

Human Resources Policy Manual

First Denton

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I. EMPLOYEE CLASSIFICATION

There are three main classifications of employee. The first class is the "Called Minister" group. These individuals are "called" as defined by our bylaws and their offer of employment is determined by a church vote. This group includes the senior pastor and other ministerial staff. The second class is the "Supervisor" group. These employees are non-called staff members who are supervisors or managers of a specific department or function. These employees generally have employees reporting to them, budgetary responsibility, regular interaction with committee(s), or they report directly to the Senior Pastor. The third class is "Support Staff". These employees are non-called staff members who are not supervisors or managers. These employees do not have the enhanced job requirements described above for "Supervisors".

All employees, regardless of classification, are also identified as either full-time or part-time employees. Part-time employees are expected to work and average of 29 hours per week or less. They are not exempt from receiving over-time pay and they are not eligible for the benefits described in this policy manual. Full-time employees are expected to fulfill their job requirements. They are exempt from receiving over-time pay and are eligible for the benefits described in this policy manual.

II. WORK SCHEDULE

The normal work schedule is 8:30 A.M. to 5:00 P.M. Monday through Friday. For certain employees, Sunday is considered a work day. To compensate for working Sunday, one day will be taken off during the normal workweek. All employees should coordinate their day off through their direct supervisor, as described in the Personal Time Off section of this policy manual. The Senior Pastor will coordinate his day off through the Personnel Committee. Exceptions to the normal schedule must be cleared with the employee's immediate supervisor and the Executive Pastor or equivalent.

1. Normal office hours are 8:30 A.M. to 5:00 P.M. Monday through Friday.
2. Child Development Center hours are 7:30 A.M. to 5:30 P.M. Monday through Friday during the school term.

A one-hour lunch period is provided for all salaried full-time employees. Scheduling is the responsibility of the supervisor. All other employees are provided

with up to one hour for lunch as scheduled by their supervisor. Hourly employees must clock out or sign out during their lunch period.

Rest periods of 15 minutes are required for each four-hour period an employee works and will be scheduled by the supervisor approximately halfway through each four-hour period.

Eleven (11) holidays are observed annually. They are New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days) and Christmas (3 days). In the event of a holiday falling on a weekend, the following Monday will be observed. When necessary for the operation of the church and its programming, employees may be required to work on scheduled holidays. Affected employees will be granted an alternate day off.

III. ABSENCES

A. Personal Time Off

First Denton provides a Paid Time Off ("PTO") program in lieu of traditional vacation and sick leave programs. Under this system eligible employees earn and accrue paid time off and may draw upon their PTO accrual for vacation, sick leave or medical or consultation appointments, personal business, family illness or any other time away from work. ("Accrual" is the accumulation of leave as it is earned. The total accrued leave balance is the net of leave accrued and leave taken.) Jury Duty and Bereavement leave are separate types of leave that will be granted based on the "*Jury Duty*" and "*Bereavement Leave*" sections of this handbook, respectively.

Eligibility and Use

Ministerial and administrative staff considered full-time employees are eligible to earn PTO. Employees will be eligible to participate in the PTO program following three consecutive months of full-time employment. Upon completion of three consecutive months, an employee's accrual of PTO will be available to the employee retroactively to the first full day of employment. PTO is earned and accrued each pay period and is available for use as the time is earned.

PTO Accrual Example: A staff member is eligible to earn and accrue 176 hours of PTO per year. They will earn 176-hours / 24 pay-periods per year = 7.34 hours of PTO accrued per pay-period.

Employees are encouraged to use their accrued PTO within the year earned. Accrued, unused PTO will be carried over to the following calendar year in an amount not to exceed one-half year's total target accrual benefit.

