



**EMPLOYEE MANUAL  
2018**

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## WELCOME TO HOPE CITY

We consider you to be a gift from God and look forward to working with you as a member of our team. As an employee or minister of Hope City House of Prayer, it is important to remember that you represent this ministry in both your work life and private life. As a result, we count on you to always be sensitive to how others may see you biblically, spiritually, and ethically, whether at work or around town. You are inextricably linked with the integrity of this ministry. Accordingly, we encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in Hope City House of Prayer statement of faith and our values. This handbook applies to all employees, and constitutes guidelines and summary information about Hope City House of Prayer personnel policies, procedures, benefits, rules of conduct, and documentation thereof. It is designed to provide information of a general nature. Notwithstanding, additional policies and procedures may also be communicated to you verbally or in writing, and in such an event, additional policies and procedures shall become part of your employment. Hope City House of Prayer may amend, modify, add to, eliminate, revise, revoke, or otherwise change the manual at any time with or without prior notice to the employees, provided, however, all employees are bound by such changes as of the effective date of each applicable change. It is your responsibility as an employee to remain informed of any changes to this handbook and Hope City House of Prayer policies and procedures. Recommended methods for remaining informed include, but are not limited to, checking the Hope City website, asking your supervisor if information has changed, and directing questions about changes to the Executive Pastor or his designee.

During your employment, you may gain access to confidential, sensitive, and/or trade secret information. You are obligated to protect the confidentiality of all such information, regardless of the form or format of access, and to only use the information in furtherance of your job for Hope City House of Prayer, or as directed by your supervisor. You are expressly prohibited from using any confidential information for your personal gain or for the benefit of any third party, without Hope City House of Prayer's prior consent. This condition applies both during and after staff employment with Hope City House of Prayer. It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. It is important that you read, understand, and become familiar with the handbook and comply with the standards that have been established. Please talk with your supervisor if you have any questions or need additional information. Your acceptance of and compliance with this handbook is a condition to your employment. This Employee Manual replaces (supersedes) any and all other or previous Hope City House of Prayer Employee Manuals, and other Hope City House of Prayer policies, whether written or oral, in conflict with the terms of this handbook. For the avoidance of doubt, this Employee Manual shall not constitute an obligation for Hope City House of Prayer to employ you for any length of time, or for any time at all. The provisions apply to your employment, but do not create any expectation or promise of ongoing employment by Hope City House of Prayer.

In Christ,

Pastor Brian Williams

# Core Values

## **1. GOSPEL CENTRALITY**

In general, the gospel is the message of the Bible that God is redeeming his fallen creation through the coming of his kingdom in the person and work of Jesus Christ. In particular, the gospel is the message that we are saved from our sins by sheer, free grace through faith in the finished work of Christ, not through our efforts and works. Hope City believes that this gospel message of hope for the world and grace for the sinner is not merely a body of truth, but the very power of God which grows, changes, and shapes everything with which it has contact— hearts and identities, relationships, practices in every area of public and private life, and whole societies. So the gospel is “central,” first, because it is not merely one department of belief, but it is a power that affects every area of life when its implications are felt and thought out. But secondly, the gospel is “central” because it is neither legalism on the one hand nor relativism on the other.

## **2. CHANGED LIVES**

It is common to think the gospel is a message mainly to be shared with non-believers to bring them salvation, after which they grow through following Biblical principles. But at Hope City we believe the gospel is a message for believers also—that believing, understanding, rejoicing in and practicing the gospel more deeply is the main way believers overcome flaws and problems and grow into Christ-likeness. Our sinful behavior is rooted in idols of the heart—alternative ‘salvations’—and deeper knowledge of and experience of God’s grace in Christ can change them. We know that long-term life change also requires formative practices of individual and communal prayer, instruction, and worship, but without a gospel-changed and changing heart, church practices will produce nominal believers. The gospel changes us from the inside out, freeing us from both self-righteousness and self-condemnation, enabling us to welcome people we excluded, including those who don’t share our beliefs. Bringing the gospel to bear on life is therefore the essence of what we do in preaching, pastoral care, counseling, and education. The gospel can change anyone at all, and we take special delight in testimonies of its powerful work.

## **3. GOSPEL COMMUNITY**

Because the gospel changes our hearts and identities, it makes us into people who can conduct far more transparent, honest, intimate, and loving relationships. So the gospel creates a new kind of community. And, the nature of the gospel is best conveyed and made plain in community because it is just as true that the gospel is not only a body of truth but also a life-changing power. Growth in gospel grace (discipleship) is best done in a community of informal relationships, not in a classroom or through a book. It is in community that people see how a gospel-changed heart really works—in our humility as well as our boldness; in our quickness to repent, forgive, and reconcile; and in the uniqueness of our life practices. The gospel does not merely make us closer in our one-on-one relationships, but also creates a counter-culture, a contrast community in which all can see the difference the gospel makes. The gospel, then, in multiple ways leads us to prize community and we aim to, whenever possible, do things through organic community and lay ministry rather than through staff-led programs.

## **4. CITY VISION**

At Hope City we hold a positive, balanced, Biblically-rooted view of the city. We are very positive about the city—seeing it as perhaps the most strategic place for Christians to live and minister today, and also valuing its many benefits for human life and flourishing. As a result, we encourage Christians to stay and live in the city (though not legalistically). We want our leaders to be energized by and enjoy city living. We call this positive regard “balanced” because Hope City is contextualized to the city. To contextualize means to be adapted to a culture without compromising the truth, as Jesus was incarnated (fully human) yet without sin. The gospel makes us contextualizers—too humbled to make an idol out of our old culture, but too affirmed and loved to need the approval of the new one. So we are very concerned to be urban rather than suburban in our sensibilities and communication; none-the-less we do not romanticize the city or uncritically adopt attitudes and practices that contradict the gospel. We don’t hate the city or romanticize it—we love the city, we have a vision for what it could be, and we are here to seek its well being for all its people.

## **5. MERCY AND JUSTICE**

The gospel humbles people with means and power, showing them that they are no better than anyone else before God. It also lifts up the poor and broken, giving them a new identity and confidence in Christ. While concern for the needy is in no way a means of salvation, a life poured out in deeds of mercy and justice is a sign that the heart has been changed by grace. We use both terms. Mercy is simply meeting people's basic needs out of a gospel-produced compassion. Doing justice includes being generous in sharing one's wealth and time in meeting immediate needs, but it consists also in being advocates for people with less social power, and more broadly, engaging as citizens in the city in order to make it a good place for all people to live. A gospel-preaching church should be famous for its mercy and justice, or outsiders will not listen to what is being preached. While bringing people to faith in Christ is the single greatest thing you can do for someone, the gospel must be ministered in word and deed together if it is going to have the life-changing impact we desire.

