## Grace Family Fellowship

**Employee Acknowledgement – Receipt of Manual**

My signature below acknowledges that I received a copy of the Employee Manual of Grace Family Fellow (GFF).

* I understand the Employee Manual provides information about GFF’s personnel policies and procedures concerning employment, pay, office practices, employee benefits, and behavioral expectations.
* I understand that it is my responsibility to read, understand, and comply with this Employee Manual. If I do not understand any portion of it, it is my responsibility to ask questions until I understand the policies.
* I understand that it is the prerogative of the Personnel Committee of GFF to alter, delete, add, edit and make any changes the Committee deems necessary with or without notifying the employees.
* I understand that my employment at GFF is on an “at-will” basis and that I may be terminated at any time with or without cause with no recourse available.
* I understand that the Employee Manual do not imply or state an employment contract between me and GFF.

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Employee Printed Name Employee Signature

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Date

Note: This Employee Acknowledgement will be filed in the employee’s personnel file in the finance office of Grace Family Fellowship.

## Grace Family Fellowship

## Employee Manual

**Purpose**

The purpose of this manual is to provide employees the current (as of the date on the document) employment policies and practices of Grace Family Fellowship (GFF). This manual cannot address every situation or answer every question about employment policies and procedures at GFF. Employees are expected to use good judgment and ask questions about policies they do not understand or which are not clear.

* The Employee Manual provides information about GFF’s personnel policies and procedures concerning employment, pay, office practices, employee benefits, and behavioral expectations.
* It is the employee’s responsibility to read, understand, and comply with this Employee Manual. If an employee does not understand any portion of it, it is the employee’s responsibility to ask questions until he or she understands the policies.
* It is the prerogative of the Personnel Committee of GFF to alter, delete, add, edit and make any changes the Committee deems necessary with or without notifying the employees.
* Employment at GFF is on an “at-will” basis and that employees may be terminated at any time with or without cause with no recourse available.
* The Employee Manual does not imply or state an employment contract between employees and GFF.

1. **Role of Personnel Committee**
   1. The Personnel Committee is a functioning body that has the ultimate responsibility for ensuring effective and efficient personnel administration. It acts as an advisor to the Director, who is responsible for all paid personnel. The Board establishes policy regarding employment procedures and practices, employee benefits, job descriptions, reporting lines, approval of salaries and salary administration, final approval of all staff or major changes to the staff structure.
   2. **Job Descriptions** - The Personnel Committee is responsible for periodically reviewing all job descriptions for staff who report to the Director.
   3. **Salary Administration** 
      1. The compensation package for new employees is determined by the Personnel Committee, using the job description, qualifications of the candidate, and comparative salaries from similar organizations.
      2. Cost-of-living and merit increases are considered annually by the Personnel Committee. Increases are generally effective on January 1.
   4. **Personnel Records**
      1. The Director is responsible for maintaining a personnel file on each employee with confidential personnel documents.
      2. The Finance Office is responsible for maintaining file on each employee which includes salary, benefits paid, tax documents, and other pertinent financial data.
   5. **Hiring** **Staff**
      1. The Director hires all direct reports upon the approval of the Personnel Committee.
      2. Staff members below the Director’s direct reports are hired by the supervisor with the approval and authorization of the Director, who informs the Personnel Committee of the hire.
   6. **Administration of the Policy** - The Personnel Committee is charged with the responsibility of determining personnel policies. The Director administers the personnel policies. The Director serves as the staff liaison in consultation with the Personnel Committee.
   7. **Equal Employment Opportunity Policy**
      1. Grace Family Fellowship is an equal opportunity employer and does not discriminate in employment based upon race, color, gender, age, disability, national origin, or citizenship status.
      2. It is the philosophy of Grace Fellowship that employees should work in an environment free of verbal or physical harassment by employees.
