



**Employee Handbook
March 2019**

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WELCOME

On behalf of Fellowship Community Church (a/k/a Norwalk Christian Academy), we would like to take this opportunity to welcome you. We are pleased that you have joined us and look forward to working with you. Whether you are a new or long-term employee, you are an important part of our present and future. Our success depends to a large extent on our ability to attract and retain dedicated and highly motivated employees. We want your employment with our Church to be rewarding and challenging.

Our management philosophy is one of respect for the abilities, contributions and rights of the individual employee. We strive to create an atmosphere where ideas and opinions are openly expressed.

We hope you will find satisfaction in your work and enjoy being a part of a progressive, team-oriented organization. We're delighted you have joined us!

Sincerely,

Fellowship Community Church (a/k/a Norwalk Christian Academy)

OVERVIEW

PURPOSE

The purpose of this Employee Handbook is to provide guidance and orientation to employees about current policies and benefits. It is not intended to be all-inclusive. After receiving this Employee Handbook, employees are required to sign an Acknowledgment of Receipt form, found in the back of the Employee Handbook. Signing this document expresses agreement to comply with the guidelines, policies and procedures as outlined. Fellowship Community Church (a/k/a Norwalk Christian Academy), herein referred to as “Preschool”, “School”, “Fellowship Community Church” “FCC”, “Norwalk Christian Academy”, “NCA”, or “Church”, may review and change its policies and benefits at any time at its sole discretion. This Employee Handbook replaces any previous handbook editions. Any questions about the material contained in the Employee Handbook or about any other aspect of employment, should be directed to the Director or Pastor of FCC.

AT-WILL EMPLOYEES:

This Employee Handbook does not create a contract, nor is it a part of a contract between the employer and its employees. Employees are employed on an at-will basis and are subject to the employer’s ministry requirements. As such, the employee or employer may terminate employment at any time, with or without notice, with or without cause, for any reason not prohibited by law.

EMPLOYEES WITH CONTRACTS:

The employee-employer relationship for those employees with an employment contract is the contract itself. Policy issues, which are contained in the Employee Handbook, apply only if they are not addressed in the employment contract.

HISTORY

Fellowship Community Church’s NCA in Norwalk, Iowa provides a quality experience for children from 2 years through 7th grade from Norwalk and neighboring communities. We offer a variety of programs and class times to accommodate preschoolers and school-aged kids, and we hold ourselves to the highest standards to ensure that every young life we touch is prepared for life’s challenges. We pride ourselves on having qualified, motivated teachers and staff who have a great love & mission for teaching the “whole child,” which includes the teaching of the Gospel of Jesus Christ. We are a cooperative effort between home, church and school. What a blessing to be able to teach, play with and foster God’s children! We are honored to be an extension of family and to partner with families in seeing children reach new heights in their spiritual developmental journey.

MISSION STATEMENT

Discipling the next generation to know God, trust God and obey God for the fame of His name.

We believe that all children are a gift of the Lord. We are committed to valuing each child as unique – created special with individual gifts, strengths, interests and needs. With a Christian foundation, it is our goal to provide an atmosphere where children feel safe and nurtured and to provide an environment that promotes physical, intellectual, emotional, social and spiritual growth with God’s love & message. We are blessed by the opportunities to plant seeds as children come to us with ideas, interests and curiosities. We believe that children need to be stimulated academically and that they deserve to be exposed to a developmentally appropriate curriculum that teaches the whole child.

STATEMENT OF FAITH

FCC and NCA have adopted a “Doctrinal Statement of Faith” that applies to all of its members and employees. Agreement and compliance with the Statement of Faith is a requirement of both membership and employment with Fellowship Community Church. Violation of the Statement of Faith or actions which reflect a disagreement with the Statement of Faith represent good cause to terminate employment.

MINISTRIAL PURPOSE OF EMPLOYMENT

All employees of FCC and NCA are an extension of the Church’s ministry and mission to spread the gospel of Jesus Christ. With this in mind, all employees must be prepared to share the beliefs of the Church as reflected in the

Statement of Faith. In addition, all employees should be prepared to pray with those individuals either seeking salvation or who are in need of prayer for something in their life.

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

We are an equal employment opportunity employer and do not discriminate on the basis of race, color, national origin, sex, age, disability, military status, or genetic information. This policy applies to all aspects of employment and application for employment with FCC and NCA.

HARASSMENT/DISCRIMINATION

It is our policy to provide a work environment free of all forms of harassment and discrimination. Harassment on the basis of sex or other protected characteristics is a violation of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors and other unwelcome verbal, non-verbal or physical conduct, may constitute harassment when such conduct creates an intimidating, hostile or offensive working environment. The working environment is defined to include terms and conditions of employment, as well as employment decisions. Violations of this policy are strictly prohibited.

An employee who believes that he or she has been the victim of or witness to harassment or discrimination by another employee or other person in the workplace, should immediately inform their supervisor, in an attempt to reach resolution. If the immediate supervisor is unavailable or the employee prefers, they should inform another member of management, or the Director or Pastor of FCC. It is the Director's and Pastor of FCC's duty to listen to such complaints and to refer them to the appropriate authority. The employee may be asked to provide a brief, written statement to serve as a basis for investigation of the complaint. After notification, the complaint will be carefully investigated. Every attempt will be made to keep the complaint confidential, however, those who may have knowledge of either the incident in question or similar problems may be contacted as the situation warrants. After the investigation has been completed, a determination will be made by appropriate management regarding resolution of the case. If warranted, corrective action may be taken, up to and including termination.

Any employee bringing a harassment or discrimination complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment, nor discriminated against because of the complaint. Retaliatory action of any kind against an individual who has made a report of harassment is strictly prohibited and may be subject to disciplinary action, up to and including termination.

CLASSIFICATIONS

We employ both hourly and salaried employees. Hourly (non-exempt) employees are eligible for overtime pay of time and one half, after 40 hours worked in a workweek, in accordance with applicable law. Salaried (exempt) employees are not eligible for overtime. In addition, we place employees into one of the following classifications.

