



North Coast Calvary Chapel

EMPLOYEE HANDBOOK

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WHAT WE BELIEVE

PURPOSE

Transformed people, transforming our world.

"You are the salt of the earth...You are the light of the world." With these words, Jesus clearly taught the purpose of the church and of individual believers. Salt and light are objects that invade and transform their environment. Christ transforms believers (making us a new creation), and then uses us to transform our world. We are world changers, changed by the love of Christ and changing our world with his love. **Transformed by His love, transforming our world with His love.**

We want to be believers who **passionately live in Christ and live out Christ**. As we live in relationship with Christ, we are transformed by His truth and love. As we reach and live out the nature of Christ to others, they are touched by His truth and love.

To be salt and light to our world we, the church, must be a **church without walls**. That is, a church that is easily accessible to those seeking new life in Jesus, and one that urges believers to go outside the walls of the church to touch and transform people and cultures within their sphere of influence.

When we gather, we are in the **locker room** worshipping and being trained to be more efficient on the **playing field** of life. As we live our lives, we are the church scattered, being salt and light in our individual spheres of influence. What is clear from Jesus' words is that his plan to redeem the world includes us! We can't be passive. **We are the program.**

The end result of this is **transformed people, transforming our world.**

BELIEFS

In doctrine, we are a conservative evangelical church. In practice, we expect to experience our doctrine by the active presence of the Holy Spirit in our lives.

We believe:

- In the eternally existing Triune God: Father, Son, and Holy Spirit.
- In the Bible as the fully inspired Word of God, the only infallible rule for faith and practice.
- In God the Father who concerns Himself mercifully in the affairs of man.
- In Jesus Christ, God's only begotten Son—in His virgin birth, sinless life, miracles, teachings, His atoning death, resurrection, ascension into heaven, and promise of His return to earth.
- In the Holy Spirit and His present ministry of rebirth and renewal as well as the working of spiritual gifts.



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- That all people are sinners and yet made in the image of God. Only repentance and faith in Christ can restore us into fellowship with God.
- In the Church world-wide, the living spiritual body, of which Christ is the Head and all regenerated persons are members.
- In the Ordinance of Water Baptism and Communion.
- In the personal, visible return of Christ to earth and the consummation of His kingdom.
- In what is termed “The Apostles’ Creed” as embodying the fundamental facts of Christian faith. We endorse the historic orthodox creeds of the church.

PRACTICES

We fulfill our purpose through these seven practices:

Worship

We desire worship that touches God’s heart in a style that is intimate, dynamic, and culturally current.

Word

We want to study, teach, and obey the Bible.

Prayer

We are committed to the fact that we can be agents of change through prayer.

Fellowship

We seek to develop real friendships built on Christ’s love.

Ministry

We believe that all Christians are called to minister God’s mercy to the lost, the sick, and the poor.

Training

We aim to provide training for all aspects of responsible Christian life and ministry.

Evangelism

We seek to prepare individuals and send out missionaries to reach the lost with the Good News of Christ.

VALUES

Everyone has values. Values control the way we live. Our values influence the way we approach our purpose and practices. We embrace the values that Jesus emphasized as important in our approach to true spiritual life.



In our relationship with God we value:

- The mercy of God
- The truth of God
- Intimacy with God
- God's rulership and spiritual leading in our lives
- Brokenness (spiritual humility)
- Spiritual passion (wholehearted commitment)

In our relationships with each other:

- Integrity and authenticity
- Faithfulness and reliability
- Christianity as a lifestyle
- Care and quality in ministry
- Servant leadership
- Christian unity
- Non-controlling relationships

In our relationship with the community:

- Healing to the whole person
- Friendship outreach
- Bridge-building to other churches
- Cultural awareness
- Helping the poor
- Community involvement



GENERAL EMPLOYMENT POLICIES

INTRODUCTORY STATEMENT

Welcome! As an employee of North Coast Calvary Chapel ("NC3"), you are an important member of a team effort. We hope that you will find your position with NC3 rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of NC3.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees and supervisors. Written employment contracts between NC3 and some individuals may supersede some of the provisions of this handbook.

Your supervisor or manager will be happy to answer any questions you may have.

RIGHT TO REVISE

This employee handbook contains the employment policies and practices of NC3 in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements, benefit statements, or memoranda are superseded.

NC3 reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the president of NC3.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

AT-WILL EMPLOYMENT STATUS

NC3 personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice, at any time by the employee or NC3. Nothing in this handbook, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment or to limit the right to terminate at-will employment.

No manager, supervisor, or employee of NC3 has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other



than at-will terms. Only the Chairman of the Board of Directors of NC3 has the authority to make any such agreement, which is binding only if it is in writing.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

HARASSMENT, DISCRIMINATION, AND RETALIATION PREVENTION POLICY

NC3 is an equal opportunity employer. NC3 is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), race, color, gender, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code §12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, age, military and veteran status, or any other basis protected by federal, state, or local law, ordinance, or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has, or is perceived as having, any of those characteristics.

However, as a registered 501(c)(3) religious organization, NC3 is exempted from the prohibition on religious discrimination. NC3's equal opportunity objectives are at all times subject to our Purposes, Beliefs, Practices, and Values. It is of the utmost importance that all employees have a work history and lifestyle which is consistent with the scriptural principles and precepts of NC3.

NC3 prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates NC3 policy.

Harassment Prevention

NC3's policy prohibiting harassment applies to all persons involved in the operation of NC3. NC3 prohibits harassment, disrespectful, or unprofessional conduct by any employee of NC3, including supervisors, managers, and co-workers. NC3's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract, and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful, or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes, or comments, slurs, or unwanted sexual advances, invitations, comments, posts, or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;



- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by NC3 policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Non-Discrimination

NC3 is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in NC3 operations. NC3 prohibits unlawful discrimination against any job applicant, employee, or unpaid intern by any employee of NC3, including supervisors and coworkers.

However, as a registered 501(c)(3) religious organization, NC3 is exempted from the prohibition on religious discrimination. NC3's equal opportunity objectives are at all times subject to our Purposes, Beliefs, Practices, and Values. It is of the utmost importance that all employees have a work history and lifestyle which is consistent with the scriptural principles and precepts of NC3.

Pay discrimination between employees of the opposite sex performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, NC3 is not obligated to disclose the wages of other employees.

Anti-Retaliation

NC3 will not retaliate against you for filing a complaint or participating in any workplace investigation and will not tolerate or permit retaliation by management, employees, or co-workers.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate qualified individuals with disabilities where the accommodation does not pose an undue hardship.



To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, NC3 will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact Human Resources discuss the need for an accommodation. NC3 will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. If the accommodation is reasonable and will not impose an undue hardship, NC3 will make the accommodation.

NC3 will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees, or co-workers.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation, or other prohibited conduct, bring your complaint to your own or any other NC3 supervisor, Human Resources, or the Executive Pastor as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact Human Resources or the Executive Pastor. Please provide all known details of the incident or incidents, names of individuals involved, and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory.

NC3 encourages all individuals to report any incidents of harassment, discrimination, retaliation, or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining, or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.

Supervisors must refer all complaints involving harassment, discrimination, retaliation, or other prohibited conduct to Human Resources or the Executive Pastor so NC3 can try to resolve the complaint.

When NC3 receives allegations of misconduct, it will immediately undertake a fair, timely, thorough, and objective investigation of the allegations in accordance with all legal requirements. NC3 will reach reasonable conclusions based on the evidence collected.



NC3 will maintain confidentiality to the extent possible. However, NC3 cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner;
- Kept confidential to the extent possible;
- Investigated impartially by qualified personnel in a timely manner;
- Documented and tracked for reasonable progress;
- Given appropriate options for remedial action and resolution; and
- Closed in a timely manner.

If NC3 determines that harassment, discrimination, retaliation, or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. NC3 also will take appropriate action to deter future misconduct.

Any employee determined by NC3 to be responsible for harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action up to, and including, immediate termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

OPEN DOOR POLICY

Suggestions for improving NC3 are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your complaints, questions, and suggestions also are of concern to NC3. NC3 requires employees to apply the Biblical principles set forth in Matthew 18.

As part of this process, if you have a complaint, suggestion, or question, speak with a pastoral overseer as soon as possible. If you are not comfortable speaking to a pastoral overseer, please bring the issue to any Pastor or Human Resources.

Moreover, if you have raised the issue and if the problem persists, you may present it to the Executive Pastor, who will investigate and provide a solution or explanation.

