



Convergence Church Policy Manual

June 20, 2024

Convergence Church Employee Policy Manual

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Welcome to Convergence Church!

Dear Employee:

Welcome to our team!

The minute you start working here, you become an integral part of Convergence Church and its future. Every job on our staff is important, and you will play a key role in the continued growth of Convergence Church.

Should you have any questions concerning this handbook or your employment or benefits, please feel free to discuss them with your supervisor or the administration.

Again, welcome!

(This handbook replaces all previous handbooks and supersedes all earlier oral and written materials about Company policies and procedures. Convergence Church reserves the right to change, add or delete benefits and policies as necessary. **This handbook does not create a contract for employment for any specified period or definite duration.**)

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Introduction & Description of Company

Mission Statement

Convergence exists to Encounter Jesus and Transform Cities with His Power and Love

Description of Company

Convergence Church is committed to furthering the Kingdom of God, both through commitment to form a strong, equipped, and dynamic local body and through the resourcing out and bringing in of other ministries and efforts in our local area, nation, and internationally.

Convergence Values

PRESENCE - We pursue the presence of Jesus first in our focus, our meetings, and our relationships.

HEALTH - We cultivate health by prioritizing His presence, our families, care for our bodies and hearts, and value for those around us.

COMMUNICATION - We commit to clear, timely communication that values our vision, our culture, and our relationships.

EMPOWERMENT - We create a culture where everyone is empowered to live in the fullness of their identity, gifts, and leadership.

GENEROSITY - We give abundantly out of a heart of love.

EXCELLENCE - We take ownership and responsibility for everything we do to put forth our best.

AUTHENTICITY - We create an atmosphere for people to be open and honest by leading in vulnerability and transparency.

ACCOUNTABILITY - We remain accountable to each other to pursue purity, integrity, honor, and humility.

HONOR - We create healthy culture and relationships by speaking honorable words, engaging in courageous conversations, and valuing honest feedback.

CELEBRATION - We make time to share testimonies and celebrate wins.

Anti-Discrimination & Harassment

Policy Prohibiting Harassment and Discrimination

Convergence Church strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

Prohibited Behavior

Convergence Church does not and will not tolerate any type of discrimination or harassment of our employees, applicants for employment, or our members. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender (including pregnancy), race, color, religion, national origin, age, disability, military status, or any other protected category under federal, state or local law, that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior, in particular, includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment;
- is used as the basis for employment decisions;
- unreasonably interferes with an individual's work performance; or
- creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

- repeated sexual flirtations, advances or propositions;
- continued and repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objects or pictures including cartoons and vulgar e-mail messages; and
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the Company, regardless of gender.

Harassment by Nonemployees

Convergence Church will also endeavor to protect employees, to the extent possible, from reported harassment by nonemployees in the workplace, including customers, members and suppliers.

Complaint Procedure and Investigation

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to an Elder. If that person is not available, or you believe it would be inappropriate to contact that person, contact another Elder or a member of the Leadership Team.

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Convergence Church will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with Convergence Church in enforcing this policy and investigating and remedying complaints.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

Retaliation

Any employee who files a complaint of harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Employment at Will

Employment At-Will

Unless expressly proscribed by statute or contract, your employment is "at-will." All Convergence Church employees are at-will, which means they may be terminated at any time and for any reason, with or without advance notice. Employees are also free to quit at any time. Any employment relationship other than at-will must be set out in writing and signed by Convergence Church's Administration.

Compensation & Work Schedule

Attendance & Punctuality

Every employee is expected to attend work regularly and report to work on time.

If you are unable to report to work on time for any reason, communicate with your supervisor as far in advance as possible. If you do not call in an absence in advance, it will be considered unexcused.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including discharge.

Child Support Reporting Requirements

Federal and state laws require us to report basic information about new employees, including your name, address, and social security number to a state agency designated as the State Directory of New Hires. The state collects this information in an effort to enforce child support orders. Please be advised that if the state determines that you owe child support, it will send us an order requiring us to withhold money from your paycheck to pay your child support obligations. Convergence Church is required to comply with such orders as a matter of federal and state law.

Flexible Work Hours & Telecommuting

Convergence Church has established a flexible work arrangement program for employees whose departments and jobs are suited to it.

With approval, you may be allowed to begin and end your workday earlier or later than established hours or arrange to telecommute. To maintain a flexible work arrangement, employees must ensure business needs are met and adhere to attendance and punctuality policies.