## **6. CULTURAL RENEWAL**

The gospel does not only have implications for our private life and Christian relationships. It also affects our public life, particularly how we pursue our vocations in the world and do our daily work. Any particular culture is largely the result of a society's core beliefs about the meaning of life, right and wrong, the nature of the human dilemma and its solution—all fleshed out and expressed through people's work and the things they produce. When Christians begin to do their work out of a different set of beliefs—whether in business, the arts, the academy, government, or the helping professions—it changes and renews the culture. The gospel gives every believer a new worldview, new inner motives and power, and new conceptions and guidelines for work. While the local church does not directly seek to change culture, it disciplines its people to be agents out in the world who do.

## **7. OUTWARD FACE**

Hope City has always been especially concerned to welcome the secular, non-believing Columbusite. Most churches have an ethos within that is confusing or offensive to everyone but evangelicals. Hope City has always sought to be a place where doubters felt their questions were noticed and taken seriously. This is one of the reasons why we have always avoided typical Christian piety-jargon that makes outsiders immediately feel unnecessarily alien. Sermons should be preached, and public events conducted as if non-Christians were present, over-hearing what we are saying. We must constantly keep in mind what is like to not believe. If we maintain such an environment, then evangelism shall happen the right way—not so much through programs but organically through the witness of Hope City believers. It is crucial that a large percentage of Christians come into Hope City and think, "I wish my non-Christian friend could hear this." While Hope City will always grow by attracting already-Christians in, that is not our intended way to grow, and a strong outward face will guarantee that newly arrived Christians are mobilized to reach out to the city.

## **SECTION 1: EMPLOYMENT**

### **1. Eligibility For Employment**

Your employment by Hope City House of Prayer is conditioned on you being

- a. a committed follower of Jesus Christ
- b. a growing disciple of Jesus in character and faith
- c. an active member of a local church in good standing. If a job requires experience, skills, training, or certification, and a qualified candidate cannot be found in Hope City House of Prayer, then a “born again” believer whose local pastor gives a written reference may be considered and hired.
- d. lawfully permitted to work in the United States
- e. capable of performing the job duties outlined for the position
- f. compliant with and in support of the Hope City House of Prayer Statement of Faith, core values, position papers, and other beliefs and standards pursuant to Hope City House of Prayer ecclesiastical authority.

### **2. Personnel Records**

- a. Hope City House of Prayer maintains a record for each employee. Your file may include documents such as your application, performance evaluations, and personnel memos. Other pertinent materials may also be included. Hope City House of Prayer permits you to access your personnel file upon thirty (30) days written notice, and only once per calendar year. You are prohibited from making copies of your file, in whole or in part, without Hope City House of Prayer’s prior consent.
- b. Please let us know immediately if you change your name, address, phone number, marital status, etc. If for some reason you need to change your name and/or social security number, you are required to provide original documentation authorizing the change.
- c. Hope City House of Prayer may require your written authorization before we release information such as employment verifications and employment references.

### **3. Employment At Will** Employment is with the mutual consent of you and Hope City House of Prayer. Consequently, both you and Hope City House of Prayer have the right to terminate the employment relationship at any time, with or without cause and/or advance notice. The employment-at-will relationship will remain in effect throughout your employment with Hope City House of Prayer.

#### **4. Equal Employment Opportunity**

- a. Hope City House of Prayer is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, gender, marital status, physical handicap, medical condition, or age, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits. Notwithstanding the foregoing, there may be circumstances in which Hope City House of Prayer may act in a way that preserves its religious beliefs and ecclesiastical authority that may otherwise appear as being inconsistent with the idea of “equal opportunity.” Hope City House of Prayer expressly reserves such rights, without limitation, to the fullest extent of the law.

#### **5. Immigration Law Compliance**

- a. All offers of employment are contingent upon verification of your right to work in the United States. On your first day of work you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, the Employment Eligibility Verification Form.
- b. If at any time you cannot verify your right to work in the United States, Hope City House of Prayer may be obliged to terminate your employment.

#### **6. Termination**

- a. Voluntary termination (e.g., resignation) is a termination that you initiate by submitting to your supervisor, or Pastor Brian Williams or his designee, a written notice stating your intention of terminating your employment. Your notice should include your reason for leaving. If you have changed your address (or you intend to) your written notice should include your new address and telephone number.
- b. Unless explicitly stated in a written document signed by the Pastor Brian Williams or his designee, your employment by Hope City House of Prayer is at-will. Notwithstanding, we request that you provide us with advance notice of your intention to terminate your employment. If you are an exempt employee we would like you to give us at least thirty (30) days' written notice before you leave your job. If you are a non-exempt employee we would like you to give at least two (2) weeks' written notice before you leave your job.
- c. Exit Interview - If you are terminated for any reason or you resign, Pastor Brian Williams or his designee may conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about Hope City House of Prayer.
- d. Return of Hope City House of Prayer Property - Upon termination, resignation, or separation of your employment by Hope City House of Prayer for any reason, you are obligated to immediately return, without request, all Hope City House of Prayer property issued to you or otherwise in your possession, including, but not limited to, computers, telephones, keys, documents, files, and/or credit cards. You must also notify Hope City House of Prayer of any electronic storage, passwords, data access, and/or other login credentials you control or have access to, and immediately cease use/access. In the event you fail to deliver all of the foregoing on or before the date of your termination, Hope City House of Prayer may charge you the fair market value or actual cost, as the case may be, of the items. You hereby expressly authorize Hope City House of Prayer to deduct such amounts from any pay otherwise due to you, including any final payroll payments and/or accrued vacation day payments. You are solely responsible for any lost or damaged items.

#### **7. Post-Employment References**

- a. Hope City House of Prayer may not respond to oral requests for references. In the event your employment with Hope City House of Prayer is terminated, either voluntarily or involuntarily, your supervisor may be able to provide a reference to potential employers, at your supervisor's sole discretion.

## 8. Employee Classifications

a. Hope City House of Prayer classifies employees in a number of different ways, as follows:

### i. Full-time vs. Part-time

1. Full-time Employee - You are considered to be a full-time employee if your average hours of work per workweek total forty (40) hours or more.
2. Part-time Employee - You are considered to be a part-time employee if your average hours of work per workweek total less than forty (40) hours. Part-time employees are further classified as: (a) "3/4 - Part-Time" employees work an average of 30-40 hours per week; and (b) "Part-Time" employees work an average of less than 30 hours per week. The foregoing part-time classifications relate to benefits available to such employees.