      3. Any employee who has concerns about whether he/she has been treated consistently with Grace Fellowship’s equal opportunity philosophy should immediately bring that concern to the attention of the Director, or if bringing the situation to the Director’s attention would be inappropriate, to the Personnel Committee.
   8. **Employment at Will**
      1. Employment is with the mutual consent of employee and Grace Fellowship. Consequently, both employee and Grace Fellowship have the right to terminate the employment relationship at any time, with or without cause or advance notice.
      2. This “employment at will” relationship will remain in effect throughout employment with Grace Fellowship unless it is specifically modified by an expressed written agreement signed by employee and the Personnel Committee Chairperson and the Director. This “employment at will” relationship may not be modified by any oral or implied agreement.
   9. **Immigration Reform and Control Act of 1986** - Grace Family Fellowship adheres to the Immigration Reform and Control Act of 1986, which requires verification of United States citizenship or authorization to work in the United States. All employees must have an I-9 in their personnel file.
   10. **Family and Medical Leave Act of 1993 (FMLA)** - Grace Family Fellowship adheres to the Family and Medical Leave Act of 1993 (FMLA) which provides up to twelve (12) workweeks of unpaid, job-protected leave to eligible employees for certain specified family and medical reasons; to maintain eligible employees' pre-existing group health insurance coverage during periods of FMLA leave; and to restore eligible employees to their same or an equivalent position at the conclusion of their FMLA leave.
2. **Employee Responsibilities**
   1. **Appearance and Attitude of Employees**
      1. Al staff members are representatives of GFF and thus should remember they are viewed by others as community leaders. Staff members should always conducts themselves in a professional manner. Staff members should have exemplary Christian actions and attitudes.
      2. Staff members must be respectful to other staff members, church members, and church guests.
      3. Staff members will dress appropriately and modestly at work. The clothing will not have offensive language. The staff member’s immediate supervisor will make the final decision on the appropriateness of the attire.
      4. Staff members are expected abide by the strictest confidentiality standards.
   2. **Pictures of Staff Members** – GFF reserves the right to publish staff members’ pictures and/or videos on the church’s website or other church-related websites.
   3. **Safeguards**
      1. Staff members are responsible for protecting image of the church and its ministries by avoiding all appearance of improprieties. Staff members are expected to follow these practices.
      2. References to the “opposite gender” refer to individual other than the staff person’s spouse.
      3. It is not possible to list all instances and examples of personal conduct. Staff members are expected to use good judgment. Any activity that is questionable should make the staff member pause before proceeding with it and even consult the staff member’s immediate supervisor.
         1. Avoid dining, traveling, and meeting alone with the opposite gender.
         2. Avoid making remarks about or showing affection to the opposite gender that could be misunderstood by the recipient or witnesses.
         3. Avoid visiting the opposite gender in their home (with the occasional exception for visiting sick or elderly)
         4. Avoid discussing detailed sexual issues with the opposite gender. If necessary due to a management or personnel situation, always have a third person in the room.
         5. Avoid discussing your marriage issues with the opposite gender.
         6. If single, avoid a dating relationship which would harm the church.
         7. If staff members are dating each other, they will not work in the same ministry or supervise each other.
   4. **Arrest of a Staff Member**
      1. A staff member who is arrested for any reason must notify his or her supervisor within 24 hours. Supervisors will in turn report the situation and facts to the Senior Pastor who will report the details to the Personnel Committee.
      2. Failure to report an arrest may result in termination.
      3. The Personnel Committee will determine the employment status of the employee following the arrest.
   5. **Change in Employee Status**
      1. Staff members who have a change in personal status are expected to report this change to his or her supervisor immediately. Changes in family status have a direct affect on the employee, the work environment, and the church family.
      2. Changes include, but are not limited to, marital separation, marital divorce, engaging in sexual promiscuity, substance abuse (alcohol, prescription medicines, and/or illegal drugs), and/or gambling addiction.
   6. **Conflict of Interest**
      1. Staff members have a fiduciary responsibility to disclose to the proper church authorities any and all current and potential conflicts of interest which could affect decision-making related to purchases and employment.
