



TABLE OF CONTENTS

Section: Welcome

Welcome	4
Mission	
Purpose	
Values	5
History	

Section 1: The Way We Work

A Word About This Handbook	6
Equal Employment Opportunity	7
Celebration Leadership Commitment	8
Americans with Disabilities Act	9
Employee Relations	
Points of Accountability for Staff Members	
No Harassment	11
Position and New Hire Approvals	13
Categories of Employment	
Anniversary Date	
Immigration Reform and Control Act	
New Employee Orientation	14
Talk to Us	

Section 2: Your Pay and Progress

Recording Your Time	15
Payday	
Paycheck Deductions	
Garnishment/Child Support	16
Performance Reviews	
Base Compensation	
Performance Bonuses	17
Salary Increases	
Job Descriptions	
Pay Advances	
Overtime	

Section 3: Time Away From Work and Other Benefits

Employee Benefits	18
Holidays	
Vacation	

Sick Days	19
Black Out Dates	20
Jury Duty	
Military Leave	21
Emergency Response Leave	
Witness Leave	
Bone Marrow Donation Leave	22
School Visitation Leave	
Bereavement Leave	
Medical Insurance	23
Dental Insurance	
COBRA	24
Life Insurance	
Section 125 Plans	25
Federal Family and Medical Leave Act	
Maternity Leave	32
Long-Term Disability Insurance	
Social Security	
Workers' Compensation	33
403(b) Qualified Retirement Plan	
Employee Assistance Program	
Company Discounts	

Section 4: On the Job

Attendance and Punctuality	34
Meal Time	
Breaks	
Lactation Breaks	
Kids In the Workplace	
Contact with Celebration Church	35
On The Job Training	
Standards of Conduct	
Member and Public Relations	
Non-Solicitation	36
Gifts	
Complaint Procedure	
Distribution	37
Changes in Personal Data	
Personal Property	
Severe Weather	
Acceptable Use of Electronic Communications	
Social Media	39
Dress Policy	40
Personal Hygiene	41
Reference Checks	
Protecting Celebration Church Information	

Conflict of Interest/Code of Ethics	42
Finance Policy	
Open Door Policy	
Church and Leadership Support	
If You Must Leave Us	43

Section 5: Safety in the Workplace

Each Employee's Responsibility	44
Risk Management & Safety	
Background Checks	
Workplace Violence	45
Workplace Searches	
Good Housekeeping	
Smoking in the Workplace	46
No Weapons in the Workplace	
In An Emergency	
Substance Abuse	47

Welcome to Celebration Church

Welcome to our team! This Employee Handbook has been developed to help you become acquainted with Celebration Church and answer many of your initial questions.

We are so glad you have joined us! You have embarked on a journey with us here at Celebration Church that we hope and pray you will find both challenging and rewarding.

We are passionate about using our talents for God's purposes and that's why we've dedicated our careers to bringing the hope of Jesus to our city and to our world.

We believe that our purpose for work goes beyond a job title. We have the privilege of leading people to become fully devoted followers of Christ and we are so excited to have you be a part of that.

MISSION

Celebration Church exists... To lead people to become fully devoted followers of Jesus Christ and difference-makers in the world.

PURPOSE

Celebration Church intends to carry out its mission and ministry in the following ways:

1. **MOTIVATE YOU TO WORSHIP** – as you participate with us weekly in our innovative and relevant celebrations of God's work among His people, and as you worship the Lord daily in your personal life.
2. **CONNECT YOU TO COMMUNITY** – to help you build strong relationships with the Lord and others through your involvement in a LIFE GROUP and/or Celebration ministry.
3. **INVOLVE YOU IN MINISTRY** – to help you discover, develop and deploy the gifts and abilities the Lord has given you so that you can serve the Lord through serving others in our region and around the world.
4. **DEVELOP YOU INTO A DISCIPLE** – so that you can grow from where you are to being a strong follower of Jesus who makes a difference for good and for God in our world.
5. **SEND YOU OUT AS A MISSIONARY** – so that you can meet the needs of others as you serve the Lord and share your faith locally and around the world.

VALUES

We believe everyone counts.

We believe everyone counts—doesn't matter what you look like, what you have or what you've done.

We believe everyone counts, but your past doesn't.

We believe Jesus Christ should be exalted in all things and all ways.

We believe the Lord is in the people-loving, prayer-answering, miracle-working business.

We believe the church should impact the world, not retreat from it.

We believe in more than second chances...We believe in ALL the chances.

We believe God can set people free.

We believe our church should look like heaven.

We believe children and youth are the church...NOT the future of the church

We believe relationships are important and the vehicle for ministry.

We believe forgiveness and reconciliation empower us.

We believe God's people CAN become strong leaders in their homes, careers, church and communities.

We believe God's people SHOULD become strong leaders in their homes, careers, church and communities.

We believe other churches and ministries are just as important as we are.

We believe Bible application combined with modeling, mentoring and ministry is what changes lives.

We believe the Lord and people value authenticity, honesty, humility and generosity.

HISTORY

Celebration Church of New Orleans is an interdenominational, purpose-driven, multicultural cell church that began in late 1988 with a group of six people meeting in a home to pray for revival and to seek the Lord's direction in finding or forming a church. In September of 1989, a church was formed, and in November of 1989, Dennis Watson was called to be the church's pastor.

Celebration Church has grown over the years from this beginning to over 4000 members while planting other churches in South Louisiana, churches in other US cities and many churches around the world.

In August 2005, the Celebration congregation merged with the Crescent City Baptist Church congregation and acquired a second campus in Metairie. This campus at 2701 Transcontinental Drive houses the Crescent City Christian School, which is operated by Celebration Church. Worship services are held at our rebuilt (following the devastation of Hurricane Katrina) 2001 Airline location, which also houses our Activity Center, Celebrate Recovery, Hope Closet, Hope Center, and Central Support. Additionally, Celebration Church operates campuses in Lower St. Bernard, St. Bernard Ninth Ward, the River Parishes, Kenner, Slidell, Mandeville/Covington, the Westbank, Costa Rica, as well as having a regular online campus

The Way We Work

This Employee Handbook contains information about the employment policies and practices of Celebration Church. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and Celebration Church. It is written as a general guide and not as a detailed explanation of every rule and policy. You may find best practices as well as additional policies and procedures on our online Staff Portal. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing organization will require changes from time to time. Celebration Church retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and Celebration Church. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks, and any inconsistent verbal or written policy statements.

