



Staff Guide



CHRIST FELLOWSHIP
Staff



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Welcome

We're so glad you have chosen to join the Christ Fellowship team and are confident your work here will have a positive impact on fulfilling our purpose.

You are joining a church with a mission to impact the world with the love and message of Jesus Christ. We believe through commitment to the Great Commandment as told in Matthew 22: 36-40 and to the Great Commission as told in Matthew 28: 19-20 and by recognizing the unique gifts each of us possess to fulfill this mission as told in Ephesians 4: 11-13, we will grow a great Church.

As a staff, we are committed to working together to achieve our mission. It is challenging and will require your best efforts. Your service to fellow staff members and to the congregation of Christ Fellowship will outweigh anything the world has to offer.

Christ Fellowship is providing this Guide to help you understand the benefits and policies associated with your employment. Policies set forth in this Guide are not intended to create a contract nor are they to be construed to constitute contractual obligations of any kind.

The provisions of this Staff Guide may be amended or canceled at any time, at CF's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of a Senior Leadership Team Member.

When policies and benefits change, you will be notified. In places throughout this Guide, you will find references to or summaries of other complete documents about our benefits and policies. These complete documents are available for your review in the Human Resources department.

If you have any questions related to the information contained in this guide, please contact the Human Resources team.

Our Purpose

Our purpose is to impact our world with the love and message of Jesus Christ.

Our Core Values

Our core values represent the model of how we conduct ourselves on a daily basis. Developed by the Christ Fellowship Staff and endorsed by leadership, these values guide, direct and represent all that we are.

All for One

Unity centered on Jesus and our core beliefs.

Inside Out

Living a life marked by prayer and integrity.

Grow to Go

Remaining teachable to become usable.

Live to Give

Stewarding our lives for eternity.

A Passion for People

Impacting humanity with the love of God.

Core Commitments

Scriptural Core Commitments

Scripture is clear that those in leadership positions have a greater responsibility and are held to a higher standard. As staff members, you are in leadership and are therefore expected to live lives of integrity according to biblical principles.

We believe God has called us as CF staff members to a higher level of leadership – to set an example for believers – and distance ourselves from that which the world may condone. With this in mind, CF expects you to refrain from consuming alcoholic beverages, tobacco products, use or possess illegal drugs, recreational drugs (including marijuana), and will not abuse prescription or over-the-counter medication both on and off the job. If you are a pastor or director and are married, we expect your spouse to join you in abstaining from the use of these things as well.

While personally striving to be more like Christ, please use discretion when choosing television programs and movies

or communicating via social media. Allow your life and spiritual walk to be an example for those around you. Set the highest standard in your own life and in the life of your family. Please keep in mind that you are an ambassador for the Church and, more importantly, for God.

Involvement in (use of) pornography, sexual immorality, homosexuality and fornication are sins and will not be tolerated.

Although we all have struggles in our Christian walk, immediate confession and repentance are a disciple's natural response to sin in his or her life. It is important to keep communication with your supervisor open at all times about any sin or issues that might jeopardize your ministry or the work God is doing at the Church.

On a case-by-case basis, disciplinary action may be taken when violations of this code occur. Under some circumstances, our leadership may decide to make changes in a staff member's assignment or terminate the staff member's employment.

Tithing

As CF leaders, we are expected to support the work of CF with our tithes and offerings by directing it to Christ Fellowship, our local church. As Christ followers, we honor the Lord by giving him the first part of all your income (Proverbs 3:9). We put God first in the area of our finances by giving back to him the first ten percent of what he entrusts to us. We encourage our staff to give beyond the tithe as directed by the Holy Spirit and lead the way in church-wide efforts such as Heart for the House and Christ's Birthday Offering. We do this knowing we are called to be examples of spiritual maturity. As scripture says in Malachi 3:10 "Bring the whole tithe into the storehouse, that there may be food in my house. Test me in this," says the Lord Almighty, "and see if I will not throw open the floodgates of heaven and pour out so much blessing that there will not be room enough to store it." Anytime we put God in the first place, he honors it. The purpose of tithing is to teach you to always put God first in your lives (Deuteronomy 14:23).

Keeping Appropriate Intimacy Boundaries

To maintain our Core Commitments and protect relationships, please establish healthy boundaries in relationships. Avoid placing yourself or others in a situation that is inappropriate or could be perceived that way. Married staff members should not ride alone in vehicles nor meet offsite for lunch/meals with members of the opposite sex, or place themselves in any situation or location that could be perceived as inappropriate. Staff that are 18 and older should not be in a dating relationship with a minor while employed at CF.

As a married person, commit to invest in your marriage and lead your family well. Do this by loving God first, having serious fun, demonstrating love & respect for your spouse, and practicing your promise.

As a single (non-married) person, commit to pursuing God, leading yourself well and establishing healthy relationship boundaries for the season of life you are in.

Harassment

CF strives to provide an optimal work environment for ministry service. To help achieve this, and in order to comply with applicable law, CF will ensure our workplace is free of harassment. Our policy is to take all reasonable steps to prevent and promptly correct any sexual or discriminatory harassment and prevent its recurrence. If you believe a violation of this policy has occurred, you should report it promptly to Human Resources or an Executive staff member. Our complete harassment policy is listed in Appendix A.

Protection of Confidential Data

The protection of confidential business and personal information is vital to the interests and success of CF. Confidential information includes, but is not limited to the following:

- Counseling Data
- Contribution Data
- Staff Compensation Data
- Staff Personal Data
- Benevolence Board Data
- Membership Data

It is a violation of our policy to disclose confidential business data even if you do not actually benefit from the disclosure.

Solicitation

Staff members may not solicit or distribute products or literature in the workplace at any time for any purpose.

CF recognizes staff members may have interests in events and organizations outside the workplace. Staff members may not, however, solicit other staff members or distribute literature concerning such activities in the workplace or on the grounds. Use of CF email for such purposes is prohibited.

Conflicts of Interest

You have an obligation to conduct church business free from actual or potential conflicts of interest. This section establishes the framework within which the Church wishes its staff members to operate. If you have any questions or concerns about this, please seek further clarification from your immediate supervisor.

An actual or potential conflict of interest occurs when you are in a position to influence a decision that may result in personal gain for either you or a relative of yours as a result of CF's business dealings. Under this policy, a relative is any person who is related to you by blood or marriage or whose relationship with you is similar to that of persons related by blood or marriage.

A “presumption of guilt” is created by the mere existence of a relationship by a staff member to a person doing business with CF in which the staff member has involvement.

If you have any influence on transactions involving purchases, contracts, or leases that involve relatives, it is imperative you inform your immediate supervisor as soon as possible about the potential conflict so that safeguards can be established.

CF discourages you from accepting personal gifts from individuals or firms doing business with CF. You should not accept anything of value under circumstances that could be interpreted to influence the manner in which you make decisions about the use of outside firms or outside services.

If you desire to give a gift to your supervisor, or to employees reporting to him or her, the gift should be of limited monetary value.

Communicating Concerns

Experience has shown that when people deal openly and directly, the environment can be excellent, communication can be clear, and attitudes can be positive. We believe CF amply demonstrates this commitment to a positive work environment by responding quickly and effectively to concerns raised by the staff.

CF will keep expressions of concern, their investigation and the terms of their resolution confidential. In the course of investigating and resolving concerns, however, some dissemination of information to others may be necessary.

Staff members who raise legitimate concerns or voice valid job-related complaints will not be penalized for taking such actions.

CF believes the work conditions, wages, and benefits it offers are competitive with those offered by other churches in similar circumstances. If you have a concern about work conditions or compensation, please voice these concerns to your Campus Pastor or Core Director.

Employment at CF

Equal Opportunity Employment

We are committed to providing equal opportunity in all phases of employment and employment-related activities. Equal employment opportunities will be provided to all individuals based on related qualifications and ability to perform the job without regard to age, sex, race, color, national origin, disability or veteran status. This policy applies to all actions relating to employment.

Under the 1972 Amendment to the Civil Rights Act, CF is permitted to use its Christian doctrines and practices as a basis for hiring.

Employment Application

CF relies upon the accuracy of information contained in the employment application and of other data presented throughout the hiring process. If you are hired and a misrepresentation or omission is discovered during the course of employment, you may be dismissed.

Employment Classifications

Exempt and Non-exempt

Each staff member is designated as either non-exempt or exempt from Federal and State regulations governing overtime pay. Non-exempt staff members are entitled to overtime pay according to those regulations. Exempt staff members are excluded from overtime pay provisions. If you have any questions regarding your classification, please contact Human Resources.

Employment Categories

In addition to the above categories, each staff member is assigned to one of the following employment categories:

Regular Full-Time Staff are scheduled to work a minimum of 30 hours per week until either the staff member or CF terminates the employment relationship. Generally, full-time staff are eligible to participate in CF's employee benefit plans subject to the terms and conditions of those plans.

Regular Part-Time Staff are scheduled to work between 13 hours and 29 hours per week and receive legally mandated benefits (i.e. contributions to social security and coverage under CF's workers' compensation plan) and are eligible for paid holiday leave. See page 25 for details. Regular part-time employees are not eligible to participate in health or other employee benefit plans.

Limited Part-Time Staff are scheduled to work 12 hours or less, or on an irregular or on demand basis. Limited part-time employees receive legally mandated benefits (i.e. contributions to social security and coverage under CF's workers' compensation plan) but are not eligible to participate in health or other employee benefit plans or for paid holiday leave.

