

Ventura Missionary Church, Inc.
(Church, Counseling Center, School and Pre-school)

Employee Handbook

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Chapter 1 – Introduction

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

This is to acknowledge that I received a copy of the Employee Handbook and understand that it contains important information on the church's general personnel policies and on my privileges and obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to church policies and will familiarize myself with the material in the handbook. I understand that I am governed by the contents of the handbook and that the church may change, rescind or add to any policies, benefits or practices described in the handbook, other than the employment-at-will policies, from time to time in its sole and absolute discretion, with or without prior notice. The church will advise employees of material changes within a reasonable time.

Furthermore, I understand that employment with the church is not for a specified term and is at the mutual consent of the employee and the church. Accordingly, either the employee or the church can terminate the employment relationship at-will, with or without cause, at any time. This represents an integrated agreement with respect to the at-will nature of the employment relationship and cannot be modified, unless it is modified in a written agreement signed by both an appropriate employer representative and me.

Employee's Signature

Date

Dear Employee:

I am pleased to share this handbook with you, which covers a great deal of information about Ventura Missionary Church, Inc., Ventura Missionary School, Ventura Missionary Preschool, and Ventura Counseling Center (hereinafter referred to as “Ventura Missionary Church” or “Church”). First, we have policies in place to ensure a safe and healthy work environment for our people. Second, we have a strong focus on your employment relationship with Ventura Missionary Church, through our human resources policies, equal opportunity, advancement, employment status, employment security, compensation and performance management. These topics are sometimes not well understood, and we want to make sure you have the information you need.

Also of great importance are your personal and spiritual development, vacations, holidays and programs available to you, such as investment opportunities and work/life resources. This booklet serves as a good source of information on these initiatives as well.

We work hard to continue to improve and strive to be all that God wants Ventura Missionary Church to be. At the same time we are committed to creating an environment in Ventura Missionary Church where you can grow to your full ministry potential as individuals and members of the Ventura Missionary Church team. Having the information you need regarding your relationship with Ventura Missionary Church is a critical step. I encourage you to review the material covered in this book and keep it for future reference.

Thank you for your continued efforts to make Ventura Missionary Church all that God desires it to be.

Best regards,

Leslie DeMattia

Leslie DeMattia
Support Manager

History of Ventura Missionary Church

In 1960, a small band of believers began to gather together in homes for prayer, worship and Bible study. After seeking God's will, they asked Reverend John Cherrie to be their Pastor. Sensing the need for a larger facility that would enhance corporate worship, this growing group of believers rented the Billy Clower Dance Studio on McMillan Street for Sunday services. This would be the Sunday meeting place for the next 1-1/2 years.

In January of 1962, the "First Missionary Church of Ventura" was led of the Lord to purchase a piece of property at the corner of Day Road and Telegraph Road. A building was constructed and the new sign on Telegraph Road read, "Ventura Missionary Church."

In 1973, the need for a larger campus moved the congregation to prayer. The Lord opened the door to acquire the property located at Foothill Road and High Point Drive. The new Sanctuary was built and the VMC family continued to grow. In 1978, a Sunday School facility was added, which was followed by an office expansion in 1983. In 1996, VMC set forth on another major campaign to build a Community Life Center, which would house a K-8 school and teen center located on the east end of the campus. In 1999, the Community Life Center opened, and in 2002 it was named the DeWitt Community Life Center, in honor of retiring Pastor Emeritus Leonard W. DeWitt.

Since that small group originally met in 1960, there have been eight pastors leading the ministry at VMC. The present Senior Pastor, Rev. Mark A. Holmen, began his ministry in October of 2002, and we look forward to an exciting journey in the years ahead.

In the fall of 2002 the pastors of VMC, under the leadership of Rev. Mark A. Holmen, further sought out God's will for the future of Ventura Missionary Church. Through a process of prayer, reading and retreats the Pastors brought to the congregation a new mission, vision and strategy statement that would clearly and concisely convey to churched and unchurched people alike the purpose of our congregation.

From the first service in the dance hall with 35 people, the Ventura Missionary Church has reached out by sending missionaries to foreign lands and meeting needs in the community through a variety of ministries focused on introducing people to a growing relationship with Jesus Christ.

HUMAN RESOURCES DEPARTMENT

The Human Resources Department has been established to provide employees with information and necessary assistance to understand the church's personnel policies and to promote a positive work environment. The Human Resources Department is the best resource for employees to obtain current information on work rules, benefits, personnel policies, payroll data, personnel records, insurance, job opportunities, and benefit conversion privileges on termination of employment. The representatives of the Human Resources Department are eager to help employees with any problems or concerns.

The Human Resources Department is responsible for maintaining complete and up-to-date personnel records for all current employees. It is therefore important that employees notify the Human Resources Department promptly of any changes in their names, marital status, number of dependents, home addresses, and telephone numbers. In this manner, the benefit status and information for all employees can be kept current and accurate.

All requests for employment verifications and employee references must be directed promptly to the Human Resources Department. Employees in other departments should not attempt to provide any such information. The Human Resources Department will attempt to handle any inquiries or requests for verification in accordance with its policies.

Mission Statement

“To introduce people to a growing relationship with Jesus Christ.”

Our Eyes—Fixed firmly on Jesus Christ.

Our Heart—Lost people matter to God.

Our Body—We will *introduce people to a growing relationship with Jesus Christ* by continually and passionately...

Inviting people to *Come* and see what a life in Christ is all about



Inviting people to *go* and be the light of Christ in their homes, community and world.

Inviting people to *follow* Christ and have their lives radically transformed by Him through the power of His Word and the working of the Holy Spirit.

Core Values

There are qualities and characteristics that both transcend and undergird our individual core values. The qualities that must define and guide all that we do are:

- Being **Christ-centered**. In everything we do, we shall seek to model and honor Jesus Christ.
- Being **Biblically-based**. The Bible is the final authority for our actions, behaviors and decisions.
- Being **Spirit-led**. Both as individuals and as a collective body, we shall seek to discern and obey the leading of the Holy Spirit in our personal and corporate lives.