      2. A conflict of interest is present when a person has the ability to exert undue influence over the decision-making process in a manner that is not beneficial to the church, would result in gain for the employee and/or family and/or friends, or prevent others from doing business with the church.
      3. Staff members are forbidden from conducting business with the church without approval of the Senior Pastor.
   7. **Alcohol, Smoking, and Substance Abuse**
      1. Smoking is not permitted on church property. Staff members may not smoke on church property.
      2. Alcoholic beverages and illegal substances are not permitted on church property. Staff members may not bring or use alcohol beverages or illegal substances on church property.
      3. Staff members who come to work under the influence will be immediately sent home and further action will be determined by the Personnel Committee.
      4. Staff members who are making, using, distributing, or selling illegal substances will be sent home and further action will be determined by the Personnel Committee.
      5. Staff members who see a fellow staff person with an apparent chronic personal problem with alcohol, illegal drugs, pedophilia, pornography, or gambling should report their concerns to the Senior Pastor who will work with the affected staff member for an appropriate action.
      6. Supervisors who are aware of a situation but do not take to address the situation will be subject to action by the Personnel Committee.
3. **Employment Classifications**
   1. Full-Time
      1. **Professional Staff** - Salaried employees who work at least 35 hours weekly in leadership capacities.
      2. **Associate Staff** - Salaried employees who work at least 35 hours weekly as adjunct personnel for the Professional Staff.
      3. **Assistant Staff** - Salaried employees who work at least 35 hours weekly on a continuing basis. This classification includes salaried professionals, administrative, managerial, supervisory, secretarial, and clerical employees.
      4. **Hourly Full-Time Staff** - Hourly employees who work at least 35 hours weekly on a continuing basis. This classification includes custodial and maintenance employees.
      5. **Temporary or Seasonal Full-Time Staff** - Salaried employees who work at least 35 hours weekly; the term of employment is intended to last at least three (3) weeks but ordinarily not more than six (6) months.
   2. Part-Time
      1. **Regular Part-Time Employee** - The services of these employees are not required for at least 35 hours weekly, but only a certain number of days weekly on a continuing basis.
      2. **Hourly Part-Time Employees** - Hourly employees who work less than 35 hours weekly. These employees may be seasonal or as needed.
   3. **Exempt** - Professional and Associate Staff are exempt from being paid overtime based on Federal work regulations.
   4. **Non-Exempt** - All other staff positions are not exempt from overtime and will be compensated according to the overtime policies in this document.
4. **General Employment Policies**
   1. **Confidentiality Statement** - Due to the nature of this work, employees may learn confidential information regarding staff, members, and guests. Employees are expected to act in a professional manner regarding all confidential information. Any violation of confidentiality or sharing of confidential information without proper authorization may result in disciplinary actions.
   2. **Workday Schedule**
      1. **Office Hours:** The regular daily Grace Fellowship office hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday.
      2. **Employee Schedule:** Work schedules are based upon the requirement of each employee's job responsibilities.
      3. **Lunch and Rest Breaks:** 
         1. The workday schedule for employees includes a one-hour lunch break and a 15-minute rest break in the morning and afternoon. Lunch may be taken between 11:00 a.m. and 2:00 p.m.
   3. **Paydays**
      1. Payday is semi-monthly (the 15th of each month and the last business day of each month or the business day closest to the date). In the event the normal payday falls on a holiday, payment is made on the nearest working day prior to the holiday.
      2. Salary Advance - Salary checks are not given in advance.
   4. **Overtime**
      1. Exempt employees include Professional and Associate Staff. There is no provision for overtime pay for these employees.
      2. Non-exempt employees include all hourly employees plus secretaries and clerical positions involving duties which are not primarily supervisory or discretionary.
         1. Non-exempt salaried employees are paid their regular hourly rate (weekly salary divided by the number of hours which that salary is supposed to cover for the week) up to 40 hours per calendar week. They will receive one and one-half times their regular rate for each hour worked over 40 hours in his/her workweek.
