
Staff Handbook



Revised July 2021

A Message of Welcome

Welcome to Wycliffe Associates! I say that to you personally and on behalf of your wonderful colleagues who are helping us to accelerate Church Owned Bible Translation around the world.

This handbook should help you become better acquainted with our organization and its policies.

We are blessed and filled with joy by the effect Wycliffe Associates has on the world of Bible translation and in the lives of the people we touch. I know you will feel this same joy as you share challenges and opportunities for personal growth at Wycliffe Associates.

I know you will also be happy with the way people work together here—intent on doing the best job possible as we abound in the work of the Lord. Besides sharing a common goal that we are working toward, you will also find that we communicate with ease and freedom. We hope this handbook will serve as a good first step in this communication process by providing information on how we work, what you can expect and what we expect of you.

Blessings,



Simoun Ung
President and CEO



Involving people in the advancement of Bible translation

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SECTION 1

All Staff Members

Introduction

Welcome to Wycliffe Associates!

As WA staff member, you will find your Wycliffe Associates (WA) experience to be both rewarding and challenging. It is our desire and purpose to make your time with us a positive experience.

WA is a Christian ministry that is incorporated as a religious nonprofit corporation in the state of Florida. Our mission is involving people in the advancement of Bible translation. As each member of the body of Christ uses their God-given skills and experience, the global team is strengthened and equipped for greater effectiveness. Together we are urgently working to assure that no one is beyond the reach of God's Word in their heart language.

WA maintains a staff of professionals to assist you in all matters related to your service. In addition, the WA Human Resources Department is available to you to administer the guidelines and policies for specific situations. The Human Resources Department strives to maintain objectivity in serving staff and in providing advice and counsel on all WA policy-related issues.

Statement of Faith

- We believe in the divine inspiration and consequent authority of the whole canonical Scriptures
- We believe in the doctrine of the Trinity
- We believe in the fall of man, his consequent moral depravity and his need of regeneration
- We believe in the atonement through the substitutionary death of Christ
- We believe in the doctrine of justification by faith
- We believe in the resurrection of the body, in the case of the just and the unjust
- We believe in the eternal life of the saved and the eternal punishment of the lost

As a religious, non-profit entity, WA maintains high standards for spirituality and the Christian faith (i.e. high standards of moral conduct, believe in the marital covenant that marriage is between one man and one woman, etc.). Employees and volunteers are required to be in agreement with WA's Statement of Faith. Any person who is not in agreement with the statement will not be considered for service with WA.

WA's commitment to you is to provide a nurturing Christ-centered environment in which you can grow spiritually and enjoy fellowship with one another while supporting the work of Bible translation

Vision 2025

A Bible in Every Language by 2025.

Handbook Purpose & Right to Revise

This handbook contains information about WA's staff policies and procedures and an overview of WA's paid staff benefits. For specific information about paid staff benefits, you should refer to the plan documents, which are controlling. The policies and procedures in this Handbook are guidelines only. WA reserves the right to interpret and administer the provisions of this Handbook as needed.

These policies and practices are in effect at the time of publication. All previously issued handbooks, inconsistent policy statements or memoranda are superseded. Except for the at-will employment policy, WA reserves the right to revise, modify, delete or add to all policies, procedures, work rules or benefits stated in this handbook or in any other document. No oral statements or representations can in any way supplement, change or modify the provisions of this handbook.

The provisions in this Handbook are not intended to in any way create any contractual obligations with respect to staff employment.

Statement of At-Will Employment Status

Nothing in this Handbook nor any other communication by a WA Representative or any other staff member, whether oral or written, is intended to in any way create a contract of employment. Unless you have a written employment agreement signed by an authorized WA Representative, you are employed at will and nothing in this Handbook can be construed to contradict, limit or otherwise affect your right or WA's right to terminate the employment relationship at any time with or without notice or cause. If you have a written employment agreement signed by an authorized WA Representative and a provision of this Handbook conflicts with the terms of your employment agreement, you understand that the terms of your employment agreement will prevail.