### ii. Non-exempt vs. Exempt

1. Non-exempt Employee - Non-exempt employees are those who do not qualify to be treated as exempt under the provisions of the Fair Labor Standards Act and other state and federal laws. Non-exempt employees may be eligible to receive overtime pay, if applicable.
2. Exempt Employee - Exempt employees are those who qualify to be treated as exempt under the provisions of the Fair Labor Standards Act and other state or federal laws. Exempt employees are not eligible to receive overtime pay.

### iii. Clergy vs. Non-clergy

1. Clergy - an employee serving in a pastoral or ministry function who has been licensed or ordained by a local church or any other organization whose license or ordination are recognized by Hope City House of Prayer
2. Non-clergy - any employee who does not qualify to be considered clergy according to the above definition

### iv. Office vs. Remote vs. Co-located

1. Office - an employee whose primary work is accomplished at a designated office
2. Remote - an employee whose primary work is accomplished away from a designated office
3. Co-located - an employee whose work is accomplished at a designated office and away from that office



## SECTION 2: WORK STANDARDS

### 1. Performance Standards

- a. Hope City House of Prayer anticipates that you will "work . . . with (your) whole heart, as working for the Lord" (Col. 3:23). Accordingly, we anticipate that you will demonstrate
  - i. a strong work ethic (e.g., diligence, attention to detail, punctuality, etc.)
  - ii. a commitment to excellence (e.g., concern for accuracy, commitment to quality, continuing career development efforts, etc.)
  - iii. a commitment to your employer (e.g., loyalty, proper stewardship of Hope City House of Prayer property, prevention of waste, etc.)
  - iv. a commitment to relationship (e.g., honesty, integrity, mercy, grace, love, etc.)
  - v. a commitment to service (e.g., promptly responds to inquiries, helps our churches, etc.)
- b. This list is not exhaustive. It serves merely to illustrate the types of our expectations.

### 2. Job Descriptions

- a. Hope City House of Prayer may provide you with a job description when you start work and any time there is a significant change in your responsibilities. Your job description summarizes your duties and responsibilities, and gives you important information about your job. Your job description serves as guidance for the performance of your job and **should be viewed as the minimum performance requirement for your job. There may be inherent and/or understood components to your job that are not explicitly stated in your job description, and you are, nevertheless, responsible for all such duties.**
- b. Hope City House of Prayer reserves the right to revise your job description from time to time, as it deems necessary and appropriate at our discretion.

### 3. Workweek

- a. The workweek runs Sunday through Saturday for calculating weekly hours.
- b. All employees are required to arrive to work on time, not leave before the assigned time, and be punctual in keeping appointments.
- c. Your supervisor will determine your schedule.
- d. **Non-exempt Office Employees** - The normal, full-time workweek is forty (40) hours with a minimum half-hour unpaid lunch break each 8-hour day, and other rest periods as required by law. A part-time employee's workweek is assigned by the supervisor based on agreed upon hours, including rest periods required by law.
- e. **Full-time, Remote Employees** - You are required to document that you have worked forty (40) hours in a given week, but have flexibility with this when you work as long as you fulfill your job duties and obligations in a professional manner.
- f. **Exempt Employees** - The normal, full-time workweek average should be forty (40) hours.

- g. **Overtime** - If you are a non-exempt employee, you will receive overtime pay as required by applicable law.

#### 4. **Accommodations**

- a. There are certain circumstances that require us to make reasonable accommodations, and we do so in accordance with applicable law.

#### 5. **Probationary Period**

- a. At some time in the future you may be placed on a probationary status as part of a process of discipline, remediation, or training. The probationary period may be for any length of time up to sixty (60) days. At the end of the probationary period you may receive a written or oral evaluation.

#### 6. **Personnel Memo**

- a. The personnel memo is a tool to help Hope City House of Prayer to communicate effectively with employees. It may be used to compliment special efforts or results, or to advise, warn, or otherwise discipline an employee for performance or conduct that is not acceptable. A copy of every personnel memo you receive will be included in your personnel file.
- b. If you receive a personnel memo about performance or conduct that is unacceptable, you are encouraged to make appropriate improvements in order to avoid the need for additional disciplinary action. If you think the personnel memo is not warranted you will be offered the opportunity to provide a written response. Your response will also be made part of your personnel record.
- c. Hope City House of Prayer retains the right at any time to implement any disciplinary action including termination that, in its subjective judgment, it deems appropriate in the circumstances, without regard to whether prior notice of the infraction has been given.

#### 7. **Performance Evaluations**

- a. You may receive a written or oral performance evaluation after approximately ninety (90) days of service, and then at the end of the year. One of the purposes of the performance evaluation is to let you know how well you are doing. Written or oral performance evaluations may include commendation for good work as well as specific recommendations for improvement.
- b. You will have the opportunity to discuss your performance with your supervisor. This is a good time to ask questions and clarify important points. You will also have the opportunity to provide a written response to your performance evaluation. Your evaluation (and your response) will be made part of your employee file. Performance evaluations help Hope City House of Prayer make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a pay increase. It does not alter, modify, or amend the at-will employment relationship between you and Hope City House of Prayer.

## 8. Staff Training

- a. Helping you develop your professional skills is a significant priority for Hope City House of Prayer. Accordingly, from time to time Hope City House of Prayer may ask you to participate in in-service or training programs. You are also encouraged to let your supervisor know if you recognize the need for additional training or if you are aware of a training opportunity that might be helpful. Your participation in such training is at the option of the Hope City House of Prayer. You will be paid your regular salary or wage for the time you participate in such training. You may also qualify for Hope City House of Prayer to pay part or all of the cost of the training and travel.

## 9. Staff Retreats

- a. Hope City House of Prayer may elect to conduct a staff retreat for the purpose of enabling the staff to focus on developing some particular skill or dealing with some particular issue. At Hope City House of Prayer's option, the retreat may be off-site and may involve an overnight trip. Hope City House of Prayer may pay all cost for travel, lodging, and meals for staff retreats. Attendance at staff retreats will be mandatory unless Pastor Brian Williams or his designee specifically exempts you. The value of staff retreats is so significant that such exemptions will be granted only in extreme circumstances. You will be paid your regular wage for your regularly scheduled hours for each full day (or a pro-rated amount for partial days), whichever is greater. If you are a non-exempt employee and you are required to attend you will be paid overtime if you exceed forty (40) hours in a given week.

## 10. Staff Enrichment

- a. **Books** - Developing our Hope City House of Prayer staff not only as employees, but also as leaders and disciples, is a priority to us. We see our work together as ministry, and as a team effort made up of individual efforts all heading toward the same Kingdom goals. For this reason, we ask all employees to read the following books within the *first 3 months* of employment, and to discuss their content with their direct supervisor.

Hope City House of Prayer will pay for one copy of each of these books, in physical, e-book, or audiobook format, for the employee. Simply submit receipts to accounting for reimbursement.)

