PURE HEART
CHURCH

Employee Handbook

Employee Handbook

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WELCOME

I want to welcome you to Pure Heart Church. Whether a small rural church, a large metropolitan cathedral, or a growing church like Pure Heart Church, the pastor must rely on a variety of paid and volunteer staff members. Sometimes in the performance of day-to-day duties of the staff, the roles of pastor, supervisor, friend and even employer can get easily confused. It is one of the hazards of working in the ministry.

I want to assure you that I have no desire to leave Christian ethics or values behind after Sunday and just conduct a business during the week. I want to be, first and foremost, your pastor. However, there are elements of church life that are best conducted in a highly ethical, efficient, organized, and polite business environment.

To help you understand the environment in which we desire to operate, we have created this employee handbook. Please read it carefully. Ask your direct supervisor to clarify any questions you might have.

Dan Steffen
Senior Pastor

IMPORTANT NOTICE

Please read carefully

This employee handbook is designed to assist you in understanding the human resources policies (HR) and practices of Pure Heart Church at the time of this printing. This handbook supersedes and replaces all prior employee handbooks. It is not a contract of employment and Pure Heart Church reserves the right to amend, change or discontinue the policies and procedures, benefits, and rules and regulations described herein at any time, with or without prior notice. We hope that you retain this handbook for future reference.

"For the purposes of this document only, any reference to NAOS, Inc., Pure Heart Church, Heart Kids Academy, NAOS, Inc. dba Pure Heart Church, and NAOS, Inc. dba Heart Kids Academy shall be considered all-inclusive and interchangeable. These entities collectively represent the organization as it pertains to the policies, procedures, and guidelines outlined herein."

If you have any questions about anything in this handbook, please ask your immediate supervisor.

HISTORY OF PURE HEART CHURCH

Pure Heart Church began as a home Bible study and was incorporated in 1986. That early group of pioneers has grown step-by-step to a thriving, healthy church known today as **PURE HEART CHURCH**.

The most important thing we have learned is the necessity of trusting in the leadership of the Holy Spirit. Repeatedly, He has saved us from disaster and allowed us to build a quality family of Christ followers. In addition, we've learned the importance of intimacy with God, faith, spiritual gifts, community, prayer, outreach, and many other important things. Through it all, we have kept our eyes steadfastly on Jesus' words in John 14:12,

> ***"I tell you the truth, anyone who has faith in me will do what I have been doing. He will do even greater things than these, because I am going to the Father."***

Not only have we seen miracles, but we can also testify that we are indeed a miracle as a church. The fact that we have survived to this point is simply due to the grace and goodness of God!

OUR VISION, VALUES, BELIEFS AND PHILOSOPHY OF CONDUCTING BUSINESS

We believe that in order to preserve the function and integrity of Pure Heart Church as the local Body of Christ, and to provide a biblical role model to the Pure Heart Church members and community, it is imperative that all persons employed by Pure Heart Church in any capacity, or who serve as volunteers, or who are members agree to abide by our Statement of Values and Statement of Beliefs.

Together, We are Becoming Like Jesus for the Sake of Others

VALUES:

Personal Connection

Experience love for people

• **Out of rows and into circles.** We value relationships. We were not designed to be alone but connected with God and each other. Acts 2:42-46, Hebrews 10:22-2 - *"We're not designed to do life alone."*

• **A heart for all generations.** We value all generations moving towards God as one body. Young people deserve a seat at the table not only tomorrow, but today. We partner with parents to disciple their children; there is no such thing as "other people's kids" in the Kingdom of God. Deuteronomy 6:4-9, Matthew 19:14 - *"Nothing matters more to God than people, so nothing matters more to us."*

Authentic Community

Unity / Diversity

• **We are better together.** We value community that represents the Kingdom. Understanding that oneness does not mean sameness, we unite in celebrating the diversity that God has created. Psalm 133:1, 1 Corinthians 12:12-27 - *"It's not just what we do that matters, but who we do life with that matters more."*

Vulnerability

• **It's OK to not be OK, It's not OK to pretend you're OK, It's not OK to stay stuck.** We value authenticity, vulnerability, and transformation. Honesty in our relationships with God and people is essential for growth. 2 Corinthians 3:18, Ephesians 4:15 - *"We are only as sick as our secrets."*

• **Joy lifts us and tears release us!** We value authentic and passionate human expression. We serve a God who created us in His image. We laugh and cry together as we experience the pain and joy of God's gift of life. Ecclesiastes 3:4, Psalms 126:2, John 11:35

• **We Go There.** We do not hold back from talking about difficult subjects and relating to people in our world. Tackling tangible, real world concepts in creative and relatable ways is imperative to reaching people where they are. Ephesians 5:16, 1 Corinthians 9:19-23 - *"When leaders get real, it creates a safe place for people to be real."*

Tangible Impact

Community Transformation

• **If we were gone, would we be missed?** We value making a difference in our community, schools, businesses, and government. Through partnerships and collaboration, we want to see our city and world transformed for the glory of God. Matthew 25:34-40, Galatians 5:14

• **Because it's worth it.** We value generosity. We relentlessly invest our time, energy, and resources into the things that matter to God. Malachi 3:10, Luke 6:38, 2 Corinthians 9:6-8

Justice

• **Right things for the right reasons.** We value making choices that are founded in God's Word and led by the Holy Spirit, even when it is difficult or culturally unpopular. Mark 3:1-6, Luke 6:32-36

Healthy Growth

Mental/Physical Health

• **God intended us to live healthy lives**. We are committed to spiritual, mental, and physical health. Through counseling, support groups, classes, and personal training, we see God transforming the brokenness in our lives. 1 Thessalonians 5:23, 3 John 2 - *"Churches don't grow - people and leaders do."*

Spiritual Discipleship

• **We Pray.** We value conversations with God, giving Him our undivided attention. Beyond merely asking and receiving, prayer guides and transforms the heart and life of our church. Ephesians 6:18, 1 Thessalonians 5:16-18

• **We Study and Apply the Bible.** The Holy Spirit reveals God's Word to us and empowers us to live it out. Hebrews 4:12, 2 Timothy 3:16-17, James 1:22-25

OUR BELIEFS

- **God** – We believe in a personal God, Creator of heaven and earth, who has revealed Himself as one God existing as three persons: Father, Son and Holy Spirit; each distinct yet of one essence. *Genesis 1:1-2, Isaiah 40:12-26, Deuteronomy 6:4, John 14:9-10*
- **Son** – We believe Jesus Christ to be the virgin-born Son of God who lives in flesh, died for the sins of the world, was buried, rose again, ascended to the Father, and will return in power and glory according to the Scriptures. *Isaiah 7:14, John 1:1-3, 5:18 and 8:54-58, Hebrews 1:2-9 and 2:14-15, Romans 5:8, Colossians 1:15-17, I Timothy 1:15*

- **Holy Spirit** – We believe God as the Holy Spirit convicts the world of sin and unrighteousness, works in the life of each believer to produce godly character and demonstrates Himself in the life of the church through the use of all the biblical gifts of the Spirit given to each believer to carry out the mission of the kingdom of God. *John 16:7-13, I Corinthians 15:3-8 and 12:4-11, Acts 1:8, Galatians 5:22-25*
- **Salvation of Man** – We believe man was originally created in the image of God. Through disobedience and selfishness, he experienced both physical and spiritual death. The death of Jesus Christ was the final and complete sacrifice for the sins of humanity. Salvation is obtained by grace through faith in Him. All who repent of their sins and receive Jesus Christ as their Savior and Lord are born again and regenerated by the Holy Spirit as children of God. *Genesis 1:26-28 and 3:1-24, Ephesians 2:1-10, John 1:12-13*
- **The Bible** – We believe in the accuracy, truth, authority, and power of the Holy Scriptures as the Word of God. It is truth provided for the believer as a tool to know God's heart and way. *James 1:22, Psalms 119:105, II Timothy 3:16*
- **The Church** – We believe that those who have placed their faith in Christ are knit together in one body, the Church. To remain healthy, the body's members must work together, with each part contributing to each other's growth and maturity. Since the Church represents Jesus Christ to the world, God works through the Church to reconcile humanity to Himself and be His demonstration of love to the world He came to save. *Psalms 119:105, Matthew 22:37-40, Acts 2:42-47*
- **Marriage** – We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God. We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- **Our Gatherings** – We believe worship looks different for everyone. There is freedom to raise your hands, sit, kneel, and express your love to God in a variety of ways. We believe communion is an opportunity for personal reflection as we remember Jesus's death on the cross for us. We take communion monthly as a family, but it is always available individually in the back of the auditorium. We believe water baptism is an outward expression of an inward change that has occurred in the life of the Christ follower. We offer opportunities to be baptized regularly throughout the year. We believe the gifts of the Spirit are for the church today and are a great addition to our gatherings when presented in an orderly manner. During weekend services, pastors are available in the front row to assist you in the discernment of the use of the gifts. *Psalms 63:4, 95:6 and 150, Matthew 28:19, I Corinthians 11:23-28 and 12*

The above Statement of Beliefs does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning Truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of Pure Heart Church's faith, doctrine, practice, policy and discipline, our Senior Staff is Pure Heart Church's final interpretive authority on the Bible's meaning and application.