Equal Employment and Volunteer Opportunity

It is the desire of WA to recognize all those called by the Lord. While WA maintains high standards for spirituality, health and personal qualifications, each individual will be considered on his/her own merits, without regard to race, color, sex, national origin, age, disability, veteran status, genetic information or other characteristic protected by law. This policy applies to all terms, conditions, and privileges of employment. WA complies with the provisions of the American with Disabilities Act (ADA) and will not discriminate against any qualified staff member or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

As a religious nonprofit classified as a Church, Wycliffe Associates is exempt from certain discrimination laws related to religious and creed rights.

Staff

Staff Classifications

All staff members are classified in accordance with the Fair Labor Standards Act (FLSA). This classification is determined on the basis of the staff member's duties, responsibilities and level of independence in the performance of the position. Using this standard, all are classified in one of the following groups:

1. **Exempt**—Exempt employees are expected to work the hours required to accomplish their work and are paid on a salaried basis. Exempt employees are not eligible for or entitled to overtime pay.
2. **Non-Exempt**—Non-exempt employees are paid hourly for time worked and are eligible for overtime pay in accordance with state and federal law.
3. **Full-time**—Full-time employees work 32 or more hours per week.
4. **Part-time**—Part-time employees work less than 32 hours per week.
5. **Supported**—Supported staff are full-time employees who raise financial support through deputized activities to cover ministry related expenses. Part-time supported staff may be approved for U.S. locations.
6. **Seasonal & Temporary**—Employees who fill short-term assignments of three months or less. Their assignments may be extended, and they are not eligible for employee benefits, except where mandated by applicable law.
7. **Volunteer** – Volunteers are staff members that have been approved through the Wycliffe Associates volunteer processes. Volunteers do not receive compensation or any financial support from Wycliffe Associates.

If a Staff member's classification changes, eligibility for benefits will be determined on the effective date of the change.

Staff Expectations

Dress Code and Attendance

While it is WA's intent that all members of staff have the freedom to dress for their personal comfort during work hours, they should maintain high standards of personal cleanliness, modesty, hygiene, grooming and proper attire.

Staff members working in the office should dress in a conservative, business-appropriate manner, which may include business-casual attire.

Wednesday of each week has been designated WA day; Staff members are encouraged to wear clothing affixed with the WA logo. Friday of each week has been designated as casual day.

Any Staff member that requires a reasonable accommodation for reasons based on disability or other grounds protected by federal, state, or local laws should contact their supervisor/department head/Human Resources representative. Reasonable accommodation will be granted unless it will cause an undue hardship on WA.

Punctuality and reliability in attendance are essential to the effectiveness of WA. Consistent with state and federal law, if you fail to report for work without any notification to your supervisor and your absence continues for a period of three days, WA will consider you to have abandoned and voluntarily terminated your employment.

Devotions

The purpose of Staff members devotions is to provide an opportunity to learn about the work of Bible translation. Devotions are regularly recorded and made available so that all staff may hear messages from our leaders and others. Messages include:

- 1) Bible study and prayer;
- 2) Information and updates regarding the vision, mission and future of WA.

Attendance is encouraged, but not required.

Conducting Personal Business

Staff members may not conduct business for another employer during their scheduled work hours.

Solicitation & Distribution of Literature

WA has established rules to govern staff solicitation and distribution of written materials other than those directly related to WA's business. These include, maintaining and promoting safe and efficient operations, an attractive clutter-free work place, and minimizing non-work-related activities that could interfere with productivity and teamwork.

Conduct Not Prohibited by this Policy

This policy is not intended to restrict communications or actions protected or required by state or federal law, including the National Labor Relations Act.

Definitions

Solicitation includes, but is not limited to, approaching someone in person or through employer-owned property such as computers, smartphones, e-mail systems and intranets for purposes other than conducting WA business.

Distribution includes, but is not limited to, disseminating or delivering in person or through employer-owned property such as bulletin boards, computers, smartphones, e-mails and intranets any literature or other materials for purposes other than WA business.

Staff Policies

Computer Network & Internet Access

Each user is responsible for using WA computers, networks, communication systems and other IT resources in a productive, ethical and lawful manner. WA's policies prohibiting harassment apply to the use of WA's IT resources and communications systems.

The use of WA's IT resources and communications systems by a Staff member shall signify understanding of agreement of this policy, as a condition of employment.