Celebration Church complies with federal and state law, and this handbook generally reflects those laws. Celebration Church also complies with any applicable local laws, even though there may not be an express written policy contained in the handbook.

Except for the policy of at-will employment, Celebration Church reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by Human Resources of Celebration Church. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period. Any agreement to employment for a specified period of time will be put into writing and signed by the Human Resources Manager of Celebration Church.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

CELEBRATION CHURCH IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR CELEBRATION CHURCH MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF CELEBRATION CHURCH IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY HUMAN RESOURCES OF CELEBRATION CHURCH.

This Employee Handbook refers to current benefit plans maintained by Celebration Church. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling. Likewise, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

Equal Employee Opportunity

Celebration Church is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis ["protected class"] including, but not limited to: veteran status, uniform service member status, race, color, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.

In Louisiana, the following also are a protected class: age; disability; race; color; national origin; sex; pregnancy, childbirth, or related medical condition of any female employee; sickle cell trait, status as a tobacco user or non-user; genetic information, or request for services involving genetic information; and refusal to participate in specified health care services (as identified by state law) that are objectionable to an individual's sincerely held religious beliefs or moral convictions (providing this does not interfere with emergency care); and a veteran who takes time away from work to attend medical appointments necessary to meet the requirements to receive veterans benefits.

As a religious organization, Celebration Church has the right to hire in accordance with our religious beliefs. All employees of Celebration Church must be Christian, and as such, must consistently seek to live by biblical standards, and agree to demonstrate unity within the church with a humble and teachable spirit. Employees also must fully support our Celebration Leadership Commitment and must commit to partner with Celebration Church by being involved in Life Group, Missions, serving on the campus and committed to tithe.

You may discuss equal employment opportunity related questions with Human Resources or any other designated member of management.

Celebration Leadership Commitment

"I have fought the good fight, I have finished the race, and I have remained faithful. And now the prize awaits me – the crown of righteousness that the Lord, the righteous Judge, will give me on that great day of his return." (2 Timothy 4:7-8 NLT)

Understanding that serving God and others as a Leader in Celebration Church is a great privilege and responsibility, I commit to the following values.

I COMMIT TO:

Live a godly life so that I will be a good representative of our Lord and Church.

- *"Give your bodies to God. Let them be a living and holy sacrifice – the kind He will accept. When you think of what he has done for you, is it too much to ask? Don't copy the behavior and customs of this world... Then you will know what God wants you to do, and you will know how good and pleasing and perfect His will really is." (Romans 12:1-2 NLT)*

Connect weekly with my Life Group members for fellowship and growth.

- *"They joined with other believers and devoted themselves to the apostles' teaching and fellowship... and in prayer... They worshipped together at the Temple..., met in homes..., and shared their meals with great joy and generosity." (Acts 2:42, 46 NLT)*

Seek to disciple and mentor others that come into my Life Group and Church.

- *"You have heard me teach many things... Teach these great truths to trustworthy people who are able to pass them on to others." (2 Timothy 2:2 NLT)*

Give tithes and offerings to the Celebration Church.

- *"Bring all the tithes into the storehouse so there will be enough food in my Temple. If you do,' says the LORD Almighty, 'I will open the windows of heaven for you. I will pour out a blessing so great you won't have enough room to take it in!" (Malachi 3:10 NLT)*

Participate in Leadership Coordination and Training opportunities

- *"I don't mean to say that I have already achieved these things or that I have already reached perfection! But I keep working toward that day when I will finally be all that Christ Jesus saved me for and wants me to be." (Philippians 3:12 NLT)*

Americans with Disabilities Act

Celebration Church is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify Human Resources of the need for accommodation. Upon doing so, Human Resources may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. Celebration Church will not seek genetic information in connection with requests for accommodation. All medical information received by Celebration Church in connection with a request for accommodation will be treated as confidential.

Employee Relations

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal in accordance with our mission to challenge people to grow in relationship with God and others resulting in changed lives, homes, our city, communities and the world through Jesus Christ.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

Points of Accountability for Staff Members

1. Staff members should pray for other staff members.
2. Staff members will have meaningful accountability relationships.
3. Staff members should use extreme caution when answering emails, instant messages, participating in chat rooms, responding to cards or letters from the opposite sex, and should strive to involve another co-worker in the response.
4. Staff members should not discuss personal marital issues with a co-worker or an attendee of the opposite sex.
5. Married staff members should not be alone with the opposite sex.
6. Married staff members should not ride in vehicles alone with the opposite sex.

7. Married staff members should not have intimate physical contact with a co-worker or Celebration Church attendee of the opposite sex, or show affection that could be questionable.
8. Pastors should not provide pastoral care to the opposite sex alone at the office or elsewhere, and will not advise the opposite sex more than one time without that person's mate present. Refer them to a staff member of the same sex.
9. Staff members should use extreme caution when solicited for counseling by an attendee of the opposite sex. Recommendation: avoid closed quarters. If attendee desires to talk in private, acquire the company of another staff member, preferably of the opposite sex.
10. Single staff members should use extreme caution when engaging in activities or riding in vehicle with a married attendee of the opposite sex.
11. Campus pastors shall explain to its non-staff leadership support team the Church's ethical values, codes of conduct and Spiritual disciplines.
12. All staff members must adhere to all Children's Ministry policies as it relates to dealing with children/minors.

No Harassment

We prohibit harassment of one employee by another employee, supervisor or third party for any reason based upon an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected under federal, state, or local law.

In Louisiana, the following also are a protected class: age; disability; race; color; religion; national origin; sex; pregnancy, childbirth, or related medical condition of any female employee; sickle cell trait, status as a tobacco user or non-user; genetic information, or request for services involving genetic information; and refusal to participate in specified health care services (as identified by state law) that are objectionable to an individual's sincerely held religious beliefs or moral convictions (providing this does not interfere with emergency care); and a veteran who takes time away from work to attend medical appointments necessary to meet the requirements to receive veterans benefits.

Violation of this policy will result in disciplinary action, up to and including immediate discharge.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your immediate supervisor or one of the contacts listed in this policy. At a minimum, the term "harassment" as used in this policy includes any of the following activities pertaining to an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law:

- Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.
- Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.
-
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and
-
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We also absolutely prohibit retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

Our supervisors and managers are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees are covered by this policy. We prohibit harassment, discrimination, or retaliation of our employees in connection with their work by non-employees. Immediately report any harassing or discriminating behavior by non-employees, including contractor or subcontractor employees. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to one of the individuals listed below:

1. Discuss any concern with Human Resources at (504) 831-9673 and 1915 Airline Drive, Metairie, LA 70001.
2. If you are not satisfied after you speak with Human Resources, or if you feel that you cannot speak to Human Resources, discuss your concern with Debbie Pell, Ministry Coordinator at (504) 831-9673 ext 551 and 1915 Airline Drive, Metairie, LA 70001.