OUR PHILOSOPHY OF CONDUCTING BUSINESS

- To conduct the business of the church in a manner that glorifies Jesus Christ. This means that we should always be polite and loving; most importantly, we should conduct all business relationships within the highest ethical standards.
- To conduct church business in a manner that maximizes the usefulness of all resources. Proper stewardship of funds, financial resources, human resources, and equipment must be maintained.
- To maintain the highest personal work standards possible, seeking to obtain excellence wherever possible.

EMPLOYMENT AND ORIENTATION

Employment at will

This handbook is not a contract, express or implied, guaranteeing employment for any specific duration. Arizona is an Employment-at-will state. The employment-at-will doctrine provides that either the employer or the employee can end the employment relationship at any time with or without notice and with or without reason so long as the reason is not illegal.

Non-Discrimination Statement

Within the context of its theological convictions and mission, Pure Heart Church does not discriminate on the basis of race, gender, age, national or ethnic origin, or disability status in the administration of its employment policies. However, Pure Heart Church can discriminate on the basis of religion as it is a religious non-profit corporation and is allowed under Title VII of the Civil Rights Act of 1964 to hire only individuals of a particular religion to perform the conducting of business.

Immigration Reform and Control Act of 1986

All employees hired since November 7, 1986, are required to provide proof of their identity and employment eligibility as required by the Immigration Reform and Control Act of 1986. An "Employment Eligibility Verification" form (I-9) should be properly completed on the first day of employment. Pure Heart Church participates in E-Verify for employment verification of all employees.

E-Verify

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Upon hire, NAOS Inc. will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. If the Government cannot confirm that you are authorized to work, NAOS Inc. is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment. E-Verify will not be used to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9. If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-7688. (TTY: 1-800-237-2515).

Orientation of New Employees

As a new employee, you should complete several forms on or before your first day of employment. If needed assistance to complete the forms is available through our HR department.

It is our goal to provide an orientation program to help you learn more about Pure Heart Church and what we expect from you as a member of our team. To make you feel welcome and at home, your supervisor should introduce you to the other employees and volunteers in your department. Please ask your supervisor any questions you may have.

Background Check

As part of the employment process and at any time during the tenure of your employment, Naos, Inc., DBA Pure Heart Church may obtain a criminal background check, which may include information regarding your credit worthiness and credit standing.

Fingerprint Clearance Card

Certain positions at Pure Heart Church, including all preschool employees, are required by state licensing regulations to obtain and maintain a valid **Level One Fingerprint Clearance Card**.
In addition, Pure Heart Church may require employees in certain roles to obtain and maintain a valid Level One Fingerprint Clearance Card as part of our commitment to safety and care for those we serve. Employees who are required to obtain a fingerprint clearance card will be asked to provide proof of a valid card. Human Resources maintains records of fingerprint clearance card status and expiration dates.

Employment Classifications

Your benefits are based on your Employment Classification (Benefits for Employee Classifications are defined in section EMPLOYEE BENEFITS). You will be classified into one of the categories below:

- **Regular Full-Time Employee** - A regular full-time employee is an employee who is scheduled to work 30 or more hours per week on a continuous basis. If you are in this category, you are eligible for all employee benefits.
- **Regular Part-Time Employee** - A regular part-time employee who is scheduled to work at least 20 but less than 30 hours per week on a continuous basis. If you are in this category, you are eligible for select employee benefits (please contact Human Resources for current details).
- **Casual Labor Employee** - A part-time employee who is normally scheduled to work less than 20 hours per week on an as needed basis.
- **Volunteer** - Volunteers are not employees of Pure Heart Church. Work performed by volunteers is on a donated or volunteer basis, without pay. Volunteers are not eligible for any benefits.

The church also classifies employees for the purpose of Overtime Pay as follows:

- **Non-exempt Employee** – non-exempt employees are eligible to receive overtime pay when working more than 40 hours in a workweek, if applicable, in accordance with the provisions of state and federal law.
- **Exempt Employee** – exempt employees are not covered by the overtime provisions of state and federal law and are therefore not eligible for overtime pay.

Personnel Files

Personnel files will be established and maintained by Pure Heart Church. If you have a change of status, you must inform the Human Resources Department within 10 calendar days so your file can be updated.

Your file will be reviewed periodically, and any outdated materials may be removed. If you wish to see your file, check with the Human Resources Department. Please note that all files are the property of Pure Heart Church.

Leaves of Absence/Family Medical Leave Act

Pure Heart Church may provide a leave of absence, without pay, in order to maintain continuity of service and benefit rights when extended absences are necessary. Leaves of absence may be applied for through your supervisor and must be approved IN ADVANCE. Leaves for 30 days or less should be approved by the Executive Pastor. Your request should include the specific reason for the request, the length of the leave, with start and end dates. An approved leave is necessary for any absence; length of service is maintained, but vacation, holiday and personal time off benefits may not be accrued during an approved leave of absence.

FAMILY AND MEDICAL LEAVE ACT

It is the policy of NAOS, Inc. to provide family and medical leave in accordance with the Family and Medical Leave Act of 1993 (FMLA).

Eligibility

The FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for reasons specified in the FMLA. Under certain circumstances, families caring for service members recovering from a serious injury or illness may take up to 26 weeks of unpaid, job-protected leave. You are eligible for FMLA leave if you have, before the first day of your FMLA leave, 1) worked for at least 12 months, and 2) provided 1,250 hours of service within the previous 12-month period. We calculate the 12-month period backward from the date the employee's FMLA leave begins. If you and your spouse are both employed by NAOS, Inc., your combined FMLA leave entitlement is 12 weeks for the birth, adoption, or placement of a child.

Reasons for FMLA Leave

FMLA leave will be granted to eligible employees for any of the following reasons:

- The birth, adoption, or placement of a child. (*12 weeks*)
- The care of a spouse, child, or parent who has a serious health condition. (*12 weeks*)
- The employee's own serious health condition. (*12 weeks*)
- A qualifying exigency arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan. (*12 weeks*)
- The care of a covered family member who has become seriously ill or seriously injured in the line of duty in the Armed Forces. (*26 weeks*)

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

- Any period of incapacity or treatment in connection with, or after, inpatient care in a medical facility;
- Any period of incapacity requiring absence from work, school, or other regular daily activities of more than three calendar days and involving continuing treatment by a health care provider;
- Any period of incapacity due to pregnancy or for prenatal care; or
- Continuing treatment by a health care provider for a chronic or long-term condition that would likely result in a period of incapacity of more than three calendar days. Unless complications arise or if left untreated, the following will generally not be considered serious health conditions: the common cold, the flu, upset stomachs, headaches, or orthodontic problems. Routine physical, eye, or dental examinations are not considered treatments indicative of a serious health condition.

Guidelines of FMLA Leave

Leave may be taken, if medically necessary, on an intermittent or reduced schedule basis for the serious health condition of the employee or an immediate family member. Intermittent or reduced leave may be taken for the birth or adoption of a child only if approved by your supervisor and the HR department.

NAOS, Inc. requires the employee to first use his or her paid sick leave, floating holidays, or vacation time for any part of the 12-week (*26-week*) period. All available paid sick leave, floating holidays, and vacation time must be used and will be designated as FMLA leave time before any remaining FMLA leave can be taken on an unpaid basis.

Notice and Medical Certification

If you become eligible for leave under the FMLA, you must follow these guidelines:

- You must provide 30 days advance notice when the leave is foreseeable. When the need for leave is not foreseeable, you must provide notice to your supervisor and the HR department within two business days of when you become aware of the need for leave. Notice may be provided by your spouse, family member, or other representative if you are unable to do so personally. Failure to provide notice could jeopardize your FMLA status.
- FMLA requires that you attempt to schedule planned medical treatment or intermittent leave to avoid undue work-related disruption. This means that in cases where your treating physician is available, you may be required to schedule planned medical treatment outside of general business hours.
- If you take leave to care for a spouse, child, or parent, you must provide a medical certification within 15 calendar days of the request for leave. Contact the HR Office to obtain a copy of the "Certification of Health Care Provider" form. A second and/or third medical certification at NAOS, Inc. expense, may be required.
- If you take leave for your own serious health condition, you are required to provide a fitness-for-duty report, along with the "Certification of Health Care Provider" form, before returning to work.
- While on FMLA, you are required to report to HR periodically on your status and your plans to return to work. NAOS, Inc. will take steps to maintain all medical information confidentially in accordance with the Americans with Disabilities Act.

Benefits During FMLA Leave

You may choose to continue your participation in our health care program while on leave. However, it's your responsibility to arrange for payment of necessary premiums during your leave. Failure to make the appropriate premium payments may result in the cancellation of your insurance coverage.
Additionally, if you fail to return to work at the end of the leave, NAOS, Inc. has the right to recoup the premiums paid for maintaining health coverage.