   5. **Comp-Time and Comp-Pay**
      1. Non-exempt full-time staff members are eligible for comp time and comp pay.
         1. The first five hours of comp time or comp pay will be compensated at straight time.
         2. In keeping with the Fair Labor Standards Act (FLSA), all time worked over 40 hours in a work week will be compensated at time and a half.
         3. Compensation will be in the form of comp time (paid time off) or comp pay (financial compensation). The employee’s supervisor(s) and the employee will agree as to the form of compensation, and the Finance Office will be notified.
         4. To comply with federal laws, all comp time or comp pay must be taken within the same pay period as it was earned.
   6. **Gifts** -Gift giving and/or receiving will comply with IRS guidelines.
   7. **Outside Employment**- Full-time staff members who work outside of GFF. will first obtain written approval of the Director.
   8. **Equipment Use** 
      1. Telephones, copiers, fax machines, computers, internet access, emails and other pieces of office equipment are GFF property and should be used for business. However, it is recognized that occasionally employees will need to use GFF equipment for personal use. That use should be kept to minimum and GFF must be reimbursed if there is any significant expense involved. Abuse of the privilege of using equipment will result in disciplinary action.
      2. GFF reserves the right to monitor all electronic communications sent, received, or stored from GFF using GFF property. Staff members are not permitted to use church equipment for sending, receiving, or storing pornographic, insulting, embarrassing, or illegal images or recordings.
   9. **Background Checks** - All employees, full-time and part-time, are required to complete a background check authorization form. If a report is returned with immoral, inappropriate, illegal, or unethical behavior in recent years, a meeting will be held with the applicant and the Director. All information on the forms is held in strictest confidence.
   10. **Labor Law Postings** - Copies of Labor laws are posted in common work areas accessible to all employees.
   11. **Garnishments** - Grace Fellowship office will receive and process garnishments according to legal requirements. Grace Fellowship must abide by all court orders.
   12. **Drug-Free** Workplace - Grace Fellowship provides a drug-free, healthy and safe work place for our staff and guests.
       1. The manufacturing, distribution, dispensation or possession of alcohol, illegal drugs or any controlled substance on GFF property (owned or rented) or vehicles (owned or rented) is prohibited.
       2. It is a violation of our policy for employees to report to work or operate vehicles or equipment “under the influence” of alcohol, illegal drugs, or any controlled substances.
       3. GFF. reserves the right to require employees to submit to a drug screening prior to employment or at any time during employment.
       4. Possession or detection of drugs or alcohol or refusal to abide by this policy will subject an employee to disciplinary action up to and including termination.
   13. **Sexual Harassment Policy** - Grace Fellowship will not tolerate sexual harassment of employees. A valid complaint of sexual harassment may lead to appropriate and strict disciplinary action, including termination. Sexual harassment involves not only unwelcome touching, and demands for sexual favors, but also any unwelcome sexually-oriented behavior or comments which create a hostile or offensive work environment. Sexual harassment from supervisors, co-workers, and others who may be members or visitors of Grace Fellowship should be reported immediately to the Director, or Chairperson of the Personnel Committee.
   14. **Security and Safety**- The safety and security of all people, especially children, at Grace Fellowship is paramount. All employees are cautioned not to take risks with individuals they may deem unsafe but to summon another employee or a police officer.
       1. Weapons of any sort are forbidden at Grace Fellowship meetings. Any violation will result in a warning or other disciplinary action.
       2. Accident/Injury - Staff members are expected to give priority planning and attention to safety concerns in order to prevent accidents and injuries.
          1. In the event an employee is injured during work time, he/she will notify his/her supervisor as soon as practicable. Staff members that are present will make arrangements for the employee to receive medical attention.
          2. An injury report is completed by the immediate supervisor and submitted to the Director within three days of the injury.