If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.

You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and then take prompt, appropriate remedial action. Celebration Church will protect the confidentiality of employees reporting suspected violations to the extent possible consistent with our investigation.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

We are serious about enforcing our policy against harassment. Persons who violate this or any other Celebration Church policy are subject to discipline, up to and including discharge. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.

Position and New Hire Approvals

All positions must be approved by Human Resources prior to opening the position to potential applicants. Likewise, all new hires must be approved by Human Resources prior to an offer of employment being extended.

Categories of Employment

INTRODUCTORY PERIOD: Full-time and part-time employees are on an introductory period during their first 60 days of employment.

During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

FULL TIME EMPLOYEES regularly work at least a 30-hour workweek.

PART TIME EMPLOYEES work less than 30 hours each week.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.

EXEMPT EMPLOYEES are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Upon hire, your supervisor will notify you of your employment classification.

Anniversary Date

The first day you report to work will be recorded in Celebration Church records as your anniversary date. This date may be used to calculate many different Celebration Church benefits. If you have any questions regarding your anniversary date, please see Human Resources.

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, Celebration Church is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by Celebration Church.

New Employee Orientation

Upon joining Celebration Church, you were given this copy of our Employee Handbook. After reading this Employee Handbook, please sign the receipt page and return it to Human Resources. You will be asked to complete personnel, payroll and benefit forms.

If you lose your Employee Handbook or if it becomes damaged in any way, please notify Human Resources as soon as possible to obtain a replacement copy.

Human Resources is responsible for the operations of your department. (S)he is a good source of information about Celebration Church and your job.

Talk to Us

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that your supervisor is able to satisfactorily resolve most matters.

If you still have questions after meeting with your supervisor or if you would like further clarification on the matter, request a meeting with Human Resources. (S)he will review the issues and meet with you to discuss possible solutions.

Finally, if you still believe that your problem has not been fairly or fully addressed, request a meeting with the Ministry Coordinator.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

Your Pay and Progress

Recording Your Time

Non-exempt employees must record their hours.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work before your meal period.
- Immediately before resuming work after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Exempt employees may be required to accurately record their time worked in accordance with federal and state wage and hour law.

All employees subject to this policy are required to accurately record all time worked.

The workweek starts on Thursday and ends on Wednesday.

Payday

You will be paid semimonthly on the 15th of the month and the last day of the month.

When our payday is a bank holiday, you normally will be paid on the last working day before the bank holiday. If our payday is a Saturday or Sunday, you normally will be paid on Friday.

Please review your paycheck for errors. If you find a mistake, report it to the HR Assistant immediately. The HR Assistant will assist you in taking the steps necessary to correct the error.

Paycheck Deductions

Celebration Church is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes, and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of Celebration Church that exempt employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, Celebration Church may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or

- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances, in whole-day increments only.

Celebration Church will not make deductions, which are prohibited by the Fair Labor Standards Act or state laws from its exempt employees' pay.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the HR Assistant. If an error is found, you will receive an immediate adjustment which will be paid no later than on the next regular payday.

Garnishment/Child Support

When an employee's wages are garnished by a court order, Celebration Church is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Celebration Church will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Performance Reviews

Celebration Church wants to help employees to succeed in their jobs and to grow. In an effort to support this growth and success, once each year, generally in March, your supervisor will review your job progress within Celebration Church and help you set new job performance plans. Our performance review program provides the basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within Celebration Church.

Base Compensation

It is Celebration Church's desire to pay all employees wages or salaries in a way that will be motivational, fair, and equitable. Compensation may vary based on roles and responsibilities, individual, and company performance, and in compliance with all applicable laws.

Performance Bonuses

Performance bonuses may be given to Celebration Church employees at the discretion of management, but are not guaranteed. There are two factors that typically determine bonus availability and amounts: (a) Church budgetary requirements, (b) personal performance.

Salary Increases

Salary increases will be considered, if warranted, on the basis of performance and the established salary range of the position.

Job Descriptions

Celebration Church maintains a job description for each position in Celebration Church. The job description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the job description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see Human Resources.

Pay Advances

Pay advances will not be granted to employees.

Overtime

There may be times when you will need to work overtime so that we may meet the needs of our members. Although you will be given advance notice when feasible, this is not always possible. Non-exempt employees must have all overtime approved in advance by their supervisor.

Non-exempt employees will be paid at a rate of time and one half their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with Human Resources.

Time Away From Work and Other Benefits

Employee Benefits

Celebration Church has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages.

This Employee Handbook describes the current benefit plans maintained by Celebration Church. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Celebration Church reserves the right to modify and/or terminate its benefits at any time. We will keep you informed of any changes.

Holidays

Celebration Church normally observes the following 10 holidays during the year:

- New Year's Day
- Martin Luther King Jr. Day
- Mardi Gras (Monday and Tuesday)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day (2 Days)
- Christmas Day (2 Days)

Eligible employees receive a paid holiday only if the holiday falls on a day they are normally scheduled to work.

Full-time employees are eligible for paid holidays immediately upon hire.

Exempt employees will receive holiday pay in compliance with state and federal wage and hour laws.

Vacation

Full-time employees are eligible for paid vacation time.

Vacation is calculated according to the calendar year.

During your initial year of employment, you receive vacation days on a prorated basis. The HR Assistant will inform you of the number of days and the date on which you become eligible.

Submit vacation requests in writing as soon as possible to the HR Assistant. When possible, vacation requests are granted, taking into account operating requirements. Length of employment may determine priority in scheduling vacation times.

No more than seven days of vacation can be taken at one time without special management approval.

Vacation should be taken in blocks of four hours at a time.

At the end of employment, eligible employees will be paid for accrued but unused vacation.

Full-Time Ministry Staff Vacation					
Years of Service	0	1 - 7	8 - 12	13 - 20	21+
Vacation Days Earned	Prorated Based on Date of Hire and Available Immediately	10	15	20	25
Weekends Earned	Prorated Based on Date of Hire	2	3	4	5
Carryover	Vacation days do not carry over to the following year. Any vacation days not used by 12/31, will be carried over to the following year as accumulated sick leave.				

*Part-Time Ministry Staff working 20 - 29 hours/week receive half of the benefits noted above.