The characteristics that will mark us are:

- **Prayer**. Prayer is our “first resort,” not an afterthought or strategy to be used when all else fails.
- **Integrity**. Whether it be honesty in our actions, authenticity in our relationships, purity in our thoughts, faithfulness in our commitments and responsibilities, or truth in our words, we will honor and practice integrity in everything that we do.
- **Quality**. Ours is a God of perfection. Although we can never achieve His standard of perfection, He deserves our very best. We will strive to be relevant and meaningful, worshipping Him through ministries of the highest quality possible.
- **Passion**. All that we do for God is done because He loves us and we desire to acknowledge and return that love. Because of this, our ministries will be filled with both individual and corporate passion.
- **Love**. Just as God loves us, we will reflect His love to those we serve.

Worship: The Passionate Encounter with God

We will come together in a celebrative worship atmosphere that glorifies God and Christ Jesus and in which God’s transforming Spirit can touch and change us, creating a heart of worship in our daily lives.

Psalm 100

“Shout for joy to the Lord, all the earth. Worship the Lord with gladness; come before Him with joyful songs. Know that the Lord is God. It is He who made us, and we are His; we are His people, the sheep of His pasture. Enter His gates with thanksgiving and His courts with praise; give thanks to Him and praise His name. For the Lord is good and His love endures forever; His faithfulness continues through all generations.”

2 Corinthians 3:17-18

“Now the Lord is the Spirit, and where the Spirit of the Lord is, there is freedom. And we, who with unveiled faces all reflect the Lord's glory, are being transformed into His likeness with ever-increasing glory, which comes from the Lord, who is the Spirit.”

References: Psalm 96:2, 103, 104:33-35, 145, John 4:23-24, Rev. 1:10, 4:1-11

Innovation: Looking forward

We will intentionally seek God's direction for innovative and creative ideas to implement relevant ministry. As the Holy Spirit leads, we are willing to let go of old ways and embrace new ones.

Galatians 5:25

“Since we live by the Spirit, let us keep in step with the Spirit.”

Psalms 25:4-5

“Show me Your ways O Lord, teach me Your paths; guide me in Your truth and teach me, for You are God my Savior, and my hope is in You all day long.”

Reference: Psalm 32:8

Family: Building strong families

We are committed to encouraging, building and fostering Biblical families through education and spiritual growth starting with children. We welcome and recognize the uniqueness and diversity of each family. Our goal is to make each person a vital participant in God's family.

Deuteronomy 6:5-9

“Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates.”

References: Ephesians 5:24, 6:4.

Discipleship: Growing and living in truth

We will be passionate pursuers of God who are motivated by His love, guided by His word, and empowered by the Holy Spirit.

Luke 9:23

“Then He said to them all: ‘If anyone would come after Me, he must deny himself and take up his cross daily and follow Me.’”

Mark 1:17

“Come follow me,” Jesus said, “and I will make you fishers of men.”

References: John 8:31-32, 2 Peter 1:3-9, 2 Peter 3:18, Matthew 28:18-20.

Relationship: Caring for each other

We will address the physical, emotional and spiritual needs of people, and encourage relationships that demonstrate God’s love, acceptance and forgiveness.

John 13:34-35

“A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are My disciples, if you love one another.”

Romans 12:9-10

“Love must be sincere. Hate what is evil; cling to what is good. Be devoted to one another in brotherly love. Honor one another above yourselves.”

References: Acts 2:42-47, Acts 4:32-35, 2 Corinthians 5:18, Ephesians 4:25, Colossians 3:12-17, Philippians 2:1-11.

Outreach: Declaring God’s love

We will actively proclaim the love, forgiveness and restoration of Christ to all people, whether across the street or across the world.

Acts 1:8 (NCV)

“But when the Holy Spirit comes to you, you will receive power. You will be my witnesses - in Jerusalem, in all of Judea, in Samaria, and in every part of the world.”

References: Acts 2:38-39, 1 Thessalonians 2:8, Matthew 28:18-20, Acts 4:12.

Service: Empowering people for serving

Believing that all Christians have been gifted by the Holy Spirit for service, we will encourage them to use their gifts for the glory of God and to build up the church.

Ephesians 4:11-13

“It was He who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God’s people for works of service, so that the Body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.”

References: Romans 12:4-6, 1 Corinthians 12:1

TRANSLATION OF HANDBOOK

If you have any difficulty reading or understanding any of the provisions of this handbook, please contact the Human Resources Department. We will gladly assist any employee who is unable to understand the church's policies. For the purposes of this handbook when the words "Ventura Missionary Church" or "Church" are used, it will also be synonymous with Ventura Missionary Church, Ventura Missionary School, Ventura Missionary Preschool, and Ventura Counseling Center.

Contract Employees are bound by contract alone. All information in this handbook is not applicable to all employees. You must be eligible for certain benefits. If you are a contract employee, your contract will spell out exactly what benefits you are eligible for. If you have any question, please don't hesitate to contact the Human Resource Department.

100 – At Will Employment

The church certainly hopes that it and every employee will find the employment relationship satisfying and rewarding in all respects. At the same time, it recognizes that relationships are not always mutually satisfactory. TO PROTECT BOTH PARTIES' RIGHTS, IT SHOULD BE REMEMBERED THAT THE EMPLOYMENT RELATIONSHIP IS TERMINABLE AT WILL, AT THE OPTION OF ANY EMPLOYEE OR THE EMPLOYER. Moreover, no one in the organization, other than the Executive Pastor in conjunction with the Senior Pastor, has the authority or legal ability to modify the at-will nature of the employment relationship. The Executive Pastor can do so only if it is done specifically in a written agreement that is signed both by the Executive Pastor, Senior Pastor, and employee. This represents an integrated agreement with respect to the at-will nature of the employment relationship.

Your employment with the church is at will and, accordingly, may be terminated by you or the Church at any time without prior notice.

101 – Membership Requirement

It is the policy of Ventura Missionary Church that all employees be members of Ventura Missionary Church. Dual membership is permissible. A new employee must become a member during the first six months of employment. The following are the requirements to become a member of Ventura Missionary Church.

1. Commitment to Christ and the Bride of Christ
2. Believer's Baptism
3. Attendance at a Membership Class
4. Personal Testimony
5. Submission of a signed "Membership Application Form" and "Membership Covenant."

For further information on becoming a member please contact Leslie Dufresne at 805-642-0550 extension 328.

