



**LIFE CENTER &
LIFE CHRISTIAN ACADEMY
HANDBOOK**

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1.0 INTRODUCTION

1.1 WELCOME

Welcome to the staff of First Assembly of God Life Center. We are excited to have you join our ministry team. It is always a great privilege to use your God given gifts, talents and abilities to help build the kingdom. We hope you feel welcome to our staff family and sense a spirit of unity. The rewards for our work and service to God can never be completely realized in this lifetime, but we know the eternal benefits are immeasurable.

This manual will help guide you and keep us moving together, in the same direction, toward our common goals. It outlines responsibilities and benefits that come with serving the Lord here at Life Center and Life Christian Academy.

As an employee, you represent this ministry in both your work life and private life. As a result, you are expected to always be sensitive to how others may see you biblically, spiritually, and ethically. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the Mission of Life Center Ministries and the Statement of Faith.

As a staff member of Life Center and Life Christian Academy, you are provided this manual to help you understand the benefits and guidelines.

NOTHING IN THIS HANDBOOK IS INTENDED TO BE PART OF THE EMPLOYMENT RELATIONSHIP OR AGREEMENT BETWEEN LIFE CENTER/LIFE CHRISTIAN ACADEMY AND AN EMPLOYEE. THIS HANDBOOK IS SIMPLY A STATEMENT OF THE GENERAL POLICIES AND SHOULD NOT BE CONSTRUED AS AN IMPLIED AGREEMENT OR PROMISE OF SPECIFIC TREATMENT OF ANY EMPLOYEE.

EMPLOYMENT AT LIFE CENTER AND LIFE CHRISTIAN ACADEMY IS “AT WILL” AND MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE. LIFE CENTER EMPLOYEES ARE NOT ELIGIBLE FOR UNEMPLOYMENT BENEFITS.

It is important that you read, understand and become familiar with the manual and comply with the standards that have been established. Please talk with Human Resources Department or the Executive Pastor if you have any questions.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information answering every possible question. As a result, the church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate.

1.2 LIFE CENTER VISION AND MISSION

OUR VISION/MISSION

To inspire our community to love and follow Jesus.

STAFF CORE VALUES

Know Jesus (*Love, Isaiah 61:1*)

Find Community (*Connect, Hebrews 10:24-25*)

Discover Purpose (*Commit, Ephesians 4:12*)

Make a Difference (*Serve, Mark 10:45*)

This ministry is a center and community for spiritual growth, where positive attitudes are developed, good people become better, hurts are healed, lessons are learned, friendships are developed, marriages are strengthened, families are bonded, singles are valued, the restless find peace, where love is alive, God is understood, eternal life is found by accepting Jesus Christ as personal Savior and where Jesus Christ is Lord.

In the Spirit, the purpose of Life Center Ministries is to proclaim the gospel of Jesus Christ throughout the world as commissioned by Christ, our Lord (Mark 16:15). Every person who participates in this ministry: pastor, congregant, employee, or volunteer is committed earnestly, wholeheartedly and spiritually to this mission.

1.3 STATEMENT OF FAITH

THE INSPIRED SCRIPTURES

We believe the Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible authoritative rule of faith and conduct.

GOD IN THREE PERSONS

We believe the one true God has revealed Himself as being the eternally self-existent Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as a Trinity, that is, one being existing in three Persons—Father, Son and Holy Spirit.

THE LORD JESUS CHRIST

We believe the Lord Jesus Christ is the eternal Son of God, as revealed in the Scripture, by His virgin birth, His sinless life, His miracles, His death on the cross, His bodily resurrection from the dead and His position at the right hand of God.

CREATION AND FALL OF MAN

We believe that man was created good and upright. However, man willfully sinned and thereby was subject not only to physical death but to spiritual death also, which is separation from God.

SALVATION

We believe man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God. Salvation is received through repentance toward God and faith in the Lord Jesus Christ.

THE ORDINANCES

WATER BAPTISM: We believe the ordinance of baptism by water immersion is commanded of all who repent and believe on Christ as Savior. It represents having died with Christ and being raised with Him to walk in newness of life.

COMMUNION: We believe the Lord's Supper is a memorial of Christ's suffering and death and a prophecy of His second coming. It is commanded of all believers "until He comes".

BAPTISM IN THE HOLY SPIRIT

We believe all Christians are entitled to and should seek the baptism in the Holy Spirit with the initial physical sign of speaking with other tongues according to Acts 2:4. This experience gives a Christian power to witness by his/her life and words.

SANCTIFICATION

We believe sanctification is an act of separation from that which is evil, and of dedication to God.

CHURCH AND ITS MISSION

We believe the Church is the body of Christ with a divinely called ministry. Its purpose is to evangelize the world, worship God and encourage believers to grow in the likeness of Christ.

1.3 continued

DIVINE HEALING

We believe deliverance from sickness is provided for in the Atonement and is the privilege of all believers.

SECOND COMING OF CHRIST

We believe the blessed hope of the Church is Christ's return from heaven to catch up the Christians who have died, together with those who are alive, to be with Him forever.

END-TIME EVENTS

We believe Christ will return with His saints to establish a 1,000-year reign of peace. After this will come the final judgment of the wicked, and then a new heaven and a new earth.

2.0 EMPLOYMENT

2.1 EQUAL EMPLOYMENT OPPORTUNITY

Life Center/Life Christian Academy is committed to equal employment opportunity for all qualified persons, without regard to race, color, national origin, sex, disability, or age, to the extent required by federal and state laws and regulations. As a religious organization, Life Center is exempt from certain laws and is permitted to, and expressly reserves, the right to prefer employees or prospective employees on the basis of religion. It is of the utmost importance, for the proper functioning of this ministry, that all employees be professing Christians committed to the principles stated in the church's Mission Statement, Statement of Faith, and Role Model Policy.

Life Center complies with applicable disability laws and regulations. Life Center will provide assistance in completing the employment application upon request.

Life Center is committed to providing reasonable accommodations to qualified employees and applicants, as required by the ADA and other applicable laws and regulations. The employee should notify his or her immediate supervisor if the employee requires reasonable accommodations to perform the essential functions of his or her job due to a disability.

We expect all employees to show respect and sensitivity toward all other employees, and to demonstrate a commitment to the equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to your supervisor or Human Resources.

Violation of this policy may result in disciplinary action, up to and including possible termination.

2.2 IMMIGRATION REFORM AND CONTROL ACT OF 1986

Life Center is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

2.3 APPLICANT AND NEW HIRE PROCEDURES

1. Applicants shall secure and complete an Application for Employment, which is available on the website.
2. Each applicant should have an educational and/or experiential background which compliments the particular position and position description for which the applicant is applying.

2.3 continued

3. A supervisor or Human Resources staff member may initially interview prospective employees whose applications demonstrate qualifications for the position. The supervisor shall nominate for consideration those applicants that he/she feels, after careful evaluation, will best fill a classified position.
4. Newly hired employees are responsible for completing, IN FULL, the new employee paperwork prior to any financial compensation for employment. New employee paperwork should be attained through the Human Resources Department upon hire and will include: I-9, W-4, Statement of Faith, Background Check Form, Employee Handbook Link with Statement of Acknowledgement, Internet Account Agreement, Staff Commitment to Community, Minor Authorization to work form (if applicable), pre-employment Drug Testing, and any other required documentation.

2.4 EMPLOYMENT CATEGORIES

It is the intent of Life Center to clarify the definitions of employment categories so that employees understand their employment status and benefit eligibility. These categories do not guarantee employment for any specified period of time.

EXEMPT / NON-EXEMPT

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

12-MONTH/10-MONTH/TEMPORARY

Each employee is also categorized as 12-month, 10-month, or temporary. 12-month employees serve in positions that are staffed all year, including summer months. 10-month employees serve in positions that generally track the academic calendar, such as teachers or teaching aides. Temporary employees serve in positions that do not last indefinitely, such as coaching for a particular season or substitute teaching. These job classifications describe the nature of the position and in no way shall be construed as altering the at-will relationship or implying the right to be employed for a specific term.

FULL TIME / PART TIME

Finally, each employee is also classified as full-time or part time. Full-time employees are those that are regularly scheduled for at least 30 hours per week during the season of employment (whether temporarily, during the academic year, or all year). Part time employees are those regularly scheduled to work less than 30 hours per week.

RELATIONSHIP TO BENEFITS

Medical Benefits are generally offered to 10-month and 12-month employees who are considered full-time. However, 10-month employees may accrue one sick day per month, but are not eligible to accrue vacation days. Part-time employees may accrue 40 hours of paid leave per year (refer to the Paid Leave policy 7.8), but are not eligible to accrue vacation days or benefits. Temporary employees are not generally eligible for benefits. Check with Human Resources.

2.5 SPIRITUAL QUALIFICATIONS FOR EMPLOYMENT

1. Has accepted Jesus Christ as personal Lord and Savior. (Romans 10:9-10)
2. Demonstrates a conviction that God has called him/her to become involved in church ministry. (I Corinthians 7:21-24)
3. Demonstrates a consistent outward evidence of an inward Christian character. (I Timothy 4:12)

2.5 continued

4. Maintains a regular and contributing involvement in a church having a doctrine which is in agreement with the Life Center's Statement of Faith and which is scripturally sound in its teaching. (Hebrews 10:24-25)
5. Is convinced of the importance of prayer and a daily time of meditation in the Word of God and actively pursues a relationship with God. (Psalm 42:1-2)
6. Demonstrates spiritual maturity, a teachable spirit, and has a clear conscience before God and man. (Titus 2:2-8)
7. Has a workable knowledge of the Word of God, knowing how to feed himself/herself spiritually. (I Timothy 4:7)
8. Scripture indicates that believers need to demonstrate a commitment to the body of believers, which is the church. Employees of Life Center shall agree to uphold the Mission and Vision of Life Center as well as the Statement of Faith as previously defined in the Handbook.
9. Should an employee find he/she is no longer in harmony with the stated Mission and Vision of Life Center, it is his/her responsibility to notify the Executive Pastor and submit a resignation.

2.6 NON-PASTORAL APPLICANTS

Determination of need is established and applications are received, reviewed and evaluated. Human Resources or the supervisor may do a preliminary interview with qualified applicants.

Applications, resumes, test results, reference verifications, and interview observations may be evaluated for each applicant.

For employees that will be working in departments directly related to finances, there may be a credit check required upon employment.

A criminal background check and drug screening may be a prerequisite of employment.

The Human Resource Department or appropriate supervisor will contact the individual selected to extend employment offer.

LIFE CENTER EMPLOYEES ARE NOT ELIGIBLE FOR UNEMPLOYMENT BENEFITS.

2.7 JOB DESCRIPTION

Employees may be given a job description before their start of employment. A job description summarizes your duties and responsibilities and gives you important information about your new job. Please read and study your job description carefully and discuss it with your supervisor if you have any questions.

The church reserves the right to revise and update your job description from time to time, as it deems necessary and appropriate.

2.8 EMPLOYMENT AT WILL

Employment is by mutual consent by you and the church. Consequently, both you and the church have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment-at-will relationship may only be modified by a specific written contract signed by the employee and the Director of Human Resources.

2.9 EMPLOYEE TRAINING AND EQUIPPING

Training and on-going education of employees is a priority for Life Center. A combination of in-house training and outside conferences and seminars may be provided as appropriate. All outside training events need to be approved by the Executive Pastor. All outside seminars are budget dependent. Employees may be asked to participate in the cost of an outside conference or seminar that is not mandatory.

Pastoral employees are encouraged to extend their education through an accredited college or seminary. Educational leave is defined as a leave of absence for personal growth and professional advancement.

Full time, 12-month church employees who have completed at least one year of continuous service may be eligible for up to one week of educational leave, with pay, during each calendar year. Any additional time will be at the discretion and approval of the Senior Pastor.

Written requests for educational leave must be submitted at least 30 days in advance, and handed into Human Resources.

The Senior Pastor or his designee must approve courses taken during regular work hours. Funds may be available for these courses as the budget allows.

2.10 PERFORMANCE EVALUATIONS

To be effective in achieving the highest degree of efficiency and quality, evaluations are usually performed on an annual basis. The purpose of the performance evaluation is to let you know how well you are doing. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement.

Evaluation of performance shall be a cooperative, continuing process designed to improve the quality of ministry at Life Center. You should be involved in the evaluation process and should have opportunity to discuss your performance evaluation with your supervisor. This is a good time to ask questions and clarify important points. Performance evaluations help the church make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the at-will employment relationship between you and the church.

Salary adjustments are usually done annually, but may be done at other times when necessary for budgetary or other reasons.

Annual Performance Reviews can be obtained from the Human Resources department.

2.11 PROMOTION AND TRANSFER

It is the church's intent to give qualified employees preferences over others when filling job openings within the church. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the church are not always possible.

Life Center may consider such factors as an employee's past performance, experience, attitude, qualifications, length of service and potential when making promotion and transfer decisions.

2.12 NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

The protection of confidential information is vital to the interests and the success of Life Center and the people it serves. Such confidential information includes but is not limited to the following examples:

- Personnel/Payroll Records
- Counseling Records
- Financial Information
- Student Records
- Members and Adherence lists
- Contribution Records

Employees should not use confidential information in any way for personal or non-work related uses, and should use their best efforts to prevent and protect the confidential information from disclosure to any unauthorized persons. If you have any questions or doubts about whether information is confidential or whether someone is authorized to view such information, please err on the side of nondisclosure and check with your supervisor.

2.13 PERSONNEL FILE AND DATA

It is important that the church always have current information about you. Please let us know immediately if you change your name, address, or phone number etc. If for some reason you need to change your name and/or Social Security number, you will be asked to provide original documentation authorizing the change.

2.14 EMPLOYMENT OF MINORS

If you are not at least 18 years old, you are required by law to provide a valid Parent/School Authorization form before you will be permitted to work.

The employment of minors is restricted by the terms and conditions of the Parent/School Authorization form, as well as the provisions of state and federal law.

