

Employment Information

(Last Revised On December 13, 2002)

Employment Manual Preface

Pinebrook Bible Conference is an agency of the Bible Fellowship Church Incorporated. It's mission is to be a ministry of and to the Bible Fellowship Church while serving the greater Christian Community.

Pinebrook's authority is based on the Word of God and is supported and governed by the bylaws set forth in the Faith and Order of The Bible Fellowship Church Incorporated and the bylaws set forth by Pinebrook's Board of Directors.

It is the desire of the Board of Directors of Pinebrook Bible Conference to maintain an atmosphere of industry and congeniality to the honor and glory of God. To that end, this Employee Handbook is issued.

In a spirit of concern for fairness, integrity, clarity and consistency these policies have been established. These policies will be reviewed when deemed necessary by the Board of Directors of Pinebrook Bible Conference.

Appeals for further clarification and/or exceptions can be made to the Director of Operations (D.O.O.) of Pinebrook Bible Conference.

33 APPLICATION FOR EMPLOYMENT

- 33.1 All persons requesting employment MUST submit a Pinebrook Employment Application.
- 33.2 All applications will be accepted for review as described in (Sections [34.1](#) and [34.23](#)).

34 HIRING / TERMINATION

- 34.1 All applications will be reviewed by Pinebrook's D.O.O. & Director of Ministries (D.O.M.) for consideration of employment.
- 34.2 Applications for full-time employment (Section 35.1) may also be reviewed by Pinebrook's Personnel Committee (P.P.C.).
- 34.3 Pinebrook does not discriminate against age, sex or race.
- 34.4 Pinebrook does require a proclamation of Christian faith as part of the applicant's application form.
- 34.5 All new employees shall be subject to a ninety (90) day (active calendar days) probationary period which may be extended due to absences or if deemed necessary by Pinebrook's D.O.O. & D.O.M. in consultation with the P.P.C.
 - 34.5.1 During this period the employee shall have the opportunity to demonstrate proper attitudes and abilities in his/her job.
 - 34.5.2 Dismissal without prior notice or obligation may occur during this period upon the sole discretion of Pinebrook's D.O.O. & D.O.M..
- 34.6 Full-time managerial personnel (Section [35.1](#)) must be hired by Pinebrook's D.O.O. in consultation with P.P.C. and likewise any termination of managerial personnel shall be carried out under the auspices of Pinebrook's D.O.O. in consultation with P.P.C.
 - 34.6.1 All non-managerial full-time employees shall be hired by Pinebrook's D.O.O. in consultation with Pinebrook's D.O.M. and likewise termination of non-managerial full-time employees shall be carried out under the auspices of Pinebrook's D.O.O. and in consultation with Pinebrook's D.O.M.
- 34.7 Full-time salaries are established by the Pinebrook D.O.O. in consultation with the P.P.C.
- 34.8 Salary increases are established by the Pinebrook D.O.O. in consultation with the P.P.C.
- 34.9 All full time employees and permanent salaried part time employees are required to sign an Employee Alliance (E.A.) with Pinebrook Bible Conference and on the first day of January, return the signed copy to the D.O.O., in order to maintain employment status and all benefits.

- 34.10 The Employment Alliance(EA) will clearly give a description of the job requirements, salary and benefits for that EA year.
- 34.11 Hired personnel are required to follow the policies as set forth in this manual.
- 34.12 Immoral activity constitutes immediate termination by the D.O.O. from Pinebrook Bible Conference and voids all contract bindings. This termination may be appealed to the PPC.
- 34.13 Failure to perform the required job responsibilities and/or failure to comply with administration policies, may be cause for review and possible termination.
- 34.14 An employee is required to give two weeks notice of intent to terminate his/her employment, to assure “employee in good standing” status.
- 34.15 All Pinebrook property must be returned on or before the last day of employment, including, but not limited to, keys, tools, files, and equipment.
- 34.16 In the event of sudden termination, said employee shall vacate his/her office or place of work under the supervision of a duly appointed Pinebrook employee and there shall be no access to any computers or computer peripherals without the direct supervision of the D.O.O. and/or D.O.M..
- 34.17 In the event of sudden termination, said employee shall be given a minimum of three (3) days up to a maximum of seven (7) days to vacate the Pinebrook housing facility where said employee resides.
- 34.17.1 Pinebrook reserves the right to inspect the premises of residence prior to, during, and after the said employee vacates and furthermore,
- 34.17.2 Shall reserve the right to regain damages to said premises and/or any other property owned by Pinebrook which has been proven to be damaged during the vacating proceedings or as a result of long term gross negligence.
- 34.18 An individual whose employment has been terminated, either by Pinebrook or the individual, shall lose all benefits, and those benefits are not future employment at Pinebrook.
- 34.19 Permanent part-time and/or temporary part-time (Sections [35.6](#) & [35.12](#)) personnel may be hired by the D.O.O., but may need the review of the P.P.C., for full approval.
- 34.20 Permanent part-time and/or temporary part-time employees shall have wages.in accordance with the limits established by the D.O.O. Part-time employees shall have salaries in accordance with the limits established by the P.P.C..
- 34.21 Temporary personnel hiring selection (Section [35.12](#)) shall be made by the D.O.O.(Summer staff is considered as temporary employee nt).