Employees will earn PTO according to the position into which they are hired and the years of relevant experience they bring with them upon their employment date. The Personnel Committee alone will be responsible for determining and communicating the years of relevant experience to be applied to each new hire employee. Eligible employees will receive PTO on the following basis:

Classification	Years of Relevant Experience	Annual PTO Target Accruals Days/Hours
Staff	0	22 days/176 hours
	5	25 days /200 hours
	10	27 days/216 hours
Supervisors	0	22 days/176 hours
	5	25 days /200 hours
	10	27 days/216 hours
Called Ministers	0	22 days/176 hours
	5	25 days/200 hours
	10	27 days/216 hours
	20	32 days/256 hours

Called Ministers are allowed a maximum number of Sundays away from the church. This maximum is equal to Target Accruals divided by 5. *Example 25 days / 5 = Maximum of 5 Sundays away on leave during a year.*

Procedures, Scheduling and Other PTO Terms

Employees are required to use available PTO when taking time off from work. This includes during any Family Medical Leave (FMLA) period. PTO may be taken in increments of as low as two hours. Whenever possible, PTO should be scheduled in advance and is subject to supervisory approval based on department staffing needs and established departmental procedures. Circumstances leading to urgent PTO requests (e.g. a sick day) should be properly communicated and is still subject to supervisory approval. The Senior Pastor must submit his requests for PTO to the chairman of the Personnel Committee for approval. When necessary, the Personnel Committee chairman will consult with the Personnel Committee prior to approval. All employees using PTO should report their time taken to the HR or Payroll Administrator for tracking purposes by completing a PTO form (or on their timecard, etc.).

Paid time off will not apply toward overtime calculations. Employees may borrow against future PTO accruals with appropriate supervisor approval. In this case, if an employee terminates employment for any reason, any negative PTO balance will be deducted from the employee's final pay, or the Church reserves the right to pursue reimbursement from the employee. The Personnel Committee will review requested extenuating circumstances which require an employee to exceed available PTO for the purpose of providing extra leave. This would normally involve health issues prior to long-term disability insurance payments.

Staff Development Time

Time away for staff development must be granted using the procedures set forth in the "*Staff Development*" section of this policy.

Payment upon End of Service

Upon an employee's termination of employment, accrued, unused PTO will be paid out under the following circumstances:

If an employee is i) involuntarily separated from employment for economic reasons as part of a Church reorganization or a reduction in the workforce, ii) voluntarily resigns, iii) retires, or iv) loses eligibility due to a change in employment status, the employee will receive 50% of the balance of their accrued, but unused PTO.

B. Jury Duty

Full-time employees who are required to serve Jury Duty will be paid their regular scheduled pay for the days they are absent for Jury Duty up to a maximum of 10 days per year. When the employee is called for jury duty, the employee must alert the Senior Pastor and/or Executive Pastor in a timely fashion.

C. Bereavement Leave

Time off is given in the event of the death of a member of the employee's immediate family which includes spouse, children, grandchildren, step-children, parents, step-parents, grandparents, brothers/sisters or in-laws. The passing of a loved one is a difficult life event that requires time for grieving and fulfillment of personal obligations. In the event of such a loss, full and part time employees are extended up to three days of paid bereavement leave. Should additional time be required for travel or extenuating circumstances, employees should discuss the option of two additional bereavement days with their supervisor.

Grieving is personal in nature and each employee will have different needs based on each situation. The Personnel Committee and/or the Committee's Chairperson approve the Senior Pastor's request. If an employee requires other considerations, their immediate supervisor, the Senior Pastor or Personnel Committee will determine the appropriate response.

D. Weather Conditions

When weather conditions make travel on streets hazardous, FIRST DENTON will follow the practice of the Denton Independent School District when they are in session. If DISD is closed, FIRST DENTON will follow closures of similar organizations in the area (e.g. City of Denton, local private schools and daycares, etc.) If area closures are widespread, for safety purposes we will close the office, the preschool and the buildings and cancel all activities.

E. Sabbatical Leave

Recognizing the Biblical principles set down by God commanding us to take time away to rest, renew, and rejuvenate, and recognizing the stressful nature of church ministry positions, the church desires to provide an opportunity to its ministerial staff for a sabbatical/study leave. This policy is established to provide for our ministers with a history of long-term service to our church a gift of time away from normal responsibilities and routines. It is intended as an investment in our ministerial staff, in order to offer opportunity to pursue a plan of personal renewal and growth in cooperation with the Holy Spirit. Including time with family in conjunction with the leave is also encouraged.