Temporary Staff are hired for a specific period of time and assignments are typically of a limited duration. Employment beyond any initial period does not imply a change in employment status. Temporary employees retain that status unless notified of a change by Human Resources. While temporary employees receive all legally mandated benefits (such as workers' compensation coverage and social security contributions), they are ineligible for health or other employee benefit plans.

Changes in Employment Classifications

Your classification status may change during the course of your employment with CF, with or without advanced notice. Changes in your employment classification may result from a job change, promotion, change in work hours, or your job description. If at any time you have a question about a possible change in your classification, contact your supervisor or

Performance

At Christ Fellowship we encourage continuous feedback. Your supervisor is encouraged to discuss job performance and objectives with you on an informal, day-to-day basis. Additionally, you will submit a weekly check-in that will be reviewed by your supervisor. You will have weekly or bi-weekly 1:1 meetings with your supervisor that include discussing specific and measurable approaches to meet objectives and improve job performance.

New team members and staff who have transitioned into a new role will have a formal 90-day review focused on the onboarding experience, key accomplishments, and opportunities for growth.

If your supervisor determines that job expectations are not being met, he/she will provide you with a clear plan for improving or correcting the behavior or task. The performance improvement process is proactive and progressive in nature and may consist of all or some of the following steps:

Consultation – Your supervisor will meet with you to discuss any policy or procedure that has not been complied with or job task(s) that have fallen short of the standard. An explanation of necessary improvements will be provided and the consequences of continued poor performance will be explained. Your supervisor may keep a written record of this meeting.

Written Plan of Improvement – If you fail to make the improvements or changes specified in meetings with your supervisor, or if the offense is serious in nature, he/she may document the issues in a written Improvement Plan containing an explanation of necessary improvements, changes, or corrections and the consequences of continued poor performance. Your supervisor and HR will review this plan with you and ask you to sign it. The Improvement Plan will become a part of your personnel record.

Dismissal – There are varying degrees of seriousness related to inadequate job performance or infractions of CF policies or core values. Certain instances of unacceptable conduct or job performance may be so serious in nature that termination of employment without prior warning or consultation may result. In all other cases, failure to make necessary corrections or changes as identified in prior consultations or in a written Improvement Plan, will result in termination of employment.

Employment at Will

Under Federal and State law, CF has the right to terminate the employment relationship at any time, with or without cause or advance notice. You may resign at any time. This employment “at will” relationship remains in effect throughout your employment with CF and may not be modified by any form of oral or implied agreement. Church leaders, supervisors, or other representatives do not have the authority to alter the employment “at will” relationship.

Personal Appearance

Our dress code and personal cleanliness standards reflect how we represent Christ Fellowship in our business dealings with members, visitors, and the community. You are expected to present a clean, neat, and modest appearance. Please be aware of your audience and schedule for the day. Proper dress is expected at all CF related events you attend. Staff should wear modest clothing. Dress and skirt lengths should come to or below the knee. Reasonable standards rule out tight or short shorts, tank tops, halter tops, or any extreme in dress, accessory, fragrance, or hair style. Staff should avoid wearing clothing that is usually reserved for the gym. T-shirts that contain slogans or offensive or suggestive language are not to be worn. If a project requires physical labor (i.e. building sets, painting, etc.) work clothes will be permitted. When the project has been completed, however, you should change into appropriate attire. If you come to work inappropriately dressed, you may be sent home and directed to return to work in proper attire. Under such circumstances, you may not be compensated for the time away from work.

Attendance & Punctuality

To maintain a productive work environment, you need to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other staff members and hampers the ability of CF to accomplish its mission.

In the rare event you are unable to avoid being late or to work as scheduled, you must notify your supervisor in advance or as soon as possible.

Attending Staff Meetings

It is important for us to grow as a team. Your attendance and participation is expected at all staff meetings and periodic staff functions. If you have job duties or external circumstances that prevent your attendance, you must have prior approval from your supervisor.

Work Schedules

Christ Fellowship operates seven days a week. Staff schedules are based on role duties and expectations. If you have any questions regarding your work schedule, your supervisor will advise accordingly. A Full-Time Salary staff schedule has the expectation of 45 hours per week. Hourly Non-Exempt work schedules will be determined by role. Work schedules will fluctuate with events.

Meal Periods

If you're keeping track of your work hours and you take a meal break that's 30 minutes or longer, make sure to clock out. During this break, you won't have any job duties. If you're below 18 years old, ensure that you do not work for more than 4 consecutive hours without a full, uninterrupted 30-minute break.

Timekeeping

Non-exempt staff members eligible for overtime pay are required to maintain an accurate record of their time worked in order to comply with applicable laws. Time worked is defined as all time actually spent at the workplace performing assigned tasks.

A timekeeping system is provided for all nonexempt staff members eligible for overtime pay. Hours worked beyond the staff member's regular schedule should be approved by the staff member's supervisor prior to the time the work is performed.

It is your responsibility to submit a complete and accurate timesheet using the system provided by CF at the conclusion of each payroll period. Supervisors are required to review and approve timesheets, whether paper or electronic, prior to payroll processing. If your timesheet is not turned in on time, payment may be delayed until the next pay period.

Falsifying time records or recording time on another employee's time record is a serious breach of our policies and core values and may result in dismissal.

Weekly Work Expectations

Workload will fluctuate between departments and campuses, please work directly with your supervisor to determine if schedule adjustments are needed. The following are some examples for each category of staff:

Full-time Salaried Weekend Staff: If there is a work event on Friday and you are scheduled to work a full day the following Saturday, then you will have the following Monday off. If you do not work on that Saturday, you will have Saturday as a full day off. If you work half of the day on Saturday, you will get half of the day off on Monday.

Full-time Hourly and Part-time Staff: Work with your supervisor to manage your hours within the Saturday through Friday pay week.

Bringing Children to Work

To do our job well every day, it's important to have limited distractions. Under normal circumstances, it's best to organize childcare outside of the church facilities. Sick time off is available for your use if your child becomes sick, unless your supervisor approves you to work from home.

Hiring of Relatives

As a workplace, related staff can work in the same ministry. However, hiring of staff under a relative's leadership is not permitted. Doing so may cause conflicts; as well as problems with staff morale. In addition, claims of partiality in treatment at work and personal conflicts from outside the work environment can be carried into day-to-day working relationships. Staff are encouraged to meet with Human Resources if they feel a family working relationship is causing conflict.

Outside Employment

If you are considering outside employment, you are encouraged to speak with your supervisor in advance to consider the impact it may have on your position at CF. If CF determines your outside work interferes with your job performance at CF, you may be asked to voluntarily terminate the other job in order to remain employed with CF.

Personal Data Changes

Please update CF systems, including the payroll system, of any changes in your personal data including: mailing address, telephone numbers, emergency contact information, number and names of dependents, educational accomplishments, etc. Connect directly with a member of the Human Resources team if you have a name change.

If you are a full-time employee, please remember your insurance benefits are affected whenever there is a change in your personal status. Events such as birth or adoption of a child, legal separation or divorce, or the death of a family member all affect your coverage under these plans. Please alert Human Resources as soon as possible. This will allow sufficient time for our benefit plan providers to process the change in status so that your coverage is not interrupted. Failure to do so could result in a lack of coverage, denied claims, or other unintended consequences.

Wage & Hour

You will be paid biweekly, every other Friday. When a scheduled payday is a holiday, payday will occur on the Thursday prior to the holiday.

Payroll Deductions

CF is required by law to deduct federal income and social security taxes from your pay. You must authorize any other deduction in writing. Your pay stub itemizes all amounts withheld from your pay. You are responsible for reviewing the accuracy of this information. Changes to the number of withholding allowances on your W-4 may be made at any time. Questions about deductions should be directed to the Human Resources department.

Your pay will be directly deposited into a checking or savings account that you provide. Please update this information in Christ Fellowship's payroll system if your banking information changes.

All payroll updates, such as tax withholding or direct deposit changes, need to be submitted by Friday before the pay week in order for the change to be effective in the upcoming paycheck.

Garnishments

CF is required by law to honor any legal garnishments of staff member earnings and will notify you if a garnishment is received.

Pay Corrections

CF takes all reasonable steps to assure that staff members promptly receive correct amounts of pay in each paycheck. In the unlikely event there is an error in the amount of pay, please bring the discrepancy to the attention of the Human Resources department as quickly as possible so that corrections can be made.

If underpayments are identified, they will be corrected in the next regular paycheck. Overpayments will also be corrected in the next regular paycheck unless this presents an undue hardship based on the amount owed. In that case, CF will arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

Ministry Expenses & Travel

Meals for CF Guests

CF will reimburse meal expenses for volunteers and other individuals for reasonable meal expenses incurred while conducting CF Business. As a general rule, meal expenses should not exceed \$20-\$30 per person, including drink & tip. Please refer to the [CF Expense Guidelines](#) for more information. The Finance Department can help answer specific questions.

Staff Meals (for non-travel)

With prior approval from your Central Director or Campus Pastor, CF will reimburse staff meal expenses for valid business reasons. Normal working lunches are not covered by CF, as staff are expected to provide their own lunch each day. As a general rule, staff meal expenses should not exceed \$17 per person, including drink & tip. Please refer to the [CF Expense Guidelines](#) for more information. The Finance Department can help answer specific questions.