102 – Equal Opportunity

The church is committed to a policy of equal employment opportunity for applicants and employees. Employment decisions will comply with all applicable laws prohibiting discrimination in employment, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans With Disabilities Act of 1990, the Immigration and Nationality Act, and any applicable state laws. (*Labor law permits religious organizations to discharge, or otherwise discriminate on the basis of religion. – United States Supreme Court.*)

103 – Harassment Prohibited

Ventura Missionary Church, Inc. is committed to providing a work environment that is free of discrimination. In keeping with this commitment, we maintain a strict policy, which prohibits all forms of unlawful harassment, including sexual harassment and harassment based on any other characteristic protected by the state or federal employment discrimination laws. This policy applies to all agents and employees of Ventura Missionary Church, Inc., including supervisors and non-supervisory employees. Furthermore, it prohibits unlawful harassment in any form, including verbal, physical, and visual harassment.

Any employee who believes he or she has been harassed by a co-worker, supervisor, or agent of the employer should promptly report the facts of the incident or incidents and the names of the individuals involved to his or her supervisor or, in the alternative, to the Support Manager without fear of retaliation. Supervisors should immediately report any incidents of sexual harassment to the Support Manager. The Support Manager and/or the Administrator will investigate all such claims and take appropriate corrective action.

104 – Verification of Work Status

Ventura Missionary Church is required by the federal immigration laws to verify the identity and legal ability to work of all individuals before they can be hired. In keeping with this obligation, documentation that shows each person's identity and legal authority to work must be inspected. Each applicant must also attest to his or her legal authority to work. Each applicant must also attest to his or her legal authority to work and their identity on an I-9 form provided by the federal government. This verification must be completed as soon as possible after an offer of employment is made and in no event more than three business days after an individual is hired. All offers of employment and continued employment for positions in the United States are conditioned on furnishing satisfactory evidence of identity and legal authority to work in the United States.

105 – Drug - Free Workplace

Ventura Missionary Church, Inc. is a drug-free workplace. The manufacture, distribution, dispensation, possession or use of any controlled substance is prohibited in or about Ventura Missionary Church's facility. Prescription drugs will be carried in containers marked with the employee's name, prescribing doctor's name, and substance identification.

Failure to follow any part of this drug-free workplace statement will result in disciplinary action up to and including termination.

Chapter 2 – Employment Policies and Practices

200-EMPLOYMENT CATEGORIES

In order to determine an employee's classification and eligibility for various benefits, the following employment categories have been established:

Probationary Employees

Employees are hired by the church on a trial basis for a period of 90 calendar days for the purpose of assessing their ability to perform assigned tasks. Such employment may be terminated, with or without cause, at any time during or after the 90-day period if such action is deemed appropriate by the employee or employer, in its sole discretion, if it determines that such an extension is desirable or appropriate for any reason.

Regular Employees

Employees who successfully complete their probationary period are called "regular" employees. Such employees are hired for an indefinite and unspecified duration. Accordingly, employment is the mutual consent of the employee and employer and can be terminated at will, at any time, by the employee or church.

Non-exempt Employees

Non-exempt employees include all regular employees who are covered by the overtime provisions of the Federal Fair Labor Standard Act and any applicable state laws. Employees in this category are entitled to premium pay for work in excess of 40 hours in a workweek or eight hours in a workday. Such employees include, but are not limited to, hourly, clerical, and secretarial workers.

Exempt Employees

Exempt employees include all regular employees who are classified by the church as exempt from the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws. Such employees include employees who qualify as exempt executive, administrative or professional employees.

Contract Employees

Contract employees are employees that are hired to provide a service for a specified time frame. The contract specifies the exact terms of employment.

201 – Job Duties

During the probationary period, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects or to assist with other work necessary or important to the overall goals of the church, school, preschool, or counseling center. Your cooperation and assistance in performing such additional work is expected.

The church reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job position, or assign additional job responsibilities.

202 – Meal and Rest Periods

Meal Period

Every employee will receive a minimum of one half hour for meal period, after five hours worked, except when the workday will be completed in six hours and there is mutual employer/employee consent to waive the meal period. Non-Exempt employees must record the meal period on their time cards. The employee may revoke the agreement at any time.

On-duty meal periods are counted as time worked and permitted only when the nature of work prevents relief from all duties and there is a written agreement between parties.

Rest Period

Each employee will receive a paid 15-minute rest period for each 4 hours worked or major fraction thereof: as practicable, in the middle of each work period. For employees who work less than three and a half hours daily the break is not required.

203 – Lactation Accommodation

Employees who wish to express breast milk while at work may request the opportunity to do so. Efforts will be made to accommodate eligible employees by allowing them to express breast milk in a private area. Where an employee has a private office, it may be used for that purpose. Employees can exercise this privilege during their regular rest periods when possible. If it is not possible to exercise this privilege during a regular rest period, employees can arrange with their supervisor to take additional time or express breast milk at a different time. The time will be paid when employees use their regular rest periods to express breast milk. In some instances where special accommodations are made and a nonexempt employee receives time off in addition to her rest period to express breast milk, the additional time may be unpaid.

204 – Change of Personal Information

It is the responsibility of each employee to immediately advise the Human Resources Department of any change in his or her name, address, telephone number, or marital status.

205 – Time-Keeping Requirements

All non-exempt employees are required to record time worked on a time card for payroll purposes. Employees must record their own time at the start of each work period, including before and after the lunch break. Employees also must record their time whenever they leave for anything other than work purposes during their work period.

Your supervisor, prior to the overtime being worked must approve all overtime. Your time card needs to be signed by your supervisor before being turned in to Payroll.

Any errors on you time card should be reported immediately to your supervisor, who will attempt to correct them.

206 – Payroll Periods

The payroll for Ventura Missionary Church, Inc. is issued twice a month, on the 15th and on the last working day of the month. If the 15th should fall on a weekend, payday will be on Friday prior to that weekend. Nursery payroll is issued once a month on the last working day of the month.

Time cards must have the following information: Employees name, itemized information regarding hours worked, lunch period, total hours worked per day, total hours worked per pay period, employee signature, and supervisor signature. The designated supervisor must check the time cards for accuracy and turn them in to the Finance Department. Please remember that time cards must ACCURATELY reflect the hours worked. Time cards must be turned in by 9:00 a.m. on the due date. Turning time cards in before 9:00 a.m. will be appreciated. Every January the Finance Department will issue a Pay Period Schedule, which will tell exactly when time cards are due.