34.22 **CAUSE FOR TERMINATION**

- 34.22.1 Any employee who commits an act injurious to him/herself, other employees, Pinebrook property, acts improperly or in such a fashion as to hinder or impede the purpose of ministry, image, and/or the production of Pinebrook or the Bible Fellowship Church, Inc., shall be subject to disciplinary action which may include sudden and immediate dismissal.

34.23 **PROCESS OF TERMINATION**

- 34.23.1 Pinebrook shall pursue the following procedures which may lead to termination of employment for any actions which are deemed detrimental to the ministry of Pinebrook, including, but not limited to its day-to-day and/or ongoing production, image, procedures, activities, or employee performance.
 - 34.23.1.1 First Violation - The employee shall be issued a written warning and be required to provide signature to confirm receipt of same. (A copy shall be kept in the employee’s file and a copy shall be forwarded to Pinebrook’s Personnel Committee of the Board of Directors.)
 - 34.23.1.2 Second Violation (of same and/or similar violation) The employee shall be issued one (1) written warning and be required to provide signature to confirm receipt of same.(A copy shall be kept in the employee’s file and a copy shall be forwarded to Pinebrook’s Personnel Committee of the Board of Directors.)
 - 34.23.1.3 Third Violation (of same and/or similar violation) The employee shall be issued one (1) final warning and be required to provide signature to confirm receipt of same.(A copy shall be kept in the employees file and a copy shall be forwarded to Pinebrook’s Personnel Committee of the Board of Directors.)
- 34.23.2 Warnings of violations shall be recorded into each employee’s file and the employee shall be assigned points in the following manner.
 - 34.23.2.1 First Violation - 1 point violation
 - 34.23.2.2 Second Violation - (of same and/or similar violation) 3 point violation
 - 34.25.2.3 Third Violation - (of same and/or similar violation) 5 point violation

- 34.23.3 There shall be an ongoing review within twelve (12) months of each violation.
- 34.23.4 Points prior to the twelve (12) month period under review will be disregarded.
- 34.23.5 If within the twelve (12) month period of review the employee has accumulated three (3) points, said employee shall be subject to disciplinary action which shall include, but not be limited to a minimum suspension of one (1) and a maximum of three (3) days off without pay.
- 34.23.6 If within the twelve (12) month period of review the employee has accumulated six (6) points, said employee shall be subject to termination procedures.
- 34.23.7 If within the twelve (12) month period of review the employee has accumulated greater than six (6) points, said employee shall be subject to immediate dismissal.
- 34.23.8 It is important for each employee to understand that point assignments shall be applicable and accumulative with other point assignment issues as described in the Employment Information portion of Pinebrook's policy manual. (See Sections 36-36.9)
- 35 **WORK WEEK / FULL & PART TIME**
- 35.1 A full-time salaried employee is defined as anyone who is under EA with Pinebrook Bible Conference to work a minimum of 40 hours per week and who maintains the 40 hour requirement.
A full-time employee is exempt from overtime pay.
- 35.2 A full-time employee is eligible to receive health benefits, retirement plan, paid vacation, sick/personal days and food privileges, as described in (Sections [38](#), [40](#), [41](#), [41](#) and [48](#)).
- 35.3 Normal daily working hours for full-time employees are 8am thru 5pm with one hour off for lunch. Because of the nature of Pinebrook's ministry, there are exceptions which may require additional or extended hours.
- 35.4 Normal work week for full-time employees is 5 (five) days per week which shall fall between the standard weekly pay period beginning 12:00am on Monday and ending 11:59pm on Sunday.
- 35.5 Summer program and special retreats will require a 6(six) day work week and will mean adjustment of the normal days off from two (2) to one (1) per week, unless changed and approved by the D.O.O..
- 35.6 A permanent part-time salaried employee is defined as anyone who is hired by Pinebrook Bible Conference to work the assigned number of hours per week, and to maintain this minimum-number-of-hours requirement, when work is available.
- 35.7 A permanent part-time salaried employee will be paid the agreed upon wages.