Full-Time Support Staff Vacation					
Years of Service	0	1 - 7	8 - 12	13 - 20	21+
Vacation Days Earned	Prorated Based on Date of Hire and Available Immediately	10	14	16	20
Carryover	Vacation days do not carry over to the following year. Any vacation days not used by 12/31, will be carried over to the following year as accumulated sick leave.				

Sick/Personal Days

Sick/Personal time is interchangeable.

Sick/Personal days are calculated according to the calendar year.

During your initial year of employment, you receive sick/personal days on a prorated basis. The HR Assistant will inform you of the number of days and the date on which you become eligible.

Exempt employees will receive sick/personal pay in compliance with state and federal wage and hour laws.

Full-Time Ministry Staff Sick/Personal Leave				
Years of Service	0	1 - 10	11 - 20	21 +
Sick Leave Earned	Prorated Based on Date of Hire and Available Immediately	10	12	15
Carryover	Max of 8	Max of 8	Max of 10	Max of 13

*Part-Time Ministry Staff working 20 - 29 hours/week receive half of the benefits noted above.

Full-Time Support Staff Sick/Personal Leave				
Years of Service	0	1 - 10	11 - 20	21 +

Sick Leave Earned	Prorated Based on Date of Hire and Available Immediately	10	11	12
Carryover	Max of 8	Max of 8	Max of 9	Max of 10

Employees are not paid for any unused sick/personal days. For additional details outlining approved use of sick/personal time, please visit our online Staff Portal and review the Vacation and Paid Time Off Policy. However, after 15 years of service, employees are eligible to be paid 50% any accrued sick / personal time, up to a maximum of 90 days, at the completion of employment.

[Time-Off Request Policy - Support Staff](#)

[Time-Off Request Policy - Ministry Staff](#)

Blackout Dates

Due to ministry requirements, each year there will be a list of dates that are considered by Celebration Church to be mission critical. These dates are not available for scheduled leave time. They will be published by the Human Resources Department as near to the beginning of each year as possible.

Jury Duty

You are encouraged to serve on Jury Duty when called to do so. When serving on Jury Duty, you will be paid your regular wages during the period of time you are called to serve. Notify Human Resources and your supervisor as soon as you are called to serve so that necessary arrangements can be made to cover your absence. Upon completion of your Jury Duty, written confirmation from the court of your dates served must be given to Human Resources.

Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to the HR Assistant and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to Celebration Church unless military necessity makes this impossible. You must notify the HR Assistant of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from the HR Assistant.

Emergency Response Leave

Employees who are volunteers engaged in activities involving the Governor's Office of Homeland Security and Emergency Preparedness, and first responders (including but not limited to medical personnel, emergency and medical technicians, volunteer firemen, auxiliary law enforcement officers and members of the Civil Air Patrol) are entitled to time off from work without pay when absent or late for work due to responding to a state of emergency prior to or during the time the employee is to report to work consistent with state and federal law.

An employee who is absent from work as a result of being a first responder to a designated state of emergency is still subject to the terms and conditions of Celebration Church's policies regarding leaves of absence and must report back to work no more than 72 hours after they have been released from first responder duty. Employees will be reinstated to their previous or a comparable position if it is not impossible, unreasonable and will not impose an undue hardship on Celebration Church.

Additionally, employees who are disabled while serving as a first responder may seek a reasonable accommodation in accordance with state law.

For more information regarding this leave, please see Human Resources.

Witness Leave

Employees are given the necessary time off without pay to attend, participate or prepare for a court proceeding. We ask that you notify Human Resources of the need to take witness leave as far in advance as possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Bone Marrow Donation Leave

Employees who work for an employer with more than 20 employees at a single site of employment and who work an average of 20 or more hours per week are eligible to receive up to 40 hours of paid leave to donate bone marrow.

Please provide Human Resources with written physician verification of the purpose and length of each leave.

For more information regarding this leave, please see Human Resources.

School Visitation Leave

Employees with dependent children may take up to 16 hours of leave without pay during a 12-month period to attend their child's school conferences or activities that cannot reasonably be scheduled during non working hours.

Employees must provide reasonable notice of their need for leave and must make a reasonable effort to schedule leave so as not to unduly disrupt the operations of Celebration Church.

Employees may substitute paid vacation or any other appropriate paid leave for any unpaid leave taken under this policy.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Bereavement Leave

Full-time employees are eligible immediately upon hire for 3 paid days for local, and 4 paid days for non-local, for the death of an immediate family member. Members of the immediate family include spouses, parents, brothers, sisters, children, grandchildren, grandparents and parents-in-law.

Requests for bereavement leave should be made to Human Resources as soon as possible.

Medical Insurance

Eligible full-time employees may enroll in a single, a single plus one dependent, or a family contract immediately upon hire. Eligibility may be defined by state law and/or by the insurance contract.

Information and enrollment forms may be obtained from Human Resources.

Celebration Church pays the full cost of the employee contract. If you elect dependent coverage, you are responsible for paying the difference through payroll deduction.

A booklet containing the details of the plan and eligibility requirements may be obtained from the HR Assistant.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

At the end of employment, you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the HR Assistant.

Dental Insurance

Eligible full-time employees may enroll in a single, single plus one dependent or a family contract immediately upon hire.

Information and enrollment forms may be obtained from Human Resources.

Celebration Church pays the full cost of the employee contract. If you elect dependent coverage, you are responsible for paying the difference through payroll deduction.

A booklet containing the details of the plan and the eligibility requirements may be obtained from Human Resources.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

At the end of employment, you may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact Human Resources.

COBRA

You and/or your covered dependents will have the opportunity to continue medical and/or dental benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and/or dental coverage for you and/or your covered dependents would otherwise end due to your death or because:

- your employment terminates, for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or
- your child ceases to be a "dependent child" under the terms of the medical and/or dental plan; or
- you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact Human Resources.

Life Insurance

Eligible full-time employees may enroll in this plan immediately upon hire.

You must complete an insurance form and designate your beneficiary.

The cost of this insurance is fully paid by Celebration Church for the employee contract.

Participating employees may also be covered under the plan's Accidental Death and Dismemberment rider.

You also have the option of purchasing additional insurance through our group plan.

Complete details of this plan may be obtained from the HR Assistant.

Section 125 Plans

Celebration Church offers a pre-tax contribution option for employees. This employee benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance, dental insurance and out-of-pocket medical expenses or dependent care expenses on a "before tax", rather than an "after tax" basis. Your premium contributions and qualified expenses are deducted from your gross pay before income taxes and Social Security is calculated.

