

EMPLOYEE HANDBOOK

Revised June 2025



FOUNDATION
BIBLE CHURCH

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INTRODUCTION

Welcome to the Foundation Bible Church family! We're so glad you've decided to join our team. We believe that the mission of Foundation Bible Church is so important that if we should carefully order and prioritize our work and strategy. This handbook is designed to help you understand our workplace, our expectations, and how we work together in order accomplish our mission. It outlines our policies and guidelines, but it's also a reflection of our commitment to creating a supportive and positive environment. Please take some time to read through it carefully, and don't hesitate to ask if you have any questions.

Our Mission: We exist to help people meet, follow, and become more like Jesus.

Our Vision: To see the gospel of Jesus change lives so that everyone in the Yakima Valley would live with hope, purpose, and freedom for the glory of God.

Important Things to Know

- **At-Will Employment:** Your employment with Foundation Bible Church is at-will. This means that you have the right to resign at any time, and the Church has the right to terminate your employment at any time, with or without notice or reason. This handbook is not a contract of employment.
- **Handbook Changes:** Foundation leadership (elders and lead staff) reserve the right to add, amend, or remove anything in this handbook at any time.

Foundation Bible Church workplace:

- **Our Ethics:** Team members should uphold high ethical standards.
- **Our Commitment:** Team members should have rightly ordered convictions and obey all biblical commands and employment laws.

Workplace Values that define how we operate:

- We aim for excellence but prioritize authenticity
- We set the table for our volunteers
- We are one team with one goal, to make disciples
- We laugh loud and often
- We say the last 10%
- We never stop learning and growing
- We work hard, pedal to the metal

POLICIES AND PROCEDURES

EQUAL EMPLOYMENT OPPORTUNITY

- **Equal Opportunity:** Foundation Bible Church is committed to treating everyone fairly. We don't discriminate based on age, race, religion, gender, disability, or any other protected characteristic.
- **Harassment-Free Workplace:** We believe in a workplace free from harassment and discrimination. We won't tolerate any behavior that makes others feel uncomfortable, intimidated, or offended.
- **Religious Accommodation:** We respect everyone's religious beliefs. If you need an accommodation for religious reasons, please let your Lead Pastor know. We will work with you to find a solution, unless it creates an undue hardship for the church.
- **Disability Accommodation:** We're committed to providing reasonable accommodations for people with disabilities. If you need an accommodation, please talk to your Lead Pastor.
- **Pregnancy and Childbirth:** We support staff members experiencing pregnancy, childbirth, or related medical conditions by providing reasonable accommodations.

WORKERS' COMPENSATION INSURANCE

Foundation participates in the Washington State Department of Labor and Industries Workers' Compensation Insurance program and complies with all laws governing it.

It is critical that Foundation employees inform their Supervisor immediately about any work-related injury or illness, regardless of how minor it might appear at the time. Immediate reporting ensures that, if eligible, the employee will qualify for Workers' Compensation benefits as quickly as possible. Immediate reporting allows Bethel Church to investigate the matter promptly.

Workers' Compensation is intended to cover only work-related injuries and illnesses. Because of this, neither Foundation nor Foundation's insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that might occur during employees' voluntary participation in off-duty recreational, social, or athletic activities sponsored by Foundation Church.

YOUR TIME AT WORK: SCHEDULE, ROLES, AND LEAVE

WORK WEEK AND SCHEDULE

- Foundation Bible Church's regular work week is Sunday through Thursday, with occasional events outside these days. General office hours are 8:30 AM to 4:30 PM M-Th.
- Employees are expected to routinely hold to those working hours unless ministry

responsibilities require another routine (i.e. regular evening ministry event, seasonal events).

- Sunday is considered a full work day and employees are expected to give adequate time to accomplish a successful ministry day.
- We offer flexible hours when appropriate based on season of ministry and life events.
- Salaried employees should keep in mind that non-staff volunteer leaders are often working full time jobs as well as volunteering 5-10 hours a week in service of the church.
- **Attendance:** We expect everyone to be on time and ready to work. If you're going to be late or absent, please notify your Lead Pastor or your supervisor as soon as possible.

