



Policy & Procedure Handbook

Approved on 12/20 / 2018

This Handbook belongs to Timberlake Church and each employee is responsible for reading and knowing its contents, as well as any updates or revisions of the Handbook. This version is in effect as of the effective date shown above, and this version supersedes and overrides any and all prior versions of the Handbook.

Please read this Handbook thoroughly and acknowledge receiving it by completing the “Employee Statement of Handbook & Arbitration Acknowledgment” form, which will be kept in your personnel file.

The employer has the right to improve, modify, or eliminate benefits, policies, or procedures immediately, and at any time with or without prior notice.

I understand Timberlake Church is an “at will” employer and as such, any employment with Timberlake Church is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. I understand that no supervisor or manager of Timberlake Church except a Lead Pastor has the authority to enter into any agreement or contract for TLC employment that is not “at will,” and that any such agreement must be in a writing signed by a Lead Pastor. In addition, I understand the policies and practices stated in this Handbook are those in effect as of the date of publication. I understand that nothing in this Handbook may be construed as creating a promise of future benefits or as a promise of any specific treatment in any other specific situation. I also understand these policies and procedures are continually evaluated, and that TLC had the discretion to amend, modify, interpret, make exception to, or terminate any of its policies or procedures at any time, consistent with applicable law.

I have received a copy of this Timberlake Church Handbook and have read and understood its contents (or will read and understand its contents). This specifically includes those statements in Section II describing the purpose and effect of this Handbook. I understand that if I have any questions about anything in this Handbook, I can direct those questions to the Human Resources Manager.

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Welcome to Timberlake Church

On behalf of the Pastors, Staff, and Board of Directors, we're glad you've joined us and want to welcome you as a member of the Timberlake team.

We believe the most significant thing happening on this earth is that Jesus Christ is building His church and our staff has the privilege of working together as a team for the Lord. We welcome you to the team He has put together here to do His work.

This Handbook is designed for staff at all levels of employment within Timberlake Church, and it enjoys the unqualified approval of our Board. It is designed to acquaint you with TLC and provide you with information about working conditions, employee benefits, and other policies affecting your employment. Because of the "at will" employment relationship (explained elsewhere in this document), this Handbook is not in any way intended to be a contract. From time to time, TLC may exercise its discretion to change, delete, interpret, make exceptions to, or add policies contained in this Handbook.

You are expected to read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines certain programs developed by TLC to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Please thoroughly familiarize yourself with the contents of this Handbook.

Working at a church is unique. Each person is:

- Filling a position, but also serving in a ministry
- Accountable to someone, but ultimately to Christ
- Not perfect, but still growing

We believe that with you as a member of our staff, this will be a stimulating work environment where you will grow personally – and you will be able to see the growth of the Body of Christ happening right before your eyes.

Serving Him along with you,



Ben Sigman
Lead Pastor

History

Timberlake Church began in the summer of 1989, with seven families who came together with a vision for reaching out to the unchurched of the Eastside area. The dream was to build a church that would be relevant to the current culture and encourage people who weren't yet Christ followers to investigate Christianity in a safe atmosphere, where anyone could bring his or her doubts or questions. At the same time the church would be a place where followers of Christ could grow spiritually, be challenged to become more and more like Jesus and be encouraged to live out faith in day-to-day life. In November of 1989, Timberlake launched its first worship service in the gym at Alcott Elementary School, then later at Evergreen Jr. High. After nearly 12 years of worshipping in temporary "housing," Timberlake held its first service on its new campus on December 16, 2001. The 68,500-square-foot ministry center just off of Redmond-Fall City Road was intentionally designed with the church's core purposes in mind. Timberlake had now become a true "mission outpost": a place where it could serve the community, region, country and world with the love of Christ. And it became a church home where people could truly belong.

Timberlake Church is affiliated with The Free Methodist Church of North America.

I. MISSION & VISION OF TIMBERLAKE CHURCH

PURPOSE STATEMENT

Timberlake Church exists to help people become fully devoted followers of Christ, fulfilling both halves of the great commission.

Mission: To make more and better disciples of Jesus Christ.

The Great Commandment:

“Jesus replied, ‘Love the Lord your God with all your heart, and with all your soul, and with all your mind’. This is the first and the greatest commandment. And the second is like it: ‘Love your neighbor as yourself’. All the Law and the Prophets hang on these two commandments.”
Matthew 22:36-40 (NIV)

The Great Commission:

“Therefore, go and make disciples of all nations, baptizing them in the name of the Father, the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you....”
Matthew 28:19-20 (NIV)

To “Love God with all your heart” is ***Worship***
To “Love your neighbor as yourself” is ***Ministry***
To “Go . . . make disciples” is ***Evangelism***
To “Teach them . . . everything” is ***Discipleship***

TIMBERLAKE CHURCH EXISTS TO:

- We exist to ***EXALT*** God in a worshipping community
- We exist to ***EDIFY*** believers for personal growth and discipleship
- We exist to ***EQUIP*** members for effective ministry
- We exist to ***EXTEND*** to all the love, acceptance and forgiveness found in Jesus Christ.

STATEMENT OF FAITH

- **IN ESSENTIAL BELIEFS, WE HAVE UNITY.**

“There is one Body and one Spirit...there is one Lord, one faith, one baptism, and one God and Father of us all....”
Ephesians 4:4-6 (NIV)

- **IN NON-ESSENTIAL BELIEFS, WE HAVE LIBERTY.**

*“Accept him whose faith is weak, without passing judgment on disputable matters...Who are you to judge someone else’s servant? To his own master he stands or falls...So then each of us will give an account of himself to God . . .
So whatever you believe about these things keep between yourself and God.”*
Romans 14:1, 4, 12, 22 (NIV)

- **IN ALL OUR BELIEFS, WE SHOW LOVE.**

“If I have the gift of prophesy and can fathom all mysteries and all knowledge, and if I have a faith that can move mountains, but have not love, I am nothing.”

1 Corinthians 13:2 (NIV)

THE ESSENTIALS WE BELIEVE

ABOUT GOD

God is the Creator and Ruler of the Universe. He has eternally existed in three personalities: The Father, the Son and the Holy Spirit. These three are co–equal and are one God.

Genesis 1:1, 26, 27; Psalm 90:2, Matthew 28:19; 1Peter 1:2; 2 Corinthians 13:14

ABOUT JESUS CHRIST

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on the cross. He rose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven and will return again someday to earth to reign as King of Kings and Lord of Lords.

Matthew 1:22-23; Isaiah 9:6; John 1:1-15; Hebrews 4:14-15, 1 Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; 1 Timothy 6:14-15; Titus 2:13

ABOUT THE HOLY SPIRIT

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make people aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with the power for living, understanding of spiritual truth, and guidance in doing what is right. As Christians, we seek to live under His daily control.

2 Corinthians 3:17; John 16:7-13 & 14:16-17; Acts 1:8; 1Corinthians 2:12 & 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18

ABOUT THE BIBLE

The Bible is God’s Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living.

2 Timothy 3:16-17; 2 Peter 1:20-21; Psalm 12:6; 119:105, 160; Proverbs 30:5

ABOUT HUMAN BEINGS

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God’s creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called “sin”.

Genesis 1:27; Psalm 8:3-6; Isaiah 52:6a; 59:1-2; Romans 3:23

ABOUT SALVATION

Salvation is God's free gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith.

Romans 6:23; Ephesians 2:8-9; John 14:6; 1:12; Titus 3:5; Galatians 3:26; Romans 5:1

ABOUT ETERNITY

People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is hell. To be eternally in union with Him is eternal life. Heaven and hell are real places of eternal existence.

John 3:16; 12:25, 14:2-3; 17-3; Romans 6:23; Revelation 20:15

LIFESTYLE STATEMENT

Beliefs are not worth much unless they are translated into actions. Based on what the Bible teaches, we feel very strongly about the following practices:

THE BIBLE AS OUR SOLE AUTHORITY

"The whole Bible was given to us by inspiration from God and is useful to teach us what is true and make us realize what is wrong in our lives; it strengthens us and helps us to do what is right."
2 Timothy 3:15 (GN)

Since God's Word is the only completely reliable and truthful authority, we accept the Bible as our manual for living. Our first question when faced with a decision is "What does the Bible say?" We practice daily Bible reading, Bible study and Bible memorization. The Bible is the basis for all that we believe.

THE "PRIESTHOOD" OF EVERY BELIEVER

"To him who loves us and has freed us from our sins by His blood, and has made us to be a kingdom and priests to serve His God and Father – to Him be glory and power for ever and ever! Amen!"
Revelations 1:5-6 (NIV)

"But you are a chosen people, a royal priesthood, a holy nation, a people belonging to God, that you may declare the praises of Him who called you out of the darkness into His wonderful light."
1 Peter 2:9 (NIV)

The Bible teaches that every Christian is called to "full time" Christian service, regardless of his or her vocation. We practice the truth that every believer is a minister by encouraging every member to find a place of service and ministry. Every believer has direct access to God through prayer and through reading the Bible.

TITHING

“A tithe of everything you produce belongs to the Lord; it is holy to the Lord.”

Leviticus 27:30 (NIV)

At Timberlake Church, we practice tithing for the support of Christ’s Body, the Church, as God commands. As a church, we believe and recognize that giving 10% of our household income to our local church is the Biblical standard of giving and a Biblical requirement. Accordingly, employees are expected to tithe at least 10% of their gross payroll compensation to Timberlake Church for each pay period.

BAPTISM

“Having been buried with Him in baptism and raised with Him through your faith in the power of God, who raised Him from the dead.”

Colossians 2:12 (NIV)

We believe in baptism.

SPIRIT-LED LIVING

“Jesus said: “I am the Vine, you are the branches. If you abide in me and I in you, you will bear much fruit; but apart from Me you can do nothing.”

John 15:5 (NIV)

We believe the only way possible to live the Christian life is by God’s power within us. So we seek to practice a daily dependence on God’s Spirit to enable us to do what is right.

Philippians 2:13; Ephesians 5:18 (NIV)

TELLING OTHERS ABOUT JESUS

“Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have.”

1 Peter 3:15 (NIV)

It is the responsibility of every Christian to share the Good News with those God brings us into contact with and we practice personal sharing about Christ and invite friends to church. We believe that the Holy Spirit will do the work of salvation in the lives of our families, friends, neighbors and co-workers as we are faithful and obedient in bringing and including people within His life and love.

SEXUAL INTIMACY (as stated in the Free Methodist Church’s *Book of Discipline*)

Sexual intimacy is a gift from God for marital union. As such it creates a bond that scripture describes as one flesh (Genesis 2:24; 1 Corinthians 6:16). When expressed within marriage, sexual intimacy is a great blessing and source of fulfillment. The sanctity of marriage between one man and one woman is to be protected against all manner of immoral conduct (Exodus 22:16-17; Deuteronomy 22:23-28; Leviticus 20:10-16).

Pre-marital intimacy robs the marital union of the exclusive bond that sexual intimacy is given to create. Fornication is listed along with other forms of immorality. (Galatians 5:19-21).

Extra-marital intimacy, which Scripture describes as adultery, transgresses the moral law and betrays the marriage bond. Adultery is a degrading and destructive force. It undermines trust and contaminates the exclusive bond of marriage (Exodus 20:14).

Post-marital intimacy which occurs after divorce or the loss of a spouse debases the biblical design of sexual intimacy (1 Corinthians 7:8-9).

Homosexual intimacy is regarded by the Scriptures as immoral because it is a distortion of God's created order. The Scriptures speak explicitly against homosexual intimacy (Leviticus 18:22; 20:13; Romans 1:26, 27; 1 Timothy 1:8-10).

All persons are accountable to God for their thoughts, words and deeds (Romans 14:12; 1 Corinthians 6:9, 10). For those who have fallen, the grace of God is available and completely adequate to forgive and deliver (1 John 1:9; Hebrews 7:25; Luke 4:18; 1 Corinthians 6:9-11). Because the sexual desire is so powerful, counseling is recommended as a part of the church's pastoral care.

The church has a corporate responsibility to be God's agent of transformation to persons as they learn to live a Christian life that is wholesome and pure. We oppose cultural mores and laws that legitimize adultery, pre-marital, post-marital and homosexual intimacy. We abide by and are bound by the Free Methodist *Book of Discipline*, and all doctrine contained therein, in its current version.

Personal Sexual Purity

In an age where secular society is increasingly confused about sexual identity and sexual purity, Timberlake Church believes it is important that TLC be clear with its staff, missionaries, and employees about its expectation that they uphold the highest standards of Biblical purity in their interpersonal relationships. Without a clear understanding of sexual identity and consistent practice of sexual purity by TLC staff, missionaries, and employees, Timberlake Church cannot be an effective agent of the healing power of Jesus Christ to the victims of sexual confusion in our world.

We believe that God's design for the gift of sexuality is that it is to be exercised and enjoyed only within the covenant relationship of marriage between one man and one woman. It is God's intention that those who enter marriage shall seek, in mutual love and respect, to live, one man and one woman, in Christian fidelity as long as both shall live.

We believe God has expressly condemned sexual intercourse outside of the marriage covenant. This prohibition applies to married persons committing adultery, to sexual relationships between unmarried men and women, and, because God's order intends the sexual relationship to be between male and female, to homosexual practice. It is God's expectation that the unmarried shall live pure and celibate lives, refraining from sexual intimacy.

Because of the serious consequences confused sexuality and unrepentant sexual sin can have on the ministry of Timberlake Church, staff, missionaries, and employees who disagree with this policy or who do not conform their conduct to that policy are expected to resign or they will be terminated. Individuals applying for positions with TLC must acknowledge their agreement with this policy and their commitment to abide by it.