- 35.8 A permanent part-time employee will be compensated for extra hours worked only when the hours are requested by the D.O.O..
- 35.9 A permanent part-time employee is offered work only when work is available.
- 35.10 A permanent part-time employee is eligible to receive food privileges as described in (Sections [48.5](#), [48.6](#) and [49.2.3](#)).
- 35.11 A permanent part-time employee is not eligible to receive sick/personal days, paid holidays or paid vacations.
- 35.12 A temporary employee is defined as anyone who is hired on a temporary basis and , therefore, is not under EA with Pinebrook Bible Conference.
- 35.13 A temporary employee shall be paid on an hourly basis at an established standard rate for the specific job description. Variance from this standard rate may be approved only by the D.O.O. and/or the P.P.C..
- 35.14 A temporary employee is not eligible to receive any paid sick/personal days, paid vacation, or paid holidays.
- 35.15 All planned days off by all employees must be scheduled in writing and approved by the D.O.O..
- 35.15.1 Employees are required to make a phone call and/or leave a message indicating use of a sick day for illness no later than 8:00am of the beginning of the scheduled work time.
- 35.16 Pinebrook will not guarantee that normal or other days off will be consecutive days.
- 35.17 All employees including full-time (salaried or hourly), part-time, temporary are required to submit a time sheet to the Office Manager (O.M.) no later than 9am each Monday, which shall include the following information regarding the previous work week:
 - 35.17.1 Total hours worked each day.
 - 35.17.2 Listing of various areas or departments where the individual has worked and the number of hours worked in each..
 - 35.17.3 Concise and clear description of work accomplished.
 - 35.17.4 Total number of hours worked during the week.
- 35.18 Payroll checks will be available on a bi-weekly basis and may be picked up at 9:00 am. on the appropriate Wednesday of Pinebrook's established regular bi-weekly payroll schedule.
- 35.19 Failure to submit a time sheet by Monday morning as described in (Section [35.17](#)) will result in no pay check issued on Wednesday of that week, but shall be available on the following Wednesday.
- 36 **LATENESS & ABSENCE**
- 36.1 It is the responsibility of the employee to call in when unable to report to work.

- 36.1.1 Employees must call in at least fifteen (15) minutes prior to their scheduled starting time.
- 36.2 Leaving work early without permission of the employee's direct supervisor shall be considered that same as an un-excused lateness.
- 36.3 Excuses for illness must be approved by Pinebrook's D.O.O. and may require, without contention, certification by a doctor's statement as may be requested by Pinebrook's Administration.
- 36.4 Excuses for other reasons must be authorized by the employee's direct supervisor and/or the D.O.O.
- 36.5 All lateness and absences shall be recorded onto the employee's time sheet.
- 36.6 Failure of an employee to report lateness and/or leaving early and/or mid-day temporary absence shall result in application of points as described in sections 36.7 through 36.7.2
- 36.7 Unapproved time off will be assigned points as follows:
 - 36.7.1 Un-excused Lateness - 1 point violation
 - 36.7.2 Un-excused Absence - 2 point violation
- 36.8 Pinebrook shall maintain an ongoing review within six (6) months of each violation.
 - 36.8.1 Points prior to the six (6) month period under review will be disregarded
 - 36.8.2 If within the six (6) month period of review an employee has accumulated three (3) points, said employee shall be subject to disciplinary action.
 - 36.8.3 If within the six (6) month period of review an employee has accumulated six (6) points and/or has excessive lateness or absenteeism, excused or un-excused, within this period of time, said employee may be subjected to termination procedures.
- 36.9 Point assignments shall be applicable and accumulative with other point assignment issues as described in the Employment Information portion of Pinebrook's policy manual. (See Sections 34.25 through 34.25.8)

37 **WORKERS' COMPENSATION**

- 37.1 Each employee of Pinebrook Bible Conference whether full-time, part-time or temporary is covered with physical injury insurance under the Workman's Compensation Insurance provision of the State of Pennsylvania.
- 37.2 Workman's Compensation Insurance only covers injuries which come as a result of a job-related accident. It does not cover injuries which come as result of athletic, recreational, social or other personal activities, which may take place on the property of Pinebrook.

- 37.3 When an employee is injured on the job and seeks to receive benefits under the Workman's Compensation Insurance, they must do the following:
 - 37.3.1 Notify the Pinebrook administration within 24 hours of the accident.
 - 37.3.2 Fill out an accident form and return it to the office of the O.M.