This procedure, which we believe is important for both you and NC3, cannot guarantee that every problem will be resolved to your satisfaction. However, NC3 values your observations and you should feel free to raise issues of concern without the fear of retaliation.



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HIRING

JOB DUTIES

Employees are generally given a job description before they begin work. The job description summarizes your basic duties and responsibilities and gives you important information about your job.

Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or NC3. Your cooperation and assistance in performing such additional work is expected.

NC3 reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

EMPLOYEE CLASSIFICATIONS

Upon hiring, NC3 will inform you whether you are regular or temporary, full-time or part-time, and exempt or non-exempt.

Regular Employees

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

Temporary Employees

Temporary employees are those employed for short-term assignments. Short-term assignments generally are periods of three months or fewer; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

Full-Time Employees

Regular full-time employees are those who are scheduled for and do work 30 hours per week. Regular full-time employees are eligible for most employee benefits described in this handbook. Benefit eligibility may depend on length of continuous service. Benefit eligibility requirements may also be imposed by the plans themselves or by law.

Part-Time Employees

Part-time employees are those who are scheduled for and do work fewer than 30 hours per week. Part-time employees are eligible only for those benefits specifically indicated in the benefits section or required by law.



Exempt Employees

Exempt employees are those that are exempt from overtime regulations and rest and meal break provisions. Exempt employees are compensated on a salary basis.

Non-Exempt Employees

Non-exempt employees are paid for working overtime and are provided rest and meal breaks pursuant to state law.

Inactive Status

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state or federal leave of absence will be placed on inactive status.

EMPLOYMENT OF MINORS

If you are not at least 18 years old, you are required by law to provide a valid Work Permit, High School Diploma, or Certificate of Proficiency before you will be allowed to work.

The employment of minors is restricted by the terms and conditions of the Work Permit, as well as the provisions of state and federal law.

EMPLOYMENT OF RELATIVES

Relatives of employees will receive the same consideration as any other applicant for a job opening and will not receive preferential treatment in employment matters.

Relatives of employees may be eligible for employment with NC3 only if individuals involved do not work in job positions in which there is a conflict of interest. NC3 defines "relatives" as spouses, children, siblings, parents, in-laws, and step-relatives.

Present employees who marry will be permitted to continue working in the job position held only if they do not work in job positions involving conflict of interest.

VERIFICATION OF ELIGIBILITY

NC3 is committed to full compliance with all federal immigration laws including, but not limited to the Immigration Reform and Control Act of 1986. NC3 will not knowingly hire or continue to employ anyone who does not have a legal right to work in the United States.

As a condition of employment, and a condition of ongoing employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

BACKGROUND CHECKS

Prior to being hired, NC3 will check the references provided by employees, which may include previous employers, friends, or family. NC3 may run Department of Motor Vehicles records check on



employees who will be driving on NC3 business or time, or will be driving any NC3 vehicle.

In addition, based on your access to children and youth, employees will be required to undergo a criminal background check and LiveScan fingerprinting. The criminal background checks and fingerprinting will be conducted pursuant to all applicable law.

Employees who are not cleared by criminal background checks and fingerprinting may be terminated.



WAGES

WORK SCHEDULES

Your supervisor will assign your individual work schedule. All employees are expected to be at their desks or workstations at the start of their scheduled shifts, ready to work.

NC3 reserves the right to modify employees' starting and quitting times in its sole discretion.

The workweek begins at 12:01 a.m. Sunday and ends at midnight on Saturday.

PUNCTUALITY AND ATTENDANCE

As an employee of NC3, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized NC3 business. Late arrivals, early departures, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must provide reasonable advance notice to your supervisor before the time you are scheduled to begin working for that day. You must inform NC3 of the expected duration of any absence. If you fail to provide reasonable advance notice before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. If the circumstances for your tardiness or absence were unforeseen, inform your supervisor as soon as practicable of the reason for the tardiness or absenteeism.

Excessive absenteeism or tardiness, providing false information, or abuse of leave laws will not be tolerated. Generally, if you fail to report for work without any notification to NC3 and your absence continues for a period of two days, NC3 will consider that you have voluntarily abandoned or quit your employment.

Absences protected by local, state, and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.

OVERTIME FOR NON-EXEMPT EMPLOYEES

Employees may be required to work overtime as necessary. Only actual hours worked in a given



workday or workweek can apply in calculating overtime. NC3 will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor.

NC3 provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.;
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay; and
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

MAKEUP TIME

NC3 allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time worked will not be paid at an overtime rate. Employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Makeup time requests must be submitted in writing to your supervisor, with your signature, on a NC3-provided form. Your request must be approved in writing before you take the requested time off or work makeup time, whichever is first. Requests will be considered for approval based on the legitimate business needs of NC3 at the time the request is submitted. A separate written request is required for each occasion the employee requests makeup time.

All makeup time must be worked in the same workweek as the time taken off and is limited to two hours. NC3's seven-day workweek is Sunday through Saturday. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work makeup time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.



An employee's use of makeup time is completely voluntary. NC3 does not encourage, discourage, or solicit the use of makeup time.

MEAL AND REST PERIODS

Rest Breaks

All non-exempt employees are given rest break periods during their workday. If you are a non-exempt employee, you will be paid for all such break periods, and you will not clock out. You are required to remain on the work premises during your rest break(s). You are expected to return to work promptly at the end of any rest break.

Number of Rest Breaks

You are authorized and permitted one 10-minute net rest break for every four hours you work (or major fraction thereof). A rest break need not be authorized for employees whose total daily work time is less than three and one half hours.

If you work a shift from three and one-half to six hours in length you are entitled to one 10-minute rest break. If you work more than six hours and up to 10 hours, you are entitled to two 10-minute rest breaks. If you work more than 10 hours and up to 14 hours, you are entitled to three 10-minute rest breaks.

Timing of Rest Breaks

You are authorized and permitted to take a rest break in the middle of each four-hour work period.

Meal Period

All non-exempt employees who work more than five hours in a workday are provided an uninterrupted, unpaid meal period of at least 30 minutes. All non-exempt employees who work more than 10 hours in a workday are provided a second meal period of at least 30 minutes, except that, if the total hours worked in the day are no more than 12 hours, the second meal period may be waived by mutual written consent of the employee and NC3. You must clock out for your meal period. You are permitted a reasonable opportunity to take this meal period, and you are relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

Timing of Meal Period

Your first meal period will be provided no later than the end of your fifth hour of work. Your second meal period will be provided no later than the end of your tenth hour of work. For example, if you begin work at 8:00 a.m., you must start your first meal period by 12:59 p.m. (which is before the end of your fifth hour of work) and you must start your second meal period by 6:29 p.m. (which is before the end of your tenth hour of work, following a 30-minute first meal period).



Recording Meal Periods

You must record the start and end time of each meal period.

Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record.

If for any reason you are not provided a rest break or meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your rest breaks or meal periods, or from taking the full amount of time allotted to you, you are required to notify Human Resources.

Anytime you miss a rest break or meal period that was provided to you (or you work any portion of a provided rest break or meal period), you are required to report to Human Resources and document the reason for the missed rest break or meal period or time worked.

Please also refer to the NC3 Timekeeping Requirements.

TIMEKEEPING REQUIREMENTS

All non-exempt employees are required to use a time sheet to record time worked for payroll purposes. All time worked must be accurately reported on your time record.

Employees must record their own time at the start and at the end of each work period, including the beginning and end of any split shifts. Employees must record the beginning time of their meal period and record the end time of their meal period. Compensated absences must also be recorded on your time record.

Employees are not allowed to work "off the clock." Working off the clock violates NC3 policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your supervisor. If you perform any off-the-clock work, you are required to report the time to your supervisor so you can be compensated.

Employees also must record their time whenever they leave the building for any reason other than NC3 business.

Employees will be required to certify that their time record is accurate.

Any handwritten marks or changes on the time record must be initialed by a supervisor. Recording another employee's time, allowing another employee to record your time, or altering a time record is not permissible and will subject the involved employee(s) to discipline up to, and including, termination.

Any errors on your timecard should be reported immediately to your supervisor.

Please also refer to NC3's Meal and Rest Break Policy.



PAYMENT OF WAGES

Paychecks are normally distributed by the Accounting Office. If you observe an error on your check, please report it immediately to your supervisor.