Returning to Work

When you return to work after your FMLA leave, you will be restored to your original position or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

Disability Plans and FMLA

Situations may arise in which both NAOS, Inc.'s short or long-term disability plan and the Family and Medical Leave Act apply. While the purpose of FMLA is to provide 12 weeks (*26 weeks*) of unpaid, job-protected leave, the purpose of short- and long-term disability benefits is to help supplement lost income during long periods of incapacity.
Any leave granted under the disability policies shall run concurrently with the 12 weeks (*26 weeks*) granted under the FMLA. When an employee is eligible for FMLA only, all available paid sick leave, floating holidays, and vacation time must be used and will be designated as FMLA leave time before any remaining FMLA leave can be taken on an unpaid basis.
If you have any questions regarding how FMLA leave is applied, please contact the HR department.

Guidelines
When FMLA leave has been exhausted, employment may be terminated. If employment is not immediately terminated, NAOS, Inc. may designate any and all future absences as unexcused absences. Additionally, when FMLA has begun, and all sick and vacation time has been used, any non-qualifying FMLA absences may be considered unexcused absences.

Ending Your Employment

If you choose to terminate your employment with Pure Heart Church, we ask for written notice at least two weeks prior to your termination date. This act of courtesy will help us prepare for replacing you.

Your supervisor and/or the Human Resource (HR) Office will collect any keys, equipment, or property before you leave.

Final payment of wages and other compensation due will be made on the following regular payday, or in accordance with applicable governmental regulations, whichever applies. Any Pure Heart Church property (computer, keys, etc) must be returned by the time of final payment.

Severance Pay

In the event of a layoff, Pure Heart Church may offer severance pay for employees in accordance with applicable employment laws.

Severance pay if any for terminated employees will be paid in accordance with state and federal labor laws.

Unemployment Insurance

Pure Heart Church is exempt from paying Unemployment Insurance by the Federal Government. This is part of its 501c(3) status.

COMPENSATION

Compensation/Pay Policy

Pure Heart Church is committed to wage and salary practices that assure you a competitive rate of pay among not-for-profit organizations. It must be noted, however, that historically non-profit organizations pay substantially less than for-profit organizations for equivalent job classifications, performance levels, and responsibilities. You should discuss your rate of pay and performance evaluation process with your supervisor, if you have any questions.

Payroll Period and Paycheck Distribution

Payroll is processed twice a month with paydays on the 15th and last day of the month. When a payday falls on the weekend the payday will be the preceding Friday. Pay periods for hourly employees run the 8th to the 22nd and 23rd to the 7th. Any exceptions will be communicated in advance by the Human Resource (HR) Office. Housing allowances for eligible pastoral staff are included as part of your bi-monthly compensation. Pure Heart Church utilizes Direct Deposit for all employee paychecks and you will receive your voucher via email.

Pay Advances/Loans to Employees

Pay advances and/or loans to employees are not available at any time.

Payroll Tax Deductions

Deductions for Social Security Tax (FICA) and Medicare (as required), State Income Tax, and Federal Income Tax will appear on the stub of your paycheck. Federal and Arizona income tax deductions are based on your forms: W-4 (Federal) and A-4 (Arizona). Your withholding rates may be changed at any time by completing and signing new forms which are available in the Human Resource (HR) Office.

Social Security/Medicare

Non-pastoral employees: You and Pure Heart Church share equally in the cost of providing benefits to you through the Federal Insurance Contribution Act (FICA), commonly known as Social Security and Medicare. Since benefits are many and varied, you are urged to contact the Social Security Office nearest you for more complete details.

Pastoral employees: As a 'Minister of the Gospel' you are exempt from FICA taxes. By law you are deemed to be self-employed for Social Security purposes and are covered under the Self Employment Contribution Act (SECA). Payment of SECA taxes, unless you have 'opted out'* of coverage, is the responsibility of each pastor. **An Application for Exemption from Self-Employment Tax for Use by Ministers, Member of Religious Orders, and Christian Scientist Practitioners (IRS form 4361) must be submitted to the IRS and the exemption must be approved by the IRS.*

Garnishments

The attachment of your wages (garnishment) by a creditor or for unpaid tax liabilities is regarded as a serious matter by Pure Heart Church and may result in your termination. If you owe money, you are encouraged to make satisfactory arrangements with your creditors so that your wages will not be attached. All appropriate federal and state laws concerning garnishments will be followed.

We reserve the right to deduct administrative costs, as allowed by law, for responding to writs or court orders.

Work Schedules

For payroll purposes the work week is from 12:01am on Sunday through 12:00 midnight on the following Saturday. Your supervisor will schedule your workdays and work hours according to the needs of the church. Your workdays and/or work hours may vary from week to week, as necessary to meet the church's needs. This may include holidays if needed.

Meal Periods

An unpaid meal period of 30 minutes is provided for non-exempt employees each day you are scheduled to work six or more hours. Please coordinate the timing of your meal period with your supervisor to ensure the proper functioning of your department.

Performance Evaluations

New employees may have a performance evaluation after approximately 90 days of employment. Following your initial evaluation, you will be evaluated periodically.

The purpose of the evaluation is to allow you and your supervisor to formally discuss your performance, to review your attainment of goals during the evaluation period, and to set goals for the next evaluation period. If a wage adjustment is recommended as a result of the evaluation, your supervisor will prepare the necessary paperwork and discuss it with you.

EMPLOYEE BENEFITS

This section of your employee handbook provides summaries of the different types of benefits available to you. Please remember that the following benefits are provided for you as a regular, full-time employee with pre-tax dollars. If you have any questions about any of your benefits, please talk to the Human Resource (HR) Office.

Summary of Benefits:

	Full-time (30+ hours/week)	Regular Part-time (20 - 29 hours/week)	Casual Labor (less than 20 hours/week)
Paid Vacation *(after 90 days employment)*	X	X	
Paid Holidays	X	X	
Sick Time	X	X	X
Medical/Dental/ Life Coverage	X		
HSA Eligible	X		
Retirement 403(b) Plan	X	X	
Retirement Employer Match	X	X	
Supplemental Insurance *(employee paid)**	X	X	

*Vision, life, dental, accidental death (ADD), short/long term disability, additional life insurance

Vacations:

Years of Service^	Vacation time+
0 -2 years	2 weeks*
3 - 6 years	3 weeks
7 - 9 years	4 weeks
10 - 14 years	5 weeks
15 years & over	6 weeks

***** Vacation is awarded after 90 days continuous employment and will be prorated for the 1st year based on hire date. No vacation may be taken in the first 90 days.
+ A week refers to your regularly scheduled weekly hours, up to a maximum of 40 hours.
^ Vacation adjustments renew each January 1, based on year of hire.

Any employee with excess of 10 years of continuous service may elect to take vacation awarded but unused beyond 120 hours as pay. Such pay will be paid on or before the last day of your vacation year and subject to applicable taxes.

Pure Heart Church believes you need to use your vacation time in-order-to enjoy some rest and relaxation.

The minimum vacation time for all employees is one hour; additional time must be in quarter hour increments.

Vacation requests are to be submitted online for approval by your supervisor **in advance of the requested time off**. In cases where two or more employees submit vacation requests for the same or overlapping time periods, the employee who submitted his/her request earliest may have preference. Vacation scheduling is subject to change depending upon approval by the Executive Pastor. If you leave Pure Heart Church, unused vacation time will be paid to you.

Vacation hours are allotted on January 1st of each year, based on the number of completed years of service at that time and regularly scheduled hours per week. Up to one-half of the employee's remaining current year vacation hours may be carried forward into the next year. This means that an employee who was entitled to 80 hours vacation during the current year will be allowed to carry up to 40 hours vacation into the next year without penalty or an employee entitled to 50 hours can carry 25 unused hours to the next year. Any remaining vacation hours in excess of one-half of entitlement will not be carried forward, and no payment shall be made for this time beyond year-end.

Holidays

The following eleven days are considered official paid holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve*****
- Christmas*****

***** Office holiday - Services may be scheduled for these days, and as such will require staff to perform normal worship service duties.

*****For Christmas and Easter all Pastors and full-time Directors are required to work all services. All other staff are required to work one and attend one. Please confirm with your Lead Pastor as each department may have additional requirements.***

All regular full-time and part-time employees (scheduled to work 20 hours per week or more) ***who have been employed at least 90 days will be paid for the above holidays***. Temporary employees and part-time employees working less than 20 hours per week or employees with ***less than 90 days of service are not eligible for holiday pay***.

Exempt employees: If a holiday falls on your regularly scheduled day off, you can take your "holiday" within 30 days of the scheduled holiday. Please schedule with your supervisor.

Hourly (non-exempt) employees (***at least 20 hours/week***): Holiday pay will be calculated and paid as follows: 20-24 hours/5hrs, 25-29 hours/6hrs, 30-34 hours/7hrs, 35-40 hours/8hrs per holiday. For example: a 24 hour/week employee will receive a total of 55 hours holiday pay for the year or 5 hours compensation for each of the above scheduled holidays.

Sick Time Off (STO)

Pure Heart Church understands that there will be times when you will be unable to work because of personal or family illness, injury, or health condition. Per Arizona law all employees are eligible for STO.

Earned STO may be use for:

- An employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care.

- Care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care.