CHURCH VALUES

Consequently, you are no longer foreigners and strangers, but fellow citizens with God's people and also members of his household, built on the foundation of the apostles and prophets, with Christ Jesus himself as the chief cornerstone. In him the whole building is joined together and rises to become a holy temple in the Lord. And in him you too are being built together to become a dwelling in which God lives by his Spirit.
Ephesians 2:19-22 (NIV)

1. We are committed to the uncommitted, inviting people to trust Jesus. (Romans 10:14)
2. We want to remove barriers for people to connect with God and other people seeking to follow Him, so we strive to create "No Weird Stuff" irresistible environments. (Acts 15:19)
3. We maintain a Low Shame Level, believing that grace gives us the ability and motive to change. (Romans 8:1)
4. We invite people to take their next right step in Jesus Christ, knowing that spiritual growth is essential to the full life that Jesus promised. (John 10:10)
5. We invest in the next generation, we do this with our time, energy and financial resources. (Deuteronomy 6:7)

SEVEN STAFF VALUES

- (1) Personal Contribution – A good question to ask beyond your tasks, “how am I personally contributing to the ministry at Timberlake?”
- (2) Authentic Spirituality – We seek the Lord apart from the requirements of our job.
- (3) Owning outcomes – We own our part, but more than that the final outcomes of our work.
- (4) Make the team win – We not only want to win in our individual areas, but help the church win as a whole.
- (5) Be healthy – Stay healthy in every way: relationally, physically, emotionally, spiritually and financially.
- (6) Radical responsiveness - Each person we minister to is a person of value, we will respond clearly and quickly to those who contact us.
- (7) Effectiveness – Since we have the opportunity to serve the Lord as a vocation, we want to be stewards of God’s resources and make a difference.

Timberlake Church Team Member Acknowledgement

Upon my commencing employment with Timberlake Church and execution of the offer letter of employment, I agree principally with the doctrine and policy of Timberlake Church and I agree to follow the direction of its Pastoral Staff to make Christ's Church successful on Earth. I also wholly adopt the following Statements of Timberlake Church which are set out above in their entirety, as my own:

- Purpose Statement
- Statement of Faith
- Essentials We Believe
- Lifestyle Statement

By my signature below, I acknowledge that I have received, read the above, understand it and I agree with the leadership's mission and vision for Timberlake Church, as well as its doctrine and beliefs, in conjunction with the doctrine and beliefs of the Free Methodist Church as specifically described in its current version of the Book of Discipline.

Signature of Employee

Date

II. GENERAL EMPLOYMENT

Purpose:

This Section of the Handbook is intended to provide employees with a general understanding of the personnel policies, procedures and benefits available at Timberlake Church. Employees are encouraged to familiarize themselves with the contents of this Handbook, in that it will answer many questions concerning your employment. However, it is impossible to anticipate every situation or question that may arise. Therefore, please feel free to contact your supervisor, the Human Resources Manager or a Lead Pastor about any employment-related questions you may have.

The language used in this Handbook is not intended to create any contractual obligation between Timberlake Church or any of its employees. The employment relationship between TLC and its employees is “at will” and can be terminated with or without cause at any time, at the option of either the employee or TLC. In addition, consistent with applicable law, Timberlake Church may exercise its managerial discretion to alter any employee’s job duties or assignment and to impose any form of discipline it deems appropriate at any time. No agreement to the contrary may be made unless that agreement is specific, in writing, and signed both the employee and a Lead Pastor of Timberlake Church.

In order to retain the flexibility in the administration of its policies, procedures and benefits, Timberlake Church specifically reserves the right to change, revise, interpret, make exceptions to, or eliminate any of the policies, procedures and/benefits described in this Handbook whenever it deems necessary or useful to do so, in its sole discretion.

This Handbook supersedes all previously issued Employee Handbooks and all employment policies, statements and memoranda issued prior to the date of this Handbook that are inconsistent with anything in this Handbook.

General Provisions

Handbook Conventions

This Handbook contains some basic human resource policies, practices, and procedures for Timberlake Church. It is not, however, intended to alter the employment at-will relationship in any way.

As used in this Handbook:

- A. The words “shall” or “will” are understood to be mandatory in nature, and the word “may” as permissive in nature;
- B. The masculine gender includes the feminine gender;
- C. “Supervisor” means an individual with the authority to assign, direct, and review the work of one or more subordinates;
- D. Unless otherwise defined in a specific TLC policy or employee benefit document, “immediate family” means the employee’s spouse, brother, sister, parent, child, step-child, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee’s household.
- E. “Timberlake Church” and “TLC” are each understood to mean Timberlake Church.

Human Resources Manager

The administrator of the policies and procedures in this Handbook is Timberlake Church’s Human Resources Manager or equivalent. This administrator assists employees in understanding TLC’s benefits, expectations and other policies, and also provides staff assistance to supervisors and department heads in developing, communicating, and carrying out human resource policies and procedures here at Timberlake Church.

Human Resource Records

Timberlake Church maintains confidential human resource records about employees, and past employees in order to provide it with needed information and to comply with government record keeping and reporting requirements. TLC restricts access to the human resource information it maintains as required by any applicable federal, state, or local laws. For example, any medical information that TLC obtains about an employee is kept in a separate confidential medical file, as required by law.

Employees are responsible for keeping their human resource records up to date and should notify the Human Resources Manager in writing of changes in any of the following:

- A. Name;
- B. Address;
- C. Telephone number;
- D. Number of dependents;
- E. Beneficiary designations for any employee benefit plans;
- F. Addresses and telephone numbers of dependents and insurance beneficiaries; and
- G. Persons to be notified in case of emergency.

In addition, employees who have a change in their number of dependents should complete a new IRS Form W-4 for income tax withholding purposes within ten days of the change, if the change results in a decrease in the number of dependents.

Employees may inspect their own human resource records in the presence of the Human Resources Manager or the manager's designee. Employees may not remove any documents from the file. If approved by the Human Resources Manager, an employee may make a reasonable request for ONE copy of his/her documents in the file. Such an inspection must be requested in writing to the Human Resources Manager and will be scheduled at the employee's work location for a mutually convenient time during regular office hours that is within a reasonable period of time after the employee requests access to the file(s). Documents obtained in connection with investigations of a possible criminal offense may be withheld from the employee's inspection.

Employees who believe that their file material is incomplete, inaccurate, or irrelevant may submit a written request to the Human Resources Manager, asking that the file be revised accordingly. If such a request is not granted, the employee may place a written statement of disagreement in their file. The employee also may choose to pursue the matter further using TLC's regular grievance procedure.

Statement of Faith

All employees must sign an Employee Statement of Handbook & Arbitration Acknowledgment form and a Timberlake Church Team Member Acknowledgement form upon being hired to demonstrate their continued commitment to the religious purposes for which Timberlake Church exists. Upon continued employment, employees may from time to time be requested to reaffirm their commitment to these religious purposes and be asked to execute these Agreements once again.

Goals & Expectations

TLC strives to establish and implement fair and effective human resource policies and procedures. TLC expects its employees to work together in serving the best interests of Timberlake Church.

Timberlake Church expects all employees to:

- A. Deal with members, vendors, volunteers, and suppliers in a professional manner;
- B. Perform assigned tasks in an efficient manner;
- C. Be punctual;
- D. Demonstrate a considerate, friendly, and constructive attitude toward fellow employees; and
- E. Adhere to each of the policies adopted by Timberlake Church.

Timberlake Church retains the sole right to exercise all managerial functions including, but not limited to, the rights to:

- A. Dismiss, assign, supervise, and discipline employees;
- B. Determine and change work days, starting times and quitting times;
- C. Transfer employees within departments or into other departments and other job classifications;
- D. Determine and change the size and qualifications of the work force;
- E. Determine and change methods by which its operations are to be carried out;
- F. Determine and change the nature, location, services rendered, quantity, and continued operation of TLC; and

- G. Assign duties to employees in accordance with TLC’s needs and requirements; and
- H. To carry out all ordinary administrative and management functions.

III. EMPLOYMENT POLICIES

Employment-at-Will Relationship

Consistent with applicable laws, all employees are employed at the will of Timberlake Church for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, employees may terminate their employment with TLC at any time and for any reason.

Because your employment with Timberlake Church is “at will,” our employment relationship is for no specified term. While Timberlake Church has every hope that our employment relationship will be mutually beneficial and rewarding, both you and TLC retain the right to terminate the employment relationship at any time, with or without cause and with or without advance notice. The at-will employment relationship is not subject to change, except by a written agreement signed by both the employee and the Lead Pastor of Timberlake Church, and said agreement must specifically express an intention to change the “at will” nature of the employment relationship.

Employment applications, Timberlake Church recruiting materials, Timberlake Church memoranda, or other materials provided to applicants and employees in connection with their employment, whether singly or combined, are never intended to nor will create an express or implied contract concerning any terms or conditions of employment. Similarly, Timberlake Church policies and practices with respect to any matter are not to be considered as creating any contractual obligation on the part of TLC or as stating or promising in any way that termination will occur only for “just cause.” Statements of specific grounds for termination set forth in this Handbook or in any other documents of Timberlake Church are examples only, not all-inclusive lists, and are not intended to restrict the rights of Timberlake Church to terminate at will.

Timberlake Church has the sole responsibility to manage its work sites, to determine employees’ work schedules, to determine the size of its workforce, to select and hire employees, to assign work, to direct the work of its employees, to direct the methods of employees’ work, to reclassify, transfer, promote or demote employees, to determine job content and create or eliminate job classifications, to establish and enforce workforce rules and regulations, to administer discipline (including but not limited to suspension or discharge), and to reduce the size of the workforce including through layoffs. In general, no TLC statement, conduct, policy or practice can establish any implied contract concerning any employment-related decision or term or condition of employment. Only the Lead Pastor of TLC has the authority to agree to employment for a specific period of time, or to make any other agreement that is contrary to any TLC policy. No such agreement with a TLC Lead Pastor shall be binding on TLC unless it is in writing and signed by that Lead Pastor.

Timberlake Church, at its sole discretion, may opt to utilize any type of disciplinary action it deems appropriate under the circumstances for any violation of TLC’s policy or employment-related concerns. TLC may choose to apply lesser disciplinary action than termination, but no such action will change the at-will status of the employment relationship, nor will it obligate Timberlake Church to take any similar action for any other employee.

Equal Employment Opportunity

It is the intention of Timberlake Church to provide equal employment opportunity for all applicants and employees. In all aspects of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer and termination, Timberlake Church is committed to treat all applicants and employees without regard to unlawful considerations of race, color, national origin, ancestry, sex, marital status, age, disability or medical condition, or any other applicable legally protected trait or status. Timberlake Church also prohibits the harassment of any individual on any basis listed herein. Functioning as a not-for-profit Christian ministry, we can and do discriminate on the basis of religion, such as by requiring that all applicants and employees conform to our church's religious tenets.

Anti-Harassment and Anti-Discrimination Policy

Timberlake Church is committed to maintaining a workplace free from unlawful harassment and discrimination where all individuals treat each other with dignity and respect, free from all forms of intimidation, exploitation and harassment, including sexual harassment. In keeping with this commitment, TLC strictly prohibits all unlawful harassment, including harassment based on race, color, national origin, ancestry, sex, marital status, age, disability or medical condition, or any other basis protected by applicable law. Any employee found to have committed or participated in sexual or other unlawful harassment in violation of this policy will be subject to disciplinary action or corrective action. This may include counseling, training, or disciplinary action up to and including possible termination.

Sexual or other unlawful harassment includes unwelcome sexual conduct or advances, or any other unwelcome verbal, physical or visual conduct that denigrates or shows hostility or aversion towards an individual (be it another employee, a volunteer, or anyone else) because of race, color, national origin, gender, religion, disability, age or any other legally protected trait or status. Timberlake Church prohibits such conduct regardless of whether the offender is a coworker, supervisor, manager, or anyone else that a TLC employee may encounter through his or her work. Examples of prohibited harassment include any of the following types of conduct:

- A. Submitting to the conduct is explicitly or implicitly made a term or condition of an individual's employment;
- B. Submitting to or rejecting the conduct is used as the basis of an employment decision affecting an individual;
- C. The conduct has the purpose or effect of negatively impacting an individual's work performance, or of creating an intimidating, hostile, or offensive work environment;
- D. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities; or
- E. Submitting to or rejecting the conduct is used as the basis for any other decision affecting the individual, such as access to benefits, services, honors, programs, or activities available at or through Timberlake Church.

Although it is not possible to identify each and every act that constitutes or may constitute sexual or other unlawful harassment, the following are among the types of conduct that may violate this policy, depending on the specific circumstances:

- A. Unwelcome requests or propositions for sexual favors or dates; comments regarding sexual behavior or the body of another employee; sexual innuendo and other vocal activity such as cat calls or whistles;
- B. Lewd or derogatory comments or jokes based on sex, race, disability, national origin or any other legally protected category; racial, ethnic, or sexual slurs.
- C. Obscene or offensive letters, notes, invitations, photographs, cartoons, phone texts, emails, social media posts, articles or other written or pictorial materials, or negative writings or pictures based on sex, race, national origin, age, disability, or any other legally protected category. Note: although an employee's social media account may be configured as private, if a co-worker or another staff member sees an employee's offensive post, that post may be deemed a violation our anti-harassment and/or anti-discrimination policies.
- D. Offering or providing favors or employment benefits in exchange for sexual favors, such as promotions, favorable evaluations, favorable assignment of duties or shifts, etc.;
- E. Continuing to express sexual interest after being informed the interest is unwelcome;
- F. Threatening or actually making reprisals after receiving a negative response to sexual advances;
- G. Retaliating against an individual for reporting any concerns about unlawful harassment or discrimination to Timberlake Church or any Government agency.
- H. Visual conduct such as leering, making sexual gestures, displaying offensive objections or making any gestures which denigrate a person's race, color, national origin, gender, religion, disability, or age;
- I. Displaying written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age, religion or disability, such as by placing the material on walls, bulletin boards, or elsewhere on the premises of Timberlake Church, circulating it in the workplace, posting it on social media or anywhere on the internet, or transmitting it via phone, text or in other electronic form;
- J. Epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts that relate to race, color, gender, national origin, religion, age, or disability, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
- K. Any unwelcome, threatening or unwanted physical conduct such as touching, assaulting, impeding or blocking movements.