Ventura Missionary Church

SUBJECT: PAY PERIODS, TIME CARD DUE DATES AND PAYROLL DATES
FOR THE YEAR 2006

DATE: January 1, 2006

TO: Church, Day School and Preschool Staff

FROM: Linda Mehle

The Payroll for Ventura Missionary Church Corp. is issued twice a month, on the 15th and on the last working day of the month. If the 15th should fall on a weekend, payday will be Friday. Nursery Payroll is issued only on the last working day of the month.

Time Cards must have the following information: Employee name, itemized information regarding hours worked, total hours for the pay period and employee signature. The designated supervisor must check the time cards for errors, correct them if necessary, and sign on the approval line before turning them in to the Accounting Department. Please remember: time cards must ACCURATELY reflect the hours worked. Time cards must be turned in by 9:00 A.M. on the due date.

Pay Period	Time Cards Due A.M.	Payroll Date	Pay Period	Time Cards Due A.M.	Payroll Date
Dec 27– Jan 11	Jan 12	Jan 15	Jun 27-Jul 11	July 12	July 15
Jan 12 – 26	Jan 27	Jan 31	July 12 – 26	July 27	July 28
Jan 27 – Feb 11	Feb 13	Feb 15	Jul 27–Aug 11	Aug 14	Aug 15
Feb 12 – 26	Feb 27	Feb 28	Aug 12 – 26	Aug 28	Aug 31
Feb 27-Mar 11	March 13	March 15	Aug 27-Sep 11	Sept 12	Sept 15
March 12 – 26	March 27	March 30	Sept 12 – 26	Sept 27	Sept 29
Mar 27-Apr 11	April 12	April 15	Sep 27-Oct 11	Oct 12	Oct 13
April 12 – 26	April 27	April 28	Oct 12 – 26	Oct 27	Oct 30
Apr 27-May 11	May 12	May 15	Oct 27-Nov 11	Nov 13	Nov 15
May 12 – 26	May 29	May 31	Nov 12 – 26	Nov 27	Nov 30
May 27-Jun 11	June 12	June 15	Nov 27-Dec 11	Dec 12	Dec 15
June 12 – 26	June 27	June 30	Dec 12 – 26	Dec 27	Dec 29

207 – Overtime

From time to time, the church may require non-exempt employees to work more hours than they are normally scheduled to work. All non-exempt employees who work more than 8 hours in one work day or more than 40 hours in one work week will receive overtime pay computed as follows:

1. Overtime at the rate of 1-1/2 times the employee's regular rate of pay for all hours worked in excess of forty (40) in any one work week and over 8 hours in a work day.
2. Overtime at the rate of 1-1/2 times the employee's regular rate of pay for the first four (4) hours worked in excess of eight (8) hours in any one work day and for the first eight (8) hours on the seventh day of work in any one work week.
3. Overtime at the rate of double the employee's regular rate of pay for all hours worked in excess of twelve (12) in one work day, and for all hours worked in excess of eight (8) on the seventh day of work in one work week.

Overtime will be computed on actual minutes worked, adjusted to the nearest 15-minute increment. Only those hours actually worked are counted to determine an employee's overtime pay. Compensated holidays, for example, are not hours worked and are therefore, not counted in making overtime calculations. Your supervisor must approve all overtime hours worked prior to actually working the hours.

Exempt employees may have to work hours beyond their normal schedules, as work demands require.

No overtime compensation will be paid to exempt employees.

208 – Unemployment and State Disability

The Federal Unemployment Tax Act (FUTA) of 1935 excludes from the definition of covered employment all “service performed in the employ of a religious, charitable, educational, or other organization described in section 501(3) of the IRS. Therefore, Ventura Missionary Church does not participate in Unemployment or State Disability.

209 – Social Security

As an employee of the company, you are covered under the provision of the Federal Social Security Law (F.I.C.A.) Social security benefits are often a significant step to provide you and you family a retirement income. The church matches the amount of deduction from your wages for social security taxes. The total contribution by you and the church is credited toward your social security benefits, which may be available at the time you are eligible to retire. In addition, disability and survivor's benefits may be financed through social security deductions.

210 – Advances

The church does not permit advances against paychecks or against unaccrued vacation. If there is a hardship, please contact your immediate supervisor.

**See donation of Annual Leave

211 – References

All requests for references must be directed to the Human Resources Department. No other Supervisor, Pastor, Ministry Leader or employee is authorized to release references for current or former employees.

212 – Voluntary Termination

The church will consider an employee to have voluntarily terminated his or her employment if an employee does any of the following:

1. Elects to resign from the church, school, preschool or counseling center.
2. Fails to return from an approved leave of absence on the date specified by the church, school, preschool or counseling center; or
3. Fails to report for work without notice to the company for three (3) consecutive days.

213 – Involuntary Termination and Discipline

An employee may be terminated involuntarily for reasons that may include poor performance, misconduct, or other violations of the churches rules, guidelines, and/or policies and procedures. The church reserves the right to discharge or demote any employee with or without cause.

Any violation of Church policies or improper behavior or conduct may warrant disciplinary action. Although the employment relationship may be terminated at will by the employee or the church without following any formal system of discipline or warnings, the church may exercise its discretion to implement discipline short of termination to give employees advance notice of problems with their conduct or performance in order to correct any problems.

It must be remembered that the employment relationship is based on mutual consent of the employee and the company. Accordingly, either the employee or the company can terminate the employment relationship at will, with or without cause or advance notice, at any time.

Employees are expected to return all church property and keys immediately on termination for any reason. Employees will receive their final paycheck within the time required by law.

214 – Termination Due to Reorganization, Economics or Lack of Work

From time to time, the church may need to terminate an employee as a consequence of reorganization, job eliminations, or lack of contributions. Should the Church consider such terminations necessary, the church will attempt to provide all affected employees with advance notice whenever possible.

215 – Pastoral Severance Policy

Severance compensation may be paid to pastoral and ministerial staff upon separation of employment based on the following criteria:

1. One week's severance compensation may be paid for each year of fulltime employment with Ventura Missionary Church.
2. Severance compensation is capped at twelve week's pay.
3. The Senior Pastor may adjust this severance policy by up to 50% at his discretion in individual cases.
4. Larger adjustments in severance compensation require the prior approval of the General Board.

This policy does not apply in cases of retirement, "for cause" terminations, or Worker's Compensation cases.