2.15 EMPLOYMENT OF RELATIVES

Relatives of employees will receive the same consideration as any other applicant for a job opening and should not be accorded preferential treatment in employment matters. In addition, the church may require a related employee to transfer or resign if there is a conflict of interest or management problem of supervision that cannot be resolved.

3.0 WORK SCHEDULE

3.1 PASTORAL

Pastoral employees generally have two days off per week. These days are established at time of employment and are subject to change. The Senior Pastor or Executive Pastor should approve any changes or adjustments of days off.

It is also expected that Pastoral employees would work a minimum of two nights a week for the purpose of recruitment, team building, evangelism, counseling or discipleship.

OUTSIDE SPEAKING ENGAGEMENTS are to be approved through the Senior Pastor. Travel expenses should be made by the host organization, and employees should be careful to avoid any conflicts of interest.

3.2 MINISTRY SUPPORT (NON-PASTORAL)

Church office hours are Monday – Friday, 8:30 am to 5:00 pm, with Half (.5) hour for lunch, which is “unpaid time.”

Lower School office hours are Monday— Friday, 8:00 am to 4:30 pm with Half (.5) hour for lunch, which is “unpaid time.”

Upper School office hours are Monday— Friday, 7:15 am to 3:45 pm with Half (.5) hour for lunch, which is “unpaid time.”

These varied schedules are generally discussed with employees at the beginning of employment or during the course of employment as changes occur.

Non-exempt employee’s hours and schedule may be adjusted to accommodate those changes. This should to be arranged with the employee’s supervisor prior to the event, in order to avoid an overtime situation. In cases where this cannot be arranged despite efforts to arrange it with the supervisor, overtime may be allowed.

EMPLOYEE’S SUPERVISOR MUST APPROVE OVERTIME IN ADVANCE. EMPLOYEES WORKING OVERTIME WITHOUT APPROVAL OR WORKING OVERTIME WITHOUT “CLOCKING IN” WILL BE SUBJECT TO DISCIPLINE, UP TO AND INCLUDING TERMINATION.

Employee meetings may be held on a periodic basis and established by the Senior Pastor, Executive Pastor, supervisor or other designee. Attendance is usually required.

Hourly employees are required to use the automated time keeping system when checking in and out from work. Supervisors are responsible for making necessary entries for employees in their charge.

All employees are required to check in and out with their supervisor when leaving the building during working hours, other than lunch break, if leaving the campus. Hourly employees are to use the automated time keeping system to clock out if leaving the campus for business unrelated to the church (does not include lunch). In all cases, notify your supervisor if you are detained arriving to or returning to work.

BREAK AND MEAL PERIODS

Break and lunch periods are to be taken and are the responsibility of each employee. A ten-minute paid break period will be given for every consecutive four-hour work period, and half-hour unpaid lunch period for every consecutive six-hour work period, depending on the total number of hours an employee works that day.

3.3 DEVOTIONS & MONTHLY STAFF MEETING

All church employees are required to attend the Multi Site Meeting/Devotion held the second and fourth Tuesday of every month starting at 8:30am in the Sanctuary. Central Staff in addition is required to attend Devotions the first and third Tuesday of every month held in the Upper Room at 8:30am.

3.4 WEEKLY STAFF MEETING

All Pastoral Staff, Administration and Department Heads are usually required to attend weekly staff meetings.

4.0 EMPLOYEE CONDUCT AND DISCIPLINARY ACTIONS

4.1 CHURCH STAFF COMMITMENT TO COMMUNITY

Our Core Beliefs are intended to be the basis of fellowship. There will always be peripheral doctrines upon which committed Christians disagree, but the core beliefs are non-negotiable.

We believe:

- The Bible is the inspired Word of God. (2 Timothy 3:16)
- There is one true God, revealed through the Father, the Son, and the Holy Spirit. (Deuteronomy 6:4).
- Jesus Christ is the Son of God. (Colossians 1:15-20)
- All men are sinners and are in need of a Savior, Jesus Christ. (Romans 3:23)
- Salvation is through faith in Christ alone, and is given by God's grace. (Romans 5:1-8)
- The Holy Spirit is given to all believers. (Acts 1:8; Romans 8:9)
- As a staff member of Life Center Church, I commit to an active role in the community and vision of this fellowship.

I commit to:

- Honor God by following Christ personally and passionately. My reputation is Christ's reputation and the Church's reputation. *(4.2 Role Model Policy)*
- Live in sexual purity, in my marriage or in my singleness; as well as, refrain from cohabitation with significant other outside of marriage. *(4.2 Role Model Policy)*
- Participate in the life of the Life Center community through genuine worship, learning, and sharing (ie. attend weekly experience, weekly staff devotions, and monthly staff meetings at Life Center).
- Invest my time, talent, and treasure in and through the church by being involved in a Life Center ministry, serving, and tithing/giving.
- Develop authentic, loving relationships with people by being a part of a Life Center life group or serving group, and establish significant relationships with those who do not know Jesus.

4.2 ROLE MODEL POLICY

The employee will manifest by precept and example the highest Christian virtue and personal decorum serving as a role model (I Timothy 4:12) both during and outside of employment (Luke 6:40), and as an example to parishioners and employees in judgment, respect and Christian living. This includes, but is not limited to, the refraining from such activities as the abuse of alcohol, use of tobacco except in designated areas, illicit drugs, and the use of vulgar and profane language, sexually deviant behavior, cohabitation outside of marriage (marriage as defined by scripture), or other unscriptural conduct as determined by Life Center in its sole discretion (Colossians 3:17; Titus 2:7-8, 11-12; I Thessalonians 2:10, 5:16-18, 5:19-22; James 3:17-18; Galatians 5:22-26; Romans 13:14; Matthew 19:4-6; 1 Corinthians 6:9-20; Romans 1:24-30; Philippians 4:8).

The employee agrees that the Scripture dictates standards of sexual behavior. Any sexual activity outside the covenant of marriage is forbidden and as such violates the requirement of being a role model. In the event the employee commits these acts, they will be subject to disciplinary action up to and including possible termination.

4.2 continued

PERSONAL CONDUCT: The following is a list of Personal Conduct Expectations for continued employment with Life Center Ministries.

1. Life Center expects all employees to act with honesty and integrity at all times.
2. Employees will foster positive relationships with others on and off of campus and treat everyone, including co-workers and other staff with courtesy and respect.
3. Keeping the mission of the ministry in mind, employees are expected to be dedicated to proficiency, productivity, and professionalism in the completion of their assigned duties. While at work, each employee should keep their focus on producing the best possible outcome for their piece in the overall mission of the church.
4. Remember that as an employee of Life Center Ministries, you are seen by our members and outside parties as a representative of the church and school. That means your personal website or blog (i.e. Facebook, Twitter, Instagram etc) is a reflection on the church and school, whether or not the church or school is specifically discussed or referenced. Please bear in mind that although you may view your site as a personal project, many readers will assume you are speaking on behalf of the church and/or school. Just use common sense. If you would not be comfortable with your manager, co-workers or the executive team reading your words or viewing your photos, do not write or post them.
5. As we each represent Christ, employees are expected to operate with a willingness to submit to authority. Each employee in a position of authority is expected to be judicious, gracious, sensitive and understanding in exercise of their authority.

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Life Center and Life Christian Academy.

We believe that some faithful Christians struggle with same-sex attraction or gender dysphoria and that attraction or struggle itself is not a sin. For some children and teens, this is a phase that goes away; for others, it is a life-long struggle. The feelings themselves are not sinful; rather, acting on the feelings is a sin.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.)

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

EMPLOYEES AND VOLUNTEERS

We believe that in order to preserve the function and integrity of Life Center and Life Christian Academy, and to provide a biblical role model to students and the community, it is imperative that all persons employed in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.). Failure to do so may result in discipline of employees (up to and including termination of employment), and in the case of volunteers, admonishment or removal as a volunteer and possible suspension or expulsion of the employee's and volunteer's children from Life Christian Academy.

STUDENTS

We believe that in order to preserve the function and integrity of Life Christian Academy, all students must agree to and abide by this Statement on Marriage, Gender, and Sexuality. Students who violate the policy will be subject to discipline, up to and including expulsion from Life Christian.

Harassment or bullying of anyone (whether other students, or anyone in or outside the Life Center & Life Christian Academy community) is contrary to the love of Christ and students who engage in such conduct, whether related to perceived sexuality or otherwise, will be subject to discipline, up to and including expulsion from Life Christian Academy.

LIFE CENTER AND LIFE CHRISTIAN EMPLOYEE'S OR ACADEMY FAMILIES

Life Center and Life Christian Academy recognizes that some employee's or student's families may not agree with this Statement. If your family make-up or beliefs are in opposition with the position we require you to contact us to set up a meeting prior to employment or enrollment of students. Students will not automatically be subject to discipline for the parents' belief, but families are expected to understand and respect Life Center and Life Christian Academy's position and that it will be taught and enforced. If families, in word or deed, manifest divisiveness with this position in a way that Life Center and/or Life Christian academy, in its sole discretion, determines might be disruptive to the Christian environment, Life center or Life Christian Academy may subject the employee or student to discipline, up to and including termination or expulsion.

LIFE CENTER AND LIFE CHRISTIAN ACADEMY FACILITIES AND FUNCTIONS

Any student, employee, volunteer, family, or visitor (including opposing sports teams) at Life Center or Life Christian Academy facilities or functions will be expected to use the bathrooms and locker rooms designated for their biological sex.

4.3 WORK RULES AND PERFORMANCE STANDARDS

It is not possible to provide a complete list of every work rule or performance standard. As a result, the following are presented only as examples and expectations. You are responsible for understanding and following these standards and expectations. Employees who do not comply may be subject to disciplinary action, up to and including possible termination.

JOB PERFORMANCE: Employees may be disciplined, up to and including possible termination, for poor job performance, as determined by the church. Some examples of poor job performance are as follows:

- Below average work quality or quantity
- Poor attitude, including rudeness or lack of cooperation
- Unauthorized absence from work station during the workday
- Excessive absenteeism, tardiness or abuse of break and meal privileges or any absence without notice
- Failure to follow instructions or church policies and procedures

4.3 continued

MISCONDUCT: It is impossible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, including suspension or termination of employment.

- Insubordination
- Abuse, misuse, theft or the unauthorized possession or removal of church property or the personal property of others
- Falsifying or making a material omission on church records, reports, or other documents, including payroll, personnel, and employment records
- Divulging confidential church information to unauthorized persons
- Disorderly conduct on church property, including fighting or attempted bodily injury, or the use of profane, abusive or threatening language toward others, or possession of a weapon
- Violation of any law adversely affecting the church, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment
- Violation of the church's alcohol, drugs and controlled substances policy
- Making or signing the time record of another employee or knowingly allowing another employee to mark or sign your time record
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Violation of safety or health rules
- Sexual or other unlawful harassment
- Unauthorized use of telephones, mail system, email or computer related system or employer-owned equipment.
- Violation of personnel policies.

4.4 PERSONAL CONFLICT

Because of the fall in Genesis 3, personal conflict occurs in all workplaces, and Life Center is no different. Employees are encouraged to deal with personal conflict by first approaching the person in question following the process outlined in Matthew 18. If you do not feel comfortable discussing the issue with the person directly, you may present the issue directly to your supervisor, but please do not discuss personal grievances with anyone other than the person in question or your supervisor. None of us want to be the subject of gossip or have the reputation as a gossiper.

4.5 TARDINESS AND ABSENCE

It is important that employees work their assigned schedules as consistently as possible. However, the church understands that because of illness or emergency you may be unable to come to work.

If you are unable to report to work for any reason, you must contact your immediate supervisor. It is your responsibility to keep the church informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

Non-exempt employees are expected to be at their workstation ready to begin work at the beginning of their scheduled shift, and at the end of their scheduled breaks and meal period. Except in an emergency, nonexempt employees must have their supervisor's permission to leave work before they are regularly scheduled to do so.

4.5 continued

A tardy or absence is considered “excused” only when you call ahead of time and the tardy or absence is for a compelling reason. The church reserves the right, at its sole discretion, to determine what constitutes a compelling reason. A tardy or absence for a non-compelling reason and failing to call in according to church policy, will be considered “unexcused”.

The church considers “unexcused” tardiness and absence to be a serious problem. Employees who are tardy or absent excessively or show a consistent pattern of absence, whether excused or unexcused, will be subject to disciplinary action, up to and including possible termination.

If you do not call in or report to work, you may be considered to have voluntarily terminated your employment.

4.6 HARASSMENT

Life Center desires that all of its employees treat each other with respect. The work environment should be free from all forms of discrimination, intimidation, exploitation and harassment on the basis of race, color, national origin, sex, age or disability. “Harassment” is unwelcome, annoying, or offensive conduct directed at an employee such as threats, demands, requests, pursuit, teasing, abuse, taunts, insults, heckling, or other similar action.

Violation of this policy may result in discipline, up to and including termination of employment.

SEXUAL HARASSMENT DEFINED

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and/or other verbal, or physical conduct of a sexual nature, when:

- Submission to such conduct is explicitly or implicitly made a term or condition of an individual’s employment activities (including extracurricular activities);
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual;
- Such conduct (whether intentional or unintentional) has the purpose or effect of unreasonably interfering with an individual’s work, or of creating an intimidating, hostile, or offensive work environment; and
- Submission to, or rejection of, the conduct by the individual is used as the basis for a decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through Life Center.

WHERE TO REPORT HARASSMENT OR DISCRIMINATION

An employee who feels that they have been subjected to conduct that violates this policy (by an employee, student, parent, or person not affiliated with Life Center) should promptly report the matter to the Human Resources Director. Life Center reserves the right to fully investigate each and every complaint in its sole discretion.

Procedure for the Investigation of a Complaint of Harassment or Discrimination:

The following procedures should be used in the investigation of a harassment or discrimination complaint. These procedures apply only to complaints filed under this section of the Handbook and do not apply to other sections and/or subsections of this Handbook.