### Books

- *Celebration of Discipline- Richard Foster*
- *Why Revival Tarries - Leonard Ravenhill*
- *The Gate Church- Frank Damazio*

- b. **Spiritual Direction** – In addition to these resources, we encourage every staff member to pursue having at least one appointment with a member of our Pastoral Team per month for the first six (6) months of Hope City House of Prayer employment.

## **Additional Remote And Co-located Worker Standards**

Hope City House of Prayer considers working remotely and/or co-located to be a privilege of employment, and not a right. It is an alternative work arrangement offered in situations in which Hope City House of Prayer believes it is the best working arrangement for a particular employee. Working remotely and/or co-located allows an employee to work at home, on the road, or in a satellite location for all, or part, of his/her regular workweek. This is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement; it is not a Hope City House of Prayer-wide benefit; and it in no way changes the terms and conditions of employment with Hope City House of Prayer. The following are a few additional remote worker policies. All other employee policies apply.

1. Consistent with the organization's policy of confidentiality for employees working at the regular office, remote and/or co-located employees are expected to protect all confidential, sensitive, and/or trade secret information and/or documents, regardless of how they are accessed or stored (e.g., electronically, physical copies, etc.). Employees working in a remote and/or co-located situation are obligated to employ a higher level of care to ensure confidential information is not accessed by family members, friends, guests, or others, particularly due to the informal nature of the remote/co-located work environment. This duty of care may involve using locked cabinets and doors, encryption, and other methods to ensure confidentiality. Likewise, all of Hope City House of Prayer property in the employee's possession, including computers, phones, files, furniture, and/or other property, should be protected from loss at all times. The employee working in a remote and/or co-located condition is liable for all losses of property.
2. The employee must establish an appropriate work environment within his/her remote or co-located work area. Hope City House of Prayer may not be responsible for costs associated with setup and/or maintenance of the employee's remote or co-located work area, such as remodeling, furniture or lighting, nor for repairs or modifications to the employee's work space. The remote/co-located accommodation is not to be viewed as a replacement for in-office accommodation, which constitutes a "reasonable accommodation" in respect of any law concerning handicap access or other statutory accommodation. A tax deduction may be available but it is up to the employee to apply for these deductions and keep appropriate documentation; and Hope City House of Prayer shall have no responsibility to advise the employee in such regard.
3. The remote and/or co-located working arrangement can be terminated at any time and for any reason by Pastor Brian Williams or his designee.
4. The employee is expected to be near a computer with Internet connectivity and a phone during the agreed upon work schedule (lunch not included).
5. To qualify for remote or co-located consideration, the employee is expected to provide the following, and may be solely responsible for all costs in connection with:
  - a. high speed Internet access
  - b. secure wireless router sufficient to connect to Hope City House of Prayer
  - c. cell phone or landline capable of making and receiving Hope City House of Prayer calls
  - d. homeowners or renters insurance (see agreement for requirements)

6. Hope City House of Prayer may, but is not required to, provide the following:
  - a. computer (laptop), approved accessories, and business related software, provided, however, that the employee is prohibited from downloading or installing any software, app, or operating system that has not been approved by Hope City House of Prayer.
  - b. partial mobile phone or partial Internet reimbursement
  - c. online file storage and/or file sharing arrangement
  
7. Property Security - Hope City House of Prayer shall at all times have immediate and unrestricted access to all Hope City House of Prayer owned property in the employee's possession and/or within the employee's control, including, but not limited to, phones, computers, files, documents, storage, etc. Hope City House of Prayer may, at any time, access the foregoing for any reason, including, but not limited to, the following:
  - a. password management
  - b. account lockout
  - c. local firewall configurations
  - d. browser privacy
  - e. security settings
  - f. retrieval
  - g. analysis
  - h. compliance checks
  
8. The frequency of trips to Hope City House of Prayer offices will be determined by Pastor Brian Williams or his designee.
  
9. Expense Reimbursements
  - a. Lodging - based on approved expense report
  - b. Meals
    - i. Routine meals at remote and/or co-located locations are not reimbursed.
    - ii. Travel-related meals will be reimbursed based on an approved expense report, and subject to best business judgment.
    - iii. Business meals will be reimbursed based on an approved expense report, and subject to best business judgment.
  - c. Travel to/from the Hope City House of Prayer office
    - i. If flying, the cost of the flight must be approved by Pastor Brian Williams or his designee.
    - ii. If using other means of transportation (e.g., train, Uber, driving, etc.), the cost is subject to approval.
  - d. Other expenses will follow the expense reimbursement policy and approved department budget, and will be subject to best business judgment.
  
10. Time Tracking
  - a. Non-exempt employees must keep an accurate time record. **Failure to maintain accurate time records shall be deemed as an admission of failing to work during the employee's scheduled times and be grounds for automatic termination and/or other disciplinary action.**
  - b. Exempt employees are not eligible for overtime but may keep track of their time for project management purposes.

11. Guests

- a. The remote and/or co-located employee is expressly prohibited from receiving work-related guests, and from holding meetings at his/her remote and/or co-located work area, unless such guests or meetings have been approved by Hope City House of Prayer in advance. Any guests or meetings taking place in violation of this provision shall be treated as outside the scope of work and not in furtherance of the employee's job duties.

## **SECTION 3: COMPENSATION**

### **1. How Wages & Salaries Are Determined**

- a. Initial compensation levels are based on several factors, including budget, experience, education, level of responsibility, and past performance.
- b. Your compensation package will generally be reviewed annually for consideration of a merit and/or cost of living increase, which are Hope City House of Prayer's sole discretion. The first step in the review process is conducted by the supervisor. Any increase recommendations of the supervisor are forwarded to Pastor Brian Williams or his designee. Factors taken into account include, but are not limited to, performance evaluations, attitude, personnel memos, and Hope City House of Prayer's financial position. A wage or salary review does not imply an automatic increase, only that you are eligible for consideration based on job performance and other factors.

### **2. Payday**

- a. Hope City House of Prayer uses a semi-monthly payroll being paid on the 15<sup>th</sup> and 1<sup>st</sup> day of the month, which may be altered by Hope City House of Prayer at any time.
- b. Hope City House of Prayer pays via Direct Deposit subject to change at Hope City House of Prayer sole discretion.

### **3. Time Records**

- a. Every non-exempt employee is responsible for recording his/her own hours on his/her own time record. A failure to maintain accurate time records may result in Hope City House of Prayer failure to recognize hours worked and be treated as an admission by the employee of a failure to work during the employee's scheduled hours.
- b. No one may record hours worked on another's time record. Tampering with another's time record is cause for disciplinary action that may include termination of both employees. Please report any errors in your time record to your supervisor immediately.