EMPLOYMENT CATEGORIES AND EXPECTATIONS

- **Salary Exempt:** Employees regularly scheduled to work the full-time to fulfill their role responsibilities and receives a predetermined amount of compensation each pay period on a monthly basis. They are expected to work regular work week and fulfill an average of 40 hours a week.
- **Hourly Non-Exempt:** Employees scheduled to work up to 40 hours per week and eligible for overtime pay. Time tracking is required for these employees and overtime must be approved.
- **Regular Full-Time:** These employees work at least 40 hours per week and are eligible for most benefits.
- **Regular Part-Time:** These employees work up to 30 hours per week and may not be eligible for all benefits.
- **Temporary Employees:** These employees are hired for a specific project or period and may not be eligible for all benefits.
- **Leave:**
 - **PTO and sick Leave:** See the detailed PTO explanation under BENEFITS. All leave must be submitted and approved by your supervisor.
 - **Bereavement Leave:** We provide paid bereavement leave for the death of an immediate family member.
 - Full-time employees with 3+ months of service: 4 days of paid leave.
 - Part-time employees with 3+ months of service: paid leave in proportion to hours worked.
 - **Jury Duty Leave:** We encourage you to fulfill your civic duty for jury service.
 - Time spent for federal jury duty is unpaid, however exempt employees will not incur any deduction in pay for a partial week's absence due to jury duty.
 - **Family Care Leave:** Please refer to the specific policy for details on family care leave under BENEFITS.
 - **Military Leave:** We comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA).
 - **Personal Leave of Absence:** Consistent with the Washington Family Care Act, you

may use any paid leave offered by FOUNDATION BIBLE CHURCH, consistent with Church policies, to care for: Your child with a health condition that requires supervision or treatment. Your spouse, domestic partner, parent, parent-in-law, or grandparent who has a serious or emergency health condition. For purposes of this policy, child means your biological, adopted, foster, or step child, legal ward, or a person to whom you stand in loco parentis who is: Under 18 years of age; or 18 years of age or older and incapable of self-care because of a mental or physical disability. The Church will not retaliate or discriminate against staff members who request or take leave in accordance with this policy.

- **Pay:**
 - **Direct Deposit:** We encourage all employees to enroll in direct deposit.
 - **Paycheck Deductions:** FOUNDATION BIBLE CHURCH is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt staff members may also include, but are not limited to, deductions for contributions to benefit plans, and voluntary wage assignments such as charitable contributions.
 - **Pay Errors:** Please review your paycheck each pay period and report any errors to your Lead Pastor immediately.
- **Recording Time:** Non-exempt employees must accurately record all hours worked using MinistryWorks.
 - Nonexempt employees are allowed one paid fifteen-minute break for every four (4) hours worked and for more than five (5) hours worked the employees are eligible for a 30-minute meal break.
- **Overtime:** Non-exempt employees must receive advance approval before working any overtime. Overtime is any time worked over 40 hours in a work week. Failure to obtain approval or falsifying time records can result in disciplinary action, up to and including termination.

JOB DESCRIPTIONS AND MINISTRY PLAN

YOUR ROLE AT FOUNDATION BIBLE CHURCH

- **Job Descriptions:** Foundation Bible Church tries to have a job description for every role. If you don't have a current copy, please ask your Lead Pastor. Your job description is a guide, and your duties may change as needed.
- **Introductory Period:** The first 90 days of your employment is an introductory period to help you get to know Foundation Bible Church and your job. This period doesn't guarantee

continued employment.

- **Training and development:** We never stop learning and growing, therefore you are expected to pursue individual development as it pertains to your ministry position as well as participate in on-going development with the staff.
- **Performance Reviews:** Yearly performance reviews will be administered by your supervisor.

MINISTRY PLAN

- **Ministry Plan:** Every ministry lead develops a ministry plan for the upcoming ministry year. Ministry plans help provide a feedback loop for the success of the ministry as well as plan for upcoming ministry both short and long term.
- **Goals:** Ministry leads will be asked to set goals, both in ministry and in leadership development.
- **Ministry year:** the ministry and fiscal year of Foundation Bible Church runs from August 1 to July 31.

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, Foundation Bible Church expects employees to follow rules of conduct that will protect the interests and safety of all employees and of the ministry objectives of Foundation.

Since employment with Foundation is based on mutual consent, the employee or FBC have the right to terminate the employment relationship at will, with or without cause or advance notice, at any time.