Tipping Guidelines

We want to be generous but wise in how we steward our resources. This includes tipping people that serve us and rely on tips as part of their compensation. At the same time, we also want to honor the acts of worship in the form of tithes and offerings that thousands of people give to Christ Fellowship each week, by stewarding this money and overseeing it with excellence (Matt 25:14-30). Below are specific examples and guidance on acceptable levels of tipping. If you need clarification on any of these scenarios or a circumstance not covered, please reach out to your Central Director or Campus Pastor for guidance.

Meals	
Meals in a restaurant with a server/wait staff.	20%
Delivery of food from a restaurant that is not a catering company. Be at the delivery location when the order arrives.	15%
Pick-up from a counter order restaurant (Ex: Panera Bread, CR Chicks, or Chipotle)	\$1 per meal, up to 10% of order

Pick-up from a restaurant with servers/wait staff	10% - 15%
Catering for smaller orders where a tip is included in order amount. Be at the delivery location when the order arrives.	Add 10% -15% for delivery person
Catering for large or bulk orders when a delivery/service charge is included in order amount.	No additional tip necessary
Catering for large or bulk orders when a delivery/service charge is not included in order amount. Work with your Central Director or Campus Pastor on an appropriate amount.	Additional tip for delivery person

Travel	
Skycap	\$2 first bag, \$1 per additional bag
Airport shuttle bus drivers	\$2 - \$5
Taxi / Uber / Lyft Driver	15% of the fare, up to \$20 if they assist with luggage
Hotel Bellhop	\$2 first bag, \$1 per additional bag
Valet	\$2 - \$5
Bus Driver (not chartered)	\$2 - \$3
Car wash of a Christ Fellowship vehicle	\$2 - \$5

Documentation required

If a receipt was provided, the tip should be recorded on the receipt.

If the tip is cash and there is no vendor receipt (such as a Valet) make a notation on a separate piece of paper with the date and a brief explanation.

Travel

CF will reimburse staff members for reasonable expenses incurred while on assignments away from their regular work location. All travel must be approved in advance by your Senior Leadership Team Member. Staff members are responsible for making their own arrangements after approval has been granted for travel.

CF will reimburse the actual cost of travel, meals, lodging, and other expenses directly related to approved travel. Staff members are expected to arrange economical air travel, lodging, and rental car expenses and limit expenses wherever possible. Overnight travel expenses will be reimbursed according to reasonable and actual costs incurred. Meals, including drink and tip:

- Breakfast: \$15.00

- Lunch: \$17.00
- Dinner: \$20.00 - \$30.00

Cash advances to cover reasonable anticipated travel expenses may be made. When a cash advance is needed, staff members should submit a request in writing to their department head. More information on cash advance procedures is available through Finance. When travel is completed, staff members must submit an expense report within 14 days. Receipts for all expenses must accompany the report.

Mileage Reimbursement

CF reimburses for mileage when the use of your personal vehicle is necessary to perform your job duties. CF will reimburse personal car mileage for the following activities:

- Travel between campuses (for example, Gardens to Royal Palm Beach);
- CF approved conferences and training, excluding continuing education;
- CF meetings held outside of your work campus;
- Hospital visitation;
- Trips for a CF dedicated task; and
- Travel to a CF retreat/camp as a “Staff” participant, including CF Leadership College.

All claims for mileage reimbursement require the approval of your department head. Reimbursement for mileage will not be granted for trips from or to your home. Reimbursement for mileage will not be granted for social activities with coworkers or volunteers. All requests for mileage reimbursement need to be submitted and approved within 60 days of travel. For more details you can refer to the [Christ Fellowship Expense Guidelines](#).

Training & Development

Conferences

Conferences must be approved in advance by your supervisor and Senior Leadership Team Member.

Training

We promote a proactive approach among our staff to seek opportunities for professional growth and development aligned with their job responsibilities. This may involve engaging in training sessions, seminars, or obtaining certifications. We encourage employees to coordinate with their supervisors to identify the most suitable development opportunities that are specific to their job responsibilities. It's important to be aware that any costs associated with these opportunities will require approval from the Senior Leadership Team.

Southeastern University at Christ Fellowship

We are excited to support you in your academic journey and help you thrive both personally and professionally. All staff members, in good academic standing, receive a 25% tuition discount and a site fee discount based on employment status (i.e., part-time, full-time, etc.). In order to qualify for these discounts, staff must maintain a cumulative GPA above the minimum requirement set by Southeastern University. Staff must also achieve a letter grade of "B" or better in their Practicum class, if applicable. We believe in your success and are here to support you in achieving your academic and personal goals.

Volunteering at CF

As a ministry, we understand staff will want to serve in a capacity beyond their staff role as a volunteer. If you are a non-exempt employee, and are interested in volunteering, you may not serve in the same capacity as your normal job description. For more clarification, please contact Human Resources.

Participating in CF Sponsored Trips

We encourage you to learn about CF ministries and the outreach opportunities available to you. If you are attending a CF-sponsored mission trip or camp that will require time away from your position, you must have prior approval from your supervisor and the ministry leader responsible for the trip. If your position requires you to participate in a CF-sponsored trip, you will be paid your normal wages during the trip. If you are a non-exempt employee, you will clock in during the time you are working and clock out for meals and other non-work breaks. If your position does not require you to participate, you must take earned vacation to participate. The Director of Missions (mission trips) or ministry leader (camps or retreats) in charge of the trip may use discretion as to the number of staff that may participate and who may participate based on the needs of the trip.

Information Technology and Apps Policy

Introduction

Christ Fellowship is committed to leveraging various technologies for increased productivity, enhanced information sharing, and seamless internal and external communication. This policy serves as a guide to ensure responsible use of technology, establishing boundaries and guardrails to prevent issues and enabling the IT Operations and Solutions (CFTech) and Apps teams to provide effective support.

Scope

This policy applies to all Christ Fellowship church staff, authorized users, and all individuals or entities using any Christ Fellowship owned and/or managed applications, computers, networks, and all devices connected to those networks.

Users must adhere to this policy, subject to modifications by Christ Fellowship with or without prior notification, and violations may lead to disciplinary or legal action.

Computers & Software

Ownership

Computers, tablets (such as iPads), and other computer devices assigned to staff members as part of their employment are the property of Christ Fellowship. Desktops, monitors, and related peripherals may not be removed from the premises unless the user is expressly authorized to do so by the Information Technology department. Modifications to computer equipment, the installation of additional peripheral items, is not allowed unless approved by IT. Upon separation, you must return all Christ Fellowship owned equipment provided to you during the course of your employment in good working order.

Personal Use of Christ Fellowship Technology

Limited personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other non-work breaks), and does not result in expense or harm to the Church or otherwise violate this policy. Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the Church's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Non-Christ Fellowship Systems

For information security purposes, devices which are not the property of Christ Fellowship should NOT, under any circumstances, be connected to the Christ Fellowship network or any Christ Fellowship computer without first obtaining the written permission from the Director of Information Technology. Support for hardware and software will be provided by the IT department for church-owned computers only.

Maintenance

All maintenance and repair work will be performed by the person(s) authorized by Christ Fellowship's CFTech department. No outside vendor or any other third party is to perform maintenance or repair work on computer, server or network switches without the consent and prior notification of the Director of CFTech.

Negligence

Staff will be required to pay for the replacement or pay for the repair of any computer provided to them in the event it was stolen, misplaced or damaged due to their own negligence. For the purpose of this policy, negligence is defined as knowingly causing, or allowing to be caused, the loss or damage of the computer or its peripherals. Please immediately report any lost, stolen or damaged computer equipment to the CFTech Solutions team at

helpdesk@christfellowship.church or by calling 561-776-3388.

Purchasing

It is the desire of the CFTech and Apps department to provide each staff member and department with the needed technological resources and tools based on job function. Since the CFTech and Apps Department is accountable for the CFTech and Apps budgets and provides strategic direction of the technology footprint, the choice of hardware and software (including suppliers, models, and installed or cloud-based) is at the sole discretion of CFTech and Applications Teams. All purchases and purchasing decisions of equipment for network connected devices and software are made by or in collaboration with CFTech and Apps.

This includes all hardware, software, and peripherals. Purchase requests not included in the annual budget planning process will be considered on a case-by-case basis by the Director of CFTech and/or the Director of Apps, Finance, and the requesting ministries executive.

Software

Additional software programs or subscriptions may not be installed by the user without the prior knowledge and approval of the CFTech and Apps departments. This includes cloud-based software that is accessed via the internet. Making copies of installed software for personal or home use is prohibited by almost all software licensing agreements. Under the Federal Copyright Law, software that is loaded on your computer hard disk may not be duplicated for use on any other computer unless you are granted that right from the software maker. Software that is not licensed to Christ Fellowship by the manufacturer of the software may not be installed on our hardware.

Copyrights & Use of Software

Christ Fellowship computer users must abide by applicable laws regarding duplication of software and other electronic files including text, photography, video, music, and file sharing.

Many computers have Apple Music installed on them. Staff members who use Apple Music or other music-sharing platforms are expected to know and observe all applicable copyright laws regarding music sharing. Because staff computers are assets of Christ Fellowship, music and other media residing on a Christ Fellowship computer are the property of Christ Fellowship. Christ Fellowship is under no obligation to return said music or de-authorize any content, regardless of nature, residing on a Christ Fellowship computer.

Lastly, all content stored on any Christ Fellowship computer must be in good taste, inoffensive to others, and most importantly, reflect our core values.

