

Purpose of An Employee Handbook

Whether you have 2 employees or 20,000 employees, staff members need to know and understand the expectations of the organization/church and the culture/policies/ procedures they are expected to follow. An employee handbook should not only set the expectations but also outline the organization/church philosophy as it relates to its people practices. An organization/church should stay current on local/state employment laws in order to be compliant and ensure employees are aware of their total rewards package.

Developing an Employee Handbook

As an organization/church prepares to develop an employee handbook, they should determine what kind of environment it wants to create as it relates to total rewards. Total rewards consist of compensation, benefits, and work environment. Employers should evaluate and determine its philosophy as it relates to these elements. Generally, employees are looking for an environment that will provide a competitive salary and benefit package as well as meaningful work and opportunities for growth. Generally, the philosophy of Human Resource policies and an organization’s people practices should “walk the talk” of the employer.

Reviewing an Employee Handbook

Once an employee handbook has been developed it should be provided to every employee. Circulation can generally be done electronically (check your state’s requirements). It is recommended to have each employee sign and date an acknowledgement form that they have received, read, and understand the policies within the employee handbook.

An employee handbook should have an effective or update date to reflect the most recent revision. Every time the handbook is updated the effective date should also be updated. It is recommended that the employee handbook be reviewed annually to ensure alignment with its current people practices, with the organization/church’s goals, and legally compliant.

The following sample policies are meant to provide basic principles that the leadership within an organization/church would want to expand upon/personalize to their employment environment. It is recommended that a local employment attorney be consulted to review your policies to ensure compliance within your city/state. The highlighted sections throughout the sample handbook reflect common policies that vary by state.

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I. Introduction

**1.1 Welcome**

Welcome! We are delighted to be working with you at Your Organization’s Name (hereafter YON) and want you to feel at home in your position of employment with YON. This Handbook is designed to introduce you to YON and to provide you with a guide to the organization’s policies and procedures. This handbook is not a contract of employment.

These written policies and procedures should increase understanding and help to assure uniform practices throughout the organization. YON policies encourage freedom, personal growth and fair and equitable treatment without discrimination. It is your responsibility to become familiar with this Handbook and the material described herein. Please keep this Handbook for future reference. It is intended to provide employees with guidelines on each policy and is not intended as a comprehensive description. Obviously, no handbook can possibly cover all situations that might arise. Specific questions or problems should be directed to your manager.

YON may change these policies from time to time and reserves the right to do so in the future. Updates to this Handbook will be communicated to staff and will also be available on YON’s intranet.

This Handbook is not intended to be a contract and should not be construed as such between any employee and YON. This Handbook is not intended as a promise or agreement that any particular policy or benefit will remain in effect as described herein or in any other form, and it should not be interpreted as such. These policies will be applied to particular situations as YON deems necessary and appropriate.

Your employment with YON is “At Will.” (Check your state’s legal status.) **This means that your employment is for an indefinite duration and may, regardless of the time and manner of payment of wages, salary and/or other compensation, be terminated at any time by you or YON for any reason or no reason and with or without cause or notice.** This Handbook is intended solely to give eligible employees a short description of the employee benefits available and the policies in effect at YON. If at any time there should be a conflict between a description in this Handbook and any Human Capital policy, the terms of the actual policy will govern at all times. Human Capital policies are applied at the discretion of management, and may be withdrawn, applied, or amended at any time. When policies change, there will be a communication sent out to all employees and updated information will also be posted and available on the intranet. The current policies will apply to all employees regardless of hire date or tenure.

We, as an organization, are dependent on the prayers and gifts of God’s people, and therefore, our conduct must always be in conformity with sound Christian principles. Each employee should carry out their responsibilities in a way that reflects the Core Values of YON which are listed below. In addition, each employee’s job description also reflects YON Core Values.

**1.2 Your Organization’s Mission Statement**

*Outline Your Organization’s Mission Statement*

**1.3 Your Organization’s Values**

* **List your core values**
* **Generally is a list of 3-5 core values**

**1.4 Orientation Period**

Each new employee’s first 90 days of employment shall be considered an orientation period. During this orientation period, employees will receive preparation through training and on-the-job experience to perform their assigned duties. As new employees begin their employment with YON, questions or concerns may arise. Staff should always feel welcome to talk with their manager for guidance, answers or clarification. YON is committed to each employee. Preparing staff for success is our priority.

II. EEO Policies

**2.1 Hiring Policy/Equal Employment Opportunity**

YON’s Human Capital Department will be involved in the entire recruitment and selection process and will work with the hiring manager to select the most qualified candidate for the role. Final candidates will be required to submit to any pre-employment testing or background checks, as necessary.

YON will endeavor to hire the most qualified candidate for each open position, while also focusing on adding diversity to our staff. YON will not hire family members who work in the same department or line of supervision.

Because of the very nature of our ministry, we require our employees to be professing Christians and experiencing a daily walk with Christ. All employees must subscribe to YON’s Statement of Faith. (Must be a Christian organization with constitution/purpose reflecting ministry purpose in order to be eligible to require employees to be Christian. This requirement continues to be challenged in state and federal courts.)

YON is an equal opportunity employer. This means that YON will not discriminate against any applicant and will enforce its employment policies without regard to race, color, gender, nationality, ancestry, age, marital status, physical or mental disability, veteran’s status, or any other status protected by law. As stated on our employment application and pursuant to the Civil Rights Act Section 702, YON has the right to hire only candidates who agree with YON’s Statement of Faith and profess Jesus Christ as their personal Lord and Savior.

**2.2 Harassment-free and Discrimination-free Workplace**

YON expects employees to conduct themselves in a God-honoring manner and to adhere to YON Core Values. YON believes that employees should be able to work in an atmosphere free from all forms of disrespect and harassment. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person’s race, color, national origin, religion, age, marital status, sex, gender or disability. Harassment or discrimination or conduct that affects job benefits, interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive work environment will not be tolerated. You should also be aware that this policy covers both discriminatory words or statements and non-verbal conduct. Improper words, symbols or conduct expressed or received on voicemail, email, or through the internet are also serious violations of this policy and will not be tolerated.

This policy strictly forbids sexual harassment. Sexual harassment is contrary to God's rules for holy living, as revealed in His Word, which guides our relationships at YON. Sexual harassment is a violation of (list state) and Federal law. Acts considered to constitute sexual harassment include, but are not limited to: unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when; (a) submission to such conduct is made either as an explicit or implicit term or condition of an individual’s employment; (b) an individual’s submission to or rejection of such conduct is used as a basis for an employment decision affecting that individual; or (c) the purpose or effect of such conduct is to substantially interfere with the affected individual’s work performance or create an intimidating, hostile or offensive working environment. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation of written materials or pictures offensive to either gender. Sexual harassment may include non-sexual conduct that is discriminatory on the basis of one person’s gender. Example: if one person viciously yells at, or otherwise mistreats persons of one gender, but not the other, even if no sexual harassment conduct is involved.