1. The purpose of a sabbatical/study leave is to provide the opportunity for called ministers to take an extended time for personal retraining, personal renewal, and professional development. Possible uses of time might include (but are not limited to) a study project, education, travel, and relaxation. Note that the sabbatical is not an extra vacation; although renewal is part of the purpose. Instead, it is a time to sharpen and improve ministry skills away from the normal demands of ministry. Properly accomplished, it is anticipated that our ministers will return to FIRST DENTON with a new excitement and expanded vision for ministry.

2. After seven (7) full years of full-time service at FIRST DENTON, ministers will be eligible to apply to participate in a sabbatical/study leave. The leave is not required, but all that are eligible will be encouraged to take advantage of the opportunity provided by the church. Once this leave is taken, the minister will not be eligible to apply again until another seven (7) years of service is completed.

3. The minister must present a proposal for the leave at least six (6) months in advance of the time requested for the leave. The Senior Pastor and Executive Pastor or equivalent will consider each proposal, and, if appropriate and well designed, will then present the proposal to the Personnel Committee for approval. The Senior Pastor will submit his proposal directly to the Personnel Committee for approval. The proposal will be evaluated and judged based on the anticipated educational, vocational, and personal development potential. The Personnel Committee will approve via a majority vote all sabbatical/study leaves.

4. The maximum length of the leave is twelve (12) consecutive weeks for the Senior Pastor; eight (8) consecutive weeks for other church called ministers. Leaves will be coordinated so that only one minister will be on leave at any given time. A maximum of three (3) ministers will be approved to take leave during any one calendar year.

5. All salary and benefits will continue uninterrupted for the minister during his/her sabbatical. An additional budget request supporting sabbatical expenses will be considered for approval by the Personnel Committee. Expenses will be capped at \$3,000 per twelve (12) week sabbatical period (pro rata for shorter periods of leave) and will come from the designated Sabbatical Leave fund. Note that while it is the desire of the church to provide such support, approval of a leave does not guarantee expense support, nor will the full amount of eligibility be automatically approved. Outside resources for support (grants, etc.) are often available and should also be pursued aggressively. If such resources are awarded, they will be utilized first before committing church resources.

6. One month after their return from the leave, the minister will present a comprehensive written and oral report to the Senior Pastor, Executive Pastor or equivalent, and the Personnel Committee. This report should detail what was undertaken and accomplished, what effect the sabbatical leave will have in their particular areas of ministry, and how the knowledge gained will benefit the overall ministries of the church. (The report from the Senior Pastor will be presented to the Personnel Committee.) Copies of all reports will be made available to the entire church.

7. Because the sabbatical/study leave represents a considerable investment of the part of the church there will be mutual agreement that the minister will remain at FIRST DENTON for at least twelve (12) full months after returning from

the leave. If a minister leaves the church before the end of that twelve-month period, an appropriate reimbursement for leave expenses incurred by the church will be negotiated with the Senior Pastor, Executive Pastor or equivalent, and the Personnel Committee.

F. Professional Development Leave

Full time ministerial staff will be allowed time away from the church for the following reasons:

- Attendance at conventions, conferences, and continuing education events.
- Leading in conferences, revivals, retreats.

The Senior Pastor will be allowed nine (9) days each year to participate in any of the above listed activities. Other full-time Ministers will be allowed seven (7) days each year to participate in any of the above listed activities. Such absences must be approved by the Senior Pastor (or his designee) and must be taken in full day increments. This category of time away must relate to the staff person's job or ministry focus. This category of time away may include one Sunday per calendar year. The Senior Pastor's time away must be approved by the Personnel Committee. Requests for this category of time away must be made as early as possible and the staff member must plan for his/her area to operate effectively during their absence.