- Upon receipt of a complaint, the Human Resources department should direct an investigation, if appropriate. If an employee of the Human Resources department is the alleged harasser, the Executive Pastor should direct the investigation. If both an employee of the Human Resources

4.6 continued

department and the Executive Pastor are involved, the Senior Pastor should direct the investigation.

- If the investigation confirms the allegations, prompt corrective actions should be taken, up to and including termination of employees found to be responsible.
- Any form of retaliation against a person filing a complaint or who has participated in an investigation or hearing under this section violates this policy. However, Life Center may take disciplinary action, up to and including immediate termination, in any case where a false or frivolous complaint was not submitted in good faith.
- Life Center should attempt to keep the identity of the complainant confidential. However, it cannot guarantee anonymity of an individual making a complaint. Life Center reserves the right to notify appropriate government officials as the circumstances warrant.

PROHIBITION OF RETALIATION

Any form of retaliation against a person filing a complaint or who has participated in an investigation of possible unlawful harassment or discriminatory conduct violates this policy. Life Center may take disciplinary action, up to and including immediate termination, in any case where a person was retaliated against or where a false or frivolous complaint was submitted in bad faith.

4.7 CHILD ABUSE REPORTING POLICY

The Church and School recognize that child abuse and neglect is a serious problem in society, and we affirm the importance of ensuring the safety the children and youth on our campuses. Any employee who has reasonable cause to believe that a child has suffered abuse or neglect shall follow both the internal and external policies of the Church and School, as outlined below.

REPORTS OF SUSPECTED CHILD ABUSE TO GOVERNMENTAL AUTHORITIES (EXTERNAL REPORTING)

Any employee, contractor or volunteer who, in a supervisory role for the Church or School, has reasonable cause to believe that a child has suffered abuse or neglect is required by Washington law (RCW 26.44) to report child abuse or neglect to the proper law enforcement agency, provided the abuse or neglect was caused by a person:

1. whom he or she regularly supervises,
2. who is employed by, contracted by, or volunteers for the Church and or School, and
3. who regularly has unsupervised access to a child or children.

Washington law requires that all reports required to be made under RCW 26.44 must include the name of the accused if known and be made within 48 hours.

The employee, contractor, or volunteer shall report the incident to their supervisor or the academy Headmaster pursuant to the internal reporting procedures. The Headmaster may report the incident to local police or the Department of Social and Health Services even if the employee, contractor, or volunteer is not required by law to do so.

EMPLOYEES OR VOLUNTEERS WITH MANDATORY REPORTING OBLIGATIONS UNDER CHAPTER 26.44 RCW ARE NOT RELIEVED OF THEIR OBLIGATIONS BY SIMPLY REPORTING THE INCIDENT TO CHURCH OR SCHOOL PERSONNEL. FAILURE TO REPORT MAY RESULT IN A GROSS MISDEMEANOR.

4.7 continued

If an employee has a question as to whether (s)he is a mandatory reporter, (s)he should contact their supervisor.

REPORTS OF SUSPECTED CHILD ABUSE TO CHURCH OR SCHOOL ADMINISTRATION (INTERNAL REPORTING)

1. REPORTING

- a. All employees or volunteers who have any cause to believe that a child has suffered abuse or neglect shall report the incident to their supervisor or academy Headmaster immediately, and at the latest, within 24 hours. If the employee or volunteer suspects that such person is involved in the abuse or neglect, then the report shall be directed to the Senior Pastor.

2. INVESTIGATION

- a. The supervisor or Headmaster shall immediately contact legal counsel, and shall determine with legal counsel whether it is appropriate to report to civil authorities (see section on External Reporting Procedures) and, if advisable, the Church/School's insurance carrier.
- b. All employees shall follow the guidance of the supervisor or Headmaster, who should, in consultation with legal counsel, direct any investigation in such a way as to not interfere with the work of the civil authorities (most likely by delaying the internal investigation until the civil authorities have completed their investigation).
- c. If the Church/School determines that circumstances warrant it (e.g., the parents are not the party suspected of abuse or neglect), the victim's parents should be notified.
- d. Treat the situation confidentially, but do not promise confidentiality to anyone.
- e. Do not confront the accused until the safety of the child or youth member is secured.
- f. Treat the accused with dignity and support. If the person is a paid employee, arrangements should be made to either maintain or suspend his or her income until the allegations are cleared or substantiated. Accused employees will have no contact with children while allegations are pending.

3. COMMUNICATION WITH THE CONGREGATION AND THE PUBLIC.

- a. Designated Spokesperson. Only the Headmaster, Senior Pastor or legal representative should speak to the public on behalf of the Church/School. The Designated Spokesperson should present the position statement, which describes the policies and safeguards to prevent sexual abuse. The designated spokesperson will not engage in denial, minimization, or blame.
- b. In coordination with legal counsel, spokespersons should use a prepared text to answer the press and convey news to the congregation, using care to safeguard the privacy and confidentiality of all involved.

4.8 ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

The use, sale, transfer, possession or being under the influence of alcohol, drugs, or controlled substances (except as prescribed by a physician) when on duty, on church property, or in church vehicles is prohibited. In addition, off duty conduct that may adversely affect the reputation or interests of the church is prohibited.

Violation of this policy may result in disciplinary action, up to and including possible termination.

4.8 continued

DRUG TESTING POLICY

Life Center is committed to providing a safe, efficient and productive work environment for all employees. In keeping with this commitment, employees and job applicants may be asked to provide body substance samples (e.g., blood, urine) to determine the illicit use of drugs. Life Center will attempt to protect the confidentiality of all drug test results. Drug tests may be conducted in any of the following situations:

- **APPLICANT SCREENING** Life Center may require a body substance sample prior to hiring an applicant.
- **EMPLOYEE TESTING** As a condition of employment, employees will be required to participate in periodic, random, reasonable, and follow-up testing upon selection or at the request of management.
- **POST ACCIDENT** Any current employee who is involved in a serious incident or accident while on duty, whether on or off the Life Center Campus, may be asked to provide a body substance sample.
- **FITNESS FOR DUTY** This test may be required if significant and observable changes in employee performance, appearance, behavior, speech, etc. provide reasonable suspicion of the influence of drugs. A fitness-for-duty evaluation may include the testing of a body substance sample.
- **SAFETY RISK** Positions that are considered to be a safety risk due to the type of equipment or work performed may be requested to provide a body substance sample at random. This is due to the nature of the work and to ensure safety to our employees, students, and congregation. Such positions include but are not limited to: Transportation, Coaches, Lighting, Media, Stage Production, Facilities, and Stay Café workers. Transportation (Bus Drivers) fall under DOT regulated drug testing requirements which can be provided separate.

Subject to any limitations imposed by law, a refusal to provide a body substance sample under the conditions described above may result in disciplinary action, up to and including discharge. In cases where a positive drug test is confirmed, considerations may be given to available rehabilitation where appropriate. An employee who tests positive and who successfully completes rehabilitation may be subject to unscheduled testing following reinstatement. Questions concerning this policy or its administration should be directed to the Human Resources Director.

4.9 TERMINATIONS / DISCHARGE

TERMINATIONS

Employment at Life Center is “at will.” The employment relationship may be terminated by the employer or the employee at any time, with or without cause.

Employees who terminate their employment are asked to give at least two weeks written notice before you leave your job. Written notice should include your reason for leaving, as well as the name and address of your new employer, if applicable.

UNEMPLOYMENT BENEFITS ARE NOT AVAILABLE UPON LEAVING EMPLOYMENT OF LIFE CENTER OR LIFE CHRISTIAN ACADEMY BECAUSE IT IS EXEMPT FROM PAYING UNEMPLOYMENT TAX PURSUANT TO THE EMPLOYMENT SECURITY DEPARTMENT AND RCW 50.44.010.

Employees leaving Life Center may be required to go through an Exit Interview process with the Executive Pastor and/or Human Resource Director.

4.10 GENERAL ABOVE REPROACH GUIDELINES

- Keep a heightened sense of awareness to individuals in the congregation/school of the opposite sex who tends to be more physical (“touchy”).
- Even in jest, don’t flirt with anyone of the opposite sex.
- Avoid comments that are sexually suggestive or could be construed as such.
- Hugging or touching with members of the opposite sex should never be done in private situations, and great caution should be taken even in public.
- Frontal Hugs discouraged.
- Be cautious in discussing personal or marriage problems with members of the opposite sex.
- Take great care in answering cards and letters with members of the opposite sex.
- When taking or returning phone calls from a member of the opposite sex, it is recommended that your office door remain open.
- Avoid situations where reproach can occur.
- Confront in love and do not gossip. If you have a concern about someone, talk with that person, not to others as defined in section 4.4 on Personal Conflict.

We need to do whatever we can to uphold the integrity of our entire team. Satan would love to destroy a marriage or call into question someone’s credibility. We need to protect each other as much as possible.

4.11 WORKING AFTER HOURS

If a project necessitates working after hours, make sure that male and female employees are not in a room alone with the door closed or in secluded work areas without other people around. If possible, bring in other volunteers to help complete the project.

4.12 PRAYER AND PRAISE

Due to the number of women who come forward for prayer and the lack of female counselors/prayer partners, it is often difficult to not pray with someone of the opposite sex. If at all possible, having a spouse there would be suggested.

Be careful how you touch someone of the opposite sex during prayer.

4.13 COVERING WINDOWS AND DOORS

- Keep windows uncovered. If meeting with another person, appropriate lighting should be on.
- Do not block the windows of offices. At all times, your office should be able to be viewed from the hall wall.
- Never counsel anyone with the window covered.
- Teachers should position desks in clear view of the hallway door.

4.14 COUNSELING

In order to help keep employees “above reproach” in moral arenas, the following guidelines have been established. These are minimum guidelines. Employees are asked to use common sense and make appropriate choices as warranted by their specific situation.

- Never call on or visit a member of the opposite sex at home alone.
- Do not counsel someone of the opposite sex after hours unless his or her spouse, your spouse, or someone of the counselee’s sex is present.
- Make sure you keep adequate space between you and your counselee.
- Do counseling in adequately lit office areas

5.0 DRESS & GROOMING POLICY

5.1 REGULAR DAILY DRESS

Your on-the-job appearance creates a first impression of the church/school to both congregation/parents and fellow employees. Employees with or without public contact should dress neatly and in good taste. These general guidelines apply. Employees are to be neat, clean and professional in appearance.

Life Center has established a dress code guideline for all employees. This is periodically updated and subject to change.

When we are at work for the Lord, it is important to represent Him in a glorifying manner. Because we are those representatives here at Life Center, we need to be observant of the manner in which we present ourselves.

The following is a guideline outlining appropriate attire for those employed by Life Center. In cases of disagreement, supervisors will make the final decision on whether or not an employee's work attire is appropriate.

Our dress code is Business "Appropriate" with an emphasis on Appropriate. You are to exercise common sense, discretion and modesty.

Clothing should be pressed and nothing should be worn that is too tight, too short and necklines should not be too low. Footwear should be in good repair.

Maintenance, Custodial or Playground Staff should not wear any kind of open-toe shoe, as they are a safety hazard.

If inappropriate dress becomes a problem it will be dealt with on an individual basis.

5.2 CASUAL FRIDAY, SUMMER AND INCLEMENT WEATHER

CASUAL FRIDAY

Appropriate relaxed dress code for Fridays ("If you have to ask if it's OK, it's probably not").

SUMMER WEAR

Shorts (knee or just above the knee length). Spandex type running or biking shorts, tank tops unless worn with jackets, and bathing suits or parts of bathing suits are not allowed. No athletic shorts are allowed (except for Sports related camps and activities). Sleeveless tops or dresses must be worn with a jacket.

INCLEMENT WEATHER DRESS

If you come to work in pants, snow boots, tennis shoes or any other attire other than the regular daily dress, due to inclement weather, it is suggested you bring a change of clothes to work that is more professional and comfortable.

5.3 SUNDAY DRESS—PASTORAL STAFF

Sunday dress is business appropriate. You should always wear attire that is appropriate for the platform.

Although the work of our many employees is varied, and may require accommodation for special tasks, it is our hope that all persons working with and for us, as representatives of Jesus Christ, will dress in a manner that is the very best Christian witness.

6.0 PAYROLL

6.1 PAYDAY

Life Center operates a bi-monthly payroll. Compensation packages are usually determined and reviewed annually, although there may be exceptions for budgetary or other extraordinary reasons.

All payroll and timekeeping information is to be submitted to the Payroll Department no later than 2 working days following the end of the payroll cycle. Information not turned in by that time, can result in a delay of your check.

Employees are required to participate in the direct deposit option through payroll.

Salary and compensation arrangements are confidential and should not be shared with co-workers. Employees found doing so will be subject to disciplinary procedures.

ALL EMPLOYEES

The first pay period begins on the 6th and ends on the 20th. The second pay period begins on the 21st and ends on the 5th. Employees are paid on the 15th for hours worked from the 21st through the 5th and paid on the 30th for hours worked from the 6th through the 20th. Sick and vacation benefits (if applicable) are accrued according to pay period.

PAY DATE

If the pay date falls on a weekend or holiday, the employee will be paid on the previous business day. The church is not able to cash paychecks for employees.

6.2 PAYROLL DEDUCTIONS

You are probably familiar with the various payroll deductions that are required by law, such as federal income tax, state disability insurance, and social security taxes. Any other deductions from your paycheck must be authorized by you, in writing, and approved by the Payroll Department.

Each one of your paycheck stubs will itemize amounts that have been withheld. It is important that you keep this information for tax purposes. If you have any questions about your deductions, please talk to the payroll department. The church complies with applicable state and federal laws regarding the garnishment and assignment of wages.

The Human Resource Department follows all Federal and State Regulations and court orders regarding payroll deductions and garnishments.

6.3 TIME RECORDS- CLOCKING IN AND OUT

All hourly employees are required to clock in and out each day at the assigned location according to the following guidelines:

- CLOCK IN when you report to work at the beginning of the day
- CLOCK OUT when you leave campus for business unrelated to your position (*not including lunch*)
- CLOCK IN when you return to work after leaving campus
- CLOCK OUT when you leave work at the end of the day

Do not clock in until you are ready to report directly to your workstation. If you must leave the campus for non-work related reasons, you are required to clock out and clock in; then periods of absence from the

6.3 continued

campus during business hours will not be included in the total work hours unless the absence is in the scope of the employee's job performance, or covered elsewhere in this policy. If an employee fails to clock in or out, a written correction signed by the employee and supervisor must be submitted to the payroll clerk at the earliest opportunity.