All employees will accrue one (1) hour earned STO for every thirty (30) hours worked. The maximum amount of earned STO, for full-time employees (30 or more hours per week), is 240.0 hours. Anytime your accrual is less than the maximum, you will accrue earned STO each pay period. Employees working fewer than 29 hours per week will accrue up to 150.0 earned STO hours.

If you know ahead of time that you will be absent for medical reasons (dental appointment, doctor's appointment, outpatient surgery) you must request your STO as far in advance as possible. If you are away from work for 3 or more scheduled work-days due to illness or injury, you also may be required to have a physician's statement releasing you to work before you may return to work.

The minimum sick time request for all employees is one hour; additional time must be in quarter hour increments.

A record of your earned STO accrued and used will be kept. When you take earned STO, you will be paid for either the balance of accrued hours or the actual time off, whichever is less. If you are absent more hours than you have accrued, the difference will be unpaid time or may be taken from any available vacation hours. Earned STO cannot be used for non-medical personal reasons and doing so is grounds for immediate termination. Accrued, unused earned STO will not be paid upon termination of employment for any reason.

Comp Time

Pure Heart Church recognizes that there are times when the demands of the ministry require exempt staff to work at times outside their normally scheduled work hours. When an exempt staff member must work outside his/her regularly scheduled time, it is expected that an equal amount of "Comp Time" off will be taken. The purpose of Comp Time is to compensate for the additional required work time. Therefore, Comp Time must be taken within 30 days. Comp Time off should be scheduled through your supervisor in advance of time off.

Maternity / Paternity Leave

Employees of NAOS, Inc working more than 20 hours per week may be eligible to receive 4 weeks of paid time off for Maternity Leave and 2 weeks of paid time off for Paternity Leave. We ask that you request leave a minimum of 30 days in advance if possible. This policy applies to adoption as well as natural childbirth. Payment under this benefit is according to the regular work schedule for each individual employee. Employees may take additional paid time off using accrued sick or vacation time and unpaid time off under FMLA.

Military Leave

Pure Heart Church complies with all applicable state and federal laws concerning leaves for military service.

Employees who are required to participate in military training or are called to active duty will be granted military leave in accordance with applicable law. In addition, Pure Heart Church provides up to two (2) weeks of paid military leave per calendar year, calculated based on the employee's regularly scheduled weekly hours (e.g., an employee regularly scheduled for 20 hours per week would be eligible for up to 40 hours of paid military leave).
Employees should notify their supervisor and Human Resources as soon as possible and provide documentation of military service when available.

Jury Duty

If you are a regular full-time or part-time employee, *have been employed more than 90 days*, and are required to serve on jury duty, Pure Heart Church will pay you the difference between your jury duty pay and your regular pay for actual days served up to a maximum of 5 days. To qualify, you must notify your supervisor as soon as you receive notice that you may be required to serve as a juror. You should give him/her a copy of the notice you receive. To receive payment, you must provide the Human Resource (HR) Office with a copy of the voucher/form you receive showing the amount, if any, you were paid for being called for jury duty. Please submit the voucher/form on your first day back from jury duty.

If you are a juror and the court does not meet on a particular day, you are expected to report for work according to your regular work schedule.

Called as a Witness

Pure Heart Church recognizes that being called as a witness is a citizen's responsibility to his/her community and state. If you are a regular full-time or part-time employee, *have been employed more than 90 days*, and are required to serve as a witness (other than as a plaintiff or defendant), we will pay you the difference between your witness pay, if any, and your regular pay for actual days served up to a maximum of 5 days. To qualify, you must notify your supervisor as soon as you receive a subpoena or notice that you may be required to serve as a witness. You must give him/her a copy of the subpoena or notice you receive. To receive payment, you must provide your supervisor with a copy of the voucher/form you receive showing the amount, if any, you were paid for being called as a witness. Please submit the voucher/form on your first day back from being a witness.

If you are a witness and the court does not meet on a particular day, you are expected to report for work according to your regular work schedule.

Bereavement (Funeral) Leave

In case of a death in your family (spouse, child, parent, sibling, grandparent, grandchild, cousins, aunts, uncles or similar relationship) you may be granted paid time off up to 3 days to attend the funeral by processing your request through ADP. You must *have been employed for at least 90 days* to be eligible for this benefit. If out-of-state travel is required, you may use Vacation Time. If your Vacation time accrual is depleted, you may be granted up to four unpaid days for travel.

Professional Education Expenses

Expenses for ministry-related seminars, retreats, conferences, and similar events may be reimbursed by the church. Approval must be secured, in advance, from the Senior or Executive Pastor. Please make requests at least 45 days prior to the event. Reimbursement of approved expenses must be submitted to the accounting department within 60 days of purchase in accordance with the church's accountable reimbursement policy.

Memberships and Subscriptions

Some staff members may desire to join professional organizations or subscribe to certain professional journals. Advance approval of the Executive Pastor is necessary to receive reimbursement for memberships or subscriptions.

Educational Assistance

Pure Heart Church encourages you to achieve your personal and professional goals for higher education through our Educational Assistance benefit. You may wish to take academic courses to fulfill your personal needs for higher education.

Pure Heart Church may reimburse you for up to 100% of the cost of tuition and lab fees (if any) of academic courses taken at an approved and accredited academic institution. Books, supplies, or other course-related expenses are not reimbursable. The maximum reimbursement per calendar year is $2,000. Academic courses must have application to your present job position. This applies to Master's and Doctoral level degrees also.

If you are pursuing a certificate or degree, you will need to provide a course-of-study from the academic institution. The elective and required courses for the certificate or degree must be identified. At least once per calendar year, you will need to provide us with an official transcript from the academic institution.

To be eligible for this benefit, you must be employed at least one year AND obtain approval IN ADVANCE from your supervisor and the Senior or Executive Pastor. Reimbursement for tuition and lab fees (if any) will be made after successful completion of the academic course(s). Reimbursement will not be made for grades of "C", "D", "F", "Fail", "Incomplete", "Withdrawal", or "Audit". Reimbursement will not be made to any employee who has received a Second Notice or Decision-Making Leave or whose employment has terminated through the progressive discipline process subsequent to course approval.

To receive reimbursement for courses you successfully complete, you must submit a copy of your official grade report from the academic institution plus a copy of your registration/enrollment document showing the tuition and fees (if any) paid. Reimbursement will be made promptly after you submit those documents. If you voluntarily leave Pure Heart Church within 365 days of receiving reimbursement for a course, you must refund to us the total of all tuition and fees reimbursed to you under this benefit during the previous 365 days.

NOTE: *Academic courses are a series of classes at an academic institution, which lead to units of credit (semester hours or quarter hours) that you may or may not be applying toward a degree or certificate. Seminars or workshops are classes, usually 1-5 days in duration, on a specific topic or theme and which may or may not earn continuing education units (C.E.U.s).*

Seminars and/or workshops are not covered under the Educational Assistance benefit. If your attendance at a seminar or workshop is approved, you may request that Pure Heart Church pay a

portion or all the expenses (fees, materials, travel, etc.). Such requests will be considered on a case-by-case basis.

Counseling

Pure Heart Church recognizes the strain that ministry can put on an individual's mental health. Our desire is for employees to have access to support for mental and emotional health. An employee may request assistance for support services provided through the Care & Counseling Center. Financial support may not exceed $900 in a calendar year. If an employee requests support and does not start or complete their sessions, future requests may be denied.

Retirement 403(b) Plan

Pure Heart Church has established a retirement savings plan for all regular staff working at least 20 hours per week. It is a 403(b) program through GuideStone Financial Services, and your contributions are made through payroll deductions. Employees have the option of selecting either pre-tax or taxable (Roth) deductions. Pure Heart Church matches your contributions within the currently established guidelines:

- 0 – 5 years up to 3% employer match
- 6 – 10 years up to 4% employer match
- 11+ years up to 5% employer match

Annual deduction maximums are also subject to all IRS guidelines.

Pastoral Sabbaticals

1. We highly encourage sabbaticals be taken for rest, reflection, and replenishing. Ideally, they are not to be used as "work breaks" to write a book, complete education, etc...
2. All full-time pastors at Pure Heart who have served a minimum of 7 consecutive years in a full-time capacity as a pastor at Pure Heart, and are in good standing, will be eligible for sabbatical. Once you have taken your sabbatical, you will be eligible again after 7 additional years of consecutive service at Pure Heart.
    a. Executive Team Pastors eligible for sabbatical up to 12-weeks
    b. Pastors eligible for sabbatical up to 8-weeks

*Sabbaticals are to be taken in consecutive weeks.

3. A one-time bonus may be given to the pastor at the beginning of the sabbatical for travel/time away. ***If you voluntarily leave Pure Heart within 365 days of receiving the one-time gift for your sabbatical, you may be asked to refund the full amount of that one-time gift***.
4. All sabbaticals will be considered paid time off, not vacation pay. Regular pay and benefits will continue during the sabbatical period.
5. A pastor who is granted sabbatical will provide their immediate supervisor a loose plan on how they will utilize their time on Sabbatical. Additionally, the pastor will ensure that all their day-to-day responsibilities are covered during their time of sabbatical. *If a pastor has a family, how will the spouse and children be a part of the sabbatical rest?
6. Upon return from sabbatical, the pastor supervisor to share the benefits that were experienced during the sabbatical.
7. Application for sabbatical should be made to your immediate supervisor, 6-12 months prior to the sabbatical period. The supervisor should submit the pastors sabbatical plan and timeline to the Executive Team for final approval.
8. The senior pastor may grant a sabbatical for a pastor for "special circumstances."