The following procedures exist to report any type of harassment complaint. These procedures should be followed when an employee believes that they have been the subject of harassment:

1. In so far as this is possible, follow the rule of Matthew 18:15-20 by first discussing the offending incident with the offending party. Clearly and directly communicate to the offending individual that his or her conduct is unwelcome and request that the offensive behavior stop.
2. Report the incident in question to your immediate manager. It is the manager’s responsibility to report the incident to HC. If an employee’s concerns are of such a nature that the employee’s manager is the alleged harasser or reporting such conduct to the employee’s manager is otherwise not appropriate, the employee should notify the Human Capital Department.

If an individual brings any allegations or complaints to any manager, the manager must promptly bring the allegations to the attention of the Director of Human Capital, who shall then be responsible for initiating and conducting a thorough and timely investigation of the allegations. In situations where it is impractical to bring the allegations to the Director of Human Capital's attention, the allegations must be brought to the immediate attention of the President, who shall then be responsible for the initiation of the investigation.

**All managers have the responsibility of understanding the above‑explained definition of discrimination and harassment and bringing to the attention of the Director of Human Capital or the President any incidents of discrimination or harassment and/or inappropriate or offensive sexual conduct in the workplace whether or not an employee (a) has made a report of discrimination or harassment; (b) does not want the discrimination or harassment to be reported; (c) wants the discrimination or harassment to be “kept secret”; or (d) does not think it is a “big deal.” *The failure to make such a report will subject the manager to discipline up to and including termination.***

The very nature of harassment makes it virtually impossible to detect unless the person being harmed communicates his or her discontent appropriately. Consequently, YON requests that employees report the offending incident or conduct promptly. Employees should also feel free to report the incident or conduct even if, in the past, they did not report it or if they have taken some time to decide to make the complaint

The complaint may be given verbally or in writing. It is suggested that employees provide as much information as possible regarding the offending incident or conduct, such as what happened or is continuing to happen, the person(s) causing the harassment, and the time(s) and place(s) that the incident(s) or conduct occurred.

All complaints of harassment will be treated confidentially and with the utmost discretion. YON is committed to a prompt and thorough investigation of any harassment complaint received from any of its employees. This may include, but is not necessarily limited to, interviewing the complaining party, the alleged harasser, supervisors, and any other staff, as necessary, to obtain sufficient, factual information upon which to make a determination. In all cases, the investigation will be conducted by persons not involved in the alleged harassment or other discrimination. In addition, YON will attempt to give everyone who is involved the utmost privacy and protection.

Following the investigation, persons involved in the investigation will evaluate the facts and evidence and determine the validity of the complaint. If the complaint is substantiated, appropriate corrective action will be taken. This may include discharge or other discipline of any employee found guilty of harassment or other discriminatory acts. A written record of any such action taken will be placed in the offending employee’s personnel file. If the complaint is not substantiated, the matter will be closed. In either case, however, the employee making the complaint will be advised of the results of the investigation and the determination made by YON.

This policy also prohibits retaliation against employees who, in good faith, file complaints of harassment, even if insufficient evidence is found to support the complaint.

If an investigation results in a finding that the complainant falsely accused another of discrimination or harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions, including the possibility of termination.

**2.3 Misconduct, Dishonesty, Fraud, and Whistle-blower Protection**

YON is committed to the highest possible standards of ethical, moral, and legal conduct. Consistent with this commitment, this policy aims to provide an avenue for employees to raise concerns about suspected misconduct, dishonesty, and fraud and to provide reassurance that they will be protected from reprisals or victimization for whistle-blowing in good faith.

In keeping with the Biblical approach for dealing with all matters, the following procedures are made with the assumption that efforts have first been made to discuss and resolve any issue between the appropriate individuals.

It is not intended that this process be a vehicle to deal with differing opinions. Staff needs to be accountable and responsible for having basis for concerns being raised.

**Reporting**

It is the responsibility of every employee to report concerns relating to suspected misconduct, dishonesty or fraud. Such concerns shall be set forth in writing and sent in a sealed envelope to the chairman of the Audit Committee, whose name and address will be updated as needed and displayed following this paragraph. The envelope should be labeled as follows: “To be opened by the YON Audit Committee only. Being submitted pursuant to the “Policy on Misconduct, Dishonesty, Fraud, and Whistle-Blower Protection” adopted by the Audit Committee.”

Chairman of the Audit Committee:

Chairman Name

Address

**Timing**

The earlier a concern is expressed, the easier it is to take action. Since it is usually in the best interest of all parties, the process should continue as quickly as possible until resolution is accomplished.

**Investigating the Concern**

Following the receipt of any complaints submitted, the Audit Committee will investigate each matter so reported and take corrective and disciplinary actions where appropriate.

The Audit Committee may enlist committee members, employees of the YON and/or outside legal, accounting or other advisors, as appropriate, to conduct any investigation of complaints regarding financial reporting, accounting, internal accounting controls, auditing matters, or any other form of misconduct, dishonesty, or fraud. In conducting any investigation, the Audit Committee shall use reasonable efforts to protect the confidentiality and anonymity of the complainant. The complainant is also expected to maintain confidentiality as the process moves forward.

**Further Information**

The amount of contact between the complainant and the body investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from the complainant.

**Final Report**

At the conclusion of their investigation, the Audit Committee will make final decision as to what, if any, actions are to be taken.

**Report to Complainant**

The complainant will be given the opportunity to receive follow-up on their concern within a reasonable period of time, normally about two weeks.

* Acknowledging that the concern was received;
* Indicating how the matter will be dealt with;
* Giving an estimate of the time that it will take for a final response;
* Telling them whether initial inquiries have been made; and
* Telling them whether further investigations will follow, and if not, why.

**Information**

Subject to legal constraints the complainant will receive information about the outcome of any investigations.

**Document Retention**

The Audit Committee shall retain as a part of the records of the Committee any such complaints or concerns for a period of at least seven years.

**No Retaliation**

No director, officer, or employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise concerns within the organization prior to seeking resolution outside the organization.

Additionally, no employee shall be adversely affected because they refuse to carry out a directive which, in fact, constitutes corporate fraud, or is a violation of state or federal law.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Every effort will be made to protect the complainant’s identity. The employee is encouraged to treat the matter as confidential as well.

**Anonymous Allegations**

Employees are encouraged to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Though anonymous allegations will be investigated, a full and proper conclusion may not be reached due to the inability to perform a full and complete investigation. Further, no report will be given as to conclusions or actions taken.

**Acting in Good Faith**

Anyone filing a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates misconduct, dishonesty, or fraud. Any allegations that prove not to be substantiated and which prove to have been made maliciously or known to be false will be viewed as a serious disciplinary offense.