If you wish to set up a flexible work arrangement, begin discussions with your supervisor. Such arrangements may be established, changed or discontinued at the Company's discretion.

General Pay Information

Certain deductions will be made in accordance with federal and state laws.

In addition, the Company makes available certain voluntary deductions as part of the Company's benefits program. If an employee elects supplemental coverage under one of the Company's benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from his or her check each pay period. If the employee is not receiving a payroll check due to illness, injury, or leave of absence, he or she will be required to pay the monthly cost directly to the Company.

Pay Schedule

Employees will be paid on a semi-monthly schedule with payroll being written the 15th and last day of each month. If the regular payday falls on a holiday or weekend, every effort will be made to write payroll on the last workday before. There may be times that payroll is written the next workday following the pay day.

- If a paycheck is lost or stolen, notify the Administrator immediately.

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Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals informally any time.

Additional formal performance reviews will be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These formal reviews will be conducted as needed.

Salary Deduction Policy for Exempt Employees

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. However, the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. The FLSA also exempts certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$684 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet the requirements of the FLSA and Department of Labor's regulations.

Salary Basis Requirement

To qualify for exemption, employees generally must be paid at least \$684 per week on a salary basis. These salary requirements do not apply to certain outside sales employees, teachers, and employees practicing law or medicine.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Circumstances in Which the Employer May Make Deductions from Pay

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

Company Policy

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all company managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the company does not allow deductions that violate the FLSA.

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What To Do If An Improper Deduction Occurs

If you believe that an improper deduction has been made to your salary, you should immediately report this information to the Administrator.

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

Timekeeping Rules for Non-Exempt Employees

Convergence Church strives to maintain strict compliance with the Fair Labor Standards Act (FLSA). The FLSA is a federal law that protects employees from unfair pay practices and guarantees non-exempt employees payment of minimum wage and overtime. The rules below are designed to help Convergence Church with the FLSA and to ensure that all employees are paid fairly and legally. Failure to follow these rules may subject you to discipline up to termination. These rules apply to non-exempt employees only. If you are unsure of your status as exempt vs. non-exempt, please ask your human resources manager.

- You must keep an accurate record of all of your work hours in the manner designated by Convergence Church (e.g., handwritten time-card, time clock, timekeeping computer program, etc).
- Review the accuracy of your time records before submitting them to your supervisor for processing. If you need to make a change on your time records to correct an error and it has already been put through the system, please notify Misty Hanson (admin@convergencechurch.com) with the details of the correction.
- Employees are responsible for maintaining their own time records.
- Enter the exact time that you begin and end working on your time records.
- Your time records should include entries for time spent at mandatory, job-related training programs, lectures, or meetings.
- Do not carry over hours of work from one day to the next, or from one week to the next. Your time records should reflect the exact hours worked for each day indicated.

Work Eligibility Records

The federal government requires that within three business days of your first day of work, you must complete an employment eligibility verification form (I-9 Form) and show us documentation proving your identity and your eligibility to work in the United States.

If you have previously worked for this Company, you need only provide this information if it has been more than three years since you last completed an I-9 Form for us or if your current I-9 Form is no longer valid.

I-9 Forms are maintained separately from other personnel records and are treated as confidential to the extent possible. If you need additional information about the I-9 Form, please contact the Administrator.

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Work Hours

Convergence Church has the office hours of Tuesday through Thursday from 9 am to 5 pm, and Friday from 9 am to 1 pm.

Staff who work 20 or more hours per week are asked for the following official work hours:

Tuesdays – 9 am to 4 pm (all On-Campus)

Thursdays – 9 am to 4 pm

(9 am to 12 noon On-Campus, includes House of Prayer – noon to 4 pm can be On/Off Campus)

Sundays – 9:30 am to 12:30 pm (some roles may begin at 8 am on Sunday)

Additional work hours will vary and can be put in at the employee's discretion as the job necessitates.

Staff who work less than 20 hours per week will have their schedules and meeting demands discussed with and set by their supervisors.

Childcare staff are asked to work as needed based on the scheduling of groups and events requiring childcare.

Conduct Standards

Company Equipment and Vehicles

When using Convergence Church property, including computer equipment or hardware, exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Notify the office if any equipment or machines appear to be damaged, defective, or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor.

Company Property

Please keep your work area neat and clean and use normal care in handling company property. Report any broken or damaged equipment to the office at once so that proper repairs can be made.