Chapter 3 – Standards of Conduct

300 – Performance Evaluations

Employees will receive periodic performance reviews. Your supervisor will conduct the review and discuss it with you. Your first performance review will be at the completion of your 90-day probationary period. Subsequently, your performance reviews will be annually. The frequencies of performance reviews may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

Positive performance evaluations do not guarantee increases in salary or promotions, and they do not change your at-will employment relationship. Salary increases and promotions are solely within the discretion of the church and depend on many factors in addition to performance. Where the review is in writing, after the review you will be required to sign the evaluation report simply to acknowledge that it has been presented to you and discussed with you by your supervisor, and that you are aware of its contents.

301 – Personnel Records

You have the right to inspect certain documents in your personnel file, as provided by law, in the presence of a company representative at a mutually convenient time. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may add your version of any disputed item to the file. You may also receive a copy of your payroll records upon written request.

302 - Conflicts of Interest

You have the right to inspect certain documents in your personnel file, as provided by law, in the presence of a company representative at a mutually convenient time. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may add your version of any disputed item to the file. You may also receive a copy of your payroll records upon written request.

303 – Hiring of Relatives

Hiring of relatives or spouses is permissible on the basis that the candidate's qualifications for the position are the primary reason for hire and that there is no conflict of interest. Individuals involved must not work in a direct supervisory relationship.

If a present employee's current position is such that they have a substantial amount of authority over the church and its affairs, and could ultimately be liable for all decisions regarding employment, their mere position and authority will be considered a conflict of interest in regards to hiring of relatives.

304 – Drug-Free Workplace

Ventura Missionary Church, Inc. is a drug-free workplace. The manufacture, distribution, dispensation, possession or use of any controlled substance is prohibited in or about Ventura Missionary Church's facility. Prescription drugs will be carried in containers marked with the employee's name, prescribing doctor's name, and substance identification.

Failure to follow any part of this drug-free workplace statement will result in disciplinary action up to and including termination.

305 – Personal Appearance

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean and tasteful. Additionally, hygiene and personal cleanliness are expected.

306 – Violence Prevention

Ventura Missionary Church, Inc., is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, we have established a policy that provides “zero tolerance” for actual or threatened violence against co-workers, visitors, or any other person who is either on our premises or has contact with our employees in the course of their duties. Security and safety in the workplace is every employee’s responsibility. It is therefore essential that every employee understand the importance of workplace safety and security.

Chapter 4 – Operational Considerations

400 – Electronic Communication

For the purposes of this policy the term “Church” includes Ventura Missionary Church, Ventura Missionary School, Ventura Missionary Preschool and Ventura Counseling Center. The term “employees” includes paid and unpaid staff, and non-staff volunteers who use Church Communications Systems for any purpose. The Church has expended significant resources to provide computers and other electronic devices for the purpose of promoting its legitimate interests. In order to ensure that all individuals who use Church computers and resources do so in a legitimate, lawful, ethical, and proper manner, the Church has established this “Computer, Internet and Electronic Communications Policy.” The Policy recognizes that individuals who use Church computers may have access to the Internet and are able to transmit electronic communication (“E-mail”) with the use of computers and electronic devices.

The Church’s Communication Systems

This policy applies to the entire network of the Church’s Electronic Communication Systems. The term “Communications Systems” is intended to apply broadly to all of the various forms of electronic communications used by or in the Church. For example, it includes E-mail, connections to the Internet, World Wide Web, and other internal or external networks, voice mail, facsimiles, pagers, cellular telephones and telephones, as well as any other form of electronic communication owned or operated by the Church either now or in the future.

The Communications Systems are the sole and exclusive property of the Church. They are provided or made accessible by the Church solely for use in conducting Church business. Employees should understand that the Church reserves its property interest in all information, data and communications that are stored in, transmitted by, or received from or on the Communications Systems.

General Guidelines

The use of the Communications System to send, transmit, deliver, or invite the receipt of annoying, offensive, defamatory, derogatory, or harassing messages or information is strictly prohibited. Violation of this provision is grounds for disciplinary action, up to and including potential termination of employment.

The use of the Communications Systems to disseminate, display, store, transmit, publish, solicit, or purposely receive any sexually suggestive or explicit material is strictly prohibited.

Employees may not use or allow the Communications Systems to be used for any purpose that is either damaging to or not in keeping with the purposes of the Church.

Use of Computers

Although many employees are provided computers or access to computers for job-related purposes, all employees should fully understand that the computers, as well as the information temporarily or permanently stored or transmitted with the aid of the computers, remain the sole and exclusive property of the Church and is subject to access, copy, and use by the Church in any manner it deems appropriate. Employees therefore should not assume any privacy right or interest in any information that is temporarily or permanently stored on the computer, nor should employees anticipate receiving a proprietary interest in any such information unless special arrangements have been approved.

Employees may not add or load any software or hardware to a computer without the proper approval of the Manager of Information Systems. Employees may not use a computer for any improper or unauthorized purpose. Improper or inappropriate purposes include, but are not limited to, loading or downloading any programs, operating systems, or modifications to existing programs or operating systems. The Church has undertaken great effort to create a standard configuration for each computer workstation. No employee is authorized to add to, take away from, or have any volunteer or professional work, repairs, adjustments or installations made on or to any Church computers unless authorized by the Manager of Information Systems. Employees shall not allow or facilitate access to Church computers by outside or unauthorized individuals. In addition, no data stored on a computer of the employer may be removed, downloaded or transferred without approval. Employees may not encrypt files, data or information; and employees may not establish password-protected files without authorization from the Manager of Information Systems.

Church staff reserves the right to inspect any Church computer or other Church Communications System device at any time.

Every employee who uses, or is given access to the Church's Communication System agrees (by that use or access) to comply fully with all provisions of this policy.

401 – Security

Unfortunately, churches are not immune from crime problems. Here at VMC we have recently experienced several crime and security “incidents”, including thefts from different locations on campus.

The following list of security tips may seem basic, but these are the most effective tools we have that are still consistent with our “character” as a church. The more of these that we all practice, the lower the frequency of crime will be here at VMC.

1. Don't leave valuables (purses, wallets, electronics, etc.) unattended anywhere (offices, classrooms, Sanctuary, etc.). For staff and volunteers, the best place for these items is locked out of view in your cars.
2. When finished using an office or room for the day or for an extended period, close and lock the door.
3. After business hours, help keep the non-public areas (office areas primarily) as secure as possible by keeping the main office entry doors closed and locked and interior office doors closed and locked.
4. Engage persons who “don't belong” (trust your instincts and intuition!). This isn't “enforcement.” Just ask the person, “Can I help you?”, while looking directly at them. If they are legitimate, you've performed Christian charity. If they are not, you've sent strong deterrent messages that are much more effective than this simple step might indicate.
5. Report suspicions, problems, etc. to (1) Bob Klamser or (2) Leslie DeMattia on their cell phones right away.