WHAT WE EXPECT OF YOU

Changes of Status

Please notify the Human Resources Department immediately if you have changes in any of the following:

1. Your name, address, phone number or personal email address.
2. The person(s) to notify in case of emergency.
3. Your marital status and/or number of dependents.
4. Your exemptions for tax withholding purposes.
5. Your beneficiary for your life insurance plan.
6. Education or special training completed.

Attendance/Punctuality & Internal Systems

The success and smoothness of our operation depends to a great extent on your attendance at work and your promptness each day that you are scheduled to work. If you are absent, or even late in reporting for work, you place an extra burden on your fellow employees. Additionally, our organizational effectiveness depends on you checking/replying to email, Leadr, and Teams notifications.

If a situation arises which makes it impossible for you to report to work for any reason, it is your responsibility to notify your immediate supervisor at least one hour in advance of your shift reporting time or as soon as you determine you will be late or absent. You should explain the reason for your absence or tardiness and when you expect to be able to report to work.

You are responsible for proper notification of your absence or tardiness to your supervisor. Failure to notify your supervisor when you are unable to report to work or for a potential tardiness may be cause for disciplinary action. Absences of more than one day must be reported daily unless other arrangements have been made with your supervisor.

If you have excessive absences or tardiness, you will be subject to appropriate disciplinary action. Excessive absence/tardiness is defined as 2 occurrences within a 365-day period.

An absence occurrence is any absence of one (1) hour or longer on a scheduled workday, except for vacation, holiday, leave-of-absence, jury duty, on-the-job injury, funeral bereavement, or non-scheduled workday.

A tardy occurrence is anytime you arrive late to work (arrive more than 7 minutes, but less than one (1) hour, after your scheduled shift starting time) or leaving early from work (depart more than 7 minutes, but less than one (1) hour, before your scheduled shift ending time). Arriving late or leaving early that has been pre-approved is not a tardy occurrence.

Dress Code

I. MEN
   A. Shorts are permitted but must be no shorter than 5 inches above the knee.
   B. Collared shirt or nice-looking "dress" t-shirt.
      1. No sleeveless shirts.
   C. "Docker" type slacks or nice jeans.
   D. Speaking/stage role – pants and a collared shirt or dress T-shirt.

II. WOMEN
   A. Shorts are permitted but must be no shorter than 5 inches above the knee.
   B. Conservative collared shirt or nice-looking "dress" t-shirt (modest necklines).
      1. No spaghetti straps. Shoulder straps must be at least 3 inches wide.
      2. No bare midriffs.
      3. No visible undergarments.
   C. Skirts must be no shorter than 5 inches above the knee.
   D. "Docker" type slacks or nice jeans. No leggings or yoga pants unless worn with a long shirt to fully cover front and backside.
   E. Speaking/stage role – pants or appropriate length dress/skirt.

III. Piercings & Tattoos
   A. Piercings
      1. No chains connecting piercings.
      2. No gauges; no pierced tongues; no more than 3 piercings on the ears.
   B. Tattoos
      1. No offensive imagery or wording on tattoos.
      2. Use discretion, wisdom, and prayer. Speak to your supervisor if needed.

**If adherence to the dress code is questioned – the final decision is at the discretion of your supervisor.*

***As an employee and representative of Pure Heart Church, modesty is encouraged at all times but is required WHENEVER you are on campus.*

Stewardship

Pure Heart Church teaches the biblical principle of tithing. It is expected that employees set an example with their personal giving.

Staff Meetings

Staff is expected to attend assigned staff meetings for the purpose of consistent communication, team building, addressing staff concerns, introducing new staff members, sharing information on key Pure Heart Church issues, etc.

Job Abandonment

If you are absent from work and do not call in to report that absence for 2 consecutive workdays, we will believe you have voluntarily resigned from your job and you will be terminated.

Housekeeping

Our facilities are cleaned regularly; but your cooperation is necessary to maintain their appearance and cleanliness. Maintenance of employee non-work areas, such as the break room is your responsibility. Please keep these areas clean, as a courtesy to your fellow employees.

Housekeeping of your work area is also your responsibility. You must maintain your work area in a clean and orderly manner at all times. Housekeeping should be performed at the end of your shift. Should your work area become especially unclean or disorderly, please clean up at that time and do not wait until the end of the shift.

Gifts to Employees by Suppliers or Church Attendees

Pure Heart Church has reason to be proud of the ethical standards maintained by its employees in the conduct of church affairs. It is important that the true value of our suppliers or potential suppliers be measured by business performance; the ratings of such performance must not be clouded by other influences. Also, our dealings with church members and the public must conform to the highest ethical standards. Accordingly, we call your attention to our policy regarding the acceptance of gifts and favors by employees:

> ***"No employee of Pure Heart Church, or member of the employee's immediate family, shall accept (without approval of the Executive Pastor, see below) or solicit any gift, service, special accommodations, or other favors from any supplier with which the church does business or any potential supplier, from any church attender/donor, or from any person seeking the services of the church."***

This policy includes normal, ethical business practices such as token gifts or entertainment of $50.00 or more. The real consideration is whether your acceptance of such gifts or favors would suggest that an attempt has been made to influence your judgement in making a commitment to those responsible for offering gifts and favors. Therefore, if there is any question regarding the propriety of such acceptance, you should firmly decline it.

The solicitation of gifts or favors of any kind or amount by you or your immediate family will result in disciplinary action or termination.

Conflict of Interest/Moonlighting

As an employee, you should avoid activities or personal business pursuits, which might result in a conflict between your personal interests and your employment. You should avoid soliciting business or donations from members and/or donors of the church. If you are in doubt about whether your activity or personal business pursuit conflicts with your employment, check with your supervisor. All employees are required to sign Pure Heart's Conflict of Interest form annually.

Working for Attendees of Pure Heart Church

Moonlighting refers to the practice of holding two or more jobs at the same time. While Pure Heart Church does not object to this practice as such, we do insist that your job at Pure Heart Church come first and that a second job does not interfere with or reflect unfavorably on your association with the church.

Often, in an attempt to help staff members, an attender of the body will offer work in related fields. While the motivation is pure, the consequences are often unpredictable. Therefore, all work for

attenders of the body must be approved, in advance, by the Executive Pastor. Regular employment with attenders of the body is highly discouraged.

Public Statements

You should not make any public statement about Pure Heart Church, its beliefs, its pastors, its programs, or your employment relationship with the church. Any person or entity requesting a public statement should be referred to the Senior or Executive Pastor.

Confidential Information

During your employment at Pure Heart Church, you may acquire or have access to information about the church, its staff, and/or its members, which are of a confidential nature. It is your duty not to divulge or disclose any such information to another employee, another church member, or any other person, business, church or entity. At no time are you to copy or make notes from such information without prior approval of the Senior or Executive Pastor. To violate this policy may result in termination. A Confidentiality Statement must be signed by the employee upon hire.

If you have any questions about what information is confidential or about this policy, ask your supervisor or the Executive Pastor.

Prohibited Harassment, Abuse, and Bullying Policy

We will not tolerate any form of harassment, abuse or bullying of our employees by anyone, including management, non-management, suppliers, church attenders, visitors, or any other individual or organization. These behaviors are a very serious and damaging practice. It not only demeans the individual being treated in such a manner, but it also creates unacceptable stress in the entire organization. These practices result in decreased productivity and work effectiveness, decreased morale, and unneeded conflicts within the organization.

Harassment is defined as including:

1. Unwelcome or unwanted sexual advances.
2. Requests or demands for sexual favors.
3. Verbal abuse or kidding, which is sexually oriented and is considered unacceptable by another individual.
4. Unwelcome sexual advances, requests for sexual favors, and/or verbal abuse proposed as a condition of employment or as a basis for employment or as a basis for making employment decisions affecting the individual.
5. Engaging in any type of sexually oriented conduct, which would unreasonably interfere with another's work performance.
6. Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts or attentions.

Normal, courteous, mutually respectful, non-coercive, pleasant interactions between men and women, which are acceptable to both parties, are not considered to be sexual harassment.

If you believe you have been harassed, you are encouraged to talk first with the person who has
offended you (see Matthew 18:15). If the matter is not settled, then report any such incident to your
supervisor or the Executive Pastor. You will, at all times, be protected from any form of discrimination or retaliation. The church will not allow any reprisals in any form by any employee or supervisor against any complaining employee or corroborating witness.

Abuse is defined as including:

1. Neglect: Failure to provide necessary care, food, water, shelter, or medical attention.
2. Physical Abuse: Non-accidental injury (e.g., hitting, shaking, burns).
3. Verbal Abuse: Degrading, threatening, or shaming language.
4. Emotional Abuse: Conduct causing psychological harm (e.g., humiliation, intimidation).