Employee Work Product

For purposes of this policy, the term "Employee Work Product" will include distinctively and collectively the whole or any part of any idea, concept, know-how, technique, discovery, invention, product, patent, trade secret, trademark, copyright, copyrightable or patentable creation, process, improvement, or any other item or work conceived, discovered, originated, created, made, written, reduced to practice, or otherwise developed by Employee, alone or in conjunction with others, provided that: (1) the work is related to or useful to Convergence Church or anticipated business; and (2) the work results from any task assigned or performed by Employee on Company time, or results from any work performed with Convergence Church's equipment, supplies, facilities, intellectual property or other Company resources. Works that are created through completion prior to the employee's employment with Convergence Church will not be deemed Employee Work Product for purposes of this policy.

It is the desired intent of Convergence Church that employees benefit from work they create as a part of their employment here, but it is also understood that Convergence Church needs benefit from the work created using time and resources from the church. Therefore individual agreements may be drawn up on an individual and as-need basis to clarify and state ownership, copyright, and the distribution of any royalties or other benefits for Employee Work Product.

Drug and Alcohol Policy

Convergence Church strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our influence in our society.

Alcohol

Employees are prohibited from using or being under the influence of alcohol while performing business for Convergence Church, while operating a motor vehicle during business or for any job-related purpose, or while on company premises or a worksite.

Illegal Drugs

Convergence Church employees are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in Convergence Church facilities, while operating a motor vehicle for any job-related purpose, while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

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Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Searches

Convergence Church may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any Convergence Church property that is provided for employees' personal use, such as desks, lockers, and files.

An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

Drug Testing

Convergence Church may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

Unpaid Suspension as a Disciplinary Measure

Convergence Church expects the highest standards of professional conduct at all times.

In accordance with Convergence Church's policies on harassment, drug or alcohol use, and other work conduct rules, the Church reserves the right to discipline or discharge any employee for violations of rules pertaining to behavior within the workplace.

An employee will be subject to an unpaid disciplinary suspension for infractions of workplace conduct rules. Suspensions without pay apply to everyone. For exempt employees, suspensions without pay will be in one or more full-day increments. For non-exempt employees, suspensions may be any period of time within the Company's discretion.

Ethical and Legal Business Practices

Convergence Church expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer and all others associated with the Church. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our customers, and our community.

This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment and be sensitive to others' perceptions and interpretations.

If you have any questions about this policy, consult your supervisor or an Elder.

You are expected to promptly disclose to the management of the company anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

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Complying With Laws and Regulations

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

Employee Privacy and Other Confidential Information

Convergence Church collects only personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and the Elders must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the company only with employee approval.

If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

Accounting and Financial Reports

Convergence Church's financial statements and all books and records on which they are based must accurately reflect the Church's transactions. All disbursements and receipts must be properly authorized and recorded.

You must record and report financial information accurately. Reimbursable business expenses must be reasonable, accurately reported and supported by receipts.

Those responsible for handling or disbursing funds must assure that all transactions are executed as authorized and recorded to permit financial statements in accord with Generally Accepted Accounting Principles.

Compliance

Employees who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

Open Door

Communication is a two-way street. Convergence Church has an open-door policy whereby any employee can speak to any executive, manager, or supervisor on any matter. Our leaders are dedicated to being available and attentively listening to employees. The bottom line is - we can't implement change(s) if we are unaware of the need for change(s).

Progressive Discipline

Convergence Church retains the discretion to discipline its employees. Oral and written warnings and progressive discipline up to and including discharge may be administered as appropriate under the circumstances.

Please note that Convergence Church reserves the right to terminate any employee whose conduct merits immediate dismissal without resorting to any aspect of the progressive discipline process.

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Smoking Policy

Smoking is prohibited inside Convergence Church facilities.

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

Should you have a question, complaint or dispute about smoking in the workplace, contact one of the Elders.

Zero Tolerance for Workplace Violence

Convergence Church has a zero-tolerance policy concerning threats, intimidation and violence of any kind in the workplace either committed by or directed to our employees. Employees who engage in such conduct will be disciplined, up to and including immediate termination of employment.

Unless otherwise permitted by state or local law, employees are not permitted to bring weapons of any kind onto company premises or to company functions. Any employee who is suspected of possessing a weapon will be subject to a search at the company's discretion. Such searches may include, but not be limited to, the employee's personal effects, desk and workspace.

