

Personnel Policy 2012

Condensed Form



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Compensation Policy: Salary, Insurance and Other Benefits

Salary and Benefits for Full-time Employees

Employees who work at least 30 hours or more per week are considered Full Time for administrative purposes. Full time employees will be paid salary. Benefits are provided to all full-time employees.

Part-time employees who work at least 20 hours per week may be eligible to purchase benefits from the current TASC benefits provider. Please see *Finance/HR Manager* for questions about individual coverage options.

Benefits listed below apply only to full-time employees.

Salary

The Base Salary will be set annually by the Leadership Team with review from the Elders. Factors involved in consideration of raises are the economic condition of The Austin Stone Community Church, current cost of living, employee's scope of ministry (level), performance, team compatibility, leadership performance, education, and relevant experience.

Overtime pay will not be paid with the exception of Office personnel only. Floating personal days may be given for overtime worked.

Payroll checks are issued on:

- The 15th of the month (for time worked the first half of the month) and
- The last day of the month (for time worked the second half of the month).

Salary is confidential and not to be discussed with anyone other than the Lead Pastor, Pastor of Operations, Finance/HR Manager, or appropriate Department Head.

Medical Insurance

TASCC will pay for all premiums associated with the TASCC provided Group Health Insurance for each employee and family. Coverage begins 1st day of employment.

Enrollment forms must be submitted to ASCC Office no later than 14 days after first day of employment to guarantee coverage or within 30 days after a "Qualifying Life event."¹ See Finance Office for details.

Dental Insurance

TASCC will pay for all premiums associated with the TASCC provided Group Dental Insurance for each employee and family.

Enrollment forms must be submitted to ASCC Office no later than 14 days after first day of employment to guarantee coverage or within 30 days after a "Qualifying Life event." See Finance Office for details. Coverage begins 1st day of employment.

Worker's Compensation

Worker's Compensation coverage for injuries incurred in the performance of the job is provided.

In case of accident, injury, or sudden illness, the matter should be reported to the Supervisor and Finance/HR Manager immediately.

¹ A **Qualifying Life Event (QLE)** is an event defined by the Internal Revenue Service that allows you to change your Medical and/or Dental coverages. These QLEs include:

- Change in your legal marital status
- Change in employment status (for you, your spouse, or dependent) that affects eligibility for health insurance benefits
- Change in your number of tax dependents
- Birth or date you adopt a child, or placement for adoption
- Death of your spouse or dependent
- Change in your dependent's eligibility

Note: A dependent is anyone you claim on your federal income tax return or someone with whom you jointly file a federal income tax return.

If an accident should occur while at work, regardless of how trivial it might seem, it must be reported before the end of the day. An accident report form (available from the HR Office) must be completed if the possibility of needing the services of a physician exists.

Accidental Death & Dismemberment, Life Insurance & Disability

TASCC will pay for all premiums associated with the TASCC sponsored Group AD&D Insurance for employees. TASCC will pay for all premiums associated with the TASCC sponsored Group Life Insurance for employees in the amount of 2X annual employee salary. TASCC will pay for all premiums associated with the TASCC sponsored Group Long-term and Short-term Insurance for employees.

Time Off

All time off must be submitted in writing (forms available at wiki.austinstone.org) and approved by the employee's supervisor and department head.

Vacation

Three weeks (15 days) paid vacation per calendar year. Vacation time is prorated based on date of hire until the next January.

Vacation time is granted anew each fiscal year. (August 1 – July 31).

Vacation time may be taken in ½ day increments.

In order to promote rest, vacation days do not carry over year to year. Furthermore, vacation pay cannot be taken in lieu of days off.

All vacation must be approved by team supervisor and submitted (*in writing at least two weeks in advance*) to the Office of the Lead Pastor. Vacation days should be requested using the ASCC Leave Request Form (available at wiki.austinstone.org). Vacation (especially around holidays) will be granted on a first come, first serve basis.

Sabbatical

All full-time employees of TASCC are encouraged to take an extended leave of absence for rest and renewal in the form of sabbatical. Unless otherwise established, each employee is granted an additional two (2) weeks of time off for sabbatical every five years, where the first sabbatical is granted in the calendar year of the 5th anniversary from the start date of employment.