38 **HEALTH INSURANCE**

- 38.1 A full-time employee of Pinebrook Bible Conference is offered health insurance as part of their E.A..
- 38.2 The insurance offered by Pinebrook is from a major medical health insurance plan provider.
- 38.3 Health insurance shall be effective 90 days after the signing of the initial contract of the employee, unless there is a special request which has been approved by the D.O.O., D.O.M., and/or the P.P.C.
- 38.4 The insurance shall cover the full-time employee whose name appears on the contract, along with their spouse and children under the following terms:
 - 38.4.1 Both husband and wife shall be employed by Pinebrook, either full-time or part-time. Insurance will not be provided for a spouse if they are employed full-time, or have primary employment by someone other than Pinebrook.
 - 38.4.2 Progenies of a full-time employee shall be covered under Pinebrook supplied health insurance until the age of twenty six (26) under the following qualifications:
 - 38.4.2.1 The progeny, when reaching eighteen (18) is determined to be considered a full-time resident of the parent's household.
 - 38.4.3 Each employee is offered the privilege of continuing their health insurance on a self-pay basis for up to 18 months after their employment has been terminated under the plan of COBRA mandated by Federal Government law.
 - 38.5.1 *Long term disability insurance is provided to all full time employees who work more than 30 hours a week. Since Pinebrook provides this as a benefit to all of its employees, all are included in this plan and insurability is guaranteed after 3 months of non medication or 12 months, whichever comes first. This plan pays for 60% of an employees salary for illnesses and disabilities that exceed 90 consecutive days. Further information about the plan is available from the HR/Payroll department*

39 **RETIREMENT PLAN**

39.1 *Pinebrook offers to each of its full time employees the privilege of investing up to 5% of their income into a 403b tax deferred savings plan. This plan is administered by SolomonSmithBarney and offers a variety of investment strategies as directed by each employee. Further information about the plan is available from the HR/Payroll department.*

40 **SICK / PERSONAL DAYS**

- 40.1 A sick/personal day is defined as a beneficial day given to a full-time employee to be used for either personal time or sick absence.
- 40.1.1 But for full-time personnel, Sick/Personal days are not a required part of the employer's offerings, Sick/Personal days should be considered a privilege which is provided to the employee to allow for special or emergency situations and/or days of illness which may from time to time arise.
- 40.1.2 Employees shall not be permitted to work additional hours and/or swap scheduled days off as compensation to avoid using a Sick/Personal day.
- 40.2 Full-time employees shall receive a total of four (4) sick days and six (6) personal days upon employment as described in (Section [35.1](#)). (please note Section [35.11](#)).
- 40.3 Sick and personal days shall be taken in whole days.
- 40.3.1 Partial day absence shall be subject to review by the D.O.O. and may result in the loss of one (1) Sick/Personal day at the D.O.O.'S discretion and consideration of alternate options such as are described in sections 36 through 36.9.
- 40.4 In case of long-term illness, sick days must be used before vacation days.
- 40.5 Additional days of absence, above and beyond the maximum contracted sick/personal days, will require a written excuse from a doctor, which will be reviewed at the discretion of D.O.O..
- 40.6 A sick/personal day shall be used in the case of an absence from a scheduled work day including those weeks where a six (6) day week is deemed necessary by the D.O.O..
- 40.7 Employees planning personal days are asked to submit a request in writing to the D.O.O., at least one week prior to the requested date.
- 40.8 Sick/personal days shall be issued on the first day of January each year.
- 40.9 Excessive absence is subject to review by the D.O.O. and/or the P.P.C..
- 40.10 Sick and personal days are not accumulated from year to year.

- 40.11 Unused personal days may be redeemed in the form of pay up to five (5) days at the end of the contract year.
- 40.12 Payment for unused personal days is only made available to a full-time employee after one(1) full year of employment has been attained.
- 40.13 Payment for unused personal days is not accumulative.

41 **VACATIONS**

- 41.1 One week of vacation is defined as seven (7) consecutive days from Monday -Sunday, offered to full-time employees under contract with Pinebrook Bible Conference.
- 41.2 Vacations are to be taken in one week increments.
- 41.3 No employee shall be allowed to take more than one (1) week of vacation during the months of June, July and August, and no more than two (2) consecutive weeks at any other time of the year; unless they give a special request and the request is approved by the D.O.O..
- 41.4 Vacations are important to the well-being of Pinebrook's employees. Therefore, Pinebrook requires that eligible employees take all earned vacations in each calendar year.
- 41.4.1 Unused vacations will be assigned near the end of the calendar year as determined by the D.O.O..
- 41.5 Vacations as described in (Section [41.1](#)) shall be determined as follows, based on the starting date of initial contract:
 - 41.5.1 One week after one (1) year of employment.
 - 41.5.2 Two weeks after three (3) years of employment.
 - 41.5.3 Three weeks after five (5) years of employment.
- 41.6 First-year employees shall be offered a prorated vacation allowance in accordance with their actual employment start date and the balance of the first calendar year.
- 41.7 Vacation requests shall be submitted in writing to the D.O.O. at least 90 days prior to the dates asked for.

