

ATN Staff Handbook

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1. Introduction

1.1 Welcome

As an All Things New (ATN) staff member you are an important member of a team effort. We hope that you find your position with ATN rewarding, challenging, and productive. We consider you to be a gift from God and appreciate you and the gifts and talents you bring to this ministry. We are committed to helping you achieve your highest level of service for the Lord in this ministry.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, you are encouraged to discuss them with your supervisor, or any member of ATN's leadership team.

Sincerely,
Pastor Justin Noseworthy

1.2 Who we are

ATN is a community of Christ followers and seekers best understood in our expressions of vision, mission, core practices, and partnership. We are also part of a larger community of churches known as the Covenant. Information about all of this and more is found on our website and in our Ministry resources web page: www.allthingsnew.church/ministry.

1.3 ATN organizational structure

ATN is a congregation led church. Major decisions such as our annual financial plan require approval by ATN's partners. Strategic ministry and operational decisions are overseen by ATN's leadership team in which the lead pastor is a key member. In order to provide for leadership and ministry focus, ATN is organized into a collection of 4 "Constellations" of related ministries. This structure is represented visually in the ATN Organizations chart included in our Ministry resources web page: www.allthingsnew.church/ministry.

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2. Policies

2.1 Equal Employment Opportunity

All Things New Church is an Equal Opportunity Employer. Employment opportunities at ATN are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, color, sex, national origin, age, military status, veteran status, disability, genetic information, ancestry, medical condition, marital status, gender identity, gender expression, sexual orientation, or any other characteristic protected by law.

However, as a Christian church, ATN reserves the right to hire and maintain only those employees whose Christian faith and values are aligned with those of ATN.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, internships, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

If you observe a violation of this policy, or if you believe you have been subjected to any form of unlawful discrimination, you are encouraged to report it immediately to your supervisor, lead pastor or to the Leadership Team. ATN will investigate any complaint and take appropriate action.

2.2 Employee Conduct

ATN's standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, these standards. While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol, tobacco or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- The use of abusive language or making maliciously false statements
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or volunteers
- Negligence or improper conduct leading to damage of church property, or property owned by the congregation, other employees or volunteers
- Sexual or other unlawful or unwelcome harassment
- Poor performance including, but not limited to:

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- Inability of employee to fulfill responsibilities of the position and/or meet performance standards

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

2.3 At-Will Employment

ATN personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause, and with or without advance notice at any time by the employee or ATN. Nothing in this handbook shall limit the right to terminate at-will. No employee of ATN has any authority to enter into an agreement for employment on other than these at-will terms.

Nothing in this employee handbook or in any other policy, procedure, guideline, or provision document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

2.4 Lactation Policy

As part of our family-friendly policies and benefits, ATN supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during their workday at our office when separated from their newborn child, within the provisions of California law. On being informed of the need, an appropriate space will be made available with the necessary frequency to enable employees to privately express milk, with adequate access to refrigeration.

2.5 Abuse, Discrimination and Harassment Policy

ATN is committed to a work environment in which all individuals are treated with dignity, integrity and personal and professional respect at all times. ATN expressly prohibits discrimination and all forms of harassment against employees, interns, contractors and volunteers.

The California Fair Employment and Housing Act (FEHA) defines sexual harassment as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. Harassment on the basis of any other protected characteristic, including sex, race, national origin, color, ancestry, age, disability, religion, military status, veteran status, genetic information, medical condition, marital status, gender, gender identity, gender expression, sexual orientation, or any other characteristic protected by law is also strictly prohibited.

The law prohibits sexual harassment by coworkers, supervisors and managers, and non-employees, (such as volunteers and the congregation), whether the person is the same or a different gender as the harasser. The definition of sexual harassment includes many forms of

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offensive behavior, including harassment of a person of the same gender as the harasser and harassment of an ATN employee by a non-employee. These behaviors include, but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Actual or threatened retaliation
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
- Making or using derogatory comments, epithets, slurs, or jokes, including racial, ethnic or religious jokes, slurs or remarks
- Sexual comments including graphic comments about an individual's body; sexually degrading words used to describe an individual; or suggestive, discriminatory or obscene letters, notes, or invitations, including sending harassing emails or text messages and messages on social media
- Physical harassment including touching or assault, as well as impeding or blocking movements

Complaint Procedure:

ATN strongly encourages the reporting of all instances of perceived discrimination, harassment, or retaliation. Promptly report the incident to your supervisor, the lead pastor, or a member of the leadership team, if you believe you have experienced or witnessed harassment or discrimination based on any characteristic protected by law. Supervisors are instructed to promptly report any complaints of misconduct to the lead pastor and the leadership team chair. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor, contact the lead pastor, or report the matter directly to the Leadership Team Chair.

