



HARVEST

CHRISTIAN ACADEMY

Staff Handbook
2022-2023

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This staff handbook is designed to give general policies and principles to help us be unified and coordinated as a team. The policies provide our team with a consistent foundation for our diverse and complex ministry lives. Working in Harvest Ministries is a great privilege and responsibility. It is not merely a job. Since each co-laborer is a representation of Harvest both on and off the campus, there is a high level of accountability. We want to create an environment where we all grow together to be more like Jesus Christ.

Harvest's leadership passionately desires to see every staff member living life as genuine disciples, demonstrating complete devotion to Jesus.

The Basics:

There are a few non-negotiables for all Harvest team members. These principles serve as protective boundaries for each person who works at Harvest. They are also great principles for the Christian life, no matter where you work or live. To serve at Harvest, each team member commits to the following:

1. **Belief:** I agree with our Statement of Faith and commit to follow the lifestyle expectations that we have for ministry staff.
2. **Leadership:** I will respect Jesus as the Head of the church and Pastors as His assigned overseers and ministry leaders (1 Thess. 5:12-13; Heb. 13:7; 1 Cor. 16:16; 1 Tim. 5:17).
3. **Communication:** I will refuse to take part in gossip and will direct people to handle complaints against others biblically, taking their feelings to the source. I will strive to maintain the unity of Harvest Baptist Church (Col 3:12-13; Eph. 4:1-3; 1 Tim. 3:11).
4. **Hospitality:** I will invite the unchurched to attend and consider myself a greeter and guide at all times, warmly welcoming newcomers (Matt. 28:18-20).

5. Church: I will attend weekend and midweek services faithfully and support and promote the various ministries of Harvest Baptist Church (Heb. 10:25).
6. Giving: I will be fully invested, regularly giving my income to Harvest Baptist Church as God leads (2 Cor. 8-9).
7. Substances: My walk will reflect a biblical lifestyle. I will not partake of alcohol or tobacco. I will walk free from slavery to alcohol and drugs (illegal and prescription drugs alike). I will be careful not to be a stumbling block to others and will guard my personal testimony (Eph. 5:18; Romans 14).
8. Marriage: I will hold my marriage as a higher priority than my ministry and cultivate oneness with my spouse and unity at home (Eph. 5:18-6:4; Heb. 13:4; 1 Tim. 3:4, 12).
9. Purity: I will be sexually pure, abstaining from any pornography and avoiding any situation that might lead to an inappropriate physical or emotional relationship. (1 Thess. 4:3-8).
10. Accountability: If I find myself struggling with personal sin, I will seek help, be accountable, and commit to recovery (1 Cor. 5:1-13).
11. Ministry: I will use my gifts in regular ministries of Harvest Baptist Church (unless given permission to join another likeminded Church by Administration), understanding that God has equipped me for service in His church. (I Corinthians 12).

These are the basis for a staff member's commitment to one's leaders, fellow staff members, and the Lord. A breach of these commitments may result in a loss of opportunity to serve on staff at Harvest Ministries.

REQUIREMENTS FOR EMPLOYMENT

To help maintain the focus of the ministry, we have set some necessary salvation and church membership requirements for our employees:

Every staff member must be born again, Scripturally baptized, and a member of Harvest Baptist Church (see #11, page 4).

Every staff member must be a firm believer in the fundamentals of the faith as outlined in the booklet, “Church Covenant, Constitution and By-laws” of Harvest Baptist Church (available on www.hbcguam.org).

We anticipate staff members will attend the regularly scheduled church services, including Sunday school. Also, we encourage staff members to set the example in areas of Christian service by being involved in at least one church ministry and by being faithful in church activities.

FACULTY/STAFF RELATIONS

RELATIONSHIPS WITH HBBC STUDENTS

The staff is encouraged to develop edifying relationships with our HBBC students, but maintain appropriate staff to student separation. Consider that the purpose of Harvest Baptist Bible College is to train Micronesians to reach Micronesians for the cause of Christ.