42 **HOLIDAYS**

- 42.1 Full-time employees and part-time employees shall receive the following holidays; Easter, Thanksgiving, Christmas.
- 42.2 employees will be paid an equivalent to double their hourly rate as described in the formulas listed in (Sections [42.3](#) & [42.4](#)), *only* when requested to work by D.O.O. on holidays described in (Section [42.1](#)).
- 42.2.1 Employees shall be eligible to receive the payments described in (Sections [42.3](#) and [42.4](#)) only after the normal contracted hours have

been worked for the given week.
 42.3 Full-time employee A =
 Normal weekly salary
 B = Holiday hourly rate
 (A divided by 40) x 2 = B

42.4 Part-time hourly employee
 A = Normal hourly rate
 B = Holiday hourly rate
 A x 2 = B

43 **UNEMPLOYMENT COMPENSATION**

43.1 Pinebrook is exempt and therefore, is NOT subject to the government regulations pertaining to the unemployment compensation insurance for it's employees.

44 **HOUSING PRIVILEGE**

44.1 Housing privileges are not considered to be a "right" to Pinebrook's employees. Rather, it is to be considered a privilege, offered on an individual employee basis.

44.1.1 The Internal Revenue Code Section 119 states that:

44.1.1.1 The value of lodging provided to employees is excludable from gross income if the following three tests are met:

44.1.1.2 the lodging provided must be on the business premises of the employer

44.1.1.3 it must be furnished for the convenience of the employer, and

44.1.1.4 the employee must be required to accept the lodging as a condition of his/her employment.

44.1.1.5 To meet the "condition of employment" requirement, the employee must be required to accept the lodging in order to enable him/her to properly perform the duties of his/her employment.

44.1.2 Therefore, the Pinebrook Bible Conference-provided residence of an employee shall be subject to restrictions which shall uphold the integrity of Pinebrook's testimony before the Lord, to it's guests, employees, the Bible Fellowship Church body, the greater Christian community, and the general public.

44.1.3 Therefore, each residence shall be considered a benefit solely to the E.A.'d employee with D.O.O. approved inclusions of his/her spouse, and dependant children.

44.1.3.1 Although each individual can be assured that it is not the intent of Pinebrook to discourage friendships and /or courtships among it's staff, but rather to insure the integrity of proper and sound Christian testimonial ethics and witness in accordance with Section 38.1.2, individuals under contractual housing benefits are subject to non-

contested administrative denial for entrance and/or access to Pinebrook's employee housing facilities by individuals other than those specified under E.A. for said facility. This shall include, but not be limited to:

- 44.1.3.1.1 Friends
- 44.1.3.1.2 Family
- 44.1.3.1.3 Acquaintances
- 44.1.3.1.4 Past employees
- 44.1.3.1.5 Premarital Courtships

44.2 Housing is supplied to many of it's employees as a benefit privilege, but Pinebrook holds no responsibility to provide such housing, above and beyond it's agreement with each affected employee, on an annual contractual basis.

44.3 Pinebrook shall assume the responsibility of maintaining the dwelling place of individuals whom are beneficiaries of it's housing privilege including, but not limited to, the following:

- 44.3.1 Heating equipment.
- 44.3.2 Electrical circuitry.
- 44.3.3 Potable water.
- 44.3.4 Waste water.
- 44.3.5 Structural soundness.
- 44.3.6 Roofing.
- 44.3.7 Air conditioning (if supplied by Pinebrook).
- 44.3.8 Pest control.
- 44.3.9 Items deemed repairable and/or replaceable as a result of "normal" wear and tear.
- 44.3.10 Pinebrook approved exterior structures.
- 44.3.11 Pinebrook approved exterior lighting.
- 44.3.12 Other items as approved by the D.O.O..

44.4 Any non-emergency work or desired renovations to be done in a Pinebrook residence must be requested by the residing employee for approval by the D.O.O..

44.5 Each individual is responsible for snow removal from sidewalks or other walkways of their individual residence.

44.6 Pinebrook appreciates assistance in the maintenance of lawns around individual residences, however, Pinebrook will maintain, as second priority, lawns of individual residences.

44.7 Pinebrook will maintain conference grounds flower beds. Other residential or staff flower beds are the responsibility of those who have installed them.

44.8 Termination of an employee, whether by Pinebrook or by the employee, whose E.A. states Housing Privileges, will result in the simultaneous dissolving of the Housing Privilege agreement.