402 – Parking

The church is not responsible for any loss or damage to employee vehicles or contents while parked on the property.

403 – Church Owned Vehicles

All employees who in the course of their job might operate a church owned vehicle will be subject to a DMV review at hire and periodically during the course of employment. Any citation, loss or limitation of driving privilege, suspension, or accident must be reported immediately to the Human Resources Department. Failure to report will result in disciplinary action up to and including termination.

Chapter 5 – Employee Benefits

500 – Holidays

The Church recognizes the importance of leisure time in achieving greater productivity, and provides regular full-time and part-time employees with the following paid holidays each year. Those employees will receive a day off with pay on each of these recognized holidays.

HOLIDAYS

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving
Day after Thanksgiving
Christmas Eve (half day)
Christmas
New Year's Eve Day (half day)

Eligibility

Regular full-time and part-time (at least 20 hours a week) staff members are eligible for the paid holidays listed above. All staff members eligible for holiday pay will receive an amount equivalent to the straight time pay received if the holiday had been a regular workday.

Holidays during scheduled or regular time off

When a designated holiday occurs during an eligible staff member's scheduled paid vacation period or regularly scheduled day off, the staff member will receive an extra day off. If a paid holiday falls on a weekend, the office will close in observance of the holiday on the previous Friday for the Saturday holiday and will close on the following Monday for a Sunday holiday. Staff members will be paid holiday pay for the day that the office observes the holiday.

Holiday pay for employees on Leave of Absence

A staff member taking a leave of absence will not be paid for any holidays that occur during that leave of absence.

Holiday pay for Employee Birthday

A staff member may take a day off to celebrate their birthday. If the employee would rather take another day off other than that of their actual birthday, they may do so with the permission of their direct supervisor.

501 – Annual Leave

All full-time employees (those working 30 or more hours per week) and part-time employees (those working more than 20, but less than 30 hours per week) will be entitled to accrue overtime based on the following schedule.

Employee Categories	0-2 Years	3-6 Years	7 + Years
Full-time Ministerial (40+ hrs/week)	FM1 = 5.54 hrs/pp	FM2 = 8.00 hrs/pp	FM3 = 10.77 hrs/pp
Semi Full-time Ministerial (30 hrs/week)	SM1 = 4.15 hrs/pp	SM2 = 6.00 hrs/pp	SM3 = 8.08 hrs/pp
Part-time Ministerial (20 hrs/week)	PM1 = 2.77 hrs/pp	PM2 = 4.0 hrs/pp	PM3 = 5.38 hrs/pp
Full-time Support (40 hrs/week)	FS1 = 4.62 hrs/pp	FS2 = 6.15 hrs/pp	FS3 = 9.23 hrs/pp
Semi Full-time Support (30 hrs/week)	SS1 = 3.46 hrs/pp	SS2 = 4.62 hrs/pp	SS3 = 6.92 hrs/pp
Part-time Support (20 hrs/week)	PS1 = 2.3 hrs/pp	PS2 = 3.08 hrs/pp	PS3 = 4.62 hrs/pp

Vacation Accrual during Leave of Absence

No vacation accrues during any leave of absence. Vacation accruals recommence when the employee returns to work.

Vacation Pay Upon Termination

Upon termination of employment, the employee is paid all accrued, but unused vacation at the employee's base rate of pay at the time of his or her termination.

Vacation scheduling

Vacation requests should be submitted to the employee's immediate supervisor for approval. Every attempt should be made to submit the request at least two weeks prior to the commencement of the vacation period. The church does reserve the right to refuse vacation based on operational needs.

502 – Donation of Annual Leave

The purpose of this policy is to provide a means to assist employees of Ventura Missionary Church who encounter extended, unexpected or catastrophic illness or injury.

PROCEDURE

1. Any employee of Ventura Missionary Church (including Ventura Missionary Schools and the Ventura Counseling Center) is eligible to participate in this program as either a donor or recipient unless specifically noted.
2. To be eligible to receive donated sick time, an employee must:
 - a. Have completed the probationary period successfully.
 - b. Have used all available (earned) sick leave.
 - c. Not be involved in any disciplinary process, performance improvement program, or disputed Workers' Compensation matter.
 - d. Provide a physician's statement explaining the circumstances, prognosis, and estimated time of inability to work.
3. The Senior Executive Pastor and the employee's immediate supervisor will review requests for this benefit before approval is given.
4. Employees may donate sick time in approved cases subject to the following:
 - a. Time is donated on a day-for-day basis (comparative salaries will not be considered).
 - b. Part-time employees donate half-days to full-time employee recipients.
 - c. Full-time employees donate a full sick day to part-time employees, who are then credited with two sick days for each such donation.
 - d. The donor must maintain at least one-half of his or her own sick time (after the donation is calculated).
5. Information on donors will be maintained confidentially (i.e., a recipient employee will not know who may or may not have donated time).

503 – Insurance

Health Insurance

Ventura Missionary Church provides health insurance coverage for eligible employees. All full-time (30 hours + per week) regular employees and their legal dependents are eligible to participate in the Churches health insurance plan starting the first day of the month following the successful completion of the required 90-day probationary period.

Currently, the church covers the cost of an eligible employee and his or her dependents to be covered under an HMO plan. Employees may elect to upgrade to a PPO plan, but bear the difference in cost between the HMO and plan of their choosing.

The Church negotiates contracts with the insurance carriers on a year-to-year basis, so the carrier and benefits are subject to change at anytime. The amount that the church contributes to the employee and his or her dependents may also change at anytime.

Opt-out Option

Employees that are covered under health insurance through other means may choose to opt-out of the church health plan. If an employee chooses to do so, they will be given \$100.00 a month to purchase other benefits or to apply towards a Tax Shelter Annuity.

Life Insurance

The church provides some type of limited life insurance for eligible employees. However, this is subject to be changed or cancelled at anytime.