This policy is not intended to prevent Staff members from engaging in communication that is protected by state, federal, or local law, including employee's rights under the NLRA to use their employers email system in statutorily protected communications during nonworking hours, which may include discussions about working conditions or wages.

Security, Access and Passwords

Security of WA's IT resources and communications systems is the responsibility of the Information Technology (IT) Department, including approval and control of staff members and others' access to systems and suspension or termination of access in cases of misuse and when a user is no longer a staff person or otherwise ineligible to use the systems. For security reasons, do not share usernames, passcodes or passwords with others.

Privacy Expectations

All contents of the WA's IT resources and communications systems are the property of WA. WA reserves the right to monitor and review, every staff member's activities using WA's IT resources and communications systems including but not limited to e-mail, telephone conversations and voice mail recordings, instant messages and internet and social media postings and activities, and you consent to such monitoring by your acknowledgement of this policy and your use of such resources and systems.

Confidentiality and Proprietary Rights

WA's confidential information, data and intellectual property (including trade secrets) are extremely valuable to WA. Please treat them accordingly.

Access of Email, Text Messaging and Data

Wycliffe Associates wishes to enable all staff members to be as effective and efficient as possible. WA provides certain staff with access to e-mail and/or text messaging systems for use of their job duties.

You may access WA email systems from personally owned devices such as smart phones tablets or laptops. Most other business applications, however, should only be accessed by Wycliffe Associates issued devices. These applications include, but not limited, to finance and donor management systems and reporting systems.

Staff Members Required to Drive

Staff members who are required to drive a WA vehicle are required to have a valid driver's license.

Staff members who drive their own vehicles on WA business will be reimbursed at the highest non-taxable rate permitted by the IRS.

Firearms and Weapons

WA complies with all state and federal laws regarding the possession, carrying and use of firearms.

Commitment to Safety

Safety is everyone's responsibility! No job is so important that it cannot be accomplished safely.

A safe workplace is everyone's responsibility. All staff members are required to observe safety work rules, policies and procedures, attend training sessions when offered, immediately report all hazardous conditions, injuries and accidents to your reporting supervisor, use good judgment in all situations, and take all steps to protect our environment.

Kidnap & Ransom

In the event of a staff kidnapping or the kidnapping of a family member, no payment will be made, or action will be taken that would likely perpetuate extortion, ransom or blackmail. The staff member further acknowledges that s/he has considered the potential danger of kidnapping, including the possible loss of life, and the possible loss of personal property. Notwithstanding such risks, the staff member freely chooses to participate in the work of WA, assume such risks and hold WA harmless from and against any and all injuries to persons or property that the staff member or members of the staff member's family may suffer as a result of kidnapping.

Burial Overseas

Staff members must understand that they must make certain arrangements prior to departure from the U.S. in the event that they die while overseas. Although this event is unlikely, WA must have an individual's authorization to make necessary decisions regarding burial in the event of their death while abroad and in a place where it would not be possible, in view of local burial laws, to make arrangements to return the members remains to their home country.

Media Contact

Only contact people designated by the President may comment on WA policy or on events that have an impact on WA.

Confidentiality Statement

During the course of service, staff may have access to Confidential Information. Any Confidential Information, whether oral, written, or electronic, should be maintained in a manner that ensures its confidentiality.

Personnel Records

WA complies with all state and federal laws regarding staff members access to and inspection of personnel records and documents.

References

All reference requests must be directed to the Director of Human Resources. No other staff member is authorized to release references for current or former staff members. WA will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations and as otherwise legally required.

Performance Evaluations

Staff members will receive periodic performance reviews. Performance reviews will be conducted a minimum of once a year. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

Conflicts of Interest

WA will avoid whenever possible related party transactions that could lead to conflicts of interest. To do that, the following will be the WA Conflict of Interest Policy.

Disclosure: Upon employment with WA or election as a WA board member, the staff or board member will provide disclosure of any interests, memberships or other relationships that could possibly lead to a conflict of interest.