### DEFINITION OF TERMS

For purposes of this policy, the definition of misconduct, dishonesty, and fraud would imply intentional abuse which includes but is not limited to:

* Acts which are inconsistent with YON policy
* Theft or other misappropriation of YON assets
* Misstatements or other irregularities in YON records
* Incorrect financial reporting
* Misuse of YON resources
* Illegal activities
* Immoral or unbiblical activities
* Forgery or alteration of documents
* Any other form of fraud

**2.4 Open Door Policy**

YON strives to provide a work environment that is free of any strife or disagreements; misunderstandings may, however, occasionally arise or unhappiness may occur. YON encourages all employees to immediately bring these matters to light for quick resolution. Talking face to face is the best way to achieve what we all want—an enjoyable workplace in which all individuals work in a spirit of mutual cooperation and respect. YON firmly believes that the best interests of all employees can be served from within and that we are each individually responsible for contributing to the strong team spirit that is necessary for all to flourish.

In our spirit of open communication, we believe in the open-door policy. This means that every employee has the right to speak out on issues, raise questions, or voice complaints to their manager or other members of management. YON believes that if an employee has a work-related problem or suggestion, the matter should receive the prompt consideration of those who are in management positions.

Any questions or complaints should be discussed directly with the employee's manager. If the manager is not available, or the question or complaint relates to him or her, or if the employee is not satisfied with the manager's response, the employee should then direct the matter to their department head, then to the Director of Human Capital and, finally, to the President. All discussions should occur as soon as possible.

III. Classification of Employees

**3.1 Full Time/Part Time/Temporary Employees**

A full-time employee is an employee who is regularly scheduled to work at least 40 hours each week. An employee is classified as part time when their regular schedule is less than 40 hours per week. *Your organization should determine if part-time employees are eligible for any benefits that would not be required by federal or state law.*

A temporary employee is employed on a temporary basis. Temporary employees are hired to assist a department with special projects or when a department has a higher volume of work. Temporary employees may also include student interns who are typically hired for the summer.

**3.2 Exempt/Non-exempt**

An employee’s position may be classified as “non-exempt” (paid by the hour) or “exempt” (salaried) depending on the nature of the work and the role within the organization. According to FLSA (Fair Labor Standards Act) guidelines, exempt (salaried) employees do not keep track of their hours. Salaried employees work the hours needed to get their job done. Positions must meet FLSA requirements/testing in order to be classified as exempt.

IV. Total Rewards

**4.1 Employee Development**

YON is committed to the growth and development of staff. Employees will work together with their manager on an annual basis on their individual development plans. The Human Capital department will partner with the employee and their manager to provide opportunities for growth and development. In addition, Human Capital will provide all staff trainings, manager training sessions, leadership development, optional “Lunch and Learns” and other training opportunities.

If an employee is encouraged and receives approval from their manager to enroll in a non-graded class or seminar, YON will cover the cost of the enrollment, registration fees, mileage and parking. The mileage reimbursement will be based on the difference between the employee’s home to seminar vs. the employee’s home to work. If an employee reports to work first prior to attending seminar, the employee will be reimbursed mileage from the office to the seminar. If the seminar or non-graded class is all day, an hourly employee should enter eight hours on their timesheet for that day. Once completed, employees should inform the Human Capital Department of their completed training/development.

**4.2 Tuition Reimbursement**

The purpose of this program is to encourage employees who wish to improve their present job skills to participate in educational, graded classes or continue their formal education.

Reimbursement of educational courses must be authorized by an employee’s manager and a request submitted to Human Capital for final approval. All continuing education classes should be taken during non-working hours. If a course is taken during working hours, it must be a course required/requested by the employee’s manager and not offered during non-working hours.

YON will reimburse an employee for the full tuition and textbook costs of job-related courses that have been approved in advance by their manager and Human Capital at the following rates:

* 100% reimbursement for a grade of A
* 80% reimbursement for a grade of B
* 50% reimbursement for a grade of C

Reimbursement will be paid to an employee upon the successful completion of the approved course(s). Successful completion means that an employee received a grade of “C” or better. Documentation of grade must be submitted with the request for reimbursement.

An employee who receives education reimbursement and leaves YON within a three-year period will be expected to return funds to YON at the following rate:

* Depart within one year of reimbursement—100% returned
* Depart within two years of reimbursement—80% returned
* Depart within three years of reimbursement—60% returned

A maximum of $5,000 will be made available on an annual basis. Human Capital shouldbe informed when degrees are accomplished.

**4.3 Staff Education Ministry Trips**

YON desires its entire US staff to witness firsthand the results of YON’s ministry overseas. With this in mind, YON provides the opportunity for qualifying staff to apply to visit a foreign field of ministry.

In order to apply for a Staff Education Ministry Trip, an employee must:

1. Be employed with YON for one year.
2. Have not participated in a YON overseas ministry trip within the last three years.
3. Have received “Meets Expectations” or above on their most recent annual performance evaluation.
4. Have made a commitment to continue employment with YON for at least an additional year.
5. Complete a trip application, which includes the signature of the employee’s manager.

The number of participants each year will depend on the number of trips available and the funding available. Decisions on trip participants will be made by Human Capital. Priority will be given to those with higher seniority. Participants will be compensated based on a 40-hour workweek. All costs (transportation, lodging, food) will be covered by YON. Trips will typically be 5–10 days in duration.

Upon conclusion of the trip, participants will be required to provide an oral and/or written report to present to YON staff and leadership.

**4.4 Applicant Referral Bonus**

YON offers a $250 bonus to any employee who refers an applicant to YON who is hired for a full-time or part-time position. An applicant referral form, which is available on the intranet, must be completed prior to an applicant being hired. If an employee’s referral is hired, the bonus would be paid on the new employee’s six-month anniversary with YON. Referrals of immediate family members do not qualify for this bonus.

**4.5 Paid Time Off (PTO) Policy**

YON’s Paid Time Off (PTO) Policy is paid time that is made available for staff to use throughout the year to allow staff to step away and maintain a work-life balance, by taking time off work. PTO includes vacation, sick and personal time. PTO must be scheduled in advance with an employee’s manager, when possible, to conform to an orderly flow and operation of our ministry.

PTO may be taken either in hours (minimum of two hours per occurrence for non-exempt, and ½ day minimum for exempt staff), days, or weeks. PTO must be approved by the employee’s manager. A manager has the right to deny a PTO request that has been submitted because of workload or coverage needs. There may also be times when a department cannot grant PTO because of an annual inventory, year-end closing, etc. PTO accrual information is available to all employees via HR system. PTO requests via HR System Self-Service should be submitted as far in advance as possible. Employees are responsible for managing their PTO balance to ensure hours are available throughout the entire year.

PTO benefits are provided to full-time employees. Part-time employees are eligible for pro-rated PTO if they have worked more than 1,000 hours in the previous calendar year and are maintaining that level in the current year.

PTO is accrued on an annual calendar year basis. Newly hired employees will be provided with a PTO bank based on the month they were hired, after fulfilling a 90 day waiting period. New employees will be provided a memo in their first week of employment establishing their PTO bank prior to the below chart becoming effective. YON’s PTO is based on years of service as listed below:

Time Employed PTO

List your paid time off schedule based on years of service

Employees should utilize their PTO ratably throughout the calendar year. In other words, YON frowns upon front-loading the use of the entire PTO balance in the beginning of the year. While special circumstances may arise, that necessitates such front-loading, YON believes spreading the PTO balance throughout the calendar year better serves the purposes of this benefit.