Employees are paid bi-monthly, per the Payroll Information schedule. This schedule is available on the back of every time card and is emailed to all employees in December for the next year. Should you have any questions about your payday, please see the Accounting Office.

NC3 offers automatic payroll deposit. You may begin and stop automatic payroll deposit at any time. To begin or stop automatic payroll deposit, you must complete a form (available from the Accounting Department) and return it at least 10 days before the pay period for which you would like the service to begin or end. You should carefully monitor your payroll deposit statements.

NC3 is unable to cash paychecks for employees.

PAY DEDUCTIONS

You are probably familiar with the various payroll deductions that are required by law, such as federal and state income tax. You must authorize any other deductions from your paycheck in writing.

Each one of your paycheck stubs will itemize the amounts that have been withheld. It is important that you keep this information for tax purposes. If you have any questions about your deductions, please talk to the Accounting Department. NC3 complies with applicable state and federal laws regarding the garnishment and assignment of wages.

DEDUCTIONS FROM EXEMPT EMPLOYEES

Employees paid on a "salary basis" regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for any workweek in which they perform any work, regardless of the number of days or hours worked. Exempt employees may not be paid for any workweek in which they perform no work, subject to NC3 benefit programs and policies.

No deductions from salary may be made for time when work is not available, provided the exempt employee is ready, willing, and able to work. Deductions from pay are permissible when an exempt employee:

- Is absent from work for one or more full days for personal reasons other than sickness or disability;
- Is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing full compensation for salary lost due to illness and the employee has exhausted his or her leave under this policy;



- Is absent for jury duty or military duty for a full week and performs no work during the week; or
- Works less than a full week during the initial or final week of employment.

Partial day deductions from available accrued vacation or sick leave balances will also be made by NC3 when applicable.

It is NC3 policy to comply with these salary basis requirements. Therefore, NC3 prohibits improper deductions from the salaries of exempt employees. NC3 wants employees to be aware of this policy and know that NC3 does not allow deductions that violate federal or state law.

If you believe that an improper deduction from your salary has been made, you should immediately report this information to your direct supervisor or to the Accounting Department.

Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.



BENEFITS

BENEFITS OVERVIEW

NC3 is committed to providing the following benefits for eligible employees. Benefit eligibility may be dependent upon your employee classification (full-time versus part-time, for example) and on length of continuous employment at NC3. Benefit eligibility requirements may also be imposed by the plans themselves.

Upon becoming eligible for certain employee benefit plans, you will receive Summary Plan Descriptions which describe the benefits in greater detail. For information regarding employee benefits and to answer any questions you may have, contact the Human Resources Administrator.

NC3 reserves the right to modify, amend, or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to any legal restrictions.

NC3 offers the following employee benefits to regular, full-time employees:

- Group Medical and Dental Insurance
- Prescription Drug Coverage
- Vision
- Group Life Insurance
- Long Term Disability Insurance
- 403(b)(9) Retirement Plan

GROUP MEDICAL/DENTAL/AND PRESCRIPTION DRUG COVERAGE

Regular, full-time employees are eligible to participate in group medical, dental, and prescription drug coverage programs. NC3 will contribute 100% of the monthly premium for the employee and family portion of the group medical insurance plan. Detailed information about these plans will be made available at orientation, through the Human Resources Administrator, and the providers' websites.

VISION

Vision coverage is an elective benefit, which means the employee is responsible for 100% of the premium for him/herself and dependents. If you wish to participate in this benefit, please contact the Human Resources Administrator.

GROUP LIFE AND LONG TERM DISABILITY INSURANCE

NC3 provides a Group Life and LTD insurance plan for all regular, full-time employees. Enrollment in the Group Life and LTD plans is automatic. The group life and long term disability insurance premiums are paid 100% by NC3. More detailed information about these plans is available in the



Human Resources office.

RETIREMENT PLAN

NC3 offers a 403(b)(9) Retirement Plan to all regular, full-time employees. Participation in the plan begins after three months of continuous employment.

The details regarding plan eligibility, contributions, vesting, administration, and investments are provided in the Summary Plan Description, which is available from the Human Resources Administrator.

LACTATION POLICY

NC3 accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee shall be unpaid.

We will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private offices will be required to use their offices to express breast milk.

Employees who desire lactation accommodations should contact their supervisor or the Human Resources Administrator to request accommodations.

Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions, and is unlawful.

HOLIDAYS

Holiday observance will be announced annually. A list of holidays will be distributed and posted.

Only regular, full-time employees are eligible for paid holidays. Part-time and temporary employees are not eligible for paid holiday benefits. All employees are ineligible for holiday benefits when they are on a leave of absence.

Eligible employees will receive a day off on each of the holidays listed above. Regular, full-time employees will receive this time off with pay at their normal base rate for each NC3-observed holiday. Regular, full-time non-exempt employees required to work on a NC3-observed holiday will receive straight-time pay and will be allowed to take another day off, scheduled with their supervisor, within one month of the date the holiday was observed. A deferred holiday may be used to extend vacation time with prior approval of the Executive Pastor.

To be eligible for holiday pay, regular, full-time employees must be regularly scheduled to work on



the day on which the holiday is observed and must work their regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by their supervisor or the absence is otherwise protected by law.

Part-time employees approved to work 20 hours or more per week, are eligible for one paid floating holiday per year. The floating holiday is paid at the employee's base hourly rate of pay based on the number of hours they would normally be scheduled to work on that day. See your supervisor for more information.

Floating holidays must be used within the calendar year, do not carry-over from year to year, and may not be cashed-out.

WORKERS' COMPENSATION

NC3, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim for Workers' Compensation Benefits (DWC Form 1) and return it to Human Resources; and
- Provide NC3 with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining NC3's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the



essential functions of his or her job because of a physical or mental disability, NC3's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

The law requires NC3 to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

Workers' Compensation and FMLA/CFRA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and federal law (Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)), will be placed on FMLA/CFRA leave during the time they are disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees will be on FMLA/CFRA leave for a maximum of 12 weeks in a 12-month period.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy, or other prescribed appointments will not be paid as time worked. If you have accrued and unused sick leave, and the time off is not covered by the FMLA, the additional absences from work will be paid with the use of sick leave. If the absences are covered by FMLA, you may choose to substitute sick leave for any time that would otherwise be unpaid.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation time off for further absences from work, related to your illness or injury.

CONTINUING EDUCATION FOR PASTORS AND DIRECTORS

NC3 encourages the professional, biblical, and theological development of its Pastors and Directors by providing educational reimbursement assistance benefits to eligible employees.

Financial assistance, outside of the yearly budget, is provided only when there are funds available in the Continuing Education Fund.



Financial assistance is only available to full-time employees (30 hours a week or more). The class or seminar must be either related to the employee's job, related to their ministry responsibilities, or serve to enhance their ministry potential. This policy is not intended to reimburse the pursuit of college or theological degrees.

The employee requesting financial assistance must submit a written request that will include the following information:

- Course content
- Benefit to church
- Estimate of cost
- Location
- Time frame
- Travel requirements
- Any other educational assistance applied for or received from another agency or institution

Requests must be approved by the Senior Pastor and/or the Executive Pastor.

Additional factors considered:

- Applicant's length of employment at NC3
- Amount of finances available in the fund
- Fairness to all employees

If the assistance is for a class, it must be a graduate level course. (Exceptions can be made based upon applicant's educational status).

Involvement in the class or seminar must not detract from the duties of the employee. Courses approved for financial assistance are normally taken during non-working hours.

In order to receive financial assistance, an employee must achieve a minimum grade of "C" or its equivalent for each course completed. A grade of "pass" is acceptable for courses graded only on a "pass/fail" basis. Documentation indicating completion is appropriate for non-graded courses.

When financial assistance is approved, NC3 will provide for up to one-half of the continuing education expenses up to a maximum of \$2,500 per calendar year/per employee. Examples of reimbursable expenses are:

- Tuition, Registration Fees
- Out of Town Travel, Lodging
- Books, Class materials



Receipts or other verifying statements of cost must be presented to document expenditures.

A transcript or a copy of the grade notification slip from the educational institution must be presented upon completion of the course.

If the course of study is dropped, refunded costs must be reimbursed to NC3.

If the course of study is dropped after the date when course costs may be refunded by the educational institution, no additional funds will be forthcoming from NC3 until:

- The course is successfully completed at the Pastor or Director's own expense; or
- NC3 is reimbursed for the costs it incurred for the uncompleted course.