Bullying is defined as: Intentional, repeated aggression involving a power imbalance and is defined.as including:

1. Physical: Hitting, kicking, pushing.
2. Verbal: Name-calling, insults.
3. Relational: Social exclusion, gossip.
4. Cyberbullying: Harm via digital platforms.
5. Hazing: Degrading initiation activities.

Encouraging or participating in bullying is a violation of this policy.

Zero Tolerance Statement
Any form of physical, verbal, sexual, or emotional abuse, bullying, harassment, or inappropriate conduct is strictly prohibited. Violations will result in disciplinary action, up to and including termination and may be reported to law enforcement.

Safe To Tell Policy

Naos, Inc. is committed to the highest standards of ethical, moral, business, and legal conduct. This policy intends to provide an avenue to staff, to report suspected or actual occurrence(s) of illegal, unethical, or inappropriate events (behaviors or practices), in good faith without retribution and to encourage and enable staff members to raise concerns within the ministry prior to seeking resolution outside the ministry.

Any staff member who sees misconduct, dishonesty, and/or fraud has the opportunity to report the incident. The first option for them is to prayerfully approach the offending person to settle the matter as outlined in Matthew 18. However, we recognize that this may be difficult and that Matthew 18 addresses interpersonal conflict but not necessarily employee/employer conflict. Given the delicate nature of reporting structures and authority in the church, we encourage the offended party to promptly talk with his/her supervisor to gain wisdom and perspective on any next steps.

If the staff member has tried this approach without success feels uncomfortable or believes that talking with their supervisor would put them in a position of emotional, physical or employment risk, there are mechanisms for reporting. More specifically, if the concerning behavior involves his/her supervisor or someone above them in church, any one of the following mechanisms (not necessarily in this order) are available to report potentially inappropriate behavior, at the staff member's preference.

1. A staff member/whistleblower can go directly to the HR Manager with an email, phone call, or individual conversation.
2. A staff member/whistleblower can go directly to their Lead Pastor with an email, phone call or individual conversation.
3. A staff member/whistleblower can go directly to the Executive Pastor or a member of the Executive Team with an email, phone call, or individual conversation.
4. A staff member/whistleblower can go directly to the Sr. Pastor with an email, phone call, or individual conversation.

Naos Inc. may enlist outside legal, accounting, or other advisors, as appropriate to conduct any investigation of complaints regarding financial reporting, accounting, internal accounting controls, auditing matters or any other form of misconduct dishonesty, or fraud. In conducting any investigation, reasonable efforts will be made to protect the confidentiality and anonymity of the staff member/whistleblower.

A staff member who in good faith reports a violation shall not suffer harassment, retaliation, or adverse employment consequence due to the report. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Every effort will be made to protect the staff member's identity. The identity of the staff member/whistleblower shall remain confidential to those persons directly involved in applying this policy unless the issue requires investigation by law enforcement.

Anyone filing a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates misconduct, dishonesty, or fraud. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly false will be viewed as a serious disciplinary offense.

For purposes of this policy, the definition of "misconduct, dishonesty, and fraud includes but is not limited to:

- Acts which are inconsistent with ministry policy
- Theft or other misappropriation of ministry assets
- Misstatements or other irregularities in ministry records
- Incorrect financial reporting
- Misuse of ministry resources
- Illegal activities
- Immoral or unbiblical activities
- Forgery or alteration of documents
- Any other form of fraud.

Use of Pure Heart Church Equipment

Naos, Inc. proprietary information stored on electronic and computing devices whether owned or leased by Naos, Inc., the employee or a third party, remains the sole property of Naos, Inc. You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Naos, Inc. proprietary information. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. For security and network maintenance purposes, authorized individuals within Naos, Inc.

may monitor equipment, systems, and network traffic at any time. Naos, Inc. reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.
System level and user level passwords must comply with the *Password Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited. All computing devices must be logged off or locked when the device is unattended. Postings by employees from a Naos, Inc. email address should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Naos, Inc., unless posting is in the course of business duties. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.
Under no circumstances is an employee of Naos, Inc. authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Naos, Inc. owned resources. The list below is by no means exhaustive but attempts to provide a framework for activities which fall into the category of unacceptable use.

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Naos, Inc.

2. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

3. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

4. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

5. Circumventing user authentication or security of any host, network, or account.

6. Providing information about, or lists of, Naos, Inc. employees to parties outside Naos, Inc.

7. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

8. Use of unsolicited email originating from within Naos, Inc.'s networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Naos, Inc. or connected via Naos, Inc.'s network.

9. Blogging by employees, whether using Naos, Inc.'s property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Naos, Inc.'s systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Naos, Inc.'s policy, is not detrimental to Naos, Inc.'s best interests, and does not interfere with an employee's regular work duties. Blogging that includes private information from or about Naos, Inc. and is available to any non-Naos staff is prohibited according to the Non-Disclosure Policy. Blogging from Naos, Inc.'s systems are also subject to monitoring.

10. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Naos, Inc. and/or any of its employees. Employees are also prohibited

from making any discriminatory, disparaging, defamatory or harassing comments when blogging.

11. Employees may also not attribute personal statements, opinions or beliefs to Naos, Inc. when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly, or implicitly, represent themselves as an employee or representative of Naos, Inc. Employees assume any and all risk associated with blogging.

12. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, Naos, Inc.'s trademarks, logos and any other Naos, Inc. intellectual property may also not be used in connection with any blogging activity.

The IT team may verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner. Any exception to the policy must be approved by the executive team in advance. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Passwords

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Naos, Inc. facility, has access to the Naos, Inc. network, or stores any non-public Naos, Inc. information.

All user-level and system-level passwords must conform to established password construction guidelines as determined by this policy and each individual system. Users must not use the same password for Naos, Inc. accounts as for other non-Naos, Inc. access (for example, personal ISP account, option trading, benefits, and so on). Where possible, users must not use the same password for various Naos, Inc. access needs.
All system-level passwords (for example, root, enable, NT admin, application administration accounts, and so on) must be changed on at least an annual basis. All user-level passwords (for example, email, web, desktop computer, and so on) must be changed at least every six months. The recommended change interval is every four months. Password cracking or guessing may be performed on a periodic or random basis by the IT Team or its delegates. If a password is guessed or cracked during one of these scans, the user will be required to change it to be in compliance.

Passwords must not be shared with anyone. All passwords are to be treated as sensitive, Confidential Naos, Inc**.** information**.** Passwords must not be inserted into email messages or other forms of electronic communication except by the IT department and only for temporary passwords. Passwords must not be revealed over the phone to anyone. Do not reveal a password on questionnaires or security forms. Do not hint at the format of a password (for example, "my family name"). Do not share Naos, Inc. passwords with anyone, including administrative assistants, support staff, managers, co-workers while on vacation, and family members. Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on a computer system or mobile devices (phone, tablet) without encryption. The IT team will install a suitable password storage system upon request. Any user suspecting that his/her password may have been compromised must report the incident and change all passwords.

The IT team may verify compliance to this policy through various methods, including but not limited to, periodic walkthroughs, business tool reports, internal and external audits, and feedback to the policy owner. Any exception to the policy must be approved by the IT Team in advance.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Email

Pureheart.org email addresses may be provided to paid staff members and active Board members. Ministry volunteers may be provided with a pureheart.org email address upon Lead Pastor approval. Employees of Heart Kids Academy will be provided with a heartkidsacademy.org email address. Independent Contractors are not provided with email addresses.

Email accounts should be used primarily for Naos, Inc. related purposes; personal communication is permitted on a limited basis, but non-Naos, Inc. related commercial uses are prohibited. The Naos, Inc. email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Naos, Inc. employee should report the matter to their supervisor immediately. Users are prohibited from using third-party email such as Yahoo, and MSN Hotmail etc. to conduct Naos, Inc. business, to create or memorialize any binding transactions, or to store or retain email on behalf of Naos, Inc. Using a reasonable amount of Naos, Inc. resources for personal emails is acceptable. Naos, Inc. employees shall have no expectation of privacy in anything they store, send, or receive on the company's email system.

Any exception to the policy must be approved by the Lead Pastors in advance. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Social Media

It has become common for individuals to use social media as a way of communicating with others personally and as part of the workplace. On a personal basis this communication is a reflection of you as a Christian role model. Pure Heart Church also has a vested interest in policing and protecting the name, reputation, and dissemination of confidential, inappropriate or harmful information by Pure Heart Church employees and staff through the use of social media. Therefore, if you use social media for any work related communication or discuss work related issues the following rules and conditions of use must be followed by you. Pure Heart Church also asks that you adhere to the same rules and conditions in your personal use of social media as part of your Leadership Covenant. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. Use of Internet based programs such as blogs, Facebook, LinkedIn, and Twitter are examples of social media. This is not an exhaustive list. If you are unsure what is considered social media, please ask your supervisor.

Remember that everything posted on a page is a public document. Once it's there, it's available or stored forever, and may be altered without your knowledge or permission.