### **4. Overtime**

- a. This section pertains only to non-exempt employees. If you are an exempt employee you are not entitled to overtime pay.
- b. Overtime is based on applicable law.
- c. From time to time, you may be asked to work beyond your normally scheduled hours or on a regularly scheduled day off. However, you are not allowed to work overtime unless it has been approved in advance. Your supervisor may approve up to eight (8) hours of overtime. Overtime exceeding eight (8) hours per week must be approved in advance by Pastor Brian Williams or his/her designee. Employees who work overtime that has not been authorized in advance might not be paid for the overtime and may be subject to disciplinary action. When you are asked (or permitted) to work overtime, you will receive overtime pay if applicable, in accordance with our state and federal law.

## 5. Payroll Deductions

- a. Hope City House of Prayer complies with applicable federal, state, and local laws regarding withholding for federal income tax, state income tax, local income tax, social security taxes, and/or any other lawful basis for withholding. You may authorize any other deductions from your paycheck, in writing.
- b. Each of your paycheck stubs available online will itemize amounts that have been withheld. It is important that you keep this information for tax purposes. If you have questions about your deductions, please talk to your supervisor.



## SECTION 4: BENEFITS

**All Hope City House of Prayer benefits are subject to automatic revocation without notice.**

### 1. Vacation

- a. If you are a full-time employee (e.g., regularly scheduled to work at least forty (40) hours per week), you are eligible to earn vacation time. Employees accrue vacation time annually. Vacation accrual begins on the first day of the month following your employment and is calculated on a pro rata basis. Some 3/4 part-time employees who work at least thirty (30) hours per week but less than forty (40) hours may be eligible to accrue vacation on a pro rata basis.
- b. If you qualify for paid vacation time you will earn vacation time according to the following formula. Subject to limitations stated herein or otherwise stated by Hope City House of Prayer, full-time employees accrue ten (10) vacation days per calendar year, prorated based on start date. For every full year of service you will earn one additional vacation day up to a maximum of twenty (20) vacation days.
- c. You can carry over up to a maximum of five (5) days. Any unused vacation in excess of five (5) days is not compensated, and the benefit is deemed waived. No one can begin the year with more than twenty (20) days.
- d. Requests for vacation time must be made in writing. All employees should submit their requests to their supervisor. Any employee may submit an emergency request to Pastor Brian Williams or his designee. Vacation requests are subject to Hope City House of Prayer's sole discretion.
- e. If your employment terminates, you will receive vacation pay for the amount of unused vacation time, subject to any limits stated herein, prorated based on time worked year to date.
- f. Part-Time employees (e.g., regularly scheduled to work less than (30) hours per week) do not earn paid vacation time, however they will be granted 1 full week per year of unpaid time off. In addition, part-time employees may be gifted with a one full week paid vacation for exceptional job performance after annual review. This will be assessed on a case by case basis.

### 2. Holiday Pay

- a. If you are regularly scheduled to work at least thirty (30) hours per week you are eligible to receive holiday pay on the first day of the month following your employment, in addition to hours worked, on the following holidays:
  - i. New Year's Day
  - ii. MLK Day
  - iii. Good Friday
  - iv. Memorial Day
  - v. Independence Day
  
  - vi. Labor Day
  - vii. Thanksgiving Day
  - viii. Friday after Thanksgiving
  - ix. Christmas Eve
  - x. Christmas Day
- b. If you work a holiday, you will receive an alternative day off which must be scheduled with your supervisor.
- c. Holidays that fall on days that are your normal day off or on the weekend may be taken,

by arrangement, within the pay period that the holiday falls.

- d. If a holiday which falls on a regularly scheduled work day happens to take place during the time you choose to take vacation, you will not be charged a vacation day.

### 3. Sick Pay

- a. If you are regularly scheduled to work at least forty (40) hours per week you are eligible for ten (10) days of sick pay. If you are hired during the year you are eligible for pro rata sick days beginning the first day of the month following your employment. Some 3/4 part-time employees who work at least thirty (30) but less than forty (40) hours are eligible for pro rata sick pay.
- b. Sick pay benefits may be used in the case of personal illness or injury that is not work-related. Sick pay may also be used to tend to the needs of a member of your immediate family who is ill or injured. Unused sick pay benefits may not be used for personal time off or as additional vacation. You will not be paid for unused sick pay benefits upon termination of employment.
- c. If you receive sick pay benefits you may be asked to provide medical verification of the need to be absent from work.

### 5. Inclement Weather Day

- a. In case of inclement weather in which authorities have determined that it is unsafe to travel, employees are not required to come to work.
- b. In case of inclement weather warning Pastor Brian Williams or his designee will determine if the office should close or if employees may go home early or come in late.
- c. You may be asked to work during non-scheduled time to make up for missing work due to inclement weather.
- d. If you are unable to work due to inclement weather Pastor Brian Williams or his/her designee may allow you to receive pay without charging vacation time.

### 6. Maternity/Paternity Leave

- a. Full-time employee mothers may request up to 8 weeks of paid maternity leave. Compensation under this section will be at your normal rate of pay and will be for the hours you are regularly scheduled to work.

### 7. Leave of Absence

- a. In some circumstances Hope City House of Prayer makes leaves of absence available to employees in addition to its vacation policy. The following types of leaves of absence are recognized:
  - i. **Unpaid Pregnancy Leave (beyond maternity leave)** - a leave of absence related to an employee's or spouse's pregnancy, childbirth, or related medical condition. You may request a voluntary pregnancy leave of absence (one which is not medically necessary). Your request must be in writing and must state the date on which you expect to return to work. As with requests for other types of voluntary leaves of absence, approval or requests for voluntary pregnancy leave are subject to the needs of Hope City House of Prayer.
  - ii. **Workers' Compensation** - a leave of absence for a work-related illness or injury. Hope City House of Prayer complies with applicable state and federal law concerning leaves for work-related illness or injury. After sick and vacation time are exhausted you are normally paid through workers' compensation.

- iii. **Jury Duty** - a leave of absence to serve on jury duty. If you are called to serve on jury duty you will be paid the difference between your regular pay and all monies paid to you by the court for a maximum of fourteen (14) working days. If you are required to serve for more than fourteen (14) working days you may take time off, without pay, for the balance of the time served on jury duty. Hope City House of Prayer complies with all laws related to jury service.
- iv. **Military** - a leave of absence for required military service. Hope City House of Prayer complies with applicable state and federal law concerning leaves for military service.
- v. **The following general provisions apply to all leaves of absence:**
  - 1. A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension if medical in nature.
  - 2. If you are on leave of absence you must communicate with Hope City House of Prayer] on a regular basis, at least once a month, regarding your status and anticipated return to work date.
  - 3. All leaves of absence must be approved in advance in writing by Pastor Brian Williams or his designee.