44.9 Employees are required to maintain the interior and exterior of the dwelling place offered to them, in-so-much as to assure that the wear

- and tear of said premises are in relation to “normal” wear and tear.
- 44.9.1 Gross negligent actions and/or intentional destruction of the property may result, by action of the D.O.O., in requiring compensation for repairs.

45 **CONCESSION DISCOUNTS**

- 45.1.1 All permanent full-time and part-time staff members shall receive a 25% discount at all Pinebrook concessions, excluding the vending machines.
- 45.1.2 All temporary staff members, former Directors, current members of the Pinebrook Board, Bible Fellowship Church pastors and missionaries supported by the Bible Fellowship Church may receive a 10% discount at all concessions, excluding the vending machines.
- 45.1.3 All summer temporary staff (Sr. & Jr.) shall receive a 25% discount at all Pinebrook concessions except for vending machines.
- 45.1.4 Summer temporary staff employee concession discounts may be changed at the discretion of the D.O.O.

46 **SWIMMING POOLS**

- 46.1 Employees have use of either the indoor or outdoor swimming pool by gaining approval of the D.O.O. and/or D.O.M.
- 46.2 A certified lifeguard must be present unless approved by the D.O.O. and/or the D.O.M.
- 46.3 Persons other than Pinebrook staff shall be subject to approval by the D.O.O.
- 46.4 Written statement of intent to use the pool must be submitted to the Maintenance Manager.
- 46.5 No individual may enter the water without another person in the pool area, who is not in the water, but is inside the fenced area of the outdoor pool and inside the room of the indoor pool.

47 **FOOD SERVICE FACILITIES**

- 47.1 Persons not assigned to work in the kitchen shall not loiter or hold conversation in the kitchen during the time of preparation and serving meals. This includes kitchen & dining hall staff, friends, family and children of all staff, previous staff and all guests.
- 47.2 The serving windows between the kitchen and dining room are used only to pass food and food requests. They shall not be used as a conversational meeting place for waitresses, bussing personnel, tray persons, dish washers and food preparation personnel.

- 47.3 The kitchen is OFF LIMITS, except for responsibilities including, but not limited to, operating hours of food preparation and serving guests and normal custodial or maintenance activities.
- 47.4 No staff member or any other person shall use the kitchen as a personal food preparation area including, but not limited to, personal meals, lunch and family gatherings.
- 47.5 Any specific exceptions to (Section [47.4](#)) will be permitted only through approval of the D.O.O. and the Food Service Manager.
- 47.6 The Snack Shop is OFF LIMITS during closed hours except for duties which include cleaning, preparation, and necessary maintenance activities. Any other use must be approved by the D.O.O. and/or the D.O.M.

48 **FOOD PRIVILEGE**

- 48.1 Full-time employees, spouses, and dependants less than 18 years of age are offered the privilege of eating meals in the dining hall only when meals are served to guests. (Sections [47.4](#) and [53.5.1](#))
- 48.2 Full-time employees are extended the privilege of inviting the following to eat in the dining hall at a rate of 50% off the normal meal rate, only when meals are served to guests:
- 48.2.1 Full-time employee’s dependants over eighteen (18) years of age unless qualifying for the exception(s) set forth in section 48.2.1.1.
- 48.2.1.1 Exception (Where a dependant exceeding eighteen (18) years of age shall be entitled to meals as described in section 48.1): The dependant is determined to be a full-time resident of the parent’s household and is deemed to be a full-time student.
- 48.2.2 Parents and/or grandparents, and/or non-dependant grandchildren who are temporarily residing with the full-time employee.
- 48.3 Banquets assume the following exemptions from the description of (Section [48.2](#)).
- 48.3.1 Full-time employees, spouses and dependants less than 18 years of age are permitted to partake of a banquet when served to the staff.
- 48.3.2 Dependants over 18 years of age and/or parents and/or grandparents and/or non-dependant grandchildren who are temporarily residing with the full-time employee shall be required to partake of a banquet during the regular guest serving-time and shall be required to pay the full rate.
- 48.3.3 Full-time employees, spouses and dependants less than 18 years of age, who are not scheduled to work in the service of the banquet, are eligible to partake in the banquet during the scheduled guest serving, but are required to assume a 50% payment of the meal per person in proportion to the guest-meal price.

- 48.3.4 Persons who are not current full-time employees and are not scheduled to work in serving, shall pay the full banquet rate and be required to make reservations in the same way as the general public.
- 48.4 Persons including, but not limited to, other relatives or personal friends shall pay regular meal rates for all meals.
- 48.5 Part-time employees have meal privileges of eating in the dining hall when meals are served to guests on any day that the employee has been scheduled to work.
- 48.6 Part-time employee meal privileges do not apply to any other persons, including, but not limited to, family members or friends of that employee.
- 48.7 All staff will be normally served at a separate time than the guests.
- 48.8 All staff will be served only during the first ten (10) minutes of the allotted meal period.
- 48.9 All staff must be done and clear the dining room fifteen (15) minutes prior to the doors being opened to the guests.
- 48.10 Special guest-service requests may demand changes to the start and finish of meal times.