If an employee feels he or she has been subjected to threats or threatening conduct by a coworker, vendor or customer, the employee should notify his or her supervisor or another member of management immediately. Employees will not be penalized for reporting such concerns.

Return of Company Property Upon Separation

When an Employee's employment with Convergence Church terminates, for whatever reason, the Employee is required to immediately return all Company-owned property used during his/her employment, and all documents, disks, and other materials containing proprietary or confidential information belonging to the Company. This includes without limitation, keys, credit cards, computers, vehicles, communication devices, uniforms, identification cards or badges, and any other equipment, materials, or items purchased, leased, owned, or otherwise belonging to Convergence Church.

Upon separation, employees must return any originals or duplicates of any written or other tangible items, whether maintained in hard copy, film, microfiche or electronic medium, belonging to the Company, its subsidiaries, affiliates, successors, or assigns, including without limitation, correspondence, reports, memoranda, records, data, charts, notes, devices, specifications, drawings, customer lists, and any other item containing trade secret information or confidential information relating to Convergence Church products, services, designs, formulas, developmental or experimental work, computer programs, databases, customers/clients, marketing strategies, business plans, financial information, and employee information. These items are property of Convergence Church.

Leave

Jury Duty

Employees are encouraged to serve on jury duty and fulfill their civic obligations. Employees who are scheduled for jury duty must provide documentation of the jury duty summons to their supervisor immediately.

Unless otherwise required by state or local law, Convergence Church will compensate employees their regular pay for up to 14 days of time they are required to serve. Employees must provide evidence of service including monies received from jury duty to their immediate supervisor for submission to the Payroll Department.

If excused or released from jury duty, employees are expected to return to work promptly.

Maternity/Paternity Leave

As family is a high value of Convergence Church, we want to help ensure the best transition for your family when a new baby comes along. Convergence Church offers 3 months of paid maternity leave for employees. Convergence Church offers 3 weeks paid paternity leave within the first 3 months of the child's arrival. Notification for Maternity/Paternity leave needs to be given to the Administrator and your Department head.

General Employment

Employee Classifications

Convergence Church has two primary ways of classification of employees. The first considers the IRS guidelines for classification of Ministerial Roles. The second guideline is based on hours per week worked. Below lists various classifications:

Ministerial Employees

- Ministerial Positions may be full-time or part-time. These positions follow the IRS guidelines of being ordained or licensed ministers and having 'sacerdotal' duties (here at Convergence we define this by being significantly in the preaching and service facilitator roles on Sunday). These employees will fall under the IRS classification of a "Self-employed Employee." FICA taxes are not deducted out of the pay and any Federal Withholding desired to be taken out of the pay must be requested on the employee's W4. While these employees will receive a W2 for tax purposes, they are treated as self-employed when filing taxes, and thus may wish to set up a quarterly payment plan with the IRS or have FWH taken out of their paychecks. These employees may also take advantage of a housing allowance. Convergence Church has a housing worksheet to help determine how much you may be able to take. Housing allowance will only be available up to the salary set.

Non-Minister Employees (including Childcare employees)

- All employees who do not qualify as ministers according to the IRS guidelines (regardless of their title here) are under these classifications non-minister employees. These employees will have full FICA and FWH deducted from pay as required by law.

Please note that churches are exempt from federal and Texas state unemployment.

Employee Records

An employee's personnel file consists of the employee's employment application, withholding forms, reference checks, emergency information and any performance appraisals, benefits data or other appropriate employment-related documents.

It is the employee's responsibility to notify the Payroll or Human Resources department of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an accident.

You may be dismissed for misrepresenting any fact on your application or in your personnel file.

Personnel records are considered company property and are not available for review by employees unless specifically authorized by management.

Employment of Relatives

Convergence Church may hire relatives of employees where there are no potential problems of supervision, safety, security, morale or potential conflict of interest. Relatives include an employee's parent, child, spouse, domestic partner, sibling, cousin, in-laws and step relationships.

Employees who marry or become related will be permitted to continue to work as long as there are no substantial conflicts. Reasonable accommodations will be made when possible in the event a conflict arises.

Introductory Period

The first 90 days of employment are an Introductory Period for both the employee and the Church. However, during and after this period, the work relationship will remain at will.

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This time period allows you to determine if you have made the right career decision and for Convergence Church to determine whether your initial work performance meets our needs. Your manager will monitor your work performance, attitude and attendance during this time, and be available to answer any questions or concerns you may have about your new job.

The Introductory Period may be extended at management's discretion.