- You agree to write under your own name.
- You agree to include the following disclaimer on your site: "The opinions expressed are mine and not of Pure Heart Church. I appreciate people holding me accountable if I appear to be compromising in my lifestyle."
- You agree not to attack fellow employees, members, vendors, or other churches. You agree not to disclose or disseminate any sensitive, proprietary, confidential, or financial information about Pure Heart Church, other than what is publicly available.
- You agree not to disclose or disseminate any sensitive, proprietary, private, confidential, or financial information about Pure Heart Church staff, volunteers, members or attendees without their express permission.
- You agree not to disclose or disseminate any pictorial, taped or video footage, content or displays created or recorded by Pure Heart Church without the express permission of one of the Lead Pastors.

- You agree that any postings will be consistent with your Leadership Covenant and that you will not post any material that is detrimental to that commitment that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or any other person or entity. It's okay to be real, just keep your filter on since not everyone sees things the way you do.
- You agree not to post advertisements, solicitations and/or market and/or promote any business or commercial interest, chain letters, or pyramid schemes and multi-level sales schemes incongruent with your Leadership Covenant.
- You agree not to post any material that is copyrighted unless (a) you are the copyright owner, (b) have the express, written permission of the copyright owner to post the copyrighted material on your blog, or (c) are reasonably sure that the use of any copyrighted material conforms to the doctrine of "fair use."
- You agree not to post any material that violates the privacy or publicity rights of another.
- You agree to conform to the rules of the Pure Heart Church Employee Handbook, especially as it relates to rules regarding conduct outside of your employment as part of your Leadership Covenant.
- You agree not to post material that contains viruses, Trojan horses, worms, time bombs or any other computer programming routines or engines that are intended to damage, detrimentally interfere with, surreptitiously intercept, or expropriate any system, data, or information.
- You agree not to post or conduct any activity that fails to conform with any and all applicable local, state and/or federal laws, including, without limitation, 15 U.S. C. 6501 et seq. (the "Children's Online Privacy Protection Act of 1998").
- You acknowledge that any reliance on material, content and/or links posted by other parties will be at your own risk. You assume full legal responsibility and liability for all actions arising from your posts.
- You agree to remove any questionable materials from your blog after receiving a request from the Church Leadership.
- Incidental use of social media is anticipated for work related matters. However, you agree to avoid social media during your scheduled work hours unless your ministry demands require it. Any abusive personal use of these tools during scheduled work hours may result in discipline up to and including termination.
- You may submit materials to your supervisor for approval before posting it. If in doubt, ask first.

Drug/Alcohol Policy

The use of alcohol or drugs can affect your job performance, your safety as well as the safety of your fellow workers, and the public's perception of Pure Heart Church. Therefore, the following are prohibited during working hours or at any time while representing Pure Heart Church, or during working or non-working hours while on Pure Heart Church property.

* Being in possession of or consuming alcoholic beverages, illegal* or controlled substances, or prescription drugs for which you do not have a prescription.
* Reporting to work while under the influence of alcohol, illegal or controlled substances, or prescription drugs for which you do not have a current prescription.
* Possessing, selling, offering to sell, purchasing, offering to purchase, trading, transferring, or exchanging alcohol, illegal or controlled substances, or prescription drugs for which you do not have a current prescription; and,
* Failing to immediately report to the Senior or Executive Pastor your knowledge of any employee possessing, consuming, being under the influence of, selling, offering to sell,

purchasing, offering to purchase, trading, transferring, or exchanging alcohol, illegal or controlled substances, or prescription drugs for which the person does not have a current prescription. Before reporting any incident, you are encouraged to talk first with the person who is committing such actions (see Matthew 18:15).

* Although marijuana has been approved for recreational use in Arizona, it is still an illegal substance under federal law and will be considered as such.
* Arizona Medical Marijuana Act: While employers are, in most circumstances, not allowed to discriminate against individuals for being registered to obtain and use marijuana for medical purposes, the Act does not require employers to allow employees to use marijuana at the workplace. Employers also may prohibit employees from performing work under the influence of marijuana.

Violation of any of the above may result in disciplinary action or termination and may also result in possible legal action.

Should your ability to perform your normal duties be impaired, you may be assigned different duties or sent home if your supervisor and the Executive Pastor determine such action is in your and Pure Heart Church's best interest.

Pure Heart Church will, whenever possible, assist employees in overcoming alcohol, drug, or substance dependencies or problems through an Employee Assistance Program (EAP) or a 12-step program.

Discipline

It is our desire to see that you receive an opportunity to show your capability and reliability on the job. Your supervisor is committed to the goal of helping you perform your job as efficiently as possible and helping resolve any problems that may occur in your job.

Unfortunately, there are times when difficulties with job performance or behavior require disciplinary action. These procedures have been designed to assure that you are treated properly and given the opportunity to improve.

Should your job performance or conduct fall short of expected standards, you can expect any one or a combination of the following actions, depending upon the facts and circumstances of the specific incident and previous disciplinary actions (if any).

1. First Notice

a. A Notice of Disciplinary Action form will be prepared and issued when a violation of a rule occurs.

b. Your supervisor will explain to you the reason for the notice and attempt to counsel you regarding the expected improvement. He/she will also inform you that further disciplinary action may result if additional violations of rules occur.

c. You will be asked to sign the form and will be given a copy of it.

d. A copy will be placed in the employee's permanent file.

2. Second Notice

a. If a violation of the same rule occurs again, a Notice of Disciplinary Action form will be prepared and issued.

b. The same procedures as described in 1.b., 1.c.and 1.d. above, will be followed.

3. Decision-Making Leave

a. If a violation of the same rule occurs again, a Notice of Disciplinary Action form will be prepared and issued.

b. Your supervisor will explain to you the reason for the notice and attempt to counsel you regarding the expected improvement. He/she will also inform you that further disciplinary action may result if additional violations of rules occur.

c. You will be asked to sign the form and will be given a copy of it.

d. A copy will be placed in the employee's permanent file.

e. You will be given one workday, with pay, to consider whether you wish to keep your job or resign. If you choose to resign you should submit a letter of resignation upon your return from the day of decision-making leave. If you choose to keep your job, you must submit to your supervisor a list of the corrective actions you are able and willing to take to ensure your performance and/or behavior meets expected standards. When you return from the day of decision-making leave, your supervisor will meet with you to review, clarify, and finalize the list you present.

4. Termination - will occur when:

a. You receive a combination of verbal and/or written notices and have failed to make corrective action.

b. You violate any rule listed under Actions Causing Immediate Termination (see Standards of Conduct below).

These disciplinary procedures are subject to review and change at any time at the discretion of the church.

Standards of Conduct

The following is a partial list of conduct considered to be unacceptable and for which you may be disciplined.

Pure Heart Church will retain the right to terminate you for the first violation of rules numbered 1-13.

*1. Mistreatment, coercion, intimidation, or threats against church attenders, visitors, or other employees.

*2. Refusing to obey the legitimate orders of supervision, insubordination.

*3. Falsifying records or reports.

*4. Divulging, disclosing, copying, or recording confidential information without the prior approval of the Executive Pastor.

*5. Theft, misappropriation, misuse, or willful destruction of church, employee, or other property.

*6. Excessive or continuous cash shortages or other irregularities involving cash or church funds.

*7. Any tampering with safety devices or equipment or failure to follow known or published safety rules and procedures.

*8. Being in possession of or consuming alcoholic beverages or illegal or controlled substances or prescription drugs for which you do not have a current prescription during working hours and/or on

church property. Reporting for work while under the influence of alcohol or illegal or controlled substances or prescription drugs for which you do not have a current prescription.

*9. Selling, offering to sell, purchasing, offering to purchase, trading, transferring, or exchanging alcohol or illegal or controlled substances or prescription drugs for which you do not have a current prescription.

*10. Violation of the Sexual Harassment Policy.

*11. Immoral conduct or indecency at any time or place.

*12. Obtaining supplies, materials, or other property or money from the church or its employees or others by fraudulent means or misrepresentation.

*13. Any act which might endanger the safety of others.

14. Loafing, sleeping, loitering or other abuse of time during assigned working hours.

15. Absence without notifying your supervisor within one hour of your scheduled shift starting time on any day of absence or tardiness.

16. Failure to return to work on expiration of Vacation, STO, or leave of absence.

17. Dishonesty.

18. Fighting, attempting bodily injury, or using profane, abusive, or threatening language to another employee or church attender or visitor.

19. Abusing, defacing, damaging or destroying the property of church attenders, of visitors, of employees, or of the church.

20. Excessive absenteeism or tardiness.

21. Failure to report on-the-job accidents/injuries.

22. Failure to observe work schedules (starting time, quitting time, meal periods).

23. Unauthorized use of or neglect in the care or use of church facilities, equipment (including vehicles, tools, products and machinery), or telephones, whether or not it results in damage or injury to equipment or other persons.

24. Performing unauthorized personal work on church time.

25. Garnishments or wage attachments not satisfactorily settled in accordance with appropriate laws.

Actions, Which Result in Termination

This listing is not meant to be all-inclusive. There are common sense rules in the workplace. This list is only meant to guide you in your actions.

Confidentiality

If NAOS, Inc. receives any requests for personal information concerning any employee (i.e.: Social Security number, credit rating, employment verification or other confidential information) the employee will be notified and asked for permission (if applicable).