FULL TIME EMPLOYEE:

Full time employees are hired for full time employment (34 or more hours per week on a regular basis) in an established job, with particularly described duties and skill requirements.

PART TIME EMPLOYEE:

Part time employees are hired for part time employment (less than 34 hours per week on a regular basis) in an established job, with particularly described duties and skill requirements.

TEMPORARY EMPLOYEE:

Temporary employees are hired for seasonal and/or temporary employment on a non-regular basis, typically for a particular job.

EMPLOYEES WITH CONTRACTS:

The employee-employer relationship for those employees with an employment contract is the contract itself. Policy issues, which are contained in the Employee Handbook, apply only if they are not addressed in the employment contract.

COMPENSATION AND WORK HOURS

WORK HOURS

Regular work hours are 7:00 AM to 5:30 PM, Monday through Friday for NCA, and 8:00 AM to 4:30 PM Monday through Friday for FCC. Any changes in these hours will be communicated with as much advance notice as possible by the Director.

All employees are expected to be at their respective work areas during all working hours when scheduled, except for scheduled breaks. Employees who need to leave their work area for personal reasons, must inform a co-worker in their immediate work area, or advise the Director.

WORK SCHEDULE

Work schedules are posted on a weekly basis. Time off requests for are due two (2) weeks before the requested time off. Employees requesting a change to a posted schedule should submit the change request to the Director. The request is reviewed and subject to approval by the Director. The employee will be notified if the request is denied.

PAY PERIOD

The pay period is on a bi-weekly schedule. The work week begins on Sunday and ends on Saturday. Checks are issued every other Friday, following the close of a pay period. If a payday falls on a holiday, paychecks will be distributed on the last working day prior to the holiday. Employees should review and verify paycheck information on a regular basis so any necessary changes can be made as soon as possible.

For their convenience, employees are also provided with the option of having their paycheck processed via direct deposit. This employee benefit provides for funds to be automatically deposited in the financial institution of the employee's choice, to avoid hassles associated with going to their financial institution, lost, stolen, or destroyed checks. All pay distributed through direct deposit will be deposited no later than noon on payday.

PAYROLL DEDUCTIONS

Your earnings and payroll deductions are shown on your check stub. If applicable, deductions may include some of the following examples, as required by law or requested by the employee:

<u>Required by Federal & State</u>	<u>Authorized by Employee</u>
Federal Income Tax	Other expenses as incurred
State Income Tax	
Social Security Tax	
Garnishments/Wage Attachments	

Any questions concerning paychecks should be directed to the Director or Pastor of FCC.

TIME CARD PROCEDURES

Time cards are due to the office no later than 9:00 AM on Monday for NCA and timesheets are due to the office no later than 7:00 AM on Monday for FCC. All employees are required to accurately record the time they begin and end their work, and any departure from work for personal reasons or unpaid breaks, using a time clock. Exempt employees, although not required to complete specific hours worked, must record total hours worked per pay period and other paid time off, using a time card. Exempt employees who have exhausted all available paid time off may be subject to salary deductions of full day increments for time off from scheduled work.

Time worked is all the time actually spent on the job performing assigned duties, therefore, employees must not punch in until ready to start work. Arriving to work and punching in more than five (5) minutes before the start of a scheduled shift or punching out more than five (5) minutes after the end of a scheduled shift without prior approval is unacceptable. Exceptions to scheduled work hours, including overtime, may not be permitted without prior approval from the Director.

Employees must record their individual time only, using their own time clock login and must submit completed time cards to the Director at the end of each work week. Any errors or accidental omissions on the time card requiring correction must be signed and corrected by the Director, not the employee. Any employee who alters, tampers with, or falsely records actual time worked, alters another employee's time card, or violates any time card procedure may be subject to disciplinary action, up to and including termination.

OVERTIME

The Church shall compensate overtime in accordance with Federal and State law. Only non-exempt employees are eligible for overtime pay. Compensation for overtime is one-and-one-half times the regular rate of pay for all hours worked over 40 in a work week, depending upon applicable laws. Overtime may not be permitted without prior approval of the Director. We attempt to plan overtime with consideration for employees and families.

POLICIES AND PROCEDURES

Every organization has certain guidelines developed to reflect good ministry practices. In establishing any rules of conduct, the entities have no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Any exceptions to policies must receive management approval.

TEACHER REQUIREMENTS FOR EMPLOYMENT

Employees of Norwalk Christian Academy must meet all of Department of Human Services (DHS) requirements which include but are not limited to:

1. A physical including TB screening prior to beginning employment (renew every 2 yrs.)
2. Achieve First Aid and CPR certification within first 90 days of employment and maintain current
3. Complete and maintain Universal Precautions training within first 90 days of employment

4. Complete required continuing education requirements set forth by DHS for the position of employment
5. Successfully complete State and National Criminal Record check and Child Abuse Registry check
6. Successfully complete and maintain Mandatory Reporter training within first 90 days of employment
7. Be able to teach and communicate the beliefs and mission of Fellowship Community Church as well as the Gospel of Jesus Christ to both employees and children/students
8. Be able to pray with coworkers, children or students who request prayer and be able to lead prayer sessions when requested

MANDATORY REPORTER

Section 232.69 of the Iowa Code requires that every employee of a licensed day care or preschool facility who, in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse, mental injury, child prostitution, denial of critical care, bestiality in the presence of the child, manufactures a dangerous substance or is in possession of a dangerous substance shall immediately report the suspected abuse directly to the Department of Human Services.

Section 232.70 of the Iowa Code requires that each report made by a mandatory reporter, as defined in Section 232.69, shall be made both orally and in writing. The oral report must be made by telephone or otherwise to the Department of Human Services. If the person making the report has reason to believe that immediate protection of the child is advisable, that person shall also make an oral report to an appropriate law enforcement agency. The written report must be made to the Department of Human Services within 48 hours after the oral report.

By law, the oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish: a. the names and home address of the child and his parents or other persons believe to be responsible for his care; b. the child's present whereabouts if not the same as the parent's or other person's home address; c. the child's age; d. the nature and extent of the child's injuries, including any evidence of previous injuries; e. the name, age and condition of other children in the same home; f. any other information which the person making the report believes might be helpful in establishing the cause of the injury to the child, the identity of the person or persons responsible for the injury, or in providing assistance to the child; and g. the name and address of the person making the report.