If the Pastor or Director is unable to complete the course because of circumstances beyond that person's control, the Finance Committee will consider those circumstances.

PAID FAMILY LEAVE

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department. PFL provides limited compensation for up to six weeks after an unpaid, seven-day waiting period when an employee needs to take leave from work to care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill, or for a working parent who wants time to bond with his or her newborn, foster child, or newly adopted child. The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.



LEAVES OF ABSENCE

OTHER EMPLOYMENT WHILE ON LEAVE

Employees are prohibited from pursuing, or engaging in, outside employment (including self-employment) while on any type of approved absence or leave from NC3, paid or unpaid. Violation of this policy may subject the employee to disciplinary action up to, and including, termination.

TIME OFF REQUEST FORM

Employees wishing to take time off, paid or unpaid, must submit a Time Off Request Form to their supervisor for approval prior to taking the time off. Should the employee be unable to complete the form prior to taking the time off, the employee must complete the form and turn it in to their supervisor as soon as they are able, or immediately upon their return to work.

SICK LEAVE

California law provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act.

Employees cannot be discriminated or retaliated against for requesting or using accrued paid sick time.

If you have any questions about paid sick leave, please contact Human Resources

Eligible Employees

All employees who have worked in California for the same employer for 30 or more days within a year from the start of their employment will be entitled to paid sick time.

However, employees are not eligible to take paid sick time until they have worked for NC3 for 90 days from their date of hire.

Sick Pay Amount – Full-Time Employees

NC3 will provide full-time employees with six days of paid sick time on their first day of employment with NC3. You will need to meet the 90-day employment requirement before taking any leave.

Unused paid sick time will not carry over from year to year. However, NC3 will place six days of paid sick time into your leave bank on January 1st of each year. Employees will be able to access all six days of paid sick time on January 1st of each year.

NC3 does not pay employees for unused paid sick time.



Sick Pay Amount – Part-Time Employees

Part-time employees earn sick leave at the rate of one hour of paid sick time for every 30 hours worked. You will need to meet the 90-day employment requirement before taking any leave.

NC3 does not pay employees for unused paid sick leave. Employees who are rehired with one year of separation from employment may be eligible for reinstatement of previously accrued and unused paid sick time.

Part-time employees may earn a maximum of six days (or 48 hours) paid sick time. After an employee has reached this maximum amount, no additional paid sick time will be earned until some or all of the employee's accrued paid sick time is used.

The maximum amount of paid sick time an employee is allowed to use in each calendar year of is three days or 24 hours, regardless of how much paid sick time the employee has earned.

Qualifying Reasons for Paid Sick Leave

Paid sick time can be used for the following reasons:

- Diagnosis, care, or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of domestic violence, sexual assault, or stalking.

For purposes of paid sick leave, a covered family member includes:

- A child - defined as a biological, foster, or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A child also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.
- A parent - defined as a biological, foster, or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent.
- A spouse.
- A grandparent.
- A grandchild.
- A sibling.
- Any other family member as defined by law.

Use of Paid Sick Leave

If the need for paid sick leave is foreseeable, employees shall provide advance oral or written notification to their supervisor via phone and email (with a cc: to the Accounting/Payroll



Department). Upon return to work, the employee will be required to fill out a Time Off Request Form for the time taken. If the need for paid sick leave is not foreseeable, employees shall provide notice to their supervisor as soon as practicable.

An employee's use of paid sick time may run concurrently with other leaves under local, state, or federal law.

Incremental Use

Paid sick leave can be used in one hour increments.

VACATION

Regular, full-time employees (except Pastors and Directors) are entitled to accrue:

<u>Calendar Year of Service</u>	<u>Accrual Hours/Pay Period</u>	<u>Annual Accrual</u>	<u>Cap</u>
0 - 1 year	1.667 hours	40 hours	80 hours
1-5 years	3.333 hours	80 hours	160 hours
After 5 years	5 hours	120 hours	240 hours

Regular, full-time Pastors and Directors receive two weeks of vacation time annually from their date of hire. After five years, regular, full-time Pastors and Directors will receive three weeks of vacation time annually.

Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment. Temporary and part-time employees accrue paid vacation on a pro rata basis.

Earned vacation time accrues to a maximum of twice the employee's yearly accrual rate. After an employee has reached this maximum amount, no additional vacation time will be earned until some or all of the employee's accrued vacation time is used.

An employee whose employment terminates will be paid for accrued unused vacation days on a pro rata basis. Employees are not allowed to cash-out vacation time prior to termination of employment. Employees may borrow against unearned vacation time with the prior written approval of the Executive Pastor. However, if an employee does not earn back the used vacation time prior to terminating employment with NC3, the employee must reimburse NC3 for the used, unaccrued time. NC3 cannot take this reimbursement out of an employee's check.

Vacations shall be scheduled to provide adequate coverage of job responsibilities and staffing requirements. They must be scheduled in advance by the employee's Pastor or Director.

If a holiday falls during an employee's vacation, and the employee is eligible for paid holidays, the day will be treated as a holiday and will not count as a vacation day.



Employees do not accrue vacation during an unpaid leave of absence unless required by law.

PREGNANCY DISABILITY LEAVE

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy. Any employee planning to take pregnancy disability leave (“PDL”) should advise Human Resources as early as possible. The individual should make an appointment with Human Resources to discuss the following conditions:

- **DURATION OF LEAVE:** Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability.
- **REASONABLE ACCOMMODATION:** NC3 will reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- **NOTIFICATION TO NC3 RE START OF LEAVE:** Employees who need to take pregnancy disability must inform Human Resources when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for yourself), employees must provide at least 30 days’ advance notice before the pregnancy disability leave or transfer is to begin. Employees must consult with Human Resources regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of NC3. Any such scheduling is subject to the approval of the employee's health care provider. For emergencies or events that are unforeseeable, we need you to notify Human Resources, at least verbally, as soon as practical after you learn of the need for the leave. Failure to comply with these notice requirements may result in delay of leave, reasonable accommodation, or transfer.

Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide Human Resources with a written certification from a health care provider for need of PDL, reasonable accommodation, or transfer. The certification must be returned no later than 15 calendar days after it is requested by NC3. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation, or transfer. Please see Human Resources for a medical certification form to give to your health provider.



An employee will be required to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued vacation (if otherwise eligible to take the time) during a pregnancy disability leave.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one hour.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than her regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Leave returns will be allowed only when the employee's physician sends a release.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. In some instances, an employer can recover from an employee premiums paid to maintain health coverage if the employee fails to return following pregnancy disability leave. PDL may impact other benefits or a seniority date. Please contact Human Resources for more information.

FAMILY AND MEDICAL LEAVE

State (the California Family Rights Act "CFRA") and federal (the Family and Medical Leave Act "FMLA") family and medical leave laws provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- The employee has been employed with NC3 for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply);
- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave; and



- The employee is employed at a work site where there are 50 or more employees within a 75-mile radius.

Leave may be taken for one or more of the following reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care (FMLA/CFRA);
- For incapacity due to pregnancy, prenatal medical care, or child birth (FMLA only);
- For a serious health condition that makes the employee unable to perform his or her job (FMLA/CFRA);
- To care for the employee's spouse, child, or parent who has a serious health condition (FMLA/CFRA); or
- To care for the employee's registered domestic partner (CFRA only).

For additional information about eligibility for family/medical leave, contact Human Resources.

Military Family Leave Entitlements

- Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- Eligible employees may also take a special leave entitlement of up to 26 weeks of leave to care for a covered service member during a single 12-month period. (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by 14 weeks of (FMLA only), or 26 weeks of FMLA only if leave is not CFRA covered leave). A covered service member is either:
 - A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*;
or
 - A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. *

*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition."

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of FMLA or qualifying exigency leaves may be taken, NC3 uses a calendar year.

Under most circumstances, leave under federal and state law will run at the same time and the



eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

For leave to care for a covered service member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered service member is for a maximum of 26 workweeks during a 12-month period.

Pregnancy, Childbirth, or Related Conditions

Leave because of the employee's disability for pregnancy, childbirth, or related medical condition is not counted as time used under the CFRA. However, time off because of pregnancy disability, childbirth, or related medical condition does count as family and medical leave under the FMLA. Employees who take time off for pregnancy disability, and who are eligible for family and medical leave, will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth, she may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, NC3 will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. NC3 may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply when an employee requests family medical leave:

- Please contact your supervisor (Human Resources will provide the required paperwork) as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify NC3 at least 30 days before leave is to begin. The employee must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of NC3. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse.
- If the employee cannot provide 30 days' notice, NC3 must be informed as soon as is practical.
- If the FMLA/CFRA request is made because of the employee's own serious health condition, NC3 may require, at its expense, a second opinion from a health care provider that NC3 chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by NC3.
- If the second opinion differs from the first opinion, NC3 may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly



by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on NC3 and the employee.