To participate in this plan, complete an election form and return it to the HR Assistant.

You cannot make any changes to your pretax contributions until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or discharge of employment of your spouse. A change in election due to a change in family status is effective the following month.

Federal Family and Medical Leave Act

The Family and Medical Leave Act ("FMLA") provides eligible employees the opportunity to take unpaid job-protected leave for certain specific reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave.

Employee Eligibility

To be eligible for FMLA leave, you must:

1. have worked at least 12 months for Celebration Church in the preceding seven years (limited exception apply to the seven-year requirement);
2. have worked at least 1,250 hours for Celebration Church over the preceding 12 months; and
3. currently work at a location where there are at least 50 employees within 75 miles.

All periods of absence from work due to or necessitated by service in the uniformed services are counted in determining FMLA eligibility.

Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

1. birth of a child, or to care for a newly-born child (up to 12 weeks);
2. placement of a child with the employee for adoption or foster care (up to 12 weeks);
3. to care for an immediate family member (employee's spouse, child, or parent) with a serious health condition (up to 12 weeks);
4. because of the employee's serious health condition that makes the employee unable to perform the employee's job (up to 12 weeks);
5. to care for a Covered Service member with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details); or
6. to handle certain qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered active duty status in the Uniformed Services (up to 12 weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a Covered Service member, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

Definitions

A "Serious Health Condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits,

a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

Identifying the 12 Month Period

The 12-month period in which 12 weeks of leave may be taken is the 12-month period measured forward from the date FMLA leave begins. For leave to care for a covered service member, Celebration Church calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Using Leave

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered service member, his or her injury or illness. Eligible employees may also take intermittent or reduced-schedule leave for military qualifying exigencies. Intermittent leave is not permitted for birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt Celebration Church's operations.

Use of Accrued Paid Leave

Depending on the purpose of your leave request, you may choose (or Celebration Church may require you) to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of your FMLA leave. In order to substitute paid leave for FMLA leave, an eligible employee must comply with Celebration Church's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, Celebration Church will maintain coverage during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, Celebration Church may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

Notice and Medical Certification

When seeking FMLA leave, you are required to provide:

1. sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You must also inform Celebration Church if the requested leave is for a reason for which FMLA leave was previously taken or certified.

If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with Celebration Church normal call-in procedures, absent unusual circumstances.

2. medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of Celebration Church request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic re-certifications may also be required;
3. periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
4. medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. Celebration Church will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

Employer Responsibilities

To the extent required by law, Celebration Church will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, Celebration Church will provide him or her with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, Celebration Church will provide a reason for the ineligibility. Celebration Church will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If Celebration Church determines that the leave is not FMLA-protected, Celebration Church will notify the employee.

Job Restoration

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Failure to Return After FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to Celebration Church's standard leave of absence and attendance policies. This may result in termination if you have no other Celebration Church-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, Celebration Church's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

Employer's Compliance with FMLA and Employee's Enforcement Rights

The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

While Celebration Church encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of the HR Assistant, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, FMLA does not affect any Federal or state law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement, which provides greater family or medical leave rights.

Military-Related Federal FMLA Leave

FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

Definitions

A "covered service member" is either: (1) a current service member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty for which the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list; or (2) a "covered veteran" who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

A "covered veteran" is an individual who was discharged under conditions other than dishonorable during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. The period between October 28, 2009 and March 8, 2013 is excluded in determining this five-year period.

The FMLA definition of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition." For current service members, the term "serious injury or illness" means an injury or illness that was incurred by the member in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service, that may render them medically unfit to perform the duties of their office, grade, rank or rating.

For covered veterans, this term means a serious injury or illness that was incurred in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty, which was aggravated by such service and manifested itself before or after the individual assumed veteran status, and is: (1) a continuation of a serious injury or illness that was incurred or aggravated when they were a member of the Armed Forces and rendered them unable to perform the duties of their office, grade, rank or rating; (2) a physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; (3) a physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would be so absent treatment; or (4) an injury, including a psychological injury, on the basis of which

the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

“Qualifying exigencies” include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, parental care, and post-deployment debriefings.

Military Caregiver Leave

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. Military Caregiver Leave is a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

To be “eligible” for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered service member. “Next of kin” means the nearest blood relative of the service member, other than the service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered service member in a “single 12-month period.” The “single 12-month period” begins on the first day leave is taken to care for a covered service member and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this “single 12-month period,” the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each service member. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered service member, and/or for each and every serious injury or illness of the same covered service member. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any “single 12-month period.”

Within the “single 12-month period” described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the “single 12-month period,” an eligible employee may take up to 16 weeks of FMLA leave to care for a covered service member when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or covered service member and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Qualifying Exigency Leave

Eligible employees may take unpaid “Qualifying Exigency Leave” to tend to certain “exigencies” arising out of the duty under a call or order to active duty of a “military member” (i.e. the employee's

spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a “single 12-month period”). Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include active and retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

A call to active duty refers to a *federal* call to active duty, and state calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

1. **Short-notice deployment.** To address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty.
2. **Military events and related activities.** To attend any official military ceremony, program, or event related to active duty or call to covered active duty status or to attend certain family support or assistance programs and informational briefings.
3. **Childcare and school activities.** To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
4. **Financial and legal arrangements.** To make or update various financial or legal arrangements; or to act as the covered military member’s representative before a federal, state, or local agency in connection with service benefits.
5. **Counseling.** To attend counseling (by someone other than a healthcare provider) for the employee, for the military member, or for a child or dependent when necessary as a result of duty under a call or order to covered active duty.
6. **Temporary rest and recuperation.** To spend time with a military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to 15 days of leave for each instance of rest and recuperation.
7. **Post-deployment activities.** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the military member’s active duty status. This also encompasses leave to address issues that arise from the death of a military member while on active duty status.
8. **Parental care.** To care for the military member’s parent who is incapable of self-care. The parent must be the military member’s biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under 18 years of age.

9. **Mutually agreed leave.** Other events that arise from the military member's duty under a call or order to active duty, provided that Celebration Church and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the military member's active duty orders or rest and recuperation orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member, within 15 days. Qualifying Exigency Leave will be governed by and handled in accordance with the FMLA, and applicable regulations and nothing within this policy should be construed to be inconsistent with those regulations.