Staff members are not to date HBBC students. Relationships between HBC/HCA staff, HBBC students, and Graduate Assistants, should be conducted in a friendly, but professional manner at all times. HBBC students need fellowship, and we encourage our staff to be involved in their lives. All gatherings of HBC/HCA staff and HBBC students should be in either a mixed group or one of the same gender. Staff members should not spend

time in the HBBC dorms, nor students in staff apartments, without HBBC leadership approval. Should you have any questions, please see a member of the HBBC leadership.

RELATIONSHIPS WITH HCA STUDENTS AND THEIR FAMILIES

Dating relationships with HCA students or parents of students are prohibited. Visiting in the homes of students is encouraged where appropriate, but should be kept on a professional basis and only with parental permission. If you are visiting in a student's home, make sure you are not there alone with the parent of the opposite sex or alone with a student. Transportation of students should not be given without parental permission. Remember when transporting students, you are not to be alone with a student of the opposite sex, however young the child may be.

Tutoring at school should be done in highly visible areas only, to avoid the appearance of impropriety.

It is imperative that you maintain a proper testimony as well as a professional relationship. Students should use Mr., Mrs., Miss, Coach, etc. when addressing staff at school.

Before planning an off-campus event, please get advice from a principal regarding permission, transportation, and communication.

Faculty and staff must be very conscious of how they interact with students. While a hug at the preschool and lower elementary level is much needed, touching at the upper elementary and junior/senior high level must be very guarded. Inappropriate behavior, including kissing, groping, fondling, petting, cornering, spanking, pinching, and stalking, will result in immediate dismissal.

We encourage our staff to build relationships with students, but caution must be used with social media, etc. When you come across inappropriate/offensive entries or pictures, please follow these general guidelines:

1. If you know the student, send them a private message and encourage them to consider what they are doing.
2. Depending on the nature of the post/picture, contact the Discipline Council or your principal. If possible, print a copy of the inappropriate material.
3. If there is a threat to another student, staff member, or generally to Harvest Ministries, contact your principal immediately.

Single staff members should not spend the night in the home where a high school/college age student of the opposite sex is present.

BULLYING, HARASSMENT AND INTIMIDATION POLICY

Harvest Ministries believes that all individuals should be allowed to learn and work in an environment free from harassment of any nature – verbal, physical, sexual, racial, or otherwise. Such harassment will not be tolerated and should be reported to the Administration immediately.

Staff who are accused of bullying or harassment will meet with the Administration. Depending on the situation, a staff member may be subject to a warning or a suspension until the situation has been cleared. If the situation merits, the Administration may refer it to the appropriate authorities where the staff member may risk arrest and/or prosecution.

Bullying, harassment, and intimidation are evidenced by repeated physical, verbal or emotional abuse towards a victim that produces fear, harm or damage. Harassment may include but is not limited to sexual or racial abuse. Bullying, harassment, and intimidation may take various forms: **Verbal** (name calling, put downs, racist remarks, threats, spreading rumors, sending inappropriate [violent, sexual, malicious, etc.] notes, pictures, cyberbullying, or messaging) **Physical** (pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making rude

gestures, initiating or forcing inappropriate touching, etc.), or **Psychological** (acts that instill a sense of fear or anxiety, etc.).

RELATIONSHIPS WITH EACH OTHER

Staff relationships must represent the testimony of growing, followers of Christ. A pure reputation is essential.

Overnight Guests in Residences

When entertaining off-island guests, members of the opposite sex should not stay with single staff members (even when there are two or more in an apartment) unless they are one of the staff members' immediate family.

Dating Staff

In addition to the guidelines mentioned above, dating couples should refrain from staying in residences (even with a third person present) after midnight. For your testimony, we ask that you use great caution with physical contact in public as well as in private.

DRESS

We encourage our staff to develop personal guidelines for clothing outside of the school/church environment. Principles of modesty (I Tim. 2:9-10), deference (Romans 12:10), and glorifying God (I Corinthians 6:19-20, 10:31) should govern our decisions. Personal guidelines for dress should be similar to ministry standards. We ask that all staff maintain a professional and appropriate appearance, regardless of job assignment. Men and women should not wear attire that is excessively tight and form-fitting.