Tax Shelter Annuity

The Internal Revenue Service Code allows 501 (c) (3) tax-exempt organizations certain liberties not available to for-profit corporations. Churches have even greater flexibilities than public schools and colleges. This is especially true in the establishment of a retirement program as proposed below. This proposed Retirement Program is a “non-qualifying” 403(b) program, meaning it is exempt from many of the regulations for retirement plans offered by for-profit organizations. This program requires little to no management on the part of the church. The plan is a tax deferred 403 (b) program, with each employee owning and managing his or her 403 (b).

Each full-time (30 + weekly hours) employee may voluntarily choose to participate following three years of employment. The employee may choose a company of his or her choice. However, the church has the discretion to approve or deny the company of choice. Individual employees will negotiate with the company of their choice the terms of their 403 (b) program. Each employee will be subject to the contract minimums of the selected company’s 403(b) program. Individual employee contributions will be paid through a payroll deduction on a pre-tax basis. Full-time employees with less than three years of service may choose to participate on a voluntary basis with no church contribution.

TSA - Church Participation

The church will participate with full-time employees by making contributions to individual 403 (b) plans according to the following schedule.

After

Three (3) years of employment – 1% of annual earnings
(During the fourth year of employment.)

Five (5) years of employment – 2% of annual earnings
(During the sixth year of employment.)

Optional Benefits

Employees may choose to participate in a variety of other insurance programs at their own expense. The programs may vary from year to year, but have consistently included dental insurance, vision insurance, and AFLAC insurance and reimbursement accounts.

Section 125

The church also offers a pre-tax contribution option for employees. This benefit is known as a “Section 125 Plan.” A “125 Section Plan” is a benefit plan that allows you to make contributions towards insurance, qualifying daycare expenses, un-reimbursed medical cost on a pre-tax rather than after tax basis. This means that your qualified expenses are deducted from your gross pay before income taxes and social security is calculated.

504 - Health Insurance Continuation

In accordance with the requirements of the federal health insurance law called "COBRA," eligible employees and their family members may continue participation in the church's group health insurance program following certain "qualifying events." These events include an employee's termination (other than due to "gross misconduct"), resignation, reduction in hours, divorce, legal separation, death Medicare entitlement, and certain other events. Where the right to continue coverage arises, coverage may be continued at special rates authorized by COBRA. Details regarding the COBRA rules are presented to employees when they begin participation in the employer's group health plan, and again when they experience a qualifying event that triggers the right to continue participation in the group health plan.

Another federal law, called the Health Insurance Portability and Accountability Act ("HIPAA"), allows certain individuals to transition from one job to another without losing their health insurance coverage or reducing the amount of time they may be excluded from coverage under a new employer's health insurance plan. The employer complies with its obligations under the HIPAA and recognizes coverage that a new employee had under a prior employer's group health plan to the extent required by the law. This may facilitate enrollment in the employer's group health plan prior to the date coverage might otherwise be available. Details are available from the Human Resources Department.

505 – Tuition Discount

All eligible employees will receive a tuition discount if they have children or grandchildren enrolled in Ventura Missionary School or Preschool. This benefit and actual amounts of discounts listed are subject to change or cancellation at anytime. Please check with the school office to be sure of the discount you should receive. There are other associated costs not included in the tuition amount (i.e., field trips, books, fees.)

All part-time employees (working 1-29 hours per week) will receive 20% off of their children's tuition.

All full-time employees (working 30 + hours per week) will receive 40% off of their children's tuition.

All Pastors will receive 100% off of their children's tuition

All Grandparents working as an employee who are paying for tuition will receive 25% off of their grandchildren's tuition.

In addition, all employees will receive the multiple child discount, if applicable.

2nd child enrolled = 15% off

3rd, 4th, 5th, etc. child enrolled = 30% off

Example:

1 st child	2 nd child (-15%)	3 rd , 4 th , 5 th etc. (-30%)
\$3,475.00	\$2,953.75	\$2,432.5

1 st child	=	\$ 3,475.00
2 nd child	=	\$ 2,953.75
3 rd child	=	<u>\$ 2,432.50</u>
	=	\$ 8,861.25
Less 40%	=	(\$ 3,544.50)
Total Tuition=		\$ 5,316.75

506 – Leave of Absence

Medical Leave

Any full-time or part-time employee who has successfully completed the 90-day probationary period, and who is temporarily disabled and unable to work due to a medical condition will, upon request, be granted a leave of absence without pay for the period of his or her disability, provided such period shall not exceed six months. The term medical condition, as used in this policy, encompasses all temporary medical disabilities including, but not limited to, pregnancy, childbirth, and related medical conditions.

REQUEST FOR LEAVE

An employee who requires a leave of absence for medical reasons must notify the Support Manager in writing of the need for such leave. The employee must provide at least 30 days advance notice before the date the leave will begin if the need for the leave is foreseeable. If the employee learns of the need for a leave less than 30 days before the date the leave must begin, the employee must provide as much advance notice as practicable. Such notice must specify that a need for a medical leave exists, the date such leave will begin, the expected duration of the disability, and the employee's intent to return to work. The notice must be accompanied by a medical certification of health care provider that verifies the existence of the medical condition, the anticipated duration of the disability, and the dates the leave is expected to begin and end.

An employee who requests such a leave may be required to provide additional medical certification every 30 days thereafter in order to provide updated information regarding the employee's condition. An employee who is on leave of absence for a period in excess of 30 days must notify Ventura Missionary Church, Inc., Administrator, or Support Manager, and his or her respective supervisor, by the end of each 30 day period both of the status of the disability and of his or her continued intent to return to work once he or she recovers from the disability. Before returning to work from a medical leave of absence, the employee shall be required to provide a written verification from the employee's health care provider that indicates that he or she is fit to return to work.

Note: The pregnancy disability leave does not need to be taken in one continuous period of time, but can be taken on an as-needed basis. Time off needed for prenatal care, severe morning sickness, doctor-ordered bedrest, childbirth, and recovery from childbirth would all be covered under the employee's pregnancy disability leave.

Note: An employee may or may not choose to use accrued paid leave (such as sick or vacation leave) to cover some or all of approved leave. Accrued benefits will not be accrued during any unpaid leave.

FAMILY MEDICAL LEAVE

A Family Medical Leave of Absence is available on an unpaid basis to eligible employees. An eligible employee may request up to twelve weeks in a 12-month period to care for a newborn child, a child who has been placed with the employee for adoption or foster care, or a spouse, child, or parent who has a serious health condition. Employees requesting leave to care for a seriously ill relative not listed above, may be granted a leave if they can show reasonable proof of sole caretaker status of the said individual. The twelve-month period for contracted employees will be started on the 1st day of contracted employment and continue for a twelve-month period. For non-contracted employees the twelve-month period will be according to the current fiscal year designated.

