Policies and Personnel Manual
Dear Staff Member,

We consider you to be a co-laborer in Christ, and trust that you have many unique gifts and abilities from God to share with our ministry family. We look forward to working with you as a member of our ministry staff, and are committed to see you achieve your highest level of service unto the Lord by serving Ripe for Harvest World Outreach.

We get our name from John 4:35b where Jesus said to his disciples “…Open your eyes and look at the fields! They are ripe for harvest”. We get our mandate from the Great Commission (Matt. 28:18-20). Our method comes from Matt. 9:37-38 and Luke 10:2 where we are responding to our Lords command, “Ask the Lord of the harvest therefore to send out workers into his harvest field”. You have responded to His call and this manual is in keeping with Eph.4:12, “to prepare (equip) God’s people for works of service…”

You will represent this ministry in both your work life and private life. Therefore, you should always be sensitive to how others may perceive your Christian conduct and spirituality. I am sure you will experience the meaning of bearing one another’s burdens as you faithfully shoulder the responsibilities of our unfolding vision that makes an impact both locally, nationally, and around the world.

This manual provides answers to most of the questions you may have about the internal workings of our organization and the procedures we go by - our responsibilities to you and your responsibilities to Ripe for Harvest World Outreach. If anything is unclear, please discuss the matter with a member of the administrative staff or myself. We also have a Financial Management Policy & Procedure Handbook which can be found on our website www.ripeforharvest.org.

Also, this manual is an “off the shelf” manual in that we purchased it from a company that specializes in preparing such manuals for churches and ministry organizations. We have inserted, with the permission of the publisher, our name and Ripe for Harvest specific language to better communicate its contents. However, much of it is in required legal language for State or Federal mandated personnel policies. Many paragraphs will not apply to our situation but in deference to the publisher I cannot arbitrarily change their language to suit every possible situation within our organization. But please read at least the first 6 pages.

Yours for the Harvest,

Timothy A. Smith
President
(Referred to in this manual as Administrator)

P.S.
As I have mentioned this is an ‘off the shelf’ manual. Read all the fine print you want – from page 7 onward. The rest will not apply to 99% of you but if we have problems with labor laws etc etc etc! Ripe for Harvest is covered. But if you don’t read all of it you won’t be able to say “I did not know that”. Bottom line: you are considered an ‘exempt’ employee which means you are exempt from hourly, overtime, breaks, time clocks etc. rules. You are considered a professional salaried employee. Tim
Purpose of this Manual

This Manual has been prepared to inform you about Ripe for Harvest World Outreach’s employment practices, policies, and procedures, as well as the benefits provided to you as a valued employee and the conduct expected from you.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this Manual will help you feel comfortable with us. We depend on you - your success is our success. Please don’t hesitate to ask questions; we will gladly answer them. We believe you will enjoy your ministry and your fellow employees here. We also believe you will find Ripe for Harvest World Outreach a great place to minister.

We ask that you read this Manual carefully, and refer to it whenever questions arise. We also suggest that you share the information with your family so they can become familiar with our policies.

Ripe for Harvest World Outreach’s policies, benefits and procedures, as explained in this Manual, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions change, you will be given replacement pages for those that have become outdated.
NOTICE

The policies in this Manual are to be considered as guidelines. Ripe for Harvest World Outreach, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Manual at any time without prior notice but no change, deletion, suspension or discontinuance will affect any benefits already accrued by an employee. Any such action shall apply to all existing as well as future employees with continued employment being the consideration between employer and employee. Employees may not accrue eligibility for monetary benefits (provided for in writing) that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the Board of Directors and or Administrator of Ripe for Harvest World Outreach may alter or modify any of the policies of this Manual. No statement or promise by a Supervisor, ministry head, or manager may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Policies and Personnel Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Policies and Personnel Manual, but only the subject provision.
What You Can Expect From Ripe for Harvest World Outreach

Ripe for Harvest World Outreach’s established employee relations policy is to:

1. We select people on the basis of skill, training, ability, attitude and character without discrimination with regard to age, sex, color, race, national origin, marital status, or physical or mental handicap unrelated in nature and extent so as to reasonably preclude the performance of the employment.

2. We review wages, employee benefits and working conditions constantly with the objective of providing maximum benefits in these areas, consistent with sound business practices compatible with similar ministries in size as Ripe for Harvest World Outreach.

3. We provide paid vacations/holidays to all eligible employees out of donor-designated funds.

4. We provide eligible employees with access to medical and retirement benefits out of donor designated funds.

5. We attempt to develop competent people who understand and meet our objective, and who accept with open minds the ideas, suggestions and constructive criticisms of fellow employees.

6. We attempt to make prompt and fair adjustment of any complaints that may arise in the everyday conduct of our business, to the extent that is practicable.

7. We provide a monthly 13-month report of all donor activity in your account.

8. We provide a monthly financial report showing all income (donations) and outgo (expenses) along with names and address of the donor with amount given and date.

9. We make promotions or fill vacancies from within Ripe for Harvest World Outreach whenever possible and warranted.

10. We attempt to do all these things in a spirit of Christian attitude and cooperation.

11. We will not sell, trade, or use your names that will be on our database.

12. We will not use anymore than our designated 12% for operating expense.

13. We will not apply the 12% to any funds transferred from another mission.

14. We will not hold the balance of any account funds if you transfer to another mission.

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What Ripe for Harvest World Outreach Expects From You

We require a Quarterly Activity Report at the end of each quarterly, which basically answers the question “Where are you right now and what are you doing”? The form is on our website and is a simple fill in the blanks and hi ‘submit’. On the form are the words “For continued financial support with Ripe for Harvest this is a required report” so be sure you mark your calendar to send in that report each quarter.

We require you to meet with any staff member (President, Board Member, Field Director, Regional Director) or any other designated ‘home office’ personnel who may be traveling to your area. We want to meet you *in situ* simply for fellowship, prayer, encouragement, report of your activities, well-being, family, etc. and get a hands on face to face opportunity to be together.

When appropriate and financially capable attend any Ripe for Harvest mission/staff retreat.

For you to take on responsibility to know your own duties and how to do them promptly, correctly and pleasantly. You are expected to cooperate with management and your fellow employees and maintain a good team attitude. How you interact with fellow employees and those whom Ripe for Harvest World Outreach serves, and how you accept direction can affect the success of your work. In turn, the performance of one employee can impact the entire service offered by Ripe for Harvest World Outreach. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the ministry overall, and personal satisfaction for you. You are encouraged to grasp opportunities for personal development that are offered to you.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making Ripe for Harvest World Outreach a place where you can approach your Supervisor, or any member of leadership, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of work at Ripe for Harvest World Outreach.

Remember, you help create the healthful, pleasant and safe working conditions that Ripe for Harvest World Outreach intends for you. Your responsibility, dependability, and integrity are vital as a staff member at Ripe for Harvest World Outreach in making each working day enjoyable and rewarding!

Any change in addresses, phone numbers, email addresses, banking information, exemptions (send in new W-4), salary recommendations, reassignment recommendations need to be reported as they occur.
SECTION 1. EMPLOYMENT
EMPLOYMENT CLASSIFICATIONS

At the time you are employed by Ripe for Harvest World Outreach, you are classified as full-time, part-time or temporary and are also told whether you qualify for overtime pay. Unless otherwise specified, the benefits described in this Manual apply only to full-time employees. All other policies described in this Manual and communicated by Ripe for Harvest World Outreach apply to all employees, with the exception of certain wage, salary and time off limitations applying only to “Nonexempt” (see the definition that follows) employees. If you are unsure of which job classification your position fits into, please ask your Supervisor.

Full-Time Employees

An employee who has successfully completed the Introductory Period (see the Employment Policies section for definition) of employment and who works at least forty (40) hours per week is considered a full-time employee.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

Part-Time Employees

An employee who works less than a regular forty (40) hour workweek is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described in this Manual, except as granted on occasion, or to the extent afforded by the ministry and or required by provision of state and federal laws.

Temporary Employees

From time to time, Ripe for Harvest World Outreach may hire employees for specific periods of time for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees are considered temporary employees.

If you are a temporary employee, please understand that you are not eligible for benefits described in this Manual, except as granted on occasion, or to the extent afforded by the ministry and or required by provision of state and federal laws. Those temporary employees classified as “Nonexempt” (see the definition that follows) who are authorized to work more than eight (8) hours in one day or more than forty (40) hours during any workweek will receive overtime pay.