When employment ends either by YON or by an employee’s own decision, YON will pay the employee for their accrued, unused, pro-rata PTO hours. PTO is accrued throughout the year.

YON allows a maximum roll over of one week of time (40 hours for full time, part-time employees will be based on their normal weekly schedule) to be rolled over into a new calendar year.

**4.6 Holidays**

YON recognizes and observes the following paid holidays for all employees who work a minimum of 20 hours per week. (In addition to state laws—each organization needs to determine how it will handle part-time employee paid holidays.)

New Year’s Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve \*

Christmas Day

\* These days only will be observed when the holiday falls on a regular work day.

Part time employees will receive holiday pay, which is equal to their regular pay, only for the holidays that fall on the regularly scheduled days that they work, provided they work their regular schedule on the day before and the day after the holiday or are on pre-approved PTO.

If one of the holidays falls on a Sunday, it will be observed on the following Monday. If a holiday falls on a Saturday, employees will be informed of which day YON will observe that holiday.

**4.7 Marriage**

After 30 days of employment, a regular full-time employee who gets married is entitled to one day’s pay on the day prior to the wedding day, plus the marriage day, if it falls on a normal work day.

**4.8 Bereavement**

Employees who experience the death of a close relative will be granted time off with pay if they need to miss work to attend a funeral or grieve.

The employee should discuss with his/her manager how much time off is needed to attend to visitation/funeral details of a passing family member.

**4.9 Jury Duty**

Employees who are called for jury duty or to testify as a subpoenaed witness in matters not involving YON will be paid for the hours they are required to report to court up to a maximum of 15 days. Jury duty checks and any reimbursement of expenses provided by the court system, such as mileage or parking, are not required to be turned in to YON.

Whenever an employee is notified to serve jury duty, the employee’s manager must be advised, and the employee must submit their jury duty time in HR System as time off. Employees should also turn in a copy of their jury duty summons to Human Capital. While YON does support our judicial system, there may be times when management may request that the time of jury duty be changed.

**4.10 Leave of Absence**

In the event an employee would need to request a leave of absence, a Leave of Absence Request Form must be completed and returned to HC. The form is located on the Intranet under Human Capital. Upon receipt, HC will work with the employee to determine if the leave is eligible under the Family Medical Leave Act (FMLA). HC will work with both the employee and their manager on whether or not the leave will be approved and any other details surrounding the leave of absence (timing, length of leave, coverage, etc.)

**4.11 Family and Medical Leave**

Eligible employees shall be entitled to a maximum of twelve (12) weeks of unpaid leave during a rolling twelve (12) month period for any of three reasons: (1) the birth, adoption or foster placement of an employee's child; (2) to care for a spouse, parent, son, or daughter with a serious health condition; or (3) where, because of a serious health condition, the employee is unable to perform the functions of his or her position.

Similarly, a spouse, son, daughter, parent, or next of kin is entitled to a maximum of 26 weeks of leave to care for a member of the Armed Forces; including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

1. Eligibility.

To be eligible for benefits an employee must have been employed for at least twelve (12) months and worked for at least 1,250 hours during the twelve (12) months immediately preceding the commencement of leave.

1. Procedure
   1. Whenever an employee's leave is foreseeable, the employee must notify Human Capital at least 30 days before the leave is anticipated to begin. If, however, the nature of the leave requires that it begin in less than 30 days, the employee must notify Human Capital as soon as “practicable.” When leave is taken for an unforeseeable serious medical condition, the employee must provide medical certification from the health care provider (see par. 2 below) within fifteen (15) days after leave commences.
   2. Any request for a medical leave must be accompanied by a certification completed by the health care provider of the eligible employee or of the child, spouse, or parent of the employee. All medical certifications must include: (a) the date on which the serious health condition began; (b) the probable duration of the condition;   
      (c) appropriate medical facts about the condition including a diagnosis of the condition, a statement of the regimen of treatment prescribed, and an indication of whether hospitalization is required; (d) where appropriate, a statement that the employee is needed to care for a spouse, parent, or child, or that the employee is unable to perform his or her functions, as well as the expected duration of such condition; and (e) in the case of intermittent leave, the dates and duration of the intended treatment. YON may also request periodic recertification to support the continuation of a leave.
   3. In its discretion, YON may require, at its own expense, a second medical opinion. If the first and second opinions differ, YON, at its own expense, may require the binding opinion of a third health care provider, approved jointly by YON's doctor and the employee's doctor.
   4. Employees must first substitute and exhaust all accrued paid time off before unpaid family or medical leave begins except when leave is taken for the employee's own work-related serious health condition. Eligible employees who are on leave due to a work-related serious health condition will not be required to substitute accrued paid time off but their absence will count against their family and medical leave benefits. In no instance will the total amount of family or medical leave exceed twelve (12) weeks in a rolling twelve (12) month period.
   5. If certified as medically necessary for a serious health condition, leave may be taken on an intermittent basis. YON may however, require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position has equivalent pay and benefits.
   6. An employee who was receiving YON group health plan benefits just prior to taking a family or medical leave may elect to continue those benefits during an approved family or medical leave. Employees who elect to continue coverage during their family or medical leave must continue to pay their portion of monthly health care premiums. Failure to make timely premium payments may result in the loss of coverage during the employee's leave.
   7. Except in special circumstances, employees who fail to return to work for at least thirty (30) days following a family or medical leave must repay any group health plan premiums that were paid by YON during their leave.
   8. Following a family or medical leave of absence, an employee will be returned to the same position or to an equivalent position with equivalent pay and benefits.
   9. Prior to returning to work, an employee shall provide certification from his or her health care provider that he or she is able to resume work.
   10. If both spouses are working for YON, their total leave in any twelve (12) month period may be limited to an aggregate of twelve (12) weeks if the leave is taken for either the birth or adoption of a child, or to care for a sick parent.
   11. YON will utilize a rolling 12-month period—which is measured forward from the first date an employee uses any FMLA leave—to determine whether the employee is entitled to additional FMLA leave.

**4.12 Personal Leave of Absence**

YON complies with all Federal and State laws regarding leaves of absence. Generally, employees who do not have at least one year of service and who do not otherwise qualify for a leave of absence do not have any job or service protection and may be terminated if they are unable to work due to illness, accident, or personal reasons. Similarly, unless you qualify for an extended leave accommodation under the Americans with Disabilities Act or parallel state Act, if you are out of work and unable to work for fifty-two continuous weeks, for any reason, your employment with YON will be terminated. YON will, however, consider requests for short-term, non-FMLA, unpaid personal leaves of absence. YON retains the right to grant, deny, or extend any requests for personal leaves of absence. If a personal leave of absence is granted, employees must first substitute and exhaust all accrued paid time off before any unpaid leave begins.

**4.13 Victim’s Economic Security and Safety Act (VESSA)**

Employees are entitled to a total of twelve workweeks of VESSA leave during any rolling twelve-month period if the employee or a family or household member of the employee is a victim of domestic or sexual violence.