Limited Nature of This Policy

This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. Celebration Church reserves the right to modify this or any other policy as necessary in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

Maternity Leave

All female employees are eligible for an unpaid leave due to pregnancy, childbirth or related medical conditions. Employees who are disabled under this policy are entitled to a reasonable amount of time off, not to exceed four months. During this leave, you may use any accrued vacation time.

Provide written notice of your pregnancy or related disability, including a doctor's certificate, the expected date the leave will begin and your date of return to work. Employees returning from maternity leave are placed in the same or comparable position, consistent with our staffing and business requirements.

This leave may run concurrently with the Federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

Long-Term Disability Insurance

Eligible full-time employees may participate in our long-term disability insurance program. The cost of this insurance is fully paid by Celebration Church for the employee contract.

Eligible full-time employees may enroll in this insurance program immediately upon hire.

Long-term disability insurance provides eligible employees with a continuing source of income after three consecutive months of total disability. The benefits are calculated as a percentage of your salary.

This is intended as a summary of benefits only. Additional information may be obtained from the HR Assistant.

Social Security

During your employment, you and Celebration Church both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age. For Pastors, see additional details in the Pastoral Compensation Policy in the online Staff Portal.

Workers' Compensation

On the job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to Human Resources. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

403(b) Qualified Retirement Plan

Celebration Church provides eligible employees with a 403(b) Qualified Retirement plan, which is an excellent means of long-term savings for your retirement. Celebration Church's contribution, if any, is determined by the employer on an annual basis.

You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from the HR Assistant. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the plan administrator.

Employee Assistance Program

Eligible full-time and part-time employees may participate in our employee assistance program immediately upon hire.

Our BalanceWorks®, Employee Assistance Program (EAP), and Work/Life Benefit help eligible employees and their immediate families with a wide range of problems. Situations addressed by the EAP include marriage and family problems, emotional problems, alcoholism and alcohol abuse, drug abuse and dependency, financial problems, compulsive gambling and eating disorders. Your conversations and all records are strictly confidential.

The administrative cost of this program is fully paid by Celebration Church.

Additional information regarding this program is available at www.eniweb.com or by calling 1-800-EAPCALL. Complete details of this program may be obtained from Human Resources.

Company Discounts

All employees are eligible to receive a 40% discount at the Hope Closet with their Celebration Church Staff card.

Employees are also eligible for a free gym membership at Premier Fitness

On the Job

Attendance and Punctuality

Attendance and punctuality are important factors for your success within Celebration Church. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify your supervisor as far in advance as is feasible under the circumstances, but before the start of your workday.

If you are absent for three days without notifying Celebration Church, it is assumed that you have voluntarily abandoned your position with Celebration Church, and you will be removed from the payroll.

Meal Time

A 30-minute, unpaid meal break should be taken each day. Your supervisor is responsible for approving the scheduling of this time.

Breaks

Employees will receive one, 15-minute paid break in the morning and one, 15-minute paid break in the afternoon. This time must be approved by Human Resources each day.

Lactation Breaks

Celebration Church will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid, in accordance with state law. Celebration Church will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Employees should notify your supervisor to request time to express breast milk under this policy. Celebration Church reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations and in accordance with applicable law.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, local law or regulation. Anyone with knowledge of such a conflict or potential conflict should contact your supervisor.

Contact with Celebration Church

We understand that the nature of ministry work often requires employees to be out of the office. We ask that each employee notify their supervisor and get prior approval, in the event that an assignment will place them outside the office during working hours.

On The Job Training

Your supervisor is responsible for initiating all on-the-job training for employees within your department. This may include safety training, participation in off-site training and continuing education when necessary for job safety and work performance. Training will be conducted during regular working hours whenever possible.

If you have any questions regarding training, please see your supervisor.

Standards of Conduct

Celebration Church insists on the highest ethical standards in conducting its business. Doing the right thing and acting with integrity are the two driving forces behind Celebration Church's great success story. When faced with ethical issues, employees are expected to make the right professional decision consistent with Celebration Church's principles and standards.

If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by Celebration Church. Celebration Church does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of Celebration Church's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in Celebration Church activities or in Celebration Church vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; inappropriate physical contact; harassment; discrimination or retaliation; disrespect toward fellow employees, visitors or other members of the public; performing outside work or use of Celebration Church property, equipment or facilities in connection with outside work while on Celebration Church time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.

Kids In the Workplace

To maintain a professional, productive, and distraction-free work environment that supports the effectiveness of our ministry operations, employees are not permitted to bring their children into the office or church during working hours. This includes, but is not limited to, regular workdays, planning sessions, pastoral counseling appointments, and other ministry-related activities.

We understand that childcare can be particularly challenging during school breaks, holidays, or personal scheduling conflicts. However, all staff are expected to make appropriate childcare arrangements during these times. Children may not accompany employees to work as an alternative to childcare.

Children in the workplace can create distractions that impact individual and team productivity, as well as the quality of pastoral care and ministry effectiveness. This policy is in place to preserve the professional environment needed to fulfill our shared mission.

Member and Public Relations

Each employee must be sensitive to the importance of providing courteous, Christ-like treatment in all relationships.

The opinions and attitudes that members have toward Celebration Church may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a member for granted, but if we do we run the risk of losing not only that member, but his or her associates, friends or family who may also be members or prospective members.

Non-Solicitation

Celebration Church believes employees should have a work environment free from interruptions of non-work related nature, as work time is for work. When you are to be working you should focus on your duties and not engage in activities that would interfere with your own work or the work of others. For the purpose of this policy, solicitation includes, but is not limited to, for collection of any debt or obligation, for raffles of any kind or chance taking, or for the sale of merchandise or business services, the attempt to sell any product or service (e.g. selling or collecting for Tupperware®, Avon® products, churches, schools, Girl Scout cookies, etc). Such interruptions can be both detrimental to the

quality of work and efficiency, and may not be respectful of others' job responsibilities and right not to be interrupted. Employees may not engage in solicitation for any purpose during his/her work time, which includes the working time of the employee who seeks to solicit and the employee who is being solicited. Although solicitation is not encouraged, it is permitted as long as it is limited to the employee's break and lunch time and kept out of active working areas. Nothing in this policy is intended to restrict an employee's statutory rights.

Gifts

Advance approval from management is required before an employee may accept or solicit a gift of any kind from a member or vendor. Employees are not permitted to give unauthorized gifts to members or vendors as a representative of Celebration Church.