Employees who feel that they have experienced conduct of a harassing nature are encouraged to promptly report the matter per the below Internal Complaint Process. In addition, employees who witness, observe or become aware of conduct of a potentially harassing nature are encouraged to report their observations per the below Internal Complaint Process. All complaints will be taken seriously and promptly investigated as confidentially as possible, consistent with the needs to investigate and consider potential remedial actions.

It is against the policy of Timberlake Church to retaliate against any person who has raised a concern, made a report, or filed a complaint concerning possible harassment or discrimination, or who has testified, assisted, or participated in any investigation proceeding or hearing concerning possible harassment or discrimination.

Internal Complaint Process for Concerns About Harassment, Discrimination or Retaliation

Any employee who believes that he or she, or any other Timberlake Church employee, has been subjected to unlawful harassment, discrimination, retaliation, or any other type of misconduct by a coworker, supervisor, manager, or anyone else the employee encounters through TLC work should promptly report the incident or behavior to the Human Resources Manager. However, if the Human Resources Manager is the subject of the complaint, the Lead Pastor, the Executive Pastor, or the Director of Operations (or their designee) will assume all duties of the Human Resources Manager described herein.

Upon learning of the complaint, TLC's recipient will **directly** notify the church's Board of Directors so that the Board may oversee the internal investigation to whatever extent the Board decides is appropriate in the particular case (either directly or through one or more designees).

TLC takes all complaints seriously and investigates them in order to determine whether any misconduct occurred. This includes considering any input provided by the employee who raised the concern.

Information concerning a complaint of harassment, discrimination or retaliation is treated as confidential, consistent with the need to investigate the conduct alleged and to take remedial or corrective action. In general, this means that, during the investigation, the TLC investigator will disclose information about the allegation only to the extent needed to conduct the investigation. In addition, information about the allegation may be disclosed to those TLC representatives who have a business need to know about the allegation (e.g., by making or implementing TLC's decision about any remedial or corrective action).

After the investigation concludes, the church's Board of Directors will review the investigation findings and determine whether remedial or corrective action is appropriate. Final decisions about remedial or corrective action may be made by the church's Board of Directors, or the Board may designate one or more members of the church leadership to assist in making this determination.

In cases where the investigation finds that prohibited conduct occurred, TLC will take prompt remedial or corrective action to address the violation and prevent it from reoccurring. Any employee, supervisor or manager found responsible for a violation of this policy will be subject to appropriate and effective remedial or corrective action, up to and including possible termination. The nature and severity of TLC's action will be based upon the circumstances and the facts found during the investigation. The individual(s) affected by the harassing/misconduct will be informed that the investigation has concluded and that remedial or corrective action has been taken.

No Retaliation

No employee will suffer reprisals for alleging harassment, discrimination or any other misconduct, or for initiating or assisting in any investigation, action or proceeding regarding alleged harassment or discrimination or misconduct. Any incidents of further alleged harassment, discrimination, misconduct or retaliation should be reported immediately to the Human Resources Manager, or if the Human Resources Manager is the subject of the complaint, then to: the Lead Pastor, or the Executive Pastor, or the Director of Operations.

Employment of Relatives

Timberlake Church may consider employing a member of an employee's immediate family on the same footing as other applicants as long as the family member possesses all the qualifications for employment in the job sought. However, an employee's immediate family member may not be hired if such employment would:

- A. Create either a direct or indirect supervisory/subordinate relationship with a family member; or
- B. Create either an actual conflict of interest or the appearance of a conflict of interest.
- C. Create where one family member would be responsible for auditing or approving the work of another family member.

These criteria will also be considered when assigning, transferring, or promoting an employee to a role that might present these types of concerns.

Hiring of Employees Under Age 18

When Timberlake Church hires employees under age 18 ("minor employees"), TLC and the minor employee must comply with all necessary laws pertaining to the employment of minors. All minor employees must provide proper work permits or any required certifications to the Human Resources Manager, who will maintain records of this compliance.

The hours that minors may be eligible to work depend on their age and are subject to the following general conditions:

Hours and Schedules Minors are Permitted to Work in Non-Agricultural Jobs					
	Hours a Day	Hours a Week	Days a Week	Begin	Quit
14-15 year-olds					
School weeks	3 hours (8 hours Sat.-Sun.)	16 hours	6 days	7 a.m.	7 p.m.
Non-school weeks	8 hours	40 hours	6 days	7 a.m.	7 p.m. (9 p.m. June 1 to Labor Day)
16-17 year-olds					
School weeks	4 hours (8 hours Fri.-Sun.)	20 hours	6 days	7 a.m.	10 p.m. (Midnight Fri.-Sat.)
School weeks with a special variance	6 hours (8 hours Fri.-Sun.)	28 hours	6 days	7 a.m.	10 p.m. (Midnight Fri.-Sat.)
Non-school weeks	8 hours	48 hours	6 days	5 a.m.	Midnight

Immigration Law Compliance

Timberlake Church complies with controlling immigration laws and regulations, including the Immigration Reform and Control Act of 1986. TLC is committed to employing only United States citizens and those aliens who are legally authorized to work in the United States. Federal law requires that: 1) on or before the first day of employment, an individual must complete and sign Section I of the Federal Form I-9, Employment Eligibility Verification Form; and 2) on or before the third business day after employment begins, the new employee needs to present documents of identity and eligibility to work in the U. S. Failure to do satisfy both of these requirements will result in termination of employment because TLC is legally barred from employing an individual who fails to comply.

Job Descriptions

Job descriptions have been developed for all positions on staff at Timberlake Church. Among other things, these job descriptions:

- A. Indicate the general nature of duties, responsibilities, and specifications;
- B. May be changed to meet the needs of TLC at any time; and
- C. Will be reviewed and/or revised as deemed necessary by the employee's supervisor or by the Human Resources Manager.

Job descriptions are not intended to detail each and every duty that an employee may be expected to perform. Rather, employees may be required to perform other duties as assigned by TLC.

If you have any questions about your job description, or if you believe that it needs to be updated in some way, please speak with your supervisor or with the Human Resources Manager.

Introductory Period

All new employees are to be more closely monitored and evaluated for an initial introductory period on the job of at least ninety (90) days in duration. Similarly, any present employee transferred or promoted to a new job with TLC may be more closely monitored and evaluated for a period of ninety days. After satisfactory completion of the introductory evaluation period, employees generally may be evaluated from time to time as provided for in the Performance Appraisal policy.

Completing an introductory period or attaining "regular" status does not change an employee's status as an employee-at-will or in any way restrict the rights of Timberlake Church to terminate its employment relationship with such an employee or to change the terms or conditions of employment. As set out above, employment with Timberlake Church is at all times considered to be "at will," and subject to termination at any time by either party for any lawful reason.

Anniversary Date

The first day an employee reports to work, or the employee's "hire date," is the employee's official anniversary date with TLC. This anniversary date is used to compute various conditions and benefits described in this Handbook.

Office Hours

Regular office hours for Timberlake Church are 9:00 a.m. to 5:00 p.m., Monday through Thursday. These may be changed at any time with or without prior notice. Working or office hours for ministry staff will also include weekends, and such times will be given to you by your supervisor(s).

Community Relations

The success of Timberlake Church depends upon the quality of relationships between Timberlake Church, our employees, our church members, our vendors and our community. Our community's impression of Timberlake Church and their interest and willingness to come to church here and/or to do business with us is greatly formed by the people who serve them. Here are several things you can do to help provide a good impression of Timberlake Church:

1. Act competently and deal with others in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on issues and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

Confidential and Proprietary Information

Many of the things you will hear in the execution of your work are strictly confidential matters relating to church members or others we serve, or perhaps relating to any financial information. It is one of your most serious responsibilities that you in no way reveal or divulge any such confidential information, other than to the appropriate pastoral staff and only as necessary to perform your employment tasks; or when otherwise authorized in the performance of your duties. Information designated as confidential must not be discussed with anyone outside TLC, and may only be discussed within TLC on a "need to know" basis. This responsibility is not intended to impede normal ministry communications and relationships, but it is intended to alert employees to their obligation to use discretion to safeguard TLC's interests and confidential information.

Timberlake Church has proprietary interests in other confidential information to which employees may be exposed during the course of employment with us. This includes all TLC trade secrets and all TLC proprietary assets, such as mailing lists and phone/email lists, TLC printed materials, and church files, notes, and other lists and correspondence (whether electronic or paper) that relate to our ministry or church's operations. Each TLC employee has a continuing obligation to protect the confidentiality of such trade secrets and proprietary information, both throughout employment and after termination.

Upon termination of TLC employment, all such confidential material, including any church-owned electronics (e.g., laptops, computers, and phones) must be relinquished to TLC (including but not limited to names, addresses, emails and all TLC data).

Employees authorized to have access to confidential information may be required to sign special nondisclosure agreements and must treat the information as proprietary TLC property for which they are

personally responsible. Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Employees violating this policy will be subject to discipline, up to and including termination, and may be subject to legal action.

Conflicts of Interest

Timberlake Church desires to avoid situations where there is an actual or potential conflict of interest or the appearance of such conflict of interest.

You must not use your position for private gain for yourself or for any persons with whom you have personal, business or financial ties. You must avoid any outside (i.e., non-church related) activity that could reasonably be expected to adversely affect, or give the appearance of adversely affecting, the independence and objectivity of your judgment or interfere with the timely and effective performance of your duties and responsibilities or discredit Timberlake Church. Such activity includes, but is not limited to, any acts of soliciting church attendees, visitors, and/or guests for non-church related ventures/business/opportunities.

We Need Your Ideas

We believe the person doing their job is in the best position to think of ways of doing it more easily, more efficiently, and more effectively. If you think of a better way of doing your job or the job of a fellow employee, please discuss it with your supervisor or the Human Resources Manager. Remember that there may always be areas in our ministry that can be improved. These could be in service, equipment, communications, safety, cost reduction, losses, and/or waste, or other improvements where you may see a need. Please give us the benefit of your unique experience and ideas.

Open Door Policy

Timberlake Church actively encourages open communication between all levels of staff because we believe it is important to the continued success of the Timberlake Church. Here at Timberlake Church, we strive to create a pleasant and productive work environment and wish to be responsive to employee needs. Employees who have work-related concerns are encouraged to discuss them with their immediate supervisor as soon as possible after any event that causes their concern. If the employee believes that the immediate supervisor is not the appropriate person with whom to raise such matters, or if the employee has met with the supervisor and the matter is not resolved to the employee's satisfaction, then employee is encouraged to bring his or her concerns to the attention of the Human Resources Manager.

If your concerns have not been addressed by the Human Resources Manager, and you would like to talk with a Lead Pastor, please make an appointment by calling the Lead Pastor's assistant at (425) 869-4400.

In addressing employee concerns, Timberlake Church will strive to reach a result that is satisfactory to all parties concerned. However, please understand that TLC does and must maintain its ability to make whatever decisions it determines are in the best interest of Timberlake Church as a whole. Therefore, Timberlake Church cannot guarantee that in each instance the employee will be satisfied with the result. TLC will, however, attempt to explain the result to the employee, and TLC strictly prohibits anyone from taking any adverse action against an employee for raising work-related concerns in a professional manner.

Child Abuse Reporting

Based on our role as a church and a school, Timberlake Church has certain legal responsibilities for reporting child abuse. We take these responsibilities very seriously.

Under Washington state law, child abuse is generally defined as injury, sexual abuse, sexual exploitation, negligent treatment or maltreatment of a child by any person under circumstances which indicate that the child's health, welfare, and safety is harmed.

Those mandated to report child abuse generally include clergy members, counselors, teachers and teacher's aides employed by schools. Also included are administrators or employees of an organization whose duties require direct contact and supervision of children, administrators or employees of a licensed child care facility, or any other person who has an official supervisory capacity with a nonprofit organization who has reasonable cause to believe that a child has suffered abuse or neglect caused by a person over whom he or she regularly exercises supervisory authority. Employees are required to report any actual or suspected physical or sexual abuse of any child they come into contact with in their work. If you see evidence of abuse of any child or hear complaints of abuse of any child, or if you suspect abuse of any child, you must report it:

DSHS offices within local communities are responsible for receiving and investigating reports of suspected child abuse and neglect. Reports are received by Child Protective Services (CPS) located in each community office and assessed to determine whether the report meets the legal definition of abuse or neglect and how dangerous the situation is.

Our state offers several ways to report abuse:

Hotline - call **1-866-ENDHARM** (1-866-363-4276), Washington State's toll-free, 24 hour, 7 day-a-week hotline that will connect you directly to the appropriate local office to report suspected child abuse or neglect. Call 911 if an emergency situation.

Nights & Weekends - call **1-800-562-5624** to report abuse during the evening or on weekends.

TTY Callers - call **1-800-624-6186** to place a direct TTY call.

Along with reporting the abuse to these agencies, you shall also report it immediately to the Lead Pastor, and Executive Pastor as well as to the Human Resources Manager.