49 **LEFTOVER FOODS**

- 49.1 It is the responsibility of the Food Service Manager to make prudent use of all food products and their leftovers.
- 49.2 The Food Service Manager shall disperse leftover food in the following prioritized sequence:
 - 49.2.1 Save and reuse everything legitimately possible
 - 49.2.2 Disperse to full-time employees on a single day (normally Sunday)
 - 49.2.3 Disperse to part-time employees on a single day (normally Sunday)
 - 49.2.4 Disperse to any others on a single day (normally Sunday)

50 **LODGING FACILITIES**

- 50.1 Any full-time employee who may need lodging for visiting relatives or friends during a time other than summer conference or other Pinebrook-planned retreats may request of the D.O.O. or the D.O.M. the use of Pinebrook's accommodations.
- 50.2 Requests as described in (Section [50.1](#)) may be approved when guests are here and also in the absence of guests.

- 50.3 Pinebrook reserves the right to charge a nominal fee not to exceed 50% of the highest established current ala Carte Retreat Rate for regular guests for such requests as described and as established by the D.O.O.
- 50.3.1 The length of stay shall be limited at the discretion of the D.O.O.

51 **CHILD CARE / BABY SITTING**

- 51.1 Employees shall not supervise or baby sit their own children or anyone else's children during their regular work assignment.
- 51.2 Pinebrook does not offer child care for its employees.
- 51.3 Baby sitting during non-working hours is the responsibility of the parents and guardians involved.
- 51.4 The D.O.O. may, if necessary and deemed advantageous to Pinebrook, assign baby-sitting responsibilities to an employee as a part of their work assignment. Any other questionable or unique situations which may arise shall be decided by the D.O.O.

52 **ADMINISTRATIVE ISSUES**

- 52.1 The Pennsylvania Sales Tax exemption number issued to Pinebrook Bible Conference shall not be used by anyone for their personal use.
- 52.2 Pinebrook Bible Conference does not permit any employee or other person to use Pinebrook credit cards or accounts at any business organization for their own personal use.
- 52.3 Pinebrook Bible Conference shall not extend any type of credit to any employee.
- 52.4 External communication which relates to Pinebrook Bible Conference must contain the signature of the D.O.O. or have his consent, regardless of the "point of origin".
- 52.5 No employee of Pinebrook Bible Conference shall conduct a private business on the grounds of Pinebrook, unless it meets the following criteria:
 - 52.5.1 The business MAY:
 - 52.5.1.1 directly or indirectly benefit Pinebrook and/or her ministry.
 - 52.7.1.2 be called upon to deliver certain services to Pinebrook.

- 52.7.2 The business MAY NOT:
- 52.7.2.1 use Pinebrook property, publications, phone numbers or mailing address as an origin of advertisement or service location.
 - 52.7.2.2 use Pinebrook property to display signs and/or advertisements of any kind, for the public and/or guests.
 - 52.7.2.3 interfere with the normal operations of Pinebrook Bible Conference.
 - 52.7.2.4 hinder the effectiveness, efficiency, performance or any other aspect of the employees or operation of Pinebrook.
 - 52.7.2.5 be in question of conflict with the purpose and bylaws of Pinebrook.
 - 52.7.2.6 direct any calls and/or correspondence through Pinebrook's phone system, mail system, or any other media which may be deemed a use of Pinebrook's resources and assets to assist in the function and development of such a business.
 - 52.7.2.7 use Pinebrook's facilities for a meeting place for such a business.
 - 52.7.3 any business as described in (Section [52.7](#)), must be in full knowledge of the D.O.O. and approved by the Pinebrook Board.
 - 52.8 Pinebrook's computers and all peripherals, plus all other equipment and supplies, are to be used exclusively for Pinebrook's business.
 - 52.8.1 Only approved employees shall be allowed in the offices to use Pinebrook's computers or other peripherals, unless used as an approved activity of Pinebrook's normal operation.
 - 52.8.2 Personal use is prohibited with the exception of permission granted by the D.O.O.
 - 52.9 Personal use of office equipment including but not limited to fax machines and copiers is prohibited by all employees unless approval is granted by the D.O.O or D.O.M.
 - 52.10 Permission granted for the use of Pinebrook's office equipment by the D.O.O. or D.O.M. for personal use will only be permitted with an agreement of payment from said employee in an amount equal to or greater than 10% more than Pinebrook's actual cost of such expense as established and posted by the D.O.O.
 - 52.10.1 Example of "10% Use Charge": If Pinebrook's cost is .12 for a copy, the employee will be required to pay an additional "10% Use Charge" above the .12 cost, rounded to the nearest penny.
 - 52.11 Pinebrook's company telephones shall not be used for any personal calls either local or long distance, unless specifically approved by the D.O.O.