- **Standards of Conduct:** We expect all staff members to maintain high standards of conduct. Violations of our policies or standards may lead to disciplinary action.
- **Disciplinary Process:** We may use progressive discipline, but it is not required. Disciplinary actions may include warnings, suspension, demotion, or termination.
- **Open Door/Conflict Resolution:** We strive to provide a comfortable, productive, legal, and ethical work environment. If you have any problems, concerns, or grievances, please bring them to the attention of your Lead Pastor and/or Elder Board.
- **Communication:** All employees are expected to communicate well and regularly with team members. Please keep your team leader and/or Lead Pastor informed of regular working hours, location, when help is needed with work, or if spiritual help is needed.
- **Exit Interview:** You may be asked to participate in an exit interview when you leave Foundation Bible Church.
- **Outside Employment:** Outside employment that creates a conflict of interest with your work at Foundation Bible Church is prohibited. If the church determines that an employee's

outside work interferes with performance or the ability of the employee to meet the requirements of their position, it may result in termination or demotion at Foundation.

- **Criminal Activity/Arrests:** Certain criminal activity or arrests, whether on or off duty, may affect your employment. You must notify your Lead Pastor of any felony or misdemeanor charges (other than minor traffic violations).
- **Workplace Violence:** As the safety and security of our staff members, vendors, contractors, and the general public is in the best interests of FOUNDATION BIBLE CHURCH, we are committed to working with our staff members to provide a work environment free from violence, intimidation, and other disruptive behavior. The Church has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, staff members, and non-employees such as contractors, customers, and visitors. Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened. Prohibited conduct includes, but is not limited to: Physically injuring another person. Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means. Taking any action to place a person in reasonable fear of imminent harm or offensive contact. Possessing, brandishing, or using a firearm on Church property or while performing Church business except as permitted by state law. Violating a restraining order, order of protection, injunction against harassment, or other court order. Report to your Lead Pastor or any member of the Elder board, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence. Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment. Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation. If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination. If you believe you have been wrongfully retaliated against, immediately report the matter to the Senior Pastor or a member of the Elder board.
- **Social Media:** Use social media responsibly and respectfully. Avoid posting anything that could harm the Church's reputation or create a hostile work environment.
- **Use of Company Technology:** Church technology is for business use only. The Church may monitor all data on its systems.
- **Workplace Privacy and Right to Inspect:** Church property may be inspected at any time

without notice.

- **Kids brought to Work:** Must not be disruptive to other employees and must not be a part of regular childcare plan but an exception if need arises.
- **Pets brought to Work:** Pets are allowed in the workplace on an occasional basis, but their presence must not be disruptive to other employees. Pets in the workplace must not be a part of regular work schedule but an exception if need arises.

INTELLECTUAL PROPERTY

Foundation Bible Church retains all rights to the use, duplication, distribution, and sale of all materials made for the ministry of the church, unless otherwise agreed upon. Employees must come to an agreement with church leadership to the right to use material for purposes outside of Foundation Bible Church including self-promotion, outside paid events, contract work, or sales.

PERSONAL APPEARANCE AND CAMPUS EXCELLENCE

We strive for excellence but prioritize authenticity, that means that our appearance, both personally and the appearance of the church is important because it conveys how we approach ministry and the resources God has entrusted to us.

- Employees are expected to dress appropriate and clean during business hours or whenever representing Foundation Bible Church,
- Employees should dress in a way that reflects the professionalism of their job
- Every ministry leader is responsible for cleaning up after ministry events or arranging to have the building space put back to “ready to use” arrangement.
- Any public space (Mainstreet, auditorium, kids classrooms) should be put back in order and cleaned if there is a mess, including vacuuming, wiping down any spills, and putting furniture in its correct place.
- If you come across any broken furniture, work to fix it or start the process of getting the appropriate help to fix it.

Instructions for Opening and Closing at Foundation Bible Church :

- First employee to enter building is responsible for disarming the building and unlocking the doors (if during regular business hours).
- The last employee to leave the building empty is responsible for locking the building and arming if necessary.
- The last employee to leave is held responsible for the building being locked (including all side doors or rarely used entrances.)

DRUG AND ALCOHOL USE

Foundation Bible Church does not allow illegal smoking, use of illicit drugs, or consumption of alcohol on church premises by employees.

Any consumption of alcohol or other lawful substances off campus is subject to employee's moderation and self-control.