IV. WAGE AND SALARY POLICIES

It is the aspiration of Timberlake Church to pay wages and salaries that are competitive with other employers in the marketplace, and in a way that will be motivational, fair and equitable, variable with individual and Timberlake Church performance, and in compliance with all applicable statutory requirements and TCL business needs. In exercising its discretion to make wage and salary policy decisions, TLC considers a variety of factors it deems relevant, including the overall economic condition and the ministry mission of

Timberlake Church. Timberlake Church also may look to published salary surveys for similar organizations in evaluating appropriate salaries for our employees.

Your compensation paid by Timberlake Church is your payment in full for all services you render to the church. No employee may accept any other compensation for services on behalf of TLC without prior written approval of the Human Resources Manager or the Director of Operations. If you receive any gifts greater than \$100 in value per calendar year, please notify in writing of such to the Human Resources Manager and also to the Director of Operations or the Lead Pastor. Please do not accept any gifts greater than \$100 in value without first getting written approval from the Human Resources Manager.

Mandatory and Voluntary Paycheck Deductions

Mandatory Deductions for Federal Employment Taxes: Timberlake Church is required by law to make certain deductions from your paycheck each time one is prepared. These include deductions for federal income taxes and your contributions to Social Security and Medicare. These deductions will be itemized on your check stub. The amount of these deductions typically depends on your earnings and on the information you furnish on your W-4 form regarding the number of dependents and exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the Payroll and Human Resources Department immediately on appropriate forms to ensure proper credit for tax purposes. The W-2 form you receive at the end of each year indicates precisely how much of your earnings were deducted for these purposes.

Other Mandatory Deductions: You will be notified if TLC is required to make any other mandatory deductions from your paycheck. Examples are court-ordered attachments, child support order, and wage garnishment writs. Subject to applicable laws, Timberlake Church does not retaliate against an employee for any garnishment.

Note: See "Wage Assignments (Garnishments)" below for further information.

Voluntary Deductions and Direct Deposit: You may be able to authorize Timberlake Church to make additional deductions from your paycheck, such as 403(b) deferred compensation contributions and/or Section 125 deductions if you qualify for these programs. You may also authorize the direct deposit of your paycheck into your savings and/or checking account at any participating bank. Contact the Finance Department for details and the necessary authorization forms.

Pay Period and Hours

The payroll workweek begins on Sunday morning at 12:00 a.m. each week and ends the following Saturday evening at 11:59 p.m. Timberlake Church uses this workweek to determine whether a non-exempt employee has earned any overtime pay for a particular workweek.

Pay Periods and Pay Days

Timberlake Church's pay periods are semi-monthly (twice a month), with 24 pay periods per year. During any given calendar month, our first pay period runs from the 26th of the previous month to the 10th of the current month and is paid on the 15th of the current month. The second pay period is from the 11th to the 25th and is paid on the last day of the month. If a regularly scheduled payday falls on a non-business day (e.g., on

a national holiday or a weekend), you will receive your pay on the next business day after the regularly scheduled payday.

Paycheck Distribution & Direct Deposit Procedures

Depending on where you work and whether you have elected direct deposit, you will receive either a live paycheck or a paystub which confirms your direct deposit. These are either distributed to you at your work location or mailed to your home address on or before the designated payday.

Wage Assignments or Garnishments

Employees are responsible for their own debts and financial obligations. A wage assignment or a garnishment is an example of a legally enforceable collection device that requires Timberlake Church to remit part of an employee's wages to a third party for payment of a debt. As wage assignments, garnishments and other collection devices cause considerable paperwork and expense for Timberlake Church (and potentially collection expenses to you), we encourage employees to manage their financial obligations so as to avoid or minimize these requirements.

Both state and federal law protect employees from termination from employment based on garnishments or similar collections, up to certain limitations and conditions under those laws.

Employment Classifications

At the time you are hired and thereafter, when there is any change in your job classification, you will be told whether your position is classified as full-time, part-time or temporary and whether you are classified as exempt or non-exempt for overtime pay purposes. These classifications can affect your eligibility for various employee benefits or for certain types of wages.

If you are unsure of which job classifications apply to you, please ask the Human Resources Manager. Please note that being designated as falling into any particular employment classification does not alter the at-will nature of your employment.

Full-Time Employees

Employees who are regularly scheduled to work a minimum of 30 hours a week for an indefinite period of time are considered full-time employees. Full-time employees may be eligible for a variety of benefits after satisfying all qualifying conditions.

Part-Time Employees

Employees who are regularly scheduled to work fewer than 30 hours a week for an indefinite period of time are considered part-time employees. Part-time employees may be eligible for certain benefits after satisfying all qualifying conditions.

Temporary Employees

Timberlake Church may supplement its regular work force with temporary employees, or other forms of flexible staffing, when TLC determines this is needed because of peak workloads, employee absences, or other situations as may be determined by management. A temporary employee is an individual who is hired to work either part-time or full-time as an employee “at will” but for a limited period of time. If TLC employs a temporary employee beyond the initially anticipated period, this does not in any way change that individual’s employment status or serve as an express or implied employment contract. Temporary employees retain that status unless and until notified by TLC of a change. Although temporary employees receive all legally mandated benefits (such as workers’ compensation coverage and paid sick leave), they are ineligible for most of TLC’s other employee benefits.

Exempt and Non-exempt Employees

In addition to the above classifications, all employees are designated as either exempt or non-exempt.

Non-exempt employees are subject to applicable wage and hour laws and are entitled to overtime premium pay when they work more than 40 hours in a workweek.

Exempt employees are those who are not subject to applicable overtime laws. They are paid on a salary basis and typically are employed in executive, managerial, high-level administrative or professional positions.

The Human Resources Manager will advise each employee as to whether they are classified as “exempt” or “non-exempt” for purposes of any applicable overtime pay laws.

Timekeeping for Non-exempt Employees

All non-exempt employees of Timberlake Church must accurately keep track of and report all of their time actually worked. Any falsification of time records – whether by over- or under-reporting your time – can result in disciplinary action, up to and including possible termination. The following points should be considered in tracking your time:

- A. Employees are required to take unpaid meal breaks (a.k.a. lunch breaks) when scheduled or required. (See the section below entitled “Meal and Rest Periods for Non-exempt Employees (a.k.a. Breaks).”)
- B. Before working any overtime hours, non-exempt employees are expected to obtain written approval of the overtime from their supervisors. Employees must accurately report all regular and overtime hours worked. Employees who violate these rules by not obtaining prior written approval for overtime are subject to disciplinary action, up to and including possible termination.

Exempt Employees

Exempt employees are paid a pre-determined salary to compensate them in full for the performance of their duties, regardless of the number of hours worked in a particular workweek. Exempt employees are not eligible to receive overtime pay. Exempt employees are therefore not required to fill out hourly time records, but they must account for their daily attendance, and they can be expected to work during certain hours.

Alternative Work Week Schedule

Timberlake Church has adopted an “Alternative Work Week Schedule” for all hourly employees. Within this Alternative Work Week Schedule, hourly employees may work in excess of 8 hours in a day without receiving overtime pay, as long as their work hours do not exceed 40 hours in a workweek. This alternative schedule allows employees to work within the hours required and provides flexibility within employee work schedules.

Overtime

Overtime will be paid to non-exempt employees (and who are subject to the minimum wage and overtime provisions of applicable law) for all time worked beyond forty hours in any workweek. Overtime pay is not required if a non-exempt employee simply works more than eight hours in a day without exceeding 40 hours in a workweek.

From time to time, it may be necessary for non-exempt employees to perform overtime work in order to complete a job on time. If a non-exempt employee subject to the minimum wage and overtime provisions of applicable law performs overtime work, such employee will be paid one and one-half (1 ½) times the employee’s regular rate of pay for all overtime hours worked. If during a workweek, such employee is away from the job because of a job-related injury, paid holiday, lunch break, vacation or paid sick time, or any other form of non-work time, then those hours not worked do not count for the purpose of computing whether such employee’s total hours qualify for overtime pay.

All overtime work must be pre-approved by the such employee’s supervisor. Failure to obtain pre-approval for overtime or for any time worked beyond such employee’s normal work schedule could result in disciplinary action, up to and including possible termination.

Attendance and Punctuality

Regular and reliable attendance and punctuality are important to the efficient operation of our business and ministry. In general, employees are to report for work punctually as scheduled, and to work all scheduled hours and any required overtime approved by their supervisor. TLC understands that exceptions to an employee’s expected work schedule sometimes will be required; in those cases, an employee must communicate the situation as described below. Unexcused or excessive absences or tardiness can disrupt work flow and our service to our members and vendors.

An employee must contact his or her supervisor on or before any day when they expect to be absent or late for work for any reason. Such notice must be given as far in advance as possible of the time assigned for reporting to work or as soon as possible after the time assigned for reporting to work. If the employee is unable to reach his/her supervisor prior to the start of their regular schedule, another member of management or Human Resources must be contacted. Voicemail messages are not a substitute for notifying management through a live communication of an absence or lateness. If the employee is unable to reach his/her supervisor, after contacting another member of TLC’s management and the Human Resources Manager, the employee still must advise the supervisor as soon as possible of: the reason for the absence or tardiness, the probable duration of such absence or lateness, and when the employee anticipates returning to work. Failure to properly communication with supervisors and TLC about absences or tardiness may result in disciplinary action, up to and including possible termination.

Employees who are delayed in reporting for work more than thirty minutes and who have not called their supervisor within five minutes of the beginning of their work schedule may be sent home for the balance of the work day if they later that day report and show up to work. In addition, employees who report to work without proper equipment or in improper attire may not be permitted to work. Similarly, employees who report for and show up to work in a condition deemed by TLC as not fit for work may not be allowed to work and then sent home for the work day.

If an employee becomes sick during the day, but the situation is not a medical emergency requiring immediate care, then the employee is expected to notify his/her supervisor or the Human Resources Manager before the employee leaves the work site. Failure to follow these procedures may result in TLC treating the day as an unexcused absence, can result in disciplinary action, up to and including possible termination. Any employee who is absent for four or more of the employee's consecutive workdays due to illness or injury may be required to submit a health care provider's verification and release in order to return to work.

Employees who are absent from work for four consecutive workdays without giving proper notice to Timberlake Church through their Supervisor may be considered as having voluntarily quit.

Meal and Rest Periods for Non-exempt Employees (a.k.a Breaks)

Rest Periods: All non-exempt employees are entitled to and are required to take two (2) separate rest breaks of ten (10) minutes each during eight (8) hour workday. Normally these rest breaks will be scheduled in mid-morning and mid-afternoon, so that they fall approximately mid-way through each four (4) hour work period. Either the employee's supervisor will determine the timing of the employee's rest breaks or, if the supervisor does not assign the employee a specific break time, then the employee is expected to coordinate with co-workers to arrange for all of them to 10-minute rest breaks during each 4 hours of work while maintaining adequate coverage at all times. Employees should always be sure to return to work on time at the end of any rest break.

Meal Periods: If a non-exempt employee works longer than five (5) hours in a workday, he or she will be given an *unpaid* lunch period of at least 30 minutes. Employees are encouraged to take their lunch breaks away from their work stations. If the workday is only six (6) hours per day, then the employee may be allowed to waive the unpaid meal period. The times when lunch periods are scheduled varies among TLC's departments, depending on the needs of each department. Each employee is expected to take the fully-allotted time for lunch unless TLC permits the employee to waive the lunch break. It is important to return to work on time at the end of the lunch period.

Performance Appraisal

The review of an employee's work performance is an ongoing process. Formal review of the employee's job performance may be periodically provided by a supervisor with the Human Resources Manager involved, such as upon the following occasions:

- A. By the end of the first three months of employment;
- B. Prior to a salary review or on the anniversary date of employment;
- C. When the employee is transferred or promoted to a new job; or
- D. At the time of the employee's termination, if a disciplinary or termination report is not prepared.

Employees have the opportunity to examine their formal written evaluations and to make written comments or write a response about any aspect of these evaluations. Employees may request the opportunity to do so from Human Resources.

A positive performance appraisal/evaluation is not a promise or a guarantee of continued employment.

Volunteer Service in Timberlake Church Ministries

Timberlake Church is a ministry dependent on the volunteer efforts of those who feel led to give of themselves to help accomplish its mission and as a result, TLC appreciates the volunteer time donated by its employees. Because of legal requirements, however, any time devoted in volunteering for Timberlake Church by an employee of TLC must first be approved by the employee's immediate supervisor and the Human Resources Manager to help ensure that it does not parallel the employee's normal job description.

Discipline

All employees are expected to comply with the Timberlake Church's standards of behavior and performance, and any non-compliance with these standards must be remedied by the employee as quickly as possible.

Under normal circumstances, TLC endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit, up to and including immediate termination. Further, Timberlake Church has the right to bypass any progressive disciplinary efforts where it believes the situation warrants a different approach, as determined by Timberlake Church in its sole discretion.

Employees who disagree with their discipline should utilize the grievance procedure below.

V. Grievance Procedure

Timberlake Church offers employees the opportunity to present their work-related complaints and to appeal supervisory decisions through this dispute resolution or grievance procedure. Timberlake Church will attempt to resolve promptly all grievances that it considers appropriate for handling under this policy, such as employee disagreements with a disciplinary action or with an employment decision or with how a TLC policy has been interpreted or applied to the employee. However, if the grievance relates to harassment, discrimination, or retaliation, employees should instead use the internal reporting procedures outlined above in the "Anti-Harassment and Anti-Discrimination Policy."

This grievance procedure is the TLC remedy for employees with grievances that fall within the scope of this procedure. In general, employees who want to use this grievance procedure are expected to notify TLC in a "timely fashion," a "reasonable time," or "promptly" – normally within five business days.

Employees will not be retaliated against or penalized for using this grievance procedure in good faith. However, Timberlake Church may proceed with a challenged disciplinary action while this grievance procedure is underway. In such cases, if TLC decides during the course of the grievance procedure to modify or overturn the disciplinary action, it will make appropriate adjustments to implement its decision.