Nonexempt & Exempt Employees
At the time you are hired, all employees are classified as either “exempt” or “nonexempt.” This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of eight (8) hours per day or forty hours (40) per workweek. These employees are referred to as “nonexempt” in this Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

Note: See “Wage & Salary Policies” in the “Compensation & Performance” section of this Manual for a full description of overtime payment policies.

Exempt employees are managers, executives, Supervisors, professional staff, technical staff, outside field representatives (missionaries), officers, directors and others whose duties and responsibilities allow them to be “exempt” from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.
EMPLOYMENT POLICIES

Whether you are a new employee or a former employee returning to Ripe for Harvest World Outreach, you may feel a little strange in your new surroundings. This is a normal feeling and is expected. Your fellow employees, especially your Supervisor, want to help you get off to a good start. Feel free to ask your Supervisor for help concerning anything you don’t understand.

One of the first things you should do is carefully read this Manual. It is designed to answer many of your questions about the practices and policies of Ripe for Harvest World Outreach, and what Ripe for Harvest World Outreach expects from you.

Anniversary Date

The first day you report to work is your “official” anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Manual.

Aptitude & Ability Tests

Job-related tests may be given to help determine your aptitude or ability to perform a specific job. Such tests may be given to candidates for job changes and promotions, as well as to new applicants. Test results will be confidential.

At Will Employment

Employment is with the mutual consent of you and the Ministry. Consequently, both you and the Ministry have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment relationship will remain in effect throughout your employment with the Ministry unless it is specifically modified by an express written agreement signed by you and an Administrator of the ministry.

Business Hours

Ripe for Harvest World Outreach’s office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

Your particular hours of work and the scheduling of your lunch period will be determined and assigned by your Supervisor. Most employees are assigned to work a forty (40) hour work week. You are required to take a one (1) hour unpaid lunch period daily; please understand that you may not “work through lunch” in order to arrive late or to leave early or to work extra time.

Confidential Information

Our ministry members, friends, donors, and suppliers entrust Ripe for Harvest World Outreach with important information relating to their personal confidential concerns and businesses. The nature of this relationship requires maintenance of confidentiality. In
safeguarding the information received, Ripe for Harvest World Outreach earns the respect and further trust of our members, friends, and suppliers.

Your employment with Ripe for Harvest World Outreach assumes an obligation to maintain confidentiality, even after you leave our employment.

Any violation of confidentiality seriously injures Ripe for Harvest World Outreach’s reputation and effectiveness. Therefore, please do not discuss Ripe for Harvest World Outreach’s business with anyone who does not work for us, and never discuss business transactions with anyone who does not have a direct association with the concern and or transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality. If you hear, see or become aware of anyone else breaking this trust, consider what they might do with information they could receive from you.

If you are questioned by someone outside the organization or your department and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer, and that we do not wish you to do so. Instead, as politely as possible, refer the request to your Supervisor/Administrator.

No one is permitted to remove or make copies of any church records, reports or documents without prior management approval.

Because of its seriousness, disclosure of confidential information could lead to dismissal.

“Customer” Relations

The success of Ripe for Harvest World Outreach depends upon the quality of the relationships between Ripe for Harvest World Outreach, our employees, our church members, friends, donors, suppliers and the general public. Our members’ impression of Ripe for Harvest World Outreach is greatly formed by the people who serve them. In a sense, regardless of your position, you are Ripe for Harvest World Outreach’s ambassador.

Here are several things you should do to demonstrate to members and the general public proper conduct and exceptional service that represents Ripe for Harvest World Outreach:

1. Act competently and deal with people in a courteous and respectful manner.

2. Communicate pleasantly and respectfully with other employees at all times.

3. Follow up on these messages and provide polite businesslike replies to inquiries, personal or confidential concerns and requests, and perform all duties in an orderly manner.

4. Take great pride in your work and enjoy doing your very best to represent the ministry staff.

These are the building blocks for you and Ripe for Harvest World Outreach’s continued success. Thank you for adding your support and potential accomplishments.

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Dress Code / Personal Appearance

As a ministry staff member, you are expected to dress and groom yourself in accordance with accepted social and business standards, particularly if your job involves dealing with the public in person. Skimpy, body-clinging, revealing, and bare-back attire is not allowed.

A neat tasteful appearance contributes to the positive impression you make on the public and fellow employees. You are expected to be suitably attired and groomed during working hours and when representing Ripe for Harvest World Outreach. A good clean appearance bolsters your own poise and self-confidence and greatly enhances our image.

Personal appearance should be a matter of concern for each employee. If your Supervisor feels your attire is out of place, you may be asked to leave your workplace until you are properly attired. You will not be paid for the time you are off the job for this purpose. Your Supervisor has the sole authorization to determine an appropriate dress code, and anyone who violates this standard will be subject to appropriate disciplinary action.

Driver’s License & Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver’s license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to Ripe for Harvest World Outreach from time to time. Any changes in your driving record must be reported to the Administrator immediately. Failure to do so may result in disciplinary action, including a possible dismissal.

Note: See “Traffic Violations” and “Use of Company Vehicle” in the “Other Policies” section of this Manual for further information.

Employee Purchases

At no time may merchandise be purchased for personal purposes through the ministry account. Such action may be grounds for dismissal.

Employee Referral / Recruitment

Staff vacancy announcements can be listed in a church bulletin, local newspapers, or other media. You are encouraged to recommend and refer qualified candidates for employment to the Administrator of Ripe for Harvest World Outreach. If you know of someone who would like to work here, we will be glad to consider them for appropriate openings. Notify the Administrator and be sure the individual mentions your name when contacting the organization.

Employment of Minors
If you are not at least 18 years old, you are required by law to provide a valid Work Permit, High School Diploma, or Certificate of Proficiency, before you will be allowed to work.

The employment of minors is restricted by the terms and conditions of the Work Permit, as well as the provisions of state and federal law.

**Equal Employment Opportunity/Non Discrimination Policy**

Ripe for Harvest World Outreach is committed to equal employment opportunity for all job qualified persons, without regard to race, color, ancestry, national origin, sex, marital status, physical disability, mental disability, 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.

We expect all employees to show respect and sensitivity toward all other employees, and to demonstrate a commitment to the church’s equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to your Supervisor/Administrator.

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

**Note:** Throughout this Employee Manual, masculine pronouns such as he, his, or him shall be construed so as to include both sexes.

It is the policy of Ripe for Harvest World Outreach not to discriminate on the basis of race, color, national origin, sex, age or disability in admission and access to, or treatment or employment in its program or activities, as required by section 504 of the Rehabilitation Act of 1973, as amended, the American with Disabilities Act, as amended (to the extent applicable to the Ministry), Title IX of the Educational Amendments of 1972, as amended, Title VII of the Civil Rights Act of 1964, as amended, and the Age Discrimination Act of 1975, as amended, and their implementing regulations.

As a religious institution, Ripe for Harvest is permitted and reserves the right to prefer employees or prospective employees on the basis of religion under Title V11.

**Exit Interviews**

An exit interview may be conducted by the Administrator and/or other designated staff on the last day of work to cover insurance coverage, timecards, keys, credit cards, and any other pertinent church information.

**Former Employees**

Depending on the circumstances, Ripe for Harvest World Outreach may consider a former employee for re-employment. Such applicants are subject to Ripe for Harvest World Outreach’s usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with Ripe for Harvest World.
Outreach and must have provided at least two weeks advance notice in writing of their intention to terminate their employment with Ripe for Harvest World Outreach.

Reinstatement of Benefits (Bridging)

In the event you return to work for Ripe for Harvest World Outreach, regardless of the length of your previous employment and length of time since you terminated your employment with Ripe for Harvest World Outreach, your benefits shall accrue as if you were a new / first-time employee.

Harassment

Ripe for Harvest World Outreach intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort - verbal, physical, visual - will not be tolerated.

What is Harassment?

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment, prevents an individual from effectively performing the duties of their position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. Examples of sexual harassment including unwelcome 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; or physical assault.

Responsibility

As an employee of Ripe for Harvest World Outreach, you are responsible for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it immediately to Supervisor/Administrator or any Board Member of Ripe for Harvest World Outreach with whom you feel comfortable. When Ripe for Harvest World Outreach becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the church to do so.

Reporting

If you feel that you have experienced harassment, report the incident immediately to the Administrator of Ripe for Harvest World Outreach with whom you feel comfortable. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have
harassed a fellow employee or subordinate will be subject to severe disciplinary action or possible discharge. Ripe for Harvest World Outreach will also take any additional action necessary to appropriately correct the situation. Ripe for Harvest World Outreach will not retaliate against any employee who makes a good faith report of alleged harassment, even if the employee was in error.

Ripe for Harvest World Outreach accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. Ripe for Harvest World Outreach will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Health Examinations

Your employment with Ripe for Harvest World Outreach may be contingent on passing a physical/health examination at Ripe for Harvest World Outreach’s expense; with a doctor possibly selected by Ripe for Harvest World Outreach. Also, at any point during your employment, you may be asked to undergo a health examination on church time and at Ripe for Harvest World Outreach’s expense. This may be necessary to insure that you are physically and/or mentally capable of handling the tasks involved in your job position safely and without possible harm to yourself and others.

How You Were Selected

We attempt to select our employees through written application, personal interview and reference checks. After all available information was carefully considered and evaluated, you were selected to become a team member of our church staff.

This careful selection process helps Ripe for Harvest World Outreach to find and employ people who are concerned with their own personal success and the success of Ripe for Harvest World Outreach; people who want to do a job well and who can carry on their work with skill and ability; and people who are comfortable with Ripe for Harvest World Outreach and who can work well with our church staff.

Job Descriptions

A job description will be maintained for each position in Ripe for Harvest World Outreach. When your duties and responsibilities are changed, your job description will be updated.

Layoff & Recall

In the unlikely event of a reduction in workplace, employees may be laid off based on the necessity of that position, the fiscal operations of the specific ministry or department, less skills and abilities, or any other factors.

However, when it is necessary to recall employees from layoff status, recall will be made by mail to your last known address or by telephone call. Failure to respond to the recall within two
(2) days of notice will be considered disinterest in recall (to work). Laid off employees must keep Ripe for Harvest World Outreach informed of any change in mailing address or telephone number.

If you leave the area, plan to leave the area, or you are unreachable for a period of time, please feel free to contact your Supervisor/Administrator to let us know you are interested in returning to work.

**Personal Phone Calls & Mail**

From time to time it may be necessary for employees to make and receive personal calls on church phones. However, these calls should be limited to no more than 5 minutes in length, and should be made, whenever possible, during scheduled meal periods. No personal long distance phone calls are allowed on the ministry office phone lines. Employees are expected to use good judgment and common sense when it comes to personal phone calls. Abuse of this privilege is subject to disciplinary action and possible termination.

Do not use Ripe for Harvest World Outreach as a personal mailing address, and do not put personal mail in the stacks that are to be run through the postage meter. Although the amount may seem small, it is still considered theft.

**Personnel File**

The task of filing confidential personnel records and related personnel administration functions at Ripe for Harvest World Outreach has been assigned to the Administrator. Questions regarding insurance and wages may be directed to the Administrator.

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify the Administrator in writing within five calendar days:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver’s license, if you operate any church vehicles
9. Military or draft status
10. Exemptions on your W-4 form

Coverage or benefits that you and your family receive under Ripe for Harvest World Outreach’s benefits package could be negatively affected if the information in your personnel file is incorrect.
Since Ripe for Harvest World Outreach refers to your personnel file when we need to make decisions in connection with promotions, transfers, layoffs and recalls, it is to your benefit to be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

If you wish to review your personnel file, please schedule an appointment with the Administrator in advance. Your personnel file and its related documents are the property of the ministry and cannot be copied, borrowed, or removed from the Administrator’s office. The review of your personnel file must be in the presence of the Administrator during office hours only.

**Proof of U.S. Citizenship And/Or Right To Work**

Federal regulations require that 1) before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and 2) all applicants who are hired need to present documents of identity and eligibility to work in the U.S.

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

**Relatives**

If you and members of your immediate family are employed by Ripe for Harvest World Outreach, one may or may not be permitted to supervise the other nor work in the same department, unless authorized by the Administrator or Board of Directors. If relatives of employees were to develop problems of an unworkable solution, the Administrator of Ripe for Harvest World Outreach will determine which employee could be transferred to another position or department, or possibly terminated because of ministry concerns regarding employee morale, security, or other legitimate reasons. For purposes of this section, your immediate family includes your spouse, your children, your siblings, your parents, your grandparents, and your spouse’s children, siblings, parents and grandparents.

Should two present employees marry or otherwise become closely related, the Administrator will determine if they may work in the same department.

**Resignation**

While we hope both you and Ripe for Harvest World Outreach will mutually benefit from your continued employment, we realize that it may become necessary for you to leave your employment with Ripe for Harvest World Outreach. If you anticipate having to resign your position with Ripe for Harvest World Outreach, you are expected to notify the Administrator in writing, at least two (2) weeks in advance of the date that you must leave. Failure to provide...
advance written notice two weeks in advance of the resignation date will result in the forfeiture of any vacation pay remaining.

**Security Checks**

Ripe for Harvest World Outreach will exercise its right to inspect all pieces of mail, packages, parcels, or any suspicious items entering and leaving our premises, or items located within the church.

**We Need Your Ideas**

Ask any of our employees who have worked with us for a long time and they will probably tell you of the many transitions and improvements that have come about their departments since they first joined us. If you think of a better way of doing your job or the job of a fellow employee, discuss it with your Supervisor/Administrator, who will welcome your suggestions and ideas.

Remember, there may be areas in Ripe for Harvest World Outreach’s operation that can be improved. These could be in service, production methods, equipment, communications, safety, and ways to reduce costs, losses, and/or waste, or other area that you may see a need or way for improvement.

**Standards Of Conduct**

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. Some people have problems with “rules” and “authority figures,” and past experience may have justified these thoughts and feelings; however, at Ripe for Harvest World Outreach, we hold ourselves to a high standard of quality where the rules and authority figures simply assure that quality is maintained.

By accepting employment with us, you have a responsibility to Ripe for Harvest World Outreach and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone.

**Grievances & Suggestions**

An efficient, successful operation and satisfied employees go hand in hand. Employee grievances/suggestions are of concern to Ripe for Harvest World Outreach, regardless of whether the problems or ideas are large or small.
In order to provide for prompt and efficient evaluation of and response to grievances/suggestions, Ripe for Harvest World Outreach has established a formal Grievance/Suggestion Procedure for all employees. It will always be Ripe for Harvest World Outreach’s policy to give full consideration to every employee’s opinion. There will be no discrimination against or toward anyone for his or her part in presenting grievances/suggestions.

Under this policy, a grievance is defined as any event, condition, rule, or practice which hinders the employee from completing their job and responsibilities. This covers a wide range of circumstances, everything from the workplace, the environment, and other working conditions to policies or practices which interfere with or hinder his or her performance. A grievance may also deal with an attitude, a statement, or an opinion held by a Supervisor or a fellow employee.

Talking over these issues usually helps. When you have a grievance or other problem, the person you report to is the person to see first. If this does not settle the matter, you are entitled to go to the Administrator to see what can be done. Please, never leave your work area without notifying your Supervisor first.

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of Ripe for Harvest World Outreach. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your Supervisor for an explanation.

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning:

• Willful violation of any organization rule; any deliberate action that is extreme in nature and is obviously detrimental to Ripe for Harvest World Outreach’s efforts to operate responsibly.

• Willful violation of security or safety rules or failure to observe safety rules or Ripe for Harvest World Outreach’s safety practices; failure to wear required safety equipment; tampering with Ripe for Harvest World Outreach’s equipment or safety equipment.

• Negligence or any careless action which endangers the life or safety of another person.

• Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on company premises except medications prescribed by a physician.

• Unauthorized possession of dangerous or illegal firearms, weapons or explosives on company property or while on duty.
• Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on company premises or when representing Ripe for Harvest World Outreach; fighting, or horseplay or provoking a fight on church property, or negligent damage of property.

• Insubordination or refusing to obey instructions properly issued by your Supervisor pertaining to your work; refusal to help out on a special assignment.

• Threatening, intimidating or coercing fellow employees on or off the premises - at any time, for any purpose.

• Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of property of fellow employees, members, suppliers, or visitors in any manner.

• Theft of ministry property or the property of fellow employees; unauthorized possession or removal of any ministry property, including documents, from the premises without prior permission from management; unauthorized use of ministry equipment or property for personal reasons; using ministry equipment for profit.

• Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by Ripe for Harvest World Outreach; alteration of ministry records or other ministry documents.

• Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.

• Immoral conduct or indecency on ministry property or elsewhere when representing the ministry.

Occurrences of any of the following activities, as well as violations of any of Ripe for Harvest World Outreach’s rules or policies, may be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all employees remain employed “at will.”

• Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your manager; mistakes due to carelessness or failure to get necessary instructions.

• Any act of harassment, sexual, racial or other; telling sexist or racial-type jokes; making racial or ethnic slurs.

• Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your Supervisor; stopping work before time specified for such purposes.

• Sleeping on the job; loitering or loafing during working hours.
• Excessive use of the organization’s telephone for personal calls.

• Smoking at any time on ministry premises.

• Creating or contributing to unsanitary conditions.

• Posting, removing or altering notices on any bulletin board on ministry property without permission of the Administrator of Ripe for Harvest World Outreach.

• Failure to report an absence or late arrival; excessive absence or tardiness.

• Buying personal merchandise on the organization’s account.

• Obscene or abusive language toward any Supervisor, employee or member; indifference or rudeness towards a member or fellow employee; any disorderly/antagonistic conduct on ministry premises.

• Speeding or careless driving of a forklift or any other organization vehicles.

• Failure to immediately report damage to, or an accident involving organization equipment.

• Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on ministry premises.

• Failure to maintain a neat and clean appearance in terms of the standards established by the ministry; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.

• Failure to use your timecard; alteration of your own timecard or records or attendance documents; punching or altering another employee’s timecard or records, or causing someone to alter your timecard or records.

**Disciplinary Actions**

Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner:

Verbal Warning
First Written Warning
Second Written Warning
Dismissal

Written warnings will include the reasons for the Supervisor’s dissatisfaction and any supporting evidence. You will have an opportunity to defend your actions and rebut the opinion.
of your Supervisor at the time the warning is issued. Disciplinary actions may also include fines, suspensions or other measures deemed appropriate to the circumstances.

All pertinent facts will be carefully reviewed, and the employee will be given a full opportunity to explain his or her conduct before any decision is reached. The Administrator will give a second opinion concerning the unacceptable behavior before dismissal occurs.

Employment and compensation with Ripe for Harvest World Outreach is “at will” in that an employee can be terminated with or without cause, and with or without notice, at any time, at the option of Ripe for Harvest World Outreach, except as otherwise provided by law.

If your performance is unsatisfactory due to lack of ability, failure to abide by Ripe for Harvest World Outreach rules or failure to fulfill the requirements of your job, you will be notified of the problem. If satisfactory change does not occur, you may be dismissed. Some incidents may result in immediate dismissal.
SECTION 2. COMPENSATION and PERFORMANCE
Wage & Salary Policies

Ripe for Harvest World Outreach has developed policies to insure wages and salaries comparable to those of other employees with similar jobs at Ripe for Harvest World Outreach or in other ministry organizations.

To carry out this policy, we periodically compare our wage and salary policy with rates for similar positions using appropriate published information from various management reports.

You are employed by Ripe for Harvest World Outreach and will be carried directly on our payroll. No person may be paid directly out of petty cash or any other such fund for work performed. The only exception to this policy is where a contract relationship exists with a bona fide contractor.

Call Back Pay

Occasionally, nonexempt personnel may be asked to return to work after they have left the premises for the day. If this occurs, they will be guaranteed a minimum of one-half (.5) hour of pay. If they work longer than one-half (.5) hour, they will be paid for the time they actually worked.

Deductions from Paycheck (Mandatory)

Ripe for Harvest World Outreach is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the Bookkeeper immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever Ripe for Harvest World Outreach is ordered to make such deductions. Some states may require other payroll deductions.

Direct Deposit

Ripe for Harvest World Outreach uses Direct Deposit of paychecks to its employees.

Docking From Wages

The wages of any “nonexempt” employee who is tardy for work will be “docked” for the time not worked. Three incidents of lateness during the Introductory Period will be considered a
“tardiness pattern” and will result in disciplinary action in addition to the “docking” of pay. A record of all lateness and absenteeism is maintained in your personnel file.

**Error In Pay**

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, inform the Bookkeeper immediately. They will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

**Overtime Pay**

From time to time, it may be necessary for nonexempt personnel to perform overtime work in order to complete a job on time. All overtime must be approved in advance by your Supervisor. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. There are two types of overtime work:

1. **Scheduled Overtime:** Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required workweek of the people who are members of the department or operation. If you need to be excused from performing scheduled overtime, speak with your Supervisor. He or she will consider your situation and the requirements of the department or operation in deciding whether you may be excused from performing the scheduled overtime.

2. **Incidental Overtime:** Incidental overtime isn’t scheduled, it becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require you to return to the workplace for emergency work. The opportunity to perform incidental overtime will be given first to the employee who normally performs the task. If that employee cannot perform the overtime, the Supervisor will offer the overtime to a suitably qualified person who is available to perform the overtime work.

If you are a “Nonexempt” employee and you perform overtime work, you will be paid one and one half times your regular hourly wages for any time over eight (8) hours per day or forty (40) hours per week that you work. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation taken in single-day increments, or paid sick time, those hours not worked will be counted as hours worked for purpose of computing eligibility for overtime pay.

**Pay Cycle**

For hourly and/or non-salaried employees there are 26 pay periods per year and payday is normally on the Wednesday following each bi-weekly pay period. However, for most of Ripe for Harvest World Outreach employees there are 12 pay periods per year and occur on the 28th of each month via Direct Deposit.
Changes will be made and announced in advance whenever Ripe for Harvest World Outreach holidays or closings interfere with the normal payday.

Pay Period & Hours

For hourly and/or non-salaried employees our bi-weekly payroll workweek begins at 12:01 a.m. from a Saturday and ends on the following Sunday of each month at 12:00 midnight. For all others the work month begins at 12:00 midnight on the first day of the month.

Paycheck Distribution

Paychecks are distributed by Bookkeeping on the designated paydays, and may not be cashed by Ripe for Harvest World Outreach.

Payroll Advances

Ripe for Harvest World Outreach will make advances on payroll or on future expenses on a case by case basis employees.

Reporting Time Pay - Inclement Weather & “Acts Of God”

In the event that inclement weather, power/utility failure, fire, flood or some other “Act Of God” keeps us from operating, you will receive your regular pay for up to a maximum of two (2) workdays, provided that Ripe for Harvest World Outreach officially declares that it is closed for that time. Please call the ministry office to listen for any closing announcements.

Termination

• **Voluntary Termination** - A voluntary termination is a termination that is initiated by the employee. We would like you to give at least two weeks written notice before you leave your job. A written letter of resignation should be forwarded to your Supervisor and the Administrator. The letter should include your reasons for leaving, the last day of employment and the forwarding address and phone number where we can reach you, if needed. If you do not call in or report to work for two consecutive workdays, you may be considered to have voluntarily quit.

• **Involuntary Termination** - An involuntary termination is a termination that is initiated by the organization for reasons other than changing business conditions.

• **Layoff** - A layoff is a termination of employment that results from changing business conditions which necessitate a reduction in staff. Whenever the organization determines, in its sole discretion, a layoff should occur, the following factors will be among those considered: priority of employment needs, versatility, qualifications, skill, ability, performance, efficiency, loyalty, attitude, and dependability.

Time Cards/Records
By law, we are obligated to keep accurate records of the time worked by “Nonexempt” employees. This is done by time sheets.

- **SIGN IN** when you report to work at the beginning of the day;
- **SIGN OUT** when you go for your scheduled meal period;
- **SIGN IN** when you return to work after your scheduled meal period;
- **SIGN OUT** when you leave work at the end of the day.

Your time sheet is the only way Finance knows how many hours you worked and how much to pay you. Your time sheet indicates when you arrived and when you departed. You are to record in and out for your scheduled meal period and for any brief absence outside of ministry premises. All employees are required to keep the office advised of their departures from and returns to the premises during the work day.

Do not sign in until you are ready to report directly to your work station, and do not mark or sign the time record of another employee or knowingly allow someone else to mark or sign your time record.

You are responsible for your time sheet. Remember to record your time. If you forget to sign in or make an error on your sheet, your Supervisor must make the correction and you and your Supervisor must initial the correction.

No one may record hours worked on another’s sheet. Tampering with another’s time sheet is cause for disciplinary action, including possible dismissal, of both employees. Do not alter another person’s record, or influence anyone else to alter your record for you. In the event of an error in recording your time, report the matter to your Supervisor immediately.

**Transfers**

Transfer from one position to another may be required or requested from time to time. Such transfers (up, down, laterally) will be made with a possible adjustment in pay. Transfers for more than thirty (30) days will be considered permanent transfers.

In the unlikely event that you are permanently transferred for Ripe for Harvest World Outreach’s benefit to a lower position, your wage may need to be adjusted to suit the new position. If you are permanently transferred to a lower position because there is no work in your department, your wage must be reduced to suit the job to which you are transferred.

**Wage Assignments (Garnishments)**

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage assignment or garnishment against your wages. However, whenever court-ordered deductions are to be taken from your paycheck you will be notified.
Work Performed On Ministry Holidays

Full-time “nonexempt” employees who work on a Ministry holiday will be deemed to have worked overtime on that day and will be paid their overtime rate for hours worked regardless of the number of hours they work that workweek.

Performance & Compensation Reviews

Performance Reviews

Your Supervisor is continuously evaluating your job performance. Day-to-day interaction between you and your manager should give you a sense of how your manager perceives your performance.

However, to avoid haphazard or incomplete evaluations, Ripe for Harvest World Outreach conducts a formal performance review once a year for each employee during the first half of November.

During formal performance reviews, your Supervisor will consider the following things, among others:

• Attendance, initiative and effort
• Knowledge of your work
• Attitude and willingness
• The quality and quantity of your work
• Ability to complete assignments accurately and within deadlines

The primary reason for performance reviews is to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve in your weaker areas. This review also serves to make you aware of and to document how your job performance compares to the goals and description of your job. This is a good time to discuss your interests and future goals. Your Supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals - perhaps he or she can recommend further training or additional opportunities for you.

In addition to individual job performance reviews, Ripe for Harvest World Outreach periodically conducts a review of job descriptions to insure that we are fully aware of any changes in the duties and responsibilities of each position, and that such changes are recognized and adequately compensated.
Compensation Reviews

Wage and salary increases are based on merit alone, not length-of-service or the cost of living. Having your compensation reviewed does not necessarily mean that you will be given an increase.

Ripe for Harvest World Outreach conducts compensation reviews annually (as financial conditions allow) in November of each year, following an employee’s performance review. Any wage or salary increases will appear in the pay period ending after the dates they are granted. Wage and salary increases may be retroactive in the case of late reviews, at the discretion of the Administrator. The employee will be notified within a period of four (4) weeks after the compensation review of the result of their compensation review.
Work Schedule

The normal workweek consists of five (5) days, eight (8) hours long, Monday through Friday. Your schedule of daily work hours will be given to you by your Supervisor. You will be notified promptly whenever a change is necessary. Should you have any questions concerning your work schedule, please ask your Supervisor.

Absence or Lateness

From time to time, it may be necessary for you to be absent from work. Ripe for Harvest World Outreach is aware that emergencies, illnesses, or pressing personal business that cannot be rescheduled outside your work hours may arise. Sick days and vacation leave has been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your Supervisor immediately. Give him or her as much time as possible to arrange for someone else to cover your position until you arrive. If you know in advance that you will need to be absent, you are required to request this time off directly from your Supervisor. He or she will determine when will be the most suitable time for you to be absent from your work.

When you call in to inform Ripe for Harvest World Outreach of an unexpected absence or late arrival, ask for your Supervisor (or the Administrator if your Supervisor is not available) directly. For late arrivals, please indicate when you expect to arrive for work. Notifying the switchboard operator or a fellow-employee is not sufficient. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf. If your Supervisor is not available when you call, you may leave the information with the Administrator.

Absence from work for two (2) consecutive days without notifying your Supervisor/Administrator may be considered a voluntary resignation.

Attendance

You are expected to be at your work station promptly, be ready to work at the beginning of your work scheduled, and remain at your work station until the end of your assigned work hours, except for meal periods. When your work takes you away from your work station, please let your Supervisor know where you are going and how long you expect to be gone. Be aware that “excessive” time off could lead to disciplinary action.

Closure after Starting Time

If severe weather conditions exist and the Administrator decides to close Ripe for Harvest World Outreach for the remainder of the day, you will be notified as soon as possible by your Supervisor. If you are sent home before having worked one-half (.5) hour, you will be paid for one-half (.5) hour of work. If you are sent home after having worked one-half (.5) hours, you will be paid for the time that you actually worked.
If your Supervisor asks that you remain at work after Ripe for Harvest World Outreach has closed because of severe weather conditions, you will be paid for the remaining hours that you work beyond the announced closing time.

**Excessive Absenteeism Or Lateness**

In general, five (5) absences in a 90-day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is as detrimental to Ripe for Harvest World Outreach as an absence. Three (3) such incidents in a 90-day period will be considered a “tardiness pattern” and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action, including possible dismissal.

**Lunch Period**

If you work longer than four (4) hours, you will be given an unpaid lunch period of one hour. Generally all staff should take their one hour lunch period between 12:00 noon and 1:30 p.m. Monday through Friday.

You are expected to take your full allotted time for lunch. You are requested not to perform any work during your regularly scheduled lunch period, unless specifically requested to do so by your Supervisor. In that event, your lunch will be rescheduled or you will be paid for the time that you worked.

You may leave the premises during your lunch period, however, you must do a sign out/sign procedure. It is important to return to work on time at the end of your one hour lunch period.

**Record of Absence or Lateness**

If you are absent because of illness for three (3) or more successive days, the Administrator will request that you submit written documentation from your doctor. If you are absent five (5) or more days because of illness, you are required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.

The Administrator will make a note of any absence or lateness, and the reason, in your personnel file. Your attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, and approved time off, as well as scheduling layoffs, etc.
SECTION 3. BENEFITS
The Benefits Package

In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits which will enhance your job satisfaction. We are certain that you will agree that the benefits program described in this Manual represents a very large investment by Ripe for Harvest World Outreach, and we trust that you will avoid abusing any of the program’s benefits.

A good benefits program is a solid investment in Ripe for Harvest World Outreach and its employees. It not only insures the loyalty of long-time capable employees, it also helps to attract talented newcomers who can help Ripe for Harvest World Outreach grow. Ripe for Harvest World Outreach will periodically review the benefits program and will make modifications as appropriate to the company’s condition.

Eligibility For Benefits

If you are a full-time employee, you will enjoy all of the benefits described in this manual as soon as you meet the eligibility requirements for each particular benefit.

If you are a part-time employee, you will enjoy only those benefits which are required by law to be afforded to you, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

No benefits are available to you during your Introductory Period, except as otherwise provided by law.

Temporary employees are not eligible for benefits.

Paid Leaves Of Absence

Time off for any reason during a working day will count first against your allotted sick days, as appropriate, in full day increments. Once you have used all of your earned sick days, the time will be counted against your earned vacation time. Thereafter, unless specifically excepted, any time off will be without pay.

Holidays

Only full-time employees are eligible for holiday pay.

You are not eligible to receive holiday pay during your Introductory Period. Nor are you eligible to receive holiday pay if you are a part-time employee or a temporary employee.

Recognized Holidays
The following ten (10) holidays are recognized by Ripe for Harvest World Outreach as paid holidays:

New Year’s Day
Martin Luther King’s Birthday
President’s Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Day after Christmas

**Holiday Policies**

1. Holidays will be observed on the calendar day designated by the organization for observance.

2. To be eligible for holiday pay, employees must be available to work their last scheduled workday before the holiday and their first scheduled workday after the holiday.

3. Employees who are scheduled to work on a holiday and do not report to work will not receive holiday pay.

4. If a holiday falls during an employee’s approved vacation period, the employee will receive holiday pay, and will not be charged for a vacation day on the day the holiday is observed.

5. Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.

6. Holiday pay will not count as hours worked for the calculation of overtime.

7. Part-time employees are eligible for holiday pay only when the holiday falls on a regularly scheduled workday.

**Vacations**

Vacation is a time for you to rest, relax, and pursue special interests. Ripe for Harvest World Outreach has provided paid vacation as one of the many ways in which we show our appreciation for your loyalty and continued service.

Only regular, full-time employees are eligible for paid vacation. You are not eligible for paid vacation during your Introductory Period. Nor are you eligible for paid vacation if you are a part-time or temporary employee.
Amount of Vacation

Full-time employees are eligible to accrue vacation for each calendar month of service from the completion date of their Introductory Period. Each year Ripe for Harvest World Outreach employees will be entitled to use the vacation time accrued during the previous year of service, based on the length of continuous service with the church as follows:

<table>
<thead>
<tr>
<th>Years Of Employment</th>
<th>Monthly Accrual Rate (In Hours)</th>
<th>Total Accrual Per Year (In Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than five (5)</td>
<td>3.33</td>
<td>5</td>
</tr>
<tr>
<td>Five (5) but less than ten (10)</td>
<td>6.66</td>
<td>10</td>
</tr>
<tr>
<td>More than ten (10)</td>
<td>10.00</td>
<td>15</td>
</tr>
</tbody>
</table>

Please Note: No paid vacation is granted until one full year of service has been completed.

If your Introductory Period completion date is within the first through the fifteenth of the month, you will accrue vacation for that full month. If your Introductory Period completion date is within the sixteenth through the end of the month, you will start to accrue vacation on the first day of the following month.

Vacation Policies

1. Advance vacation pay is not permissible.

2. Requests for vacation time off must be made in writing and should be submitted to the Administrator for approval at least 10 working days in advance. Vacation requests will be approved on a first come, first served basis, and only if the time off will not interfere with the normal business operations of the church. Usually, only one employee may be out on a vacation day in a department at any one time.

3. All vacation time must be taken in single-day increments. If you are eligible for three (3) or four (4) weeks of vacation, you may take only two (2) weeks at one time unless you receive written approval from your Supervisor/Administrator at least six (6) weeks in advance.

4. If you are on an approved leave of absence for less than thirty (30) days, your vacation eligibility will not be affected; should the leave extend beyond thirty (30) days, vacation time will not continue to accrue.

5. If a paid holiday occurs during your scheduled vacation period, you will not be charged a vacation day for that day.

6. Employees are encouraged to use all vacation during the 12-month period after it has been earned. However, employees will be allowed to accumulate up to one and one-half times
their current annual benefit. Employees who accumulate the maximum benefit allowed will not earn additional vacation until their accumulated total has been reduced below the maximum. Thereafter, vacation will only be earned up to the maximum amount.

7. Full time employees will receive prorated vacation pay upon termination of employment.

Payment In Lieu Of Vacation

The purpose of a vacation is to provide you with a time to rest and relax; therefore no employee may elect to receive wages or salary in lieu of using his or her vacation days.

Other Paid Leaves

Funeral (Bereavement) Leave

You are entitled to take up to three (3) workdays with pay to attend the funeral and personal matters related to the death of a member of your immediate family. (A parent, spouse, spouse’s parent, child, spouse’s child by a former marriage, brother or sister.) One (1) day of paid funeral leave will be granted in the case of the death of a grandparent, your spouse’s grandparent or sibling, or any member of your extended family living in your home. Only regular full-time employees are eligible for paid funeral leave.

With your Supervisor’s approval, you may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer, a day of earned vacation may be used for this purpose.

Pay for a funeral leave will be made for actual time lost from work. If the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave. Bereavement pay will not be considered as hours worked for the calculation of overtime.

An excused absence for family death may not be retroactive, postponed or split.

Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, we will permit you to take the necessary time off and we wish to help you avoid any financial loss because of such service. If you have completed your Introductory Period, Ripe for Harvest World Outreach will reimburse you for the difference between your jury pay and your regularly pay, not to exceed eight (8) hours per day, for a maximum of five (5) business days. You must notify your Supervisor within forty-eight (48) hours of receipt of the jury summons.
Employees who are required to serve for more than five (5) business days may take time off, without pay, for the balance of the time as approved by their Supervisor.

Upon completion of jury duty, a Verification of Attendance form must be presented to the Administrator. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with business operations, the church may request that the required service be rescheduled for a later date that would be more convenient for the ministry.

**Sick Leave**

To qualify for sick leave you must be a full-time employee and have completed your Introductory Period. Time taken off before this will be without pay. If you must be absent from work because of a personal illness, you will be eligible to receive your regular straight time pay, eight (8) hours per day, for up to five (5) days per calendar year. You may use your sick leave in units of no less than two (2) hours at any one time. Please advise your Supervisor as soon as possible that you will be absent from work due to illness.

If you have not been employed for a full year with Ripe for Harvest World Outreach, you will be eligible for paid sick days (upon completion of your Introductory Period) as follows: 3.4 hours for each month from the time that you complete your Introductory Period through the end of the calendar year.

Sick leave may be used for the purpose of visiting doctors, dentists or other practitioners in their offices. This time may also be used for tending to a serious illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention. For purposes of this section, immediate family includes spouse, child, parent, or sibling living in your home. If another person can attend to the needs of an ill family member, you are expected to fulfill your duties as an employee of Ripe for Harvest World Outreach.

If you are on an approved leave of absence for less than thirty (30) days, your sick leave eligibility will not be affected; should the leave extend beyond thirty (30) calendar days, sick leave time will not continue to accrue.

In the event of an illness or injury covered by workers’ compensation, this sick leave policy will not apply, but will defer to state statutes. This sick leave policy does not apply to sick leave needed as a result of self-inflicted injury, illegal substance abuse or alcohol abuse, or illness or injury incurred while in the act of committing a felony. If you are required to take a disability leave of absence, any accrued sick leave will be paid at the time the leave commences; should the leave extend beyond thirty (30) days, sick leave will not continue to accrue.

Unused sick pay benefits may not be used for personal time off or as additional vacation, and employees will not be paid for unused sick pay benefits upon termination of employment. In addition, sick pay will not be considered as hours worked for the calculation of overtime. Sick days do not accumulate from year to year.
Employees who receive sick pay benefits are required to provide medical verification from a licensed physician for absences of more than 3 working days.

Unpaid Leaves Of Absence

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with Ripe for Harvest World Outreach, but may not wish to submit your resignation. Under certain circumstances, you may be eligible for an unpaid leave of absence. Except for disability leaves of absence and family care and medical leaves of absence, an unpaid leave of absence may be granted for a maximum of thirty (30) days.

You must apply in writing for an unpaid leave of absence, setting forth the reason for the leave, the date on which you wish the leave to begin and the date on which you will return to active employment with Ripe for Harvest World Outreach. Submit your application to your Supervisor, who will bring your request before the Administrator for approval.

A leave will be granted only when operating conditions at Ripe for Harvest World Outreach permit. The needs of Ripe for Harvest World Outreach will determine the number of employees allowed out on unpaid leave at any one time.

You must adhere to all the requirements set forth in the following sections. Failure to do so may result in alterations of your employment status or termination of your employment with Ripe for Harvest World Outreach.

Disability (Including Pregnancy) Leave Of Absence

Ripe for Harvest World Outreach may grant an unpaid leave of absence for illness, disability or pregnancy. To request a disability leave of absence from your Supervisor, you should submit a statement of ill health or disability from your doctor. (Pregnancy is treated, for the purposes of policy, the same as an illness or disability.) An approved disability may be granted for up to six (6) weeks. Whenever possible, you are required to give as much notice as possible of your pending need for a disability leave of absence.

In case of pregnancy, please inform your Supervisor as soon as possible of the date you and your doctor anticipate that you will begin your leave. Your job status will be protected to the extent that we will make every effort to allow you to return to your former work, or similar work if available, for which you may be qualified.

At the time the disability leave begins, any accrued personal leave or sick leave will be paid. Vacation time previously earned (but not used) at that time will also be paid if the employee so desires. These benefits do not continue to accrue during a leave of more than thirty (30) calendar days.

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days. This policy applies to all employees. Your group insurance booklet should be reviewed to determine your insurance coverage during a leave of absence.

Employees who must remain away from work for more than the period of time allowed above will be considered terminated from employment. They are welcome to re-apply subject to Ripe for Harvest World Outreach’s usual hiring policies.

Employees who develop an illness or physical condition which requires medical treatment or restrictions and precautions as to their health will be required to submit a physician’s statement. This statement must give approval that continued full-time employment in their present position will not jeopardize their health or the safety of others, in the event they continue to work. A similar statement is required upon return from a disability leave.

Should your attendance or job performance suffer during the period preceding and/or following a disability leave, we will accommodate you to the extent provided by law. We are under no obligation to reduce or alter your work load, or to assign fewer than the usual hours of work.

**Election Day**

We encourage you to exercise your voting privileges in local, state, and national elections. However, since the polls are open for long periods, you are encouraged to vote before or after regular working hours.

**Family Care and Medical Leave**

Family Care and Medical Leave is a leave of absence for the birth, adoption or foster care placement of an employee’s child, or the care of an employee’s child, parent, or spouse with a serious illness/health condition, or the employee’s serious illness/health condition that makes the employee unable to perform his or her duties.

Employees who have completed at least one year of employment and have worked at least 1,250 hours in the previous 12 months may submit a written request for a family care and medical leave of absence, without pay, for any length of time up to a maximum of 12 workweeks in a 12 month period.

Requests for family care and medical leaves will normally be granted by the church, based on the facts and circumstances surrounding each individual request. Requests for family care and medical leaves to care for a child, parent, or spouse with a serious illness/health condition, or an employee with a serious illness/health condition, must be accompanied by a health provider’s written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the serious illness/health condition.

Employees on family care and medical leave may be required, or may elect, to use accrued vacation and/or sick pay benefits.
Although the church is not able to guarantee reinstatement in all cases, employees on family care and medical leave who return to work immediately following the end of an approved leave will normally be returned to the same job they held immediately prior to their leave or, if that position has been eliminated, a comparable position if one is available.

Employees with a serious illness/health condition must present a health provider’s written release verifying that they are able to safely perform their duties before they will be allowed to return to work.

**Military Leave Of Absence**

If you are a full-time employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to your manager as soon as you receive them.
2. You satisfactorily complete your active duty service.
3. You enter the military service directly from your employment with Ripe for Harvest World Outreach.
4. You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months active duty for training, you must apply within a reasonable time (usually thirty (30) days) after discharge.

**Military Reserves or National Guard Leave Of Absence**

Employees who serve in U.S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued and unused earned vacation time to the leave if they wish; however, they are not obliged to do so.

You are expected to notify your Supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

**Personal Leave Of Absence**

In very special circumstances, Ripe for Harvest World Outreach may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence from your Supervisor. A personal leave of absence must not interfere with the operations of your department or Ripe for Harvest World Outreach. Your Supervisor will submit your request to the Administrator for final approval.

An unpaid personal leave of absence may be granted for up to thirty (30) days. If your leave is extended for more than thirty (30) days, vacation and other benefits will no longer continue to accrue. Failure to return from a leave at the time agreed will result in termination of employment.

**Returning From a Leave Of Absence**
You must notify Ripe for Harvest World Outreach at least fifteen (15) days prior to your expected return date, that you intend to return from a leave of absence. When you return, you will be placed on your regular job if such position remains and is available. If Ripe for Harvest World Outreach has had to eliminate or fill your position while you were on leave, you will be assigned to an open position for which you are properly qualified. If no such position exists, you will be placed on layoff status.

If you don’t return from your leave of absence on the day indicated in your original application or in any approved extension, or within three (3) days of release by your doctor if you have been on disability leave of absence, you will be considered to have voluntarily resigned from employment with Ripe for Harvest World Outreach as of the day on which you began your leave of absence.

If you have been on disability leave of absence, you will be required to submit a statement from your doctor indicating that you are fit to return to your normal duties. You will receive seniority credit for the time that you have been on disability leave of absence.

If you have been on a military leave of absence, you will receive seniority credit for the time that you were on active military duty.

Accepting Other Employment or Going Into Business While On Leave Of Absence

If you accept any employment or go into business while on a leave of absence from Ripe for Harvest World Outreach, you will be considered to have voluntarily resigned from employment with Ripe for Harvest World Outreach as of the day on which you began your leave of absence.

Insurance Premium Payment During Leaves Of Absence

Ripe for Harvest World Outreach will continue to pay our share of insurance premiums for employee coverage for a maximum of six (6) months while you are on a disability leave of absence. While you are on any other type of unpaid leave of absence from Ripe for Harvest World Outreach, you will be responsible for paying the total premiums for your coverage and that of your dependents while on leave. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow you coverage to be reinstated.

Retirement Plans

Ripe for Harvest World Outreach has a 4039b(9) retirement plan that is available to all employees. Contact the Administrator for details.

Insurance Coverage

Group Health/Dental/Life Insurance
Ripe for Harvest World Outreach is interested in the health and well-being of both you and your family. Unfortunately a comprehensive health and life insurance program is not available for you and your family. We refer staff to Good Neighbor Insurance, info@gninsurance.com; International Medical Group at insurance@imglobal.com, or www.MissionaryHealth.net.

When you choose insurance coverage, these insurance companies can provide brochures describing your benefits.

The premiums for insurance coverage on you and your family are at your expense and can be deducted through payroll deduction.

Today’s many health insurance plans and options can be confusing and complicated. That is why Ripe for Harvest World Outreach has taken the time to carefully review these companies and the plans they have available.

**Disability Insurance**

If you are a regular full-time employee of Ripe for Harvest, you may elect to add Disability Insurance to your insurance package, at your expense. This is a short-term disability insurance policy to help you avoid financial hardships due to being totally disabled because of illness or accident that is not job related. This coverage includes hospital and medical, surgical, laboratory and x-ray, major medical as defined in the literature provided by the insurance company. Consult our designated insurance company for details and bookkeeping if you wish to make payroll deductions to cover the premiums.

**Government Required Coverage**

**Unemployment Compensation**

Ripe for Harvest World Outreach does not participate in the Unemployment Compensation Fund. If you are terminated from your position at Ripe for Harvest World Outreach you will not be eligible for benefits through the Unemployment Compensation Fund.

**Social Security**

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, Ripe for Harvest World Outreach is required to deduct this amount from each paycheck you receive. For missionaries, pastors, chaplains and other dual status ministers there are no matching payments made by Ripe for Harvest World Outreach.
SECTION 4. OTHER POLICIES
Access to Ministry Property

It is important that the organization have access at all times to organization property, as well as other records, documents, and files. As a result, the Administrator and elders reserve the right to access employee offices, work stations, filing cabinets, desks, and any other church property at its discretion, with or without advance notice or consent.

Borrowing Tools & Equipment

All organization-owned tools and equipment are not allowed to be borrowed for personal use nor leave the premises.

Bulletin Boards

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

Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all of Ripe for Harvest World Outreach’s methods of communication, including this Policies and Personnel Manual, bulletin boards, discussions with your Supervisor, memoranda, staff meetings, newsletters, training sessions, etc.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

Computer Software (Unauthorized Copying)

Ripe for Harvest World Outreach does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that “it is illegal to make or distribute copies of copyrighted material without authorization” (Section 106). The only exception is the user’s right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a federal crime. Penalties include fines of as much as $100,000 and jail terms of up to five years.
Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

1. Ripe for Harvest World Outreach licenses the use of computer software from a variety of outside companies. Ripe for Harvest World Outreach does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.

2. With regard to use on local area networks or on multiple machines, Ripe for Harvest World Outreach employees shall use the software only in accordance with the license agreement.

3. Employees learning of any misuse of software or related documentation within the organization shall notify the Administrator immediately.

4. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. Ripe for Harvest World Outreach employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include dismissal.

**Department Meetings**

From time to time, your Supervisor will schedule department meetings during work. It’s to your advantage to be at these meetings. They give you and your fellow workers a chance to receive information on ministry events, to review problems and possible solutions, and to make suggestions about your department or your job.

Attendance at Department Meetings is mandatory since they are held during working hours.

**Entering & Leaving the Premises**

At the time you are hired, you will be advised about the proper entrances and exits for our employees. You are expected to abide by these rules at all times. Failure to do so will lead to disciplinary action.

**Entry After-Hours**

You are not allowed to enter the property after normal working hours, unless it complies with your pre-approved work schedule.

**Expense Reimbursement**

For in house purchases a purchase order must be completed and authorized prior to incurring an expense on behalf of Ripe for Harvest World Outreach. To be reimbursed for all authorized expenses, you must submit a completed check request form accompanied by original receipts.
and approved by your Supervisor. Please submit your expense reimbursements in the week the expense was incurred. For field staff use approved Operating Expense or Travel Expense reimbursement forms and turn in with original receipts within 60 days of incurring expense.

First Aid

Federal law ("OSHA") requires that we keep records of all illnesses and accidents which occur during the workday. If you hurt yourself or become ill, please contact your Supervisor for assistance. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact the Administrator for more information.

Housekeeping

Neatness and good housekeeping are signs of good stewardship and efficiency. You are expected to keep your work area neat and orderly at all times - it is a required safety precaution.

Easily accessible trash receptacles are located throughout the building. Please put all litter in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your Supervisor immediately.

Lost and Found

Employees should not bring large sums of money, expensive jewelry, or other valuables to work. The organization will not be responsible for personal property that is lost, damaged, stolen, or destroyed.

Personal Property

Due to the strict liability guidelines of our insurance carrier, under no circumstances are you allowed to keep personal equipment or vehicles on Ripe for Harvest World Outreach property where damage or fire could result.

Personal Use of Ministry Property

Personal use of ministry property is prohibited.

Use of Ministry Computers, Telephones, Communications Systems, Equipment:

Employees are expressly prohibited from using the organization’s computers, programs, telephones, communications systems, equipment and property for personal or family need. Ministry employees shall not utilize ministry work time or property for personal needs without permission of a work Supervisor/Administrator, and such permission only will be granted for personal or family emergencies, or special needs, and on minor, insignificant occasions for the mutual convenience of the ministry and employee. This policy will be strictly enforced, and all
ministry work stations, computers, computer disks, phone records and the like will be available for, and subject to, occasional inspection and/or confiscation by appropriate ministry officials and/or law enforcement personnel, as may be reasonable, appropriate and necessary in connection with the administration and enforcement of such policy. The use, taking, borrowing, abuse or appropriation of ministry resources, facilities or property by an employee for personal use or benefit may constitute a crime against the ministry, and its stated policy of the ministry to prosecute any crime against it, or any of its personnel, vigorously and to the full extent permitted by law.

Property & Equipment Care

It is your responsibility to understand the machines you need to use to perform your duties. Good care of any machine that you use of supplies will benefit you and Ripe for Harvest World Outreach. If you find that a machine is not working properly or in any way appears unsafe, please notify your Supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Restricted Areas

In the interest of safety and security, certain portions of Ripe for Harvest World Outreach’s facilities may be restricted to authorized personnel only. Such areas will be clearly marked.

Return of Ministry Property

Any Ripe for Harvest World Outreach property issued to you, such as computers, office supplies, tool, uniforms and other materials must be returned to Ripe for Harvest World Outreach at the time of your dismissal or resignation, or whenever it is requested by your Supervisor/Administrator. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned will be deducted from your paycheck.

Rights to Creative Efforts; Ownership of Work Product

Work product of ministry employees created from or during the work relationship with the ministry is ministry property. If a ministry employee creates, writes, composes, produces, designs, invents, manufactures, develops or otherwise generates any work or creative product while working for the ministry, arising from the work relationship, while at work, using ministry time, materials, resources, compensation, personnel or other matters or relationships, any such product or result, including the possession, value, sales, rights to income, marketing or other forms of promotion or commercial exploitation belong to the ministry, and are not the property of the employee. If an employee believes that he/she may be or become involved with an activity or enterprise that will develop property, real or intangible, with value, while such person is an employee of the ministry, the matter should be discussed thoroughly with appropriate ministry personnel in order to avoid any confusion regarding the activity, enterprise, or project, and the rights to or benefits arising from, such activity. Violations of this policy will be treated seriously, and strictly enforced, to the extent necessary and appropriate, including seeking
available remedies through legal and judicial means. Full and fair disclosure regarding all creative work product matters is the policy of Ripe for Harvest World Outreach.

**Safety Rules**

Safety is everybody’s business. Safety is to be given primary importance in every aspect of planning and performing all Ripe for Harvest World Outreach activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

Please report all injuries (no matter how slight) to your Supervisor immediately, as well as anything that needs repair or is a safety hazard. Below are some general safety rules. Your Supervisor/Administrator may post other safety procedures in your department or work area:

- Avoid overloading electrical outlets with too many appliances or machines.
- Use flammable items, such as cleaning fluids, with caution.
- Walk - don’t run.
- Use stairs one at a time.
- Report to your Supervisor if you or a co-worker becomes ill or is injured.
- Ask for assistance when lifting heavy objects or moving heavy furniture.
- Keep cabinet doors and file and desk drawers closed when not in use.
- Sit firmly and squarely in chairs that roll or tilt.
- Wear or use appropriate safety equipment as required in your work.
- Avoid “horseplay” or practical jokes.
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them).
- Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats, hearing protectors, etc., in designated areas or when working on an operation which requires their use.
- Keep your work area clean and orderly, and the aisles clean.
- Stack materials only to safe heights.
- Watch out for the safety of fellow employees.
- Use the right tool for the job, and use it correctly.
- Wear gloves whenever handling castings, scrap, barrels, etc.

**Security**

Maintaining the security of Ripe for Harvest World Outreach’s building is every employee’s responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave Ripe for Harvest World Outreach’s premises make sure that all entrances are properly locked and secured.
Smoking

Smoking is prohibited at all times in and on the ministry premises and property.

Solicitations

Solicitations for any cause during working time and in working areas is not permitted.

Persons not employed by Ripe for Harvest World Outreach are prohibited from soliciting or distributing literature on ministry property.

Substance Abuse

Ripe for Harvest World Outreach is committed to providing its employees with a safe workplace and an atmosphere which allows them to protect inventory and other assets placed in their care. Ripe for Harvest World Outreach employees should not be subject to any safety threats from fellow workers. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely.

The use, sale, transfer, possession, or being “under the influence” of alcohol, drugs, or controlled substances when on duty, on ministry property, or in ministry vehicles is prohibited. “Under the influence,” 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 the affected employee, other co-workers, the public, or ministry property.

Ripe for Harvest World Outreach reserves the right to implement a drug testing policy. All employees will be properly notified in any such circumstance.

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

Supervisors

Your immediate Supervisor is the person who is closest to your work. Your day-to-day contact with your Supervisor gives you a chance to receive guidance and counsel regarding your assignments and the progress you make on your job. Your Supervisor can show you how your work fits into the overall picture, teach you how to do things, explain the “how’s” and “why’s,” and encourage you when things look a little tough.

Your Supervisor is in complete charge of the department. He or she is responsible for the efficient operation of the department. Your Supervisor has authority to hire and dismiss, to assign work, recommend pay increases, transfers or promotions, and to maintain order and discipline.

Your Supervisor is human, has many responsibilities, and needs your cooperation, assistance, and loyalty. He or she wants to help you - that’s their job - so please ask, and please be willing...
to meet your Supervisor half-way. If he or she cannot help you or answer your question, your question will be referred to someone who can. You can expect to be treated fairly and with respect. Like Ripe for Harvest World Outreach, your Supervisor has a direct interest in you. He or she wants you to consider him or her as your advisor, friend and mentor. Go to your Supervisor for information about your job, your pay, or other matters of company policy.

Please don't overburden your manager with questions that can be answered by reading this manual. Do feel free to ask for clarification of regulations or responsibilities. Any problem that hinders the efficient completion of your responsibilities should be taken up with your Supervisor.

Theft

Internal theft is considered a serious problem at Ripe for Harvest World Outreach. Although taking small items of church property may seem inconsequential, the cumulative effect can be very large. Theft of any type will not be tolerated by Ripe for Harvest World Outreach. Property theft is considered to be the unauthorized use of ministry services and/or ministry accounts (with vendors), unauthorized use of facilities, or the taking of any ministry property for personal use. The following list of examples is not all-inclusive, but provides illustrations of several activities which are unacceptable

1. Use of the ministry copy machine for personal use. The office copiers are not provided as a free service to employees; they are for official church use only.

2. Use of computers. Ripe for Harvest World Outreach’s computers (the personal computers in the office, or laptops made available for work away from the office) are to be used exclusively for ministry business purposes unless you receive permission from the Administrator. The use of the ministry computers during non-business hours for ministry use must be authorized by the Administrator prior to its use. Games, and unauthorized software are prohibited on the ministry computer.

3. Taking of ministry property. No item purchased or supplied by Ripe for Harvest World Outreach should ever be removed from ministry premises without express authorization of your immediate Supervisor. This rule applies to all ministry property including tools, computers, equipment, office supplies, and other materials. All employees may be subject to random searches as they leave ministry facilities.

Penalty Clause

Unauthorized possession or removal of company property is a very serious offense. Employees violating this policy will be subjected to discipline up to and including possible dismissal and prosecution. Ripe for Harvest World Outreach will consider the dollar value of the item(s) taken, the employee’s seniority, and the employee’s past work record in setting penalties. If you are dismissed because of unauthorized possession or removal of company property, the reason for your dismissal will be provided to any future employer that contacts Ripe for Harvest World Outreach. Referrals to criminal authorities will be made on a case-by-case basis.

Traffic Violations
If you are authorized to operate a ministry vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you will be considered personally responsible for any accidents, fines or traffic violations incurred, only if the above occur as a result of your negligence, neglect, and violation of rules or laws.

**Use of Church-Owned Vehicle**

If you are authorized to use a church-owned vehicle for church business, you must adhere to the following rules.

1. You must be a licensed driver.

2. You must maintain monthly mileage reports.

3. You are responsible for following all the manufacturer’s recommended maintenance schedules to maintain valid warranties, and for following the manufacturer’s recommended oil change scheduled.

4. You are responsible for paying any moving violation tickets. Also, please park appropriately - parking violations will not be paid by Ripe for Harvest World Outreach.

5. You must keep the vehicle clean at all times, and washed and vacuumed as often as necessary. You will be reimbursed for your reasonable expense of keeping the vehicle clean. Please retain receipt for reimbursement.

**Visitors**

Our insurance coverage and good common sense prohibits unescorted visitors in our facilities. All visitors, including volunteers will be required to sign the Visitor’s Log at the receptionist’s desk during office hours. Visitors will be asked to wait in the lobby, until the receptionist has contacted the staff person they are visiting. No visitors are permitted in working areas, unless authorized by a staff member. If you are expecting visitors, please inform the receptionist prior to their arrival.

**Violations of Policies**

You are expected to abide by the policies in this Manual. Failure to do so will lead to appropriate disciplinary action.