You may not work overtime unless your supervisor has approved it in advance. **EMPLOYEES WORKING OVERTIME WITHOUT APPROVAL OR WORKING OVERTIME WITHOUT "CLOCKING IN" WILL BE SUBJECT TO DISCIPLINE, UP TO AND INCLUDING TERMINATION.**

The work week, for purposes of computing overtime, starts at 12:00 AM Sunday, and ends at 11:59 PM Saturday.

Employees modifying the time record of another employee or knowingly allowing someone else to do so will be considered in violation of this policy.

Violations of this policy may result in disciplinary action, up to and including possible termination.

7.0 BENEFITS

7.1 GROUP INSURANCE PLANS

Full-time employees (other than temporary employees) will become eligible for enrollment in the church's group medical insurance plan on the first day of the calendar month following date of hire. Such employees may also be eligible for vision, dental, life and disability insurance benefits. The church contributes to premiums for the employee only.

Employee contributions to the plans for dependent coverage are paid by payroll deduction, which must be authorized in writing.

Enrollment forms must be completed when requested by Human Resources. Detailed information about the plans will be made available at the time you become eligible for enrollment. The Human Resource Department will review the group plan with the employee and assist in completing necessary forms to attain enrollment. The insurance policies will set forth the conditions and coverage.

The Human Resource Department and Insurance Committee review benefits, usually annually. Benefits are subject to change, and Life Center reserves the right to alter, eliminate, or change the employee contribution for benefits at any time. Generally, during Life Center's open enrollment period, employees can make changes to their coverage, including adding or removing dependents.

7.2 RETIREMENT PLAN

Life Center employees working a minimum of 20 hours a week, (other than temporary employees) are eligible to participate in a 403-b Retirement Plan effective the first month following employment. Refer to the 403-b Exhibit A document regarding employer match.

7.3 BEFORE/AFTER SCHOOL CARE FOR STAFF CHILDREN

Before/After-school care is presently provided free for children who are attending Life Christian Academy and whose parents are working on Campus during operating hours. All children must be signed in and out.

7.4 MISCELLANEOUS BENEFITS

Life Center presently offers a plan for employees to receive tax-exempt benefits. Please request information regarding the Flex Benefits from the Human Resources or Payroll Department.

7.5 HOLIDAY

All full-time employees (other than temporary employees) are presently eligible to receive the following paid holidays:

NEW YEARS DAY	INDEPENDENCE DAY
MARTIN LUTHER KING DAY	LABOR DAY
PRESIDENT'S DAY	THANKSGIVING DAY
MEMORIAL DAY	DAY AFTER THANKSGIVING
ONE PERSONAL DAY	CHRISTMAS DAY

The following general provisions apply to holiday pay:

1. Holidays will be observed on the calendar day designated by the church for observance.
2. When a holiday falls on a regularly scheduled day off, an alternate day off will be arranged during the same pay period or next pay period.
3. When a holiday falls on a Saturday, the holiday will typically be observed on the Friday before. When holiday fall on a Sunday, the holiday will typically be observed on the following Monday and the offices will be closed.
4. To be eligible for holiday pay, employees must be available to work their last scheduled workday before the holiday and their first scheduled workday after the holiday.
5. Employees who are scheduled to work on a holiday and do not report to work will not receive holiday pay.
6. If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay, and will not be charged for a vacation day on the day the holiday is observed.
7. Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.
8. Holiday pay will not count as hours worked for the calculation of overtime.
9. Part-time and Temporary employees are not eligible for Holiday pay.
10. The floating Personal Day is to be used during the fiscal year and may not be carried over from year to year. It will renew each year in August. Use of the Personal Day should be requested in writing to your supervisor and approved prior to taking the leave.
11. Full time employees who are regularly scheduled to work less than 40 hours per week will receive holiday pay at a prorated amount.

7.6 VACATION

All 12-month employees will earn vacation based on their length of continuous service with Life Center, as follows:

1 st – 5 th Year	2 work weeks
After the 5 th year	3 work weeks
After the 15 th year	4 work weeks

1. Vacation is earned from date of hire or eligibility, and accrued every pay period. Length of service is determined by your anniversary date, which is the date of hire or date of eligibility.

7.6 continued

2. Employees will not become eligible to take a paid vacation until they have been employed for 90 days of continuous service.
3. Requests for vacation time off must be made in writing and should be submitted to immediate supervisor for approval at least 10 working days in advance. Vacation requests will be approved on a first come, first served basis and only if the time off will not interfere with the normal business operations of the church.
4. Workweek is defined as regularly scheduled hours per week.
5. Employees are encouraged to use all vacation during the calendar year it has been earned. However, employees will be allowed to carry over up to one and one-half times the annual benefit for the anniversary year just completed. Employees that accumulate the maximum benefit allowed will cease accruing vacation until the balance has been reduced below the maximum allowed. Lost vacation cannot be redeemed.
6. As of August 24th, 2009, School Administrative Staff will be required to choose their time off for the month of July within a period of 15 days only.

Unused vacation time will be paid at the time of separation and at the current rate of pay. This payment will be made on the employee's final paycheck to be determined at the time of separation. Negative vacation balances will be deducted from final paycheck.

7.7 SICK PAY

All full-time, non-temporary employees who have completed at least one month of continuous service will be eligible to earn up to 12 days of sick pay during each year. All full-time, 10 month non-temporary employees, who have completed at least one month of continuous service will be eligible to earn up to 10 days of sick pay during each year. Sick pay benefits may be used in the case of:

1. Personal illness
2. Care for a child, with a health condition that requires treatment or supervision
3. Care for a family member who has a serious or emergency health condition.
4. Doctor or Dentist appointments

Sick pay benefits may be accumulated up to a maximum of 30 days (240 hours). Employees who accumulate the maximum benefit allowed will not earn additional sick pay benefits until their accumulated total has been reduced below the maximum. Thereafter, sick pay benefits will only be earned up to the maximum amount.

Unused sick pay benefits may not be used for personal time off or as additional vacation, and employees will not be paid for unused sick pay benefits upon termination of employment. In addition, sick pay will not be considered as hours worked for the calculation of overtime.

EMPLOYEES WHO RECEIVE SICK PAY BENEFITS MAY BE ASKED TO PROVIDE MEDICAL VERIFICATION, AND ABSENCES OF MORE THAN FIVE WORKING DAYS MAY BE SUBJECT TO THE CHURCH'S LEAVE OF ABSENCE POLICY.

7.8 PAID LEAVE

All part-time employees who have completed at least 90 days of continuous service will be eligible to earn up to 40 hours of paid leave during each year. Paid Leave benefits may be used in the case of:

1. Personal illness

7.8 continued

2. Caring for a child or family member, with a health condition that requires medical diagnosis, care, treatment or preventive medical care.
3. Life Center, child's school, or child's place of care has been closed by order of a public official.
4. Caring for self or family member in the instance of domestic violence, sexual assault, or stalking.
5. Bereavement for the death of a family member.

Paid leave for part-time employees working 29 hours or less per week will accrue leave at the rate of .77 hours per week.

Paid leave benefits may be accumulated up to a maximum of 80 hours. Employees who accumulate the maximum benefit allowed will not earn additional paid leave benefits until their accumulated total has been reduced below the maximum. Thereafter, paid leave benefits will only be earned up to the maximum amount.

Unused paid leave benefits may not be used for personal time off or as vacation, and employees will not be paid for unused paid leave benefits upon termination of employment. In addition, paid leave will not be considered as hours worked for the calculation of overtime.

EMPLOYEES WHO RECEIVE PAID LEAVE BENEFITS MAY BE ASKED TO PROVIDE VERIFICATION, AND ABSENCES OF MORE THAN FIVE WORKING DAYS MAY BE SUBJECT TO THE CHURCH'S LEAVE OF ABSENCE POLICY.

7.9 OTHER LEAVE

7.9.1 BEREAVEMENT PAY

All employees who have completed at least one year of continuous service will be eligible for up to five days away from work, with pay, to arrange and/or attend the funeral of an immediate family member. Immediate family member for the purpose of this policy is defined as the employee's spouse, children, parents or stepparents, grandparents, brothers, sisters, spouse's parents, grandparents, brothers and sisters.

Employees who require more than five days away from work may request earned vacation time, or a personal leave of absence, subject to the provisions of the church's leave of absence policy.

BEREAVEMENT PAY WILL NOT BE CONSIDERED AS HOURS WORKED FOR THE CALCULATION OF OVERTIME.

7.9.2 GENERAL LEAVE OF ABSENCE REQUIREMENTS

The following general provisions apply to all leaves of absence under this section 7.8:

1. Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination. Any request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension. Except to the extent required by law, any request for leave of absence or an extension thereof may be denied in the church's sole discretion.
2. Coverage under the church's group insurance plans will be continued on the following basis:
 - a. For the first 3 months of an approved leave of absence, the church will continue to contribute to the premium as if the employee were actively at work.
 - b. The employee is responsible for all dependent premiums during leave. If dependent premiums are not paid per arrangement, dependent benefits will be terminated.

7.9 continued

- c. Employees will be required to pay the entire premium for continued coverage during the portion of an approved leave of absence in excess of 3 months.
- d. Employees must make arrangements with the church to pre-pay their share of group insurance premiums before going on leave of absence.
- e. Employees who do not return to work following a leave of absence may be required to reimburse the church for group insurance premiums paid during the leave of absence.
3. Employees will not accrue length of continuous service for the portion of a leave of absence in excess of 30 days.
4. Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.
5. Employees on leave of absence must communicate with the church on a regular basis, at least once each month, regarding their status and anticipated return to work date.
6. Employees on leave of absence who seek or accept other employment without the church's prior written approval will be subject to disciplinary action, up to and including possible termination.

7.9.3 PERSONAL LEAVE

Personal leave is defined as a leave of absence for a compelling personal reason that is not medically related.

Employees who have completed at least 5 years of continuous service may submit a written request for a personal leave of absence, without pay, for any length of time up to a maximum of 6 months. Written requests must state the reason for the leave, as well as the beginning and ending dates.

Requests for personal leaves will be granted at the sole discretion of the church, based on the facts and circumstances surrounding each individual request.

Employees who return to work at the end of a personal leave will normally be returned to their former job classification if an opening exists or, if there is no such opening, they will be considered for a comparable position if one is available.

7.9.4 FAMILY AND MEDICAL LEAVE

Family And Medical Leave: Every employee who has worked for Life Center at least one (1) year and for at least 1,250 hours in the 12 months preceding the commencement date of the requested leave is entitled to twelve (12) workweeks of unpaid leave during a twelve (12) month period (Example: If commencement of FMLA begins on August 1, 2012; the employee must have at least 1250 work hours from August 1, 2011—July 31, 2012.):

1. In order to care for a newborn child, an adopted child of the employee who is under the age of eighteen at the time of placement for adoption, or a newly placed foster child; or
2. In order to care for a spouse, parent or child of the employee who has a serious health condition; or
3. Because the employee's own serious health condition renders the employee unable to perform his or her job.
4. For certain urgent needs related to a relative's (spouse, child, or parent) call to active duty from the military reserves or National Guard ("Military Exigency leave").
5. To care for relative (spouse, child, parent, or relative for whom the employee is next of kin) has incurred a serious illness or injury while serving on active duty in the U.S. military ("Military Caregiver leave"). This leave may be up to 26 weeks in a 12-month period.

The leave is unpaid unless the employee substitutes accrued paid vacation or sick leave for any portion of the unpaid leave. The leave may be taken intermittently or at a reduced schedule. Some restrictions may apply. The eligible employee must request Family/Medical Leave in writing to the Human Resources Director at least thirty days in advance of the leave. Where advance notice is not possible, the employee must give notice as soon as practicable. Failure to provide notice may delay or postpone commencement of the leave.

7.9.5 MATERNITY DISABILITY

A female employee may take a leave of absence for the period of time that she is sick or temporarily disabled because of pregnancy or childbirth. An employee should be allowed to return to the same or similar job of at least the same pay if she has taken a leave of absence only for the actual period of disability relating to pregnancy or childbirth. A physician's release is required prior to an employee's return to work.

7.9.6 LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

An employee who is a victim of domestic violence, sexual assault, and stalking (or the family member of a victim) may take a reasonable amount of unpaid leave from work for legal or law-enforcement assistance, medical treatment, or counseling. An employee must give advance notice, when possible. For more information, contact Human Resources.

7.9.7 LEAVE FOR SPOUSES OF DEPLOYED MILITARY PERSONNEL

Employees averaging over 20 hours of work per week and are spouses of military personnel deployed or on leave from deployment during times of military conflict may take up to 15 days of unpaid leave from work per deployment. Spouses of returning military personnel whose deployment orders have ended are not covered. For more information, contact Human Resources.

7.9.9 JURY DUTY

Jury duty is defined as a leave of absence to serve on jury duty.

Life Center encourages employees to fulfill their civic responsibilities by serving jury duty when required. Full-time employees may request up to two weeks of paid jury duty leave over any three-year period. Jury duty will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

If an employee is required to serve jury duty beyond the period of paid jury duty leave, he or she may use any available paid time off (vacation or personal days) or request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Either Life Center or the employee may request and excuse from jury duty if, in Life Center's judgment, the employee's absence would create serious operations difficulties.

Life Center will continue to provide health insurance benefits for the full term of the jury duty absence.

Accrual for benefits calculations, such as vacation, sick leave, or holiday benefits, will not be affected during unpaid jury duty leave.

7.9.10 EDUCATIONAL LEAVE

Educational leave is defined as a leave of absence for personal growth and professional advancement.

Full time employees who have completed at least one year of continuous service may be eligible for up to one week of educational leave, with pay, during each calendar year.