Honeymoon Leave

One week (35 hours) of Honeymoon Leave, will be granted to an employee following their wedding as additional paid time off. This time does/does not count as Vacation Time.

Floating Personal Days or Comp Time

Paid Floating Personal Days may be awarded for overtime work such as large events, retreats or conferences requiring night and weekend hours. Floating personal days are up to the discretion of the employee's supervisor.

Conference

One week (35 hours) per year of paid conference time may be available at the discretion of the Department Head.

Conference time is not guaranteed, but will be evaluated on an as-needed basis.

Sick Leave

The first ten days of illness in any calendar year will be granted off with full pay. Additional days may be granted in cases of extreme illness. Time away for appointments is not counted against sick leave. See "Appointments" on page 8.

Employees must be ill to take "sick leave" and must call their Supervisor prior to absence. The church reserves the right to require doctor's verification of illness if requested.

Sick leave may be used for illness in the employee's immediate family if the employee is directly responsible for the care of the sick individual.

Maternity Leave

Twelve weeks of maternity leave is available. Amount of pay for this time is dependent upon job classification. Vacation days and other days off may be used to extend time of pay up to 12 weeks. This must be approved by the employee's Supervisor and will depend on the employee's available vacation days.

Paternity Leave

Up to five days of paid paternity leave may be used for to allow an employee to be present at the birth of their child and the adjustment following the birth. Vacation and other days off including unpaid leave may be used to extend paternity leave up to two full weeks.

Bereavement

Up to four days of paid Bereavement Leave will be granted to all employees upon the loss of a family member.

Adoption Leave

For employees whose immediate family is in the process of a domestic or international adoption, up to two additional weeks of paid leave is available for travel, meetings, visitations, and other activities required in the adoption process. Vacation and other days off may be used to extend this time as needed by the employee. As with all types of leave, approval by your supervisor is required. Since adoptions can often require extended absences, employees are expected to communicate with their supervisor with as much advance notice as possible in planning adoption leave.

Mission Trips

One mission trip per year is highly encouraged, but must be approved by the employee's Supervisor. The mission trip length will be a maximum of 10 days with pay unless a longer mission trip is part of the employee's job description.

One paid recovery day is granted for every two weeks of a mission trip.

Mission trips are at the employee's expense unless otherwise stated in the employee's job description.

Office Policy and Procedure

Work Schedule

Office Hours

Regular business (office) hours are from 9:00 a.m. until 5:00 p.m., Monday through Thursday, and 9:00a.m. until 1:00 p.m. on Fridays. Daily work schedules will be designed with the employee's Supervisor according to job description and responsibility.

Unless otherwise agreed as a term of employment, employees are expected to work at least 35 hours per week in fulfilling their job description.

Full time Austin Stone staff members whose job requires working on Sunday will be granted one full weekday off per week. This day must be approved ahead of time by your supervisor.

Appointments

Medical appointments are permissible during business hours but should be scheduled to coincide with the lunch break when possible, or alternatively as close to the beginning or end of the workday so as to minimize disruption to the workday. In order to encourage maintaining good health and wellness, time away for medical appointments is not counted against vacation time or sick leave (see "sick leave" on page 5). As such, good judgment is expected in making appointments during work hours.

Emergencies

When emergencies with friends, Missional Community members, etc. arise, employees should use discernment when assisting them during work hours. Employees should get approval from their Supervisor in a situation of this nature that will take them away from their work for more than 30 minutes.

Holiday Schedule

The following days are paid holidays for ASCC employees:

- New Year's Day*
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day (including Friday following and including early release at noon on Wednesday prior to Thanksgiving)
- Christmas Eve*
- Christmas Day*

*On years when these days fall on a weekend, holidays will be granted on either the preceding Friday or following Monday as determined by the Leadership Team.

Cell Phone Policy

Cell phone service is provided and required for employees as defined by job description. Cell phones are provided as a privilege to some TASCSC employees for the primary purpose of aiding in the performance of job duties. Of course, with provided mobile service comes the expectation to be available and responsive when contacted. While your provided cell phone may be used for a reasonable amount of personal use, it is your responsibility to manage your usage wisely with respect to your plan. As job requirements change or if TASCSC-provided mobile service is not being utilized appropriately, TASCSC will re-evaluate the need for mobile service and reserves the right to modify or cancel your current plan. Cell phones should not be loaned out to anyone.