## **8. Workers' Compensation Insurance**

- a. You are automatically covered by Workers' Compensation Insurance at the time you are hired. Hope City House of Prayer pays the amount required by law for this important coverage.

## **9. Bereavement Pay**

- a. Bereavement leave may be taken. You are allotted three (3) days upon the death of a local family member and five (5) days if you will have to travel. Hope City House of Prayer will work with you, in good faith, regarding bereavement leave scheduling, but reserves all rights in regards to scheduling.
- b. With your supervisor's approval, you may take up to one full day without pay to attend funerals of friends or you may use a day of accrued vacation.
- c. Bereavement pay will only be given for actual time spent away from work for the funeral or its arrangements.
- d. Payment of wages or salary under this section will be at your normal rate of pay and will be for the hours you are regularly scheduled to work.
- e. If you require more time away from work than is provided in this policy you may request vacation time. Bereavement pay will not be considered as hours worked for the calculation of overtime.

## **10. Professional Memberships**

- a. When it can be demonstrated that Hope City House of Prayer will benefit from your participation in a professional organization, the related expenses may be paid by Hope City House of Prayer. Requests for payment of expenses related to educational programs and professional organizations must be approved in advance by Pastor Brian Williams or his designee.

## **11. Other Benefits**

- a. At times, depending on circumstances, free registration will be available for you (and, for selected events, for members of your household) at most Hope City House of Prayer sponsored conferences.

## SECTION 5: DISCIPLINE

### 1. Disciplinary Actions

- a. Generally, Hope City House of Prayer will attempt to be redemptive and progressive (i.e., degree of sternness commensurate with the severity of the transgression) in its discipline. However, Hope City House of Prayer reserves the right to implement any system of discipline that it deems, in its sole subjective discretion, to be appropriate in the circumstances, up to and including immediate termination of employment. All disciplinary actions will be fully documented in the employee's personnel file via personnel memo.
- b. It is not possible to provide a complete list of every work rule or performance standard. The following are presented only as examples. You are responsible for understanding and following these standards and work rules.
  - i. **Job performance** - You may be disciplined, up to and including termination, for poor job performance, as determined by Hope City House of Prayer. Some examples of poor job performance are as follows: below average work quality or quantity; poor attitude, including rudeness or lack of cooperation; excessive absenteeism, tardiness, or abuse of break and meal privileges; and failure to follow instructions on Hope City House of Prayer policy or procedures.
  - ii. **Misconduct** - You may also be disciplined, up to and including termination, for misconduct. Some examples of misconduct are as follows: behavior that is inconsistent with Hope City House of Prayer's statement of faith; insubordination; falsifying or making a material omission on Hope City House of Prayer records, reports or other documents, including payroll, personnel and employment records; divulging confidential Hope City House of Prayer information to unauthorized persons; disorderly conduct, including fighting or attempted bodily injury, the use of profanity or language that is abusive or threatening toward others; any violation of any law of which violation adversely affects Hope City House of Prayer, or conviction in court of any crime which may cause you to be regarded as unsuitable for continued employment; violation of the Hope City House of Prayer alcohol, drugs, and controlled substances policy; marking or signing the time record of another employee or knowingly allowing another employee to mark or sign your time record; abuse, misuse, theft, or the unauthorized possession or removal of Hope City House of Prayer property or the personal property of others.
  - iii. **Disciplinary actions** may include, but are not necessarily limited to, termination, suspension (with or without pay), verbal or written reprimands, probation, re-assignment, or reduced, delayed, or forfeited pay.

### 2. Harassment

- a. Hope City House of Prayer is committed to providing a work environment that is free of unlawful harassment. In keeping with this commitment, Hope City House of Prayer maintains a zero-tolerance policy prohibiting unlawful harassment, including sexual harassment. It is important for you to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others, and may constitute harassment.
- b. Sexual harassment of Hope City House of Prayer employees by other Hope City House of Prayer employees is prohibited. Unless otherwise defined by applicable law, unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of the sexual nature when:

- i. Submission to the conduct is made a condition of employment, or
  - ii. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee, or
  - iii. The harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.
  - iv. Examples of sexual harassment include sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; physical assault of a sexual nature.
- c. If you believe that you are being, or have been, harassed in any way, you must report the facts of the incident(s) to your supervisor or Pastor Brian Williams or his designee immediately. If you believe the senior pastor is harassing you, you should contact the church governing board (Terry Banks, Jeff Payne, Michael Thomas, Ava Stigger, Tina Howard, Wayne Gordon). In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.
  - d. Violation of this policy may result in disciplinary action, up to and including termination.

### **3. Alcohol, Drugs, and Controlled Substances**

- a. Being "under the influence" of alcohol, drugs, or controlled substances during work hours, on Hope City House of Prayer property (even if not during work hours), or in Hope City House of Prayer owned or controlled vehicles, is prohibited. In addition, conduct that may adversely affect the reputation or interests of Hope City House of Prayer is prohibited.
- b. "Under the influence" or "impaired," for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well-being of others and/or Hope City House of Prayer property, and/or exceeding applicable legal benchmarks.
- c. Violation of this policy may result in disciplinary action, up to and including termination.

## SECTION 6: GENERAL INFORMATION

### 1. Consistency With Law

- a. This Employee Manual shall be interpreted as being consistent with applicable law. To the extent a court of competent jurisdiction determines that any portion of this manual is not lawful, such portion shall be narrowly modified by the court to remain consistent with Hope City House of Prayer intent and to comply with applicable law.

### 2. Modified Policies

- a. Hope City House of Prayer] reserves the right to modify any or all of the policies in this manual for specific individuals and/or circumstances, in Hope City House of Prayer sole discretion; provided, however, any employee claiming that such policies have been modified in his/her favor shall bear the burden of proving the same. An employee's failure to prove that Hope City House of Prayer policies have been modified for that specific employee shall be treated as an admission that no such modification has been made.

### 3. Access To Church Property

- a. It is important that [Hope City House of Prayer has access at all times to Hope City House of Prayer] property, including, but not limited to, computers, phones, file storage (digital and/or physical), software, apps, records, documents, and files. As a result, Hope City House of Prayer reserves the right to access all Hope City House of Prayer owned or controlled property, including co-located/ remote assets, without notice, at Hope City House of Prayer's sole discretion.