"Island Professional" is the established dress standard for men and women. Below are guidelines that all employees should follow while at work or at Harvest related activities (on or off campus).

LADIES' DRESS

Work Dress

Island Professional dress for ladies includes pants, skirts, and dresses. Skirts and dresses should come to the middle of the knee (including any slit). Pants should be modest, loose-fitting, and dressy. Island Professional style pants are defined as dress pants, slacks, and khakis style pants.

Tops, blouses, or dresses should have full underarm coverage, a full shoulder line of at least 2", and a modest neckline, both in front and back. Undergarment straps should not be visible. If leggings are worn, a knee-length dress must be worn over the top.

Shoes should be professional as well. Sandals are permitted.

Harvest strives to display an elevated level of professionalism for parent orientation, parent conferences, awards programs, baccalaureate, and graduation. Ladies should wear dress pants, nice dress or blouse/skirt, and dress shoes.

P.E. teachers, Extended Care workers, and staff in some operational positions may wear athletic pants or long shorts to the top of the knee. Tops must have full underarm coverage, a full shoulder line of at least 2", and a modest neckline, both in front and back. Undergarment straps should not be visible. The overall appearance should be professional. This attire is also acceptable for Spirit Week, field trips, special outside class activities, attendance at athletic functions, and work times with students on/off-campus.

Casual/Recreational Dress

Please dress modestly and appropriately when not at work and out in public.

Swimming/Beach Dress

A colored t-shirt or tank top and mid-thigh shorts are to be worn when you are swimming at a school or church-sponsored activity

with a mixed-gender group, or at an event where you represent Harvest in your attendance.

MEN'S DRESS

Work Dress

Island Professional dress for men includes a collared shirt and pants. Island Professional style pants are defined as dress pants, slacks, and khakis style pants.

Haircuts must be kept neat with no hair touching the ear or collar. Beards, goatees, mustaches, etc. must be tidy. Shoes should be business casual.

Harvest strives to display an elevated level of professionalism for parent orientation, parent conferences, awards programs, baccalaureate, and graduation. Men should wear a dress shirt, dress pants, and dress shoes.

P.E. teachers, Extended Care workers, and staff in some operational positions may wear shirts without collars and may also wear long shorts or athletic pants. The overall appearance should be professional. This attire is also acceptable for Spirit Week, field trips, special outside class activities, attendance at athletic functions, and work times with students on/off-campus.

Managers will determine the appropriate dress for operational areas.

Casual/Recreational Dress

When using the Harvest gym, court or ball field, men should wear a shirt.

Swimming/Beach Dress

Men must wear a t-shirt or tank top along with their swimsuit when swimming at a school or church-sponsored event with a mixed-

gender group, or at an activity in which you represent Harvest in your attendance.

IF THERE IS A MATTER NOT COVERED IN THESE GUIDELINES, PLEASE ASK YOUR SUPERVISOR FOR CLARIFICATION.

ENTERTAINMENT/RECREATION

MUSIC

Below are the Core Values for worship that we have for our church music ministry:

1. God-Centeredness (Colossians 1:18)

We attempt to put the highest priority on seeing God for who He is in our worship services. We want our thoughts and attention to be drawn to Him and Him alone. We aim to glorify God by making Him the focus of our prayers, songs, words, and fellowship.

2. Expectant Heart (Psalm 95:6)

We come together as a body, having worshipped God alone throughout the week, with a hunger and thirst for His presence. It is something we cannot wait for as we come together every Sunday morning, evening, and Wednesday.

3. Word-Driven and Christ-Centered (Colossians 3:16)

Because we believe that the way God speaks to us and how the Spirit works is through His Word, everything we do should be conformed to the truth of the Word: singing, praying, and preaching.

4. Mind and Heart (Mark 12:30)

Our worship should be characterized by deep, strong, and real emotions toward God, which are not fake or manufactured. It is only through an authentic understanding and experience of God and His Word, through faith, that we can genuinely worship God. It is our goal to “sing and pray with understanding” as our hearts are drawn to Him.