Security and Privacy

Access

CFTech assigns each user a password to access the network and any relevant software. Passwords are intended to

prevent unauthorized access to Christ Fellowship systems and thereby prevent loss or damage to the organization. Authorized users will be given a username consisting (in most cases) of your first name followed by a period and your last name, e.g. John.Smith. Passwords must be at least 12 characters long. You may use any letter and number combination as well as complex characters, e.g. *, /, \ etc. Users will be required to change their passwords annually.

Passwords should not be composed of one or two common words or be a predictable phrase. Birthdays are poor choices since they are very easily guessed. Passwords must not resemble your username. Family names should also be avoided. The use of unique passphrases to the individual is encouraged for their ease of remembering and difficulty to guess such as your favorite verse.

Please secure your computer by locking your screen and by locking your door when you are not in your office.

Users should not share password information with, or provide computer or network access to other staff, volunteers, or outside parties.

Users should not share the CFStaff WiFi password information with staff, volunteers, or outside parties.

Additionally, you may not access files, data or directories that are not related to the performance of your assigned duties. The improper use (including the unauthorized review, dissemination, removal, installation, or alteration) of files, passwords, computer systems or programs owned by or licensed to Christ Fellowship is prohibited and could bring legal and disciplinary action.

Vandalism or Sabotage

Any activity by an individual that poses a threat (potential or real) to network operations, causes physical damage to any computer or to the network infrastructure, or results in the damage or loss of electronic information could bring legal and disciplinary action. Such activity includes but is not limited to:

- Unauthorized deletion of files from the file server;
- Unauthorized changes or deletions of all or part of any operating system software;
- Unauthorized changes to any hardware or software network configuration;
- Disruption of electrical power to any network device, computer, printer, or any other computer related item with the perceived intent of causing harm;
- Alteration, theft, or damage of network servers, computers, printers, network hubs, network cabling, wiring closets, cameras, or any other network devices or peripherals;
- Alteration, theft, or damage of tapes, disks, memory sticks, or any other electronic or digital media with the perceived intent of causing harm; or
- Unauthorized entrance into the Christ Fellowship data center or network rooms/closets.

Privacy

Each user has access to their ministry folder on the file server for storing information created or used while engaged in normal work activity. Although network security settings are in place to prevent staff members from accessing another user's or ministries' folder, any information you consider to be of a personal nature should not be created on Christ Fellowship computers, transmitted over the Christ Fellowship network, or stored on the file system. Christ Fellowship is not responsible for any access, disclosure or loss of such personal information.

In situations where there is a legitimate job related need to access information residing in a user's folder, CFTech is authorized, but not obligated, to provide access to the user's department supervisor or a staff member designated by the user's department supervisor. Network storage directories established for the storage of files that need to be accessed by other staff within the department or other departments have the same requirements as outlined above.

Church Data Management Systems

Users must take particular care not to disseminate confidential church information to unauthorized users or persons. Use of the system for the communication of personal, private or confidential information is not appropriate. If incidental or occasional personal use of the system is made, such use is subject to the same policies and procedures set out in this policy.

Internet & Email

Representing Christ Fellowship

Please remember, you are at all times an ambassador of Christ and Christ Fellowship when blogging, posting comments of any type, or when participating in interactive conversations through instant or text messaging, video conferences, and social media. Due to the fluidity of the Internet, it is important to consider the potential impact of connecting Christ Fellowship's name with any personal information you choose to put on the Internet. Inappropriate use could damage Christ Fellowship's reputation and may lead to disciplinary action.

Monitoring

Web browsing, Instant Messaging, FTP(File Transfer Protocol), online interactive conversations, email, and other types of network use should be limited to church-related activities. All Internet use and content browsing will be monitored by CFTech for inappropriate content, use, and interaction using both tools on the network and placed on your computer. Notifications will be sent to Human Resources by the CFTech team within 24 hours of discovering questionable activity. Any activity that could prove to be illegal will be reported to the authorities within 24 hours of discovery. The use of Christ Fellowship systems for the transmissions of offensive comments, discriminatory language, vulgarities and/or obscenities is strictly prohibited. Discovery of these activities could bring legal and disciplinary action.

Email

Email has the very positive attribute of affording quick and efficient communication. On the other hand, its "faceless"

nature tends to foster an attitude of anonymity and informality that could lead to improper use. While it is our intention to treat communications via email as confidential to the greatest extent possible, it may be necessary for CFTech and authorized supervisors to access your communications should an investigation be required. Accordingly, you do not have any right to privacy in communications via Electronic Media at Christ Fellowship. The following are intended to promote good email habits and define the appropriate use of both internal and Internet e-mail.

- Staff Emails – Before sending email to all or a large number of staff, you must first obtain approval from Human Resources. The subject matter should reflect a matter of importance to all staff on all campuses.
- Reasonable Use – Email should primarily be used to communicate work related information. E-mail may also be used to convey information that is not strictly work related yet has a bearing upon the staff and staff related functions.
- Security – All staff members must ensure internal messages meant only for staff are sent to the appropriate recipients. System users should not leave their computer on and available to unauthorized users.

Remember

- Email messages can be misdirected by the sender or by an error in the message routing process.
- Internet and Intranet e-mails rely on public networks that are outside company control. Service levels and confidentiality cannot be guaranteed.
- Once sent, e-mail messages cannot be retrieved or removed from a recipient's mailbox.

Prohibited Uses of Email

- Sensitive or proprietary information communicated internally by electronic message to Christ Fellowship employees may not be retransmitted externally to non-CF employees without the permission of the department director and/or a member of the executive team.
- The confidential, internal email names and passwords of CF e-mail users may not be revealed to anyone outside CF, including people who request such information over the telephone and seem to have a legitimate reason for asking. All requests for such information must be referred to the Director of CFTech for a response.
- Requests for access to the contents of email in order to respond to legal process, such as subpoenas, or for purposes of representing the church in connection with any actual or threatened litigation, investigation or claim must be brought to the attention of a member of the Executive team. Unauthorized access of e-mail messages is a serious violation of church policy and may be grounds for staff member discipline or dismissal.
- Content (text and/or graphics) that may constitute harassment, or be considered discriminatory, obscene, derogatory or excessively personal, whether intended to be serious or humorous, is prohibited. Failure to adhere to this policy may result in disciplinary action.
- Sending files and/or attachments in violation of copyright laws or licensing agreements.

- Sending messages prohibited or restricted by government security laws or regulations.
- Sending chain letters.
- Personal commercial activities.
- Promotion of political positions or actions.

Solicitation of any type other than for church-sanctioned activities.

Personal Use of Phone & Mail

Exercise discretion when utilizing CF telephones, including both landline and internet phones like Zoom, for personal calls. Personal use of CF telephones for international phone calls is not permitted.

Personal mail and packages should not be received at CF. The use of CF paid postage for personal correspondence is not permitted.

Handling Inquiries from the Media

Christ Fellowship is often approached for comment and opinion on various matters that could be considered controversial if not handled properly. If you are approached or contacted by a member of the media or press, please direct all inquiries immediately to the Director of Marketing and Communications or your Executive Director.

Civic Responsibilities

Jury Duty

CF encourages all staff to fulfill their civic responsibilities when called upon for jury duty. CF will provide up to one work week of paid jury duty leave during any calendar year if you are summoned to serve on a jury. Jury duty pay will be based on your base pay rate for the number of hours normally worked on the day jury service is provided.

If you are required to serve on a jury for periods greater than one week, you may use any available vacation leave or, if none is available, you will be granted an unpaid leave of absence for the period. You must present a copy of your jury duty summons to your supervisor, in order to be paid for jury service.

You are expected to report for work whenever the court schedule permits during the period covered by paid jury leave. Health insurance coverage and vacation, sick leave, and holiday benefit accruals will continue during any unpaid jury duty leave.

Court Appearances

If you have been subpoenaed to appear in court as a witness on behalf of CF, you will receive your regular base pay for the period required to comply with the subpoena.

In similar circumstances, if you have been subpoenaed to appear in court for other legal proceedings, you will receive your regular base pay for the number of hours normally worked on the day of the court appearance for up to 2 days.

When court appearances require an absence of more than 2 days, you may use any accrued vacation time in order to be compensated for the absence from work.

You are required to notify your supervisor as soon as possible after a subpoena is received so that operating requirements can be adjusted to accommodate the absence. You may be required to submit a copy of the subpoena in order to be paid for the absence.

Time to Vote

CF encourages you to exercise your civic duty by actively participating in elections. With voting locations providing early morning and evening hours, along with the option to vote by ballot, you can generally cast your vote without affecting your work hours.

In the event that you are unable to vote outside of work hours, please inform your supervisor at least two days prior to Election Day.

Insurance Benefits

If you were hired as a regular full-time employee, you will be eligible for applicable benefits on the first day of the month following your date of hire. Some benefits may be subject to change at CF's discretion.

Health Insurance

Currently, CF offers health insurance coverage. After your initial qualification period, coverage levels may only be changed during open enrollment each year, or through a life event (marriage, birth/adoption, divorce, etc.). Human Resources has more information about the details of this benefit.

Health Savings Account (HSA)

Employees who enroll in a high deductible health plan receive a contribution from Christ Fellowship into a Health Savings Account (HSA). Employees may also contribute to the HSA via pre-tax payroll deductions.

Flexible Spending Accounts (FSA)

CF offers a dependent care Flexible Spending Account which allows employees to set aside pre-tax dollars from their paycheck to pay for dependent care expenses. A flexible spending account for medical expenses is also available.