Days away by ministerial staff who leads/participates in camps and/or mission trips sponsored by FIRST DENTON must be approved by the Senior Pastor or his designee. The Personnel Committee chairperson or the Personnel Committee will approve the Senior Pastor's request for camps/mission trips. Up to 10 days per calendar year is available for this category of time away. This category may include one Sunday per calendar year. If more than 10 days are needed, the Personnel Committee will determine the appropriate response.

Non-ministerial staff may attend conventions, conferences and continuing education training related to the job to be taken in full-day increments upon supervisor approval of the time away and the available budget up to seven (7) days each year.

IV. EMPLOYMENT POLICIES

A. Employment

Vacancies in Called Minister positions will be filled by a process that begins with a search committee and is decided by a vote of the church membership (see By-Laws for required number of votes).

Vacancies in the Senior Pastor's position will be filled using a similar process except that a church-elected Senior Pastor Search Committee will be responsible for conducting the search. The Senior Pastor Search Committee shall be formed as described in the By-Laws.

All other vacancies will be filled by qualified and vetted candidates only after the Personnel Committee has reviewed the position vacancy and given the Executive Pastor or equivalent approval to proceed.

B. Evaluation

All employees shall have an annual performance review conducted by their supervisor. The Senior Pastor shall be evaluated by the Personnel Committee each year. The evaluation should consist of the employee's performance based on their job duties. Also, the evaluation should be based on goals and objectives set during each employee's annual job evaluation.

C. Termination

Every effort should be made to correct employee deficiencies through counseling. All counseling sessions should be documented as they occur and the documentation placed in the employee's personnel file. When an employee fails to respond to the corrections outlined by the supervisor, the supervisor shall request a conference with the next higher level of supervision. If together they agree that sufficient remedial action has been taken by the supervisor, they shall inform the Executive Pastor or equivalent of their recommendation to terminate the employee. All Called Minister termination actions will be recommended by the Personnel Committee and voted on by the church. All non-Called Minister staff termination actions will be taken by the immediate supervisor with the Executive Pastor or equivalent and Personnel Committee approval. Executive Pastor or equivalent

D. Advances

No advances on pay will be permitted.

E. Life Insurance

The church shall purchase group term life insurance in the amount set by the Personnel Committee. The beneficiary of the policy shall be determined by the employee.

F. Disability Income Insurance

The church shall pay the premium on long-term disability income insurance for all employees who meet the eligibility requirements.

G. Medical Insurance

The church shall provide a group medical insurance plan for all full-time employees as defined in the "*Classification*" section of this policy manual. For employees classified as Called Ministers, the premium for the employee and a portion of the premium for dependents (which is decided by the Personnel Committee annually) will be paid by the Church, with the remaining portion of dependent coverage premiums paid by the employee through payroll deduction. For employees classified as Supervisors or Support Staff, the premium for the employee will be paid by the Church, with optional dependent coverage paid by the employee through payroll deduction.

H. Social Security

Called Ministers who meet the definition set forth by the Internal Revenue Code shall not be paid an allowance for F.I.C.A.

All other employees will participate in Social Security upon employment. The church will pay its share and will automatically deduct and remit the employee's share.

I. Retirement

All Called Ministers are eligible for retirement benefits in the form of contributions paid by the church to a qualified 403(b) plan. The personnel committee will approve the amount of the church's contribution each year as they determine annual compensation for all employees.

All other full-time employees with three (3) or more years of continuous full-time employment will be eligible for retirement benefits as described above. The personnel committee will approve the amount of the church's contribution each year as they determine annual compensation for all employees.

J. Conflict of Interest

Any employee engaging in enterprise outside their normal work responsibilities shall see that it occurs outside their normal working hours, that no conflict of interests develops, and that it does not involve any other church employee, equipment, or materials unless express, advance, written approval of the

Personnel Committee is obtained. If an employee has any job outside the employment of the church, that employee must notify their supervisor.

K. Employment of Relatives (Nepotism)

Relatives (immediate family) may be employed by FIRST DENTON with the following restrictions:

1. The Personnel Committee pre-approves the employment of the second relative.
2. Relatives do not work in the same ministry area.
3. Employees do not report to and are not evaluated by, their relative.