** Should an employee request to take a leave beyond six (6) months, approval will be at the discretion of the Administrator. In no event shall the total leave period extend beyond one (1) year.

**INSURANCE COVERAGE FOR MEDICAL LEAVE AND FAMILY
MEDICAL LEAVE**

Ventura Missionary Church, Inc. will continue to pay its share of the premiums to maintain any health plan coverage that is already in effect for the employee for 12 weeks of the leave granted under this policy. The employee must continue to pay the share of the health benefit costs that he or she paid before the beginning of the leave if he or she wishes such coverage to continue during the leave. [The employee must pay his or her share of the premiums either through increased payroll deductions before the leave begins (when the need for the leave is foreseeable) or, if the employee prefers, through separate payments that are made to the employer every pay period at the same time as such payments would be made if paid by payroll deductions.] If an employee does not pay his or her share of the premiums for the period of the leave, coverage will cease in accordance with the provisions of law.

ADMINISTRATION OF POLICY

Ventura Missionary Church, Inc. intends to administer this policy in accordance with the requirements of the state and federal laws regulating family and medical leave. Accordingly, this policy will be interpreted and applied in a manner that conforms to all applicable legal requirements. Any leave of absence that is granted to an employee under this policy or any other policy for a purpose stated above shall be credited against the 12-week limit contained in this policy to the extent permitted by the state and federal laws.

**Ventura Missionary Church, Inc as stated for the purposes of this policy is to include Ventura Missionary School, Pre-school, and Counseling Center.

ACCRUAL OF SENORITY AND BENEFITS

Employees will not continue to accrue all benefits, e.g., vacation, sick time, and holidays. Once an initial probationary period is completed, employees returning from an approved leave of absence are not required to complete a second probationary period. Employees returning from a leave of absence will be reinstated without loss of seniority earned prior to the commencement of their leave.

COORDINATION OF BENEFITS

All leave of absences will be coordinated with annual leave and other benefits in an effort to minimize the impact of a leave of absence for both the employee and the church.

Healthcare Provider Verification

The company reserves the right to require a satisfactory statement of a qualified health care provider whenever an employee misses work due to an illness, injury, or disability. The employee may be asked to provide a statement, which verifies that an injury or disability existed, its beginning and ending dates, and/or the employee's ability to return to work without presenting an immediate and significant risk to his own health or safety or the health or safety of others. When requested, such verifications and releases **may** be a condition to receiving sick leave benefits and returning to work. Although a health care provider's statement normally will not be requested for absences of less than three working days, the company may request such a statement in situation where it determines that it is warranted.

**Ventura Missionary Church
Request for Leave of Absence**

I certify that _____ is under my care and has
(Patient's name)
been classified with a disability status for the following reasons:

_____ is expected to return to work on _____.
Patient Name Date

Physician's Name (Print) Doctor's Signature Date

I, _____ declare my intent to return
(Employee's name)
to work in the same capacity as I previously held.

Employee's Signature Date

***This form must be filed with the Human Resource Department when at all possible before the leave is taken. If the medical leave was not foreseen, the form must be filed within 28 days of the leave and every 28 days during the leave.*

Medical Leave of Absence Agreement

Ventura Missionary Church's medical leave policy allows for an employee to take an unpaid leave for a maximum of twelve (12) weeks for the following reasons:

- birth and care of the newborn of the employee
- placement with the employee of a son or daughter for adoption
- care for an immediate family member (spouse, child, or parent) with a serious health condition
- medical leave when the employee is unable to work because of a serious health condition

Ventura Missionary Church or Schools (depending upon which group one works with) will maintain group health insurance coverage of medical leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work, if and only if the employee returns to work. The employee will reimburse Ventura Missionary Church or Schools for the cost of premiums paid out for health coverage if the employee fails to return to work from medical leave.

I understand and agree with the terms of Ventura Missionary Church's Medical Leave Policy. I will return the Medical Leave of Absence Form twenty-eight (28) days from my first day of medical leave, and every twenty-eight (28) days thereafter for a maximum of three (3) twenty-eight (28) day periods. Three twenty-eight (28) day periods totals eighty-four (84) days, which is the equivalent of twelve (12) weeks, the maximum amount of medical leave allowed.

Employee's Signature

Date

Jury Duty Leave

The Church wants to enable its employees to fulfill their civic obligations. If an employee is called to serve on jury duty, the employee is requested to notify his supervisor immediately. All regular full-time employees who have completed their probationary period will be paid their regular wages while on jury duty (less amounts received from other sources for the jury duty) up to a maximum of 5 days each calendar year.

Employees other than regular full-time employees will be provided time off to spend on jury duty but are ineligible for compensation for time spent on jury duty. However, in no case will the salary of an exempt employee be reduced for any week in which the employee works and also misses time to serve on a jury.

Witness Duty Leave

Employees who are required by law to appear in court or another legal proceeding will be provided time off for that purpose. Deductions will not be made from the exempt employee for absences caused by attendance. All regular full-time employees who have completed their probationary period will be paid their regular wages while fulfilling their civic duty for up to a maximum of five days each calendar year.

Voting Time Off

The Church wants to enable employees to uphold their civic duties. Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may go to their respective polls and vote during working hours.

Bereavement Leave

Immediate Family

Employees who consistently work 20 or more hours per week and who have completed their 90 day probationary period will be allowed up to three (3) consecutive working days off without the loss of time, pay, or benefits for the death of an “immediate” family member. For the purposes of this policy, “immediate” family is defined as father, mother, sister, brother, wife, husband, son, daughter, father-in-law, mother-in-law, grandmother, grandfather, grandchild, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.

Relatives

Employees who consistently work 20 or more hours per week and who have completed their 90 day probationary period will be allowed up to one (1) day off from work without the loss of time, pay, or benefits for the death of a relative. For the purposes of this policy “relatives” are defined as aunts, uncles, and cousins.

Bereavement while on other leave

When a death occurs in the family while an employee is on a vacation, additional vacation days will be granted to compensate for those days used as funeral leave, if so requested by the employee.

Notification and Approval

Employees must notify their immediate supervisors as soon as possible of their intent to take bereavement leave. The supervisor will then approve the appropriate amount of time off.