Identity Theft Protection

Convergence Church respects the privacy of your personal data and is committed to ensuring that it will only be accessed and utilized as necessary, in a professional and confidential capacity. In all circumstances, we take reasonable steps to:

- Give you clear notice when we are requesting information from you, the types of information we request from you, the general purposes for which that information will be used or disclosed, and the categories of users to whom we provide the information; and
- Use safe and secure systems, physical and electronic, to safeguard your non-public personal information, including your social security number.

If at any time you feel as if your personal data has been misused or improperly accessed, please report your concerns to the Human Resources Department for further investigation.

Reference/Background Checks

Convergence Church conducts reference and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

As outlined in our Child Protection Policy, in general, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency, and any conduct contrary to our mission will preclude someone from being permitted to work with children (under age 18). [Please reference the Child Protection Policy for more information.]

Termination, Resignation and Discharge

Unless expressly proscribed by statute or contract, employment with Convergence Church is "at will" and may be terminated with or without cause or notice. Similarly, employees are free to resign at any time. If at any time it is necessary for an employee to resign his or her employment with the Church, Convergence Church requests at least two weeks notice from general office, admin, and childcare workers. We request at least a month notice for Department Heads, Executives, and all Pastoral Staff.

Employees who resign will receive their final paycheck on the next regular payday. Employees who are discharged will receive their final paycheck within six days of discharge. Final paychecks will include all wages accrued but not paid through the date of separation.

Safety & Emergency

Emergency Measures

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time.

However, you are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the conditions, inform your supervisor as soon as possible.

If it becomes necessary to shut down the office due to weather or other emergency, every effort will be made to notify employees. If there is a question as to whether the office will be open, call your supervisor.

Transportation Guidelines for Injured/Ill Employee

Employees who experience a work-related injury should notify their manager or supervisor immediately. In cases of extreme illness or injury (such as unconsciousness, severe bleeding or broken bones), the Company will call 911.

For injuries and illnesses that require medical attention but are not life threatening, the Company will:

1. Call the employee's emergency contact to arrange transportation to a medical facility. In the absence of an emergency contact, the Church will arrange to have a supervisor or manager transport the injured employee.
2. Call the medical facility to let them know that an employee is coming in with a work-related injury.

After an injury, an Employee Injury Report must be completed by the affected employee and given to the supervisor or manager as soon as reasonably possible.

A physician's report must be provided to a supervisor or manager before the affected employee returns to work after treatment for an on-the-job injury.

Fire Safety

Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fires.

Employees are required to observe all OSHA safety requirements and regulations. Flammable materials are to be stored in covered metal containers. Employees should not block any fire doors, fire exits, fire extinguishers, windows or doorways. Review the fire escape routes posted in each work area.

First Aid

Applies to Childcare Workers and Children's Ministry especially --

Our goal is to provide employees with the necessary information regarding appropriate techniques associated with administering medical assistance to others. Convergence Church is concerned about employees who may be exposed to blood and other bodily fluids when rendering first aid to other employees. The following procedures are to be used when administering first aid:

- Always use latex gloves that are supplied in the Company's first aid kit.

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- In the event CPR becomes necessary, a CPR Micro-Shield should be used if available. Only those employees who are certified to perform CPR should perform CPR.
- Any materials, including latex gloves and CPR Micro-Shields, used in administering first aid should be discarded in the red biohazard bags located in the Children's Ministry areas.
- Hands should be thoroughly washed following any first aid procedure.

The red biohazard bags will be picked up by special arrangement with the local waste management company on a regular basis.

Safety

Convergence Church is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your manager.

If you or another employee is injured, contact your supervisor or manager immediately. Seek help from outside emergency response agencies, if needed. Contact information is posted in the Children's areas.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from the Administrator.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards that might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

You can get the required reporting paperwork from the Administrator.

Corporate Communications & Technology

Communication with Press or Media

Media inquiries in relation to Convergence Church must be handled in accordance with the following guidelines:

- Inquiries regarding a specific event or incident should be referred to the individual or individuals in charge of the matter; if they are not available, then to the Elders or to the Administration.
- All other inquiries should be referred to the Elders, who will respond directly or designate another spokesperson and who will also help draft or direct an appropriate response if necessary.

This policy covers all forms of responses to the media, including off-the-record and anonymous statements.