L. Health Privacy Policy

First Denton is committed to maintaining and protecting the confidentiality of the individual's private health information. First Denton is required by federal and state law, including the Health Insurance Portability and Accountability Act ("HIPAA"), to protect the individual's private health information and other personal information. First Baptist is required to provide the individual employee with a Notice of Privacy Practices about the church's policies, safeguards, and practices. If the church uses or discloses an individual's private health information, The Church is bound by the terms of this Notice of Privacy Practices.

M. Disability Policy - Americans with Disabilities Act (ADA)

The Church recognizes that for employees to be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered.

Title I of ADA requires churches and other religious organizations with 15 or more employees to provide *qualified individuals* with disabilities an equal opportunity to benefit from the full range of employment-related opportunities available to others. For example, it prohibits discrimination in recruitment, hiring, promotions, training, pay, social activities, and other privileges of employment. It restricts questions that can be asked about an applicant's disability before a job offer is made, and it requires that the Church make reasonable accommodation to the known physical or mental limitations of

otherwise qualified individuals with disabilities, unless it results in undue hardship.

N. Immigration Verification Policy

It is the church's responsibility to comply with federal and state immigration requirements. A key aspect of immigration is the verification process where employers must verify an employee's identity through the verified submission of various identity documents and work eligibility at the outset of employment by completing the Form I-9. The church must strike a delicate balance between ensuring an authorized workforce and avoiding discrimination against employees or prospective employees based on national origin or citizenship status.

When sponsoring a foreign national for employment, supervisors need to be aware of the petitioning and application process and this policy setting forth the expectations of the church and sponsored employee at the outset of employment and identifying which costs are the responsibility of the church.

Church expectations: *The church must conform to the Immigration Reform and Control Act with fines detailed in the Inflation Adjustment Act of 1986. The petitioning and application costs must be borne by the prospective employee. Prospective employees who cannot complete the I-9 successfully with required supporting documentation should not begin work until such documents are provided. It is important for the church to use the newest federally published version of Form I-9. Completed Form I-9 should be filed separately from other HR records and should be retained 3 years after the date of hire, or one year after employment is ends, whichever is later.*

V. FAMILY AND MEDICAL LEAVE ACT OF 1993 ("FMLA")

The Family Medical Leave Act of 1993 provides FIRST DENTON employees up to 12 weeks of unpaid leave for certain family and medical reasons. FIRST DENTON employees who have been employed for 12 months by the church and who have worked at least 1,250 hours within the preceding twelve-month period are entitled to leave pursuant to the FMLA provided that the employee utilizes all available applicable paid leave while taking leave pursuant to this provision. Applicable accrued paid leave time will be counted (substituted) as part of the 12 weeks of Family/Medical Leave.

Employees requesting FMLA leave may be required to submit medical certification information to the Senior Pastor and/or Executive Pastor. Employees may be required to provide re-certification information to continue FMLA leave.

Upon returning to work the employee may be required to submit a Return to Work Medical Certification. Failure to submit the appropriate medical certification forms within a reasonable time may cause delay or denial of FMLA leave. Failure to provide a Return to Work Medical Certification form (fitness-for-duty certification) can result in denial of restoration of employment until a certification is provided.

FIRST DENTON will continue the employee's employer paid insurance premiums as long as the employee is on FMLA.

VI. SUBSTANCE ABUSE POLICY

In compliance with the Drug-Free Workplace Act of 1988, First Denton has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse poses a threat to the health and safety of First Denton members, guests and employees and to the security of the church's equipment and facilities. For these reasons, First Denton is committed to the elimination of drug and alcohol use and abuse in the workplace.

This policy applies to all employees and all applicants for employment of First Denton. The Executive Pastor through the Personnel Committee of the Church is responsible for policy administration.