This grievance procedure has three steps, but grievances may be resolved at any step in the process. Grievances are to be fully processed until one of the following: the employee is satisfied, the employee fails to file a timely appeal, or the employee exhausts this grievance procedures rights of appeal. A decision reached through this grievance procedure becomes final whenever an employee does not file a timely appeal (i.e., normally within 5 business days), or when a decision is made in the final step, and when this procedure no longer provides a right of appeal.

Employees who feel they have a grievance that qualifies for review under this procedure should proceed as follows:

- Step 1:** Promptly bring the grievance to the attention of the employee's immediate supervisor. However, if the grievance involves the immediate supervisor, then it is permissible to proceed directly to Step 2. Otherwise, the supervisor is to investigate the grievance, attempt to resolve it, and provide a decision to the employee within a reasonable time. The supervisor should prepare a written and dated summary of the grievance and his/her proposed resolution. Such a summary should be given also to the Human Resources Manager.
- Step 2:** Appeal the decision to the Human Resources Manager if dissatisfied with the supervisor's decision (or initiate the procedure with the Human Resources Manager if the grievance involves the employee's immediate supervisor). If the grievance involves the Human Resources Manager, then it is permissible to proceed directly to Step 3. A Step 2 grievance must be made in a timely manner and submitted in writing. If applicable, the supervisor's version of the grievance and his/her Step 1 decision will be submitted, also in writing. The Human Resources Manager will, in a timely fashion, confer with the employee, the supervisor, and any other members of management or leadership considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved.
- Step 3:** If dissatisfied with the Human Resources Manager's decision, appeal to the Lead Pastor, or initiate the procedure with the Lead Pastor if the grievance involves the Human Resources Manager. The timeliness requirement and procedures to be followed are similar to those in Step 2. The Lead Pastor (or his/her designee) will take steps to review and investigate the grievance and will then issue a written final decision to all parties.

Final decisions on grievances will not be precedent-setting or binding on future grievances. When TLC considers it appropriate, a decision granting an employee relief will be retroactive to the date of the employee's original grievance.

In general, Timberlake Church treats information concerning its handling of an employee's grievance as strictly confidential. The Human Resource Manager, supervisors and other members of management who are involved in investigating or considering a grievance are to discuss it only with those individuals who have a need to know about the grievance or who are needed to supply background or factual information.

Arbitration of Disputes

Timberlake Church and its employees, as Christians, believe the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of Matthew 5:22-24, Matthew 18:15-20, and I Corinthians 6:1-8. Therefore, TLC and its employees agree that, if any controversy or claim between them arises out of their employment relationship, or the termination of that relationship, and if that dispute cannot be resolved

between them, either TLC or the employee has the right to seek arbitration of the dispute through the church's denomination, via the church's local conference office or the denomination's national office.

VI. TIMBERLAKE CHURCH EMPLOYEE BENEFITS

Timberlake Church is pleased to provide a variety of fringe benefits that eligible employees may enjoy. Please note that all TLC fringe benefits are subject to modification or elimination, at the discretion of Timberlake Church, at any time.

The following discussions are intended to summarize TLC's current benefits offerings. For some benefits, there is an insurance policy or other plan document that governs the terms and conditions of that benefit. In all such cases, the insurance policy or other plan document shall govern instead of the brief summaries below.

Paid Time Off (PTO)

Paid Time Off (PTO) functions as both vacation time and sick days. PTO is intended to enhance employee retention, maintain morale, and increase productivity. Employees are to provide their supervisor with notice in advance of any intent to take accrued PTO whenever practicable by completing a PTO request form for the dates/times of the intended absence. Any revision to a previously provided notice should also be communicated in a timely manner using the PTO Request form. Supervisors will forward approved PTO forms to the Human Resources Manager.

Newly hired employees are not eligible to take PTO, until they have reached ninety (90) calendar days of employment with TLC. PTO benefits accrue daily according to the employee's length of service and employment status as described in the following sections.

PTO Accrual

Timberlake Church grants annual PTO accruals to regular **full-time employees**. Employees may not receive pay for PTO in lieu of taking the time off. The PTO accrual year is the calendar year, January 1st through December 31st ("Accrual Year").

The maximum amount of unused accrued PTO that may be carried over to a subsequent calendar year (i.e., Accrual Year) is 80 hours if you have been employed 0-3 years. The maximum amount of unused accrued PTO that may be carried over to a subsequent calendar year (i.e., Accrual Year) is 120 hours if you have been employed 4+ years. At the end of each calendar year ("Accrual Year"), any unused accrued PTO balances in excess of 80 hours (0-3 years worked) or 120 hours (4+ years worked) at the end of the Accrual Year will be cancelled without pay. Such excess PTO cannot be recaptured and has no cash value to the employee.

Full-time employees, who regularly are scheduled to work at least 40 hours per week (2,080 hours per year), will accrue PTO, according to the following schedule. (In the schedule below, annual totals are rounded to the nearest whole day, but TLC uses the hourly accrual rate shown to compute the employee’s actual accruals every pay period.)

Years of Service	PTO Accrual Rate Per Year (In Days)
0 to end of 3 rd year	15 Days (120 Hours): $120/2080 = 0.0576923$ hourly accrual rate
4 th year and beyond	20 Days (160 Hours): $160/2080 = 0.0769231$ hourly accrual rate

Full-time employees who are regularly are scheduled to work at least 30 hours per week (1,560 hours per year) are also entitled to PTO, but on a pro rata basis as applied to the above schedule. The employee’s pro rata accrual rate will be based on the employee’s regularly scheduled number of work hours per week. (For example, an employee who regularly is scheduled to work 30 hours per week will have a PTO accrual rate that is 0.75 (3/4ths) of the rate that applies to a 40-hour-per-week employee.)

Part-time employees, who are regularly scheduled to work fewer than 30 hours per week (fewer than 1,560 hours per year) will accrue PTO, on a pro rata basis, according to the following schedule:

Years of Service	PTO Accrual Rate Per Hour Worked
0 and beyond	One Hour per 40 hours worked

New regular full-time employees accrue PTO immediately but may not take PTO until their introductory period (first 90 calendar days) is completed.

PTO time will be granted or denied based on employee requests as balanced with workload requirements where the reason for taking PTO does not qualify for leave under Washington’s paid sick leave law (see the next policy). Because PTO taken for vacation purposes is intended to refresh employees, Timberlake Church encourages employees to take such PTO for at least one week at a time.

For all employees who accrue PTO, a portion of their PTO accruals (not to exceed 1 hour for every 40 hours worked) may be used for Sick Leave purposes as described in the next policy. Timberlake may require verification of the need for Sick Leave (such as a doctor’s note) after an employee is absent for more than three of the employee’s consecutive workdays (i.e., days that the employee was expected to work). The verification requirement applies once such an absence reaches the fourth day of the employee’s consecutive workdays.

At the time of employment separation, PTO-eligible employees who have completed their introductory period may receive pay for unused accrued PTO, if the employee meets these three conditions when separating:

- a. The employee has provided his/her supervisor with adequate written notice of resignation of employment (which means at least a 2 weeks’ written notice). *(Note: If an employee dies, pay for accrued unused PTO will be paid in a lump sum to the employee's estate.)*

- b. The employee was not issued, or under, a discipline or performance correction plan at the time of separation.
- c. The employee's employment was not terminated by the employer.

Even if all three of these conditions are satisfied, upon separation of employment, the maximum amount of unused accrued PTO for which an employee may receive payment is 40 hours, if employed from 0-3 years and 80 hours, if employed from 4+ years (regardless if there was a balance of more than 40 or 80 hours of accrued unused PTO). If the employee does not meet all three of the above conditions or if the employee has an unused accrued PTO balance exceeding 40 or 80 hours at time of employment separation, such PTO will not be paid at termination and will be cancelled without pay and has no cash value to the employee.

If a paid holiday falls within an employee's PTO period, the holiday will be paid but will not be charged as a PTO day. However, no allowance will be made for sickness or other compensable type of absence that occurs during a scheduled PTO; in such instances the absence will be charged to the employee's PTO balance.

Paid Sick Leave

This policy is intended to comply with Washington State's paid sick leave law. Timberlake Church fully complies with any legal requirements in Washington's state paid sick law that may not be discussed here.

For regular full-time and part-time employees who are eligible for PTO under the preceding policy, paid sick leave, in compliance with Washington State's paid sick leave law, is provided through the accrual of PTO hours as stated above (and is not in addition to those employees' PTO accruals). For any employee of Timberlake Church who is not eligible to accrue PTO under the preceding policy, that employee shall accrue paid sick leave in accordance with Washington state law: i.e., at the rate of one hour of paid sick leave for every 40 hours the employee works for TLC.

As summarized below, Paid Sick Leave can be used by employees to care for their own health and the health of their family members. Family members included in this paid sick leave policy are defined as an employee's child or parent (including biological, adopted, foster, step or legal guardian relationships), as well as an employee's spouse, registered domestic partner, spouse's parent, grandparent, grandchild or sibling.

Authorized Uses of Paid Sick Leave – Paid sick leave may be used for the any of the following:

- a) An employee's mental or physical illness, injury or health condition;
- b) An employee's preventive care such as a medical, dental or optical appointment and/or treatment;
- c) Care of a family member who has an illness, injury, or health condition, and/or who needs preventive care, such as a medical/dental/optical appointment;
- d) Closure of the employee's place of business or the employee's child's school or place of care by order of a public official for any health-related reasons;
- e) If the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.

Authorized use of paid sick leave for domestic violence, sexual assault or stalking includes:

- a) Seeking legal or law enforcement assistance or remedies to ensure the health and safety of employee and employee's family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking.
- b) Seeking treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking.
- c) Attending health care treatment for a victim who is the employee's family member.
- d) Obtaining, or assisting the employee's family member(s) in obtaining, services from: a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault or stalking.
- e) To obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault or stalking.
- f) Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.

See our policy entitled "Washington Domestic Violence Leave" for more information about taking paid sick leave, PTO or unpaid time off for one of these domestic violence-related purposes.

Accrual and Use Limitations on Paid Sick Leave

Paid sick leave begins to accrue at the start of employment. You will be provided with an *Employee Paid Sick Leave Notification* at the start of employment (or shortly thereafter). It contains information regarding: authorized use of paid sick leave, our paid sick leave accrual year, carryover of paid sick leave, eligibility for use, and information about the rule against retaliation.

Newly hired regular part-time employees accrue Sick Leave immediately but may not take (nor will such an employee be paid for) Sick Leave until their introductory period (first 90 calendar days) is completed.

Employees are allowed to use paid sick leave in increments of 10 minutes. However, an exempt employee will not be charged PTO unless that exempt employee has missed or taken at least one hour of time off from work.

Paid sick leave hours will be compensated at an employee's regular rate of pay, which excludes tips, service charges and overtime rates, where any of these is applicable. Because paid sick leave hours are not time worked, they will not count towards the calculation of overtime pay for non-exempt employees.

Providing Verification of Your Need for Paid Sick Leave

Timberlake requires verification of the need for Paid Sick Leave (such as a doctor's note) after an employee is absent for more than three consecutive days that the employee was required to work (i.e., beginning with the fourth consecutive day of the absence). The verification's purpose is to establish or confirm that you did in fact need to use paid sick leave for legally authorized reasons. You must provide the required verification within a reasonable time period during or after your paid sick leave. To comply with Washington state law, in this particular context, Timberlake Church considers it reasonable if you provide the required verification within 10 calendar days after your first day of paid sick leave. Please note: if this 10-day period expires

during the next pay period, then TLC can wait to receive your verification before paying you for the paid sick time.

Any health care provider verification that you must provide for paid sick leave purposes will not require the provider to identify the specific medical condition causing your absence. However, if TLC obtains any medical information about you or your family member, we will treat such information in a confidential manner consistent with applicable privacy laws.

If you believe that, under your specific circumstances, complying with the above verification requirements would cause you unreasonable burden or expense, then you have the right to inform TLC of your concern so that we can evaluate it. You must explain specifically how you believe providing verification would cause you unreasonable burden or expense. Within 10 calendar days of receiving your specific explanation, if Timberlake Church agrees that unreasonable burden or expense would result, then we will make a reasonable effort to identify and provide one or more alternatives for you to use in meeting our verification requirement without unreasonable burden or expense.

Reinstatement of Unused Paid Sick Leave Accrual if You Are Rehired Within 12 Months

If an employee is rehired by Timberlake within twelve months after the date the employee separates from employment, Timberlake will reinstate the employee's accrued, unused paid sick leave to the extent that TLC did not pay the employee upon separation for that accrued but unused PTO time. However, if the rehire occurs in a different leave year than the employee's separation, Timberlake will reinstate up to only the maximum of 40 PTO hours that it would have carried over.

Retaliation Prohibited

Any discrimination, coercion, interference or retaliation against an employee for lawful exercise of paid sick leave rights is not allowed. Employees will not be disciplined for the lawful use of paid sick leave. If an employee feels they are being discriminated or retaliated against, the employee may contact the Human Resources Manager.

If an employee is not satisfied with the employer's response, the employee may contact the Washington State Department of Labor & Industries. Online: www.Lni.wa.gov/WorkplaceRights Call: 1-866-219-7321, toll-free Visit: www.Lni.wa.gov/Offices Email: ESgeneral@Lni.wa.gov

Paid Holidays

Timberlake Church observes certain designated days each year as Standard Holidays (as shown below). Full-time employees will be given a day off with pay for each holiday observed.

The following schedule of holidays is observed during each calendar year:

1. New Year's Day
2. Martin Luther King Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving Day

8. Friday after Thanksgiving
9. Christmas Day

Full-time employees are eligible to receive their regular rate of pay for each observed holiday. Temporary employees, part-time employees, and employees on leaves of absence or on layoff are not eligible to receive holiday pay. In all instances, for any employee TLC may decide that such employee is not allowed to work on one or more of these Standard Holidays.