Because Foundation Bible Church employees represent Christ and the church, they should be mindful of their example when using legal substances off campus. Unbiblical use could lead to disciplinary action, up to termination.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Foundation Bible Church is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing and prohibits all forms of discrimination and harassment, including sexual harassment, based on protected characteristics. Sexual harassment includes unwanted advances and offensive behavior, even between individuals of the same sex.

If an employee experiences or witnesses sexual or other unlawful harassment in the workplace, the employee should report it immediately to their supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact an Elder.

OTHER IMPORTANT POLICIES

- **Conflicts of Interest:** You must disclose any potential conflicts of interest to your Lead Pastor.
- **Employment of Relatives and Friends:** We may not employ relatives or friends in situations that could create conflicts of interest.
- **Third Party Disclosures:** The confidentiality of records/reports is to be treated with discretion and only disseminated on a need-to-know basis
- **Access to Personnel and Medical Records Files:** FOUNDATION BIBLE CHURCH maintains separate medical records files and personnel files for all staff members. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only. Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review your

personnel or medical records file, you must give the Church reasonable notice. Inspection must occur in the presence of a Church representative. All requests by an outside party for information contained in your personnel file will be directed to the Lead Pastor, which is the only individual authorized to give out such information.

BENEFITS

TIME OFF

- **Paid Time Off (PTO):** Eligible full-time employees accrue PTO based on their years of service.
- **Submit:** to submit PTO requests visit foundationbible.ch/staffportal
- PTO will be frontloaded on August 1st of each year at the following rates (unless otherwise arranged):
 - First 3 years: 3 weeks/120 hours per year
 - 3 to 5 years: 4 weeks/160 hours per year
 - Over 5 years: 5 weeks/200 hours per year
 - Unused PTO can be carried over to the following year, with a maximum rollover of 3 weeks/120 hours.
 - PTO requests greater than 1 day must be requested and approved at least two weeks in advance.
 - Full-Time employee can “gift” PTO to other eligible employees:
 - Gifted PTO is hours only, not based on salary/wage.
 - Gifted PTO CANNOT bring the Full-Time employee’s PTO balance below 40 hours.
- **Family Leave:** For family leave, including maternity and paternity, Foundation Bible Church leadership will work with you to arrange appropriate leave in accordance with Washington State’s Paid Family Medical Leave insurance.
- **Sick Pay:**
 - Regular full-time exempt staff members are given 5 sick days a year that do not annually accrue.
 - Non-exempt staff members accrue 1 hour of Sick Pay for every 40 hours worked.
- **Bereavement Leave:** We provide paid bereavement leave for the death of an immediate family member.
 - Full-time employees with 3+ months of service: 5 days of paid leave.
 - Part-time employees with 3+ months of service: paid leave in proportion to hours worked.
- **Federal Jury Duty Leave:** We encourage you to fulfill your civic duty for jury service.
 - Time spent for federal jury duty is unpaid, however exempt employees will not incur any deduction in pay for a partial week’s absence due to jury duty.

- **Holiday Time is 11 Days a Year:**

- New Year's Day
- MLK Jr. Day
- President's Day
- The Monday following Easter
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
 - Whenever a Holiday falls on an assigned day off or an employee is scheduled to work on a Holiday, the employee will schedule their Holiday Leave with their Supervisor within two weeks of the Holiday.
 - The working days between Christmas and New Year's Day, the office will be closed and employees can choose to work remote and on-call if they wish as long as they are within thirty minutes of the church available to come to church as ministry need arises. If employees are not in the area (i.e. leave for family vacation for Christmas or New Year's) they must take PTO.

- **Workers' Compensation Insurance:** We provide workers' compensation insurance for work-related injuries or illnesses.

Working from Home and On-call

- We expect a strong in-office presence to foster collaboration and community while also allowing for occasional for remote work under specific circumstances
 - The majority of work should be done on campus.
 - Communication with the appropriate team is required before working remote
 - Remote work is intended for occasional use only
- Extended remote work due to life circumstance must be discussed and approved by supervisors
- On-call means not working but available within a thirty-minute drive of the church and is granted by supervisor.

SABBATICAL

PURPOSE

Pastoral and Director level staff serve a unique position in ministry that includes a high physical, mental, and spiritual demand. Sabbatical policy exists to allow employees to continue in long term ministry and the should be used for spiritual refreshment and however the employee finds it best to be rejuvenated.