Harassment/Sexual Harassment

Harassment - Harassment includes verbal, physical, and/or visual conduct that creates an intimidating, offensive, or hostile working environment or that unreasonably interferes with one's work performance. Some examples include, but are not limited to: slurs, jokes, offensive statements, posters, e-mails, cartoons, or other similar conduct based on any of the characteristics identified above. Harassment can be based on an individual's sex, race, color, national origin, age, disability, veteran status, genetic information, or other characteristic protected by state or federal law. Sexual harassment includes, but is not limited to, solicitation of sexual favors, sexual innuendos, unwelcome sexual advances, jokes about gender-specific traits, or other verbal, visual or physical conduct of a sexual nature.

Complaint Procedure – A staff member who believes he or she has been discriminated against or harassed based on his or her sex, race, color, national origin, age, disability, veteran status, or genetic information should report the matter to the Director of Human Resources or the President. Supervisors or managers who believe a staff member has been subjected to discrimination and/or harassment based on his or her sex, race, color, national origin, age, disability, veteran status, or genetic information or who receive a complaint from an staff members alleging such

discrimination or harassment, must immediately report the matter to the Director of Human Resources or the President, even when the employee complaining asks the supervisor or manager to keep the allegation confidential and take no action.

Every complaint of discrimination or harassment will be investigated promptly, thoroughly, and in an impartial manner. The individual who conducts the investigation will objectively gather and consider the relevant facts.

WA will protect the confidentiality of complaints to the extent possible. WA cannot guarantee complete confidentiality because it cannot conduct an effective investigation without revealing certain information to the alleged wrongdoer and potential witnesses.

If discrimination or harassment is established, WA will take immediate and appropriate remedial measures designed to stop the discrimination or harassment, correct its effects on the member of staff, and ensure that the discrimination or harassment does not recur. Remedial measures will include disciplining the offender, if the offender is a staff member.

If you believe that the above procedure has not resolved your complaints, or you do not wish to utilize the above procedure, and you are working in California, you may contact your local office of the California Department of Fair Employment and Housing ("DFEH") to file a claim of harassment. You may also contact your local office of the United States Equal Employment Opportunity Commission ("EEOC") to file a claim of harassment. The DFEH and/or EEOC serve as neutral fact-finders and will attempt to assist the parties to voluntarily resolve their disputes.

If you believe you have been the subject of and/or have witnessed criminal conduct the Organization encourages you to immediately report that conduct to WA management, the Director of Human Resources, the President, and local law enforcement personnel.

Retaliation – WA will not tolerate retaliation, coercion, intimidation, interference, discrimination, or harassment of or against any staff member for making a good-faith complaint of discrimination or harassment or for providing information related to such a complaint. A staff member who believes he or she has been retaliated against as the result of making a complaint or for providing information related to such a complaint should report this matter immediately to the Director of Human Resources or the President. Any individual who engages in retaliatory actions will be subject to discipline, up to and including immediate termination.

Grievance Procedure

If a staff member has a problem or complaint, please talk to your immediate supervisor. If your supervisor cannot help resolve the matter, then speak to the Human Resources Director, who will give your problem or complaint prompt consideration, and if the Human Resources Director feels that the situation warrants further review, then she/he will seek assistance from the VP of Finance and Administration, Chief Operating Officer, and/or the Chief Executive Officer.

Our goal is to maintain a comfortable working environment for everybody by maintaining direct communication with all staff and ensuring that each one of them may speak directly and openly with the management team.

Drug and Alcohol Abuse

The use of alcohol, illegal drugs or controlled substances, whether on or off the job, can adversely affect an individual's work performance, efficiency, safety and health, seriously impairing the staff member's value to WA. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other personnel and exposes WA to the risks of property loss or damage or injury to other persons. WA strictly prohibits possession or use of alcohol, possession or use of illegal/controlled drugs and distribution, sale or purchase of controlled substances on WA property. To enforce this policy and procedures, WA reserves the right to investigate potential violations up to including requiring a drug a test.

Violation of this policy or any of its provisions may result in discipline up to and including discharge.

Code of Conduct

The following is prohibited and may include termination by WA. This list is illustrative only; other types of conduct injurious to security, personal safety, staff welfare and WA's operations also may be prohibited.

1. Falsification of employment records, employment information or other WA records.
2. Theft, deliberate or careless damage or destruction of any WA property or the property of any employee.
3. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.