LEGAL SANCTIONS FOR FAILURE TO REPORT ARE AS FOLLOWS:

Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor. 2. Any mandatory reporter who knowingly fails to report is civilly liable for damages proximately caused by such failure (Legal Reference 232.75). Any mandatory reporter who, in good faith, makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without release required in other situation (Legal Reference 232.73).

To Report Child Abuse Anytime, Call: TOLL FREE STATEWIDE (1-800-362-2178). You may call collect.

WHAT IS CHILD ABUSE AND NEGLECT?

1. physical abuse (Legal definition – Iowa Code 232.68 (21)) - “any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as a result of the acts or omissions of a person responsible for the care of the child.”

Possible Indicators – frequent injuries explained as “accidents,” unusual bruises, welts, burns, fractures, or bite marks.

2. Sexual Abuse (Legal definition – Iowa Code 232.68 (2d)) – “commission of any sexual offense with or to a child as defined by Chapter 709, Section 726.2, or section 728.12, Subsection 1, as a result of the acts or omissions of the person responsible for the care of the child.” Abuse acts include anal, oral, or genital intercourse; fondling private parts; and indecent exposure. Also, any acts or omissions which allow, permit or encourage the child to engage in child prostitution or pornography.

Possible Indicators –

- Torn, stained or bloody underclothing
 - Experiences pain or itching in genital area
 - Has venereal disease
 - Cluster of behaviors, including: poor relationship with other children, appears withdrawn, engages in delinquent acts, or runs away
3. Denial of Critical Care (Legal definition – 232.68 (2c)) – “failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child’s health and welfare when financially able to do so or when offered financial or other reasonable means to do so.”
 - Possible Indicators – (Occurring in patterns)
 - Child is often not clean, is tired, has no energy
 - Clothes are dirty or wrong for the weather
 - Comes to school without breakfast, no lunch money
 - Seems to be alone too often
 - Child may be demanding or unusually shy; behind developmentally for his/her age in physical, emotional or intellectual development
 - Children left alone and not old enough to handle this responsibility

ABSENTEEISM/TARDINESS

All employees are expected to be at their workstation ready to work at their scheduled time, return from break periods as scheduled, and work their full scheduled hours. Tardiness and absence from scheduled work time has a bearing on employee records with the Church and can disrupt Church ability to serve families. Employees who will be absent from work for any reason, must call the Onsite Supervisor at the earliest possibility and at least one (1) hour prior to their scheduled start time each day. Repeated absenteeism and/or tardiness may result in disciplinary action, up to and including termination. If an employee is absent from work for three (3) consecutive days without informing management, it will be assumed that the employee voluntarily resigned and employment will be terminated as of the last day worked by the employee.

DRESS CODE

What we wear to work is a reflection of the pride we have in ourselves and the employer. Each employee should be well groomed and present a positive self-image that exhibits professionalism to our families, members of the public, and industry representatives. The areas outlined below will help us achieve this goal.

- Employees are expected to provide a neat, acceptable professional appearance at all times during the workday. Clothing must be clean, well pressed and in good repair.
- Apparel containing offensive and/or inappropriate language or advertising, including drug/alcohol related material, is not permitted.
- Clothing and jewelry must not pose any safety risks, according to the given work area.
- Proper, safe work shoes are expected at all times, according to the given work area.
- Proper personal hygiene is expected at all times.
- Cologne and/or perfume should be worn sparingly.
- Hair, beards and mustaches should be clean, combed and controlled.
- Make-up and jewelry should be worn sparingly.
- Provocative clothing is prohibited.
- Visible body piercing, with the exception of ears, is not acceptable.
- Offensive tattoos should not be visible.
- Blue jeans and a Norwalk Christian Academy logo shirt are allowed on Wednesday and Friday only.
- All dress, clothing and apparel must be in conformance with the individual's biological sex as ordained by God at the time of the individual's birth.

In order to ensure families confidence and overall safety in the workplace, different work areas may require more specific dress codes. If the Director perceives appearance to be unacceptable, an employee may be sent home without pay to change. Continued instances of unacceptable appearance may result in disciplinary action, up to and including termination. Employees should see the Director with any questions or clarification to the dress code policy.

PERFORMANCE/WAGE REVIEW

Employee performance is reviewed informally on a daily basis. FCC and NCA employees will be evaluated at the discretion of the director(s); however, all FCC and NCA employees will have an informal evaluation completed at the end of ninety (90) days. After one hundred and eighty (180) days employment, the directors will prepare a written evaluation, discuss the evaluation with the employee and give a copy to the employee.

A formal employee performance review is typically completed on an annual basis around the employee's anniversary date of hire. At this review time, employees are eligible for a wage increase. This does not, however, imply that employees are guaranteed a wage increase.

WORKPLACE VIOLENCE

Fellowship Community Church is committed to preventing workplace violence and maintaining a safe work environment. Therefore, the Church has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during ministry hours or on Church premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises without proper Director or Pastor authorization. In addition, all suspicious individuals or activities should be reported as soon as possible to the Director or Pastor. Conduct that threatens, intimidates, harasses or coerces another employee, families, or member of the public, while on work time or representing the Church, will not be tolerated.

FCC and NCA prohibit the unauthorized possession or use of weapons on Church property. Weapons include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause injury or death. Church property includes, but is not limited to, buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Director or Pastor of FCC's control.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Director or Pastor of FCC. This includes threats by employees, as well as threats by families, vendors, solicitors, or other members of the public. FCC and NCA will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical and employees will not be disciplined for raising such concerns. In order to maintain workplace safety and the integrity of its investigation, FCC and NCA may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to disciplinary action up to and including termination of employment.

VIDEO SURVEILLANCE POLICY

Fellowship Community Church (a/k/a NCA), is committed to protecting the safety and property of those utilizing Church property while respecting the privacy rights of our employees, families, children and vendors.

Cameras can assist with safety and security measures. The use of security cameras extends management's ability when they are not immediately available.