Written requests for educational leave must be submitted and approved 30 days in advance.

- For Church Employees, educational leave must be Pastor or Executive Pastor
- For School Employees, educational leave must be approved by the Head of School Offices

7.9.11 MILITARY LEAVE

Military leave is defined as a leave of absence for required military service. The church complies with applicable state and federal law concerning leaves for military service.

7.9.12 WORKER'S COMPENSATION LEAVE

Worker's compensation leave is defined as a leave of absence for a work-related illness or injury. The church complies with applicable state and federal law concerning workers compensation leave.

8.0 ACCIDENT & INJURY PROCEDURES

8.1 SAFETY AND HEALTH LABOR AND INDUSTRIES

Washington State L & I Insurance Fund covers all employees of Life Center Church. This insurance is based on hours worked. The payroll department of Life Center will pay 100% of applicable premiums.

In the event of an on the job injury, accident, or chemical exposure, employees are to report incidents to their supervisor immediately, regardless of the extent of injury. Employees are to complete the **EMPLOYEE ACCIDENT/INJURY REPORT** form located in the supervisor's office and turn in to their supervisor for processing. Failure to do this can result in a dispute of your claim.

COPY OF ALL ACCIDENT REPORTS SHOULD BE SENT TO THE SAFETY COMMITTEE AND HR OFFICE *WITHIN 24 HOURS OF INJURY*.

If an employee requires medical treatment, or for the protection and safety of the employee, the supervisor determines the employee needs to be seen by a medical professional, the employee may be sent to the L & I physician established for all L & I accidents or injuries. Employees may receive their regular pay for the time they are seeking medical attention.

Life Center may provide a modified return to work program, in order to see the employee return to work safely. This modification program works in conjunction with the employee's doctor, outlining restrictions the employee may have from their normal work responsibilities, including reduced hours of work. It is at the discretion of Life Center to determine if the modified work schedule and responsibilities require an adjustment of the employee's pay.

Our goal is for the safety of all Life Center employees and in the event of an injury related to work, Life Center is committed to providing as safe an environment as possible in which those employees may safely return to their regularly scheduled responsibilities. In order to achieve this, supervisors will work closely with the Human Resource Director, the employee and the employee's attending physician.

All employees are required to have their physician complete a Life Center Employee Return to Work form before returning to work. Prior to returning to work, employee must meet with their supervisor or Human Resource Director to go over any physician restrictions and recommendations.

8.2 INSURANCE PROCEDURES

AFTER AN ACCIDENT- NON-EMPLOYEE ACCIDENT /INJURY

In the event of an injury to a visitor or child, the employee on duty in that area at that time shall complete the Accident Report within 24 hours. The employee should report the injury to their supervisor immediately. A copy of accident report should be sent to Safety Committee and HR Office within 24 hours.

8.3 LIFE CENTER MINISTRIES VEHICLE POLICY

OVERSIGHT

1. The Transportation Director and Plant Operations Director will have oversight of the buses, minibuses and vans and will see that insurance is provided and that needed funds are budgeted.
2. The Transportation Director will develop a maintenance schedule for the vehicles, to maintain the vehicles according to that schedule and need, and to keep a log of maintenance records on each vehicle for insurance and lease requirements.
3. The Transportation Director will be responsible for scheduling and use of the vehicles and will insure that any use of the vehicles is done in accordance with the policies stated below.
4. During the selection phase of purchasing new vehicles for the church or school, the Transportation Director, Executive Pastor, and Plant Operations Director will meet to discuss specifications, or any other items relating to vehicle safety and use.

LIFE CENTER MINISTRIES VEHICLE USAGE INFORMATION

PROCEDURES

1. Any group/ person that would like to use the vehicles for their ministry purposes should request vehicles at least two weeks prior to the event. Requests can be made online using the Intand Scheduling Tool. (<http://lifechristianwaus.intand.com>) The vehicles should be used only for church ministry and school purposes.
2. All drivers of the vehicles must be at least 21 years old, have a valid driver's license, submit a current driving abstract, and meet the approval of the Church's insurance company before they drive the vehicles. Drivers are responsible to read, understand, and see that these policies are enforced while they are operating the vehicle. Any age exceptions may be pre-approved by the insurance carrier and the Transportation Director.
3. In order to drive the Life Center vehicles, you should be a listed approved driver. The Transportation Director will be able to inform you if you are an
4. Approved driver on the list and about the necessary procedures to be approved. It takes several days to be approved by our insurance carrier as a driver, so please plan ahead.
5. ALWAYS use seat belts! No more than the maximum occupancy of people allowed in the vehicles. Failure to use seatbelts or enforce the seatbelt rule will be grounds for immediate loss of driving privileges.
6. All keys should be checked out through the proper procedures. It will be your responsibility to obtain the extra set.
7. If the vehicles are driven out of town, the Transportation Director should be notified at the time the vehicles are scheduled.
8. Drivers should obtain their own Driver's abstract- the fee is approximately 10.00 and they will be reimbursed.
9. Employees are absolutely prohibited from using a cell phone while driving a church vehicle or personal vehicle for church business. This includes: calls, texts, email, internet, etc. If you must make a call, pull over and stop in a safe place before using the phone.

REGULATIONS

1. The following items should be in the vehicles at all times:
 - a. The proof of insurance cards

8.3 continued

- b. Life Center Ministries Vehicle Policy
- c. Warning stickers properly positioned indicating that the person sitting in the passenger seat must be awake at all times.
- d. First Aid Kit
- e. Roadside Service Card
- 2. Each driver is required per state law to obey speed limits and traffic laws and ensure that the vehicles are driven safely at all times. Failure to obey speed limits may be grounds for immediate loss of driving privileges.
- 3. Vehicles should be returned to the church/school in clean condition. A \$50 fine may be assessed for cleaning vehicle.
- 4. It is required by the driver to keep records for any vehicle usage: gas, mileage, etc, on the transportation trip sheet.
- 5. Obtain the keys by signing the vehicle checklist. Upon completion, please return the transportation trip sheet with the keys to the bus lot drop box, along with any necessary receipts.
- 6. All body and or vehicle injuries/accidents during the trip require the bus driver to fill out an accident report – Available in the transportation department- Reports to be turned into Peter Spargo
- 7. All vehicle accidents require the police to be called to the scene & the Transportation director to be called – Director: Peter Spargo 253.691.6111

VEHICLE CHECKLIST

BEFORE USING THE VEHICLE

- You are an approved driver (approved by Life Center and our Insurance Carrier)
- You have read the entire Life Center Vehicle Policy
- You are at least 21 years old
- You have a valid driver’s license
- Checked gas gauge- add gas if necessary
- Check oil- add if necessary
- Check bus lights
- Insurance card in vehicle
- First Aid kit in vehicle
- Warning Stickers properly positioned in vehicle
- Cell phone in vehicle
- **AFTER USING VEHICLE**
- Return keys to vehicle drop box (between MOD 107 & 109) with transportation trip sheet
- Cleaned vehicles out of all trash
- Returned this Vehicle Policy Checklist to Transportation Director

MAINTENANCE PROBLEMS/CONCERNS?

8.3 continued

UPON COMPLETION, PLEASE RETURN TO THE TRANSPORTATION DEPARTMENT

NAME: _____

GROUP: _____

PHONE: _____

EMAIL: _____

DATE/TIME: _____

VEHICLE #: _____

IMPORTANT CONTACTS

PETER SPARGO

Plant Operations Director
253.691.6111

MARK GREEN

Maintenance Supervisor
253.678.3025

HARLOW BUS SERVICE CENTER

Rodney 253.939.7700
1240 W Main St Auburn, 98001

CENTER ST AUTO REPAIR

Gary 253.472.1913
3007 So. Pine Tacoma, 98409

LES SCHWAB

253.756.9699
888.579.2011

CASCADIA INTERNATIONAL

253.272.8401
PO Box 1196 Tacoma, 98401

BILL'S TOWING

253.272.9393
1210 So Sprague Ave Tacoma, 98405

9.0 GENERAL INFORMATION

9.1 INCLEMENT WEATHER

In the event of severe weather conditions, as defined as snowstorm, windstorm, rainstorm, etc., the church will be open to limited scheduling on the first day. The following has been established as guidelines in such situations. The School Headmaster and Church Executive Pastor will make the determination on whether to call an Inclement Weather day.

To handle emergencies, minimal staffing will be attempted. The employee's supervisor will establish time off for those employees involved in emergency staffing.

In all cases, when school is in session, you can listen to the TV or radio (710 AM-KIRO, 1000 AM-KOMO). If Life Christian Academy is running 1-2 hours late, church staff may call in to the church office for instructions. In all likelihood, we will have a late start, and you will be expected to report to work.

- Should a severe weather condition be declared, consider the first day as authorized paid time off.
- Church employees: "Late-Start" days are not considered inclement weather days. Hourly employees will be paid for hours worked on late start days.
- For school hourly employees: the first 8 hour workday is considered authorized inclement weather paid time off; the workdays beyond the first 8 hours will not be paid due to the fact that these days will be made up later in the year.
- For School Administration: "Late-Start" days are not considered inclement weather days. You will be required to follow guidelines set in place for the church employees, and will be expected to report to work.
- Special situations not covered by these guidelines should be submitted for review on an individual basis to the Executive Pastor through the employee's supervisor

9.2 SOLICITATIONS

It is the intention of this policy to monitor various forms of solicitation, whether for charitable cause, raffles, magazine solicitations, school candy sales, other activities such as walk-a-thons, etc.

Life Center's policy is to conduct its operations in an orderly, efficient and dedicated manner. The purpose of this policy is to assure that employees will have the opportunity to accomplish their responsibilities without interference from persons who pursue a particular purpose not related to normal functions of Life Center.

Accordingly, Life Center will not permit non-employees to enter the property to solicit employees or to distribute literature or other materials. Life Center employees are asked not to distribute material, which is not related to the function of the church.

Employees whose children participate in **non-profit** fund raising sales are allowed to bring those products to the church campus, but not office to office. In these cases, employees do so at their own risks and understand that Life Center assumes no responsibility for product or money lost while on the premises.

9.3 OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with this organization. Employees should consider the impact that outside employment may have on the health and physical endurance. All Employees will be judged by the same performance standards and will be subject to Life Center's scheduling demands, regardless of any existing outside work requirements.

If Life Center determines that an employee's outside work interferes with performance or the ability to meet the requirements of this organization as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with this organization.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the organization for materials produced or services rendered while performing their jobs.

Life Center recognizes that employees may have obligations to the community. Participation on or during personal time is encouraged in worthy educational, civic and charitable activities. However, each employee should recognize that certain activities might divide their loyalties to Life Center. Consequently, Life Center does not approve of employees participating in activities that have a negative impact on Life Center operations or those that could involve a conflict with the doctrinal positions of Life Center.

9.4 LOST AND FOUND

Employees should not bring large sums of money, jewelry, electronics or other valuables to work. The church will not be responsible for personal property that is lost, damaged, stolen or destroyed. If you happen to find personal belongings that have been lost by another person, please turn them in to your supervisor.

9.5 ACCESS TO CHURCH PROPERTY

It is important that the church have access at all times to church property, as well as other records, documents and files. As a result, the church reserves the right to access employee offices, work stations, filing cabinets, desks, personal lockers, computer and it's files, email system and any other church property at its discretion, with or without advance notice or consent.

9.6 SMOKING POLICY

In keeping with Life Center intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees, customers and visitors. Smoking is only allowed in designated areas and appropriate disposal of remains must be in suitable receptacles.

9.7 EMPLOYEE PARKING

Employees park at their own risk and the church will not be responsible for theft or damage to any vehicles parked on or near church property. Also, the church will not be responsible for personal property left in vehicles that is lost, damaged, stolen or destroyed. 1st and 2nd shift employees cannot park in the inner lot. This area is reserved for visitors and guests.

9.8 STAFF BULLETIN BOARD

Posted information on the bulletin board in the staff lunchroom is for the benefit of all employees. You will find posters that explain state and federal law, as well as updated information about church policy and procedures. You are responsible for checking church bulletin boards on a regular basis and for reading all posted materials.

9.9 CHANGES IN POLICIES

Since our business is subject to constant change, we expressly reserve the right to change any or all of our policies, including those described in this handbook, at any time and without prior notice. We will notify you of these changes by posting them on bulletin boards or by other means as soon as possible. Changes will be effective on dates determined by Life Center and you may not rely on policies that have been superseded. No supervisor has authority to alter the foregoing.

9.10 USE OF TELEPHONES, MAIL SYSTEMS & COPY MACHINES

To assure effective telephone communications, employees should always use an appropriate greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so. Employees shall check their voicemail every morning, noon and afternoon for important messages that may have been left.

From time to time it may be necessary for employees to make and receive personal calls on church phones. However, these calls should be limited to no more than five minutes in length and should be made, whenever possible, during scheduled break and meal periods. Employees are expected to use good judgment and common sense when it comes to personal phone calls and to pay for any long distance charges.

Each employee shall check their mailbox every morning, noon and afternoon for important notices that may have come into the office.

Employees must pay for any postage used for personal outgoing mail and/or copies made within 15 days of invoicing to Accounts Receivable. Failure to pay invoices in a timely manner may result in a payroll deduction with appropriate late fees deemed added by the Accounts Receivable representative. Employees who violate these policies may be subject to disciplinary action, up to and including possible termination.

10.0 ACCOUNTABLE REIMBURSEMENT POLICY

10.1 ADEQUATE ACCOUNTING FOR REIMBURSED EXPENSES

Any employee employed by Life Center shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the church, if the following conditions are satisfied: a) the expenses are reasonable in amount and been given prior approval by a supervisor or dept head responsible for that expense category in the budget; b) the employee documents the amount, date, place, business purpose of each such expense with the same kind of documentary evidence as would be required to support a deduction of the expense on the employee's federal tax return (i.e., a receipt); and c) the employee submits to the church accounting office such substantiation of expense, and approval therefore, no less frequently than monthly (in no event will an expense be reimbursed if substantiated more than 60 days after the expense is paid or incurred by an employee.)