          3. Time for recovery from the accident is taken from the employee’s sick leave. Disability leave means conditions required for eligibility for disability insurance have been met.
   15. **Nepotism**
       1. Family members may be employed at GFF, but they may not work in the same ministry area.
       2. Family members are defined as: husband, wife, parent, child, stepchild, grandparent, grandchild, brother, half-brother, stepbrother, sister, half-sister, stepsister, stepparent, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, or any member living in the same house.
       3. Staff members who are related to other staff members have an additional burden to ensure there is never any appearance of favoritism or inappropriate behavior. Family relationships must never be used to circumvent regular working and communication channels or lines of supervision and decision-making.
       4. Staff members must always remove themselves from any discussion regarding a relative’s pay, benefits, or evaluation.
       5. If staff member professional performance deteriorates to an unprofessional level, then one or even both family members may be terminated.
   16. **Grievances** - There may be times when grievances occur between employees and their co-workers. Supervisors will make every effort to help resolve any problems brought to them. In addition, an employee may communicate a grievance with the Director. The Director, in turn, may seek the counsel of the Personnel Committee any time either judges a matter to merit additional counsel.
5. **Paid Time Off**
   1. **Recording of time** - All part-time non-exempt staff will record time worked. All eligible employees will complete a Time Away Request Form for each absence from work. This must be approved by the immediate supervisor.
   2. **Personal Time** - Non-exempt full-time staff members are eligible to take four hours per pay period to use for time away from work during a pay period. This time can be used for personal or family needs. The time away must be made up during the pay period by coordinating the work schedule with the employee’s supervisor(s).
   3. **Vacation**
      1. Annual vacation with pay is provided each employee and he/she should arrange to take regular vacations on a scheduled basis with the approval of his/her supervisor or Director. Vacation time is calculated each pay period. It is the responsibility of each employee to file a Paid Time Away form so the Director can record absences due to vacation time.
      2. Grace Fellowship is responsible for expenses incurred for meeting the work responsibilities of those employees while they are away.
      3. An employee is not to remain on the job and also receive vacation pay. A maximum of 10 days of vacation may accrue from one year to the next. Employees may not use vacation time one year that would be earned in a subsequent year. (Payment for any unused vacation will not be made to any employee except upon termination of employment.)
      4. Holidays will not be charged against vacation time.
      5. If during the vacation of the employee, he/she notifies the Director that he/she or a member of his/her immediate family or household is seriously ill or injured, the Director at his/her discretion can rearrange the employee's vacation schedule to meet the employee's needs.
      6. In the case of severe illness, injury, death of a family or household member, or acts of nature preventing an employee's timely return to work, he/she should notify the Director immediately. The Director will review exceptions to any provisions of the vacation policy with appropriate decisions made.
      7. Professional and Associate Staff are encouraged to take vacation time in units of a week or multiples thereof. Staff is encouraged not to use vacation time to accept engagements for services that would be contrary to the intent of a vacation. It is the intent that vacation be used as a time of rest, relaxation, and diversion.
      8. Staff is allowed a maximum of one (1) Sunday for each week of vacation allotted.
      9. Allocation
         1. The Director receives four (4) weeks paid vacation
         2. Other eligible staff members receive three (3) weeks paid vacation annually
         3. Vacation accrues each pay period based on the above schedule.
         4. After fifteen (15) years of continuous service at Grace Fellowship, Professional Staff members will have four (4) weeks of vacation annually with pay
      10. Upon resignation or termination of employment, any earned but not used vacation time is paid at the salary rate in effect on the date of termination. Unearned vacation will not be compensated.
   4. **Sick Leave**
      1. Sick leave is accrued at the rate of 10 days per calendar year and recorded each pay period. Part-time staff will accrue a sick leave benefit proportionate to their part-time work week. Sick leave may be used for personal illness or injury, illness in the immediate family. Immediate family is defined as spouse, child, parent, brother, sister, grandparent, or anyone in the custody of the employee.