To receive holiday pay, an eligible employee must be at work, or on an authorized absence, on the workdays immediately preceding and immediately following the day on which the holiday is observed. If an employee is absent on one or both of these days because of an illness or injury, TLC reserves the right to verify the reason for the absence before approving holiday pay.

When a holiday occurs on a Saturday or Sunday or Monday, management may determine that: (1) it will be observed on either the preceding Friday or following Tuesday or following Friday; and (2) for ministry staff only, management instead may allow a paid 'floating holiday' to be taken off within 30 days, so long as the timing of that floating holiday is approved in writing by the employee's supervisor.

If a holiday occurs during a full-time's employee's PTO period or during a full-time's employee's Paid Sick Leave, the holiday will not be charged as a PTO day or a Paid Sick Leave day.

If a full-time employee is required by TLC to work on one of the Standard Holidays, the employee may take the same amount of paid time off on an agreed alternative day as they would have received if they had not worked on the holiday. The compensating day off must be taken within thirty days after the original holiday and its specific timing must be approved in writing by the employee's supervisor.

Educational Assistance

Timberlake Church may provide educational assistance to regular full-time employees with at least one year of service at the discretion of TLC. Eligible full-time employees may be reimbursed only for courses of study which are pre-approved in writing by the employee's supervisor, the Human Resources Manager, and the Executive Pastor or the Lead Pastor or the Director of Operations. In addition, to being eligible for reimbursement, courses or programs must be provided by accredited institutions of learning unless otherwise approved. Employees who want to request educational assistance from TLC must have the prior written approval of their supervisor and the Human Resources Manager *before* enrollment.

State & Federal Unemployment Insurance Exemption

Churches are exempt from participation in state and federal unemployment insurance programs and Timberlake Church does not provide unemployment insurance as a benefit of employment.

VII. Time Off from Work

Leave Under the Family and Medical Leave Act (FMLA) and the Washington Family Leave Act (WFLA)

Update to follow Washington State Law beginning January 1, 2019:

January Washington State will offer up to 12 weeks of paid leave (16 weeks for special circumstances) for family or medical leave. Unlike most short-term disability programs, this insurance will cover family and medical leave for both the worker and/or a family member. There are certain conditions that the employee must meet in order to qualify for this (qualifying hours worked, etc).

The withholding of premiums begins January 1, 2019, with leave benefits beginning January 1, 2020.

How is the insurance premium calculated?

The premium is 0.4% in 2019. The employee pays both the family and medical leave insurance and the employer pays only into the medical leave portion of the insurance. The cost is 63% of the 0.4% premium of the employee and 37% of the 0.4% for the employer. However, Timberlake has decided to split the cost of the program with the employees 50/50.

Example calculation for yearly premium:

\$50,000 per year gross wages X 0.4% = \$200 per year

Employee portion: \$100 per year

Employer portion: \$100 per year

The premium withholdings are capped at the Social Security cap, \$132,900 in 2019.

Because Timberlake Church has more than 50 employees, it is covered by and complies with the federal Family and Medical Leave Act (FMLA) as well as the similar Washington Family Leave Act (WFLA). This policy gives employees a general description of rights under the FMLA and WFLA as well as information about how Timberlake Church administers these rights.

FMLA and WFLA Leave Entitlements

Under the FMLA, eligible employees who work for a covered employer can take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for any of the following reasons:

1. The birth of the employee's child or the placement of a child with the employee for adoption or foster care;
2. To bond with the employee's new child (this form of leave must be taken within 1 year of the child's birth or placement);
3. To care for the employee's spouse or registered domestic partner, child, or parent who has a qualifying serious health condition;
4. For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;

5. For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, registered domestic partner, child, or parent.

Washington's Additional Leave for an Employee's Pregnancy-Related Disability

The WFLA similarly allows eligible employees to take up to 12 workweeks of leave for the first four of the above reasons. Also note that Washington state law may allow more leave time than the FMLA if the employee needs leave for a pregnancy-related disability. Under the WFLA, an employee may take leave for a pregnancy-related disability *in addition to* the 12 workweeks of FMLA leave. However, this Washington law does not require that Timberlake Church continue the employee's group health coverage during the full period of the pregnancy-related disability leave. If you are planning your leave for pregnancy and childbirth, you may wish to consult with the Human Resources Manager to understand your options and the benefits that would apply. Also see our separate policy below entitled "Pregnancy-Related Disability Leave."

FMLA Leave to Care for a Servicemember with a Serious Injury or Illness

An eligible employee who is a covered servicemember's spouse, registered domestic partner, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember if he or she has a serious injury or illness. This 26 weeks maximum of servicemember FMLA leave is computed as a combined total with all other types of leave taken for *any* FMLA-qualifying reasons during the single 12-month period. Up to 12 of the 26 weeks may be for an FMLA-qualifying reason other than military caregiver leave. For example, if an employee uses 10 weeks of FMLA leave for his or her own serious health condition during the single 12-month period, the employee has up to 16 weeks of FMLA leave left for military caregiver leave.

The FMLA's Definition of "Serious Health Condition"

For purposes of non-military FMLA leave:

- Generally speaking, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the employee's covered family member from participating in school or other daily activities.
- Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a health care provider, or 1 visit and a regimen of continuing treatment, or incapacity due to pregnancy or a chronic condition.

Other conditions may meet the definition of continuing treatment. Please contact the Human Resources Manager if you need additional information on FMLA coverage.

Note that the FMLA uses different definitions from the above for military family leave prompted by a servicemember's "serious injury or illness."

Timberlake Church's Leave Year for Administering FMLA and WFLA Leave

Timberlake Church uses a "rolling" 12-month period as its year for determining whether an employee has taken the maximum amount of leave time under the FMLA and the WFLA. This means we look backwards one year from the date that you use any FMLA/WFLA leave to count up how much FMLA/WFLA leave you have already used during the preceding 12 months so that we can determine how much of the 12 or 26 workweeks you may have left.

Employee Eligibility Requirements for FMLA and WFLA Leave

An employee of Timberlake Church must meet three criteria in order to be eligible for FMLA leave. The employee must:

1. Have worked for Timberlake Church for at least 12 months;
2. Have at least worked at least 1,250 hours in the 12-month period immediately before taking leave; and
3. Work at a location where Timberlake Church has at least 50 employees within 75 miles of the employee's worksite.

Requesting FMLA and WFLA Leave

Generally, where practicable, employees must give Timberlake Church 30-days' advance notice of the need for leave under the FMLA and WFLA. In cases of leave for planned medical treatment, the employee must make reasonable efforts to schedule this leave so as not to unduly disrupt Timberlake Church's operations.

If it is not possible for you to give 30-days' notice of your FMLA/WFLA leave, you must notify Timberlake Church as soon as possible, and you generally must follow Timberlake Church's usual procedures for reporting absences.

When requesting FMLA, the employee does not necessarily have to share a medical diagnosis, but the employee must provide Timberlake Church with enough information so we can determine if the leave qualifies for protection under the FMLA or WFLA. Sufficient information could include notifying Timberlake Church that:

- You are or will be unable to perform your job functions;
- One of your covered family members cannot perform daily activities;
- Hospitalization or continuing medical treatment is necessary for you or a covered family member; or
- Your circumstances support using military family leave.

Health Care Provider and Other FMLA Leave Certifications

In all cases, Timberlake Church can require a certification or periodic recertification supporting the need for FMLA or WFLA leave. When FMLA/WFLA leave is taken for a serious health condition of either the employee or a covered family member, Timberlake Church requires the employee to provide a health care provider's certification verifying the need for the leave. Periodic recertification of the need to take leave for a serious health condition also may be required.

If Timberlake Church determines that a certification or recertification is incomplete, Timberlake Church will provide you with a written notice indicating what additional information is required.

If you previously took FMLA/WFLA leave and you later need to take leave again for a reason for which FMLA/WFLA leave was previously taken or certified, you must inform Timberlake Church of this.

Timberlake Church's Responsibilities to Notify Employees About FMLA Leave

Once Timberlake Church becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, Timberlake Church must notify the employee whether or not he or she is eligible for FMLA leave. If the employee is not eligible, Timberlake Church must provide a reason for ineligibility.

If you are FMLA-eligible, Timberlake Church must provide you with a notice of rights and responsibilities under the FMLA. Timberlake Church also must notify an FMLA-eligible employee if the employee's leave will be designated by Timberlake Church as FMLA leave, and if so, how much leave will be so designated.

Using FMLA and WFLA Leave on a Reduced Schedule or an Intermittent Basis

When an employee is eligible to use FMLA or WFLA leave for a serious health condition of the employee or a covered family member, or for a covered servicemember's serious illness or injury, the employee may be able to take this leave in more than one block of time. More specifically, if it is medically necessary to do so, an employee may take FMLA or WFLA leave on a reduced schedule or an intermittent basis. A *reduced schedule leave* reduces the employee's usual working hours for a period of time, often from full-time to part-time. *Intermittent leave* is FMLA leave taken in separate blocks of time due to a single qualifying reason.

In cases of reduced schedule or intermittent leave based on medical necessity, Timberlake Church requires a health care provider's certification of the need for this form of leave, as well as the expected duration of and, where applicable, the schedule of the reduced schedule or intermittent leave. Timberlake Church has the right to temporarily transfer the employee to an available alternative position for which the employee is qualified that has equivalent pay and benefits, and that better accommodates the employee taking recurring periods of leave than does the employee's regular position.

Non-medical FMLA or WFLA leaves (such as new child leave) may not be taken on a reduced schedule or intermittent basis unless Timberlake Church expressly agrees to permit the employee to do this.

Using PTO and Paid Sick Leave During FMLA/WFLA Leave

FMLA and WFLA leave are unpaid time off unless the employee has PTO and/or paid sick leave accrued and available for the employee's use. If so, Timberlake Church requires the employee who is taking FMLA or WFLA leave to use any and all accrued and available PTO and/or paid sick leave (depending on the reason for the employee's FMLA/WFLA leave. Once all applicable paid time off benefits are exhausted, the employee will be on unpaid FMLA/WFLA leave.

FMLA and WFLA leave run concurrently with each other and with all other forms of leave that apply to the absence, regardless of whether these other forms of leave are paid or unpaid.

Group Medical Benefits During FMLA and WFLA Leave

If an employee on FMLA/WFLA leave is eligible for Timberlake Church's group medical coverage, then Timberlake Church will continue that insurance coverage on the same terms as if the employee had continued to work.

If you are taking unpaid FMLA/WFLA leave and you are covered under Timberlake Church's group medical plan, you must make benefit premium payment arrangements with Timberlake Church to maintain your group coverage. Please contact the Human Resources Manager to make these arrangements.

If Both Spouses Are Employed by Timberlake Church

If both you and your spouse are employed by Timberlake Church, and if both of you are taking FMLA/WFLA leave either: (1) for the birth or placement of a child, and/or (2) for a parent's serious health condition, then the combined amount of FMLA/WFLA leave that the two of you may take for these purposes is limited to 12 workweeks during any 12-month period. In such a situation, each spouse retains the right to take, as additional FMLA/WFLA leave for other purposes, the difference between the maximum

12 workweeks per year of FMLA/WFLA leave less the amount of leave that he or she individually has taken for a child's birth or adoptive placement and a parent's serious health condition.

FMLA and WFLA Protections

When returning from FMLA and WFLA leave, most employees must be restored to the same job or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. When the employee is returning to work from leave that qualified under the WFLA, the employee will be returned to a work location within 20 miles of where the employee worked when the WFLA leave began.

An employer may not interfere with an individual's rights under the FMLA and WFLA, nor retaliate against someone for using or trying to use FMLA or WFLA leave, or for opposing any practice made unlawful by the FMLA or WFLA, or for being involved in any proceeding under or related to the FMLA or WFLA. Further, using FMLA or WFLA leave cannot result in the loss of any employment benefit that accrued before the start of an employee's leave.

Enforcement of the FMLA

To enforce his or her FMLA rights, an employee may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any applicable federal or state law prohibiting discrimination, nor does it supersede any state or local law that provides greater family or medical leave rights. However, where other laws apply, FMLA and WFLA leave will run concurrently with all other forms of leave that apply to the absence.

Pregnancy-Related Disability

If you become sick or temporarily disabled because of your pregnancy or childbirth, you will be given leave for the full duration of this sickness or temporary disability. During pregnancy disability leave, you may use any applicable paid time off benefits that you have available to cover some or all of your absence.

Otherwise, your pregnancy-related disability leave will be unpaid. Group health and other benefits will be handled in the same manner as for any other similar non-pregnancy related absence.

An employee who seeks pregnancy-related disability leave will be required to provide a health care provider's statement to verify her disability and the length of leave needed.

If the employee takes pregnancy disability leave only for the actual period of disability, as certified by her health care provider, then she ordinarily will be allowed to return from this leave to the same job she held when the leave began, or to a similar job of at least the same pay. Exceptions to this general rule will be made only if Timberlake Church has a business necessity to do otherwise.

Jury Duty

Timberlake Church complies with all applicable laws requiring us to give you a sufficient leave from your job duties to serve as a juror when you are officially summoned.

Timberlake Church voluntarily pays employees on jury duty for up to two workweeks served on jury duty per calendar year. This payment is not required by law but is offered by TLC to encourage good citizenship.

You must report to work on the days or partial days when you are not required to serve as a juror or prospective juror.

After your initial two workweeks on jury duty, if you are a non-exempt employee, then Timberlake Church is not legally required to pay you for any work time you miss due to jury duty. However, if an exempt employee performs any work for TLC during a workweek that included jury duty, that employee will receive his or her full salary for that workweek.