Reimbursements shall be paid out of Life Center funds and charged to the departments for which they were incurred.

10.2 REIMBURSABLE BUSINESS EXPENSES

Examples of reimbursable business expenses include, budgeted supplies and materials for use in church-sponsored programs and functions, overnight travel for pre-approved conventions and seminars (including airfare, lodging and reasonable meal per diem).

Expenses related to local transportation and use of one's personal vehicle for business purposes can be reimbursed at the current IRS mileage rate with pre-approval from the employee's supervisor, and proper documentation. Upon prior approval and subject to availability, there are church vans that can be reserved for church-related activities. If these are not available, with prior approval and a receipt, gasoline may be reimbursed for trips outside the local area.

To ensure timely and proper payment please be sure to obtain the correct forms from the accounting office; as well as, receive the proper approvals.

10.3 UN-REIMBURSABLE BUSINESS EXPENSES

Certain employees who are on-call and/or required to use their personal vehicles for pastoral visitation may be given a monthly auto allowance through payroll to help defray these costs, but mileage is not a reimbursable business expense in conjunction with this allowance. With prior approval and a receipt, gasoline may be reimbursed for trips outside the local area.

10.4 TAX REPORTING

Life Center shall not include in an employee's W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to this policy, and the employee should not report the amount of any such reimbursement as income on Form 1040.

10.5 EXCESS REIMBURSEMENTS

Any church reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee, pursuant to this policy, must be returned to the church within 120 days after the associated expenses are paid or incurred by the employee, and shall not be retained by the employee.

10.6 EXPENSES NOT FULLY REIMBURSED

If, for any reason, the church's reimbursements are less than the amount of business and professional expenses properly substantiated by an employee, the church will not report the unpaid portion of the reimbursement on the employee's W-2, and the employee may deduct the un-reimbursed expenses as allowed by law.

10.7 INADEQUATE SUBSTANTIATION

Under no circumstance will Life Center reimburse an employee for business or professional or moving expenses incurred on behalf of the church that are not properly substantiated according to this policy. Church and staff understand that this requirement is necessary to prevent Life Center's reimbursement plan from being classified as a non-accountable plan.

10.8 RETENTION OF RECORDS

All receipts and other documentary evidence used by an employee to substantiate business and professional expenses reimbursed under this policy shall be retained by Life Center.

10.9 ADOPTION ASSISTANCE POLICY

Full-time and 10-month Life Center employees who meet the established criteria listed below are eligible to receive an Adoption Expense Reimbursement of \$2,500 per adoption per household, with a maximum of two (2) adoptions per year.

CRITERIA FOR ELIGIBILITY

- Regular staff with at least one (1) year of continuous service in a full-time or 10-month regular position on the date the adoption is final and after the plan effective date of 5/2/2012.
- The adopted child must be under the age of eighteen (18) at the time of adoption and must not be married.
- The reimbursement request is submitted within six (6) months of the date of the documentation of the adoption's finalization (foreign and domestic adoptions).

QUALIFIED ADOPTION EXPENSES FOR REIMBURSEMENT

The Plan provides reimbursement only for "qualified adoption expenses" (with receipt of payment), which are reasonable and necessary expenses that the staff member incurs in the form of:

- Court costs
- Attorney's fees
- Traveling expenses, including the amount spent for lodging and meals, necessary for finalizing the adoption or picking up the child.
- Other expenses directly related to, and whose principal purpose is for, the legal adoption of an eligible child.
- The following expenses are not eligible for reimbursement under the Plan:
 - Expenses incurred in violation of state or federal law.
 - Expenses incurred in carrying out any surrogate parenting arrangement.
 - Expenses incurred in connection with the adoption of a child of the eligible staff member's spouse.
- Temporary, term, and part-time staff incurring adoptions expenses.

10.9 continued

PROCEDURES

Coordination of benefits should be made through the Office of Human Resources. Time off related to an adoption may also be available as described in the Family and Medical Leave Act policy. Upon finalization of the adoption, a request for the Adoption Assistance should be submitted within six (6) months to the Human Resources Office along with the final adoption papers and expense receipts. The benefit will be paid within 30 days of approval. The adoption benefit will be paid through payroll, is subject to Social Security and Medicare taxes, and will be reported on the employees W-2 Box 12. Employees should contact a tax advisor about both the potential tax impact of this benefit and possible eligibility for an Adoption Tax Credit. The adoption benefit is only available to full-time and 10-month, active employees of Life Center. The benefit may be modified or terminated by Life Center at any time and at its sole discretion.

11.0 TECHNOLOGY USE POLICY

Life Center offers Internet access for staff use. This document contains the Acceptable Use Policy for your use of the Internet communications system.

All computer and telephone systems and all communications and information transmitted by, received from, or stored in these systems are the property of Life Center and as such are to be used solely for job-related, purposes during normal business hours.

Employees using this equipment for personal purposes do so at their own risk. Employees are not permitted to use a code, access a file or retrieve any stored communication unless authorized to do so. Moreover, improper use of the E-mail system (e.g. spreading offensive jokes or remarks) including the Internet will not be tolerated. Employees who violate this policy are subject to disciplinary action, up to and including dismissal.

Life Center provides access to the Internet. The Internet represents a useful tool for the Church in conducting its business, but like any other tool, it must be used properly. For purposes of this policy, Internet includes any public electronic data communication network.

11.1 STAFF INTERNET ACCESS

All staff will have access to the Internet World Wide Web information resources if a signed Internet account agreement is on file in the Human Resources Department.

11.2 UNACCEPTABLE USES

The following uses of the Life Center electronic communications system are considered unacceptable:

ILLEGAL ACTIVITIES

You will not attempt to gain unauthorized access to the Church's electronic communications system or to any other computer system through the Church's system or go beyond your authorized access. This includes attempting to log on through another person's account or access another person's files. These actions are illegal, even if only for the purposes of browsing.

11.2 continued

You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

NO DOWNLOADING OF APPLICATION PROGRAMS

The Church does not permit the download or installations on Church computers of application software from the Internet. Such Software may not only contain embedded viruses, but also is untested and may interfere with the functioning of standard Church applications.

NO DOWNLOADING OF NON-BUSINESS RELATED DATA

The Church allows the download of files from the Internet. However, downloading files should be limited to those that relate directly to Church business.

11.3 SYSTEM SECURITY

- You **are responsible** for your individual account and should take all reasonable precautions to prevent others from being able to use your account. You should not provide your password to another person.
- You **will not** use an account owned by another user, with or without that user's permission.
- You **will immediately notify** the Human Resource Department if you have identified a possible security problem.

11.4 INAPPROPRIATE LANGUAGE

- Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- You **will not** use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- You **will not** post information that could cause damage or a danger of disruption.
- You **will not** engage in personal attacks, including prejudicial or discriminatory attacks.
- You **will not** harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- You **will not** knowingly or recklessly post false or defamatory information about a person or organization.

11.5 RESPECT FOR PRIVACY

- You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- You will not post private information about another person.

11.6 PLAGIARISM AND COPYRIGHT INFRINGEMENT

- You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

11.6 continued

- You **will respect** the rights of copyright owners. As a general rule, you **may not** forward, distribute, or incorporate into another work material retrieved from a Web site or other external system. Very limited or “fair use” may be permitted in certain circumstances. Any employee desiring to reproduce or store the contents of a screen or Web site should contact the Human Resources to determine whether the intended use is permissible. Please **do not** copy or disseminate material, which is copyrighted.

11.7 INAPPROPRIATE ACCESS TO MATERIAL

- You will not violate the spirit of the Life Center Mission Statement.
- You **will not** use the Church’s electronic communication system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research. This research must be for a purpose in keeping with Life Center’s Mission Statement and spiritual commitments.

11.8 CHURCH PROPERTY

11.8.1 SEARCH AND SEIZURE

All use of the Internet on Church time and/or on Church equipment, including E-mail, is to be considered Church property. You should have no expectation of privacy regarding the contents of any files contained therein. The Church reserves the right to monitor internet or email use at its discretion.

11.8.2 PERSONAL RESPONSIBILITY

- You **will** make a conscious effort to be a good testimony to all with which you communicate via the Internet. You **will** strive to act in all situations with honesty, integrity and respect for the rights of others.
- As a condition of employment and continued employment, employees are required to sign the Internet Account Agreement (on back page). Employees who violate this policy are subject to disciplinary action up to and including discharge.

12.0 LIFE CHRISTIAN ACADEMY FACULTY

12.1 LIFE CHRISTIAN ACADEMY MISSION STATEMENT

Life Christian Academy provides a Christ-centered environment of academic excellence, where staff works in partnership with families, to develop students who will know and serve the Lord Jesus Christ with all their heart, mind, and strength.

12.2 LCA STAFF COMMITMENT TO COMMUNITY

Our Core Beliefs are intended to be the basis of fellowship. There will always be peripheral doctrines upon which committed Christians disagree, but the core beliefs are non-negotiable.

We believe:

- The Bible is the inspired Word of God. (2 Timothy 3:16)
- There is one true God, revealed through the Father, the Son, and the Holy Spirit. (Deuteronomy 6:4).
- Jesus Christ is the Son of God. (Colossians 1:15-20)
- All men are sinners and are in need of a Savior, Jesus Christ. (Romans 3:23)
- Salvation is through faith in Christ alone, and is given by God's grace. (Romans 5:1-8)
- The Holy Spirit is given to all believers. (Acts 1:8; Romans 8:9)

As a staff member of Life Christian Academy, I commit to an active role in the community and vision of this fellowship.

I commit to:

- Honor God by following Christ personally and passionately. My reputation is Christ's reputation and the Church's reputation. *(4.2 Role Model Policy)*
- Live in sexual purity, in my marriage or in my singleness; as well as, refrain from cohabitation with significant other outside of marriage. *(4.2 Role Model Policy)*
- All School employees must participate in the life of a church community through genuine worship, learning, and sharing (ie. regular attendance, serving, and tithing at a church).
- All Leadership/Division/Program directors shall attend Life Center as their church home.
- All Bible teachers shall attend Life Center as their church home and on a yearly basis be a part of a spiritual teaching session led by the Life Center Senior Pastor or a designee of the pastoral staff.
- In addition to above, all faculty and staff members should attend a Life Center worship experience at least once per month.

12.3 TEACHER JOB DESCRIPTION

- 1) Teach subjects and classes as assigned using curriculum, supplementary materials, field trips, special guests, etc. to enhance them.
- 2) Attend and participate in the following:
 - a. Morning devotions and student chapels
 - b. Teachers' meetings
 - c. Evening programs -- to include involving his or her students
 - d. ACSI education convention
 - e. Other meetings as assigned
 - f. Church-sponsored functions
- 3) Do supervisory duty before school and after school as assigned.
- 4) Be available after school as needed (elementary) or as requested by students or parents (secondary) to help students who are struggling or have questions
- 5) Complete paperwork including the following:
 - a. Academic progress reports four times a year
 - b. Report cards four times a year
 - c. Grade records for permanent file
 - d. Complete eligibility reports
 - e. Inventories of classroom equipment/supplies/books
 - f. End of year debriefing evaluation form
 - g. Records of attendance
 - h. Administration and scoring of achievement tests
 - i. Other paperwork as assigned or requested
- 6) Building/classroom cleaning and repair:
 - a. Be responsible for daily and end-of-year cleaning of classroom area
 - b. Assist in overall cleanliness of facilities
- 7) Plan parties at designated holidays (elementary)
- 8) Maintain proper classroom discipline, taking care of minor problems personally and referring major problems to the principal.
- 9) Be available to any parents or students who wish to have a conference before or after school.
- 10) Hold an annual conference with parents of each student and additional ones if needed.
- 11) Supervise extracurricular activities, organizations, outings as assigned.
- 12) Sponsorship of a homeroom (grades 7-12).
- 13) Carry out any other specific duties as assigned.
- 14) Maintains a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students.
- 15) Observes the Matthew 18 principle in conflict resolution. Avoids a negative, critical spirit. Takes problems to appropriate administrator as necessary.

12.4 FACULTY ROLE AND GUIDELINES

Teachers are the core of every fine school, so Life Christian Academy employs teachers who represent the very highest qualities associated with one of the noblest professions.

Teachers are expected to be well versed in their particular subject area, but they are also called upon to serve the diverse needs of a Christian school community.

GUIDELINES FOR FACULTY BEHAVIOR

Teachers have a special obligation to serve as exemplary role models for all students. Therefore, they must recognize that their actions, language, behavior, and dress can significantly influence students. Moreover, the school must attract its students and their families in an extremely competitive market. In order to present a clear image of what the school is, every faculty member must support policies which make Life Christian Academy unique. It is impossible to list all of the appropriate behaviors in series of rules. It is still necessary to use common sense and a sense of decorum in guiding behavior. The following standards are minimal ones:

1. All faculty are professionals and should behave accordingly. They should support and encourage their colleagues. They should use an authentic and a high level of civility in raising issues and in using established channels of communication.
2. Faculty must dress appropriately for the school day. For men: dress shirt, tie, slacks (no jeans), and appropriate shoes. For women, it is expected that their dress is professional and appropriate.
3. Faculty should be neatly groomed. Extreme hair styles or unkempt facial hair are inappropriate at this school.
4. Faculty are expected to maintain proper, courteous, and professional relationships with students, parents and other members of the community.
5. Faculty are responsible for protecting school equipment, material and property.
6. Faculty must help to maintain student discipline in campus facilities, in campus buildings and at school events.
7. Faculty must report student usage of alcohol and drugs to their principal.
8. Faculty must act properly and judiciously in establishing relationships with students.
9. Teachers are not allowed to have their children in their classrooms while teaching.
10. Faculty is not allowed to use texting as a form to communicate with individual students (group texts to communicate facts about a program permissible).
11. Faculty is not allowed to use Social Media (ie. Facebook/etc.) for communicating with individual students.
12. Faculty is not allowed to participate in one on one supervision of students without open doors, window access, etc.
13. Faculty is not to provide transportation to individual students.