Certification

NC3 requires the employee to provide certification. You will have 15 calendar days from NC3's request for certification to provide it to NC3, unless it is not practicable to do so. NC3 may require recertification from the health care provider if the employee requests additional leave upon expiration of the time period in the original certification. *(For example, if an employee needs two weeks of family and medical leave, but following the two weeks needs intermittent leave, a new medical certification will be requested and required).* If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, NC3 may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered family and medical leave.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants the participation of the employee.

When both parents are employed by NC3, and request simultaneous leave for the birth or placement for adoption or foster care of a child, NC3 will not grant more than a total of 12 workweeks family/medical leave for this reason.

If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Inability of the employee to work at all or to perform any one or more of the essential functions of his/her position because of the serious health condition.

If an employee is absent because of his/her own serious health condition, NC3 will also require a medical release to return to work form or certification from the employee's health care provider that the employee is able to resume work.

Failure to submit a release to return to work certificate from the employee's health care provider will result in denial of reinstatement for the employee until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be



supported by a certification by the service member's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

Health and Benefit Plans

An employee taking family medical leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered service member) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. NC3 will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, NC3 may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement.

Substitution of Paid Leave

Generally, FMLA/CFRA leave is unpaid. NC3 may require, or employees may choose, to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with NC3's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact Human Resources.

Reinstatement

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request;



- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to NC3's operations;
- The employee is notified of NC3's intent to refuse reinstatement at the time NC3 determines the refusal is necessary; and
- If leave has already begun, NC3 gives the employee a reasonable opportunity to return to work following the notice described previously.

Time Accrual

NC3 applies with all applicable law regarding accrual of NC3 provided paid leave benefits (such as vacation or sick leave) during unpaid FMLA/CFRA leave.

Carryover

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a service member) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

Employees may take FMLA/CFRA leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee or a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

See also the discussion of Pregnancy, Childbirth, or Related Medical Conditions above.

JURY DUTY AND WITNESS LEAVE

NC3 encourages employees to serve on jury duty when called. Non-exempt employees who have been employed by NC3 for 30 continuous days will receive full pay while serving up to five days of jury duty less any jury pay received for the period they are required to serve. Exempt employees will receive full salary unless they are absent for a full week and perform no work. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You will be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

TIME OFF FOR VOTING

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working



hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days' notice.

MILITARY LEAVE

Employees who wish to serve in the military and take military leave should contact the Human Resources Administrator for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return and apply for reinstatement within the time allowed by law.

MILITARY SPOUSE LEAVE

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to the Human Resources Administrator within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

BEREAVEMENT LEAVE

NC3 grants leave of absence to employees in the event of the death of the employee's current spouse, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law. An employee with such a death in the family may take up to three consecutive scheduled workdays off with pay with the approval of NC3. The employee's supervisor may approve additional unpaid time off.

CIVIL AIR PATROL LEAVE

No employee with more than 90 days of service shall be disciplined for taking time off to perform emergency duty as a volunteer in the California Civil Air Patrol. If you are a Civil Air Patrol volunteer, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so, giving as much advance notice as possible.

Up to 10 days of leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed three days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by NC3.



VOLUNTEER CIVIL SERVICE PERSONNEL

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer or official firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer or official firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of 14 days' unpaid leave time per calendar year to engage in required fire, law enforcement, or emergency rescue training. Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

VICTIMS OF CRIME LEAVE

An employee who is themselves a victim, or who is the family member of a victim, of certain serious crimes may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim.

A family member of a crime victim may be eligible to take this leave if he/she is the crime victim's spouse, parent, child, or sibling. Other family members may also be covered, depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid, unless you choose to use accrued, but unused vacation time.

For more information regarding this leave (including whether you are covered, when and what type of documentation is required, and which type of paid time off can be used), please contact Human Resources.

DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING LEAVE AND ACCOMMODATION

Employees who are victims of domestic violence, sexual assault, and stalking are eligible for unpaid leave. While the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety, or welfare, or that of your child. Please provide reasonable advance notice of the need for leave unless advance notice is not feasible.



Employees who are victims of domestic violence, sexual assault, or stalking and need a reasonable accommodation for their safety at work should contact Human Resources to discuss the need for an accommodation. If you are requesting such a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, NC3 will also require certification demonstrating that you are the victim of domestic violence, sexual assault, or stalking. NC3 may request recertification every six months from the date of the previous certification. You should notify NC3 if an approved accommodation is no longer needed.

NC3 will engage in an interactive process with the employee to identify possible accommodations, if any, which are effective and will make reasonable accommodations unless an undue hardship will result.

NC3 will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING LEAVE FOR TREATMENT

Employees who are victims of domestic violence, sexual assault, or stalking are eligible for unpaid leave. While the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave for any of the following purposes:

- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
- To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking;
- To obtain psychological counseling related to experiencing domestic violence, sexual assault, or stalking;
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Please provide Human Resources reasonable advance notice of the need for leave unless advance notice is not feasible.

NC3 will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

The length of unpaid leave an employee may take is limited to the 12 weeks provided for by the FMLA for eligible employees.



ORGAN AND BONE MARROW DONOR LEAVE

Employees who are donors for organ or bone marrow may take paid time off as follows:

- Employees may take up to 30 business days of leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins his/her leave.
- Employees may take up to 5 business days of leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.
- During the leave for organ/bone marrow donors, NC3 will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.
- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under state law, The California Family Rights Act.
- Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

NC3 requires that employees taking leave for organ donation use two weeks of accrued but unused sick leave and/or vacation.

NC3 requires that employees taking leave for bone marrow donation use five days of accrued but unused sick leave and/or vacation.

Once a Donor has exhausted the required paid sick and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

SCHOOL AND CHILD CARE ACTIVITIES LEAVE

Employees are encouraged to participate in the school or child care activities of their child(ren).

The absence is subject to all of the following conditions:

- Time off under this policy can only be used by parents, guardians, grandparents, stepparents, foster parents, or a person who stands *in loco parentis* to one or more children of the age to attend kindergarten through grade 12 or a licensed child care provider;
- The amount of time off for school or child care activities described below cannot exceed a total of 40 hours each year;
- Covered employees can use the time off to find, enroll or reenroll a child in a school or with a licensed child care provider, or to participate in activities of the child's school or licensed child care provider. The time off for these purposes cannot exceed eight hours in any calendar month. Employees planning to take time off for these purposes must provide reasonable



advance notice to their supervisor.

- Covered employees can also use time off to address a "child care provider or school emergency" if the employee gives notice to the employer. A child care provider or school emergency means that the employee's child cannot remain in a school or with a child care provider due to one of the following:
 - The school or child care provider has requested that the child be picked up, or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires the child to be picked up from the school or child care provider;
 - Behavioral or discipline problems;
 - Closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
 - A natural disaster including, but not limited to, fire, earthquake, or flood;
- Employees must provide their supervisor with documentation from the school or licensed child care provider verifying that they were engaged in these child related activities on the day and time of the absence;
- If more than one parent is employed by NC3, the first employee to request such leave will receive the time off. Another parent will receive the time off only if the leave is approved by his or her supervisor;
- Employees must use vacation leave in order to receive compensation for this time off; and
- Employees who do not have accrued, but unused, vacation time available will take the time off without pay.

SCHOOL APPEARANCES INVOLVING SUSPENSION

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.



MANAGEMENT

EMPLOYEE PROPERTY

An employee's personal property including, but not limited to, lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of NC3 property, possession of weapons or firearms, or abuse of NC3's drug and alcohol policy.

NC3 is not responsible in any way for loss, theft, or damage to any personal property brought by any employee to work or on to NC3 property. Employees should never bring valuables to work with them.

NAMES AND ADDRESSES POLICY

NC3 is required by law to keep current all employees' names and addresses. Employees are responsible for notifying NC3 in the event of a name or address change using a "Change of Status" form. This form can be used to change your name, address, phone number, marital status, and emergency contact if necessary.