      2. In certain cases, the Director or his designee may request a letter from the doctor or dentist documenting the illness or injury and the need for time away from work. Upon return to work after a medical absence, the Director may also require the employee to obtain medical certification to ensure that it is safe for the employee to return to work.
      3. Employees will notify the Director of their need to utilize sick leave. Such notice should be provided in advance when possible or as soon as the need for sick leave is identified. Sick leave may be requested in increments of one-half days.
      4. The Director, or his administrative designee, will be responsible for tracking sick leave accruals and use by all members of Grace Fellowship staff.
      5. This benefit can be carried forward with no limitation or used to cover the waiting period for disability insurance coverage to begin. Sick leave and disability insurance will not be paid concurrently.
      6. Upon retirement, resignation, or termination, pay will not be granted for unused sick leave. It is to be seen as a benefit to be utilized only if and when needed.
   5. **Holidays**
      1. Holidays are New Year's Day, Easter Monday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the following Friday, Christmas Day, and the day after Christmas.
      2. Eligible employees will be given one floating holiday at a time approved by their supervisor.
      3. Full-time employees will be paid for all holidays; part-time employees will be paid for the hours normally worked on the holiday.
      4. If a holiday falls on Saturday, it is observed on the preceding workday. If a holiday falls on Sunday, it is observed on the next workday.
   6. **Bereavement Leave**
      1. For the death of a spouse, parent, or child (up to 5 days)
      2. For the death of a brother, sister, grandparent, grandchild, stepparent, parent-in-law, grandparent-in-law, stepchild, son- or daughter-in-law (up to 3 days)
      3. If the death is someone other than these relationships, it is taken as vacation, not bereavement leave
   7. **Maternity Leave**
      1. Grace Fellowship will comply with the Family Medical Leave Act.
      2. Based on the Family Medical Leave Act, employees may be granted maternity leave up to 12 weeks per calendar year. This leave may be taken with pay, if earned vacation and sick leave are available or without pay if paid leave is not available.
      3. If an extension is requested, the leave may be extended without pay up to four months upon the recommendation of the Senior Pastor or Director and approval of the Personnel Committee.
   8. **Professional Development**
      1. **Professional Staff** 
         1. Professional Staff may attend conferences, seminars, and conventions or to assist other organizations upon approval of the Director and within limitation of available funds.
         2. Every effort should be made to schedule time away so as not to conflict with major program emphases within Grace Fellowship.
      2. **All Other Staff**
         1. Depending on availability of budgetary funds and upon approval of their respective supervisors, may be granted permission to attend seminars and conferences related to their particular responsibility.
   9. **Civic Responsibilities**
      1. Official leave is granted for employees to serve on the jury or as a witness for the duration of service. The employee will receive full pay in addition to the jury fee and may keep the jury compensation.
      2. No time off with pay may be granted when the polls are open two (2) hours or more than the workday hours.
   10. **Military Leave** - Employees serving in the military reserves or National Guard who are called to active duty are entitled to a position of equal status upon their return.
   11. **Inclement Weather** - The Director will make the decision concerning the opening or closing of the office due to inclement weather. If open, the employee may decide whether it is safe to report to work. If the employee does not report, vacation time may be used to offset the absence.
6. **Retirement and Insurance Benefits**
   1. **Eligibility** - Full-time employees are eligible for all benefits. Part-time employees are ineligible for benefits provided by outside vendors (retirement and all forms of insurance).
   2. **Retirement**
      1. Grace Fellowship works with Vanguard to provide a 403(b) retirement plan for all eligible employees.
      2. Grace Fellowship will provide retirement benefits by matching up to five (5) percent of eligible employees’ contributions. Employees may contribute additional amounts up to the maximum percentage allowed by the IRS.
      3. Ineligible employees may choose to participate in the retirement program by making contributions through payroll deduction, up to the maximum allowed by the IRS.
      4. Employee contributions may be made with pre-tax income.
   3. **Group Medical Insurance**
      1. Grace Fellowship will provide a group health insurance plan for all full-time employees. Dependents may be covered at the employee's expense through salary deduction.