Read more about sabbatical at Foundationbible.ch/staffportal

ELIGIBILITY

Full time pastors and directors overseeing ministerial duties and others recommended by the Leadership Team or Elder Board shall be eligible for sabbatical review upon completion of 7 years of service at Foundation Church. Consideration will be given at the first evaluation period after the staff member's anniversary date.

Determination of allowance and approval of sabbaticals for pastors and directors not on Senior Leadership Team rests with Senior Leadership Team or Lead Pastor. Approval of sabbatical for Lead Pastor rests with the Elder Board.

APPROVAL AND PROCESS

- Elder Board approves all sabbaticals.
- Sabbaticals are separate and distinct from accrued vacation and no PTO should be used four weeks before or after the sabbatical unless otherwise approved.
- Length of absence allowed: one week per year of service after 7 years of service up to 10 weeks of sabbatical (7 years = 7 weeks, 8 years = 8 weeks, 9 years = 9 weeks, etc.)
- Finances: Full salary and benefits will continue during the sabbatical leave. Travel, education, living and other costs incurred may be considered for reimbursement. Requests for reimbursement must be submitted to the Leadership Team along with the sabbatical plan prior to the sabbatical.

BUSINESS ACCOUNT

- **Expense accounts:** are designed to support your work-related needs and ultimately further the church's mission. It is meant to cover a range of items that contribute to your productivity and professional development such as meals with volunteers, study materials, or office supplies that help work productivity.
- **Use:** Employees have the discretion to use the account for approved expenses, understanding that it's a tool to enhance your work and drive our collective success.
- **Monitoring:** Expense accounts may be subject to monitoring by supervisors.
- **Technology:** Any technology for personal business use bought with the expense account belongs to Foundation up until two years.

STAFF MISSION TRIP POLICY

Foundation Bible Church staff are encouraged to participate in global and local mission trips as a part of the life of the church.

REQUIREMENTS AND PROCESS

- Must be an employee participating in a Foundation sponsors mission trip during absences from normal work assignments
- Requires one year of employment prior to attending mission trip
- Requires written approval from Lead Pastor requires

Staff members participating as part of their job requirements:

- Use of PTO time will NOT be required; the staff member will receive their normal pay.
- 100% of travel expenses will be paid by the church sponsoring ministry as far as funds are available.

Staff members participating as a volunteer:

- Up to 5 equivalent work days are allowed per calendar year without using vacation time; the staff member will receive their normal pay.
- 50% of trip expenses will be paid by sponsoring ministry of the global or local trip as far as funds are available.

HIRING AND WORKING STANDARDS

HIRING

- The Lead Pastor is hired upon recommendation of the elders and by vote of Foundation bible Church members; all staff positions are hired with the approval of the Lead Pastor.
- For the hiring process, see foundationbible.ch/staffportal

BACKGROUND CHECK REQUESTS PROCESS

Every Foundation Bible Church employee, childcare worker, children's ministry volunteer, and youth ministry volunteer will be required to complete a background check every 3 years.

In the case of a flagged result, leadership will make a determination on the appropriate level of involvement for volunteer and staff.

MINOR POLICIES AND PROCEDURES

Working with Minor Policy: The Next-Gen director must guide all staff through the Working with Minors policy on an annual basis. All employees must review and sign our working with minors policy once a year.

Staff

- Full time staff must be a member of Foundation Bible Church or in process within three months. Necessity of part time staff membership are subject to Leadership Team's discretion.
- Must pass a Background Check if 18 or older.
- Must receive parent consent for private 1-on-1 emailing/messaging/calling. "Parent consent" means that if the church asks the parent(s) if they were aware private 1-on-1 contact with their child was occurring, they would say "yes".
- Must complete required training once a year covering:

Mandated Incident Reporting

See Foundationbible.ch/staffportal for process for incident reporting

COORDINATING CHILDCARE

In the case of a large ministry event (Family Business Meeting, Rooted Celebrations, special all church events), it is the responsibility of the church leadership to coordinate childcare that aligns with Foundation Bible Church's childcare policy.

In the case of a ministry specific event, ministry leaders are responsible for coordinating childcare that aligns with Foundation's childcare policy.

ACCOUNTS PAYABLE AND REIMBURSEMENTS

REIMBURSEMENT REQUESTS

See Foundationbible.ch/staffportal for reimbursement process and payment requests

BUSINESS TRAVEL EXPENSES

Foundation Bible Church will reimburse employees for reasonable business travel expenses when the travel has been approved in advance by the Lead Pastor or Leadership Team. Once travel plans are approved, the employee is responsible for making their own travel arrangements.