PERFORMANCE EVALUATIONS

Each employee will receive periodic performance reviews conducted by his or her supervisor. Performance evaluations will generally be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of NC3 and depend upon many factors in addition to performance.

Performance evaluations are a good time to ask questions and clarify any issues you may have.

After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

PROMOTION AND TRANSFER

It is NC3's intent to give current, qualified employees preference over others when filling job openings within NC3. However, because of the experience, skills, and educational requirements of many positions, promotions or transfers from within NC3 are not always possible.



An employee's past performance, experience, attitude, qualifications, and potential are important factors that will be considered in making promotion and transfer decisions. All promotion and transfer decisions are made at the sole discretion of NC3.

PERSONNEL RECORDS

You have a right to inspect or receive a copy of the personnel records that NC3 maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to the Executive Pastor. You can obtain a form for making such a written request from the Human Resources Administrator.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. NC3 may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date NC3 receives your written request to inspect or copy your personnel records (unless you/your representative and NC3 mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If you request a copy of the contents of your file, you will be charged the actual cost of copying.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, NC3 will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

MERCHANTS/BUSINESS CONTRACTS FOR ACTIVITIES AND EVENTS

The use of any outside business must be "initiated" by a ministry department of NC3. The following rules apply:

- NC3 is not to be used to benefit any individual's business.
- The use of any outside business must "enhance" NC3.
- This business arrangement cannot be made to "primarily enhance" the individual's business.
- All monies will be controlled, start to finish, by NC3.
- No business arrangement will be made that would either violate NC3's tax exempt status, or call it into question.



NORTH COAST CALVARY CHAPEL PROPERTY

EMPLOYER PROPERTY

Furniture, desks, computers, cell phones, data processing equipment/software, vehicles, and any other items provided by NC3 for your use are NC3 property and must be maintained according to NC3 rules and regulations. They must be kept clean and are to be used only for work-related purposes. NC3 reserves the right to inspect all NC3 property, including computer or phone data and messages, to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any NC3 property may be removed from the premises.

NC3 voice mail and/or electronic mail (email) including texts, pagers, and mobile email are to be used for business purposes. NC3 reserves the right to monitor voice mail messages, email messages, and texts to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

NC3 may periodically need to assign and/or change "passwords" and personal codes. These communication technologies and related storage media and databases are to be used only for NC3 business and they remain the property of NC3.

NC3 reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on NC3 voice mail and email systems are subject to the same NC3 policies against discrimination and harassment as are any workplace communications. Offensive, harassing, or discriminatory content in such messages will not be tolerated.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave NC3.

ELECTRONIC AND SOCIAL MEDIA

This policy is intended to protect NC3's computer systems and electronic information.

For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including, but not limited to, iPhones, Blackberries, and other smart phones, iPads and other electronic tablets, and cell phones), and computer software/hardware and servers.

NC3 also uses various forms of "electronic communication." "Electronic communications" include communication via email, text, telephone, cell phone, and other handheld devices (such as smart phones or writing tablets), fax machines, and online services including the Internet.

"Electronic information" is any information created by an employee using computers or any means of electronic communication including, but not limited to, data, messages, multimedia data, and



files. The following general policies apply:

- Computers and all data transmitted through NC3 servers are NC3 property owned by NC3 for the purpose of conducting NC3 business. These items must be maintained according to NC3 rules and regulations. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any NC3 property may be removed from the premises.
- All electronic communications also remain the sole property of NC3 and are to be used for NC3 business. For example, email messages are considered NC3 records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of NC3 and remains the property of NC3.
- Information stored in NC3 computers and file servers, without limitation, is the property of NC3 and may not be distributed outside NC3 in any form whatsoever without the written permission of the Executive Pastor.
- Violation of any of the provisions of this policy, whether intentional or not, will subject NC3 employees to disciplinary action up to, and including, termination.

Monitoring of NC3 Property

NC3 reserves the right to inspect all NC3 property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. NC3 computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. NC3 reserves the right to access, review, and monitor electronic files, information, messages, text messages, email, Internet history, browser-based webmail systems, and other digital archives and to access, review, and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of NC3 policy or any law occurs. Email may be monitored by NC3 and there is no expectation of privacy. Assume that email may be accessed, forwarded, read, or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security but the use of a password does not affect NC3's ownership of the electronic information or ability to monitor the information. NC3 may override an employee's password for any reason.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by the Executive Pastor.

Prohibited Use

All existing NC3 policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of NC3 assets or resources. It is a violation of NC3 policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory, harassing, or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against NC3



policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any NC3 computer is a violation of NC3's policy against sexual harassment. This description of prohibited usage is not exhaustive and it is within the discretion of NC3 to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors or staffing.

Computer and Internet Use

NC3 provides computers, electronic communications, electronic information, and information technology resources, including the Internet, to its employees to help them do their job. NC3 provided computers, electronic communications, electronic information, and the Internet are only to be used only for work-related purposes. No personal use of this NC3 property is permitted at any time. However, this policy is not intended to limit the ability of employees to use NC3 email systems to communicate with other employees regarding the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Social Media

NC3 uses social media in limited circumstances for defined business purposes. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. If you have specific questions about which programs NC3 deems to be social media, consult with your supervisor or Human Resources.

Use of Internet based programs such as Facebook, Linked In, and Twitter (this is not meant to be an exhaustive list) may be used in furtherance of NC3 goals. However, only authorized individuals are allowed to speak/write in the name of NC3 using the social media tools of NC3. The Executive Pastor will authorize you in writing if you can use these NC3 social media tools to perform your job duties. Authorized individuals using NC3 social media tools shall identify themselves honestly, accurately, and completely and comply with all NC3 policies in using this media.

Your authorization is limited to business purposes and personal use of these NC3 social media tools or programs is prohibited and can result in discipline up to, and including, termination. All policies relating to monitoring usage of NC3 property apply.

Employees can use their own personal devices to engage in social media during non-working times, such as breaks and meal periods; however, all other NC3 policies against inappropriate usage, including NC3's no tolerance for discrimination, harassment, or retaliation in the workplace, and protection of confidential and trade secret information apply.



Nothing in the NC3 social media policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment.

Employee Personal Blogs and Social Media Sites

Employees blog/post at their own risk and are personally and legally responsible for their postings and online comments. NC3 will not assume any liability or risk for an employee's blogging or posting online.

When posting in a non-NC3 blog or online forum, if the blog in any way identifies NC3 or discusses NC3 or its business, an employee must identify himself or herself as a NC3 employee, speak in the first person, and make it clear that what is being said does not necessarily reflect the views and opinions of NC3. In no way may employees represent or suggest that their opinions or positions are endorsed by NC3 or any of its managers or employees.

Managers and other supervisory employees should exercise particular care when posting online to ensure that published personal thoughts are not misunderstood to be expressions of official NC3 positions. Managers should safely assume that direct reports will read their postings and understand that non-NC3 blogs are not appropriate forums for communicating NC3 policy to employees.

Employees are strictly prohibited from identifying NC3 members, guests, partners, vendors, suppliers, affiliates, etc. by name and must never discuss their confidential information online.

Employees are further prohibited from using NC3 logos, trademarks, or other intellectual property or adding a link to NC3's website without written permission by the Executive Pastor.

Failure to adhere to NC3 policies regarding blogging and online postings will be considered grounds for disciplinary action up to, and including, termination. Employees should also be aware that violations can lead to serious legal ramifications for offending individuals for which they may be held personally liable for defamatory, proprietary, discriminatory, harassing, or obscene posts, or any other posts which violate federal or state laws.

Employee-owned Devices

Employee's own computers (including hand held devices) and electronic communications are not to be used during work time on the work premises. Employees may use personal devices during non-working times, such as breaks and meal periods; however, all other NC3 policies against inappropriate usage, including NC3's no tolerance for discrimination, harassment, or retaliation in the workplace, apply.

PROPRIETARY, CONFIDENTIAL, AND PERSONAL INFORMATION

The security of NC3 property is of vital importance to NC3. This includes intangible property such as confidential information. It is critical for NC3 to preserve and protect its confidential information, as well as the confidential information of members, guests, employees, suppliers, and



third parties. All employees are responsible for ensuring that proper security is maintained at all times.