Leave may be taken to obtain medical attention or counseling for injuries or psychological trauma, obtain victim services, relocate, seek legal assistance, or participate in a related court proceeding.

While on a VESSA qualifying leave, employees will retain health insurance benefits at the same level as if continuously employed. Upon return to employment following a VESSA leave, the employee is entitled to be returned to his or her same or equivalent position.

Contact Human Capital for additional information.

**4.14 Workers’ Compensation Act**

Employees are protected under the provisions of (list your state) Workers Compensation Act which provides medical and hospital care as well as compensation for lost time in the event a work-related accident or injury occurs.

YON has an agreement with (list local medical clinic) for Workers’ Compensation injury care. Employees are encouraged, when treatment is required due to a work-related injury, to utilize the services available to them at (local medical clinic). If the employees prefer, they have the right to seek treatment from another provider of their choice.

YON pays the full cost of any necessary medical care arising from a Workers Compensation claim; therefore, medical services should not be billed to the employee’s medical plan carrier but should, instead, be submitted directly to YON for payment.

Employees are required to notify Human Capital of the accidental injury or illness immediately or within 45 days, either verbally or in writing. To avoid possible delays, it is recommended that the notice include name, address, telephone number, social security number, and a brief description of the injury or illness.

Further information regarding coverage can be obtained from Human Capital.

**4.15 Employee Assistance Program (EAP)**

Because YON realizes that the personal and professional well-being of its employees is important, YON offers as part of its benefits package an Employee Assistance Program (EAP).

The EAP is a positive, pro-active early intervention program available at no cost to employees and their immediate family members. The program is designed to help individuals find solutions for a variety of life situations by mapping out a plan of action designed to provide guidance, comfort and hope before the issue begins to affect the employee’s job, relationships and health.

The assistance is provided by licensed, professional counselors through solution-focused, short-term counseling and assessment and referral to community resources.

Participation in the EAP is voluntary and strictly confidential.

**4.16 Retirement Plan**

In order to help employees save for their retirement, YON provides a retirement plan for employees who are 21 years of age or older and who have completed one year of service with YON in which they have worked at least 1,000 hours. “Year” of service is defined as the date the employee meets the 1,000 hours of service requirement. Once the eligibility requirement has been met, the employee is automatically entered into the plan on the first day of the first month following the day the eligibility was established. Contributions to the plan begin on the first day of the first pay period following entry.

Contributions:

Employee

* An auto-enroll feature would include in handbook: An employee will be automatically enrolled to contribute 0% of their eligible pay unless they choose a different percentage or opt out of elective contributions altogether
* An employee may choose to contribute 1% to 100% of their eligible pay up to IRS set limits for that calendar year
* An employee’s taxable income is reduced by the amount they contribute through pre-tax payroll contributions to the 401(k) plan

Employer

* YON will match 00% of the first 0% of the eligible pay an employee elects to contribute to the plan through salary deferral. (In 2011 the average employer retirement plan contribution ranges between 3-4%).

Vesting: Employees are 100% vested in the contributions they choose to defer as well as in the employer contributions to the plan.

Investments:

* Employees can choose to invest their account funds in any of the investment options available under the plan.
* If no investment option(s) is elected, the default investment selected for the account will be (list default fund) that most closely matches the employee’s expected retirement age.

The record keeper for the plan is (list provider’s name and phone number).

**4.17 Life Insurance**

YON provides a life insurance provision for all employees who work 30 hours or more per week. The life coverage amount is one times the employee’s salary, rounded up to the next $10,000 coverage level with $50,000 employer provided life coverage maximum. (NOTE: $50,000 is the non-taxable limit for employer provided life insurance. Additional coverage would be considered a taxable benefit to the employee.) YON pays the full cost of this portion of life insurance coverage for the employee. Life coverage is effective 60 days from date of hire.

Life insurance includes a portability feature, which allows the employee the option of continuing his/her policy should he/she leave the employment of YON. Contact Human Capital for rates and a policy continuation enrollment form.

**4.18 Pre-Tax Plan**

YON’s medical, dental and vision insurance plans are designed so that the employee’s share of the premium cost is automatically withheld from earnings on a pre-tax basis—before the calculation of social security, federal income, and state income taxes. The enrollment for insurance coverage also serves as the enrollment for the pre-tax premium payment plan. Employees who have questions about this arrangement, or who would like to request a copy of the plan document should contact Human Capital.

**4.19 COBRA**

When an employee is no longer employed by YON, COBRA continuation coverage provides the employee and their family an opportunity to elect temporary extension of coverage under group health plans (medical, dental, vision and flexible spending accounts) if that coverage is lost for reasons other than gross misconduct on the employee’s part.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to employees when they would otherwise lose their group health coverage. It can also become available to other members of their family who are covered under the Plan when they would otherwise lose their group health coverage. For more information, contact Human Capital.

**4.20 Medical Insurance Plan (including hospitalization and prescription drugs)**

YON offers….list benefit option(s) and eligibility requirement(s). Enrollment must be completed within 30 days of the employee’s date of hire or during the plan’s open enrollment period held each fall. Plan options require an employee cost share of the premium. The employee’s premium share is collected through a pre-tax bi-weekly payroll deduction.

Medical plan coverage options:

**Summarize health plan option(s)—consider Health Savings Accounts if offering a high deductible health plan or Flexible Spending Account—generally brokers are a good resource to obtain vendor pricing and assist with staff education and materials**

**4.21 Dental Insurance**

YON offers dental insurance through (provider name) to employees who work 30 hours or more per week. For new hires electing to enroll, the dental coverage is effective 60 days after their date of hire. Enrollment must be completed within 30 days of the employee’s date of hire or during the plan’s open enrollment period held each fall. YON pays for a portion of the dental premium cost. The employee’s share of the premium cost is collected through a pre-tax bi-weekly payroll deduction.

**4.22 Vision Insurance**

YON offers Vision Insurance through (provider name) to employees who work 30 hours or more per week. For new hires electing to enroll, vision coverage is effective 60 days after their date of hire. Enrollment must be completed within 30 days of the employee’s date of hire or during the plan’s open enrollment period held each fall. YON pays for a portion of the vision premium cost. The employee’s share of the premium cost is collected through a pre-tax bi-weekly payroll deduction.

**4.23 Short-Term Disability Pay**

Employees who have been with YON for 12 months or more and work a minimum of 30 hours per week are eligible for disability pay. Outline cost/coverage summary.

**4.24 Long-Term Disability Pay**

Employees who have been with the YON for 60 days and work a minimum of 30 hours per week are eligible for long-term disability pay. Outline cost/coverage summary.

PTO and disability coverages should be established to provide continuous but not overlapping coverage. Income security is generally the priority in determining coverage needs.

V. General Policies

**5.1 Job Descriptions**

Each employee will have a job description outlining their duties, responsibilities, and salary grade level. Each job description should be reviewed at least annually by the employee and their manager to ensure that the information contained in the job description is correct and up to date. Managers should inform the Human Capital Department of any changes or updates to the employee’s job description.