Complaint Procedure

Employees who have a job-related issue, question, or complaint should first discuss it with their immediate supervisor. If the issue cannot be resolved at this level, Celebration Church encourages employees to put their complaint in writing and submit it to the Administrative Committee or the Elders via the Human Resources Department. Employees who observe, learn of, or, in good faith, suspect a violation of the Standards of Conduct of Celebration Church should immediately report the violation to their immediate supervisor or Human Resources as appropriate.

Mandatory Reporting

Under Louisiana Law, mandated reporters are any of the following individuals performing their occupational duties:

"Member of the clergy" is any priest, rabbi, duly ordained clerical deacon or minister, Christian Science practitioner, or other similarly situated functionary of a religious organization unless not required to report a confidential communication as defined in the Code of Evidence Article 511.

"Teaching or child care provider" is any person who provides or assists in the teaching, training and supervision of a child, including any public or private school teacher, teacher's aide, instructional aide, school principal, school staff member, bus driver, coach, professor, technical or vocational instructor, technical or vocational school staff member, college or university administrator, college or university staff member, social worker, probation officer, foster home parent, group home or other child care institution staff member, personnel of a residential home facilities, a licensed or unlicensed daycare provider, or any individual who provides such services to a child in a voluntary or professional capacity.

Employees who suspect or witness any form of child abuse or neglect are required to report their observations to a supervisor under Louisiana Law.

To report alleged abuse/neglect that requires immediate attention, call toll-free 1-855-4LA-KIDS (855-452-5437) to speak with a trained specialist 24 hours a day, 7 days a week.

Distribution

Distribution of any type (materials, goods, etc.) is prohibited in work areas at any time, whether or not the employees are on working time. Non-employees are prohibited from distributing materials to employees on Celebration Church premises at any time. Inappropriate literature is prohibited, e.g. literature that violates Celebration Church's non-harassment and discrimination policies; items of a defamatory nature, items that include threats of violence, unprotected literature of a political nature that is highly inflammatory and likely to disrupt facility discipline and order or safety. Nothing in this policy is intended to restrict an employee's statutory rights.

Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain updated information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the HR Assistant promptly.

Personal Property

Celebration Church is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

Severe Weather

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In such instances, Executive Staff will decide on the closure and Human Resources will provide the official notification to the employees.

In case of mandatory area evacuations (i.e. for hurricane warnings, etc.) a master list of cell phone numbers and web based email addresses will be maintained by the Business office and senior management. Employees are instructed to monitor these numbers for employment instructions and return to work procedures. Information concerning payroll and absences will be disseminated via these communication outlets as well.

Acceptable Use of Electronic Communications

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using company communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone, iPad, tablet, smartphone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, backup storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Employees may use our Systems to communicate internally with co-workers or externally with members, suppliers, vendors, advisors, and other business acquaintances for business purposes. All Electronic Communications contained in company Systems are company records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to Celebration Church. The Systems and Electronic Communications are accessible to Celebration Church at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private. Celebration Church's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or Celebration Church's business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by Celebration Church at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance

notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties.

Employees may not use our Systems in a manner that violates our policies including but not limited to Equal Employment Opportunity, No Harassment, Protecting Celebration Church Information, Non-Solicitation, and Distribution. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats of violence or bullying, or derogatory comments; or any other message or image that may be in violation of company policies or federal, state or local law.

In addition, employees may **not** use our Systems:

- To download, save, send or access any discriminatory or obscene material;
- To download, save, send or access any music, audio or video file;
- To download anything from the internet (including shareware or free software) without the advance written permission of Human Resources;
- To download, save, send or access any site or content that Celebration Church might deem "adult entertainment;"
- To solicit employees or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of Celebration Church or any other person or entity; In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person's account, mailbox, password, etc. without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials of Celebration Church or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to Celebration Church. Employees may not install password or encryption programs without the written permission of Human Resources. Employees may not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to Electronic Communications. Celebration Church will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

This policy does not limit an employee's rights under Section 7 of the National Labor Relations Act. Nothing in this policy is meant to restrict an employee's right to discuss the terms and conditions of his/her employment during non-working hours using non-Celebration Church systems.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, Celebration Church may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask Human Resources for advance clarification.

Social Media

Celebration Church has in place policies that govern use of its own electronic communication systems, equipment, and resources which employees must follow. We encourage you to use good judgment when communicating via social media.

“Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal websites, social networking or affinity website, web bulletin board or chat room, whether or not associated or affiliated with Celebration Church, as well as any other form of electronic communication.

The same principles and guidelines found in Celebration Church's Employee Handbook policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, vendors, suppliers, people who work on behalf of Celebration Church or its interests may result in disciplinary action up to and including immediate discharge.

The following is a general and non-exhaustive list of guidelines you should keep in mind:

1. Always be fair and courteous to fellow employees, members, vendors, suppliers or people who work on behalf of Celebration Church. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Talk To Us policy than by posting complaints to a social media outlet.
2. Avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages members, employees, vendors, or suppliers, or that might constitute harassment or bullying.
3. Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. The Internet is immediate, nothing that is posted ever truly “expires.” Never post any information or rumors that you know to be false about Celebration Church, fellow employees, members, vendors, suppliers, and people working on behalf of Celebration Church or competitors.
4. Maintain the confidentiality of Celebration Church proprietary or confidential information. This includes information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
5. Do not use any Celebration Church email addresses to register on social networks, blogs or other online tools utilized for personal use.

Employees are encouraged to report violations of this policy.

Where applicable, Celebration Church complies with state laws concerning access to an employees' personal social networking account, including restrictions concerning employer requests for an employees' username and/or password.

If you have questions or need further guidance, please contact Human Resources.

Dress Policy

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

You represent Celebration Church with your appearance as well as your actions.

Celebration Church maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for the office and member interaction.

Personal Hygiene

Maintaining a professional, business-like appearance is very important. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

Reference Checks

Celebration Church will not honor any oral requests for references. All requests must be in writing and on company letterhead. Generally, we will only confirm our employees' dates of employment, salary history, and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of Celebration Church. If you receive a request for reference information, please forward it to Human Resources or the HR Assistant.

Protecting Celebration Church Information

During the course of your employment with Celebration Church, you may have access on a regular basis to information of a highly sensitive and confidential nature. This information will be contained in church records, correspondence with church members and others, interoffice memoranda, and other similar documents. As an employee of Celebration Church, you are in a position of trust, and you have an obligation to Celebration Church and to those persons to whom we minister, to see that the confidentiality of this information is strictly maintained and protected. Unauthorized use of or disclosure compromises both you and Celebration Church and seriously erodes the confidence of others without which we simply could not effectively minister.