FCC and NCA reserve the right to place video surveillance cameras throughout its property where necessary and appropriate. The entities respect the right to privacy of its employees and balances the right to privacy with the safety and security needs of the individual utilizing FCC and NCA property.

The primary use of surveillance cameras is to record images for future identification of individuals and activity in the event of violations of law or policy.

This policy does not apply to the use of video for non-surveillance purposes.

- Only authorized personnel, as determined by this policy and authorized by the Director, Pastor or Elders of FCC and NCA will be involved in, or have access to surveillance camera data.
- In general, FCC will not permit either the installation or use of cameras as a tool to monitor routine performance or management issues. However, performance or issues discovered through the use of cameras may be acted upon and handled as would be under other observed situations.
- The recording of audio for surveillance purposes is prohibited.
- Video monitoring will be conducted only in areas where employees, families and vendors do not have a reasonable expectation of privacy.

EMPLOYMENT OF RELATIVES

FCC and NCA do not prohibit hiring relatives and will accept and consider applications for employment from relatives and family members such as parents, children, spouses or in-laws. However, to help assure fair treatment of all employees, such individuals of the school may not be hired into or transferred into positions where they directly or indirectly supervise or are supervised by another close family member. If a family member is supervised by another family member within FCC and NCA, his/her performance evaluations must be performed by another member of management.

GENERAL OPERATIONS/EMERGENCY CLOSING

At the discretion of the Church, in the event of inclement weather or other emergencies, or days required by FCC or NCA, a work facility may be closed. When operations are officially closed due to emergency conditions or operative requirements, time off from scheduled work will be unpaid. However, with Director and/or Pastor approval, employees may use available paid leave time for their scheduled work hours. When a weather/emergency closing has not been determined and an employee chooses not to report to work, or to arrive late or leave early, the employee may be required to use paid leave time for their scheduled work hours. Employees in essential operations

may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

HEALTH AND SAFETY

SUBSTANCE ABUSE/PRESCRIPTION MEDICATION

As an element of our commitment to a safe work place, it is the policy of FCC, NCA, and NCA to strictly prohibit conduct that may endanger the safety of others. The following conduct of employees at work or on Church property is strictly prohibited: the unauthorized use, possession, sale or being under the influence of controlled substances or alcohol. Any employee violating this policy will be subject to discipline, up to and including termination. Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctor(s) about the medications' effect on their fitness for duty and ability to work safely, and promptly disclose any work restrictions to their Director. Employees should not, however, disclose underlying medical conditions or prescription drug specifics unless required for work accommodation purposes.

SMOKING

Fellowship Community Church (a/k/a Norwalk Christian Academy) is a smoke free environment. In order to assure the comfort and health of visitors and fellow employees, to prevent potential safety hazards, and as required by state law, we do not allow smoking anywhere in or directly outside of the building, including restrooms or break areas. In addition, smoking is not allowed in Church vehicles. Any employee observed smoking in these areas may be subject to discipline, up to and including termination.

SAFETY

Fellowship Community Church (a/k/a Norwalk Christian Academy) expects its employees to conduct themselves in a safe manner. Therefore, each employee is subject to the following safety provisions:

- The company is responsible for providing the training and resources needed for each employee to perform their work safely.
- Each employee is responsible for working safely by utilizing the training and resources provided by the employer.
- Employees must observe all safety rules posted in various areas, and follow all applicable OSHA and state safety regulations.
- In the event an employee fails to heed the advice of co-workers concerning an unsafe act, the co-workers must immediately report such an occurrence to the Director or Pastor.
- Each employee has the responsibility to immediately correct any unsafe condition, regardless of departmental jurisdiction. If unable to correct the unsafe condition, the employee must report the condition to the Director or Pastor.
- Any employee has the right to challenge, without retaliation, any act or condition he or she considers unsafe.
- To promote safety to our employees and families, employees must immediately report all incidents occurring with or without injury, to the Director or Pastor.

CHURCH EQUIPMENT

Upon employment and thereafter, employees may be issued supplies or other company equipment. This equipment is essential in accomplishing job duties and may be expensive and/or difficult to replace. When using FCC or NCA property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Employees are expected to use and maintain supplies and equipment in a conservative manner, are responsible for the general condition of Church equipment and issued supplies, and should notify the Director or Operations Coordinator when any equipment is broken, damaged, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

The unauthorized, excessive, improper, careless, destructive, or unsafe use or operation of company equipment may result in disciplinary action, up to and including termination of employment.

VEHICLES

Employees who use Church vehicles as part of their job are expected to use and maintain them in a conservative manner. In addition, employees are expected to exercise care, maintain required service, and follow all operating instructions, guidelines, and safety standards, such as wearing safety belts and pulling over when using cellular telephones or other mobile devices. This also includes no consumption of alcoholic beverages prior to or during use and no smoking during use. Employees are responsible for the general condition of Church vehicles and should notify the Director or Pastor in the event a vehicle is damaged or in need of repair. In addition, all employees who operate Church vehicles are required to have and maintain a valid driver's license and must provide a copy of their valid driver's license at least one (1) week before operating the Church vehicle.

PHONE USE WHILE DRIVING

All employees are required to follow applicable state and federal laws and regulations regarding the use of cell phones or other mobile devices at all times while operating motor vehicles. Employees whose job responsibilities include regular or occasional driving and who are issued a mobile device for ministry use are required to either use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call or texting, regardless of the circumstances, including slow or stopped traffic. Use of a mobile device while driving is not required by the Church. Safety must come before all other concerns.

At the employee's request and dependent upon job requirements, hands-free equipment may be provided with Church issued mobile devices to facilitate the provisions of this policy. Whether using hands-free equipment or pulling off the road, special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Employees charged with traffic violations resulting from the use of their phone or other mobile device while driving will be solely responsible for all liabilities that result from such actions. Failure to follow this policy may result in disciplinary action up to and including termination.