Bereavement Leave

Full-time and part-time regular employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Up to three (3) days of paid bereavement leave will be provided to full-time and part-time employees and these three days will *not* be deducted from the employee's Personal Time Off or paid sick leave accrual. These three days of paid will be based on the number of hours the employee would have worked on the days involved.

Temporary employees are not eligible for paid bereavement leave but TLC will work with the employee to accommodate unpaid time off.

For bereavement leave purposes, Timberlake Church defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling. Employees may, with their supervisor's approval, use any available accrued PTO for additional time off.

Military Leave

If you are absent from work because of your service in the U.S. uniformed services, then Timberlake Church will grant you a military leave of absence and reinstatement in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must provide advance written or verbal notice of your military service, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Please provide us with notice as far in advance as is reasonable under the circumstances.

Washington Military Family Leave

If you work an average of 20 or more hours a week, and if your spouse or domestic partner is a member of the U.S. Armed Forces, National Guard, or Reserves, then Washington state law permits you to take up to 15 days of unpaid leave during a period of military conflict under the following circumstances:

- When your spouse or domestic partner receives official notification that he or she will soon be called to active duty;
- When your spouse or domestic partner has been ordered to active duty (in this case, leave may be taken before, and up to, the service member's deployment); or
- When your spouse or domestic partner is on leave from deployment.

You must notify your terminal management within five business days of receiving official notice that your spouse or domestic partner will soon be called or ordered to active duty, or will soon have a leave from deployment.

Washington Domestic Violence Leave

If you or one of your family members (defined below) is a victim of domestic violence, sexual assault, or stalking, then you may take reasonable leave from work as a block of days, intermittently, or through a reduced schedule to:

- Seek legal or law enforcement assistance to ensure the health and safety of you or your family member;
- Seek medical treatment for your own physical or mental injuries, or to attend treatment for your family member;
- Obtain, or assist your family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program;
- Obtain, or assist your family member in obtaining, mental health counseling related to an incident in which you or your family member was a victim; or
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase your safety or the safety of your family member.

For purposes of this policy, “family member” means a child, spouse, registered domestic partner, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship. If you are seeking leave to help a family member, Timberlake Church may ask for written verification of the family relationship, such as a birth certificate, court document or similar record.

If your need for domestic violence leave is foreseeable, you must give Timberlake Church reasonable advance notice of the need for leave. In general, you should give 30 days’ advance notice of foreseeable domestic violence leaves, if practicable. Otherwise, you should provide notice as soon as practicable. In emergency situations or when the need for leave is unforeseen, you or your designed representative must notify Timberlake Church no later than the end of the first day that you take leave under this policy.

Timberlake Church may ask the employee to provide written verification of the need for this leave. Examples are a police report showing that the employee or family member is a victim of domestic violence, a court order providing protection to the employee or a family member as a victim, documentation from a health care provider, an advocate, a member of the clergy or a lawyer, or a written statement from the employee that the employee or a family member needs qualifying help because of domestic violence. Any information you submit to support your request for leave will be kept confidential to the extent required by law.

Leave under this policy will be unpaid unless you have any applicable paid leave available (e.g., PTO or paid sick leave). If you have health insurance, to the extent required by law, it will be maintained during this leave at the level and under the conditions you would have received if you had not taken the leave. Leave under this policy is in addition to any other leave entitlements you may have under federal, state or local law. However, if leave under this policy also qualifies as leave under another federal, state or local law, then all applicable leaves will run concurrently to the fullest extent permitted by the applicable laws.

Alcohol and Drug Rehabilitation Leave

Even when employees are not eligible for FMLA leave, Timberlake Church wishes to assist employees who recognize that they have a problem with alcohol or drugs that may interfere with their ability to perform their job in a satisfactory manner. Employees who have a problem with alcohol or drugs and who decide to enroll voluntarily in a rehabilitation program may request time off pursuant to the FMLA policy, if eligible, or through our PTO, Paid Sick Leave or Other Unpaid Leave policy. If an employee requests time off to participate in such a program, Timberlake Church will make reasonable efforts to keep the fact that the employee is enrolled in the program confidential. The employee will be required to use any accrued PTO or paid sick leave benefits while on his/her alcohol or drug rehabilitation leave of absence.

This leave of absence will be granted to those employees who voluntarily come forward and request it. The availability of such leave of absence does not relieve any employee of his or her obligation to comply with Timberlake Church's policies concerning drugs and alcohol. An employee's request to take a leave of absence for the purpose of alcohol or drug rehabilitation will not shield him or her from any disciplinary action which may be imposed as a result of conduct in violation of Timberlake Church's drug and alcohol policies about which Timberlake Church was aware before the employee's leave request was made. However, an employee who seeks a leave of absence for drug or alcohol rehabilitation, will not be subject to any adverse action against the employee simply for disclosing his or her alcohol or drug problem.

Other Unpaid Leave

Sometimes an employee may need or want time off that does not qualify for any other form of leave. If so, and if the employee does not have any PTO or paid sick leave remaining, then Timberlake Church may choose to grant an unpaid leave of absence at its sole discretion.

Requests for a personal leave of absence must be submitted in writing to the employee's supervisor if the leave is being requested for non-medical reasons, or to the Human Resources Manager if the leave is being requested for medical reasons. In either case, your request should state the reasons for the request, the length of the leave desired and any other information pertinent to the request. If you are requesting medical leave, you also will be expected to provide a health care provider's certification of the medical need for the leave you are requesting.

Timberlake Church management will review and evaluate each leave request made under this policy. TLC may or may not choose to grant a non-medical personal leave. We evaluate requests for non-medical personal leave based on a number of factors, including our anticipated workload and staffing requirements during the proposed period of your absence, our need for your services during that period, your reason for requesting a non-medical personal leave, and your overall work record, including your attendance. You will be informed in writing of the decision about your personal leave request.

If you request an unpaid leave for medical reasons, Timberlake Church will consider this request based on the specific medical situation and the other relevant facts. These generally will include the employee's functional limitations and prognosis, the expected duration of the employee's need for leave, whether the leave is expected to ultimately assist the employee in returning to performing the essential job functions, either with or without reasonable accommodation, and whether the leave would constitute an undue hardship on the operation of TLC's business.

If your personal or medical leave is approved, in whole or in part, you are responsible for immediately notifying your supervisor or department head of any need to change the duration of your leave. Further, you must provide your supervisor and the Human Resources Manager with updates at least every 30 days during your leave concerning your status, expected date of return, and continued intent to return to work after your leave expires.

Subject to the terms, conditions, and limitations of the applicable plan, employees who are eligible for health insurance benefits will continue to be provided those benefits (subject to the employee's payment of any employee share of the premium) until after the employee exhausts any applicable paid time off benefits. When health insurance coverage comes to an end under TLC's plan, the eligible employee will become responsible for the full cost of those benefits if the employee wishes this coverage to continue. When the employee returns from unpaid personal leave, if the employee is eligible for benefits, they will again be provided by Timberlake Church according to the applicable plan(s).

When a personal leave ends, Timberlake Church will make a reasonable effort to return the employee to the same position, if it is available and the employee remains qualified for it, or to a similar available position for which the employee is qualified.

Before returning to work following a medical leave of absence, an employee must submit a health care provider's verification confirming the employee's ability to return to work, the date that he/she is released to return, and any restrictions on the employee's work activities. In the case of an employee who has taken personal leave for a disability, if the employee cannot return to performing the employee's original duties, then Timberlake Church will evaluate with the employee whether there are any suitable vacant positions, either equivalent or non-equivalent, whose duties the employee can perform, either with or without reasonable accommodation. However, Timberlake Church cannot guarantee reinstatement.

If an employee fails to report to work promptly at the expiration of the approved personal leave period, Timberlake Church may assume the employee has resigned.

Accrual of Benefits

Employees will not accrue PTO during a leave of absence of at least one full pay period without working. Accrual of benefits will resume if and when the employee returns to active employment.

Inclement Weather and Facility Closures

Occasionally, Timberlake Church will need to close the facility where you work due to inclement weather or other business-interrupting conditions. We expect such closures will be rare. TLC strives to be open on all scheduled days, and we expect our employees to make advance contingency plans for inclement weather or other potential church closure events, so you can reach your workplace safely if it is feasible for you to do so. However, please know that Timberlake Church views employee safety as the paramount consideration in such situations, so TLC believes that each employee must make his or her own decision about whether they can safely arrive to work under the conditions that exist (either on time or somewhat later than scheduled).

Decisions to not open the facility where you work, or to close it early, are at TLC's sole discretion. If the facility where you work is open but inclement weather or other potential business closure events cause you not to report to work, your absence will be covered to the extent possible by using your accrued but unused

PTO. Nonexempt employees who report to work on such a morning will be paid for their time actually worked that day and will be charged accrued but unused PTO to cover any time they missed. Exempt employees who report to work on such a morning will receive their regular pay and will not need to use any PTO. An exempt employee who reports to work on such a morning will not experience any loss of pay, regardless of his or her PTO balance.

If Timberlake Church closes the facility where you work for all or part of a day, non-exempt employees will be paid for any time actually worked that day and will be charged accrued but unused PTO to cover any time they missed. However, in cases of a TLC-initiated closure, exempt employees will be paid for the whole day, as required by federal and Washington law.

Workers' Compensation Leave

No compensation will be paid by TLC for absences covered by Washington Workers' Compensation time loss benefits, and employees will not be charged PTO or paid sick leave while they are receiving time loss benefits.

Except where otherwise permitted by law, an employee on workers' compensation leave will generally be returned to employment upon receipt of a medical certification that the employee is able to return to work. If available, light or modified duty may be offered on a temporary basis. Reasonable accommodation may be available for qualified disabled individuals. However, under certain circumstances, the employer may be excused from returning an employee to employment by business necessity.

Timberlake Church normally will retain employees on an extended leave of absence for work-related disabilities until one of the following occurs:

1. The employee is released for full or partial duty.
2. The employee is determined to be medically unable to return to any form of work that Timberlake Church has available.
3. The employee resigns or personally informs Timberlake Church that he or she does not intend to return to working for Timberlake Church.

Benevolent Assistance for Employees

Timberlake Church may choose to assist an employee who has no remaining accumulated Personal Time Off or paid sick leave in a situation where the employee has an extended illness, although it is not obligated to do so. In evaluating such situations, TLC strives to use the same process and considerations as it has used in other similar situations, which potentially include previous benevolent assistance afforded to other member of the Timberlake Church community. Thus, TLC may decide not to offer benevolent assistance to an employee if the church would not normally help those in the community with a similar request for benevolent assistance.

VII. EMPLOYEE EXPENSE REIMBURSEMENTS

Accountable Reimbursement Plan

Timberlake Church has adopted an accountable reimbursement policy pursuant to income tax regulations 1.162-17 and 1.274-5T(f). This policy makes it legally possible for TLC to reimburse legitimate approved expenses to employees without having to include the reimbursement as taxable income. Following are the terms of this accountable reimbursement policy:

- A. A TLC employee will be reimbursed for any ordinary and necessary business and professional expenses incurred on TLC's behalf if the following conditions are satisfied:
 - a. The expenses are reasonable in amount;
 - b. The employee documents the amount, time and place, business purpose, and business relationship of each person or persons entertained with the same kind of documentary evidence that would be required to support a deduction of the expense on the employee's personal tax return (receipts are required; oral or employee-written statements will not qualify);
 - c. The employee documents such expenses by providing the Finance Manager with an accounting of such expenses at least monthly. An expense will not be reimbursed if substantiated more than sixty (60) days after the expense is paid or incurred by the employee, or if the expense is found to be unreasonable by employee's supervisor, Finance Manager, an Executive Pastor, the Lead Pastor, and/or the Director of Operations.
- B. Reimbursements will be paid out by check with Timberlake Church funds and not by increasing the employee's paycheck in the amount of the reimbursement.
- C. Reimbursable and professional expenses may include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, vestments, and professional dues. Specific details are noted below in this section as to these expenses.
- D. TLC will not include as taxable income any business or professional expense reimbursement properly substantiated and reimbursed according to this policy, and the employee should not report the amount as taxable income on their IRS Form 1040 tax return.
- E. Any sums advanced or reimbursed that exceed the amount of business or professional expenses properly accounted for by an employee according to this policy must be returned to Timberlake Church within 120 days after the related expenses are paid or incurred by the employee, and shall not be retained by the employee.
- F. If, for any reason, an employee is reimbursed less than the amount of business and professional expenses properly documented by the employee, TLC will not report any part of the reimbursement as taxable income for the employee, and the employee may deduct that portion of expense which is unreimbursed as allowed by law.
- G. Under no circumstances will TLC reimburse an employee for business or professional expenses incurred on its behalf that are not properly substantiated according to this policy.
- H. All receipts and other documentation from an employee to substantiate reimbursed expenses under this policy will be retained by Timberlake Church.

Travel Expense

Employee travel on behalf of Timberlake Church must be approved in advance and such travel should be engaged in and reimbursed according to the guidelines below.

Employees are to use the most expedient mode of transportation available, to book the least expensive fares, and to stay in and eat at moderately priced establishments. Employee expenses for approved travel will be paid or reimbursed when properly documented by the employee and approved by the supervisor. Employees are expected to exercise prudent discretion in incurring expenses while traveling on behalf of TLC. Any travel expenses deemed unreasonable relative to the circumstances will not be paid or reimbursed and are the employee's personal responsibility.

Employees should provide their supervisor with a copy of their itinerary before leaving on church-related travel.

Automobile Usage

Timberlake Church may allow certain employees and volunteers to use their personal vehicle on TLC business.