“Confidential Information” means all information, not generally known, belonging to, or otherwise relating to the business of NC3, its members, guests, employees, suppliers, vendors, affiliates, or partners, regardless of the media or manner in which it is stored or conveyed, that NC3 has taken reasonable steps to protect from unauthorized use or disclosure. Confidential Information includes, but is not limited to, trade secrets as well as other proprietary knowledge, information, and know-how; sermons, messages, teachings, discipleship materials, music, songs; non-public intellectual property rights, including business plans and strategies; processes; designs; drawings; audio and video recordings developed by employees; discoveries; improvements; ideas; conceptions; compilations of data; and developments, whether or not patentable and whether or not copyrightable.

The employee understands that member lists of NC3, for which the employee has or will have access to during the employee's employment, is a trade secret and shall be solely the property of the employer. NC3 spends a significant amount of time, effort, and money in the acquisition, development, and maintenance of confidential information regarding its members.

The employee agrees that he/she will not during his/her employment or for a period of one year immediately following termination of his/her employment, either directly or indirectly, call upon or attempt to solicit or take away any of NC3's members or business products or services competitive with NC3, using protected confidential information from the member lists. This applies to both attempts to take away NC3's members either for the employee or for any third party.

“Personal Information” includes personally-identifiable information about employees, members, or other individuals such as social security numbers, background information, credit card or banking information, health information, or other non-public information entrusted to NC3. There are laws in the United States that protect certain types of personal information and employees should not disclose Personal Information about other individuals to any third party without prior permission from the Executive Pastor.

Given the nature of NC3's business, Confidential and Personal Information is of vital concern to NC3. This information is one of NC3's most important assets. It enhances NC3's opportunities for future growth and indirectly adds to the job security of all employees.

Failure to take reasonable measures to protect NC3's Confidential Information may jeopardize its status as a trade secret. While employed by NC3, employees must not use or disclose any Confidential or Personal Information that they produce or obtain, except to the extent such use or disclosure is required in connection with performing their jobs. Employees may not use or disclose Confidential or Personal Information for any reason after the employment relationship with NC3 ends. Misuse or unauthorized disclosure of Confidential or Personal Information may result in



immediate termination, as well as personal and criminal liability.

Avoiding loss or theft of Confidential or Personal Information is an important part of each employee's job. Accordingly, employees must observe good security practices. Employees are expected to keep Confidential Information secure from outside visitors and all other persons who do not have legitimate reasons to see or use such information. Employees are not to remove NC3 property without authorization. Employees may only dispose of such information by secure methods approved by NC3. Failure to adhere to NC3 policies relating to Confidential and Personal Information is grounds for discipline up to, and including, immediate dismissal.

Nothing in this policy restricts an employee from discussing his or her wages or other terms and conditions of employment.

SOLICITATION AND DISTRIBUTION OF LITERATURE

In order to ensure efficient operation of NC3's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on NC3 property. NC3 has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with his or her supervisor.

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, during his or her working time, or during the working time of the employee or employees at whom such activity is directed.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on NC3 property.



EMPLOYEE CONDUCT

CHRISTIAN LIBERTIES

Employees at NC3 enjoy the liberties in Christ. However, personal liberties should never be taken at the expense of causing another person to stumble. Therefore, an employee must be wise in his or her behavior regarding dress, movies, parties, alcohol, etc.

At any NC3 function(s) where staff or leaders are responsible, such as small groups, camp-outs, beach parties, picnics, weddings, retreats, or NC3 sponsored activities, there shall be no drinking of alcohol. NC3 does not approve of or promote the drinking of alcohol at any function.

Any decision to drink alcohol, in moderation, outside of all NC3 activities, is at the discretion of the individual in relationship with Christ. Strong consideration for others, who may be stumbled by liberties taken in a public place, must be given.

REPORTING CHILD ABUSE

Clergy, teachers, and staff are legally mandated reporters of suspected child abuse. Proof of abuse is not required. Child abuse must be reported when a mandated reporter "...in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonable suspects has been the victim of child abuse or neglect." (Penal Code §11166(A)). Simply, if you suspect it, report it.

If the child is in immediate danger, make the report to the police via 911. Otherwise, the report may be made to the county's child protective services hotline, or the police or sheriff. The Executive Pastor and Human Resources Administrator must be notified of any reports that need to be made. After reporting the suspected abuse, maintain attitudes and actions of open communication and support, especially for the child.

As part of your employment, you will be required to sign a statement, to be retained by NC3, to the effect that you understand that you have knowledge of the reporting law and will comply with its provisions.

CONDUCTING PERSONAL BUSINESS

Employees are to conduct only NC3 business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

CONFLICTS OF INTEREST

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a member or employee of NC3, which impairs an employee's ability to exercise



good judgment on behalf of NC3, can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to the Executive Pastor for a determination about whether an actual conflict exists. If an actual conflict is determined, NC3 may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

CONFIDENTIAL INFORMATION

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to trade secrets or similarly protected proprietary or confidential information regarding NC3's business (such as financial data, marketing or business plans or strategies, suppliers, business partners, or members and guests). You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and legal action may be taken by NC3.

Employees are prohibited from discussing the general operations of the office or financial affairs outside the working environment. Matters relating to members and guests or their personal lives will not be made a matter of public discussion or disclosure. Gossip is inappropriate for NC3 employees.

NEWS MEDIA CONTACTS

Employees may be approached for interviews or comments by the news media. Only contact people designated by the Director of Production may comment to news reporters on NC3 policy or events relevant to NC3.

This policy does not limit an employee's right to discuss the terms and conditions of his or her employment, or to try and improve these conditions.

DRESS CODES AND OTHER PERSONAL STANDARDS

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean, and tasteful. Avoid clothing that can create a safety hazard.

Because each employee is a representative of NC3 in the eyes of the public, each employee must report to work properly groomed and wearing appropriate clothing.



Employees are expected to dress neatly and in a manner consistent with the nature of the work performed. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

Church and office attire shall be business dress or neat casual dress.

USE OF STATIONARY

All engraved or printed NC3 letterhead, stationery, envelopes, and other work materials are to be used for NC3 business only. These materials may not be used for personal correspondence or non-business matters. When signing business letters on NC3 letterhead, the employee's name and title/position must be identified.

DRUG AND ALCOHOL ABUSE

NC3 is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job, can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to NC3. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes NC3 to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to NC3.

The following rules and standards of conduct apply to all employees either on NC3 property or during the workday (including meals and rest periods). Behavior that violates NC3 policy includes:

- Possession or use of alcohol or an illegal or controlled substance, or being under the influence of alcohol or an illegal or controlled substance, while on the job;
- Driving a NC3 vehicle, or a personal vehicle while on NC3 business or time, while under the influence of alcohol or an illegal or controlled substance; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. NC3 also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, NC3 reserves the right to conduct searches of NC3 property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off NC3 property will not be tolerated because such conduct, even though off duty, reflects adversely on NC3. In addition, NC3 must keep people who sell or possess controlled substances off NC3 premises in order to keep the controlled substances themselves off the premises.



PROHIBITED USE OF CELL PHONE WHILE DRIVING

In the interest of the safety of our employees and other drivers, NC3 employees are prohibited from using cell phones (including all smart phones), or any other type of handheld mobile device, while driving on NC3 business and/or NC3 time.

Violating this policy is a violation of California law and a violation of NC3 rules.

PROHIBITED CONDUCT

All NC3 employees and ministry volunteers are expected to work with the highest standards of Christian conduct. This includes personal integrity, honesty, discipline, and Christ-like language. You are expected to maintain positive Christian attitudes and actions towards fellow employees, members of the NC3 family, and visitors. An employee's demeanor is reflective not only of his/her personal character but reflects upon NC3 and the atmosphere of ministry NC3 wishes to exhibit.

Employees are expected to conduct themselves in a manner to further these objectives. The following conduct is prohibited and will not be tolerated by NC3. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare, and NC3 operations also may be prohibited and will result in disciplinary action up to, and including, termination.

- Falsifying employment records, employment information, or other NC3 records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Engaging in unprofessional or discourteous conduct toward others;
- Recording the work time of another employee, allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any NC3 property, or the property of any employee or member;
- Removing or borrowing NC3 property without prior authorization;
- Unauthorized use or misuse of NC3 equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on NC3 property;
- Participating in horseplay or practical jokes on NC3 time or on NC3 premises;
- Carrying firearms or any other weapons on NC3 premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours or on NC3 property;
- Insubordination including, but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive, threatening, or intimidating language at any time on NC3 premises;
- Violation of NC3 punctuality and attendance policies. Absences protected by state or federal



law do not count as violations of this policy. Protected paid sick time under California law does not count as a violation of this policy;

- Failing to obtain permission to leave work for any reason during normal working hours, not including meal periods;
- Failing to observe working schedules, including rest and lunch periods;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violation of dress standards;
- Violating any safety, health, security, or NC3 policy, rule, or procedure or violation of NC3's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating NC3's anti-harassment or equal employment opportunity policies; and
- Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter NC3's policy of at-will employment. Either you or NC3 remain free to terminate the employment relationship at any time, with or without reason or advance notice.