COMMUNICATIONS EQUIPMENT

Access to computers, telephones, mobile devices, voice mail and fax machines are provided to employees who are required to use them as part of their job. These are provided for the purpose of conducting ministry and corresponding with families for ministry purposes. As such, employees should demonstrate proper business etiquette with all related correspondence. All employees are expected to answer the phone promptly, identify themselves by name and Church, use a pleasant tone of voice, transfer calls tactfully, and give accurate and careful answers. When requested, all employees are required to be able to share the beliefs of Fellowship Community Church.

At Fellowship Community Church (a/k/a Norwalk Christian Academy), the teachers' primary responsibility is to the children, therefore, no personal calls will be made or received.

All information on FCC or NCA computers and all other Church communications equipment may be monitored and/or viewed at any time without notice. All work created using company equipment or facilities belongs to the employer. Non-work related use of Church equipment may be approved during non-work times at the discretion of the Director or Pastor; however, employees remain responsible for maintaining the same level of ethics and maintenance as during working hours. Employees who wish to use employer property for personal use, are required to ask the appropriate management personnel for approval in advance.

All communications must be consistent with the Church's Statement of Faith and polices, including, but not limited to, confidentiality, solicitation, harassment, and general ministry ethics. FCC and NCA prohibit using this equipment to create, forward or display obscene, derogatory, defamatory, offensive or disruptive messages, including photographs, graphics and audio materials. The employer reserves the right to determine inappropriate material.

PERSONAL PROPERTY/THEFT

A separate, designated area is provided for employees to use for personal belongings while at work. This is not a secured, locked area, so employees should take care when placing personal items. The employer does not assume any liability for lost or stolen employee articles on or off company premises. Any employee caught leaving FCC or NCA premises with anything other than their personal belongings, without the Director or Pastor of FCC's consent may be subject to disciplinary action, up to and including termination of employment. The employer reserves the right to question and/or search an employee and/or their belongings when on company premises.

OUTSIDE EMPLOYMENT/CONFLICT OF INTEREST

FCC and NCA do not limit an employee's activities during non-working hours unless those activities reflect violation of disagreement with the Church's Statement of Faith, interfere with or are in conflict with the performance of his/her job, or create a conflict of interest. Conflicts of interest are any activity or business practice that directly conflicts with the best interest of the employer. Such activities may include financial or other kickbacks, conducting business with relatives or friends, or divulging company information to outside sources. Employees are expected to conduct themselves and any business dealings so that at no time a conflict of interest may be present and so that outside employment or activities do not interfere with his/her job responsibilities or performance with FCC or NCA.

CORRECTIVE ACTION

For those violations of FCC's Doctrinal Statement of Faith or work rules not warranting immediate dismissal, the entities may, in their sole discretion, take the following corrective action steps in order to alert the employee to the behavior in question and give the employee an opportunity to show improvement:

- Counseling/Verbal Warning
- Written Warning
- Unpaid Suspension
- Termination

Depending upon the nature, frequency, and/or severity of the offense, some of the above steps may be repeated or omitted. The Church may impose any of these corrective action measures at any time, regardless of whether or not all of the identified steps have been taken. Consistent with the at-will employment relationship between the employer and its employees, nothing in this policy alters the FCC and NCA's right to terminate an employee at any time with or without warning or cause for any reason not prohibited by law. Records of all corrective actions may be retained in the employee's personnel file and considered when an employee is being evaluated for promotion, review and/or wage increases.

TERMINATION OF EMPLOYMENT

We hope that our relationships with employees are long term and mutually rewarding. However, as mentioned elsewhere in this handbook, all employment relationships are for no specified amount of time and are on an at-will basis, unless otherwise specified by law. Therefore, employees may terminate employment at any time and Fellowship Community Church (a/k/a Norwalk Christian Academy) reserves the right to terminate the employment relationship at any time, with or without cause or notice for any reason not prohibited by law.

Employees desiring to terminate their employment relationship with the Church are urged to give at least a two (2) working week notice in advance of their intended termination. Such notice should be given in writing to the Director or Pastor. Any company property issued to the employee is required to be returned immediately upon termination.

BENEFITS AND GUIDELINES

The following benefits are subject to change at any time with or without notice from FCC and NCA. For specific plan details, please see the Director or Pastor.

BREAKS

It is our policy to grant an unpaid ½ hour break to employees working six (6) or more hours per day. In order to provide optimal, quality service to our families, we cannot guarantee the same break time every day. It is important to plan breaks with others to ensure departmental coverage is maintained. Since the break period is unpaid and considered non-work time, we encourage employees to use this time, rather than paid work time, to conduct any personal business.

BREAKS FOR NURSING MOTHERS

Nonexempt employees who are nursing mothers, shall be provided reasonable unpaid break time and a place to express breast milk as needed, for a period of up to one (1) year after the child's birth.

PAID TIME OFF

Paid Time Off (PTO) is a benefit that combines traditional paid PTO, personal days and sick days into one program. It allows employees the ability to use the earned time at their discretion. Unless otherwise indicated in an employment contract, the following applies.

NCA Full time and salaried employees are eligible for paid time off according to the following accrual:

- Employees will accrue 4.62 hours per pay period for a maximum earning potential of 120 hours of PTO per school year.

FCC full-time non-pastoral employees are eligible for paid time off according to the following schedule:

- 0- completion of 5 years of service 15 days
- 6+ years of service 20 days

In addition, PTO granted to define a week are based on the employee's regularly scheduled workweek not to exceed 40 PTO hours per week. FCC PTO is not eligible for use until after 2 months of service and must be used in four (4) hour increments. FCC and NCA employees are eligible to begin using accrued PTO time immediately thereafter, in increments as little as 1 hour, whether hourly or salaried. Because PTO is not earned until completion of each year of service, no pro-rated PTO will be provided for partial years worked, and employees may not use PTO before it is earned. A maximum of 40 hours of PTO can be carried over to the next calendar year. Part-time and temporary employees are not eligible for paid PTO.

When an earned PTO balance exists, employees may not take unpaid time off. NCA PTO should be requested at least two weeks prior to the anticipated time off and will be considered on a first come first serve basis. FCC PTO should be requested at least one month prior to the Senior Pastor for consideration. Requested time off will be given every possible consideration in scheduling to allow for it, however, in order to ensure adequate coverage and to meet families' needs, the Church reserves the right to determine PTO schedules or to rearrange PTO schedules at its own discretion as needed.