For full details about cell phone plans and policy, see the 'TASCC Cell Phone Policy' available at wiki.austinstone.org. For exceptions to the standard eligibility for cell phone service, a written business case must be submitted and approved according to the TASCC Cell Phone Policy.

TASCC will provide the first cell phone upon initial hiring. TASCC provides the current standard cell phone or data phone, as selected by the Technology Team. Replacement costs for cell phones are responsibility of employee. TASCC does not pay for accessories for cell phones.

Select Office Procedures

Printers

If you find a printer not functioning or out of paper or ink/toner, be a good neighbor for the next person who wants to print or copy materials. Either replenish the supply or notify the front desk if something is not working or we are out of supplies.

Never use small objects (i.e. paper clips, staples, etc.) or drinks, food, etc. near the copy machine. Paper clips, drinks, etc. can fall into the machine, causing extensive and costly damage.

Computers

The first priority for computer usage is for business-related work; second priority is personal work. Personal work and correspondence should be kept at a minimum and not interfere with work responsibilities or the performance of TASCC technology infrastructure and equipment. For any questions regarding computers or computer replacements see Technology Team.

Security

We are all responsible for ensuring the security of the church property and the safety of those who use it. Always adhere to the current communicated security procedures for guests and access to the offices

and buildings. If you see someone in the office without a name tag that you don't know, introduce yourself and ask if you can help them.

Keys and doors

Appropriate keys and/or prox cards will be issued to each The Austin Stone Staff person as needed. Keys should never be lent out. Please keep exterior doors locked and do not leave them propped open. You must keep the appropriate doors locked during the day, and make sure that everything is locked when you leave in the evening. The simple rule to follow – always lock doors.

Wiki

For more office procedures, information, forms and instructions for general office operation such as communication calendars, finance and HR forms, event and room reservations, IT support, and many more topics, visit wiki.austinstone.org.

Select Facility Procedures

Alarms at St. John

When entering the St. John building, be prepared to disarm the alarm by knowing the code and how to enter it, and re-arm the alarm if you are the last person to leave the building after you have checked and verified all the exterior doors to be locked. The alarm should be set any time the building is vacant. If you forget the alarm code, please contact the Office/Facilities Manager BEFORE you open the door to the building.

For further questions regarding security procedures, see the Office/Facilities Manager.

Reserving Facilities

As our staff, facilities, and organizations have grown, it is essential for us to think ahead and reserve spaces ahead of time for your meetings and events. Remember that we also share our St. John campus with other organizations in the building and in the community. So, please use the

Facility Registration System to reserve your space in the St. John Campus. See the Office/Facilities Manager for questions and help in reserving your space.

Full instructions and procedures for reserving and using TASC facilities may be found at wiki.austinstone.org.

Conduct Expectations and Terms of Employment

General Conduct

The following guidelines have been established to help us all maintain healthy working relationships, to share our space with each other and with others graciously and to keep our environments safe and conducive to the effective ministry of the gospel.

Attendance

All employees are expected to attend weekly staff meetings* and other department meetings as required by your supervisor. Each employee is also expected to be regularly involved in the activities of the church.

**Staff meetings are mandatory; any absences must be approved by department head 2 weeks in advance.*

Dress Code

In general, employees are encouraged to wear casual or business casual dress as appropriate to the role. This is restricted by the following:

Men: Jeans and slacks are acceptable for men. Shorts are acceptable, as appropriate.

Women: Jeans, slacks, long shorts, skirts and dresses are acceptable for women.

Tank-tops or low-cut tops are not acceptable. No sweat pants ☺

Respect for others in the office

Be respectful of others who are working, meeting, or on the phone when having conversations and “hanging out” in open or public areas. If a loud conversation is not appropriate at that time and place, use an office, the break room, conference room or outside.

Note: Please especially be respectful of others with respect to your noise level in our open ‘shared-workspace’ environments where others are

working, and near the front receptionist desk where the phones are answered and guests are received.

Do not look at any information on anyone's desk (i.e. picking something up and reading it or asking to read it, etc.).