SAFETY AND HEALTH

SECURITY

NC3 has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to the police if necessary. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

HEALTH AND SAFETY

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to the Human Resources Department.

All employees are required to follow safe and healthy work practices at all times. You may be subject to discipline for engaging in any unsafe or unhealthy work practice or for violating established safety rules. You are also required to report immediately to your supervisor any potential health or safety hazards, and all injuries or accident regardless of the severity.

EMPLOYEES WHO ARE REQUESTED TO DRIVE

Employees whose job duties require them to drive a NC3 vehicle or their own vehicle for NC3 business or on NC3 time will be required to show proof of a current valid driving license and current effective insurance coverage before the first day of employment.

If an employee is required to drive as part of his or her job, NC3 retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, or who fails to maintain personal automobile insurance coverage.

Employees who drive their own vehicles on NC3 business will be reimbursed at the then current IRS rate per mile.

RECREATIONAL ACTIVITIES AND PROGRAMS

NC3 or its insurer will not be liable for payment of workers' 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.

INCLEMENT WEATHER/NATURAL DISASTERS

In the event of severe weather, power failure, or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

- You must notify your supervisor by phone, if telephone service is functional, or by any other available means. Non-exempt employees will not be paid for time off due to inclement weather, power failure, or natural disaster.
- Employees already at work may stay to complete their shift, or may leave without pay, as directed and allowed by their supervisor.

In the event that the office or premises are damaged or highways leading in are damaged, contact your supervisor or any other supervisor for further instruction.

WORKPLACE VIOLENCE

NC3 is committed to providing a safe, violence-free workplace. To that end, NC3 has adopted the following workplace violence policy to ensure a safe working environment for all employees.

NC3 has zero tolerance for acts of violence and threats of violence. A threat includes, but is not limited to, any indication of intent to harm a person or damage NC3 property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally.

Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to, and including, termination.

Possession of non-work related weapons on NC3 premises or at NC3-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent.

Incidents should be reported to any supervisor or the Executive Pastor immediately.



TERMINATION

INVOLUNTARY TERMINATION

Violation of NC3 policies and rules may warrant disciplinary action. NC3 has a system of discipline that may include verbal warnings, written warnings, and suspension. The system is not formal, and NC3 may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. NC3's policy of discipline in no way limits or alters the at-will employment relationship.

VOLUNTARY RESIGNATIONS

Voluntary resignation results when an employee voluntarily quits his or her employment at NC3, or fails to report to work for two consecutively scheduled workdays without notice to, or approval by, his or her supervisor (unless the absence is protected by law). All NC3-owned property, including vehicles, keys, and credit cards, must be returned immediately upon termination of employment.

NC3 would appreciate as much notice as possible of an employee's voluntary resignation. Generally, two weeks or 10 working days is considered sufficient notice time to find a replacement.

REDUCTIONS IN FORCE

Under some circumstances, NC3 may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, NC3 will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, NC3 will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

EMPLOYEE REFERENCES

All requests for references must be directed to the Human Resources Administrator. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, NC3 discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, NC3 also will inform prospective employers of the amount of salary or wage you last earned.



CONFIRMATION OF RECEIPT

I have received my copy of North Coast Calvary Chapel's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at NC3 is employment at-will; employment may be terminated at the will of either NC3 or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between NC3 and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with NC3.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by NC3. NC3 reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the Chairman of the Board of Directors of NC3, no manager, supervisor, or representative of NC3 has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Chairman of the Board of Directors has the authority to make any such agreement and then only in writing, signed by the Chairman of the Board of Directors.

Employee's Signature _____

Employee's Printed Name _____

Date _____



EMPLOYEE STATEMENT OF FAITH

I wholeheartedly embrace North Coast Calvary's purposes, beliefs, practices and values. I understand that, as an employee of NC3, I am expected to live my life in ways that please God and reflect his glory. I commit to Jesus Christ as our personal Lord and Savior.

I believe the following and will live my life in accord:

PURPOSE

Transformed people, transforming our world.

"You are the salt of the earth...You are the light of the world." With these words, Jesus clearly taught the purpose of the church and of individual believers. Salt and light are objects that invade and transform their environment. Christ transforms believers (making us a new creation), and then uses us to transform our world. We are world changers, changed by the love of Christ and changing our world with his love. **Transformed by His love, transforming our world with His love.**

We want to be believers who **passionately live in Christ and live out Christ**. As we live in relationship with Christ, we are transformed by His truth and love. As we reach and live out the nature of Christ to others, they are touched by His truth and love.

To be salt and light to our world we, the church, must be a **church without walls**. That is, a church that is easily accessible to those seeking new life in Jesus, and one that urges believers to go outside the walls of the church to touch and transform people and cultures within their sphere of influence.

When we gather, we are in the **locker room** worshiping and being trained to be more efficient on the **playing field** of life. As we live our lives, we are the church scattered, being salt and light in our individual spheres of influence. What is clear from Jesus' words is that his plan to redeem the world includes us! We can't be passive. **We are the program.**

The end result of this is **transformed people, transforming our world.**

BELIEFS

In doctrine, we are a conservative evangelical church. In practice, we expect to experience our doctrine by the active presence of the Holy Spirit in our lives.

We believe:

- In the eternally existing Triune God: Father, Son, and Holy Spirit.
- In the Bible as the fully inspired Word of God, the only infallible rule for faith and practice.



North Coast Calvary Chapel

- In God the Father who concerns Himself mercifully in the affairs of man.
- In Jesus Christ, God's only begotten Son—in His virgin birth, sinless life, miracles, teachings, His atoning death, resurrection, ascension into heaven and promise of His return to earth.
- In the Holy Spirit and His present ministry of rebirth and renewal as well as the working of spiritual gifts.
- That all people are sinners and yet made in the image of God. Only repentance and faith in Christ can restore us into fellowship with God.
- In the Church world-wide, the living spiritual body, of which Christ is the Head and all regenerated persons are members.
- In the Ordinance of Water Baptism and Communion.
- In the personal, visible return of Christ to earth and the consummation of His kingdom.
- In what is termed "The Apostles' Creed" as embodying the fundamental facts of Christian faith. We endorse the historic orthodox creeds of the church.

PRACTICES

We fulfill our purpose through these seven practices:

Worship

We desire worship that touches God's heart in a style that is intimate, dynamic, and culturally current.

Word

We want to study, teach, and obey the Bible.

Prayer

We are committed to the fact that we can be agents of change through prayer.

Fellowship

We seek to develop real friendships built on Christ's love.

Ministry

We believe that all Christians are called to minister God's mercy to the lost, the sick, and the poor.

Training

We aim to provide training for all aspects of responsible Christian life and ministry.

Evangelism

We seek to prepare individuals and send out missionaries to reach the lost with the Good News of Christ.



VALUES

Everyone has values. Values control the way we live. Our values influence the way we approach our purpose and practices. We embrace the values that Jesus emphasized as important in our approach to true spiritual life.

In our relationship with God we value:

- The mercy of God
- The truth of God
- Intimacy with God
- God's rulership and spiritual leading in our lives
- Brokenness (spiritual humility)
- Spiritual passion (wholehearted commitment)

In our relationships with each other:

- Integrity and authenticity
- Faithfulness and reliability
- Christianity as a lifestyle
- Care and quality in ministry
- Servant leadership
- Christian unity
- Non-controlling relationships

In our relationship with the community:

- Healing to the whole person
- Friendship outreach
- Bridge-building to other churches
- Cultural awareness
- Helping the poor
- Community involvement

Employee's Signature _____

Employee's Printed Name _____

Date _____



North Coast Calvary Chapel
CONFIRMATION OF RECEIPT OF HARASSMENT,
DISCRIMINATION, AND RETALIATION PREVENTION POLICY

I have received my copy of North Coast Calvary Chapel’s Harassment, Discrimination, and Retaliation Prevention policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that NC3 is committed to providing a work environment that is free from harassment, discrimination, and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____

Employee's Printed Name _____

Date _____