**5.2 Work/Life Policy**

In order to provide a flexible work environment and allow for work/life balance, YON provides employees, upon approval by their manager, with the opportunity to work a varied schedule or have other flexible work arrangements such as part time positions or the ability to work from home. YON’s regular office hours are 8:00 AM to 4:30 PM, Monday through Friday. To ensure that office operations flow smoothly, there are certain positions where flexible work hours are not possible due to the responsibilities of the role. Each employee should approve their regular work schedule with their manager.

**5.3 Monthly Staff Meeting**

To provide information, encouragement, prayer, and inspiration, a monthly staff meeting is held weekly (usually on Tuesday) for all employees. Employee attendance is expected if it is their regularly scheduled workday in the office. The monthly meeting may consist of praise and worship time, ministry updates, prayer and meditation time and organizational, department or policy updates.

**5.4 Suggestions**

Suggestions are welcome from all employees. As YON continues to look for innovative ideas and suggestions in process improvements, new approaches, cost savings, how to better serve our constituents, etc., employees are encouraged to share suggestions with their manger to help this ministry in its overall effectiveness.

**5.5 Employment Records**

It is the employee’s responsibility to keep their employment records up to date, including home address, telephone number, dependents and spouse information and emergency contact information. Employees must promptly advise their manager and update their information on iVantage Employee Self-Service with any change to their employment records.

**5.6 Dress Code**

When at work, employees are responsible for maintaining a professional image and representing YON and themselves well both to internal staff and external guests or visitors. YON office attire is considered business casual or as needed professional attire when meeting with outside vendors, partners, board members, etc. Employees should use their best judgment on what is appropriate professional attire.

**5.7 Promotional Opportunities**

It is YON’s intention to promote from within whenever possible. To accomplish this, when YON believes that a job opening may be filled by an existing employee, the Human Capital Department will inform staff of the job vacancy and allow employees the opportunity to apply for the position. YON will consider several factors in such decisions, including: proven skill and ability, related experience, dependability, cooperation and meeting current performance standards.

Employees who are interested in being considered for an open position should complete the Internal Application Form. Interested internal applicants will then be given opportunity to participate in the interview and selection process to determine their qualifications and fit for the position. The process of applying for another position does require the employee to notify their current manager and obtain a signature from them when pursuing an open position within YON.

**5.8 Lunch Break**

The normal lunch break for employees is 30 minutes in length. Lunch may be taken any time before 2:00 PM. There are certain areas that require coverage during the lunch period. It is the responsibility of the department manager in these areas to determine lunch schedules that allow for appropriate coverage.

**5.9 Absenteeism and Tardiness**

Employees are expected to report for work when scheduled. If an employee cannot report for work, they are required to notify their manager as far in advance of the scheduled work time as possible and in all instances within at least one hour before they are scheduled for work.

Each role is essential to YON’s overall ministry; therefore, excessive absenteeism or tardiness will not be tolerated. Absenteeism and tardiness hinders the attainment of the organization’s goals and objectives. Excessive absenteeism and tardiness will be addressed by the employee’s manager and may lead to further disciplinary action up to and including termination.

**5.10 Building Closures and Inclement Weather Conditions**

If inclement weather prevents employees from getting to work or if YON’s office building is closed for any reason, employees can utilize PTO, take the time off unpaid, make up hours within the same pay period, or work from home if such work is available (any of these options must be approved by the employee’s manager). Employees will be informed on an annual basis of the emergency call-in process and information.

**5.11 Call-In Policy**

The purpose of this policy is to guarantee full compensation for non-exempt employees who respond to a call-in for work during non-work hours.

A call-in is defined as an unscheduled request made by an appropriate management official for an hourly employee to return to work to do unforeseen or emergency work after leaving the office at the end of the regular shift and before the beginning of the next regularly scheduled shift.

When responding to a call-in, a non-exempt employee will be compensated a minimum of three hours of pay at their normal hourly rate. Only hours actually worked will be used in the computation of overtime.

**5.12 Salary Payment Schedule**

A two-week pay period ending at midnight every other Saturday has been established for all employees. Payment for time worked during a pay period will be made on the Thursday following the end of the pay period. Promptly report any payroll errors to Human Capital. Employees will be requested to use electronic fund transfer (EFT) for their payroll earnings. YON does not advance any wages prior to the upcoming pay period.

**5.13 Timesheet Policy for Hourly Staff**

All non-exempt employees are expected to complete a timesheet for hours worked on a bi-weekly basis. Employees should record their starting and stopping times on a daily basis, rounding to the nearest quarter hour. Employees who arrive late should accurately record their time to the nearest quarter hour (i.e.—8:05 AM rounded to 8:00 AM, 8:08 AM rounded to 8:15 AM).

Since this is the only record of an employee’s time, it must be recorded accurately to reflect time worked. Any time that employees are not working or employees have left YON premises for non-work related reasons should be reflected on an employee’s timesheet. Recording time for another employee on their behalf is not allowed and will subject the employee to disciplinary action up to and possibly including immediate dismissal.

Time sheets must be submitted to Payroll email by end of the workday on the second Friday of each pay period. Failure to submit timesheets on a timely basis may result in disciplinary action.

If an employee would like to make up any missed time, employees may work later or come in early to make up for any time missed but it must be made up within the same bi-weekly pay period and have their manager’s approval.

Salaried employees are not required to submit a bi-weekly timesheet and do not keep track of their hours. Exempt (salaried) employees work the hours needed to get their job done. Positions must meet the FLSA requirements/testing in order to be classified as exempt.

**5.14 Overtime**

Non-exempt employees are not allowed to work more than eight hours per day or through their lunch without their manager's express approval. Working unauthorized overtime is grounds for significant discipline up to or including immediate termination.

**5.15 Garnishment**

If a court-ordered wage garnishment is received by the Human Capital Department, YON is required by law to withhold the required amount from an employee’s bi-weekly paycheck. HC will inform the employee when a wage garnishment is received and how their paycheck amount will be affected.

**5.16 Salary Grades**

Each position at YON is assigned a Salary Grade. A Salary Grade is defined as a pay range with identified guidelines that include appropriate minimum, midpoint and maximum pay levels for the positions within that grade level. Minimum is considered the minimum guideline for what that specific job is worth, midpoint is defined as the guideline of where an employee should be when they are fully functioning within their position and maximum would indicate the maximum salary for a position within the grade level. YON’s salary grades and pay ranges are reviewed annually by Human Capital to ensure each position is slotted appropriately on an internal level as well as being externally competitive with other companies of a similar size and geographic location. HC regularly participates in a number of salary surveys to insure that YON salaries are externally competitive and appropriate.

**5.17 Performance Reviews**

Each employee will receive a performance review while employed at YON. These appraisals are designed to occur after an employee’s initial 90 days, 6 months and 12 months and each anniversary thereafter. During this time, new and experienced employees will meet with their manager to outline progress, set goals and objectives, and identify areas requiring further development and training.