5. Earnest and Authentic (I Chronicles 16:29)

We will avoid being flippant, superficial, or complacent, but try to tie in the weightiness of our worship with the same weightiness of emotions (reverence, passion, adoration, brokenness, joy, and celebration). We do not pursue attention through performance but an atmosphere of humble service along with a personal and corporate encounter with God and His Word. The desire is for there to be no hypocrisy, deceit, or pretense, but genuineness in all areas.

6. Undistracting Excellence (Psalm 33:3)

Our goal is to sing, play, pray, read, and preach in a way that people's attention will be drawn toward, and not away from, God and His truth. Representing Jesus will naturally allow the truth and beauty of God to shine through.

7. A Mix of Historic and Current Music (Ephesians 5:19)

We believe that there are affections to God that different tunes and texts and even genres may draw out of us more than others. We will strive to defer to one another without exalting our own tastes as the standard of appropriateness, yet keeping within our core values.

Every believer is held accountable to God alone for his private music standards (2 Corinthians 5:9-11). However, we also believe that each person should use this "freedom" to demonstrate love for another (Galatians 5:13). In light of this, staff members should demonstrate special care in their music choices when listening in the presence of other staff, students and their families. Out of love for others, the listener should consider the standards of others, or our testimony to an unsaved person, so as not to "grieve" a brother or cause someone to "stumble" (Romans 14:15, 19).

While in the classroom or at your place of ministry on campus, we ask that the music you listen to be that which falls in line with the style of music used in our church and radio station.

MOVIES AND VIDEOS

If you chose to go to the theater, we are asking our ministry staff only to attend movies that are "family friendly." Also, please keep in mind that our HBBC students are not allowed to attend the theater. Please be sensitive to the HBBC students as well as HCA students, staff and church members by being an example of making entertainment choices that are consistent with a godly life. Staff should use much discretion with movies/TV shows of all ratings. Staff members should always maintain the most conservative position when entertaining HBBC or HCA students. Teachers should never show an R-rated movie in the classroom,

and most PG-13 films are also not appropriate for the classroom setting.

If you have a video streaming service like Hulu, Netflix, Amazon Prime, or Xbox Video, please practice biblical discernment, and Christian values when selecting entertainment. Please establish some form of accountability with your roommates, friends, or family to protect your heart and mind from the dangers of unaccountable entertainment.

ENTERTAINMENT

Staff should not be attending the following or similar entertainment locations: rock concerts, dance clubs, bars, places that encourage a bar-like atmosphere, etc. As we develop relationships with many of our school and church families, there may be opportunities to attend private parties. Many times there will be alcohol, or other questionable activities, and staff need to be vigilant to maintain a good testimony.

SOCIAL MEDIA

Your presence online through social media is in large part a public one; what you post or publish may be viewed by your coworkers, students, and their parents. Therefore, we ask that you only publish or post pictures and statements that would be encouraging and appropriate.

VACATION AND LEAVE POLICY

Please make sure that you are following the work times for your department. If you need to leave campus for short periods during free times, please contact your supervisor.

When it becomes necessary to miss a partial or whole day of work, the staff member should notify his supervisor in advance. Doctor's appointments should be made after school hours. If not possible, a portion of the day will count against your sick days.

Harvest Ministries entitles each full-time 12-month staff member to an annual number of paid vacation days as per contractual agreement.

The employee is required to submit his/her vacation request to his/her supervisor no later than 30 days before the requested vacation date for approval. Approval will be given at the discretion of the supervisor based on timing and workload.

The employee must utilize annual paid vacation days before the end of each contract year (for example: if the contract begins August 1, the employee must use yearly vacation days sometime between August 1 and July 31). Unused vacation days will not accrue to the following year unless used within 60 days and approved by the Administration. At the end of the contract year, any unused vacation days will be lost and cannot be “cashed out.”