Information regarding Celebration Church or its members or other persons to whom we may minister, of which you become aware as a result of your employment relationship, is considered confidential information. You may not disclose, duplicate, or use this information except as required in the performance of your duties with Celebration Church. Failure to adhere to these necessary standards may result in disciplinary action.

Your obligation to preserve the confidentiality of information acquired during your employment continues even after Celebration Church no longer employs you. You may not disclose, after termination of your employment, any information, which you were not permitted to disclose during your employment. Moreover, you may not utilize the confidential information you acquired while you were an employee after your departure from Celebration Church.

Confidential information does not include information pertaining to the terms and conditions of an employee's employment. Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

All telephone calls regarding a current or former employee's position/compensation with Celebration Church must be forwarded to Human Resources or the HR Assistant.

Celebration Church's address shall not be used for the receipt of personal mail.

Conflict of Interest/Code of Ethics

Celebration Church's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with Celebration Church, or any of its members, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

Celebration Church adheres to the highest legal and ethical standards applicable in our business. Celebration Church's business is conducted in strict observance of both the letter and spirit of all applicable laws, including the Louisiana Code of Governmental Ethics, and the integrity of each employee is of utmost importance.

Employees of Celebration Church shall conduct their personal affairs such that their duties and responsibilities to Celebration Church are not jeopardized and/or legal questions do not arise with respect to their association or work with Celebration Church.

Finance Policy

The Business Manager, under the authority of the Administrative Committee, and the Lead Pastor are responsible for overseeing the finances of Celebration Church. The Lead Pastor and the Business Manager make recommendations to the Administrative Committee regarding financial policies and procedures. The Business Manager, as approved by the Administrative Committee, will implement these policies and procedures. Copies of these policies and procedures will be provided during orientation or by requesting them from the Business Manager.

Open Door Policy

One of our foremost goals at Celebration Church is to ensure that you have a way to express your problems, opinions or suggestions. For all administrative matters, talk with your supervisor first, if your supervisor cannot resolve an issue which is brought to his or her attention, he or she will refer you to the next higher supervisor level for resolution.

Church and Leadership Support

As an employee of Celebration Church, you are encouraged to take an active part in the ministry and support of the Church.

The Pastor and others in leadership positions rely upon the support and encouragement of the Church staff in their decision making. If at any time you may have a difference of opinion, or question the Church's policies or practices, you are encouraged to meet with your supervisor to discuss your concern. If your supervisor is not able to properly respond to your concern, he or she will refer you to the next higher supervision level of resolution.

If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide Human Resources with at least two weeks' advance written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to re-apply for employment with Celebration Church.

Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.

Additionally, all resigning employees should complete a brief exit interview prior to leaving. All Celebration Church property, including this Employee Handbook, must be returned at the end of employment.

You should notify Celebration Church if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

Safety in the Workplace

Each Employee's Responsibility

Safety can only be achieved through teamwork at Celebration Church. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify Human Resources of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform Human Resources immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on Celebration Church's property is forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.

5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask Human Resources.
6. Know the locations, contents and use of first aid and firefighting equipment.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Risk Management and Safety

Celebration Church strives to maintain a safe environment. If unsafe conditions are noted, they should be immediately reported to the Campus Pastor and Pastor of Operations/HR. For accidents on Celebration Church premises, every reasonable and prudent effort should be made to assist persons injured. Please see additional details in the Risk Management and Safety Policy on the Staff Portal.

Background Checks

Upon the offer of employment, all staff members will have a background screen conducted in accordance with any state and federal regulations. Any offer of employment is contingent upon passing a national background check.

Workplace Violence

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to Celebration Church property in the event someone, for whatever reason, may be unhappy with Celebration Church's decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to Human Resources at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in Celebration Church's investigation, may result in disciplinary action, up to and including discharge.

Workplace Searches

To protect the property and to ensure the safety of all employees, members and Celebration Church, Celebration Church reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes or any other possessions or articles carried to and from Celebration Church's property. In addition, Celebration Church reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of Celebration Church, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of Celebration Church.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of Celebration Church's security procedures or any other Celebration Church rules and regulations.

Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to Human Resources.

Smoking in the Workplace

Celebration Church is committed to providing a safe and healthy environment for employees and visitors. Smoking is allowed only in designated areas outside the building.

Violations of this policy may result in disciplinary action, up to and including discharge.

No Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Celebration Church machinery, equipment or vehicles for work-related purposes or while engaged in Celebration Church business off premises is forbidden except where expressly authorized by Celebration Church and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee's locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to Human Resources immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

In An Emergency

Human Resources should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, threats of violence, and the smell of smoke. If Human Resources is unavailable, contact the nearest Celebration Church official.

Should an emergency result in the need to communicate information to employees outside of business hours, Human Resources will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify Human Resources when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of Human Resources or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the predetermined location as communicated to you by Human Resources to await further instructions or information.

Please direct any questions you may have about Celebration Church's emergency procedures to Human Resources.

Substance Abuse

Celebration Church has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the people we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with Celebration Church the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on Celebration Church paid time, on Celebration Church premises, in Celebration Church vehicles, or while engaged in Celebration Church activities. Our employees are also prohibited from

reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during working hours, including meal and break periods.

Your employment or continued employment with Celebration Church is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any employee who violates this policy who is subject to discharge, may be permitted in lieu of discharge, at Celebration Church's sole discretion, to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.

Consistent with its fair employment policy, Celebration Church maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. Celebration Church will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with Celebration Church's policies and applicable federal, state or local laws.

Celebration Church further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of Celebration Church issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when Celebration Church has reasonable suspicion to believe that the employee has violated this substance abuse policy.

This policy represents management guidelines. For more information, please speak to Human Resources.

Receipt of Employee Handbook and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the Celebration Church Employee Handbook and I understand that it contains information about the employment policies and practices of Celebration Church. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which will require changes from time to time. I understand that Celebration Church retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and Celebration Church. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, Celebration Church reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by Human Resources of Celebration Church. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

CELEBRATION CHURCH IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, CELEBRATION CHURCH OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF CELEBRATION CHURCH IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY HUMAN RESOURCES OF CELEBRATION CHURCH.

I understand that this Employee Handbook refers to current benefit plans maintained by Celebration Church and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Vacation Policy in this Employee Handbook.

Initials _____ Date _____

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling. If I have questions regarding the content or interpretation of this Employee Handbook, I will ask Human Resources or a member of management.

NAME _____ DATE _____

EMPLOYEE SIGNATURE _____