      2. Grace Fellowship will provide a group dental insurance plan for all full-time employees and their families.
   4. **Disability and Life Insurance** 
      1. Grace Fellowship provides several types of disability and life insurance for its employees at no cost to the employee. A complete and detailed description is provided to each employee upon enrollment in the plans. A summary of each plan is provided below. Further explanation or questions about these benefits should be directed to the Director. Should you or your family need one of these benefits, please contact the Director to coordinate benefits.
         1. Long-Term Disability (LTD)
            1. Eligibility: all eligible employees can participate upon employment.
            2. Benefit: 60% of pre-disability earnings
            3. Elimination period: 180 days of continuous disability
         2. Group Life Insurance Policy
            1. Basic Term Life Insurance and Accidental Death & Dismemberment (AD&D)
            2. Death benefit: one times your annual base salary to a maximum of $50,000.
            3. Loss of body function: benefit varies upon loss.
         3. Optional Term Life Insurance - employees may purchase up to an additional $50,000 additional insurance at their own expense with no medical exam.
7. **Other Compensated Benefits**
   1. **Social Security and Medicare** - Grace Fellowship will pay its share, and the employee's share is deducted from each pay period and remitted according to regulations.
   2. **Workers' Compensation (Job Injury)** - Grace Fellowship provides insurance coverage for all employees injured on the job under the workers' compensation plan. All injuries, no matter how slight, must be reported immediately to the employee's immediate supervisor and to the Director.
   3. **Travel Expenses**
      1. Travel expenses are paid for Professional and Associate Staff members attending out-of-town meetings related to their job responsibilities. Employees incurring such expenses will act as prudent individuals practicing economy, thrift, and good judgment, and will maintain a daily, itemized record of all expenses.
      2. Travel expenses (i.e., meals, lodging, transportation, and the like) are those expenses actually incurred except as provided for under paragraph 6.
      3. Reimbursement for travel is made upon submission of a signed, itemized expense voucher to the Director. Each expense item must be supported by a receipt or invoice. Expense reports should be presented to the Director within fourteen (14) calendar days after the travel for which expenses were incurred.
      4. When the destination of is out of state, travel is by regularly scheduled commercial airline except:
         1. When economic feasibility suggests otherwise.
         2. When attendee(s) elects to travel by means other than air.
      5. When traveling by air, coach class accommodations are considered standard. When possible, reservations should be made far enough in advance to receive benefits of airline discounts, etc.
      6. When the destination of an out-of-town meeting is in state, travel is by the most practical and economical method.
      7. When travel to an out-of-town meeting is to be by automobile, a travel allowance at the current rate (the mileage rate allowance under Federal income tax law) is paid. No additional amount is allowed for additional passengers. When those in attendance at such meetings number two or more, those attending will travel together in one automobile to the extent possible and practical.
   4. **Car Expense** - Staff members who use their automobiles for church business are reimbursed on a mileage basis at the rate established by the IRS. A reimbursement form must be submitted within 60 days of the incurred mileage.
   5. **Moving Expenses**
      1. Staff members incurring moving expenses will act as prudent individuals practicing economy, thrift, and good judgment.
      2. Grace Fellowship will pay all costs of moving normal household goods of a full-time Professional Staff member.
      3. In addition, Grace Fellowship will pay the new staff member who drives his/her own car(s) (not to exceed two) at the current rate per mile (the mileage rate allowance under Federal income tax law), plus any necessary room and board expense incurred in route.
      4. A relocation allowance may be determined for new Professional Staff members by the Personnel Committee based on individual circumstances.
   6. **Service Recognition**
      1. In an effort to express appreciation for long and faithful service, Grace Fellowship has adopted monetary gifts for years of service. Other recognition may be done at the discretion of the Personnel Committee. For purposes of this calculation, base salary does not include any benefits.