First Denton will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other First Denton policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

A. Work Rules

1. Whenever employees are working, are operating any First Denton vehicle, are present on First Denton premises or are conducting church-related work offsite, they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - b. Being under the influence of alcohol or an illegal drug as defined in this policy.
 - c. Possessing or consuming alcohol.
2. The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing church business or while in a church facility, is prohibited.
3. First Denton will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

B. Inspections

First Denton reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband; affected employees. All employees, contract employees and members or their dependents or guests may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

C. Enforcement

The Executive Pastor through the Personnel Committee of the church is responsible for policy interpretation, administration and enforcement.

VII. EXPECTATIONS OF AN ANTI-HARRASSMENT ENVIRONMENT

First Denton is committed in all areas to providing a work environment that is free from all forms of harassment. Harassment for purposes of this policy means conduct based on a protected characteristic (e.g., race, sex, age, disability, etc.) that has the purpose or effect of unreasonably interfering with an individual's work performance or that creates an intimidating, hostile, abusive, or offensive work environment. Derogatory or offensive actions, words, jokes, or comments based on an individual's

sex, race, color, ethnic background, national origin, sexual orientation, age, religion, physical or mental disability, or any other legally protected characteristic are examples of harassing conduct prohibited by this policy, whether or not the conduct is illegal under applicable law. As an example, this policy would prohibit conduct where an employee is teased, made fun of, put down, joked about, laughed at or made to feel different or an outsider because of his/her race, color, religion, sex, sexual orientation, mental disability or any other characteristic protected by applicable federal, state or local law. All employees and nonemployees, including ministers, management personnel, contractors, church volunteers or other individuals that employees come into contact with as a result of their job, are expected and required to abide by this policy. Harassing behavior is unacceptable in the workplace as well as in other work-related settings, such as church fellowship events, business trips and educational events. No person will be adversely affected in employment with First Denton as a result of bringing complaints of unlawful harassment.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include requiring an employee to submit to sexual advances as a condition of a promotion, unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of First Denton's computer system, or the employee's own personal computer or handheld computer devices for the purpose of viewing, displaying, or disseminating material that is sexual in nature, may also constitute harassing behavior including e-mail, text messages and social media posts.

A. Reporting Harassment

If an employee observes any form of harassment or feels that he or she has been harassed on the basis of his or her sex, race, national origin, ethnic background, or any other legally protected characteristic they should immediately report the matter to his or her supervisor. If that person is not available, or if the employee feels it would be unproductive to inform that person, the employee should immediately contact that supervisor's superior or human resources. Once the matter has been reported it will be shared with the Personnel Committee and promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances. No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the

investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to human resources.

The procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any employee to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate local or state agency.

B. Disciplinary Measures for Harassment

Any employee engaging in improper harassing behavior will be subject to disciplinary action, including the possible termination of employment. For Called Ministers the Church Bylaws will be adhered to for any disciplinary actions or termination.

C. Anti-harassment Training and Notification

Every employee upon hire, must read and acknowledge by signature the Anti-harassment Policy of the church. Any employee who is either minister to or supervisor of members, dependents or guests of the church or support staff, must document completion and successful testing of church provided training in anti-harassment behavior every other year of employment beginning with completion of training before assuming his/her duties at the church.

VIII. OTHER POLICY

A. Staff Evaluation Storage Policy

All staff evaluation forms will be kept by the Executive Pastor in in the employee's personnel file with the exception of the Senior Pastor's evaluation. Staff members who have supervisory responsibilities will have access to the evaluation forms of those they supervise by asking the Executive Pastor. The Senior Pastor and the Personnel Committee Chairperson will keep a copy of the Senior Pastor's annual evaluation form. When the Personnel Committee Chairperson changes, the Senior Pastor's annual evaluation form(s) will be given to the new Chairperson. The Personnel Committee will have access to all staff evaluation forms through the Senior Pastor and the Executive Pastor. All Personnel Committee forms are considered confidential. If confidentiality is broken, the Personnel Committee will address the circumstances and person(s) involved.