FCC Paid Time Off requests will be limited during Prime Ministry Windows which are as follows:

- Fall Prime Ministry Window: 2nd Week of September – October (8 weeks)
- Spring Prime Ministry Window: 4th Week of March – 3rd Week of May (8 weeks)

PTO days are granted upon completion of each calendar year. Therefore, employees whose employment is terminated prior to completion of the calendar year will not be entitled to receive any PTO pay for that year, prorated or otherwise. Employees terminating employment with an earned but unused PTO balance, may be eligible to receive pay in lieu of time off upon completion of two (2) working weeks of notice.

BIRTHDAY PAID TIME OFF (PTO)

Regular full-time employees are eligible to use birthday PTO equivalent to their regularly scheduled work hours, not to exceed 8 hours. Birthday PTO must be taken within the month of birthday. Unused birthday PTO cannot be carried over or paid out upon termination.

HOLIDAYS

The Church observes the following holidays. On these holidays, the Church will be closed unless otherwise directed.

New Year's Day	Independence Day (July 4)	Thanksgiving Day
Memorial Day	Labor Day	Christmas Day
Good Friday (<i>NCA only</i>)	Easter (<i>FCC only-reserved</i>)	Christmas Eve Day
New Year's Eve Day	Friday after Thanksgiving	

All full-time employees are eligible to receive holiday pay for these Church observed holidays. This pay is not considered time worked for purposes of overtime and employees will receive holiday pay based on regular hours worked, not to exceed 8 hours. (Eligible employees must work the last scheduled day prior to the holiday and the first scheduled day after the holiday in order to receive holiday pay.) Employees who have pre-approved PTO for those work days will be eligible for holiday pay. The Church reserves the right to designate which days will be recognized as paid holidays in lieu of the day on which the holiday may occur. Further, if a holiday falls on a weekend, the Church may choose to issue holiday pay rather than designating an alternative day off. If a Church employee is required to work on a designated holiday, he/she may choose an alternative day off. Part-time and temporary employees are not eligible for holiday pay.

CHILD CARE

All full time and part time employees who are actively employed are eligible to receive free childcare for all children enrolled in the NCA daycare program during hours in which the employee is working. Employees will be charged normal rates when children attend daycare in which the employee is not working or when the employee is on a leave of absence (paid or FMLA related). Children eligible for this discount are defined as birth, step, or in the legal guardianship of the employee.

Preschool & School aged children enrolled in the Norwalk Christian Academy school program will be charged normal tuition rates.

LEAVES OF ABSENCE

Employees wishing to request any of the following leaves of absence should promptly submit a written request to the Director or Pastor for consideration. Final approval will be determined based on assessment of FCC or NCA needs.

BEREAVEMENT

In the event of the death of an immediate family member, full-time and salaried employees may be granted a bereavement leave of up to three (3) working days of paid time off to handle family affairs and attend the funeral. Employees may request to use PTO for additional time off. In the event that an employee does not have any paid time off available, additional unpaid time off may be allowed upon Director or Pastor of FCC approval. For purposes of this benefit, "immediate family" is defined as spouse, child, father, mother, sister or brother.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

It is the intent of FCC and NCA to fully comply with the provisions of the Family and Medical Leave Act (FMLA) providing for unpaid leave, for certain family and medical reasons, and to provide eligible employees the opportunity to take advantage of this benefit for the purpose it is intended. FMLA entitles eligible employees up to 12 weeks of unpaid, job-protected leave per year, with reinstatement to the same or an equivalent job upon return to work. For purposes of this benefit, the year will be calculated beginning from the date the employee's first FMLA leave begins.

FMLA provides eligible employees leave for any of the following reasons:

- To care for the employee's newborn child within one year of birth, or placement with the employee of a child for adoption/foster care within one year of placement;
- For a serious health condition that makes the employee unable to perform the essential functions of their job;
- To care for an employee's spouse, child, or parent with a serious health condition.
- Family leave due to a call to active duty or any qualifying exigency.
- Caregiver leave for an injured service member or veteran, of up to 26 weeks.

To be eligible for leave under FMLA, all of the following conditions must be met:

- There must be at least 50 employees within a 75 mile radius of the employee's worksite on the Church's payroll records at the time the request is made;
- The employee must have been employed by the Church for at least 12 months;
- The employee must have worked at least 1,250 hours in the preceding 12 months (the preceding 12 months is determined by the date the leave begins);
- The employee must provide at least 30 days notice/request for leave to the Director (unless the notice is unforeseeable or impossible);
- The employee may not be a "Key Employee", as defined by the FMLA.

All available paid time off must be used concurrently with unpaid FMLA time and does not extend the amount of leave time available. Employees requesting leave for a serious health condition may be required to provide medical certification in advance and during the leave, at the discretion of the employer. Employees not eligible for FMLA may be eligible for leave under applicable state law.

PREGNANCY AND CHILDBIRTH LEAVE

For employee's ineligible for FMLA, a leave of absence for up to eight (8) weeks, as medically necessary, with a doctor's notice may be used for pregnancy and childbirth, according to applicable state law. All available paid time off must be used concurrently with unpaid leave time and does not extend the amount of leave time available. Employees requesting leave may be required to provide medical certification in advance and during the leave, at the discretion of the employer.

MILITARY LEAVE

An employee who is drafted for service in the armed forces or is a member of the Armed Forces Reserve or the National Guard and is required to attend annual active duty for training or other short-term reserve or Guard duty is eligible for an unpaid military leave of absence. Proof of service must be supplied to the Director or Pastor before military leave is granted. Employees will be eligible for Military leave and reinstatement benefits as required by law.

VETERAN'S DAY

When possible, FCC and NCA provide unpaid time off on November 11th, Veterans Day (if it falls on a regularly scheduled workday), to those employees who actively served in a branch of the U.S. Military, were honorably discharged, and request to have the day off. Qualified employees who wish to take the day off must provide a federal certificate of release or discharge from active duty, or similar federal document, and submit a request for time off to their Director or Pastor at least one month prior to November 11th. NCA will try to accommodate each request, according to departmental coverage.