Dental Insurance

Currently, CF offers dental plan coverage. After your initial qualification period, coverage levels may only be changed during open enrollment each year, or through a life event (marriage, birth/adoption, divorce, etc.). Human Resources

has more information about the details of this benefit.

Life & Accidental Death/Dismemberment

Currently, CF provides basic life and accidental death and dismemberment insurance. Additionally, CF staff may elect voluntary life insurance. Human Resources has more information about the details of this benefit.

Short Term & Long Term Disability

Currently, CF provides short term and long term disability insurance in the event of a non-work related illness or injury. Human Resources has more information about the details of this benefit.

403(b) Retirement Plan Option

CF offers a retirement plan for staff members through GuideStone. This type of plan, known by its IRS tax code as a section 403(b) plan, was established by the federal government to encourage staff members in tax-exempt organizations to save for their retirement. Contributions from pay and investment earnings in the plan can either grow tax sheltered (tax deferred) or Roth (after-tax deferred). As a full-time employee, CF will match an employee's contribution up to 3%. For more information about enrollment and eligibility, please contact Human Resources.

Vacation Leave

Staff are encouraged to use their paid vacation days during the year. Paid vacation days are available to regular, full-time staff members to provide opportunities for rest, relaxation, and personal pursuits.

Vacation days may be taken after your initial 90-day introductory period is completed. Full-time employees will accrue vacation in hourly increments based on years of service. Vacation time is added to the paid-time-off balance at the end of every pay period. Below is the schedule of vacation hours per year for staff working full-time (40+ hours per week). If you are scheduled for less than forty (40) hours per week, please see Human Resources for additional accrual schedules.

Vacation Leave on Weekends for Weekend Staff

Full-time weekend staff should plan to use vacation hours when requesting Saturdays and/or Sundays off. Saturdays should be submitted as four (4) hours off and Sundays should be submitted as four (4) hours off.

The total number of Sundays requested off during a year should not exceed the number of weeks of vacation earned. For example: during years one, two and three, full-time weekend staff will be approved for no more than two Sundays off each year. During years four through ten, no more than three Sundays off will be approved for vacation time. Unused vacation time carried over to a following year does not increase the number of weekends permitted off during the year.

Years of Full Time Service	Amount of Vacation per Year
Years one, two, and three	80 hours (10 days); 3.08h/ pay period
Years four and five	120 hours (15 days); 4.63h/ pay period
Year six	128 hours (16 days); 4.93h/ pay period
Year seven	136 hours (17 days); 5.24h/ pay period
Year eight	144 hours (18 days); 5.54h/ pay period
Year nine	152 hours (19 days); 5.85h/ pay period
Over ten years of service	160 hours (20 days); 6.16h/ pay period

All requests for vacation time must be approved in advance by your supervisor. Requests will be approved based on a number of factors such as ministry needs and staffing requirements. Please communicate time away with both campus and central leaders. Vacation requests for particularly busy time periods, or for a time when many others have also requested time off, may be denied and alternative times may be offered. Generally, vacation time is not granted during the time immediately surrounding Christmas or Easter Services at CF. Staff should make every effort to use vacation time throughout the year to avoid conflict with Christmas and year-end responsibilities.

Unused Vacation Time

Full-time staff members will be allowed to rollover up to 40 unused vacation hours into the following year and utilize those hours (subject to your supervisor’s approval) throughout the year.

Sick Leave

CF provides up to five days (40 hours) of paid sick leave at the start of each calendar year for all regular, full-time staff members. New full-time team members starting between January and June will receive 40 hours of paid sick leave. New full-time team members starting between July and December will receive 20 hours of paid sick leave for the calendar year. Paid sick leave is available immediately for use. There is no holding period. Sick leave may be used for an absence from work caused by personal illness, accident, injuries, temporary disability, or to care for an immediate family member.

If you are unable to report to work due to illness, accident, or injury, you must notify your supervisor before the scheduled start of your workday, and each additional day that you are absent from work, unless other arrangements have been agreed to between you and your supervisor. If you are out for 3 days or more, CF may require a doctor’s note before you return to work.

Up to 5 sick leave days may be carried over to the next calendar year, up to a maximum of 10 days. Please note that sick leave is not paid out upon termination of employment.

Holidays

CF provides paid time off for the holidays listed below. All regular full-time employees will receive eight hours of paid holiday leave. All regular part-time employees will receive four hours of paid holiday leave.

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

If a scheduled holiday falls on a staff member's regular day off, or if the staff member is required to work on the holiday, the staff member will be provided with an alternative day off with pay during the same pay week, subject to the approval of the staff member's supervisor.

Bereavement Leave

Families are in the greatest need of love and support when they experience the loss of a loved one. CF feels it is important that members of our staff attend the funeral service in support of an immediate family member, and we encourage full-time and part-time staff members to do so. We provide full-time regular employees up to three days of paid leave per funeral at your current rate of pay. You may, with your supervisor's approval, use available vacation days for additional time off as needed.

When these situations occur, please notify your supervisor as soon as possible about the need for time off to attend the funeral.

CF defines "immediate family" as the staff member's spouse, parent, child, sibling, grandparent, grandchild, or spouse or child of a sibling; the employee's spouse's parent, child, sibling, grandparent, or grandchild; and the employee's child's spouse.

Professional Leave for Pastors

Subject to the prior approval of the Executive Pastor, full-time, exempt pastors are entitled to take up to five days paid time off per calendar year for professional leave. Professional leave is intended to provide eligible staff members with the opportunity to speak at or assist in an event directly related to their ministry and the professional development of

their peers. All requests for professional leave should be made at least 30 days in advance.

Family & Medical Leave

The Family and Medical Leave Act allows regular staff members up to 12 weeks of unpaid time off on an annual basis as necessary for the care of your own serious health condition, the care of a seriously ill family member, the birth of a child, or for the placement of a child for foster care or adoption. To qualify for FMLA, you must be employed by CF for at least 12 months and have worked at least 1,250 hours during the previous 12-month period. The amount of unpaid time off available under FMLA is based on a rolling 12-month calendar beginning with your first request for time off and ending one year later.

A “serious health condition” is generally defined as an illness, injury, impairment, or physical or mental condition that requires inpatient care in a medical care facility or continuing treatment by a health care provider. FMLA leave can be taken either in a 12-week period, in smaller blocks of time (such as days or weeks) for different qualifying reasons, or intermittently in separate blocks of time for a single qualifying reason (e.g., three hours every week for physical therapy).

If you are requesting a leave due to a serious health condition, you must provide CF with a written medical certification completed by you and your health care provider. The certification must state: (1) the date on which the serious health condition began, (2) the probable duration of the condition, and (3) appropriate medical facts regarding the condition. If the reason for the proposed leave is your medical condition, then the certification must also state that you are unable to perform your job duties. If the reason for your proposed leave is for a family member, the certification must state that the serious health condition requires that you provide care for that family member and an estimate of how long the need for such care may continue.

Medical leave (including maternity leave) will be granted with the certification described above. CF may request recertification of the condition requiring the medical leave as authorized by the Department of Labor.

When a medical leave of absence is granted, any remaining paid time off for that calendar year (i.e. vacation and sick days) will be utilized during your leave of absence until it is exhausted or until the leave is over. While on leave, you will continue to receive any applicable benefits. You will continue to be responsible for the employee share of benefit premiums. Premiums will be withheld from any paid time off you receive during your leave. Please see Human Resources for more information.

When you return from medical leave, you must submit verification from your health care provider stating your fitness to return to work. When you return from a family or medical leave, you will be reinstated to the same position, if it is available, or to an equivalent position for which you are qualified. If you do not return to work within 10 days of the end of your leave of absence, you will forfeit any position with CF, and be responsible for any applicable benefit premiums.

Maternity Leave

Christ Fellowship offers three weeks of paid maternity leave to staff mothers for the birth of a child or the adoption of a newborn child. If the employee is eligible for short term disability leave, the paid maternity leave will start after the disability leave has ended. Team members can also use accrued sick or vacation time for additional paid time off. Please refer to our [Maternity/Paternity Leave Guide](#) for more information.

Paternity Leave

Christ Fellowship offers one week of paid paternity leave to staff fathers for the birth of a child or the adoption of a newborn child. Team members can also use accrued sick or vacation time for additional paid time off. Please refer to our [Maternity/Paternity Leave Guide](#) for more information.

Military Leave

An unpaid leave of absence will be granted if you are absent from work because of service in the U.S. Armed Forces in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. You may use any available paid vacation time during the absence.

If applicable, continuation of health insurance benefits is available as required by USERRA, based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

Benefit accruals, if applicable, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon your return to active employment.

Staff members on military leave for up to 30 days are required to return to work on the first regularly scheduled day after the end of service, allowing reasonable travel time. Staff members on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Once you return from military leave, you will be placed in the position you would have attained had you remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. You will be treated as though you were continuously employed, for purposes of determining benefits based on length of service.

Health & Safety

We are committed to providing you with a safe and healthful workplace. Every effort will be made to insure your safety and well being while you are on the premises; involved in church related activities; or while using church owned equipment. CF expects you to approach your work with a thoughtfulness that reflects respect for the personal health and safety of all.

CF strives to comply with all workplace safety laws and regulations. You are responsible for understanding and observing these regulations. Our fundamental belief is no one task is so important that it warrants risking the health or safety of another staff member at any time.