Personal Mail

All mail delivered to the Company is presumed to be related to company business. Mail sent to you at the Company's address may be opened by the office and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

Employee Benefits

Employee Benefits Policy

Convergence Church employees are entitled to a wide range of benefits. Benefit programs -- such as Social Security and workers' compensation are covered. Federal and State laws permit that Convergence Church does not pay unemployment – employees of Convergence are not eligible for unemployment.

Eligibility for most other benefits depends upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. You can find the details of many of these programs in separate written summaries. For more information, contact the Administrator.

Some benefit programs require contributions from employees, but many are fully paid by Convergence Church. We reserve the right to add, amend, modify or terminate any employee benefit plans or programs.

Currently, Convergence Church provides the following benefits (again, depending on employee classification): retirement plan options and paid time off.

Medical Insurance

Convergence Church does not offer Health Insurance at this time.

Retirement Savings Plan

Convergence Church offers 403(b) retirement plans for employees. All employees are eligible, but the church only contributes towards the funds of full time pastor/elder positions. All other employees are salary reduction only. Roth 403(b) plans are not available.

Employees are not automatically enrolled. Employees wishing to enroll may ask the Administration for sign-up forms. Besides the things required by law, such as reducing from salary and sending contributions in a timely manner, Employees have a great degree of freedom once they are set up to get the plan that best works for them - including roll-overs and loans as their individual plan allows.

Employee's personal information will be given to plan providers upon enrollment as required by law. Retirement contributions over the amount allowable by law will not be allowed by Convergence Church. All contributions will be documented on the Employees tax documents as required by law.

Convergence Church has the following retirement plans available:
An Annuity Plan through Guidestone (SBC Annuity Board)

403(b) plans through T. Rowe Price with the default investment fund as the T. Rowe Price Prime Reserve Fund

For all 403(b) plans, the contribution year is the calendar year (Jan 01 - Dec 31). Other 403(b) plan providers may be added by Convergence Church. If a provider is added, it will be added to the list in this document and all employees will be provided with an updated provider list as soon as the request for addition is approved and processed.

Travel & Expenses

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on

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Convergence Church business. Use your discretion but try to keep costs low.

You must record all travel and business activities on an Expense Report Form and submit it to the Administrator.

Workers' Compensation

Convergence Church provides insurance to compensate for any illness or injury an employee might suffer while working on company premises, traveling on official company business, or attending an activity officially sponsored by the Company. If you become ill or injured, please get medical attention at once.

You must also report the details to your supervisor immediately. And you must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

Unemployment Compensation

As a Church, this business is exempt from both federal and state unemployment compensation.

Holidays & Paid Time Off

Holidays

Convergence Church observes the following holidays:

New Year's Day
Independence Day
Thanksgiving and the day after
Christmas Eve through New Year's Eve

You will be paid for these holidays if you:

- are in a salary style paid role, and
- have worked the full day before and the full day after the holiday, unless time off has been approved in advance as vacation or personal days.

Holidays that fall on a weekend will not be observed unless specially announced. To avoid confusion, all holidays will be announced in advance.

Due to church needs, some employees may be required to work on company holidays. Your supervisor or manager will notify you if this may apply to you.

Time Off Categories and Policies

Convergence has the following Time Off Categories: PTO, Sick Days, Vacation, and Sabbath. The Convergence Time Off policy applies only to employees working 20 or more hours per week. (For employees working less than 20 hours, time off is managed and discussed with your supervisor.

For employees who qualify under our Time-Off Policy, time off is to be requested through the system set up by the Administrator. In addition to the Administrator, communicate your request with your supervisor.

PTO

Definition

PTO only applies to time taken on a Tuesday or Thursday for other appointments, etc (ex. Doctor's appointment). [PTO does not include 'working from home.' If you are attending meetings virtually or working from home, you are working and not taking time off.] PTO does not apply to any Sundays off.

Each eligible employee gets 8 days PTO per year.

PTO Use

Communicate your need for PTO to the Administrator through the time off system as soon as you know you will need it.

Sick Days

Sick days can be taken as needed. Convergence does not set a number of sick days available. Inform the Administrator, your supervisor, and anyone who is affected (i.e. someone you may have a set meeting with, etc) as soon as possible.

Convergence Church reserves the right to request a doctor's certificate for any sick days requested. If such a certificate is requested and you cannot produce it, the absence may be considered unexcused, and you will not be paid for it.

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Vacation

Convergence Church provides paid vacation time for eligible employees as follows:

Vacation Accrual

Vacation may be used as soon as it is accrued. Length of service with the Church determines the rate at which eligible employees accrue vacation. Sundays may be included in employee's work week and must be considered in vacation and time off requests (your supervisor will specify if Sundays are included in your work time).