If an employee does not fulfill his/her contract and leaves before the ending date, Harvest will deduct the used vacation days from the employee’s final paycheck.

If a holiday occurs during the requested vacation period, the employee will be granted one additional day of vacation. When a holiday falls on the weekend, the Administration will determine whether the Friday before or Monday after will become a day off. Holidays observed by Harvest are as follows:

- Independence Day
- Liberation Day
- Labor Day
- Columbus Day
- Veterans’ Day
- Thanksgiving (including the day after)
- Christmas Day (including the day before)
- New Year’s Day (including the day before)
- Martin Luther King Jr. Day
- Presidents’ Day

- Chamorro Heritage (formerly Discovery) Day
- Good Friday
- Memorial Day

Christmas holiday break begins after the last staff meeting on the last day of school in December and goes until the night before the teacher in-service begins. While all teachers can usually expect to take that time off, operational and administrative staff members still have roles and responsibilities that carry on throughout the holiday break. This time will likely be a lighter schedule, but the objectives of the department must be accomplished during that time and, if vacation is requested during this time, all days will be counted as vacation days. When approving vacation time, each supervisor must consider appropriate coverage of work in the department.

Spring Break – Teachers are not required to come into work during their Spring Break unless informed otherwise. Operational and administrative staff should plan to complete the work objectives during Spring Break unless notified otherwise.

Non-holiday school days off do not apply to operational or administrative staff.

Each full-time staff member is entitled to 3 sick days, and 2 personal days (which may be used as sick days if needed).

The employee is required to inform his/her supervisor as soon as possible when he/she will be taking a sick day. Personal day requests must be submitted to his/her supervisor no later than two days before the requested day off for approval.

If 3 or more consecutive sick leave days are utilized, then the employee is required to provide a doctor's note.

Sick and personal days must be utilized before the end of the contract year. (For example: if the contract begins August 1, sick

and personal days must be used sometime between August 1 and July 31.) Unused sick or personal days will not accrue to the following year. At the end of your contract year, any unused sick or personal days will be lost and cannot be “cashed out.”

OFF-ISLAND TRAVEL

When traveling off-island, please notify your supervisor and be sure to leave contact information. Please be aware that you continue to represent Harvest Ministries whether on or off-island.

PERSONAL MEDICAL LEAVE

Each full-time and part-time contracted staff member will be allowed personal medical leave for personal sickness or sickness of immediate family members in the home (children, parents, spouse). Vacation leave may be used (if applicable) or unpaid leave will apply. The procedure for applying for this leave should begin with your supervisor who will notify the Human Resource (HR) Department to determine eligibility.

BEREAVEMENT LEAVE

Each full-time and part-time contracted staff member will be granted 5 bereavement leave days for the death of the employee’s spouse, parents, child, brother, sister, parents-in-law, step children, step parents, step brother, step sister, son-in-law, daughter-in-law, or employee’s grandparents.

STANDARD MILITARY LEAVE

Any staff member who is also a U.S. reservist must be conscious of his ministry here at Harvest Ministries. For usage of sick leave and vacation to help defray the costs of deployment, see your supervisor who will work out these issues on a case-by-case basis. If deployment occurs during the school year, the staff member must abide by the requirements as seen in Notice USERRA.

Under USERRA, you (or an officer from your command) must give your employer advance notice (either written or verbal) of upcoming military service of any type. Otherwise, you will not be

eligible for re-employment protection following the period of military service. The only exceptions to the notification requirement will be if the giving of notice is precluded by military necessity (e.g., a classified recall) or if it is otherwise impossible or unreasonable to give notice. These exceptions to the notice requirement are expected to be very rare. Your best course of action is to provide as much advance notice to your employer as possible.

MATERNITY LEAVE

When a couple is expecting a child or adopting a child, they need to meet with their supervisor and the HR Department to determine maternity benefits.