Please report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors and Human Resources. No such report will result in retaliation, penalty, or other disincentive.

Your recommendations to improve safety and health conditions will be given thorough consideration. Leadership will give true attention to and provide the financial resources for the correction of unsafe conditions. Leadership will promote and influence safe behavior. This will be accomplished by both positive reinforcement of correct and safe activity, and by disciplinary action for those who willfully or repeatedly work in an unsafe manner. Leadership will participate in establishing and maintaining an effective safety program. This will include the following:

- Holding all leadership and supervisory staff accountable for their safety responsibilities in their respective departments, jobs, staff, and workplaces;
- Providing safety and health education and training as needed; and
- Reviewing and updating workplace safety policies, practices and performances.

This policy statement serves to express Christ Fellowship's commitment to and involvement in providing our employees a safe and healthy workplace. Compliance with safe practices and those of any regulatory agency will be required of all employees as a condition of continued employment.

Distribution of Medication

For the safety and well-being of all employees and volunteers, please refrain from distributing or sharing any medication, including but not limited to Aspirin, Tylenol, and cough syrup. To ensure that individuals receive appropriate medical care, all employees and volunteers are encouraged to use only their own properly labeled medications or seek assistance from a qualified medical professional.

Drug & Alcohol Free Workplace

Consistent with our Core Values and Core Commitments which require all staff to abstain from the consumption of alcohol and use of tobacco, and illegal drugs at all times (See p. 7-8), CF prohibits the unlawful use, possession, distribution, sale, or manufacture of all illegal drugs in our workplace. All staff members are prohibited from being under the influence of drugs or alcohol while on the job, whether on CF's premises or elsewhere. CF reserves the right to conduct random and reasonable drug and alcohol testing on all staff. Failure to follow CF's drug-free and alcohol-free workplace policy or having a positive drug or alcohol test will result in disciplinary action, including immediate termination. See Appendix B.

Use of Tobacco Products

In keeping with CF's intent to provide a healthy work environment, and its Core Commitments and Core Values, use

of tobacco by staff members is prohibited at all times and consequently throughout the church property. This policy applies equally to all employees and visitors.

Criminal Background Check

Prior to employment, CF conducts criminal background checks on all job applicants to determine employment suitability and reserves the right to conduct criminal background checks on existing staff members. Falsification of application materials, including failure to disclose criminal convictions, is grounds for termination of employment. A relevant job-related conviction may result in termination.

If you are convicted of violating any criminal alcohol or drug statute, you are required to notify the Director of Human Resources within five (5) calendar days of the conviction.

Prohibited Conduct

CF does not tolerate any type of workplace violence committed by or against staff members or visitors. Staff members and visitors are prohibited from making threats or engaging in violent activities such as causing physical injury to another person, making threatening remarks, or behaving in an aggressive or hostile manner that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.

Firearms

Ensuring the safety and security of our workplace is a top priority at Christ Fellowship Church. This policy outlines guidelines of firearms on church premises. Staff members are not allowed to carry firearms on property, including the workplace, parking areas, and events. Firearms are defined as handguns, pistols, revolvers, and portable firearms designed for individual use.

Our Safety & Security personnel are the only exception, authorized to carry firearms in line with their job responsibilities and relevant laws. They are specifically trained individuals, including security officers, guards, and safety-related personnel.

All employees, including Safety & Security personnel, must comply with federal, state, and local laws regarding firearm possession, carrying, and use. This policy aims to create a secure environment for everyone at Christ Fellowship Church. Thank you for your commitment to upholding these guidelines.

Reporting Procedures

If you are witness to any potentially dangerous situation, report it immediately by calling 911, if warranted, to Don Helvey, Director of Security, and your supervisor. All reported incidents will be investigated. Confidentiality will be maintained to the extent possible, with information provided only on a need-to-know basis.

While we do not expect staff members to be skilled at identifying potentially dangerous persons, individuals are expected to exercise good judgment and to inform the Central Safety & Security department if any staff member or

visitor exhibits behavior that could be a sign of a potentially dangerous situation.

Worker's Compensation

CF provides worker's compensation insurance to all staff members. Workers' compensation (WC) is a government-mandated, employer-paid insurance benefit for employees who incur a work-related injury or illness. If you have an on-the-job accident, you must report it to Human Resources, your immediate supervisor, and complete the [Accident Report Form](#) as soon as possible, no matter how minor the accident may seem to be.

Use of Equipment & Vehicles

Equipment, including office equipment and vehicles used in performing work at CF, are expensive and may be difficult to replace. When using CF's equipment and vehicles, you are expected to exercise care, perform required maintenance, and follow all operating instructions and safety standards.

Facility Maintenance is responsible for the distribution and care of CF vehicles. You must be on the approved driver's list before you may operate a CF vehicle. You must notify your supervisor and the Central Operations Team if any equipment or vehicle appears to be damaged, defective, or needs repair. Prompt reporting of damages, defects and the need for repair could prevent further deterioration of equipment and possible injury.

Seatbelt Use in CF Vehicles

State law and CF policy requires all employees and passengers to wear a seatbelt at all times in CF vehicles.

Keys & Alarm Codes

CF issues alarm codes based on job duties and requirements; if your job duties require access to alarm codes please ask your supervisor to reach out to our Security Department.

Keys to access CF's buildings will be distributed through the Security Department to staff only. Key request forms are available from Human Resources and must have your supervisor's signature. All keys must be returned to Human Resources when you leave employment with CF.

Emergency Closings

Emergencies such as severe weather, fires, or power failures can disrupt CF's operations and may require the closing of our offices and facilities.

When the decision to close our facilities is made after the workday has begun, you will be notified by your immediate supervisor. In this situation, you will be paid for the balance of your scheduled workday.

Exempt staff are expected to arrange their work schedule to accommodate a full week's work around office closings.

Non-exempt staff are expected to communicate with their supervisor to accommodate a full week's work schedule in order to record work hours. Vacation time may be used to supplement a partial week work schedule.

Severe Weather Procedures

As a leader and major resource provider in the community, CF needs to be open as long as possible before a storm and able to re-open as quickly as possible afterwards. Specific storm-preparation tasks outside of a staff member's normal duties will be assigned by CF as individual abilities permit.

We will have churchwide hurricane workdays to assist with preparing our campuses and helping in the community. These days are not meant for teams to do their personal preparations. We ask and expect staff to make responsible preparations themselves to the best of their ability. All personal preparations are expected to be completed prior to the church wide hurricane plan being activated. Based on the storm timeline, the Executive Team will determine when to release staff to allow for this to be accomplished. Supervisors will be asked to coordinate with their staff to make time available as needed. Use the time given prior to the church activating the churchwide hurricane plan to team up and help each other with personal preparations. This may seem early, but our goal is to serve our community and the best way we can do so is by preparing ourselves ahead of time.

The Human Resources team is ready to help support staff both before the storm and after. If you are unable to utilize family, friends or co-workers to assist in personal home preparations, you should reach out to HR. A specific level or type of support isn't guaranteed, but every effort will be made to provide available resources to staff to assist in times of crisis. Below are some key items to consider when preparing for a hurricane:

- Purchase ample emergency provisions and the necessary supplies well in advance as items tend to run out quickly when a storm is approaching.
- In the event that support is provided to assist with securing your home, it is your responsibility to have the necessary supplies available.

Additionally, staff should reach out to Human Resources if they don't feel safe staying in their home during the storm and don't have another housing option.

All staff are expected to make a reasonable effort to report to work in churchwide pre-storm preparations and post-storm activities once conditions are evaluated and deemed safe. Based on the storm timeline, the Executive Team will determine which days will be staff work days. Once these days are determined, staff should come prepared to work in their assigned areas until all tasks are completed. We ask that you prepare your workspace and consider post-storm ministry needs in order to resume normal operations as quickly as possible. If you are not able to be present, you should notify your supervisor as soon as possible. If you're traveling out of the area, please make sure your supervisor is aware of those plans and has a way to communicate with you. This would be considered unpaid time off or vacation time may be used.

Staff will receive as much information with as much notice as possible to allow time to prepare their homes and families

when we a church-wide hurricane plan is activated. Staff should ensure that all personal information is accurate in ADP to receive critical communications.

Leaving Employment with CF

Since employment with CF is based on mutual consent, you and CF both have the right to terminate employment at will, with or without cause, at any time, as long as there is no violation of applicable federal or state laws.

Giving Notice

If you choose to leave employment at CF, we would appreciate a four-week or more resignation notice so that we may effectively handle the transition of your responsibilities. Please submit your written notice of resignation to your immediate supervisor and the Department of Human Resources.

Exit Interviews and Return of Property

The Department of Human Resources will generally schedule exit interviews at the time of an employment separation. The exit interview will give you an opportunity to provide feedback on your employment experience at CF.

Staff members must return all CF property before the last day of work or as otherwise arranged. When permitted by law, CF will withhold from the final paycheck the cost of any items that are not returned and will take the action necessary to recover or protect its property.

COBRA Insurance Continuation

In case of resignation or termination, full-time regular staff members have the option of continuing health, dental and vision coverage, at their expense, under the COBRA law. Under continuation, you are able to continue coverage for you and/or your dependents for up to 18 months after the termination date (36 months in some cases of disability). You are responsible for the entire cost of the health care premium plus a 2% administration fee.

Vacation

Please note that any unused accrued vacation time may be paid to you at Christ Fellowship's discretion. If you have already taken more paid vacation time than you've accrued, the excess amount will be deducted from your final paycheck.