B. Staff Information Request Policy

A church member may request information concerning staff. The request must be in writing and contain the reason for the request. The request will be given to the Personnel Committee Chairperson. The Chairperson will determine if the

reason for the request is appropriate to share the information requested. The Chairperson may seek the input/approval of the Personnel Committee in addressing the request. The Chairperson will meet with the church member making the request. The Chairperson will inform the Personnel Committee of the outcome of the request. No confidential medical information may be shared. No confidential evaluation information may be shared.

C. Social Media Policy

Social media and networking sites are powerful tools to strengthen our ministries. Social media can take many different forms, including Internet forums, blogs & micro blogs, online profiles, wikis, podcasts, pictures and video, email, instant messaging, and music-sharing, to name just a few. Examples of social media applications include, but are not limited to: LinkedIn, Facebook, MySpace, Wikipedia, YouTube, Twitter, Yelp, Flickr, Second Life, Yahoo groups, Wordpress, and ZoomInfo .

When employees participate in social networking, they represent both themselves personally and FIRST DENTON. While engaging in online social media, employees are expected to remember that their behavior, personal and professional, should comply with conduct that reflects positively on FIRST DENTON and influences how others perceive FIRST DENTON.

Similar to the personal use of other communication media (phone, email, etc.) while at work, employees may use FIRST DENTON's electronic devices for personal social networking on a limited basis, such as before or after work or during work breaks.

The following guidelines clarify what is appropriate online conduct and how to avoid the misuse of this communication medium:

- 1.** Do not post any financial, confidential, sensitive or proprietary information about FIRST DENTON or any of our related institutional relationships, clients or members.
- 2.** Speak respectfully about our current, former and potential members, church partners, institutions, employees, competitors, vendors and business partners. Do not engage in name-calling, obscenities, slurs, personal attacks or behavior that will reflect negatively on you or FIRST DENTON's reputations. Beware of comments that could reflect poorly on you and FIRST DENTON. Social media sites are not the forum for venting personal complaints about supervisors, co-workers, or the organization.
- 3.** As an employee of FIRST DENTON, be aware that you are responsible for

the content you post and that information remains in cyberspace forever.

- 4.** Use privacy settings when appropriate. Remember, the Internet is immediate, and nothing posted is ever truly private nor does it expire.
- 5.** If you see unfavorable opinions, negative comments or criticism about yourself or FIRST DENTON, think through any action and do not try to have the post removed or send a written reply that will escalate the situation. If you feel action is required, forward this information to the Senior Pastor and/or the Executive Pastor and/or the Personnel Committee.
- 6.** Be respectful of others. Think of what you say online in the same way as statements you might make to the media or emails you might send to people you don't know. Stick to the facts, try to give accurate information and correct mistakes right away.
- 7.** When posting to social media sites, be knowledgeable, interesting, honest, and add value to the reputation and brand of FIRST DENTON. This is a direct result of our employees and their commitment to uphold our core beliefs.
- 8.** Do not infringe on copyrights or trademarks. Don't use images without permission and remember to cite where you saw information if it's not your own thoughts.
- 9.** Be aware that you are not anonymous when you make online comments. Information on your networking profiles is published in a very public place. Even if you post anonymously or under a pseudonym, your identity can still be revealed.
- 10.** Understand that just because something is legal or not offensive to one group, it might still be inappropriate to post as a FIRST DENTON employee. For example, posts that are political in nature or support alcohol or tobacco would most likely be offensive to some of those in the FIRST DENTON family.
- 11.** Be conversational; be yourself.
- 12.** Strive to make social media posts that do not require a disclaimer. That is to say, positive and inoffensive. If you express an opinion that may not represent FIRST DENTON, use a disclaimer like this: The views expressed on this website/weblog are mine alone and do not necessarily reflect the views of FIRST DENTON.
- 13.** If contacted by the media, refer them to the Senior Pastor and/or the Executive Pastor and/or the Personnel Committee.

FIRST DENTON may monitor content out on the web and reserves the right to remove posts that violate this policy. If an employee posts inappropriate material, the Personnel Committee in conjunction with the Senior Pastor and Executive Pastor will address the situation. The Personnel Committee will

determine what material is deemed inappropriate. Users who violate the Policy may be subject to discipline, up to and including termination of employment.