         1. 5th anniversary : 3% of the employee’s base salary
         2. 10th anniversary: 4% of the employee’s base salary
         3. 15th anniversary and every five years thereafter: 5 % of the employee’s base annual salary
8. **Employee Performance and Departure**
   1. **Employee Performance Appraisal**
      1. Salaries are based upon job responsibility and are reviewed annually. Salary adjustment for employees is considered on an individual basis by the Personnel Committee. The performance of each employee is evaluated annually by his/her supervisor.
         1. The Director will review the evaluations of his/her direct reports and present them to the Personnel Committee for its review and consideration for cost of living and merit increases. All other evaluations will be presented by the supervisor to the Director for action.
         2. The evaluation is a continuing process of goal setting, follow-up review, and adjustment for both the supervisor and subordinate. The program is accomplished through dialogue and the use of a Performance Evaluation Worksheet.
         3. No requests for salary adjustments are considered by the Personnel Committee unless an evaluation has occurred. No salary increase is guaranteed to any employee and any increase must be approved by the Personnel Committee. The Personnel Committee will consider individual performance, length of service, and cost of living changes in determining whether a salary increase is warranted for any employee.
      2. Approved increases are effective January 1 of the year following the approval. All salary increases will be communicated to the employee by the immediate supervisor and through an annual personnel cost letter issued by the finance office. This letter will list the employee’s salary and the actual or estimated cost of all benefits for each employee.
   2. **Unsatisfactory Performance** - When work performance, attendance, attitude or other actions by staff are judged unsatisfactory, the following steps are taken:
      1. The staff member's supervisor will discuss the problem confidentially with the staff member.
      2. The supervisor will establish corrective action steps giving a copy of this document in writing to the employee and the Director.
      3. Within 30 days, if satisfactory progress in eliminating the problem is not realized, the supervisor will notify the Personnel Committee of the termination.
      4. Employees terminated for unsatisfactory performance is paid for earned wages and earned but not used vacation.
   3. **Causes for Dismissal**
      1. In any organization, reasonable guidelines and rules are necessary to ensure orderly and efficient operation as well as a work environment that is safe and pleasant for everyone. Grace Family Fellowship is no exception.
      2. The rules involving disciplinary action and discharge include, but are not limited to the following examples ofunacceptable behavior such as
         1. Refusal to follow instruction,
         2. Repeated absence or tardiness,
         3. Continuous unsatisfactory work performance, (d) theft or deliberate destruction of Grace Fellowship property or property of other employees,
         4. Violation of established safety practices,
         5. Use, sale, transfer, or possession of alcohol, drugs, or controlled substances,
         6. Moral misbehavior which reflects adversely on Grace Fellowship,
         7. Falsifying personnel or Grace Fellowship records,
         8. Intimidation or interference with the rights of other employees.
         9. In addition to the examples listed, judgment will dictate in other instances whether or not offenses have been committed and what disciplinary action would be warranted.
      3. Employees who fail to meet the requirements of employee conduct are subject to disciplinary action, which may range from warning notices to suspension to termination. In each case of misconduct or unsatisfactory performance, the appropriate disciplinary action is determined by the Director and in accordance with Grace Fellowship’s bylaws and on the basis of the particular facts and circumstances surrounding the deficiency.
   4. **Resignation Procedures**
      1. Employees planning to resign should give his/her supervisor at least two weeks’ notice. Documentation is filed and retained regarding reasons for resignation in the employee’s personnel file
      2. Employee Resignation or Retirement
         1. Staff members should notify their supervisor at least two weeks written notice of intent to resign or retire.
         2. The employee is paid for unused vacation that has been earned until the final date of employment.
      3. Termination for Cause
         1. Grace Fellowship retains the right to immediately terminate an employee for any reason not prohibited by law, including employee misconduct.
         2. No severance pay will be paid. Employees terminated for cause will be entitled only to any earned wages and earned vacation pay.
         3. The Director and a Personnel Committee member (or their designees) will conduct the termination for a staff member.