- 52.12 Any approved personal calls made on Pinebrook's phones must be logged within 24 hours of the call on the appropriate form located in the administrative office including name of caller, number called, and the time of start and finish of the call.
- 52.13 Long distance calls will require payment of charged call amount plus 10% (Section [52.10.1](#)) immediately upon Pinebrook's receipt of the bill.
- 52.14 Reception of personal calls via Pinebrook's 1-800 and/or any other present or future toll-free phone numbers are not permitted, with the exception of an emergency or by approval from the D.O.O.
- 52.14.1 Reception of approved personal calls as described in (Section [52.14](#)) will require payment of the charged amount plus 10% (Section [52.10.1](#)) upon Pinebrook's receipt of the bill.
- 52.15 No company vehicle or equipment shall be used for private personal use or transportation, except as provided by the decision of the Pinebrook Board and / or the permission of the D.O.O.
- 52.16 Pinebrook's Administrative Offices are reserved for the business of Pinebrook.
- 52.16.1 Employees are not permitted to congregate in the administrative office and/or the reception areas.
- 52.16.2 Business related phone calls and other business activities are to be conducted in their appropriate departmental offices or areas.

53 **MONEYS RECEIVED / COMPANY PURCHASES**

- 53.1 Any staff member that is involved with the collection or receiving of money of any type is fully accountable to assure its security by the exercise of integrity and accuracy.
- 53.2 All monies shall be properly secured by locking it in the register, file safe, or company safe, as instructed by the D.O.O.
- 53.3 All credits or "buying power" credits, such as Food Show credits and/or rebates of any kind, shall be allocated solely to Pinebrook's accounts or to the most benefit of Pinebrook Bible Conference.
- 53.4 Petty cash is to be used only in an extreme emergency with approval by the D.O.O.
- 53.5 Pinebrook will not cash personal and/or payroll checks of any individual employee or other personnel, with the exception indicated in (Sections [53.5.1](#)).

- 53.5.1 Pinebrook's Financial Officer may cash payroll checks for Summer Conference Jr. Staff members as per the approval of the D.O.O.
- 53.6 Purchases by an employee on behalf of Pinebrook is a privilege, which requires that the employee be authorized by the D.O.O.
- 53.6.1 Purchasing privileges may be withdrawn and/or revoked from an employee at any time, at the discretion of the D.O.O.
- 53.7 Purchases shall only be made under the following stipulations:
 - 53.7.1 the purchase shall be approved by the D.O.O.
 - 53.7.2 the purchase shall be solely for the purpose of meeting the operating needs of Pinebrook.
 - 53.7.3 purchases shall meet the qualifications including but not limited to any stipulations pertaining to one or all sections of this publication and the direction and/or discretion of the D.O.O.
- 53.8 Abuse of this privilege shall result in a termination of the purchasing authorization and could result in employment termination.
- 53.9 Purchases required through vendors with which Pinebrook has no established account, or who do not permit 30-day (or greater) terms, shall be planned in such a way as to allow a Pinebrook check to be cut on its normal day of printing; and should be coordinated with the Financial Officer.
- 53.10 Blank checks shall not be issued to any employee for purchases of any kind.
- 53.11 Employees are required to have an itemized purchase order with a total amount due upon receipt and the Financial Officer and/or the D.O.O.'s approval to receive a Pinebrook check for purchases from any vendor with which Pinebrook has no established account or does not offer 30-day terms.
- 53.12 All purchases require a receipt to be submitted to the Financial Officer from the vendor, supplier, or any other organization or person from who material, products, produce, services has been purchased.
- 53.13 Employees who cannot meet the criteria of (Section [52.9](#)) may purchase approved Pinebrook-related items via personal check, cash, debit card and/or credit cards with entitlement for full reimbursement with a required receipt.

- 53.14 Employees who purchase approved items as described in (Sections [53.11](#) and [53.12](#)) shall provide and submit the required receipt of such purchase and subsequently shall be reimbursed by check from Pinebrook during the following week from when the required receipt of purchase has been submitted.
- 53.15 Required receipts submitted for reimbursement and received on or after the normal day of check printing of any given week shall be paid the following check-printing day.