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially, providing all parties due process. ATN will keep the investigation confidential but only to the extent possible to conduct an impartial and thorough investigation. ATN will document and track the investigation to ensure reasonable progress, and will provide appropriate resolution at the conclusion of the investigation. Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Filing a Complaint with the Department of Fair Employment and Housing (DFEH):

Employees who believe that they have been sexually harassed may also file a complaint of discrimination with DFEH within one year of the harassment. DFEH is part of the State of California and serves as a neutral fact-finder, attempting to help parties resolve such disputes. If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, DFEH may file a formal accusation. This will lead to either a public hearing or a lawsuit filed by DFEH on behalf of the complainant. If DFEH finds that harassment has occurred, it may order certain remedies to the complainant. For more information see DFEH-159 "Guide for

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Complainants and Respondents”. Contact DFEH toll free at (800) 884-1684, TTY (800) 700-2320 or visit their website at www.dfeh.ca.gov.

Retaliation Prohibited:

ATN expressly prohibits retaliation against any individual who reports discrimination or harassment, or participates in an investigation of such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

Any questions or concerns regarding this policy can be directed to the lead pastor or leadership team chair. In instances where the accused harasser is a credentialed Covenant minister (ordained or licensed), the complaint is to be submitted to the Chair of the Leadership Team and filed with the Superintendent of the PSWC, who in turn will contact the Executive Minister of the Ordered Ministry. Procedures in the Rules of the Ordered Ministry will be followed under the Executive Minister’s direction.

2.6 Employee Grievances/Conflict Resolution

It is the policy of ATN to maintain a harmonious workplace environment. ATN encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions. Employees are encouraged to raise concerns with their supervisors or with the lead pastor or a member of the leadership team. After receiving a written grievance, ATN may hold a meeting with the employee, the immediate supervisor, and/or any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with ATN’s Abuse, Discrimination and Harassment Policy. ATN assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

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2.7 Conflict of Interest

Employees may engage in outside employment, private business, or other activity as long as it does not adversely affect the quality of their work, interfere with the agreed upon work schedule, or create a conflict of interest with the church.

A conflict of interest occurs when an employee's personal interests interfere, or appear to interfere, with their ability to make sound decisions or to perform their duties on behalf ATN. ATN employees have a responsibility to avoid real or potential conflicts of interest as outlined in the guidelines below.

Conflict of interest includes, but are not limited to, the following scenarios:

- An actual or potential conflict of interest may occur when an employee is in a position to influence a decision on behalf of ATN that might result in a personal gain for the employee or for one of the employee's relatives or friends.
- A conflict of interest may occur when an employee has financial interest in a business or venture that may be in conflict with ATN's interests.
- A conflict of interest may occur if the employee's outside involvements prevent them from adequately performing their job duties.

While ATN does not automatically assume that there is a conflict of interest when an employee has a relationship with another organization, by informing us that there is the possibility of an actual or potential conflict of interest, we can establish safeguards to protect everyone involved. All inquiries will be kept confidential to the maximum extent possible. Violation of this policy may result in disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act. Questions or concerns regarding this policy should be directed toward your supervisor or the lead pastor.

2.8 Mandated Reporter Policy

Staff members who are considered Mandated Reporters will be notified of their responsibilities when hired and will be expected to follow California Penal Code (CPC) 11164- 11174.4 in reporting suspected child abuse. A supervisor, lead pastor, or leadership team member should be notified that a report has been filed within 48 hours of a report being made.

California Penal Code Section 11165.7(a)(8): You are a mandated reporter if you are:
An administrator, board member, or employee of a public or private organization whose duties require direct contact and supervision of children, including a foster family agency.