As professionals, teachers should know what standards of conduct to follow. In order for the school to function smoothly, however, certain matters affect the entire community so the following behaviors are mandatory:

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Teachers must be punctual in meeting and dismissing classes, in meeting appointments and in attending general meetings. Teachers must be in their classroom 10 minutes before the start of school.

1. Teachers should employ proper language in the presence of students. Offensive jokes, racial epithets or scurrilous ethnic humor should be avoided.
2. Teachers should pay attention to the general condition of school property and e-mail any problems with malfunctioning equipment, broken items, lights out, plumbing leaks and unclean areas to their Principal.
3. Teachers should encourage their students to place all garbage, etc. in trash receptacles in order to help keep our buildings and campus looking neat and attractive.

CHILD ABUSE REPORTING POLICY

Refer to section 4.7 for complete policy.

DEPARTMENT HEAD ROLE

A department head is a faculty member who has the dual role of teaching and administering the affairs of a department of instruction in a secondary school. The department head is responsible directly to the Dean of Faculty and their Principal.

1. Provide direction, leadership and assistance for teachers in the department in the proper execution of the school program of goals and objectives including assessment.
2. Provide leadership in selection, development and utilization of materials/equipment according to LCS/LCA regulations.
3. Requisition and allocate departmental books, supplies and equipment.
4. Maintain departmental inventory of books, supplies and equipment.
5. Serve actively on LCS/LCA curriculum committees in the development and/or revision of the curriculum of the department.
6. Schedule and conduct departmental meetings on a scheduled basis and communicate progress and recommendations to Principals and the Dean of Faculty.
7. Serve as a liaison between the individual schools and administration.
8. Assist the administration in budget planning and preparation.
9. Assist the principal in the placement of teachers of the department on the building master schedule.
10. Orient new teachers and substitute teachers to the department.
11. Prepare an end of the year department status report for the Principal & Dean of Faculty. This report, to be submitted prior to annual program review, shall include the following:
 12. Anticipated personnel needs for the coming year
 13. Assessment of curricular changes initiated during the past year
 14. Plans for pilot projects.
 15. Adequacy of department budgets
 16. Inservice needs of department staff
 17. Any other relevant duties as assigned by the administration.

12.5 PHYSICAL PLANT

ISSUANCE OF KEYS

1. Keys are given to faculty members for particular needs and are intended for the use of the assigned staff member *only*. Everyone should exercise great caution in caring for their keys since the loss of a key can result in considerable expense in re-keying locks. Teachers should not let students borrow their keys.
2. Because all keys are the property of the school, they must be returned upon appropriate request or upon termination of employment.
3. Keys are issued at the school office. They are to be returned to the school office and not to the next person filling the position.

ACCESS TO SCHOOL FACILITIES

Doors to the various academic facilities are ordinarily open from 7:00 AM until 5:00 PM on weekdays. If faculty need to use school facilities at other times and do not have the appropriate keys, they should make arrangements with the Physical Plant office.

SCHOOL SECURITY

Those faculty members who last use classrooms, laboratories, athletic facilities, etc. are responsible for locking doors and windows. It is important for everyone to be vigilant so that school property will not suffer damage from unauthorized use or from theft. Faculty should report the presence of unauthorized persons to the Principal when offices are open and at other times directly to Security.

SUPERVISION

All legitimate school-sponsored activities must be monitored by an appropriate member of the staff. Any areas, such as gymnasiums, chapel, sanctuary, music rooms, etc. that may represent an attractive hazard must be kept locked or under direct supervision. Teachers must use the best judgment before leaving students unsupervised in any school facility. Faculty is not allowed to participate in one on one supervision of students without open doors, window access, etc.

MAINTENANCE

1. Faculty has the responsibility of keeping their classrooms and working areas neat and orderly. All trash should be placed in wastebaskets. Inappropriate use of nails, tape and tacks only mars school property. Faculty and students should use assigned bulletin board space or request assistance from Maintenance for particular needs.
2. Teachers should not allow students to tamper with or stuff paper, pencils, etc. into the air conditioning and heating units.
3. If a classroom is too warm or too cold, teachers should call the school office. Keeping doors and windows closed will save energy. Turning lights off when leaving the room is important.

SCHOOL TRANSPORTATION

Vehicle assignments will be handled through the school transportation office. Please follow all requirements regarding scheduling in order to assure a successful trip. Teachers are not allowed to transport students to or from school for any reason except when driving a school van for athletic events or field trips.

12.6 TEACHER 'TO DO' LIST

Teachers are required to acquaint themselves with the parent-student handbook for details for many of the procedures.

Teachers are to maintain the sub notebook given at the beginning of school. It should be kept up-to-date with daily schedules (including chapel), reading groups, rules, etc. for a substitute. These notebooks are kept in the school office for substitutes.

The handbook should include:

- Daily plan for substitute
- Attendance Forms/Procedures
- Weekly schedule for substitute
- Entrances, recess and dismissal responsibilities and procedures
- Special classes information and schedule
- Room habits and regulations
- Seating chart
- Note concerning special problems

Teachers will accompany students to music, lunch, chapel or any event in the church.

Teachers are expected to attend all staff meetings, all in-service sessions and workshops that are planned throughout the year to better their teaching methods and techniques. Exceptions are to be made through the grade level principal

On rainy days, recess is taken under the covered area or the classroom on a rotation basis. Refer to the "Rainy Day Schedule" to know if your class is outside for that recess. (K-5)

Teachers will begin each day with pledges, devotions, attendance and lunch count. Lunch count and attendance need to be in the school office no later than 9:00 AM for elementary and 8:00 for 6-12th grades. On chapel days--please be sure attendance and lunch count is in the office **before** going to chapel.

Teacher mailboxes and voice mail boxes should be checked at least twice daily--once in the morning and once in the afternoon. E-mail, voice mail and physical mailboxes may be used to contact other staff members.

Any student staying late to help a teacher is the teacher's responsibility. Any student loitering in the building will be asked to leave.

All visitors must register with the office and must gain permission through the office before remaining on campus.

Teachers/staff should use written memos or e-mail to report safety hazards to their supervisor.

Each teacher will take an inventory of all books and materials and equipment and furniture at the beginning of the year. One copy shall be kept by the teacher and one copy should be turned into the office. The inventory shall be revised and updated during the year as necessary. This inventory will be used at the end of the year to check all materials back to the school.

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Each teacher is responsible to keep his/her room and desk neat and clean. All materials on the desk should be removed for Wednesday evening and Sunday services. Care of classroom and the condition of your rooms are important since this affects the students and may also indicate the kind of teaching that is taking place. Every afternoon before dismissal, everything, including small scraps of paper, pencils, crayons, etc. must be picked up all the floor by the students. You should be aware of the condition of the student desks and chairs and report any serious damage to your principal, including the names of responsible persons. Do not use nails, screws, staples, or thumbtacks in the woodwork.

The moving of furniture and equipment (room inventory) from room to room is to be arranged through the principal. A copy of your room arrangement is to be posted in your room and a copy given to the custodians.

Power saving tips for the classroom:

- turn off unneeded rows of lights
- always turn off lights when you and your class will be out of the room for more than 5 minutes
- be sure windows are closed at the end of the day
- use only minimum lights before and after school

Building security is the constant responsibility of all of us. We must each be responsible to securely lock our classroom or office windows and doors. Be sure all window shades are lowered at the end of the day. Money security is also your responsibility. Any money you are collecting from students for the school must be turned in to the office daily, preferably in the morning. If you collect money from students to order paperback books or similar materials, you must keep accurate records. Under no circumstances should you leave your purse or money in an envelope in the room during the day or night. You are responsible for money lost from your room. Preferably, all items requiring payment should be handled through the student billing office.

12.7 COMMUNICATION WITH PARENTS

GRADES AND REPORTS TO PARENTS

1. There are four grading periods each year of approximately 9 weeks in length. The yearly calendar indicates the end of each period.
2. Faculty members should contact parents as soon as a student is determined to be having difficulty in their course via a phone call or email.

PARENT-TEACHER RELATIONS

The student's welfare should be the primary goal for everyone at Life Christian Academy. To this end teachers should deal with parents sympathetically, honestly and tactfully. All conversations and meetings should be conducted professionally. If differences occur, strive to reconcile them with the student's best interest in mind. If you have difficulty arriving at a reconciliation, you should bring the problem to the attention of the principal.

PARENT-TEACHER CONFERENCES

In addition to the regularly scheduled parent-teacher conference days noted in the calendar, it may be necessary to meet with parents to resolve serious problems. These meetings, whether initiated

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by parents or teachers, offer a clear-cut opportunity to defuse a really serious situation or to prevent a problem from becoming difficult. Teachers, therefore, must work with the principal and/or the parents to make the proper arrangements and schedule an appointment at a mutually agreeable time.

Before the conference, please take into consideration the following suggestions:

1. Pray for God's wisdom
2. Carefully review the student's work in your class and also consult any permanent files that may be useful.
3. Talk to appropriate school officials, such as the School Counselor, to gain a broader perspective.
4. Be prepared to discuss the student in some detail. Have available samples of work, grades, attendance records, etc. and encourage parents to bring examples of work about which they may have questions.
5. Have ready a specific set of recommendations to give the parents to attempt a resolution of the problems discussed.

During the conference, establish a pleasant and supportive rapport with the parents at the outset. Try to have the meeting in as comfortable a setting as possible. Maintain a professional attitude and deal with the issues directly but sympathetically. Be sure that you not only treat the matters under immediate scrutiny but keep a record of any additional information about the student and his environment that may prove helpful in the future. Be an active listener. Try to conclude the conference with specific suggestions for parents to help resolve the problem.

RECORDING PARENT CONTACTS

Keep an accurate record of all conferences with parents. Fill out the parent conference form, available in the principal's office for every parental contact, telephone, letter or conference. If you think it is important information to have on file in the student's official school record, please be sure it gets filed.

12.8 TEACHING TECHNIQUES

QUESTIONING TECHNIQUES

1. The teacher models clarity of thought in asking questions of the class.
2. The teacher asks questions that range from lower to higher level of thought.
3. The teacher uses appropriate wait-time when directing questions to the class.
4. The teacher uses appropriate wait-time while pausing for an individual student to respond.
5. The teacher asks one question at a time.
6. In questioning, the teacher works to include all members of the class.

FEEDBACK TECHNIQUES

1. The teacher responds to student statements clearly.
2. The teacher recognizes and supports positive student effort and accomplishments.
3. The teacher provides constructive criticism to students in a caring manner.
4. The teacher offers specific suggestions when providing constructive criticism.
5. The teacher demonstrates active listening skills.
6. The teacher effectively communicates with students, both verbally and non-verbally.

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LECTURE TECHNIQUES

1. The teacher provides an overview of material to be presented (set induction).
2. The teacher reviews material from previous lesson(s), if appropriate.
3. The teacher provides internal summaries during the lecture.
4. The teacher speaks at a pace appropriate to the students' abilities.
5. The teacher's non-verbal communication indicates enthusiasm and helps to motivate student interest.
6. The teacher provides closure for the lecture (summary).
7. The teacher is sensitive to student attentiveness.

DEMONSTRATION TECHNIQUES

1. The teacher focuses the students' attention on the subject of the demonstration.
2. When appropriate, the teacher reviews material from previous lesson(s) and explains how this material has an impact on the demonstration.
3. The teacher provides an overview that explains what the student is to learn from the demonstration, if appropriate.
4. All objects in the demonstration are labeled and explained.
5. The teacher provides analysis of the demonstration by clearly giving an explanation of the process.
6. The teacher repeats the demonstration, if appropriate, to insure student understanding.
7. The teacher solicits questions from the students, answers them effectively, and provides sufficient feedback.

CLASSROOM MANAGEMENT TECHNIQUES

1. The teacher has a distinct signal to begin the lesson.
2. The teacher is well-prepared for class.
3. The teacher expresses positive expectations for student conduct.
4. The teacher indicates when tasks are to be completed.
5. The teacher establishes a caring classroom environment that supports appropriate student behavior.
6. The teacher clearly explains all rules and their rationale.
7. The teacher demonstrates respect for students.
8. The teacher gives consistent feedback to students concerning their behavior.
9. The teacher attaches fair and reasonable consequences to inappropriate behavior.
10. The teacher follows accepted school procedures in dealing with discipline problems.
11. The teacher's pace is not interrupted by insignificant distractions or minor misbehavior.
12. The teacher conducts class in a way that encourages student effort and participation.
13. Room arrangement encourages appropriate classroom environment.
14. The teacher provides closure for the lesson.

COMMUNICATION TECHNIQUES

1. The teacher's speech and behavior encourage student effort and success.
2. The teacher expresses belief that the subject is interesting and valuable.
3. The teacher projects energy and enthusiasm, both verbally and nonverbally.
4. The teacher includes energy shifts, when needed, for students throughout the class period.

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5. The teacher uses the appropriate tone in communicating with students.
6. The teacher is courteous.
7. The teacher writes and speaks effectively.
8. The teacher praises students when appropriate.
9. The teacher maintains positive eye contact with students.
10. The teacher responds appropriately to emotions expressed by students.
11. The teacher uses proper grammar and avoids excessive use of distracting words and phrases.
(For example: you know, like, okay, um, huh, etc.)

TEACHER QUALITIES AND BEHAVIORS

1. The teacher recognizes and understands individual learning styles.
2. The teacher has a thorough knowledge of the subject matter.
3. The teacher is confident and poised.
4. The teacher expresses interest in the students.
5. The teacher is caring.
6. The teacher is patient.
7. The teacher is flexible and responsive to classroom spontaneity, when appropriate.
8. The teacher demonstrates effective listening skills.
9. The teacher makes connections between his/her field and other disciplines.
10. The teacher effectively uses technology when appropriate.

12.9 LIFE CHRISTIAN ACADEMY GENERAL INFORMATION

CONTINUOUS SUPERVISION

At no time are students to be left unattended in a classroom, locker room, or on the playground.