SAFETY

Safety (OSHA): Employees are expected to obey all safety rules and use caution in all work activities. Employees must immediately report any unsafe condition to the appropriate Supervisor. If an employee violates Foundation Bible Church safety standards, causes a hazardous or dangerous situation, or fails to report or, where appropriate, remedy such situations, the employee may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in an injury, regardless of how insignificant the injury may appear, employees should immediately notify the Lead Pastor or Leadership Team. Prompt reporting can ensure legal compliance and quick initiation of Insurance and Worker's Compensation benefits procedures.

TRANSPORTATION

Volunteers/Staff driving vehicles to transport people to and from Foundation Bible Church –sponsored events when Foundation arranges the transportation through employee initiation or delegation are required to obtain a valid abstract (driving record). These may be requested from the Washington Department of Licensing and will be paid for by Foundation Bible Church. A new abstract is required every 3 years.

- Drivers must be over 21 years of age and out of high school.
- Drivers with a clean driving record are preferred.
- Drivers who have had two or more collisions in the last three years, where they were at fault will not be allowed to drive others.
- Drivers with one or more "major" traffic violations (reckless driving, DUI, etc.) in the last three years will not be allowed to drive others.
- Drivers with two or more "minor" traffic violations (speeding, failure to signal, etc.) in the last three years will not be allowed to drive others.

This procedure also applies to operating watercraft or any other vehicle, such as tractors, four wheelers, snow mobiles, etc.

All records with violations require review with Leadership prior to approval.

FACILITY USE

Foundation Bible Church desires our community to benefit from our building and ground. Ministry leads should refer to our building use form.

See more at foundationbible.ch/rental

SPORTS AND RECREATION USE

Foundation Sports Fields are available for community use and should be scheduled with the church and generally Foundation Bible Church does not charge for field reservations.

- Alcohol is not permitted on Foundation Fields
- Food vendors need appropriate documentation, insurance, and licenses.

- Groups who use the Sports Fields on an ongoing basis (i.e. City Soccer Leagues) should carry the appropriate insurance.

For more information see Foundationbible.ch/rental

LOANING CHURCH PROPERTY

Items and equipment may be loaned out to Foundation Bible Church members and regular attendees for ministry use away from Foundation premises. Loaning of items will be by reservation on a first-come, first-served basis. Regularly scheduled and church-wide functions will have priority.

Foundation does not loan out church property (tables, chairs, etc.) to church members, regular attendees, or community members.

MEMORIAL SERVICES AND FUNERALS

Foundation Bible Church members and their immediate family will not be charged for the services of a Sound Technician during a memorial service or funeral held at FBC. Those who attend Foundation but are not members will be charged a fee for a Sound Technician and other event planner if necessary. An approved volunteer can also serve as a sound technician and charge a fee.

Employees can choose to operate as a sound technician free of charge or oversee an approved volunteer to serve as sound technician free of charge.

TECHNOLOGY

Foundation Bible Church provides employees with access to technology for work, but they are responsible for its proper use and liable for negligence. Employees must not misuse access credentials or transmit offensive content. All internet data on company computers may be subject to monitoring. While brief personal use is permitted, software use is restricted to licensed purposes on authorized devices, and unauthorized duplication or installation is prohibited.

All technology including computers, tablets, cameras, AVL equipment, is property of Foundation Bible Church. Upon ending employment, employees may request to purchase any equipment for fair market value at the discretion of appropriate supervisor.

WASHINGTON STATE SPECIFIC POLICIES

- **Accommodations for Victims of Domestic Violence, Sexual Assault, or Stalking:** FOUNDATION BIBLE CHURCH will provide reasonable safety accommodation to staff members who are victims of domestic violence, sexual assault, or stalking, provided the

accommodation would not pose an undue hardship on Church business. Reasonable safety accommodations may include, but are not limited to: Transfer or reassignment; Modified job schedule; Change in work telephone number, email address, or workstation; Installed locks; Implementing safety procedures; or Any other adjustment to a job structure, workplace facility, or work requirement in response to an actual or threatened act of domestic violence, sexual assault, or stalking. If you require a safety accommodation, notify your Lead Pastor. You may be required to provide documentation verifying that you are a victim of domestic violence, sexual assault, or stalking. This requirement may be satisfied by providing the Church with documents such as a police report, court order, or written statement.

