaging, portable electronic devices, or any other organization-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of organization computer, phone, portable electronic devices, or other communication tools. While SMCC trusts and believes in employees to use good judgment, all communications made using organization-provided equipment or services, including e-mail and Internet activity, are subject to inspection by the organization. Employees should keep in mind that even if they delete an e-mail, a voicemail, or another communication, a copy may be archived on the organization's systems.

Disciplinary Procedure

Although your employment is based on mutual consent and both you and SMCC have the right to terminate employment at will, with or without cause or advance notice, we may use progressive discipline at our discretion.

Disciplinary action may be any of the following four steps: 1) verbal warning; 2) written warning; 3) suspension with or without pay; or 4) termination of employment. We will look at how severe the problem is and how often it has happened when deciding which steps to take. There may be circumstances when one or more steps are bypassed.

By using progressive discipline, we hope that most staff issues can be corrected at an early stage, benefiting both the employee and SMCC.

Expenses

Some staff members, because of ministry responsibilities, may receive an expense budget each month. These funds are to be used to enhance their ministry and to connect with people. Therefore, using the memo line to describe the expense is very helpful. Other allowable uses include: food and refreshments bought for yourself AND a ministry leader/volunteer or a new attendee to your campus; food and refreshments bought for yourself while working with other staff members at another campus; food bought while attending a required SMCC event when food is not already provided. It is also allowable to use this expense account for your own child's care while attending a required SMCC event (only when childcare is not already provided by the church) and when you and your spouse are building a relationship with other individuals for ministry purposes (or some other way to connect). When doing ministry as a couple it is allowable to cover your own spouses' costs with this allowance. As with every purchase made with the church's funds, every staff expense needs to be substantiated with a receipt.

Gas & Mileage

Employees traveling between the Salt Lake City area (Salt Lake and Utah County) and St. George will be reimbursed at the standard IRS mileage rate for travel in excess of 60 miles.

Budgets

The Lead Pastor and Elder Board approve a budget each year for the general operations of the church. This budget serves as a guideline for all SMCC expenditures. In addition to the budget, the church has specific procedures to assist staff members in the stewardship of the church resources that have been entrusted to us.

Spending Authorization

Each budget section is assigned to a person for "primary authorization." Though this person may elect to delegate spending authorization to others, it is still their responsibility to oversee

and report on the budget items assigned. All purchases are to be within the standards set in the Purchasing and Contract policy which can be obtained from the campus support team.

Credit Cards

SMCC credit cards may be issued to staff members based on business needs. Organization credit cards are intended for SMCC ministry and approved expenses only. The cardholder is responsible for submitting a monthly expense report outlining the charges, including receipts.

In the event that a staff member uses their organization credit card for a personal expense, they will need to immediately notify and reimburse SMCC for the amount charged. Multiple offenses of personal charges on an organization credit card will be subject to disciplinary action up to and including termination.

Time Off and Leaves of Absence

Holidays

As a regular full/part-time, exempt/non-exempt employee, you will receive the following paid holidays each year:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas
- Day after Christmas

Holiday pay is compensation at an eligible employee's regular rate of pay in order to observe the holidays listed above.

Hourly employees will receive holiday pay for all hours worked the week of a holiday, plus Holiday pay for their REGULARLY scheduled workdays, up to their standard daily hours. Holiday pay is not to be considered hours worked in the computation of overtime.

If an organization holiday occurs on an eligible employee's vacation day, it may be counted as a holiday instead of a vacation day.

Part-time employees will only receive holiday pay if the holiday falls on an employee's regularly scheduled workday.

Should an organization-recognized paid holiday fall on a full-time employees scheduled day off, the holiday will usually be observed on the next scheduled workday.

Employees who are eligible for paid holidays but who may be required to work on an organization holiday will be allowed to take the next scheduled workday off with holiday pay.

Vacation

It is SMCC's intent to provide its employees the freedom they require to balance the responsibilities of both their work and homes lives, thereby maximizing their value to SMCC. For this reason, SMCC has chosen to forego implementation of a leave accrual or bank system of any sort. Full-time employees will be free to take leave as they require it with the exception of Sunday morning services and all-church events and with the approval from their manager.