Staff members leaving students unattended open themselves and the school to unnecessary charges of neglect that could lead to serious legal problems. Teachers, therefore, must also leave their classroom doors locked when they leave their classrooms. Completed hall passes must be filled out by the teacher whenever a student asks for permission to leave the classroom during class hours.

SUPERVISION BY CUSTODIANS OR NON-SCHOOL PERSONNEL

At no time are custodians or non-school personnel to be given responsibility to supervise students on their own. (i.e.: A parent cannot be left to supervise other students after an event so that a teacher may go home.)

VIDEO AND FILM POLICY

The following shall govern the use of all videos and films used in any way for classroom instruction or entertainment.

No video or film shall be shown that in any way displays immodesty, unnecessary violence or that has gross language in it that is not vital to the use of the movie. For example, a film about the

12.9 continued

German's treatment of the Jews may show graphic pictures of the Jews and the horrible things that were done to them and may be appropriate for teaching, whereas a film showing graphic violence for entertainment purposes only may not be used.

Video and film ratings shall be used with caution but shall be followed as to age restrictions. For example, a "PG" rating is limited to adults and **their children if the parents have given approval for them to watch it**. We cannot make that decision for the parents. Also, a "G" rating does not necessarily mean that the film is always okay to watch. Films are only rated when they are released for theater viewing. Many videos now being made for home use have no ratings, and we cannot assume that they are okay for that reason.

All videos and films must be screened by a Life Christian Academy staff person prior to any viewing by students. The only exception is any video or film that we have used previously and has known content that does not violate the Biblical standards we are committed to. Avoid using films as a "reward" unless it is tied to the curriculum.

PARTISAN POLITICS IN THE CLASSROOM

The classroom is not a forum to promote partisan politics. This does not mean that political matters are never discussed. They should be discussed. Christian school students should be exposed to a wholesome presentation of our political system and to the basic truths of our American heritage.

Most Christian schools have students of many faiths represented in the school. While we attempt to lead them to Christ and strengthen them in the Word, the staff member should use utmost discretion in discussing denominational doctrines.

CORPORAL PUNISHMENT

In accordance with Washington State Law, corporal punishment is not allowed at Life Christian Academy.

HOMEWORK POLICY

The purpose of homework is to complete basic assignments begun in class, to give a better understanding of material presented in class, to memorize facts, or to research topics which cannot be completed in class due to lack of time or facilities.

Students who learn quickly and apply themselves during the school day may have comparatively less homework than other students. Some will find it necessary to spend more time in homework to keep up to grade level. The amount of evening study will be greatly affected by effective time management during and immediately after the school day.

Homework assignments will be left up to the discretion and judgment of each teacher. Some courses require more homework than others; however, all students are expected to have assignments and is the judge of any special circumstances which will result in partial credit for late work. **LCA upper school does not accept late work, unless there are special circumstances.** Teachers are also responsible for communicating with students relative to expectations for each homework assignment and for returning corrected homework assignments in a timely manner.

12.9 continued

The home has a responsibility in assisting the student with their homework by providing a time and place with an atmosphere that encourages concentration upon the work to be done. Parents should encourage their students by showing interest in and affirming the importance of doing quality work on assignments. Parents should also be careful to monitor other activities which may be in conflict with time needed for study.

It is recommended that each student has an assignment notebook or recording system in which to keep a record of all homework assignments--including the date on which the assignment is to be completed and turned in to the teacher. Students are also asked to record all information regarding quizzes, special projects and tests. To receive an optimum grade, the student must turn in work on time. For pre-arranged absences such as athletic trips, concerts, dental appointments, etc., it is the student's responsibility to obtain all assignments prior to the absence and all work must be turned in by the normal assignment day.

Students will not be given assignments on Wednesday evenings since church attendance is encouraged (all honors courses excepted). Previously assigned tests should not be given on Thursdays. **There will be no assignments to be completed during Thanksgiving, Christmas or Spring breaks.**

The following times are weekly averages:

Grade 1-2	occasional short assignments
Grade 3-5	2-3 hours
Grade 6-8	45-60 minutes per subject
Grade 9-12	2 hours per subject

Effective use of homework requires cooperation among administration, teachers, students and parents.

EVALUATION OF STUDENT WORK

Teachers should have a minimum of an average of one-and-a-half to two graded items per week for each student for each major subject taught and one graded item per minor subject taught. Kindergarten-third grade students will not receive "A", "B", "C" grades.

Parents must be notified by phone, personal communication or in writing at least four and one-half weeks prior to students receiving a "D" or "F" grade on their report card. If notification was not given, an incomplete will be given on the report card and the student will be given two weeks to improve the grade before a permanent grade is entered.

Teachers are to notify students of grades in a private manner so that students will not be embarrassed in front of their classmates. (Do not read off grade in class or post grades in a way the students can discern others students grades.)

Teachers are to communicate, or provide a means to communicate, student progress to parents when the student is working below his/her ability or is doing poorly in a class.

At the time of mid-quarter reports, teachers are to notify the parents of all students earning a "C-" or below and suggest any necessary changes to correct the problem.

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Teachers are to use grades as one of the means to evaluate the effectiveness of their teaching as well as the effectiveness of student's learning. Anytime that twenty percent or more of the students are receiving "D's" or "F's" in a subject at mid-quarter or the end of the quarter, a teacher should re-evaluate his/her grading scale, his/her teaching or both.

Students will be tested by a nationally referenced test annually and the results supplied to teachers, parents, administrators and the School Board.

LESSON PLANS

- Yearly Lesson Plan - Teachers are to prepare a general yearly plan for each subject taught. They may use the order of material presented in the text or prepare their own order. Approximate time periods for major units should be projected.
- Weekly Lesson Plans - Weekly lesson plans giving each week's educational objective and assignments will be prepared by teachers and given to their administrator before classes begin each Monday as requested by the administrator.

SUBSTITUTE TEACHERS

High School/Middle School teachers: Please contact the Sub Clerk **by 5:30 AM** if you are unable to attend school that day (the previous evening is preferred, if possible). Leave a message if she does not answer. If you do not receive return call within 15 minutes, please call again.

Elementary teachers: Please contact the Sub Clerk **by 6:00 AM** if you are unable to attend school that day (the previous evening is preferred, if possible).

All teachers: Call the school office by **2:00 PM** on the day of your absence to inform if you will be returning the next day or not. If a call is not received, the substitute will be retained for another day at YOUR expense. Also, please let the Sub Clerk know of any additional responsibilities that you do so arrangements can be made to cover those as well.

Detailed lesson plans accompanied by seating charts are expected to be available in the event of the teacher's absence. These are to be provided by the teacher for his/her substitute by 7:30 AM or earlier on the day of their absence. Be sure your sub folder/notebook is up-to-date.

Good planning is essential to good teaching. It seems reasonable, therefore, to expect the classroom teacher to keep a written record of his/her planning - both long and short range - and have it readily available for use by a substitute.

Pupils become adjusted to the classroom routine of the regular classroom teacher. It should be made easy for a substitute to carry on the same general procedure by having the following materials available: seating chart, record of the grouping of pupils, special services schedule, textbooks, guidebooks, instructional plans, attendance book containing attendance sheets, and a note concerning special problems.

The teacher should discuss any dissatisfaction regarding the substitute's work with the administrator. It is unwise to discuss such things with other teachers or with pupils. The

12.9 continued

substitute's work can be improved if the administrator is made aware of any shortcomings. Conversely, a note or expression of appreciation can be given in behalf of a substitute who has done a good job with your class.

Substitute teachers shall be obtained by the Sub Clerk from an approved list of substitutes.

Candidates for the position of substitute shall apply and be interviewed as required for all personnel. Substitutes shall be placed on a priority calling list according to the following:

1. Experienced, certified former teachers
2. Certified but inexperienced teacher candidates
3. Adults with college degrees

Every effort will be made to use substitutes who agree with the principles of Christian education.

PERSONAL AND PROFESSIONAL LEAVE

Personal and professional leave:

1. **Shall not be allowed on the day before or immediately after a holiday break.**
2. No personal day on the first or last day of the school year.
3. Personal day requests are approved based upon:
 - a. seniority
 - b. date on which the request was submitted
 - c. availability of a certified substitute teacher.
 - d. consideration of the number of other faculty members already gone for school events.
4. Faculty member may appeal decision.

NATIONALLY REFERENCED STANDARDIZED TESTING

Students in various grades will be tested annually by a reputable nationally referenced standardized test. The tests may be used for individual target teaching to remediate special needs of students, but will primarily be used to assess the strengths and weaknesses of the school's curriculum and secondarily, the staff's instructional skills.

SCHOOL LIBRARY

A professional library is maintained in our school. A number of books with helpful and practical suggestions are available and more are added from time to time. The school budgets funds for this purpose each year. If you are interested in ordering a specific title, please complete a purchase request form at the office.

TEACHING SUPPLIES

General teaching supplies are available upon request from your grade level office. At the end of the school year, each teacher needs to complete a "Teacher Consumable Supply Requisition" form. The order will be filled and given to you during "in-service" week.

NEW STUDENTS

New student assignment is usually made according to the class with the lowest enrollment.

12.9 continued

COPIES

Copies are available in the copy center. A “COPY” box is located in the copy center. A “Copy Order” form must be attached. Please plan ahead – allow a 48-hour turn-around time on all copying orders.

TEXTBOOKS

Textbooks are issued to students for certain subjects using the Textbook Check-out Form. Books should be numbered and assigned to particular students so that accountability for lost or damaged books may be verified. A copy of the form must be given to Norma Rouleau. All books are to be checked in using this form.

AUDIO-VISUAL EQUIPMENT

Audio-visual equipment is available for classroom use. TV-VCR units are available in most classrooms.

FIELD TRIPS

Teachers are encouraged to take their classes on educational field trips throughout the school year. It is the teacher’s responsibility to organize class and field trip experiences that are interesting and fun, but also contain spiritual or academic value. **Field trips must be approved through the principal.**

The teacher is to ensure that field trips are adequately supervised. Elementary students are to be under direct supervision at all times. The supervising teacher should ask parents to come as group leaders when an activity demands more supervisory personnel than school personnel attending. A minimum ratio of one adult to ten students is required. A ratio of one adult to seven students is suggested. The supervising teacher needs to be available to oversee the field trip, it is suggested that the teacher be free to attend to these responsibilities. If students return to school after a field trip and the regular after-school supervisory staff has left, the supervising teacher is responsible to stay with students until the last student has been picked up.

In the interest of safety, students will be assigned a partner for all off-campus outings. This will assist group leaders in participant accountability.

Field trips must be scheduled with the transportation director at least one month prior to actual date of the trip.

1. Definition

A field trip is a planned visit to a point outside the regular classroom. Field trips offer experiences rich with meaning; yet “seeing” does not inevitably result from a directly observed experience. A field trip is only as successful as the planning and preparation that go into it.

2. Over-all Procedures

- a. Determine purpose. A field trip must be justified educationally and have a direct relationship to the goals and objectives of the school grade or subject field.
- b. Plan carefully. Remember that the children should participate in the planning.

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3. Specific Procedures

- a. Make a preliminary survey with a list of situations, points of interest and the like.
- b. Estimate the length of time involved and the round-trip schedule.
- c. Obtain consent from the school administration to make the trip.
- d. Decide whether the entire class or a selected group should go.
- e. Make arrangements with authorities at the destination point and with school authorities.
- f. Complete "Off Campus Request" Form
- g. Obtain parental consent for students to go on the field trip. (Use "Field Trip Permission Slip" - copies available in the office.
- h. Arrange for parents/grandparents to accompany you on the trip.
- i. Take a copy of student emergency forms with you on the trip.
- j. Notify Accounting Department in writing if the students are to be billed. Be sure they have an accurate list of the students and the amount to be billed.

4. Teacher-Student Preparation

- a. The teacher must be adequately informed.
- b. Arouse student interest in the trip by class discussion, photographs, bulletin boards, etc.
- c. Discuss with students the problems that the trip can help solve.
- d. Make clear to students the purpose of the trip.
- e. Develop background by consulting reference materials.
- f. Set up with students the standards for safety and behavior; what to do in case of accident; necessity for order, attention on the bus, at destination; necessity for strict attention to instructions of host, warning signs, etc. at destination.
- g. Work out with students specific points to observe during the trip.
- h. Prepare and distribute to students any materials that can be used profitably in the course of the trip.
- i. Plan the journey to and from the destination. This can be an important part of the undertaking. A field trip is a segment of a process which began before the trip and will continue after it.

5. Supervision of Participants

- a. The supervising teacher will carry a master role list of all participants.
- b. The designated group leader will carry a role list of all participants in their charge.
- c. Role will be taken prior to classroom departure. (By supervising teacher and designated group leader)
- d. Role will be taken before departure of the participant carrier.
- e. Upon arrival at destination, group leaders will gather their participants and confirm to the supervising teacher that all participants are present.
- f. Group leaders will take responsibility of their participants' location and safety during the field trip. (Students must stay within visual and voice contact of group leader). Supervising teacher will periodically check group leaders' role sheets.

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- h. Role will be taken upon participant carrier re-entry by both supervising teacher and group leader.
- 6. Supervising Teacher Responsibilities
 - a. Teacher must have in their possession:
 - i. master role sheet including all student and adult participants
 - ii. cellular phone
 - iii. emergency release forms for all students
 - iv. first aid kit
 - b. Oversee the participants' whereabouts before, during and after the trip
 - c. Be responsible to train and assign group leaders to their duties
 - d. Be CPR-trained and trained in first aid
 - e. Submit a written report to the administration of any unique incident that occurs
- 7. Evaluating a Field Trip
 - a. Give the children a chance to talk about their experiences. This will help to make the "seeing" truly "learning". This verbalization is essential to understanding and retention of learning.
 - b. Did the trip answer the question of all the students? If not, where can answers be found?
 - c. Were new questions stimulated? If so, where can answers be found? Let the field trip produce further interests, questions.
 - d. Have the students write letters of appreciation to persons involved (field trip office, parents, bus drivers, etc.)
- 8. Recording
 - a. Write a post field trip evaluation and keep it in your files for later reference.