- A. Drivers must have current vehicle insurance that meets or exceeds statutory minimum limits for liability, bodily injury, and property damage. Further, it is understood that in the event of an accident involving a personal vehicle being used on TLC business, the individual's personal auto insurance will be primary to any coverage provided by Timberlake Church.
- B. Employees who use their personal vehicle for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. In addition, employees driving on TLC business may claim reimbursement for parking fees and tolls incurred.

Employment Related Entertaining

Certain employees may engage in the entertainment of associates or members on behalf of Timberlake Church only if they have been authorized to do so by their Supervisor. Such authorization will define the general circumstances and expense limits of the approved forms of entertainment.

Expense reimbursement requests must be accompanied by receipts. Business functions or entertainment should not involve the consumption of alcoholic beverages.

Meal Reimbursement

Timberlake Church may provide, pay for, or reimburse employees for ministry-related meals. Meal expenses must be reasonable and should not exceed the guidelines set by the Human Resources Manager, the Lead Pastor, the Executive Pastor, and/or the Director of Operations.

Expense reimbursement requests must be accompanied by receipts, and reimbursement requests should not include the cost of alcoholic beverages.

Membership in Clubs and Civic Organizations

Employees are encouraged to seek membership in community clubs and civic organizations where such membership will promote the interests of Timberlake Church and enhance its image in the community. Membership dues will not normally be paid by TLC, nor will they normally be reimbursed by TLC.

Employee participation in such community organizations must not adversely affect the employee's job performance, be detrimental to TLC's interests, or place the employee in the position of serving conflicting interests.

Participation in Trade and Professional Associations

Employees are encouraged to participate in trade and professional associations that promote TLC's goals, individual skills development, and/or professional recognition. However, employee participation in such associations must not conflict with the interests of Timberlake Church.

VIII. CHURCH PREMISES AND WORK AREAS

Safety and Reporting Work-Related Injuries and Illnesses

Employees should report to the Human Resources Manager or their Supervisor all observed health and safety violations, potentially unsafe conditions, and any accidents resulting in injuries. Employees are encouraged to submit suggestions to the Human Resources Manager concerning safety and health matters. Appropriate recognition will be made by management to employees whose suggestions, once adopted, significantly enhance safety, reduce costs, or increase productivity.

Employees are required to promptly report all work-related injuries and illnesses, no matter how minor, to their immediate Supervisor or to the Human Resources Manager so that appropriate corrective action may be taken and all legally required claim forms or accident reports may be submitted or recorded.

Inspections of TLC-Provided Resources

Timberlake Church provides resources to facilitate each employee's contributions towards the accomplishment of the Church's mission and reserves the right to examine all TLC-provided resources at any time and without warning. Such resources may include desks, desk drawers, locks, computers, computer system databases, communication systems, email, voice mail, lockers, file cabinets, etc. These resources are the property of TLC, and are therefore not private.

Safeguarding Personal Property

Employees are expected to exercise reasonable care to safeguard personal items of value brought to work. Such items should never be left unattended or in plain view. TLC does not assume responsibility for the loss or theft of employees' personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

Solicitation & Distribution

Timberlake Church generally prohibits solicitation and distribution on its premises and/or to its visitors and/or church congregation or attenders or visitors because, when left unrestricted, such activities can interfere with the normal operations of the organization, can be detrimental to staff efficiency, can be

annoying to staff, members, attenders, visitors and vendors, and can pose a threat to TLC security and/or damage the reputation of TLC.

To promote a comfortable working environment that is conducive to our operations and is free from unnecessary interruptions and annoyances, TLC's policy is to prohibit the distribution of literature in work areas at all times, and to prohibit solicitation and distribution of literature in other areas during the working time of any employee involved.

- "Literature" refers to any form of written or printed materials, including but not limited to brochures, flyers, handbills, leaflets, pamphlets, etc.
- "Working areas" include all preparation or customer service areas, and any other areas where employees are likely to come into contact with customers or business visitors. Break rooms, restrooms, and other areas where employees take their breaks are not considered work areas.
- "Working time" is the time during which an employee is scheduled to and expected to work. It does not include any time when an employee is not expected to be working, such as the employee's rest breaks and meal periods.

Non-employees are not permitted to engage in any kind of solicitation or distribution of literature on TLC premises at any time.

Parking

Timberlake Church provides parking facilities, when practical, for the benefit and convenience of its employees, members, vendors, and visitors. TLC supports carpooling and vanpooling as a community service and as a convenience and financial benefit for employees.

Employees who use the TLC parking lots do so at their own risk and should keep their cars locked while on the lot. TLC assumes no responsibility for any damage to or theft of any vehicle or personal property left in the vehicle while on the parking lot. TLC also has the right to direct where and when employees may park within the parking lots.

Security

Timberlake Church makes reasonable efforts to provide security for its property, its employees, and authorized visitors to its premises. Employees are expected to know and to comply with TLC's security procedures and are expected to report any violations or potential problems to the Human Resources Manager. Employees violating security procedures will be subject to discipline; and, in addition, potentially illegal acts committed by employees may be reported to law enforcement authorities.

Employees working in sensitive or high security jobs must meet any applicable special background or security clearance requirements specified for such jobs. These requirements may include more extensive background checks, fingerprinting, bonding, or other special security measures. Failure or inability to meet and/or comply with any special background or security requirements may result in termination of employment or rejection of an applicant.

Employees are expected to exercise reasonable care for their own protection and for that of their personal property while on Timberlake Church premises and while away from the premises on TLC business. Timberlake Church assumes no responsibility for employee losses resulting from robbery or theft while on TLC premises or away from the premises on TLC business.

IX. EMPLOYEE CONDUCT

Personal Behavior of Employees

Certain rules and regulations regarding employee behavior are necessary for the efficient operation of Timberlake Church and for the benefit and safety of all employees, as well as to conform to the beliefs and doctrine of the Free Methodist Church as described in its current version of The Book of Discipline. As a religious organization, the conduct of employees on and off the job can impact TLC's mission as well as the mission of the Free Methodist Church. Conduct that interferes with operations, discredits Timberlake Church, or is offensive to church members or the Free Methodist Church's doctrine, or is contrary to The Book of Discipline, vendors or fellow employees will not be tolerated.

Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of Timberlake Church. Such conduct includes:

- A. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
- B. Giving proper advance notice whenever an employee will be unable to work or report on time;
- C. Complying with all TLC safety and security regulations;
- D. Wearing clothing appropriate for the work being performed;
- E. Maintaining work place and work area cleanliness and orderliness;
- F. Treating all members, vendors, visitors, and fellow employees in a courteous manner;
- G. Refraining from offensive behavior or conduct or speech, or any conduct which is contrary to TLC's doctrinal stance or official policies; and
- H. Performing assigned tasks efficiently and in accord with established quality standards.

The following conduct is prohibited and may subject the individual involved to disciplinary action, up to and including termination:

- A. Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics, or the use, sale, dispensing, or possession of alcoholic beverages and/or illegal drugs and narcotics on TLC premises;
- B. The possession of firearms or other weapons on Timberlake Church property, without written permission;
- C. Insubordination or the refusal by an employee to follow his/her supervisor's or a superior's instructions concerning a job-related matter;
- D. Fighting or assaulting fellow employees, members, vendors, or visitors;
- E. Theft, destruction, defacement, or misuse of TLC property or of another employee's property;

- F. Falsifying or altering any TLC record or report, such as an application for employment, a medical report, a production record, a time record, an expense account, an absentee report, or shipping and receiving records;
- G. Threatening or intimidating management, supervisors, security guards, or fellow workers;
- H. Sleeping on the job;
- I. Failure to wear assigned safety equipment or failure to abide by safety rules and policies;
- J. Improper attire or inappropriate personal appearance;
- K. Engaging in any form of sexual misconduct or speech (including, but not limited to the adoption of a homosexual lifestyle) or sexual harassment (see the Personal Sexual Purity statement earlier in this Handbook);
- L. Violation of TLC's policies on solicitation or distribution;
- M. Improper disclosure of confidential information;
- N. Fraternizing with fellow co-workers in an undesirable or sexual way, and/or dating co-workers.

The examples above are illustrative of the type of behavior that will not be permitted, but are not intended to be an exhaustive listing. Any questions in connection with this policy should be directed to the Human Resources Manager.

Employee Violence Prevention

- A. Employees are to report all threats of violence as soon as possible to their supervisor and to the facilities manager.
- B. Employees are to report all suspicious individuals or activities as soon as possible to their supervisor and to the facilities manager.
- C. If an employee hears or witnesses a violent incident, they are to call 911 immediately.
- D. Employees are to cooperate fully with church leadership, security personnel, law enforcement, and medical personnel that respond to a call for help.
- E. Employees, only if qualified, may provide first aid to injured persons.

Whistleblower Policy

Timberlake Church, wanting to model and reflect the teachings of Christ at all times, is committed to the highest standards of ethical, moral, and legal conduct. As such, the Board has approved this Whistleblower Policy. (Whistleblowers are those who report wrongful acts committed by employers.)

Timberlake Church staff, whether paid or volunteer, are encouraged to help keep a watchful eye on how each endeavor affects TLC's witness for Jesus Christ before a watching world, and to offer genuine, honest counterpoint to any action which might stain such a witness. Any team member who sees something of a sensitive or confidential nature should immediately communicate their concern to their supervisor or, if the concern involves their supervisor, to the Human Resources Manager. If the team member's supervisor is the Human Resources Manager, they should communicate their concern directly to the Lead Pastor.

Whistleblower reports will be handled confidentially, and they will be acknowledged to the reporting team member by the report's recipient. All whistleblower reports will be promptly investigated, and TLC will take remedial or corrective action where it determines this is warranted by the investigation.

Personal Appearance of Employees

Each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. Employees are expected at all times to present a professional, business-like image to members, vendors, prospects, and the public. Favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with TLC. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted. For all employees, examples of unacceptable attire include but are not limited to, spaghetti strap tank tops, crop tops, other types of tight-fitting clothing, and sexually revealing or suggestive attire.

The personal appearance of office workers and any employees who have regular contact with the public is governed by the following additional standards:

- A. Employees are expected to dress in a manner that is normally acceptable in similar business establishments.
- B. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- C. Sideburns, moustaches, and beards should be neatly trimmed.

The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort, but appearance should still be as neat and business-like as working conditions permit.

Any employee who does not meet the personal appearance standards of this policy will be required to correct the problem, including by leaving the premises, if necessary. Any work time missed because he or she failed to comply with this policy will not be compensated. Repeated violations of this policy by an employee may result in disciplinary action or possible termination of employment.

TLC Electronic Communications Systems

Timberlake Church employees have no reasonable expectation of privacy in their use of TLC-owned electronic communications systems, email addresses, equipment or supplies. Backup copies of email, voicemail and other electronic activity are maintained by TLC and can be referenced by TLC for any business and legal reasons, in its sole discretion.

Although employees have individual access codes to voicemail, email, and computer network systems, these systems are accessible at all times by Timberlake Church and may be subject to periodic, unannounced inspections by TLC or its agents. All passwords must be made available to TLC, and employees may not use passwords that are unknown to TLC. Employees are prohibited from the unauthorized use of the access codes of other employees to gain access to their email and voicemail messages.

Employees are expected to use the email, voicemail, and computer network systems principally for Timberlake Church business.

Employees are prohibited from using TLC's information systems in any way that may be disruptive or offensive to others, including, but not limited to, the transmission of sexually explicit messages, cartoons, ethnic or racial slurs, or anything that may be construed as harassment or disparagement of others. Employees may not use their work computers to visit web sites containing sexual material.

TLC's Telephone System

Employees should be particularly careful to exercise courtesy and thoughtfulness in using the telephone. A positive telephone contact with members and vendors can enhance goodwill while a negative experience can destroy a valuable relationship. The following procedures should be observed whenever possible:

1. When answering the telephone, use a pleasant tone of voice, give the name of the department, and identify yourself (an example might be, "TLC Accounting, this is Bob. May I help you?");
2. If the person with whom the caller wishes to speak is at another extension, ask the caller if they would like to be transferred, then transfer the call quickly;
3. If a caller has been placed on hold, carefully monitor the holding period and offer to have the call returned if the person with whom the caller wishes to speak is not available within a reasonable time; and
4. When a caller leaves a message, if the message is not a voice mail message, make sure to record it completely, correctly, and legibly, and promptly give it to the appropriate individual.

Employees should not use Timberlake Church telephone service or equipment for personal purposes except in emergencies or when extenuating circumstances warrant it. Such usage is restricted because it can impede the normal flow of business, incur unnecessary TLC expense, and reduce productivity. When personal usage of TLC telephone resources is unavoidable and user charges are incurred, employees must properly log any user charges and reimburse TLC for them. However, whenever possible, personal communications that incur user charges should be made with the employee's own cell phone or if not possible, placed on a collect basis or charged to the user's credit card or personal bill.

Regular Mail

Employees may not use Timberlake Church addresses for purposes of receiving personal mail, packages, or bills. All mail, including any personal mail, that is delivered to any of TLC's addresses may be opened first by TLC staff and then routed to the addressee.

Cellular Phone Use

To maximize the safety of team members and those with whom they share the road, any cellular phone usage when driving on Timberlake Church business must be through a hands-free headset and must otherwise comply with Washington state laws against distracted driving. Furthermore, any personal cellular phone use by employees during their working time is highly discouraged. Violating this policy may result in discipline, up to and including possible termination of employment.

Media & Public Inquiries

All media inquiries and other inquiries of a general nature seeking a response from Timberlake Church should be referred to the Advertising Department or the equivalent so that an authorized TLC spokesperson may respond if TLC desires to comment. Do not speak the media on behalf of TLC unless you have been specifically authorized to do so.

Inquiries seeking information concerning current or former employees should be referred to the Human Resources Manager.