### 4. Church Computers, Emails, And Social Media

- a. You are obligated to reasonably limit use of Hope City House of Prayer owned or controlled computers or other devices during work hours for personal use.
- b. At no time is a Hope City House of Prayer computer or other device permitted to be used to view or access inappropriate or unlawful material, including, but not limited to, pornography or materials restricted by applicable law. Hope City House of Prayer reserves the right to install surveillance software, apps, etc., on any Hope City House of Prayer owned or controlled computer and/or device, without notice, and to monitor the same.
- c. You may be required to give all login information to your supervisor for any Hope City House of Prayer owned or controlled computer or device. If you use a non-Hope City House of Prayer computer or device for your employment, you may be required to give all login information to your supervisor for any software or app used to conduct your work for Hope City House of Prayer.
- d. Occasional personal use of Hope City House of Prayer computers, phones, and devices may be permitted, at Hope City House of Prayer sole discretion, but employees shall have no expectation of privacy with respect to such use. Information and data stored in these systems and/or devices may be treated as property of Hope City House of Prayer.
- e. Hope City House of Prayer] property may not be used to solicit for commercial ventures, political causes, outside organizations, or personal projects, including, but not limited to, solicitation for individual benefits/ministry opportunities or individual churches.
- f. Hope City House of Prayer property may not be used to create or disseminate offensive or disruptive messages, or to create, send, or receive unlawful or inappropriate materials, or create or disseminate materials in violation of any third party rights (e.g., copyrights, confidential information, etc.).
- g. No unapproved software or apps may be installed or downloaded onto a Hope City House of Prayer owned or controlled computer or device.
- h. Social Media
  - i. Employees are free to disclose their affiliation with Hope City House of Prayer.
  - ii. Use of social media by employees (regardless of whether used during work time or

after) that is harmful to Hope City House of Prayer is subject to discipline.

- iii. Employees are prohibited from using social media to disclose, directly or indirectly, Hope City House of Prayer financial, operational, confidential, and/or legal information, or any information that is likely to harm Hope City House of Prayer or its affiliated entities or churches.

## 5. **Business Expense Reporting**

- a. You will be reimbursed for all approved business-related expenses upon submission of accurate expense reports (including receipts) to Hope City House of Prayer, provided that such expense was properly authorized.
- b. In order to comply with Internal Revenue Service regulations you must submit reimbursement requests within sixty (60) days of expenditure.
- c. **Credit Card**
  - i. Personal credit cards may be used for personal travel and other expenses and then reimbursed using expense reports. Personal credit cards are not to be used for normal operating expenses unless authorized in advance by Pastor Brian Williams or his designee. Receipts with appropriate documentation are required.
  - ii. Business credit cards are to be used for normal operating expenses only when it is not possible to pay those expenses through check payment process.

## 6. **Honorariums**

- a. We are currently allowing paid staff to keep the honorariums they earn from speaking and/or writing projects, singing, or playing instruments. All expenses resulting from honorariums (travel, food, etc.) must be paid for from the honorarium you receive, and are not reimbursable. You are expressly prohibited from using Hope City House of Prayer resources and/or funds to arrange, travel to/from, attend, and/or appear/perform for engagements that are not a part of your job duties, and all preparations must be made when you are not working.

## 7. **Confidentiality**

- a. In the course of your employment you may have access to sensitive information of and/or concerning Hope City House of Prayer, its employees, affiliates, and/or churches. You are obligated to treat such information as confidential.
- b. Unauthorized use and/or disclosure, directly or indirectly, is considered a serious offense and may result in disciplinary action, including termination.

## 8. **Personal Appearance**

- a. Hope City House of Prayer operates in a casual "laid back" style. You are encouraged to dress and act accordingly. However, keep in mind that your appearance reflects not only on you as an individual but on Hope City House of Prayer, indeed, on the Lord as well. Please be careful that the exercise of your freedom does not cause you to act or dress immodestly or inappropriately. We expect you to take pride in your appearance and strive to achieve a positive image when representing Hope City House of Prayer.

## 9. **Outside Employment, Personal Ministries, Work Produced As An Employee**

- a. All full-time employees are expected to give their whole time and attention to Hope City House of Prayer and are not to engage in additional employment.

- b. The nature of your job gives you platform and opportunity with other churches. You should not use that opportunity to build a personal ministry outside of your responsibilities as a member of the Hope City House of Prayer's staff.
- c. **Work Made for Hire** - A work that is prepared by an employee within the scope of employment (including, but not limited to, during work hours, using Hope City House of Prayer property and/or resources, at Hope City House of Prayer request, etc.), is deemed a "work made for hire" under United States copyright law.
- d. **Ownership** - A "work made for hire" is owned by Hope City House of Prayer, even if Hope City House of Prayer does not immediately assert its rights. For purposes of clarification, and not limitation, all materials created during your work hours, using Hope City House of Prayer property and/or resources, and/or at Hope City House of Prayer] request, are owned by Hope City House of Prayer and not you. In such event, Hope City House of Prayer shall be treated as the "owner" and "author" of such materials. In the event Hope City House of Prayer elects to give you credit for any "work made for hire," such credit shall not entitle you to an ownership interest or any economic interest in the materials.

## 10. **Conferences/Trainings**

- a. All staff are encouraged to attend various Hope City House of Prayer events and ministry conferences. You will be paid your regular wage for your regularly scheduled hours or eight (8) hours for each full day (or a pro-rated amount for partial days), whichever is greater, as approved by Pastor Brian Williams or his/her designee.
- b. All staff who work a conference will be paid appropriately. Non-exempt workers will be paid actual hours worked including overtime. Exempt workers who work an extraordinary amount of time may, at the discretion of Pastor Brian Williams or his designee, receive a bonus and/or additional time off.

## 11. **Conflicts Of Interest**

- a. As employees, we all have an obligation to conduct church business within guidelines that prohibit actual or potential conflicts of interest. Even the appearance of a conflict of interest may harm our ministries.
- b. An actual or potential conflict of interest occurs when you are in a position to influence a decision that may result in your own personal gain or personal gain for a relative, as a result of Hope City House of Prayer business. In this context, relatives include relationships established by blood, marriage, or legal action.
- c. For example, if you have any influence on transactions involving purchases, contracts, leases, etc. in which you or a relative could have personal gain, it is imperative that you disclose the relationship to Pastor Brian Williams or his designee as soon as possible, so safeguards may be established to protect all parties.
- d. Personal gain may result not only when you or one of your relatives has a significant ownership interest in a firm with which we do business, but also when you or your relative could receive any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Hope City House of Prayer.
- e. These guidelines establish only the basic framework for evaluating, considering, and avoiding actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so you may seek further clarification. Contact Pastor Brian Williams or his designee with questions or to obtain more information about actual or potential conflicts of interest.