Unemployment Compensation

CF is exempt from paying federal and state unemployment taxes and has elected not to voluntarily participate in these programs. Accordingly, staff members are not eligible for unemployment benefits after their employment at CF ends.

Human Resources

The Human Resources team is here to serve you and will help clarify any policy or procedure in this guide. If you have any suggestions for improvement about CF's work environment, please let them know.

Appendix A: Harassment Policy

Our policy is to take all reasonable steps to prevent and promptly correct any sexual or discriminatory harassment and prevent its recurrence. If you believe a violation of this policy has occurred, you should promptly report this to the Department of Human Resources or a member of the Senior Leadership Team.

Harassment is broadly defined as any conduct, whether verbal or physical, that defames, insults or offends a person or group. This can occur when:

- Such conduct is made an explicit or implicit term or condition of employment;
- Such conduct has the purpose or effect of interfering with a staff member's work performance;
- Such conduct creates an intimidating, offensive or hostile working environment.

Examples of sexual harassment include:

- Sexually suggestive or vulgar comments or jokes, inappropriate comments about another person's sexual behavior or body, or insulting or ridiculing a staff member because of his or her gender;
- Improper or intrusive questions or comments about a staff member's romantic or sexual experiences or preferences, or unwelcome or offensive sexual flirtations, propositions, advances or requests;
- Use, display or communication of sexually suggestive or offensive words, objects, pictures, calendars, cartoons, articles, letters, e-mail messages, computer programs or Internet Web sites;
- Making or threatening undesired physical conduct (such as touching, embracing or pinching) or impeding another's movements in a deliberate manner; and
- Offering or providing employment benefits in return for sexual favors or a staff member's agreement to provide sexual favors, or taking or threatening to take adverse action against a staff member because the staff member rejects requests for sexual favors.

Examples of discriminatory harassment include:

- Comments or jokes that denigrate, insult, offend or ridicule;
- Creating a hostile work environment or otherwise singling out an individual for abusive conduct; and
- Using, displaying or communicating words, objects, pictures, calendars, cartoons, articles, letters, e-mail messages, computer programs or Internet websites that defame, insult, offend or ridicule.

If you are unsure as to whether certain conduct constitutes harassment, you may consult Human Resources or an Senior Leadership Team without using the name or names of the parties involved and seek an opinion as to whether the conduct constitutes sexual harassment.

All reports of harassment or discrimination will be referred to the Human Resources Director and Senior Leadership

Team member. An investigation will be initiated, and a response given to the appropriate parties as quickly as possible. All facts concerning any report (including the identities of those involved) will be kept confidential from anyone who does not have a legitimate reason to know about them.

If the Executive Staff member and the Human Resources Director conclude that this policy has been violated, they will take prompt corrective action reasonably designed to remedy the harassing conduct and prevent its recurrence, including subjecting the offending party to disciplinary action up through and including termination of employment.

Retaliation against a staff member for making a good faith report of harassment or for participating in an investigation is prohibited and will be subject to disciplinary action. We encourage staff members to report any acts of retaliation immediately to the Human Resources Director. CF will also take appropriate disciplinary action against an individual who maliciously files a false report of harassment.

Appendix B: Drug-Free Work Place Policy

Recognizing that substance abuse (including alcohol) is a detrimental problem facing society today, we at Christ Fellowship (“CF”) believe God has called us, as staff members, to a higher level of leadership – to set an example for believers – and distance ourselves from that which the world may condone. With this in mind, CF has implemented a substance abuse policy to ensure the church will be a drug-free workplace.

We understand employees and applicants under a physician’s care may be required to use prescription drugs; however, illegal use of prescribed medications is also substance abuse and will be dealt with in the same manner as the abuse of illegal substances. The ultimate goal of this policy is to ensure that staff members are living lives of integrity according to biblical principles and doing their part to provide a safe, productive, drug-free work environment.

Legal Drug: Includes prescribed drugs and over-the-counter medications that have been legally obtained and are being used solely for the purpose for which they were prescribed or manufactured.

Illegal Drug: Any drug: (a) which is not legally obtainable; (b) which may be legally obtainable but has not been legally obtained; or (c) which is being used in a manner or for a purpose other than as prescribed.

CF’s Core Commitment requires that church employees shall not use illegal drugs or alcohol or abuse prescription medications. Any employee determined to be in violation of this policy is subject to disciplinary action or termination, even for the first offense. In order to maintain this standard, CF shall establish and maintain the program and rules set forth below, under Florida statutes 440.101 and 440.102.

A. Post-Offer Job Applicant Screening

CF will conduct post-offer drug tests designed to prevent the hiring of individuals who use illegal drugs or abuse prescription medications. If a job applicant refuses to submit to the required drug test, tampers with or adulterates a drug test specimen or has a confirmed positive drug test result; he/she forfeits his/her eligibility for employment.

B. Current Employee Screening

CF will conduct drug and/or alcohol screens, as outlined in this policy, to identify employees who use illegal drugs or alcohol, etc., either on or off the job. It shall be a condition of continued employment that all employees submit to a drug and/or alcohol screen in accordance with the provisions listed below. CF may suspend employees without pay, under this policy, pending the results of a drug and/or alcohol test or investigation.

I. Reasonable Suspicion Testing

“Reasonable Suspicion Testing” means drug and/or alcohol testing based on an employer’s belief an employee is using or has used drugs in violation of the employer’s policy, drawn from specific visual or verbal facts that would lead a reasonable person, without any medical training but normal life experiences, to conclude the possibility of drug and/or alcohol use.

Whenever possible, the supervisor who is suspicious of an employee's behavior should have the suspicious behavior confirmed by another supervisor or manager before requiring the employee to be tested. Employees who refuse to be tested will be terminated.

If there is reasonable suspicion an employee is under the influence of drugs and/or alcohol, the employee will be required to undergo drug and/or alcohol testing at a laboratory chosen by Christ Fellowship.

Occurrences that may be indicators of substance abuse and are considered grounds for reasonable suspicion are:

- a. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
- b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- c. A report of drug use, provided by a reliable and credible source.
- d. Evidence an individual has tampered with a drug test during his employment with the current employer.
- e. Information that an employee has caused, contributed to, or been involved in an accident while at work.
- f. Evidence an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

If an employee is arrested for or convicted of a drug-related crime, CF will investigate all of the circumstances and church leadership may utilize the drug-testing procedure if cause is established by the investigation. An arrest for a drug-related crime constitutes reasonable suspicion of drug use under this policy. As a condition of employment, an employee must notify the Director of Human Resources of any criminal drug statute arrest or conviction within five (5) days of such arrest or conviction.

2. Accident and Injury Procedures

Any employee involved in a work related accident, which requires medical treatment, above and beyond first-aid, must first receive treatment. The employee must then submit to a post-accident drug screen. A post-accident alcohol test may apply. The employee must report for testing to the designated collection site within 24 hours of the accident, if the drug and/or alcohol collection is not performed following treatment. Failure to do so will be considered a refusal to test, resulting in immediate termination.

3. Routine Fitness-for-Duty

CF must require an employee to submit to a drug test IF the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of CF's established policy OR that is scheduled routinely for all members of an employment classification or group. Employees subject to any routine fitness-for-duty testing will be notified in writing and be required to sign a routine fitness-for-duty consent form.

4. Return to Work and Follow-up Drug Testing

If an employee in the course of employment voluntarily enters an employee assistance program for drug-related problems, or an alcohol/drug rehabilitation program, CF requires the employee to submit to a drug and/or alcohol test as a follow-up to such program. Follow-up testing must be conducted at least once a year for a two (2) year period after completion of the program. Advanced notice of a follow-up testing date will not be given to the employee to be tested.

5. Random Testing

CF may conduct random drug testing, as stated in Florida Statutes 440.102. A third-party company designated by CF will generate a computerized random list of employees who would be required to submit to a random drug screen. When an employee is chosen for a random drug screen, their name automatically returns to the pool for future random tests.

C. Basis for Discipline or Termination

I. Illegal Drug Use and Use of Alcohol

Any employee using, selling, purchasing, possessing, soliciting or distributing illegal drugs on or off CF property will be in violation of this policy, resulting in immediate termination of employment. The consumption of alcohol on CF property, or in a manner contrary to the CF Core Commitment when not on CF property, is grounds for disciplinary action. See p. 6. Any employee, who has a confirmed positive drug and/or alcohol test, as determined under Florida Administration Codes 59A-24 listed below, will be subject to CF disciplinary action, as outlined in the company Employment Acknowledgment Agreement Form.

Table of Positive Drug Levels in Urine

Drug to Be Tested For:

<u>Drug</u>	<u>Initial</u>	<u>Confirmation</u>	<u>Drug</u>	<u>Initial</u>	<u>Confirmation</u>
Alcohol (blood)	.04 g/dL	.04 g/dL	Barbiturates	300 ng/ml	150 ng/ml
Amphetamines	1,000 ng/ml	500 ng/ml	Benzodiazepines	300 ng/ml	150 ng/ml
Cannabinoids	50 ng/ml	15 ng/ml	Methaqualone	300 ng/ml	150 ng/ml
Cocaine	300 ng/ml	150 ng/ml	Methadone	300 ng/ml	150 ng/ml
Opiates	2000 ng/ml	2000 ng/ml	Propoxyphene	300 ng/ml	150 ng/ml
Phencyclidine	25 ng/ml	25 ng/ml			

Any employee who has a confirmed positive drug and/or alcohol test may forfeit eligibility for medical and indemnity benefits under Florida’s Workers Compensation Law (Florida Statutes 440.101 and 440.102).