**5.18 Pay for Performance and Pay Increases**

Performance reviews are designed to be conducted annually by the employee’s manager during the month of the employee’s anniversary. During the performance review, managers provide the employee with feedback on their performance that includes an evaluation on each competency for their role as well as an assessment of the completion of their individual goals. The original, signed performance evaluation will be forwarded to HC for review and will be kept in the employee’s individual personnel file.

Each year, HC determines the appropriate pay increase budget for performance review increases. Managers are provided with annual guidelines on pay increases based on individual employee performance ratings. At the time of an employee’s performance evaluation, the employee’s salary will be reviewed and, if a pay adjustment is determined, it will be effective the pay period beginning nearest to the completion of the performance evaluation.

Employees will be eligible for a promotional pay increase when they are receiving a promotion to a higher grade level job and assume greater responsibility in their new role.

**5.19 Communications Policy**

YON’s communications systems are very important resources to our ministry. Our various systems provide a link to our customers, donors, and employees as well as a means of keeping employees informed about internal operations. There are numerous types of communication systems such as fax machines, computer modems, long-distance services, voice mail, email, and Internet access. As a result of so many forms of communication, it is important for employees to know and understand the importance of the equipment and its proper use.

The cost and efficiency of using the different communications services and equipment vary greatly. Accordingly, employees need to understand that the communications services are not “free” and that judgment as to relative expense and urgency need to be made in choosing the proper medium for each communication.

All communication equipment is the property of YON. Many confidential records are maintained on various systems. No employee, including System Administrators, is authorized to view company information that is not related to performing their role or in further skill development. No employee should share confidential information inappropriately with other staff members. No information is to be shared with non-staff members or former employees. Only employees of YON are to have access to the various communications systems listed above. If files are protected with a password, passwords should not be shared with any other employees, other than the employee’s manager.

Passwords, system telephone numbers, and similar information may not be disseminated to the puYONc and must be retained as confidential information by the user. For privacy reasons, employees may not attempt to gain access to another employee’s personal file of email messages, voice mail messages, or other password protected files.

Personal use of communications systems should not be done during work time unless in an emergency. Using YON phone system, email or internet connection for extended personal communication is not permitted. Long-distance and WATT-line calls are only to be used for business reasons.

Improper use of the communications systems and equipment is a violation of YON policies. Any abuse of the communications systems will result in discipline, up to and including termination.

Any personal or other information placed on YON e-mail, voicemail, telephones, or any computer system shall be the property of YON and shall not be considered the private or confidential property of the employee. YON has the ability and right to review e-mail, voice mail, and telephone messages.

**5.20 Cellular Phone Policy**

For positions that require utilizing a cell phone in order to carry out the duties and responsibilities of the role, YON provides a stipend to staff in these types of positions for this ongoing monthly business expense. Due to the complexity of tax laws and IRS guidance, YON provides a set stipend amount for approved YON cell phone users to cover YON business use of approved cell phone expenses. Employees will be responsible for paying their cell phone bill directly to their own individual cell phone provider. Cell phone stipends will be reimbursed to eligible employees via payroll.The established stipend amount and each staff member who receives a stipend will be reviewed and approved on an annual basis.

If additional costs are incurred for international calls beyond the per pay period stipend, a log documenting business purpose of each call can be submitted for approval and reimbursement.

Employees should not use their cell phone while driving. For safety, employees should pull off the road to use their cell phone. Texting (and in some areas talking on a cell phone without a hands-free device) while driving is illegal and will subject the employee to discipline up to and including termination.

**5.21 Internet & Email Policy**

The Internet is a powerful tool that can provide a great deal of useful information. Unfortunately, it can also be a distraction from productive work time when browsing non-business-related sites. In an effort to clarify YON’s position on the use of the Internet while utilizing YON property, the following guidelines have been put in place for all employees:

* Exploring the Internet for personal use should be done before or after work hours or during lunch or break time. Using appropriate sites for business purposes is unrestricted as long as it is reasonable.
* Although YON has virus protection in place, downloading from the Internet should be done with caution as downloaded files can take up extensive server space.
* The display or transmission of inappropriate content or anything that may be construed as harassment as described in YON’s Harassment-free Workplace policy is not permitted at any time.
* Employees must not use the Internet in a manner that would reflect poorly upon Bible League; such as pirating software; downloading copyrighted, trademarked, or patented material; stealing passwords; hacking other computer systems on the Internet; or engaging in any illegal or inappropriate activities.

YON has the right and capability to monitor Internet browsing by each user on all YON computers. At YON, employees have the privilege of Internet access and it is important that each employee utilize this valuable asset in a professional, business-like manner.

Email is to be used for business purposes. While personal email is permitted, it is to be kept to a minimum. YON reserves the right to determine when an employee is sending excessive or improper email. Email belongs to YON and is subject to review or monitoring at any time without notice. Employees should, therefore, have no expectation of privacy in their email or internet use. All information contained in YON email is privileged and confidential and for internal use only. It is not to be redistributed or forwarded. Staff are hereby notified that any dissemination, distribution or copying of any email communication is strictly prohibited. Such violations will be cause for disciplinary action.

Employees may not use YON computer systems for the creation or distribution of chain letters or for passing off the employee’s views as representing those of YON.

Employees who work full time from home at YON’s request will receive a stipend for their home internet service. Employees who work full time in the Crete office and have an approved business need which requires them to work from home outside of regular business hours will receive a stipend for a portion of their home internet costs utilized for business purposes. The stipend amount and each staff member who receives a stipend will be reviewed and approved on an annual basis.

**5.22 Copyright of Materials**

YON owns the copyright of all completed/printed materials completed for YON’s ministry. YON will have the exclusive right to publish or license others to publish or use materials prepared by employees in as many different forms as appropriate. YON may publish or permit others to publish any materials without compensation to the employee(s) involved in writing/editing materials. If YON discontinues a product, YON still maintains the copyright on that product. If an employee is interested in duplicating any discontinued YON products or items, they should first receive approval from the organization.

**5.23 Confidentiality Policy**

YON employees will have access to Confidential Information as a result of conducting YON business. “Confidential Information” shall include, but not be limited to, the following types of information, both existing and contemplated, and regarding YON: corporate information, including contractual licensing arrangements, plans, strategies, tactics, policies, resolutions, copyrights, and any litigation or negotiations; marketing information, including fundraising or marketing plans, strategies, tactics, methods, donors and donor information, prospects, or market research data; financial information, including costs and performance data, debt arrangements; human resource information, including personnel lists, resumes, personnel data, organizational structure and performance evaluations. Confidential Information is limited to that information which is generally not known to the public, is not in the public domain, or available through reference to general library sources. Confidential Information does not include general skills and experience acquired by an employee during employment with YON.

Accordingly, to protect YON’s Confidential Information that will be disclosed to employees, all employees will agree to the following:

1. Employee will hold the Confidential Information received from YON in strictest confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
2. Employee will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by YON.
3. Employee will not reproduce the Confidential Information nor use this Information for any other purpose other than the performance of his/her responsibilities for YON. If an employee leaves YON, either by termination or resignation, all information is deemed confidential and cannot be used by the former employee in any other organization. This is especially true of donor and partner contacts. Employees leaving the organization who have access to confidential information will be required to sign a confidentiality agreement upon departure.
4. YON reserves the right to take disciplinary action, up to and including termination, for violations of this policy.