Employees become eligible for the new higher accrual rate on their anniversary date, as follows:

Full time based on a 5 day work week – Part time is based on a 3 day work week.

0-5 years employed -- 2 weeks vacation) + 2 Sundays

5-10 years employed -- 3 weeks vacation + 3 Sundays

10+ years employed -- 4 weeks vacation + 4 Sundays

Eligibility

All Employees working 20+ hours per week are eligible for paid vacation time. You may not substitute pay for unused vacation. Should a paid holiday occur during your vacation, you may add an additional day, either at the beginning or the end of the vacation period, with approval.

Submit requests for vacation to the Administrator within the time off system.

Elders and Administration reserve the right not to approve a vacation request if it will interfere with Church operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' requests for vacation will be accommodated, but where scheduling conflicts arise, seniority and workload priority will prevail.

Special approval consideration will need to be given to any requests that will have the employee out more than 14 consecutive days - even if the time is accrued.

Vacation time does not roll over year to year. January 1, the beginning of Convergence Church's fiscal year, vacation allotment renews as well.

Sabbath

Definition

Understanding that rest is a spiritual principle and a key component in our value of health, Convergence includes Sabbath time off as a part of the Paid Time Off package for eligible Employees. Sabbath time is time you are requesting to take off to especially be in receiving/rest mode. The intent is for the time to be used for rest, refreshment, and receiving whether you choose to stay here or go somewhere else.

Each eligible employee gets four Sundays (the equivalent of 1 Sunday per quarter) per year as Sabbath time off.

Sabbath Use

Communicate your request for Sabbath time off to the Administrator through the time off system.

Payment of Unused Vacation Upon Termination

Unused vacation time will be forfeited upon termination of employment.

Convergence Church Employee Policy Manual

Acknowledgment

Convergence Church requests that you turn in a signed acknowledgement of your receipt and reading of the Convergence Church Employee Policy Manual. The acknowledgement will read as follows:

I acknowledge that I have received the Convergence Church Employee Policy Manual and that I have read and understand the policies.

I understand that this Employee Manual represents only current policies and benefits, and that it does not create a contract of employment. *Convergence Church retains the right to change these policies and benefits, as it deems advisable.*

Unless expressly proscribed by statute or contract, my employment is "at-will." I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the Company has the same right. I further understand that my status as an "at-will" employee may not be changed except in writing and signed by the President of the Company.

I understand that the information I come into contact with during my employment is proprietary to the Company and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Company. I understand that I must comply with all of the provisions of the Handbook to have access to and use Company resources. I also understand that if I do not comply with all provisions of the Manual, my access to Company resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the Company's safety, health, and emergency procedures as outlined in this Manual or in other documents

Social Covenant

The Staff of Convergence Church are also asked to abide by a Social Covenant which dictates how we treat one another and deal with conflicts. The Social Covenant reads as followed and is included here for reference.

Convergence Staff Social Covenant

As the Convergence Church Staff we establish this Social Covenant and agree that we will

Treat each other with Respect, Honesty, Encouragement, Kindness, Friendship, Forgiveness, Honor, Dignity, Patience, Mercy, Trust, Empathy, Tact, Love, Value, Grace, Truth, Integrity, and Confidentiality. We will listen and not gossip!

In addition, we will be Non-judgmental, Accountable, Flexible, Courteous, Committed, Productive, Ethical, Open, Slow to Anger, Supportive, Transparent, Clear and Truthful. We will believe the best about each other and will not fight against each other but will fight for each other and for our relationships to be all they are meant to be.

If we talk to another person(s) (who is not part of the problem or the solution) about something concerning a third-party team member, we have 48 hours to bring that conversation to the attention of the third-party team member. We agree to follow-up, clean up and do what needs to be done to bring truth and reconciliation to those who were affected by our words.

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The effectiveness of this Social Covenant rests on the extent to which everyone works toward its desired end. All members must be willing to be held accountable for themselves. Team members must be willing to hold each other accountable as well.

- **Assuming we agree on how to treat each other, what should we do if one of us does not follow the behavior we agreed upon?**

1. Assess the situation and go to the person one-on-one.

The steps to take when you go to someone are the following:

- a. Go in Love (Kindness) — I care more about you than what you think of me
- b. Go in Humility — I could be wrong, (it could all be my filter)
- c. With Pre-Forgiveness — worked out internally before meeting
- d. With 100% Truth — just the facts on that situation,

We will be honest, direct, specific and will not hold back what needs to be said. We will listen and value feedback. We will not speak to or about each other in a sarcastic or passive/aggressive manner.