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2.9 Anti-retaliation and whistleblower policy

This policy is designed to protect employees and address ATN's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, ATN will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding suspected ATN or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, volunteer, or anyone associated with or visiting ATN;;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; or
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment. Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination. Employees who wish to report a violation should contact their supervisor or the lead pastor or leadership team chair directly. Employees should also review their state and local requirements for any additional reporting guidelines. ATN will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the lead pastor, a member of ATN's leadership team or any state or local agency responsible for investigating alleged violations.

3. General Employment Practices

3.1 Definitions of Employment Status

A staff member is any individual who has been hired for an indefinite period unless a defined start and end date term is documented in writing upon hiring. The employment of a staff member can be terminated at will at any time, with or without notice, with or without cause, by either the staff member or ATN.

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Your job description provides a general summary of your duties and responsibilities and gives you important information about your job. ATN reserves the right to revise and update your job description from time to time, as it deems necessary and appropriate. You are expected to read and study your job description and any updates to it carefully. If you have any questions or concerns you should discuss these with your supervisor.

Your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of ATN. Your cooperation and assistance in performing such additional work is expected.

3.2 Employment Classification

- **Regular Full-time Employees:** Regular Full-time employees are scheduled to work at least 40 hours per week and are typically eligible for employee benefits, subject to the terms of the package agreed upon at the start of their employment as part of their overall compensation package or as modified by Leadership Team thereafter.
- **Regular Part-time Employees:** Regular, part-time regular employees are employees who work on a regular, ongoing schedule of less than 40 hours per week. They may be exempt or non-exempt. Any employee benefits (vacation, sick time, etc) would be agreed upon at the start of their employment as part of their overall compensation package and may be modified by Leadership Team thereafter.
 - Part-time employees may work on average the number of hours for an indefinite length of time. Payment for that pay period will not be decreased or increased as a reflection of fewer or extra hours worked. However, if the employee, at the end of a calendar year has works less than or more than the number of hours specified in the job description adjustment in either that employee's job duties or in the number of hours to be paid going forward may be required.
- **Independent Contractor:** ATN may enter into a contract with an individual or company to provide services or products as an independent contractor. Independent contractors are not entitled to workers' compensation or other benefits.

3.3 Performance Evaluations

Performance evaluations are tools whose objective is to support, affirm, and help each member of ATN's staff thrive and grow in his/her ministry and spiritual health.

A formal written performance review is to be conducted annually at the beginning of each calendar year. This review affords both the staff member and the reviewers an opportunity to share and then discuss their thoughts about the prior year's growth, goals, achievements, and challenges. It also provides an opportunity to establish goals for the upcoming year. Note that ideally, each staff member will have been meeting informally with a designated supervisor no less frequently than monthly.

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The reviewers are to be a team - one with a clearly pastoral perspective, one with a more operational perspective. For example, this could be the lead pastor and the constellation leader or a member of the leadership team

Foundational to the review is the staff member's position description and the annual ministry goals established for that staff member's ministry.

An [evaluation form](#) is first completed independently by the staff member and each of the reviewers. The staff member and reviewers then meet to share and discuss their evaluations.

As opportunities to foster growth are identified and agreed upon, these are documented in an [evaluation summary](#) document to be signed by both the staff member and the reviewers. This document along with the individual evaluation reviews become part of the staff member's file.

3.4 Expense Reimbursement

ATN's annual Ministry Financial Plan (MFP) reflects amounts approved for various expense types. Expenditures should not exceed these amounts without a pre-approved agreement to repurpose amounts from some other expense category.

When an expense is incurred it is to be documented using ATN's standard expense reimbursement form and following ATN's documented Finance Policies and Guidelines- both of which, along with the current MFT and income/expense summaries are found on the Ministry information web page (www.allthingsnew.church/ministry). It is important to report expenses in the month in which they occur to enable an accurate understanding of ATN's financial status.

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4. Salary Administration

4.1 Paydays

All staff are paid semi-monthly on or around the 15th and on the last day of each month. Direct deposit is supported and encouraged.

4.2 Work Schedules

Full time staff are expected to account for at least 40 hours of work or approved off time.