JURY DUTY/WITNESS

FCC and NCA policy is to encourage employees to serve on jury panels. Employees should inquire about the duration of the jury trial in advance of accepting such service. The Church is also aware that employees may be subpoenaed to appear as witnesses in trials before the court. Please contact the Director promptly after receiving notification to appear. The employer will allow time off in accordance with applicable law, and for jury duty, will pay the difference between the employee's regular pay and remuneration received for juror service.

VOTING

In general, adequate time is available before or after the workday to exercise the right to vote. If an employee encounters schedule problems and is unable to vote before or after the workday, he/she may wish to inquire to the Registrar of Voters about the possibility of voting by absentee ballot.

TRAVEL PAY/MILEAGE REIMBURSEMENT

NCA employees will be reimbursed at the current federal standard mileage rate for documented and approved ministry use of a personal vehicle. FCC employees are allowed to claim documented and approved ministry use of a personal vehicle's mileage on his/her personal income taxes. In addition, employees will be paid for Church approved travel time associated with required ministry travel. Please direct any questions to the NCA Director or Financial Director.

EMPLOYEE DEVELOPMENT

CONTINUING EDUCATION

This benefit is provided on an individual basis to employees interested in attending or those requested by management to attend a job-related seminar or class. Prior approval is required to receive any reimbursement continuing education seminar fees. Employees should inquire with the Director if interested in participating.

Fellowship Community Church (a/k/a Norwalk Christian Academy) makes available to all staff members a program of in-services and training that enhance and enrich the teaching experience. Each staff member is required to attend educational workshops and meetings as our work schedule and budget permits. The Director or designee will be attending meetings and sharing any information and handout materials with the entire staff during monthly staff meetings.

Teachers who work more than 20 hours a week shall participate in up to 25 but not less than 10 hours of continuing education each year.

Each teacher who works 20 or fewer hours a week shall participate in up to 10 but not less than 5 hours of continuing education each year.

REQUIRED MEETINGS

Hourly employees will be compensated at their regular hourly rate of pay for the duration of any required Church or school meeting, either during regular ministry hours, evenings or weekends.

INSURANCE COMPENSATION

WORKER'S COMPENSATION

Employees are covered by worker's compensation insurance in accordance with state law. Fellowship Community Church (a/k/a Norwalk Christian Academy) carries this insurance on all employees to provide benefits for time lost from work and the cost of medical expenses due to disabling job-related injuries and illnesses as defined by the law. This protection starts on the first day of work. To safeguard employee benefits under the law, it is important that employees report any accident or injury (no matter how minor) to the Director or Pastor immediately after it happens. Failure to report claims in a timely manner may result in loss of benefit. False claims may result

in disciplinary action, up to and including termination. For employee protection, after the claim has been reported, the Director or Pastor will work with the employee to ensure that all necessary paperwork is completed in accordance with the law.

FCC, NCA and its insurance carrier shall not be responsible for the payment of worker's compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

EMPLOYEE RELATIONS

EMPLOYEE-FAMILY RELATIONS

In order to provide proper families care, it is essential that all employees are courteous, friendly, helpful and prompt in providing families service and spiritual guidance. If busy with another matter when approached by families, employees should always acknowledge the families, assuring them that they will be assisted momentarily. Doing your best for them reflects positively on yourself and the Church, demonstrating that Fellowship Community Church (a/k/a Norwalk Christian Academy) and its employees are providing their best effort in family care.

CONFIDENTIALITY

The Church has developed certain proprietary products, processes, and information that are unique to Fellowship Community Church (a/k/a Norwalk Christian Academy). Keeping such information from competitors, plays an important part in our success. The Church protects proprietary information by restricting employee and visitor access.

Employees are required to sign a Proprietary agreement at the beginning of employment. This document grants Fellowship Community Church (a/k/a Norwalk Christian Academy) the patent, trademark, or copyright rights to any invention associated with our technology; trade name or publications authored by our employees; information regarding our clients; and confirms our employee's agreement not to divulge any confidential information to those outside of the organization.

SUGGESTIONS

Along with the growth of the entities over the years, many excellent ideas for improvement have come from our employees. Employees with suggestions or ideas that may improve procedures, working conditions, reduce costs or errors, and benefit FCC and NCA, its employees and/or families, are encouraged to share these ideas with the Director or Pastor.

ETHICAL STANDARDS

FCC and NCA have an excellent reputation for conducting its ministry activities with integrity, fairness, and in accordance with the highest moral and ethical standards. As an employee, you enjoy the benefits of that reputation and are obligated to uphold it in every ministry activity. If at anytime, employees have any doubt as to the moral or ethical standards of an activity that may compromise the Church's reputation, they are urged to discuss it with the Director or Pastor.

WHISTLEBLOWER POLICY

A whistleblower as defined by this policy is an employee who reports an activity that he/she considers to be illegal or dishonest. Illegal or dishonest activities may include but are not limited to violations of federal, state or local laws; charging for services not performed or for goods not delivered; and/or other fraudulent financial reporting. If an employee, exercising sound judgment,

has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate Supervisor or the Director or Pastor of FCC. An employee who intentionally files a false report of wrongdoing may be subject to disciplinary action, up to and including termination. Appropriate management officials, not the whistleblower, are responsible for investigating the activity and determining fault or corrective measures.

Whistleblower protections are provided for confidentiality and against retaliation. Where possible, the confidentiality of the whistleblower will be maintained, however, identity may need to be disclosed in order to conduct a thorough investigation, to comply with the law and/or to provide accused individuals their legal rights of defense. Fellowship Community Church (a/k/a Norwalk Christian Academy) will not retaliate or allow retaliation against a whistleblower, in the form of an adverse employment action or treatment. Any whistleblower who believes he/she is being retaliated against should immediately contact the Supervisor or Director or Pastor of FCC. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Director or Pastor of FCC, who is responsible for investigating and coordinating corrective action. Employees with any questions regarding this policy should contact the Director or Pastor of FCC.