We agree to go to the other person with good intentions and the desire to understand them first.

2. Next Step: If the situation is not resolved, then we will bring in one or two other staff members who will be a witness to the words that are spoken.

3. Next Step: If the situation is not resolved, we mutually agree to bring it before the Senior Pastor. (if the senior pastor is involved in dispute then skip to step 4)

4. Next Step: If the situation is still not resolved then we mutually agree to bring it before the elders.

5. If no resolution takes place, then we agree to some sort of separation. It is our intent that every issue will be resolved by step one and no further action will be needed.

- **We recognize we are imperfect. If we fail to live up to the agreement, we will take the initiative to apply the Six Step Apology:**

1. Acknowledge what we did by stating the offense. ("I did 'it'")
2. Admit that we are wrong. ("I was wrong")
3. Say that we are sorry. ("I am sorry")
4. Say: "I value your forgiveness if and when you are able to."
5. Ask the person or group: "Will you hold me accountable? I give you permission to hold me accountable from now on."
6. Ask: "Is there anything else?"

By signing this covenant, we are committing to abide by and be held accountable to the behaviors that we as a team believe demonstrate the type of culture and environment that will foster the best personal and professional development and success.

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Acknowledgement Signing Page (please turn in signed sheet to the Administrator)

I acknowledge that I have received the Convergence Church Employee Policy Manual and that I have read and understand the policies.

I understand that this Employee Manual represents only current policies and benefits, and that it does not create a contract of employment. Convergence Church retains the right to change these policies and benefits, as it deems advisable.

Unless expressly proscribed by statute or contract, my employment is "at-will." I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the Company has the same right. I further understand that my status as an "at-will" employee may not be changed except in writing and signed by the President of the Company.

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I further understand that I am obligated to familiarize myself with the Company's safety, health, and emergency procedures as outlined in this Manual or in other documents

Signature	Date
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Please Print Your Name _____

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Convergence Core Team Social Covenant (Signing Page)

As the Convergence Church Staff we establish this Social Covenant and agree that we will ---

Treat each other with Respect, Honesty, Encouragement, Kindness, Friendship, Forgiveness, Honor, Dignity, Patience, Mercy, Trust, Empathy, Tact, Love, Value, Grace, Truth, Integrity, and Confidentiality. We will listen and not gossip!

In addition, we will be Non-judgmental, Accountable, Flexible, Courteous, Committed, Productive, Ethical, Open, Slow to Anger, Supportive, Transparent, Clear and Truthful. We will believe the best about each other and will not fight against each other but will fight for each other and for our relationships to be all they are meant to be.

If we talk to another person(s) (who is not part of the problem or the solution) about something concerning a third-party team member, we have 48 hours to bring that conversation to the attention of the third-party team member. We agree to follow-up, clean up and do what needs to be done to bring truth and reconciliation to those who were affected by our words.

The effectiveness of this Social Covenant rests on the extent to which everyone works toward its desired end. All members must be willing to be held accountable for themselves. Team members must be willing to hold each other accountable as well.

- **Assuming we agree on how to treat each other, what should we do if one of us does not follow the behavior we agreed upon?**

1. Assess the situation and go to the person one-on-one.

The steps to take when you go to someone are the following:

- a. Go in Love (Kindness) — I care more about you than what you think of me
- b. Go in Humility — I could be wrong, (it could all be my filter)
- c. With Pre-Forgiveness — worked out internally before meeting
- d. With 100% Truth — just the facts on that situation,
We will be honest, direct, specific and will not hold back what needs to be said. We will listen and value feedback. We will not speak to or about each other in a sarcastic or passive/aggressive manner.

We agree to go to the other person with good intentions and the desire to understand them first.

2. Next Step: If the situation is not resolved, then we will bring in one or two other staff members who will be a witness to the words that are spoken.
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5. Ask the person or group: "Will you hold me accountable? I give you permission to hold me accountable from now on."
6. Ask: "Is there anything else?"

By signing this covenant, we are committing to abide by and be held accountable to the behaviors that we as a team believe demonstrate the type of culture and environment that will foster the best personal and professional development and success.

Signature

Date

Please Print Your Name