JURY DUTY

If summoned for jury duty, please follow these instructions:

- Contact your supervisor and fill out a leave form. Return the form to your Supervisor and HR.
- The employee should request a Juror's Attendance Certificate Form from the Jury Commissioner each day of jury duty. The certificate must be turned in to the Accounting Department.
- Jury payment from the Courthouse must be submitted to the Accounting Department to be photocopied and then returned to the employee. The jury payment amount will be deducted from the employee's check in the next payroll processing date.
- The Judiciary of Guam will mail out Form 1099 in January which will show the amount paid to the employee the previous year. Form 1099 must be filed with the tax return.

CONTINUED EDUCATION

It is our goal at Harvest to encourage our staff to continue their education. You will be made aware of opportunities to take CEU units that can be used towards re-certification. We encourage our

teaching staff to pursue a master's degree or further education in their teaching field. Teachers may take up to 4 classes a year (after their second year teaching) from MBU or BJU, with the tuition fully covered by Harvest. Harvest will reimburse the equivalent amount towards another approved program. Additional individual requests will be considered on a case by case basis.

STAFF NURSERY

The nursery is available for children from birth-three years old from 7:30 am-3:30 pm for parents who are working full-time at Harvest. Children may be in the nursery only during the times that the parent is working. If a work schedule changes, please notify the nursery supervisor, to ensure that we have adequate supervision before approving childcare for a different time slot.

Children with a fever or a contagious illness need to be cleared by the nurse before returning to the nursery. Nursery use during maternity leave must be approved by the nursery supervisor. Toddler boys need to have an academy style haircut.

There is no staff nursery available for foster care.

EXTENDED CARE

Extended care is available for staff children. Please be careful not to have your children in Extended Care the whole time on a daily basis unless your work hours require it. If your children are with you after school, you are responsible for their supervision.

FINANCES

Staff members are to keep their personal salary/benefits confidential. Salary/benefit questions should be directed to the HR Department for clarification. HR will assist the Admin Council

with contracts, salary, and tax information for our staff. If you have a question concerning these items, please set a time to meet with the HR Manager so that she can get the answers you need from the appropriate Administration.

Medical and dental insurance coverage will be gone over with the staff at the beginning of each school year. Please contact the HR Department for information concerning the 403B retirement plan, Worker's Compensation, long-term disability insurance, and the opportunity to enroll in Aflac.

COMPUTER/NETWORK

INTERNET

The network availability to our staff members is made available to enhance the employee's ability to accomplish their duties. Personal use of the network should be limited to break times and after work hours. Teachers must be cautious not to be using social media or personal entertainment (including sports) while with students in the classroom.

The ministry has software and systems in place that can monitor and record all internet usage. Our security systems are capable of recording (for each and every user) each web site visit, each chat, newsgroup message, and each file transfer into and out of our internal network, and we reserve the right to do so at any time.

We reserve the right to inspect any and all files stored in private areas of our network to assure compliance with our policy. The display of any kind of inappropriate material, image, or document on any ministry system is a violation of our policy. If there are sites that are unnecessarily blocked, please notify our system administrator for assistance.

The school's internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the

United States or any other nation, or the laws and regulations of any territory, state, city, province, or other local jurisdiction in any tangible way.

Any software or files downloaded via the internet into the school network become the property of Harvest Christian Academy.

LIBRARY

The Lang Memorial Library has been established to provide access to materials for faculty, staff, and students of the Academy and College. Staff families may borrow printed materials. Items in the DVD collection are expressly set aside for faculty to use in the classroom and may not be borrowed for personal use.

Each borrower must have an ID card when checking out materials. A spouse or child may use his spouse's/parent's card. We do not charge overdue fines; however, anything not returned four weeks after the due date will be declared lost, and a charge will be placed on the staff member's account. Additional items will not be available for borrowing until the item(s) are returned or paid for.

MISCELLANEOUS

This Staff Handbook is not a contract of employment.

If the terms of the Handbook conflict with benefit plan provisions, the benefit plan provisions will prevail.

At times Harvest Ministries needs and requests its employees to work additional hours. Affected employees should discuss any recurring problems with extra hours with their supervisors. For more information on compensation and overtime issues, consult the appropriate Administration.

Additional specific information is included in department procedure manuals.