Safety

Each of us has a responsibility for working safely and for seeing to it that our workplace is maintained in a safe condition for ourselves, our fellow employees, and our visitors. Please practice good housekeeping habits at all times and report any unsafe habits or hazardous conditions immediately to your supervisor.

Any on-the-job accident or injury or illness to you or another employee or visitor must be reported in a timely and practical manor to your supervisor. **REPORT ALL ACCIDENTS, INJURIES, OR ILLNESSES**, no matter how slight they might be, even if you feel that no medical treatment is necessary.

In case of an injury help the injured person(s) to the best of your ability, summon help, note facts, get the names, and addresses of witnesses, and complete a NAOS, Inc. incident report.

We require that any on-the-job accident or injury be reported to the Human Resources Department to complete an "Employer's Report of Industrial Injury" form (OSHA form 301) within 24 hours of injury.

First Aid or Emergency Treatment

After you report any on-the-job injury or illness to your supervisor, he/she will ensure the injured person(s) receives first aid or off-site emergency examination and treatment, as appropriate. Injured employees are to be transported in such a manner as deemed appropriate.

Employees who are sent for emergency medical treatment must have a "Release to Return to Work" form or similar document indicating the employee's work status, signed by a physician, in order to return to work. As soon after treatment as is reasonable or upon returning to work, you must complete the appropriate OSHA report to record the facts and details regarding your injury/accident (HR will assist).

Workers' Compensation

If you are injured on-the-job, Workers' Compensation insurance may pay for medical bills and/or loss of income.

Smoking/No Smoking Areas

Smoking is not allowed in any area of the buildings at any time. During your lunch or break periods, you may smoke in the area outside the buildings (20 feet away from any building entrance).

Smokers must police the smoking area and use the provided receptacles for papers and butts.

Church Files and Records

All confidential church or church member information, files, and records are to be secured at the end of each day or when not in use. If you have questions about what to secure, ask your supervisor or the accounting office. ***Every employee is required to sign a Confidentiality Statement.***

Only specifically authorized individuals may access or be in possession of church or church member information, files, or records including those on or in computer files, file cabinets, and/or the desks of Pastor's, counselors, or staff employees. Violation of this policy is grounds for immediate termination.

Breaches of security involving files and records should be reported immediately to the appropriate supervisor. Files or records which are purged or otherwise designed for destroying must be disposed of or shredded according to established procedures.

Nursing Mothers (PUMP Act)

Under the Fair Labor Standards Act (FLSA), nursing employees have the right to reasonable break time and a place, other than a bathroom, that is shielded from view to express breast milk while at work.

Employees have the right to take reasonable break time to express breast milk for their nursing child. For one year after the child's birth, covered employees may take reasonable break time "each time such employee has need to express the milk."

Pure Heart Church has provided a nursing mothers room located in building 700 to accommodate the requirements of the PUMP act.

Infants in the Workplace

Pure Heart Church recognizes the importance of supporting employees as they transition back to work following the birth or adoption of a child. To provide additional flexibility during this season, employees may be permitted to bring their infant to work until the child reaches **12 weeks of age**.
This policy applies only to Pure Heart Church staff and does not apply to Heart Kids Academy employees.
Participation is subject to supervisor approval and will be based on the employee's job responsibilities, work environment, and the operational needs of the ministry.
Employees are expected to continue meeting the expectations of their role while their infant is present. If the arrangement is no longer practical or begins to impact ministry operations or job performance, approval may be modified or discontinued at the discretion of the supervisor.
Pure Heart Church reserves the right to modify or discontinue this policy at any time.

WORKING WITH VOLUNTEERS

The number and variety of tasks or activities, which Pure Heart Church must meet in carrying out its philosophy of ministry, are numerous. Volunteers are a tremendous asset to us in fulfilling those tasks. As an employee, you may be supervising or working alongside volunteers. This section of the Handbook is designed to assist you in helping integrate volunteers into our operations and to help you understand your responsibilities to our volunteers.

Who is a Volunteer?

A volunteer is a person who willingly contributes personal service to assist us in achieving our Philosophy of Ministry. Volunteers are unpaid and perform duties consistent with their education, experience, interests, training, and/or gifts. The kinds of activities or tasks they may perform include office work, cleaning, teaching, etc.

An employee may volunteer in an area unrelated to their normal job functions.

Benefits Provided by Volunteers

Volunteers can multiply our on-staff resources. Volunteers can provide assistance to staff, freeing staff time for jobs that only employees can do. When volunteers complete paperwork, organize and file, make copies, etc., employees can concentrate their efforts on planning and managing.

Volunteers can do some jobs that employees cannot do easily or perhaps as well. The unique life experiences, training, or education of a volunteer may make him or her uniquely qualified to accomplish tasks better than anyone on staff.

Volunteers can become goodwill ambassadors for Pure Heart Church. The best recruiter for more volunteers is often a satisfied and happy volunteer.

Your Responsibilities to Volunteers as their leader

1. Prepare and equip your volunteers with the tools, resources, and understanding of what is required of them. ***Some volunteer roles require a background check.***
2. Recruit and select volunteers, matching their talents and interests with the volunteer jobs you have.
3. Provide an orientation and an introduction to Pure Heart Church and its staff so your volunteers will feel comfortable with where and with whom they will be working.
4. Provide training to new volunteers and ongoing in-service training to existing volunteers.
5. Provide regular and ongoing oversight; provide constructive feedback of volunteer performance.
6. Encourage teamwork between volunteer and paid staff members.
7. Remove volunteers if, after feedback and consultation have been provided, their performance does not measure up to expectations.

Your Responsibilities to Volunteers as a Co-Worker

1. Understand that volunteers are a valuable and needed part of Pure Heart Church's operations. Help them feel welcome and to understand what we do and why.
2. Be available to provide support and guidance to volunteers, but let your supervisor know if a volunteer requires more training or supervision to do the assigned job.
3. Provide positive feedback when you note that volunteer has done a good job on an assignment.

If you have questions about what is appropriate for a volunteer to do, ask your supervisor or the HR Department. .

OTHER

Use of Church or Personal Vehicles by employees or volunteers

Church vehicles are to be used for church business except for employees who have been authorized to use a church vehicle for commuting.

Any employee or volunteer who is designated as a driver of a church vehicle may periodically be required to show evidence of a current, valid Arizona Driver License and evidence of current insurance.

Texting is never allowed when operating a church vehicle or when using your personal vehicle while traveling on church business. Handsfree cell phone or GPS is permitted.

Visitors

If someone must see you at work, please have him/her go to the Reception Area. The receptionist will contact you or your supervisor to handle the situation. All visitors must check in with the receptionist.

Break Room

The break room is provided for your convenience. Please feel free to use the refrigerator, microwave, or other appliances. Pure Heart Church and your fellow employees ask that you take responsibility to pick up and clean up after yourself. From time to time, you may be asked to help clean up the lunchroom.

Pastoral Benevolence

Pastors may provide financial assistance up to $100 per incident/individual. ***No cash or gift cards are to be given, nor hotels paid for and receipts must be turned in. We highly encourage pastors to direct the individual to the Resource Center.***

The Sr. Pastor's limit is $600 per incident/individual.

A Final Note

The information contained in this employee handbook is presented for your benefit and is intended to supply you with as much information as possible concerning church practices, benefits, regulations, and rules of conduct.

However, this employee handbook should not be considered as the only source of information for you. In fact, it is your duty to familiarize yourself with our policies and procedures. We are committed to periodically reviewing this handbook and will from time to time update it accordingly.

This handbook supersedes and replaces all prior handbooks and policy and procedure statements (oral and/or written). This employee handbook is not intended to create, nor be construed to be a contract of employment between the company and any or all of its employees. Verbal or oral statements or representations are not binding on the church unless they are reduced to writing and signed by a corporate officer. This handbook is presented as a matter of information and direction only. If you have any questions, please be sure to discuss them immediately with your supervisor.

Your employment here is important to all of us. We hope this handbook has emphasized the extremely valuable role you play as a member of our team.

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RECEIPT OF EMPLOYEE HANDBOOK

I hereby acknowledge receipt of the Pure Heart Church employee handbook. I realize that this handbook contains certain rules, regulations, policies, and procedures, but is not intended to be a complete and exhaustive explanation of the same. I also understand and agree that the rules, regulations, policies, and procedures are subject to change, with or without prior notice, and that I am to abide by them as stated herein or as subsequently changed. In consideration of my employment, I agree to familiarize myself with the contents of this handbook and conform to the policies set forth in it. I understand that I can ask my supervisor, at any time, for any further information on any subject contained in this handbook.

I further understand and agree that the term of my employment at Pure Heart Church is for no specific time period. I understand that my job may terminate at the will of Pure Heart Church, with or without cause, with or without notice, and without liability. I also understand that I may terminate my employment at any time, with without cause, with or without notice.

I understand and agree that I cannot and should not rely upon any statements contained in this handbook as either creating or attempting to create any type of employment contract. I understand that no employee or representative of Pure Heart Church, other than the Senior or Executive Pastor has any authority to enter into any agreement for employment for any specified period of time, under any specific conditions, or to make any agreement contrary to the foregoing.

Sign your name here Date

Print your name here.

NOTE: *The original receipt will be included in your personnel file.*