As a church, SMCC relies heavily on our Sunday morning services. The following policy outlines the acceptable number of Sundays which may be requested off each calendar year (January - December).

Years of Service	Sundays off per year
0 - 2 years	Up to 2 Sundays per year
3 - 5 years	Up to 3 Sundays per year
5+ years	Up to 4 Sundays per year

The SMCC time off policy is also subject to blackout dates that correlate with the yearly rhythm of ministry. Employees are not permitted to take vacation time during the following all staff events.

- The month of September - Fall kick-off
- The week leading up to and including Christmas Eve
- The week leading up to and including Easter
- All staff retreats

All planned and paid time off must be approved by your manager at least two weeks in advance. Managers may choose to approve or decline paid time off based on business needs and individual job performance. SMCC will track leave usage for business purposes.

Except for those on protected leave (such as state or protected medical leave), if an employee is unable to meet the expectations of their position, SMCC reserves the right to temporarily revoke unlimited leave. Further, if gross abuse of this leave is observed, disciplinary action may be taken, which may include termination of employment.

Managers or human resources also reserve the right to request verification of absences (such as a doctor's note) when legal and appropriate to do so.

Vacation time will not carry over or be accrued and will not be paid out upon separation of employment.

Employee Benefits

SMCC recognizes the value of benefits to employees and their families. The organization supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the organization Summary Plan Descriptions (SPDs), which can be requested from the campus support team, or contact the HR department. To the extent the information provided here conflicts with the SPD or full plan document, the full plan document will control.

Medical and Dental Insurance

Full-time employees working 30 hours or more per week are eligible for medical and dental insurance as well as health savings accounts on the first of the month following 30 days of service. To keep coverage in force, every insured employee must work a minimum of 30 hours per week.

Employees will be responsible for paying their portion of insurance premiums while on a leave of absence exceeding 30 days.

403(b) Plan

SMCC recognizes the importance of saving for retirement and offers eligible employees a 403(b) plan.

Eligibility, vesting, and all other matters relating to these plans are explained in the SPD that can be obtained from the campus support team or human resources.

SMCC Development Dollars

SMCC supports the participation of staff members and their families in the activities of SMCC and its ministries. In many of the environments, staff members are called on to play an unofficial role in the execution of the activity.

In an effort to recognize and honor this reality, as well as to provide a benefit to active full-time and part-time staff members, SMCC employees are eligible to receive reimbursement for the cost associated with SMCC activities on an annual basis, according to the following schedule:

- Full-time employees - Up to \$200/year
- Part-time employees - Up to \$100/year

This benefit can also be used by the staff member to offset the cost of participation in SMCC sponsored events for their immediate family members. It is not required that the staff member be serving at the event or activity for which reimbursement is requested.

Eligible costs include event registration fees, tickets, books necessary for the classes, or activities.

Any unused reimbursement funds will be forfeited at the end of the calendar year.

Workers' Compensation

SMCC pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The organization abides by all applicable state workers' compensation laws and regulations. If an employee sustains a job-related injury or illness, it is important to notify the supervisor and HR immediately. The supervisor will complete an injury report with input from the employee and return the form to the HR department. HR will file the claim with the insurance organization. In cases of true medical emergencies, report to the nearest emergency room.

Employees will not be paid vacation or sick leave for approved absences covered by the organization's workers' compensation program.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of SMCC. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, organization practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the organization to employ me now or hereafter and that my employment may be terminated by me or the organization without reason at any time. I understand that no representative of the organization has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with SMCC. By distributing this handbook, SMCC expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I also understand and agree that this handbook may not be modified orally and that only the elder board may approve policy changes. I also understand that if such a change is made, it must be in writing and signed by the elder board.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

EMPLOYEE ACKNOWLEDGMENT AND RECEIPT OF HARASSMENT POLICY

I have read and understand the organization's Harassment Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE