




**NATION-2-NATION**  
N2NMinistries.org

# **EMPLOYEE POLICY GUIDE**

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# EMPLOYEE POLICY GUIDE

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# GENERAL POLICY

## AT-WILL EMPLOYMENT

N2N Ministries is an At-Will Employer. This means that regardless of any provisions in this Employee Handbook, an employee or N2N may terminate their employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Employee Handbook or any document or statement, written or oral, shall limit the right to terminate employment at will.

## EQUAL EMPLOYMENT OPPORTUNITY

N2N is committed to equal employment opportunity. N2N Ministries will not discriminate against employees or applicants for employment based on veteran status, uniform service member status, race, color, sex, national origin, age, physical or mental disability, genetic information, or other protected class under federal, state, or local law.

As a Christian organization founded to promote and advance the Christian faith, N2N Ministries reserves the right to employ only those persons who personally share and abide by our Mission Statement, Moral Standards, and Statement of Faith.

## EMPLOYEE RELATIONS PHILOSOPHY

N2N Ministries is committed to providing all employees with the best possible climate for maximum development and goal achievement. N2N's practice is to treat each employee as an individual. We seek to develop a spirit of teamwork- individuals working together to attain a common goal.

To maintain an atmosphere where these goals can be accomplished, N2N Ministries aims to provide a comfortable and progressive workplace. Most importantly, N2N seeks a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. N2N Ministries takes into account individual circumstances and the individual employee.

It is the goal of N2N Management that, with direct communication, staff and management can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

## OPEN COMMUNICATIONS

N2N Ministries encourages employees to bring their questions, suggestions, and complaints to their supervisors and upper management. Management must carefully consider each of them in a continuing effort to improve operations.

Employees who feel they have a problem should openly present the situation to their supervisor to settle the issue by examining and discussing the facts. N2N hopes that an employee's supervisor can satisfactorily resolve most matters.

Any employee desiring reconsideration after speaking with their supervisor should request a meeting with the Human Relations Director (HR). HR will review the issues and meet with the employee to discuss possible solutions. Employees are encouraged to make and discuss suggestions and comments on any work-related subject without fear of reprisal.

If an employee is, at any time, uncomfortable discussing a matter with their supervisor, they are encouraged to take the issue to either HR or N2N's president.

## NEW EMPLOYEE PROBATIONARY PERIOD

All new employees are on a probationary period during their first 90 days of employment. This time will enable the new employee to determine if their new job suits them. Their supervisor and HR will have an opportunity to evaluate their work performance. Violation of N2N's tardiness, time off, absences, or deadline policy are all grounds to dismiss an employee during the probationary period.

Completion of the probationary period does not guarantee employment for any period since all employees are employed at will, both during and after their probationary period.

## EMPLOYMENT CATEGORIES

- Full-time employees are expected to work between 37 and 40 hours per week.
- Part-time employees work less than 37 hours per week.
- Internship/Seasonal employees perform a job for a specified time, typically less than one year.
- Volunteer Staff are unpaid volunteers.

## MINOR EMPLOYEES

N2N Ministries will not hire employees under the age of 16. Employees under age 18 must possess a government photo ID, which includes their date of birth, such as a Texas State ID or a US Passport, and must present it as proof of age at the start of employment and upon request of N2N Ministries management.

### **WITHOUT EXCEPTION, EMPLOYEES AND VOLUNTEERS UNDER AGE 18 ARE NOT PERMITTED TO PERFORM THE FOLLOWING DUTIES FOR N2N MINISTRIES:**

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- Operate a motor vehicle, even if it belongs to them.
- Operate any electrically driven or electrically powered mechanical tool such as an electric drill, electric screwdriver, electric knife or meat carver, powered saw, powered flood buffer, powered paint sprayer, lawnmower, weed-eater, leaf-blower, hoist, grinder, sander, etc.
- Climb any ladder to the point where their feet are above 8' off the floor.
- Perform any work or activity on or about a roof.
- Operate any power-driven paper products machines, including powered staplers, guillotine cutters, hole-punches, balers, and compactors, but excluding powered paper folders, printers, and paper shredders without an exposed cutting mechanism.
- Any other activity or duty prohibited by the Code of Federal Regulation under Title 29 Part 570.



# ATTENDANCE & PAYROLL POLICY

## TIMEKEEPING

N2N Ministries uses an electronic time clock system for all hourly employees. Employees are expected to know how to clock in and clock out accurately. Any employee uncertain about the time clock's operation or who has made an error on their timecard or forgets to clock in or out should speak to HR immediately.

N2N Ministries uses a two-week pay period, which starts at 12:00 a.m. on Saturday and ends at 11:59 p.m. on Friday of the second week.

Employees are expected to clock in at the beginning of their shift, clock out for lunch, clock in after lunch, and clock out at the end of the shift.

More than two timecard errors in a pay period and any undisclosed errors or inaccuracies may be grounds for a written warning.

Employees assigned to work outside the office are encouraged to discuss how that work may affect their ability to clock in or out with HR. Unless an employee has made a prior arrangement with their supervisor, they must clock in at the office before doing any work outside of the office. If an employee is already doing work outside the office (e.g., filming in a remote location or running errands), they must clock out at the office unless they have made a prior arrangement with their supervisor.

No employee is permitted to mark or punch the timecard for another employee. Corrections or modifications to timecards may only be made by HR. Clocking in or clocking out on behalf of another employee without explicit instruction from HR, as well as any other intentional timecard falsification, will automatically put that employee on probation and is grounds for immediate dismissal.

## ATTENDANCE / PUNCTUALITY / TARDINESS

Attendance and punctuality are essential factors in N2N's team dynamic. Employees are expected to arrive when and where they are scheduled. Employees are not permitted to perform their duties at any location other than their generally assigned workstation/work area without prior supervisor permission.

### TARDINESS IS DEFINED AS THE FOLLOWING:

- Arriving after your scheduled start time.
- Leaving more than fifteen minutes before your scheduled end time.
- Taking more than a sixty-minute lunch (without prior permission from HR).

Employees may clock in as many as fifteen minutes before their scheduled start of shift.

N2N management understands that personal emergencies may arise from time to time. If any employee believes that they will be late or absent for any reason, they must notify HR as far in advance as possible or at least before the scheduled start of their shift for their tardiness or absence to be considered excused. Any tardiness or absences that occur without HR knowing before the scheduled start of their shift will be considered unexcused.

Any employee accruing more than one unexcused absence over two pay periods or three unexcused tardies in a pay period gives grounds for a written warning at HR's discretion.

If an employee has an unexcused absence due to sickness or a medical emergency, proof of a doctor's visit will be considered a legitimate excuse.

Any employee who is absent without excuse for three or more consecutive shifts will be assumed to have voluntarily abandoned their position with N2N and may be dismissed at HR's discretion.

## OFF-HOURS WORK

N2N staff are only permitted to work during off-hours with the explicit permission of their immediate supervisor and HR. N2N Staff may be permitted to work off-hours when the N2N office is closed, such as before or after regular working hours, during weekends, or unpaid office closures.

## LUNCH BREAKS

All employees working a five-hour or longer shift will be given a 30-minute paid lunch. Employees are permitted to take up to 60 minutes for lunch, but only the first 30 will be paid. Any employee taking a lunch must properly record their lunch on their timecard.

Employees are not required to remain on N2N Ministries' premises during their lunch and are not permitted to perform work duties while clocked out for lunch. If any employee does perform work-related duties when they are clocked out for lunch, they are required to notify HR of the work performed and the time in which it was performed so that adjustments may be made to their timecard.



## BREAKS

Employees will receive one 15-minute paid break for every three hours worked. Breaks are not permitted to be combined with an employee's lunch break. Employees must coordinate their breaks with their supervisors.

## JURY DUTY

Part-time employees summoned for jury duty will receive unpaid leave. Unpaid jury duty leave will not count toward or against vacation or personal days.

Full-time employees will receive full paid leave during the first two days of their jury duty and half-pay of up to 10 business days of subsequent jury duty. Paid jury duty leave will not count toward or against vacation or personal days.

Management reserves the right to pay employees more for jury duty on a case-by-case basis, pending the length of the trial, availability of finances, and the decision of HR.

Management reserves the right to request proof of jury service issued by the Court upon return. Employees should make arrangements with their supervisor as soon as they receive their summons. Employees are expected to return to work if they are excused from jury duty during regular working hours.

## BEREAVEMENT LEAVE

Full-time employees are eligible immediately upon hire for three paid days for the death of an immediate family member (E.g., a parent, spouse, or sibling). Employees should submit a request for bereavement leave as soon as possible.

N2N reserves the right to request written verification of an employee's familial relationship to the deceased and their attendance at the funeral service as a condition of the bereavement pay.

## MATERNITY / PATERNITY LEAVE

N2N Ministries offers paid maternity and paternity leave to all non-probationary employees. Maternity and paternity leave will be granted to new adoptive parents as well.

New mothers normally scheduled for 20+ hours per week will be awarded four weeks of paid maternity leave. Maternity leave will be paid as a bonus prorated to the average number of hours worked per week in the last six months at their regular pay rate.

New fathers normally scheduled for 20+ hours per week will be awarded two weeks of paid paternity leave. Paternity leave will be paid as a bonus prorated to the average number of hours worked per week in the last six months at their regular pay rate.

New mothers and fathers can take extended unpaid time off if needed. In all cases, N2N Ministries will fully comply with the Family and Medical Leave Act (FMLA). Additional exceptions can be made on a case-by-case basis.

## OVERTIME

N2N Ministries is a donor-supported non-profit ministry with limited financial resources. To use those financial resources responsibly while remaining in compliance with State and Federal labor rules, it is necessary to control labor costs by reducing overtime hours as much as possible.

There may be times when employees may need to work overtime so that N2N may meet deadlines or finish a critical project. Non-overtime-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek unless state law provides a greater benefit, in which case N2N will comply with the state law.

### HOURS WORKED ARE DEFINED AS:

- All times where the employee is required to be on N2N Ministries' premises, and,
- All the time the employee is required to be at a prescribed work site, and,
- All time spent on activities that are of benefit to N2N Ministries.

Pay periods begin on Saturdays and conclude on Fridays. For the sake of calculating overtime, a workweek starts at midnight on Saturdays and continues through 11:59 p.m. the following Friday.

Full-time non-exempt employees are expected to work between 37 and 40 hours per week. All non-exempt employees are prohibited from working more than 40 hours in a workweek without explicit permission from HR.

All employees are responsible for keeping careful track of the hours they have worked. If a non-exempt employee cannot complete a regularly scheduled workweek (9 a.m.-5 p.m. Monday-Friday) without working overtime, they must notify their HR as soon as possible.

For example, if upon clocking out on Thursday evening, an employee notices that they have already accumulated 38 hours (thus leaving only two non-overtime hours for Friday), they should notify HR. HR may then opt to send the employee home early on Friday to avoid overtime.

It is essential to N2N's team dynamic that employees are available during regular office hours. Flex-time is only permitted with explicit permission from a supervisor. Non-exempt employees should avoid working more than 8 hours in a day so that they can complete a regularly scheduled workweek without accruing overtime

If HR permits an employee to work overtime, that employee's supervisor should keep careful track of the employee's time and work and ensure that the employee clocks out as soon as possible. Supervisors should make every reasonable effort to minimize overtime.

Rules regarding overtime exemption can be found on the Department of Labor's website at:

<https://www.dol.gov/agencies/whd/overtime>

Employees should direct all questions regarding the overtime policy to HR or the Finance Department.

## SALARIED EMPLOYEES

N2N Ministries Salaried Employees must follow all attendance policies and maintain a full-time employment status. Salaried Employees will be paid fully for any day in which they do any work. N2N Ministries will deduct pay for any day in which the salaried employee, for personal reasons, performs no work, excluding absences for the first two days of Jury Duty or the first three days of Bereavement Leave. If the salaried employee has any banked paid time off (PTO), pay will be first deducted and paid to the employee from the salaried employee's PTO pool.

## SALARIED EMPLOYEES

### FULL-TIME EMPLOYEES RECEIVE THE FOLLOWING PAID HOLIDAYS:

- **New Year's Eve** - *December 31*
- **New Year's Day** - *January 1*
- **Good Friday** - *Friday before Easter Sunday*
- **Memorial Day** - *last Monday of May*
- **Independence Day** - *July 4*
- **Labor Day** - *first Monday of September*
- **Thanksgiving Day** - *fourth Thursday of November*
- **Day after Thanksgiving**
- **Christmas Eve** - *December 24*
- **Christmas Day** - *December 24*

*If a holiday listed above falls on a weekend, it will be observed the following Monday.*

## PAID TIME OFF

All employees scheduled for more than 20 hours per week will be eligible to receive paid time off (PTO). Paid time off will be awarded at the beginning of the calendar year and will be based on the number of hours worked in the previous year and the employee's length of employment.

At the beginning of the year, employees will receive the following amount of PTO for every hour they worked in the previous year:

Length of Employment	Hours of PTO for every hour worked in the previous year
Less than two years	0.040
Two or more years	0.063
Five or more years	0.073
Ten or more years	0.088

At these rates, full-time employees who have worked with the ministry for over a year should receive nine days of PTO annually. Employees who have worked two or more years will receive 14 days; five or more years, 16 days; and ten or more years, 19 days.

Any paid time off (PTO) awarded will be rounded to the nearest whole hour. PTO may accrue from one year to the next. However, if an employee accrues more than 160 hours of PTO, Nation-2-Nation management, at their discretion, may cancel out a portion of that employee's banked PTO with a bonus paid at that employee's regular rate of pay.

## PAID TIME OFF REQUESTS

All paid time off requests must be submitted to HR via email at least three weeks in advance using a signed Paid Time Off request form.

## FLEXIBLE CALL-OFF POLICY

Before calling off (i.e., canceling a scheduled shift or worday), N2N staff should be mindful of their role's impact on team operations. All staff should avoid calling off when their absence could significantly disrupt other's productivity.

However, in the rare case where a member of the Nation-2-Nation staff must address urgent or unexpected personal matters, they should inform HR about their call-off as soon as possible. HR must be notified of any staff member's call-off before their scheduled shift begins.

Furthermore, in the event of a call-off, staff are expected to coordinate their absence with any affected colleagues in a timely manner.

## PAYCHECKS & DEDUCTIONS

Employees will be paid bi-weekly on Thursdays for the pay period that ends on the prior Friday. Paydays that fall on a holiday will be paid at least one business day before the holiday.

N2N Ministries is required by law to make certain deductions from each paycheck during each pay period. Such deductions typically include Federal and Social Security (FICA) taxes (Texas does not have state taxes deducted). All deductions and the amount of the deductions are listed on an employee's

pay stub. These deductions are totaled each year for you on the Form W-2, Wage and Tax Statement.

Employees are asked to review every paycheck for errors and notify the Finance Department upon discovery. Employees are responsible for keeping the Finance Department updated on changes of address, phone number, or any other factor that could affect their pay or withholding status (IRS form W-4).

Employees are encouraged to discuss any questions or concerns about their paycheck or deductions with the Finance department.

## OUTSIDE EMPLOYMENT

If an N2N Ministries employee plans to accept a regular paid position outside of N2N Ministries, they must notify management in writing as soon as possible.

Outside employment must not conflict in any way with employees' responsibilities within N2N. Employees may not conduct outside work or use N2N property, equipment, or facilities in connection with outside employment while on N2N time.

## PROFESSIONAL DEVELOPMENT

Full-time employees can use up to two paid hours weekly for self-directed professional development.

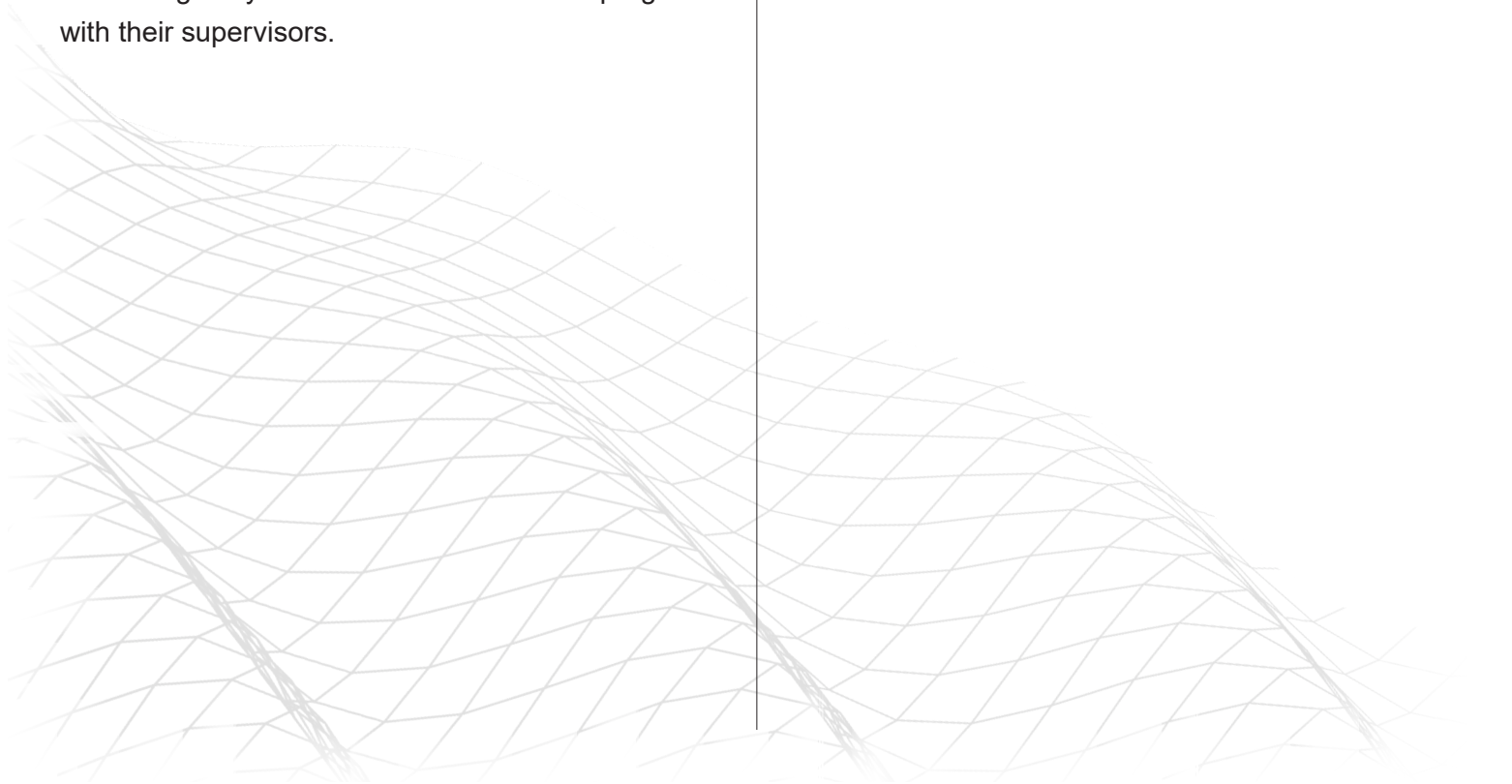
Professional development includes:

- Self-directed studying of topics related to the employee's job or field of work,
- The study of the N2NCU curriculum, and
- Self-directed, N2N-related, personal projects undertaken to learn or exercise new skills.

Full-time technical arts employees, including video editors, web designers and developers, audio and video producers, and graphic artists, are permitted three paid hours of professional development time.

Supervisors may allow employees more professional development time at their discretion.

Employees using professional development time should regularly discuss their time use and progress with their supervisors.





# DISCIPLINARY POLICY

## PROGRESSIVE DISCIPLINE POLICY

N2N Ministries' progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed to be consistent with N2N's ministry values and employment laws.

N2N Ministries management reserves the right to combine or skip steps depending on each situation's facts and the offense's nature. The level of disciplinary intervention may also vary. Some factors that will be considered are whether the offense is repeated despite coaching or training, the employee's entire work record, and the impact the conduct and performance issues have on the organization.

### IMPORTANT NOTE:

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between N2N Ministries and its employees.

## STEP 1: VERBAL WARNING / COUNSELING

N2N supervisors are responsible for clearly communicating to employees when they believe there has been a violation of N2N's policies, expected performance, or professional conduct. Supervisors must explicitly describe expectations and any corrective action the employee must take. Supervisors must document any verbal warnings/discussions.

## STEP 2: WRITTEN WARNING

If an employee is unable to correct performance, conduct, or other issues after a verbal warning or discussion with their supervisor, N2N management may deem it necessary to create more formal documentation of the performance, conduct, or other issues, as well as any likely consequences.

In giving a written warning, the employee's supervisor and HR will meet with the employee to review the employee's performance or conduct issues, as well as prior discussions on the matter. During this meeting, HR will outline the consequences for the employee of their continued failure to meet expectations and the necessary steps to ensure corrective action is taken.



During this meeting, HR must produce a written summary of the meeting, including descriptions of the employee's failures to meet expectations, necessary corrective action, and consequences for failure to correct their actions. HR must provide the employee with one copy of this summary within one business day. A second copy must be signed and dated by the employee and HR at the meeting and placed in the employee's personnel file.

### **STEP 3: PROBATION / SUSPENSION / FINAL WARNING**

Performance, conduct, or safety incidents may be so problematic and harmful that the most effective action may be temporarily removing the employee from the workplace.

When immediate action is necessary to ensure the safety of the employee or others, HR may suspend the employee upon the president's approval or, in his absence, a majority vote of the finance committee. HR reserves the right to combine or skip steps one and two depending on the severity of the employee's offense.

Suspensions recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from the N2N Ministries' president.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state, and local wage-and-hour employment laws. Non-exempt/hourly employees may not substitute or use any accrued paid vacation or sick days in place of the unpaid suspension.

Whether or not an employee is suspended, a final warning may be issued to employees who refuse to take corrective action to address performance, conduct, or other failures to meet expectations that had been previously discussed with the employee. HR shall have the approval of either the N2N president or, in their absence, a majority of the finance committee before issuing a final warning.

A final warning automatically puts the employee into a 90-day probationary period. Violation of N2N's tardiness, time off, absences, or other policies, as well as continued failure to meet expectations, are all grounds to immediately dismiss an employee within the probationary period.

The final warning should be in the form of a written letter or email, which includes descriptions of the employee's failures to meet expectations, documentation of prior disciplinary action, and necessary corrective action. The warning should also include a clear and definitive warning of the consequences of the employee's failure to correct their actions.

If the employee is suspended, HR should issue the full written final warning within one business day of their suspension.

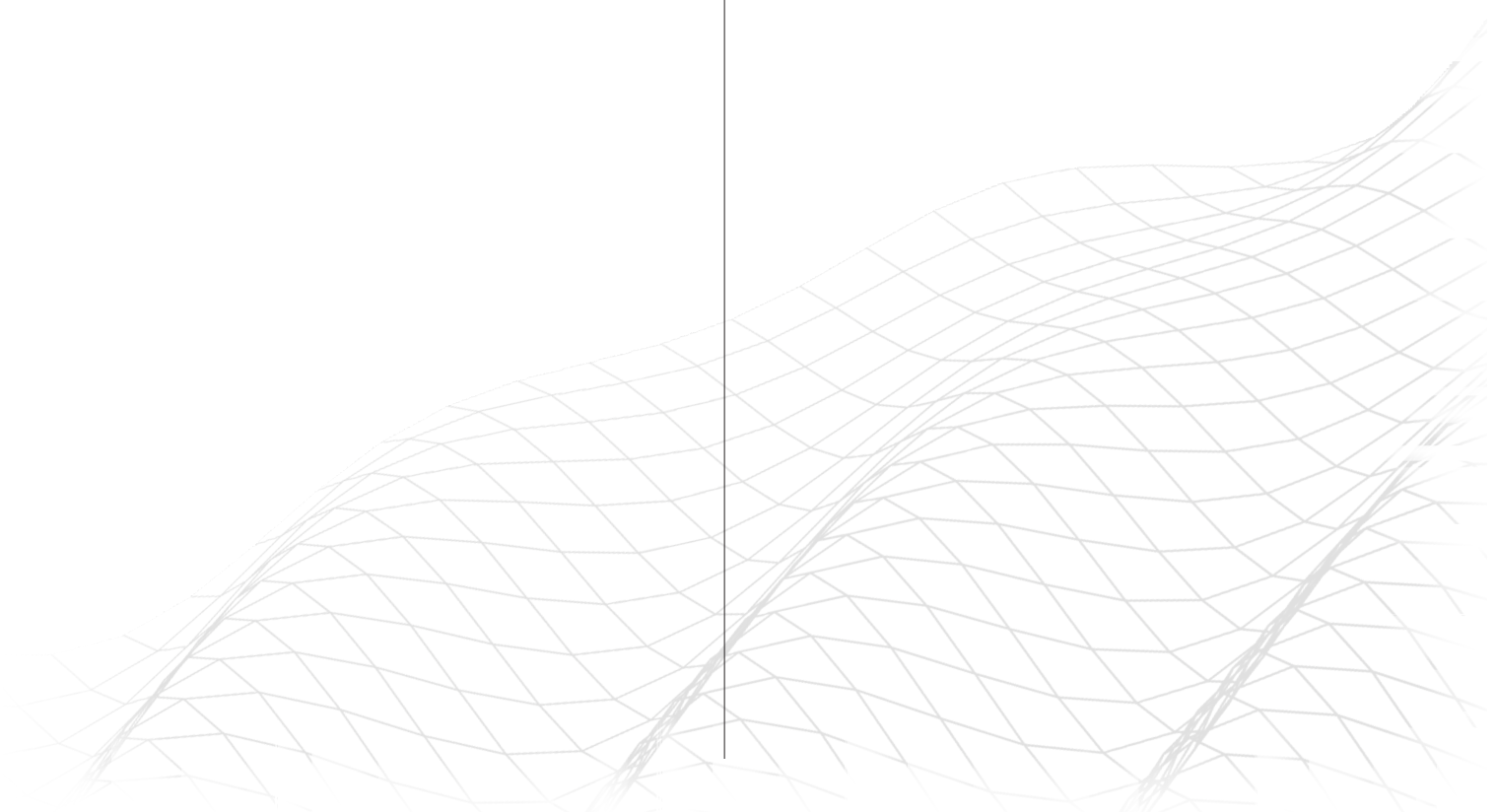
### **STEP 4: RECOMMENDATION FOR TERMINATION OF EMPLOYMENT**

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, N2N Ministries will try to exercise the progressive nature of this policy by first providing warnings and a final written warning or suspension from the workplace before proceeding

with a recommendation to terminate employment. However, HR reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense.

Furthermore, employees may be terminated without prior notice or disciplinary action if management deems the severity of their action warrants it.

The N2N Ministries' president must approve HR's recommendation to terminate employment.





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