- **EEO Statement and Nonharassment Policy:** Foundation Bible Church is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation.
- **Accommodations for Nursing Mothers:** We provide reasonable break time and a private space for nursing mothers to express milk.
- **Meal and Rest Periods:** We comply with Washington State requirements for meal and rest breaks.
- **Overtime:** Non-exempt employees are entitled to overtime pay in accordance with Washington State law.
- **Wage Disclosure Protection:** Employees have the right to discuss their wages with other employees.
- **Family Care Leave:** We comply with Washington State's Family Care Leave Act.
- **Jury Duty Leave:** We comply with Washington State law regarding jury duty leave.
- **Leave for Victims of Domestic Violence, Sexual Assault, or Stalking:** If you are a victim, or a family member of a victim, of domestic violence, sexual assault, or stalking, FOUNDATION BIBLE CHURCH will provide you with reasonable unpaid leave from work to take care of legal or law enforcement needs or to get medical treatment, social services assistance, or mental health counseling. Family member means a child, spouse, parent, parent-in-law, grandparent, or person you are dating. The Church may request verification of your family relationship. When possible, you must provide reasonable advance notice of the need for leave. If advance notice cannot be given because of an emergency or unforeseen circumstances due to domestic violence, sexual assault, or stalking, you or someone on your behalf must provide notice no later than the end of the first day you take leave. You may be required to provide verification that you or your family member is a victim of domestic violence, sexual assault, or stalking and that the leave is being taken for purposes described above. Verification must be provided in a timely manner and will only be used to establish that the leave is legally protected. You may satisfy the verification requirements by providing the Church with documents such as a police report, court order, or written statement. With exception, information provided by you will be kept confidential.

This includes: The fact that you or your family member is a victim of domestic violence, sexual assault, or stalking. That you have requested or obtained domestic violence leave. Any written or oral statement, documentation, record, or corroborating evidence you provide. Information provided by you will only be disclosed under the following circumstances: When requested or consented to by you. When ordered by a court or administrative agency. Where otherwise required by applicable federal or state law. Leave under this policy is unpaid; however, you may choose to use any accrued paid leave. Leave may be taken intermittently, on a reduced work schedule, or in a single block of time, as the circumstances warrant. During the leave, the Church will maintain any health stipends being provided in the same manner as if you had not taken leave. The leave must be reasonable in duration, which will be determined by Senior Pastor and you, based upon the circumstances. Upon return from leave, you will be reinstated to the position held prior to taking leave or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, subject to certain exceptions as provided under Washington law. The Church will not retaliate against staff members who request or take leave in accordance with this policy.

- **Military Family Leave:** We comply with Washington State's Military Family Leave Act.
- **Paid Family and Medical Leave Insurance:** Washington's Paid Family and Medical Leave Insurance
- **Paid Sick Leave:** We provide paid sick leave to eligible staff members in accordance with Washington's Paid Sick Leave Law.
 - **Accrual Method:** All staff members are eligible for sick leave.
 - **Reasons for Leave:** Reasons for using sick leave are:
 - Your own mental or physical illness, injury, or health condition.
 - Care of a family member with a mental or physical illness, injury, or health condition.
 - When your workplace, or your child's school or place of care, has been closed by a public official for any health-related reason.
 - **Accrual:** You will accrue at least one hour of paid sick leave for every 40 hours worked as a non-exempt employee in Washington State. Exempt employees will receive paid sick leave based on a reasonable expectation of their average work week.
 - **Usage:** You may begin using accrued sick leave on the 90th calendar day following the start of your employment.
 - **Carryover:** You may carry over up to 40 hours of unused paid sick leave.
 - **Reinstatement:** If you are rehired within 12 months, previously accrued, unused sick leave will be reinstated.
 - **Verification:** For absences exceeding three days, you may be required to provide verification that your use of sick leave is for an authorized purpose.
 - **Interaction with Other Leave:** You may be required to use available sick leave during family and medical leave, disability leave, or other statutorily-authorized leave that

would otherwise be unpaid.

- **Payment Upon Termination:** You will not be paid for any unused sick leave when your employment ends.
- **Retaliation:** We will not retaliate against staff members who request or take leave in accordance with this policy.