Part time staff are expected to account for, on average, the number of hours for which they are due compensation. They do this by recording both time worked and off time in ATN's designated time reporting system. Staff does not work a fixed schedule, but rather one that comports with their specific position descriptions and duties. Work hours may vary from week to week as a result of either allotted off time hours or work load fluctuations. Pay will not vary based on the total hours worked plus allotted paid off time taken.

At the end of the year, the total work hours plus off time hours should reflect the agreed compensation. The reported time, when reviewed, might signal a need for an adjustment such as an increase or decrease in hours or a modification to job duties. Note that this review of hours reported could be conducted prior to the end of the year if there is a sense that the number of work hours is consistently lower or higher than anticipated.

5. Benefits

5.1 General Benefits

Staff benefits include paid time off as outlined below and any benefits specific to that employee's contract..

5. Paid Leave

Paid time off is granted at the beginning of each calendar year, to be used in that calendar year. Unused time off does not carry over to the next year. Off time is recorded weekly in the employee's time report.

5.2.1 Vacation

Vacation time for the founding pastor is defined in the Church Plant Agreement with the Covenant denomination.

For all other staff, vacation time is allocated at the beginning of each calendar year as follows:

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Staff is granted twice their scheduled weekly hours in discretionary paid off time annually. For example:

Scheduled Weekly Hours	Annual vacation time
10	20
15	30
20	40
25	45
30	60
40	80

Discretionary time off can be used for sick off time, but paid sick hours can not be used for discretionary time off.

For staff hired within a calendar year, vacation for that first year is prorated based on the hire date. For example, an employee hired on July 1 would be allocated 50% of the annual number of hours shown above.

5.2.2 Sick

Employees are entitled to one hour of sick leave for every 30 hours worked. A lump sum of sick leave will be allotted at the beginning of each calendar year as follows::

- 17 hours or 2 days for part-time employees working 10 hours/week
- 26 hours or 3 days for part-time employees working 15 hours/week
- 35 hours or 4 days for part-time employees working 20 hours/week
- 43 hours or 5 days for part-time employees working 25 hours/week
- 69 hours or 9 days for full-time employees working 40 hours/week

5.2.3 Sabbatical

Sabbatical leaves apply only to full time pastoral staff. In accordance with the Church Plant contract, the church will have established its sabbatical policy by its 5th year in consultation with the Pacific Southwest Conference. The details of ATN's Sabbatical policy are recorded in a separate document attached by reference hereto.

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5. 2.4 Other

ATN will grant employees military, family, and medical leave of absence to the extent required by applicable federal and state law.

ATN encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must inform their immediate supervisor as soon as possible of the date of their summon so that the supervisor may make arrangements to accommodate their absence. Jury duty will be paid if required by applicable state law.

6. Separation from Employment

6.1 Employee Resignation / Voluntary Termination

Although employment is “at will”, meaning a staff member may resign at any time, as much advance notice as possible is desirable in order to minimize the impact on ATN’s ministry. Notice of intent to resign should be submitted, in writing, to one’s supervisor with a copy sent to the Leadership team.

6.2 ATN Initiated Termination

Involuntary termination is also “at will” and ATN does not have an obligation to justify why the decision to terminate has been made. ATN may, however, explain its reasoning to the employee who is subject to termination. Whether or not an employee is to be provided with any advance notice or any special compensation is at the sole discretion of ATN’s leadership team.

6.3 Employment Inquiries

References for or inquiries about terminated employees are to be referred to and responded to by ATN’s Leadership Team Chair or Vice Chair. Responses to such inquiries are to be limited to confirming the employee’s position title, hire date, status, and termination date. Opinions about the employees performance or character are not to be shared.

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7. Acknowledgement and Receipt of Employee Handbook

Click here to acknowledge that...

“I have received a copy of this current version of the ATN Employee Handbook. I understand that it is my obligation to read and understand this material.

I understand that this is not an employment contract and that my employment is terminable at-will by either the church or myself. I fully understand that the policies, rules and benefits described in this handbook are subject to change at the sole discretion of ATN at any time. This handbook supersedes and replaces all previous Employee Handbooks, manuals and memorandums added to previous Employee Handbooks and manuals. All such previous Employee Handbooks and manuals are hereby revoked.