2. Refusal to Test

Any employee who refuses to submit to a required drug and/or alcohol test will be subject to immediate termination of employment. A tampered with or an adulterated drug and/or alcohol specimen, will be considered a refusal to test, resulting in termination of employment. Any employee who refuses to test, tampers with or adulterates a drug and/or alcohol specimen, will automatically forfeit eligibility for medical and indemnity benefits under Florida’s Worker’s Compensation Law (Florida Statutes 440.101 and 440.102).

D. Confidentiality

1. All information, interviews, reports, statement memoranda and drug test results, written or otherwise, received by CF as an employer through a drug testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in accordance with this Rule, in determining compensability under Chapter 440.101 & 440.102 Florida Statutes.
2. Employers, testing laboratories, employee assistance programs, drug and alcohol rehabilitation programs and their agents who receive or have access to information concerning drug test results shall keep all information confidential. Release of such information under any other circumstances shall be solely pursuant to a written consent form signed voluntarily by the person tested, unless such release is compelled by a hearing officer or a court of competent jurisdiction, pursuant to an appeal taken under this section, or unless deemed appropriate by a professional licensing board in related disciplinary proceedings.

The consent form must contain, at minimum, the following information:

- a. The name of the person authorized to obtain the information;

- b. The signature of the person authorizing release;
 - c. The purpose of the disclosure;
 - d. The duration of the consent; and
 - e. The precise information to be disclosed.
3. Information on drug test results shall not be released or used in any criminal proceeding against the employee or job applicant. Information released contrary to this section shall be inadmissible as evidence in any such criminal proceeding.
 4. Nothing herein shall be construed to prohibit Christ Fellowship, agent of Christ Fellowship, or laboratory conducting a drug test from having access to employee drug test information when consulting with legal counsel in connection with actions brought under or related to this section or when the information is relevant to CF or its agent's defense in a civil or administrative matter.

E. Prescription and Non-Prescription Medications

CF will provide a standard form for the employee to confidentially report the use of prescription or non-prescription medications to the Medical Review Officer both prior to and after the drug or alcohol test. No prescription drug shall be brought upon the premises by any person other than the person for whom the drug is prescribed by a licensed medical practitioner, and shall be used only in the manner so prescribed. Employees must keep all such prescription medicines in the original container that identifies the date of the prescription and the prescribing physician. Employees should report the use of any prescribed medication that may alter the employee's physical or mental ability,

prior to commencing work. CF retains the right to change the employee's job assignment during the term of treatment.

F. Drugs To Be Tested For: Common and Chemical Name

Over-the-counter and prescription drugs which could alter or affect the outcome of a drug test:

AMPHETAMINES: Obetrol, Biphetamine, Desoxyn, Dexedrine, Direx.

CANNABINOIDS: (Marijuana, etc.) Marinol, Dronabinol, TEC.

COCAINE: Cocaine HCl topical solution

PHENCYCLIDINE: (PCP) Not legal by prescription.

METHAQUALONE: Not legal by prescription.

OPIATES: Paregoric, Prepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitusin AC, Guituss AC, Novahistine DM, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine and sulfate), Percodan, Vicodin, etc.

BARBITURATES: Penobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phrenilin, Triad, etc.

BENZODIAZEPINES: Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.

METHADONE: Dolphine, Methadose

PROPOXYPHENE: Darvocet, Darvon N, Dolene, etc.

CF will test for the minimum of drugs which is described as a five (5) panel test (amphetamines, opiates, cocaine, pcp, cannabinoids), but is allowed to test up to all 10 drugs, as listed above.

G. Challenge to Test Results

1. A requirement of a drug-free workplace program is that within five working days after receiving notice of positive, confirmed test results, the employee must be allowed to submit information to the Medical Review Officer explaining or contesting the test results. If the employee's explanation or challenge of the positive test result is unsatisfactory to the employer, the employee must be notified within fifteen days that the explanation is unsatisfactory and be given a copy of the positive test results. All documentation shall be kept confidential by the employer and shall be retained by CF for at least one year.
2. An employee or job applicant may undertake an administrative challenge by filing a claim for benefits with a Judge or Compensation Claims pursuant to Chapter 440 F.S., or if no workplace injury has occurred, the person must challenge the test result in a court of competent jurisdiction.

H. Employee's Responsibility

When an employee undertakes a challenge, it is the employee's responsibility to notify the Medical Review Officer and the sample will be retained by the laboratory until the case is settled.

I. Laboratory Assistance

The Medical Review Officer, designated by CF, shall provide clinical/technical assistance to the employee for the purpose of interpreting positive, confirmed test results which could have been caused by prescription or non-prescription medication taken by the employee. Additionally, employees and job applicants have the right to consult the laboratory for technical information regarding prescription or non-prescription medication.

J. Employee Protection

1. Upon implementation of a drug-free workplace program, CF will detail in writing, within seven (7) days after testing an employee who had exhibited suspicious behavior, the circumstances leading to a

determination of reasonable suspicion of drug and/or alcohol abuse to warrant the testing. A copy of this documentation will be given to the employee upon request and the original documentation shall be kept and retained confidentially by the employer for at least one (1) year.

2. During the 180-day period after written notification of a positive test result, the employee or job applicant who has provided the specimen will be permitted by CF to have a portion of the specimen re-tested at the employee's expense. Such re-testing is to be done at another AHCA licensed or NIDA approved laboratory chosen by the employee or job applicant. The second laboratory must test for equal or greater sensitivity for the drug in question. The first laboratory is responsible for the transfer of the portion of the sample to be re-tested, and for the integrity of the chain-of-custody during the transfer.
3. The testing laboratory may not disclose any information concerning the health or mental condition of the tested employee.
4. CF may not request or receive from any testing facility any information concerning the personal health, habits, or condition of the employee or job applicant, including the presence or absence of HIV antibodies in that person's body fluids.
5. CF may not discharge, discipline, refuse to hire, discriminate against, or request or require rehabilitation of an employee or job applicant on the sole basis of a positive test result that has not been verified by a confirmation test. All initial positive results are automatically subject to a GC/MS confirmation test before any results are reported to the Medical Review Officer.
6. CF may not discharge, discipline or discriminate against an employee solely on the employee's voluntary seeking of treatment while employed by Christ Fellowship for a drug-related incident, if the employee has not previously tested positive for the drug, entered an employee assistance program for drug-related problems, or entered an alcohol and drug rehabilitation program.

K. Investigation

To ensure that illegal drugs and alcohol do not enter or affect the workplace, CF reserves the right to search all vehicles, containers, lockers, or other items on this company's property in furtherance of this policy. Individuals may be requested to display personal property for visual inspection upon request. Searches will be conducted only when and where CF has reason to believe the employee has violated its substance abuse policy. Failure to consent to a search or display personal property for visual inspection will be grounds for discharge or denial of access to CF's premises. Searches of an employee's personal property will take place only in the employee's presence. All searches under this policy will occur with the utmost discretion and consideration for the employee involved. Individuals may be required to empty their pockets, but under no circumstances will an employee be required to remove articles of clothing or be physically searched. Because the primary concern is the safety of its employees and their working environment, CF will not normally prosecute the employee in matters involving illegal substances. CF will, however, turn over all confiscated drugs to the proper law

enforcement authorities. Further, CF reserves the right to cooperate with or enlist the services of proper law enforcement authorities in the course of any investigation.

L. AHCA (Agency for Health Care Administration) Certified Testing Laboratories and MRO

CF uses only AHCA certified testing laboratories and AAMRO Certified Medical Review Officers.

For information concerning laboratories and medical review officer services please contact: Total Compliance Network/South Atlantic Testing Services, (954) 677-1200, 5440 NW 33rd Avenue, Suite 106, Ft. Lauderdale, FL 33309.

M. Employer Protection

This policy supersedes any information provided to applicants and/or employees, either written or oral. Christ Fellowship reserves the right to change provisions of this policy and testing program at any time in the future.

N. Drug Referral Services and Support Groups

Nationwide:

1. Alcohol Hot-line: 1-800-ALCOHOL, 24-hour referral line for information on programs designed for alcoholics.
2. Cocaine Hot-line: 1-800-COCAINE, 24-hour referral line for information on programs designed for cocaine abuse.
3. National Drug & Alcohol Treatment and Referral Hot-line: 1-800-662-4357, confidential information on treatment, self-help, and support programs for drug users.

State of Florida:

Alcohol & Drug Abuse (S.D.A.P) 451 Riverside Drive Stuart, FL 34994 (407) 286-8933	Columbia Lawnwood Pavillion 1870 N. Lawnwood Circle Fort Pierce, FL 39450 (561) 466-1500	Savannas Hospital 2550 SE Walton Road Port St. Lucie, FL 34952 (561) 335-0400
Transitions 1928 NE 154 th Street N. Miami Beach, FL 33162 (800) 626-1980	Beachcomber 4493 N. Ocean Blvd. Delray Beach, FL 33483 (561) 734-1818	Ft. Lauderdale Hospital 1601 E. Las Olas Blvd. Ft. Lauderdale, FL 33301 (954) 463-43



**What I'm a
part of is
bigger than
the part
I play**



**CHRIST FELLOWSHIP
Staff**