SOCIAL MEDIA POLICY

Use of social media presents certain risks and carries with it certain responsibilities. To assist our employees in making responsible social media use decisions, we have established policy guidelines. For purposes of this policy, social media includes all means of communicating or posting information or content of any sort on the Internet, including to an employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with FCC or NCA, as well as any other form of electronic communication.

The same principles and guidelines found in the employer policies, apply to employee activities online when representing the entities. Employees are solely responsible for what they post online. Any personal conduct that adversely affects the employee's job performance, the performance of fellow employees or otherwise adversely affects employees, families, suppliers, people who work on behalf of FCC or NCA's legitimate ministry interests may result in disciplinary action up to and including termination. FCC and NCA staff should have no contact with students on social media.

When representing the entities, employees should ensure their postings are consistent with the ethics, communications, discrimination, and harassment policies and expectations of the employer, and should avoid using statements, photographs, video or audio that could be viewed as malicious, obscene, threatening or intimidating, that disparage families, employees or suppliers, or that might constitute harassment or bullying. Examples of unacceptable conduct may include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy. Inappropriate postings that include discriminatory remarks, harassment, threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject the employee to disciplinary action up to and including termination. Any postings that reflect a disagreement with the Church's Statement of faith or that reflect poorly on the ministry of FCC or NCA are grounds for immediate termination of employment.

In addition, the following expectations apply:

- Employees shall not create a link from their blog, website or other social networking site to the companies' website without identifying themselves as an FCC or NCA employee.
- Employees shall express only their personal opinions, never representing themselves as a company spokesperson. If Fellowship Community Church (a/k/a Norwalk Christian Academy) is a subject of the content being created, employees must be clear that they are an employee, are not speaking on behalf of FCC and NCA, and that their views do not represent those of the Church, fellow employees, families, suppliers or people working on behalf of FCC or NCA.

Employees are not allowed to use work email addresses to register on social networks, blogs or other online tools utilized for personal use and may not use social media while on work time or on equipment we provide, unless it is work-related as authorized by the Director or Pastor and consistent with the communications equipment policy. Employees should not speak to the media on FCC or NCA's behalf and should direct all media inquiries to the Director or Pastor of FCC.

FCC and NCA prohibit taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for doing so, may be subject to disciplinary action, up to and including termination. Any questions on this policy should be directed to the Director or Pastor of FCC.

PERSONAL RELATIONSHIPS POLICY

In order to avoid conflicts of interest and other potential issues, an employee who is involved in a personal relationship with another employee may not work directly for or supervise the employee with whom he or she is involved. For purposes of this policy, personal relationship is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

When a conflict or the potential for conflict arises, as determined by the employer, because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. If a personal relationship is established after employment, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to his/her Supervisor, or Director or Pastor of FCC as appropriate. In such event, the individuals concerned will be given the opportunity to provide input as to who is to be transferred to another position or terminated if no position is available, however, management will make the final decision on employment action, as ministry needs and other factors determine. FCC and NCA reserve the right to take immediate action if an actual or potential conflict of interest arises concerning individuals who occupy positions at any level, should it be determined that it may affect employment decisions or general ministry expectations.

OPEN DOOR POLICY/CONFLICT RESOLUTION

The entities maintain an open-door policy regarding employee concerns. Employees are encouraged to share their concerns, seek information, provide input, and resolve problems/issues through the Director or Pastor, and as appropriate, consult with any member of management

toward those ends. Directors & Pastors are expected to listen to employee concerns, to encourage their input, and to seek resolution to their problems/issues.

Employees should bring to the Director or Pastor, as appropriate, any conflicts or suggestions affecting their work and/or the employer or another employee. Failure to report minor problems or concerns may result in major issues if unresolved. If the employee is unsatisfied that the complaint has been resolved, he/she is encouraged to discuss the problem or complaint with the Director or Pastor of FCC.

All attempts will be made to hold complaints in the strictest confidence, as the matter permits, and resolve any problem. Throughout this process, we encourage employees to share possible solutions and input, so a mutually satisfying resolution can be achieved.

COMMUNICATION

The employer uses bulletin boards to communicate important information, such as safety rules, management memos and policy revisions/updates. Employees have the responsibility to read posted information. Employees may not post material on bulletin boards without first receiving approval from management.

SOLICITATION

Employees may distribute order forms, pledge forms or other literature, however, management reserves the right to determine the appropriateness of such literature. Distribution or collection of services or products is allowed during employee meals or break periods only, or outside of work. Persons not employed by FCC or NCA may not solicit or distribute literature at any time on Church premises. Please report any non-employee solicitation to the Director or Pastor.

PERSONNEL FILES

Personnel files are confidentially maintained on all employees of Fellowship Community Church (a/k/a Norwalk Christian Academy). It is important that employees notify the Director or Pastor of any change in address, telephone number, tax withholding information, etc., in order to maintain accurate employee information, such as benefits and emergency contacts. Notification of these changes is the employee's responsibility. Current employees wishing to view their personnel file may submit a written request to the Director or Pastor to schedule an appointment for viewing.

BREAKROOM/WORK AREAS

The Church provides break areas and work areas for its employees. We expect each employee to clean-up after him/herself as a matter of courtesy to all. Food should be consumed in the break area, rather than in work areas. All drinks in the classroom must be contained in a spill-proof container and out of the reach of children. Each employee should do their part in ensuring the building is clean and orderly and that it presents a positive image to families and visitors.

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received a copy of the Fellowship Community Church (a/k/a Norwalk Christian Academy) Employee Handbook and acknowledge my obligation to read and comply with its contents. I understand that the handbook is intended to provide an overview of the Church's personnel policies and does not necessarily represent all such policies in force. This Employee Handbook replaces any previous policy editions and the employer may at any time, add, change or rescind any policy or practice at its sole discretion, without notice.

I further understand that my employment and compensation are for no fixed term and may be terminated by the employer at any time with or without cause or notice, for any reason not prohibited by law. Likewise, I may resign at any time. I understand and agree that no person other than the Director or Pastor of FCC has the authority to enter into any written or oral agreement different than what is stated herein.

Employee Name (Please Print) Employee Signature Date

Witness Name (Please Print) Witness Signature Date