Progressive Discipline

Violation of WA policies and rules may warrant disciplinary action. WA will utilize a system of progressive discipline that includes verbal warnings, written warnings or suspension. As a ministry, we will make every attempt to handle situations in a biblical manner (Eph. 4:32; 1 Peter 3:9). However, WA may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment. The WA policy of progressive discipline in no way limits or alters the at-will employment relationship.

SECTION 2

For All Volunteers

Introduction

The information contained in this portion of the Staff handbook is exclusively for the use by volunteers and management of Wycliffe Associates Inc. (WA) and its affiliates.

Wycliffe Associates reserves the rights to revise, modify, add or delete any and all policies stated in this section.

Statement of Volunteer Release

WA volunteers have no legal claims for paid wages or salary or any other type of compensation, overtime premiums, medical insurance, worker's compensation, unemployment compensation, or other provisions of law for "employees". It is the volunteer's deliberate intention to be such a volunteer.

Volunteers who have not reached the age of 18 must submit written consent from their parent or guardian prior to volunteering.

All WA volunteers must release all claims arising from their activity as a volunteer, known or unknown, which they may now or hereafter have against WA or associated ministries including those claims contemplated by the relevant State Codes and further declare that all the contents in this statement shall be binding upon their heirs, successors, personal representatives, and assigns.

Volunteer Policy Statement

The following elements are crucial to the effectiveness, quality, and safety of my service. Any questions volunteers may have regarding policies or their interpretations should be directed to the manager of volunteers or the immediate supervisor.

As a WA volunteer I agree to:

1. Take full responsibility for paying all my own travel and living expenses.
2. Go on this volunteer assignment with an attitude of gratitude and service to the Lord and the missionaries ('just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many' - Matthew 20:28).
3. Remember that I have come to learn, not to teach. I may run across procedures that I feel are inefficient, or attitudes that I find closed-minded. I will resist the temptation to inform my host about "how we do things". I will be open to learning other people's method and ideas.
4. Show support to the WA and all other partner organization leadership on the field and respect their authority. I realize that I am here for just a short while, but that they are here for the long-term. I will respect their knowledge, insights, and instructions.

5. Abstain from the consumption of alcoholic beverages or the use of tobacco or illegal drugs while serving at any WA or associated ministry facility or grounds in the U.S.A. or at any internationally assigned location.
6. If serving overseas I will also agree to:
 - Refrain from negative political or hostile discussions concerning my host country's politics.
 - Fulfill all logistical requirements. I will comply with all requirements regarding passports, finances, shots, etc.
 - Refrain from anything that will cause offense to the culture of the country in which I serve. I realize certain activities that seem harmless in my own culture may seem inappropriate in others.
 - Ask approval from WA staff or office staff to go anywhere outside the Ministry facilities or compounds.

FOR ALL STAFF

Handbook Receipt

I understand that this Handbook is the property of Wycliffe Associates (WA) and that I have been given a copy of the Handbook to use during my service with WA. I acknowledge that I read the Handbook, understood it and agree to comply with it. I understand that WA has the maximum discretion permitted by law to interpret, administer, change, modify or delete the rules, regulations, procedures and benefits contained in the Handbook at any time with or without notice. No statement or representation by a supervisor or manager or any other staff member, whether oral or written, can supplement or modify the Handbook. I also understand that any delay or failure caused by WA to enforce any rule, regulation, or procedure contained in the Handbook will not constitute a waiver of WA's right to do so in the future.

I acknowledge, agree and understand that service with WA is at all times "at-will", meaning that either I or WA may discontinue the service relationship for any reason at any time, that this Handbook is not a contract of employment, and that WA disclaims any implied contractual obligation of continuing my service.

I further acknowledge and understand that WA's Human Resources Department is available to answer questions I may have regarding any of its policies.

Video/Photo Publication Permission:

By entering my full name on this form, I also give Wycliffe Associates the full right to use my photograph(s), including any photos of myself, and/or recorded image(s) and sound byte(s) in its recruitment, public relations, web site, and promotional efforts. I understand that they could be used in various publications and/or broadcasts in the United States and/or throughout the world in the promotion of Bible translation.

Understood, accepted and agreed to, this _____ day of _____, 20_____

Staff Member's Printed Name

Staff Member's Signature