



678-754-7700
P.O. Box 115028
Atlanta, GA 30310

The Luke Project - Personnel Policy for Employees and Contract Workers

We are very excited and pleased you have decided to obey God's call on your life. The Luke Project will provide an excellent opportunity to position you to trust God, allowing Him to work in you and through you in a mighty way. We will face challenges, celebrate success and in both I look forward to God's hand of favor on us each and every day. Please keep Jesus #1 as you move forward in serving with the staff of The Luke Project.

My prayer for our team, children and volunteers is that all of us walk in purity, humility, integrity, generosity and obedience. May we seek Jesus and be more like Him everyday as we rest and abide in Him.

The purpose of the following information is to guide your course of employment. **This personnel policy sets various guardrails for your employment with The Luke Project, Inc. The following guardrails will protect the rhythm of the organization and lay the foundation for effectiveness as we carry out our tax-exempt purpose as a 501-C3 corporation.** The goal of The Luke Project, Inc. in relation to retention, growth, and productivity and employee and or contract worker satisfaction is to provide a work environment conducive to meeting the goals and objectives of the organization while enhancing personal and professional growth.

Note: The Luke Project, Inc. has two classifications for employee and or contract workers: Full Time – Exempt or Part Time – Hourly being either an employee or contract worker.

- **Job hours** – You will receive a work schedule **one week in advance, when possible, that may be altered in the event of an illness, emergency or special situation.** You will receive two paychecks per month via Direct Pay or Direct Deposit for the hours worked to date. Employee and or contract workers will submit a Monday Map on Monday and a Weekly Report at the close of business on Friday providing a project status via e-mail to your supervisor.
- **After Hour Work** – Part Time / Hourly Employee and or contract workers will only work on scheduled days during scheduled hours on scheduled assignments / projects.
- **Home Office** – All employees and or contract workers will be required to work from your home office as required and will need a fully functional home office (Fax, Computer, Printer, Desk, Chair, Phone, Head Set, etc...)
- **Sick Time / Family Emergency** – Any employee and or contract worker who is not feeling well or believes the children's health or the health of the staff may be impacted by their illness must call their supervisor before 8:00 a.m. each day that they will not be able to work. Long term illness, disability or other issues will be addressed on a case by case basis by your supervisor. In regards to non-contagious conditions we request that every effort be made to attend work as required. In the event of a family medical emergency involving immediate family members The Luke Project, Inc. allows up to 3 days of unpaid leave for hourly and paid leave if on salary per year per incident at the discretion of your immediate supervisor. In the event the death of an immediate family member occurs The Luke Project, Inc. allows up to 5 days of unpaid leave per year per incident for hourly and paid leave if on salary at the discretion of your immediate supervisor.
- **Holidays** – Thanksgiving, Christmas Day, New Years Day (Except Winter Camp), Memorial Day, July 4th and Labor Day are official holidays. If a holiday falls on the weekend every effort will be made to extend the holiday to the preceding Friday or following Monday if The Luke Project's program calendar permits. Note: Part Time / Hourly employee and or contract workers are not paid for Holidays.
- **Vacation** – Does not apply to hourly employees and or contract workers. Exempt employees and or contract workers may request up to two weeks of vacation every calendar year. Send an email to your supervisor two weeks before the first day of your planned vacation for approval.
- **Phone calls, doctor visits, and personal appointments** – All appointments, when possible, should be conducted during non-working hours. Example: Friday for LukeCamp or another day, not Friday, for LukeSports



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- **Request for information, money, LukeCash, material goods, etc.** – Do not give money to “pan handlers” or anyone else including parents. Only give information to parents and volunteers about children with permission and as required. Send those seeking assistance to your supervisor.
- **The Luke Project, Inc.** – Business property must be returned to The Luke Project, Inc. with normal wear and tear only no later than two weeks before your last day on the job. If employee and or contract worker fails to return office equipment, computers, etc. and or use company items for any use other than company business resulting in a loss to The Luke Project, Inc. the employee and or contract worker may replace the item with funds from a personal check made payable to The Luke Project, Inc. and or they will be required to work off the amount required to replace / repair the missing items or The Luke Project, Inc. reserves the right to deduct the amount necessary to replace or repair the missing items from your next paycheck and or your last paycheck.
- **Asset Inventory Sheet** – Every employee is responsible for keeping an inventory of the company assets in their possession and for submitting this sheet via email every time a new asset is provided to the employee.
- **Privacy and Use Statement** – Salary, Corporate Finances, Conversations with Parents, Staff Meeting Minutes and other information that requires privacy needs to be handled as private. All property owned and or in the possession of The Luke Project must be used for the intended purpose in keeping with the overall mission of The Luke Project, Inc.
- **Correspondence** – The Luke Project letter head, business cards, thank you notes, phone numbers, mailing address, web page, photos, files, video, etc. can only be used to further the mission of The Luke Project, Inc.
- **Employee and or Contract Worker Handbook** – Please refer to the employee and or contract worker handbook for details and clarification as required or reference individual documents provided by your supervisor.
- **Exempt vs. Part Time / Hourly Employee and or Contract Worker** – Exempt employees, part time employees or contract workers are paid a salary or hourly wage. See Labor Agreement and or ClockSpot for details.
- **Salary, Fundraising and Accountability** - Due to the unique nature mandated by law and the IRS a 501 - C3 receives donations from numerous sources. Note: Any funds raised by an employee and or contract worker of The Luke Project, Inc. for The Luke Project, Inc. must be used for and by The Luke Project, Inc. for the tax-exempt purpose for which it was established. If an employee and or contract worker should leave The Luke Project, Inc. all funds raised to date as an employee and or contract worker that are received at a later date or otherwise must remain with The Luke Project, Inc. Salary Disbursement(s) will be distributed in bi-monthly checks via Direct Pay or Direct Deposit and salary advances will not be issued. Hourly employee and or contract workers will only be paid for scheduled and or approved hours worked. All employee and or contract workers will receive a Direct Pay or Direct Deposit payment from The Luke Project. New full time and or part time employees will need to complete the new hire packet as required.
- **Benefits** – The Luke Project, Inc. does not offer benefits such as retirement programs, severance packages, life insurance, disability insurance or health insurance for exempt employees, contract workers or hourly / part time employees.
- **Continuation of Work Clause** - Due to the critical nature of our work; projects and work assignments cannot remain in a state that would negatively impact the goals and objectives of The Luke Project, Inc. Timeliness of completion is essential. Therefore, projects may be initiated by an exempt employee and or contract worker but completed by an hourly employee and or contract worker. Projects may be initiated by an hourly employee and or contract worker and completed by an exempt employee and or contract worker, etc... All employee and or contract workers recognize the importance of documenting, scheduling, organizing and preparing work assignments in such a way that another employee and or contract worker could easily pick up where another employee and or contract worker left off. Please use best practices and follow the employee and or contract worker handbook and or the directives of your immediate supervisor. TEAM accomplishes more than one...



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- **Employee and or Contract Worker Behavior Guidelines** - The Luke Project expects its employee and or contract workers to uphold Biblical standards and principles. These standards and principles are exemplified in Colossians 3:1-17: "pursue things over which Christ presides." We ask that our staff commit to live free of inhalants, chemicals, tobacco products and alcohol while in the work environment. We also request that the staff abstain from the above items knowing the use prior to work or during work would impair an employee and or contract worker's ability to serve safely and effectively. We ask that the staff respect those with whom they are working, governing interaction with the opposite sex, volunteers, staff, interns, etc. so that all interaction is above reproach avoiding even the appearance of inappropriate behavior. All staff will refrain from participating in truth and dare games, practical jokes, pranks, trust games, etc. with the children and will maintain a posture of honesty to foster believability. Further, when an employee and or contract worker is first aware of an injury, van accident, spill, or other critical situation the employee and or contract worker must notify the acting supervisor immediately.
- **Non –Compete Clause** - During an Employee and or contract worker's employment and for (24) consecutive months immediately following the termination of an Employee and or contract worker's labor agreement with The Luke Project, Inc. for any reason (whether voluntary or involuntary), the Employee and or contract worker agrees that he/she: (1) will not request, induce, or attempt to induce any Client to terminate its relationship with The Luke Project, Inc.; (2) will not attempt to hire, attempt to employ, attempt to associate in business with or successfully hire, employ or associate in business with any person employed by The Luke Project, Inc. or any person who has left the employ of The Luke Project, Inc. within the preceding (24) months, or discuss any potential employment or business association with such person, regardless of who initiates the discussion or how the person comes to the Employee and or contract worker's attention; (3) will not solicit, contact, perform or offer to perform any services similar to and or in competition with The Luke Project, Inc. to any client or other person, entity, school, team, strategic partner or business involved with The Luke Project, Inc. within the last (24) months including "new client prospects" without the express written approval from the President of The Luke Project, Inc.
- **Vehicle Use Policy** - Company vans, rentals or vehicles on loan may be used for company business only. All employee and or contract workers and passengers are required to wear a seat belt. When renting vehicles always secure full coverage and do not allow anyone to climb or place anything on the roof of the vehicle. When you have finished with the vehicle please remove personal articles and trash. When renting a van please confirm 24-hours in advance your rental agreement, the time your rental location closes and any special instructions. Staff members that carry children and or staff in their personal car are covered by company (TLP) insurance. If an employee and or contract worker decides to not accept payment for gas in lieu of payment for mileage for errands and prefers to request The Luke Project provide reimbursement for mileage they will be responsible for keeping a mileage log, submitting weekly reports as well as an expense report for mileage. ClockSpot, our clock-in / clock-out system will be used to log mileage, etc.
- **Social Media, Cell Phones, Email and Computers** - Employee and or contract workers need to monitor comments, online images, postings, video, blogs, site visits, etc. that would negatively impact the mission, branding or individuals served by The Luke Project, Inc. Company computers, if provided, are to be used for company business only. Email addresses need to use professional language and avoid email addresses like bigtime@yahoo.com. All employee and or contract workers must present a professional signature line representing The Luke Project, Inc. Cell phone usage needs to be limited while at work and updating social media sites and texting not related to The Luke Project, Inc. while at work is prohibited.
- **Building use policy** – Facilities utilized by The Luke Project, Inc. may only be used for official company business and must be secured according to the policy in place for each facility.
- **Work Associates** – Pets, children, nephews, nieces, friends, parents, relatives, etc. are not allowed in the work environment without written permission from your supervisor.



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- **Communication, Commitment and Attention to Detail - Focus** – **Communication** is the fuel that drives excellence in our organization. (24 hour response time on return calls and email – as texting is NOT an official vehicle for professional communication) **Commitment** is the foundation we build on for success. (Serve everyday until the program is complete) **Attention to detail and Focus** provides the excellence we need to Lead Urban Kids into Excellence.
- **Timeliness – Being on Time** in arriving for work assignments and for performing assigned work provides unity and keeps the staff on the same page while providing the consistency and professionalism required. Arriving 10-15 minutes before your posted start time is advised so you will be ready to begin work. Please clock in once you arrive and are inside the building / facility and clock out before exiting the building / facility. Late arrivals will result in verbal warning(s), written letter(s) of warning, \$25 deduction in weekly pay per occurrence and or job termination.
- **Physical Requirements** – Ability to lift 20-50 lbs. overhead on rare occasions when unloading supplies, climb multiple sets of stairs or bleachers on a regular basis, the ability to walk 2-3 miles on hiking trips, swim with 25+ kids, crawl in a cave for 2-3 hours, interact with program participants in 90'+/-heat for multiple hours. Every employee and or contract worker will be required to pass a physical fitness test consisting of a one mile walk under 17.5 minutes, light lifting 20-50 lb. coolers 10+ times and 20+ stair climbs. Passing the physical fitness test is a pre-hire requirement and all employees will be required to submit a personal fitness plan.
- **Expense Approval and Reimbursement** – Prior to making a purchase for The Luke Project, Inc. all employees are required to send an email to their supervisor outlining the proposed purchase and once the employee receives an email from their supervisor that the purchase has been approved the employee can make the purchase. When employee and or contract workers are given cash, check, credit card and or gift cards they are required to email receipts for all purchases on the next scheduled day of business. Employee and or contract workers are not permitted to spend funds for personal items and then replace the cash and or balance on a gift card, etc. All funds must be spent for the intended purpose and if receipts are not filed for the exact amount of the disbursement the employee and or contract worker may replace the funds with a personal check made payable to The Luke Project, Inc. and or they will be required to work off the balance due. Failure to comply will result in the balance due being subtracted from their next paycheck and or last paycheck.
- **Clock in – Clock out / Travel** – When traveling to an appointment to start the work day an employee and or contract worker would clock in upon arrival and clock out upon departure if the work day is over or stay on the clock if the employee and or contract worker is going to continue working or they will be heading to another work location. Employee and or contract workers are paid once they begin work but they are not paid to drive to work. If an employee and or contract worker leaves for a personal appointment they would need to clock out and clock back in once they return to the office and are ready to begin work. If an employee and or contract worker were asked to travel on a business trip the employee and or contract worker would clock in and clock out as required based on their supervisor's instructions.
- **Conflict of Interest** – Any activity, partnership, consultation, work relationship, part-time work, etc. that would compromise, delay or interrupt the flow, integrity, work or mission of The Luke Project, Inc. Example: When an employee and or contract worker works for a Luke Project client or customer they are not allowed to work for The Luke Project on the same day. Employee and or contract workers are not permitted to conduct seminars on how to run a sports league for charter schools, etc.
- **Pranks, Hazing, Truth or Dare Games** – All employee and or contract workers and volunteers are prohibited from participating in, creating, initiating, encouraging and or allowing pranks, truth or dare games and or acts of hazing to occur between children, campers, athletes, counselors, staff members, volunteers and or visitors.



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- **Staff, Volunteers and Family Relations** – Employee and or contract workers are not allowed to bring volunteers, friends, family members, etc. to work including nephews, nieces, etc. without written permission from your supervisor.
- **Ministry Agreement, Statement of Faith and Teaching** – I have read, signed and reviewed the Ministry Agreement. I understand that The Luke Project’s Statement of Faith and what I teach and share with the individuals I serve is the road map I will follow and support.
- **Termination or Change of Employment** – An employee and or contract worker may be terminated by their direct supervisor, Chairman of the Board or President, as required. Any consideration for termination will be in keeping with the laws of the State of Georgia.

An employee and or contract worker may be terminated according to the laws of the State of Georgia or for failure to satisfactorily meet job requirements outlined in employee and or contract worker’s detailed Job Description, for failure to follow the directive(s) of your supervisor and or for violation of one or more of the guidelines set forth by personnel policy documents, emails or employee handbooks.

Some of the most common areas that warrant attention are: Failure to report to work on time, Failure to turn in weekly report on time, Failure to follow instructions, Failure to turn in a lesson plan, Failure to deliver a project on time and or per instructions, Re-work on unfinished projects, Failure to Clock in and or Clock out as required or Failure to follow the directive(s) of your supervisor.

Job Termination or Change of Employment for Exempt Employees

- First Incident - Verbal Warning
- Second Incident - Written Warning
- Third Incident – Final Written Warning
- Fourth Incident – Immediate Job Termination

- 1.) The Luke Project, Inc. receives a letter or e-mail expressing an employee’s desire to resignation.
- 2.) The immediate supervisor receives communication that the employee and or contract worker desires to seek employment with another company.
- 3.) The temporary and or seasonal nature of your position has expired. Example: Summer Camp has come to a conclusion; LukeSports Flag Football has come to a conclusion, etc...

I _____ have read and fully understand the guidelines for my employment with The Luke Project, Inc. A representative from The Luke Project has reviewed the personnel policy with me and answered my questions. My signature represents my support and agreement to work in accordance with the written and verbal guidelines given to me by my supervisor.

Employee - Signed: _____ / Date: _____
(I have initialed each page)

Employee and or contract worker – Yes, My supervisor reviewed the personnel policy with me.

Employer - Signed: _____ / Date: _____
(I have initialed each page)

Supervisor – Yes, I reviewed the personnel policy with the employee and or contract worker.