Personal sales/fundraising activities

Many employees of TASCC from time to time engage in various kinds of sales or fundraising to raise money for a particular mission purpose (e.g. adoption, short-term mission trips, etc.). Utilizing personal relationships and personal social media channels is permissible. However, just as is expected with those in our church who are not employees, any fundraising done within the staff or within the church is expected to be accomplished through personal relational means rather than by broadcast means using the name or resources of The Austin Stone. To clarify, the principle is to not leverage the platform of The Austin Stone to advance a personal fundraising effort. As examples, the following activities would each qualify as leveraging the platform of TASCC for personal fundraising:

- soliciting sales or donations by means such as donation boxes, 'booths', 'tables', or other advertisement in TASCC Sunday environments or weekday office environments
- posting 'all-staff' topics on The City requesting donation
- requesting social media advocacy from an individual whose social media voice represents TASCC

Some of the reasons for this are as follows:

- Personal/individual fundraising creates the best opportunities for ownership of vision by others who will pray and advocate for the fundraiser.
- Personal/individual fundraising provides the best opportunities for growing in trust in the Lord, as part of preparation for a mission endeavor.

- To maintain a healthy fundraising model that can be replicated by all missionaries from TASCC, without the constraints of limited organizational communication capacity, financial resources, advocacy from high-visibility members of staff, and other resources of the organization.

Cleanliness

Please remember that we are all responsible for keeping the St. John building, offices and work areas clean and in a condition that is conducive to productivity. If you use something, put it back in its appropriate place. If you use the break room, please clean up after yourself, including washing dishes, putting them away, wiping off counters, keeping old food out of the refrigerator, etc. After working at shared workstations (e.g. intern workstations) or shared workspaces (e.g. conference room, training room, common spaces, print production area) you are responsible to leave the space more clean than you found it. If you are the host of an event at the offices or at St. John, you are the one responsible for getting the room(s) and facilities back in order and ready for the next event.

Termination & Review Procedures

Review

Once hired, employees will be given an annual "Performance Review". Factors reviewed include: knowledge, quantity and quality of work, attitude, attendance, reliability, judgment, initiative, effectiveness, communication and relationships. Salary adjustments are not solely contingent or related to this review.

Termination

At the time of termination of employment, the employee's Supervisor will conduct an exit interview with the employee, and the employee will be asked to complete an exit interview report that will be placed in the

employee's permanent file. The Supervisor will complete a Termination form to be placed in the employee's file as well.

Severance

Severance initiated by the church will take place when this is determined to be the appropriate action by the Leadership Team. Severance pay will be determined by Leadership Team.

Voluntary Separation

Employees who voluntarily resign must give 2 weeks prior notice of intent before actual separation.

Grievance Procedures; Matthew 18 Principle

When differences of opinion or problems arise in the performing of the employees work or relationships, the employee will always speak first of these matters in private conversation with their immediate supervisor. Should an occasion arise in which the employee feels that these concerns are not being adequately addressed, she or he will request a meeting with the Lead Pastor or appropriate Department Head along with the immediate supervisor.

Conduct in our community

Solicitation

In procuring goods and services for ministry activities and events, it is good practice to ensure that TASC is getting the best 'deal'. However, when dealing with organizations in our community and outside our church, the position of TASC must be as a net-giver to the community and not a net-taker. For example, soliciting donations from businesses within our community for events and activities that serve our body is strongly discouraged. If such donations are for the direct and express purpose of providing tangible benefit to the community, solicitation of community members is permissible with approval of the appropriate supervisor or Department Head.

Living above Reproach

As an Austin Stone staff member or intern you are in a position of spiritual leadership in which you should feel a high level of responsibility for those around you (1 Timothy 3, 1 Corinthians 8:9–13, Romans 14).

Each staff member is expected to honor Christ in protecting the integrity and unity of the church in what we say and how we treat others who are on the staff, in our body, and in the world. Each is expected to consider all lifestyle behaviors from the perspective of being in the position of a spiritual leader and how these behaviors might influence Christians and non-Christians.

In view of this, Austin Stone staff members are to conduct themselves with sensitivity towards Christians and non-Christians so that our ministry and testimony is “above reproach”. (Titus 1:6–9, Galatians 5:16–17).