## **12. Conflict Resolution**

- a.** Hope City House of Prayer desires to follow biblically-based conflict resolution. Therefore, if you have conflict with a peer you are encouraged to go to that person directly. If the conflict is not resolved you are then to include a supervisor. If the conflict is still not resolved you may bring the matter to the attention of Pastor Brian Williams or his/her designee. It is important to follow the appropriate steps and if you have not completed a step the next appeal process will ask you to return to the appropriate person. In case of conflict between a supervisor and supervisee Pastor Brian Williams or his designee may be invited into the process. At no time should reprisal take place if a conflict is addressed.

# Receipt And Agreement To Hope City House of Prayer Employee Manual

Please read the following statements, initial and sign below, and return to your supervisor.

\_\_\_\_\_ **Understanding And Acknowledging Receipt of Hope City House of Prayer Employee Manual**

I have received and read a copy of the Hope City House of Prayer Employee Manual and I agree to abide by the manual's policies and any new or revised policies. I understand that the policies and benefits described in it are subject to change at the sole discretion of Hope City House of Prayer at any time.

\_\_\_\_\_ **Hope City House of Prayer Core Values And Beliefs (With Statement Of Faith)**

I have received and read a copy of the Hope City House of Prayer Core Values and Beliefs (with Statement of Faith). I will adhere to and support those Values and Statements both publicly and privately.

\_\_\_\_\_ **At-Will Employment**

I further understand that my employment is at-will, and neither Hope City House of Prayer nor I have entered into a contract for a specific duration of employment. I am free to terminate my employment with Hope City House of Prayer at any time, with or without reason. Likewise, Hope City House of Prayer has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of Hope City House of Prayer. Nothing in this Employee Manual shall be construed as a promise or inference of employment for a specific period; provided, that any employment for a specific duration shall be in writing and signed by Pastor Brian Williams or his designee of Hope City House of Prayer to be effective.

\_\_\_\_\_ **Work Made For Hire And Ownership**

I understand the definition and terms of ownership related to "works made for hire," and that I will not own any right, title, or interest in any materials I create for Hope City House of Prayer.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

## Mandatory Christian Dispute Resolution Agreement

Except for the right of either party to seek injunctive relief to preserve the status quo or prevent irreparable harm, in the event of any deadlock, claim, or dispute between the parties arising from or related to your employment by Hope City House of Prayer (including, but not limited to, any claim regarding the scope, effect, and/or enforceability of the employment manual), such deadlock, claim, or dispute shall be settled by biblically-based mediation and, if necessary, legally binding arbitration, in accordance with the then current Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete Rules are available at [www.peacemaker.net](http://www.peacemaker.net)). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. **The parties understand that these methods shall be the sole and exclusive remedy for any such deadlock, claim, or dispute arising from or related to this Agreement and expressly waive their right to file a lawsuit in any civil court or proceeding in any administrative body against one another for such deadlocks, claims, or disputes, except for injunctive relief or to enforce an arbitration decision.** Any costs incurred hereunder shall be paid equally by the parties to said mediation and/or arbitration.

**You understand and agree that your employment by Hope City House of Prayer (including, but not limited to, any claim regarding the scope, effect, and/or enforceability of the Employment Manual), is subject to this mandatory Christian dispute resolution agreement, and that you hereby waive your right to file a claim in any other venue, including, but not limited to, civil court and/or before an administrative or regulatory agency (except with respect to enforcement of the arbitrator's decision).**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Signature

Authorized Signatory of Hope City HOP

## Remote And/Or Co-located Worker Agreement

This “Remote and/or Co-Located Worker Agreement” is to be completed and signed by the employee and Pastor Brian Williams or his designee prior to participating in any remote or co-located work arrangement.

As a condition of working remotely or co-located, I understand and agree to the following:

1. I understand that working from home or other non-traditional work settings imposes additional responsibilities on me as an employee, as outlined in this document and others, or as may be prescribed by my supervisor.
2. I understand that all Hope City House of Prayer policies will continue to apply to me while I work remotely and/or co-located. If I have any questions about the application of a Hope City House of Prayer policy in a remote or co-located work setting, I will ask my supervisor.
3. I understand my supervisor’s expectations of me while I am in a remote or co-located work setting.
4. I will adhere to the work schedule provided by my supervisor, including all scheduled breaks and meal periods.
5. I will select a workspace in my home (or otherwise) that is separate from the general living areas and enables me to work without unreasonable disruption.
6. If I suffer a work-related injury while working remotely or co-located, I understand that I must promptly notify my employer as well as take all necessary steps and complete all documents necessary to file a report of the injury.
7. I understand that my remote or co-located work arrangement is not a substitute for dependent care, and, that I must devote my time and attention to my work responsibilities during work time, and not to taking care of household, child, or other non-Hope City House of Prayer obligations.
8. I understand that it is my responsibility to ensure that distractions are minimized in my work environment during work time. I further understand that if home distractions negatively affect my job performance, it may be cause for termination of the remote or co-located work arrangement.
9. I understand that all policies regarding device monitoring, access to Internet and phone, and all other policies that apply to employees working in the official Hope City House of Prayer office also apply to me working in a remote or co-located environment.
10. Upon termination of my employment, or at the conclusion of my remote or co-located work arrangement, whichever is first, it is my responsibility to return Hope City House of Prayer owned or controlled property, equipment, files, computers, phones, furniture, and other property, to my supervisor immediately. I further agree to immediately notify my supervisor of any login information for websites, accounts, software, apps, computers, phones, and other devices, that I used or had access to for my work. I understand that if I fail to comply with the foregoing provisions, and that if Hope City House of Prayer engages security professionals or others to secure the foregoing, I am responsible for all expenses incurred therewith. I hereby give consent for Hope City House of Prayer to deduct any such expenses from any amounts otherwise due to me, including my payroll and/or unused vacation pay. I will not retain copies of any Hope City House of Prayer documents or other information, whether in digital and/or print form.

11. Anticipated Remote Work Schedule:

Frequency	Day (s)	Hours	Notes
1 Day/Week			
2 Days/Week			
3 Days/Week			
4 Days/Week			
5 Days/Week			

I agree that my supervisor may discontinue my participation in the remote/co-located work arrangement at any time for any reason. Such reasons include, but are not limited to: 1) a change in Hope City House of Prayer needs, 2) a determination by my supervisor that my remote or co-located work arrangement is not in the best interests of Hope City House of Prayer, 3) that the quality of my job performance is declining and/or not meeting expectations, or 4) failure to abide by the remote work guidelines. I agree that no notice is required for any such changes to my remote or co-located work arrangement.

I further agree that the official Hope City House of Prayer office is a reasonable accommodation for me to perform my job, even if I reside outside of Columbus, Ohio.

I understand that a remote or co-located work agreement may be required on an annual basis for as long as I continue to work remotely.

Employee Signature and Date: \_\_\_\_\_

Pastor Brian Williams or Designee Signature and Date: \_\_\_\_\_