**5.24 Conflict of Interest Policy**

YON prohibits its employees from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interest of YON, its donors, or its suppliers. As staff carry out their responsibilities, the potential for a conflict of interest arises in situations in which a person is responsible for promoting one interest at the same time he/she is involved in a competing interest. Conflicts of interest should always be avoided.

Related party transactions occur between two or more parties with interlinking relationships. These transactions should be disclosed to the employee’s Executive Director and the Executive Team will evaluate to ensure decisions are made on a sound economic basis. Related parties should be excluded from discussion and approval of related party transactions. Competitive bids or comparable valuations must be obtained.

Involvement in serving on other boards should be discussed with an employee’s immediate supervisor to confirm participation is not a conflict or concern for the organization. YON encourages staff to be involved in ministry within their local church and community on their own time. Written approval by the employee’s Executive Director is required for an employee to serve on a board that is a ministry partner, supplier, or involved in similar ministry activities as YON.

YON employees are not to accept gifts, except those of nominal value, or any special discounts or loans from any person or firm doing, or seeking to do, business with YON. The meaning of gifts for purposes of this policy might include the acceptance of product or services in excess of $25.

Employees are not to give, offer, or promise, directly or indirectly, anything of value to any representative of a donor or customer in connection with any transaction or business that YON may have with that donor/customer.

YON employees shall not earn other income from sources (including but not limited to consulting fees, speaking or preaching honorarium, royalties) as a result of their work responsibilities at YON. All such payments received by staff shall be given to YON or in lieu of same, have their salary reduced accordingly. Secondary income is to be disclosed to an employee’s immediate supervisor and is to be earned during non-YON work time and not related to YON operations. In addition, YON staff will not fundraise for any other organizations similar to YON while employed at YON.

**5.25 Solicitation and Distribution of Literature**

Solicitation by employees is prohibited on working time, in working areas. This policy applies where either the solicitor or the individual being solicited is on working time and encompasses solicitation by employees for money, memberships, subscriptions, signatures on petitions, etc., on behalf of any person, group, society, labor organization, religious or charitable body, political body, or similar association. Employees may solicit other employees in non-working areas on non-working time, such as lunchtime, breaks, or before and after work. Distribution of literature by employees is prohibited on working time or in working areas. Employees may distribute literature in non-working areas, such as employee restrooms or the lunchroom, when none of the employees involved are on working time.

Solicitation by non-employees or distribution by non-employees on the YON’s premises is prohibited. It is our policy to limit access to our premises to donors, employees, board members, volunteers, customers, and vendors.

**5.26 Personal Property**

YON cannot be responsible for personal property that is lost, stolen, or damaged. Please make sure that your personal belongings are in a safe place during the day and that you take your belongings with you after work. Any desks, cabinets, closets and other storage devices remain the sole property of YON. Accordingly, they, as well as any articles found within them, can be inspected by management at any time, with or without prior notice.

**5.27 Disciplinary Procedure**

It is the policy of the YON that all employees are expected to comply with YON’s performance standards and that any noncompliance with these standards must be remedied. YON supports a process of disciplinary action in attempting to provide employees with a clear understanding of their deficiencies and an opportunity to improve. YON reserves the right to administer discipline in a manner that is most effective for the specific circumstances.

YON’s general progressive disciplinary procedure consists of the following steps:

If an employee is not meeting YON’s performance standard or the employee is displaying unacceptable behavior, the employee’s manager will work in cooperation with Human Capital and follow the steps for a verbal warning as outlined below:

1. Meet with the employee to discuss the matter
2. Inform the employee of the nature of the problem and action necessary to correct it; and
3. Prepare a memorandum signed by both the manager and employee for the personnel records indicating that the meeting has taken place

If there is a second occurrence of the outlined behavior or performance issue, the manager will meet with the employee again along with a representative from Human Capital and take the following action:

1. Meet together with the employee explaining that they are being put on a written warning that could result in further disciplinary action up to and including termination.
2. Inform the employee along with clear documentation of the behavior or performance issue and the action necessary to correct it. Provide the employee with a timeframe of the length of time that they will be on written warning and when they should expect to meet again to review the employee’s status.
3. Finalize the written warning and have the document signed by both the manager and the employee with a copy provided to HC for the employee’s personnel file.

The disciplinary procedures described above may also be applied to an employee who is experiencing a series of unrelated problems involving job performance and/or behavior.

In situations involving gross misconduct, such as a major breach of policy or violation of the law, the procedures outlined above may be disregarded. Any and all acts of gross misconduct will result in immediate termination from YON.

We can sum up these rules, and a good deal of what is reflected in this Handbook by stating that as a YON employee, you can expect to be treated with fairness and consideration. YON expects you to treat your fellow employees and YON with the same fairness and consideration.

**5.28 Termination of Employment**

When an employee decides to voluntarily leave YON, a 2 week notice should be given, if possible. The Human Capital department will schedule a time with exiting employees to review benefit items and conduct an exit interview.

An employee may be terminated by YON for poor job performance or unacceptable behavior. Situations that may result in immediate dismissal include but are not limited to: violation of YON policy, inability or refusal to adhere to a YON policy, failure to uphold YON’s confidentiality policy, insubordination, excessive tardiness or absenteeism, failure to show up for scheduled work without notice, inability or refusal to handle job assignment and/or meet expected performance level or conducting themselves in a manner that is not Christ-like.

As stated in the Communications Policy of this Handbook, all communication equipment is the property of YON, which includes desktops, laptops, hard drives and YON phone system and voicemail. Any files, pictures, email, etc. that is of a personal nature will not be provided to the employee upon the employee’s departure. It is the employee’s responsibility to maintain their personal records on non-YON equipment. All YON information on personal equipment (such as cell phones) will be secured by YON at time of termination.

**CONCLUSION**

Whether you are a new employee or one who has been working at YON for many years, we are sure you found something in this Handbook that enlightened you about YON’s policies and practices. Our Human Capital philosophy is not written in concrete. It is evaluated and re-evaluated periodically; there is always room for improvement. Since it involves every employee, everyone is encouraged to make suggestions for improvement. This Handbook is intended to serve as an up-to-date reference, and employees will be notified of any changes as soon as possible.

**EMPLOYEE HANDBOOK ACKNOWLEDGMENT**

I acknowledge that I have received a copy of the YON Handbook. I understand that it is my responsibility to read and become familiar with its provisions. I understand that I am an at-will employee and that the contents of the Handbook do not alter that status. I also understand that the contents of this Handbook are not a part of any employment contract. I further understand that YON management has the right to change, modify, alter or cancel any provision of the Handbook with or without notice to me and that the Handbook supersedes any and all policies and benefits, written or oral, that may have been in effect.

Please print your full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_