



NORTHPOINT

CHRISTIAN TRAINING CENTER

STAFF HANDBOOK

Fall 2022 – Spring 2023

2100 44th Street SW
Grand Rapids, MI 49519
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The Association for
Biblical Higher Education

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INTRODUCTION

Welcome

Welcome to the Northpoint Christian Training Center! We are honored that you have chosen to be a part of what God has been doing at Northpoint Christian Training Center since 2010.

It is understood that all persons employed by Northpoint Christian Training Center, sometimes hereafter referred to as “Northpoint,” are committed to working in partnership with the President and the Board of Trustees to fulfill the mission and vision of the Training Center and that all persons will work together to create and maintain a family atmosphere marked by genuine interpersonal care, unity, and faithfulness to both God and His people.

This handbook has been prepared to provide employees of Northpoint with information about policies, procedures, working conditions, and benefits affecting their employment. The information in this handbook is for all employees of Northpoint, including contracted adjunct faculty. Adherence to these policies is considered a condition of employment.

To ensure the ongoing effectiveness and relevance of the Staff Handbook to changing conditions, Northpoint may, with its sole discretion, modify, augment, suspend, or revoke any and all policies, practices, and statements contained in this manual at any time, without notice. Please note that the content and policies set forth in this 2022-2023 Staff Handbook supersede all prior editions.

All policies in this handbook, as well as any additions, deletions, suspensions, or changes thereto, are subject to the approval of the President and the Board of Trustees.

Thank you for your willingness to contribute to Northpoint’s life-giving, educational environment. We are grateful you have joined the team.

Mission Statement

Northpoint Christian Training Center exists to create a cost-efficient, educationally and spiritually dynamic community where students are equipped to participate in the continuing

work of Jesus through a rigorous curriculum of academic and theological studies, applied learning, and personal spiritual transformation.

Our School

Northpoint Christian Training Center is an extension of Northpoint Bible College in Haverhill, MA. Northpoint is affiliated with the Assemblies of God, accredited with the Association for Biblical Higher Education (ABHE), and endorsed by the Alliance for Assemblies of God Higher Education. Northpoint Christian Training Center is approved by the Michigan Department of Higher Education to grant the Master of Arts in Practical Theology, the Bachelor of Arts in Ministry Leadership, and the Associate of Arts in Ministry Leadership degrees.

Our History

Northpoint Christian Training Center began as a vision of the people of Grand Rapids First Assembly of God Church and became a reality through the leadership of Pastor Sam Rijfkogel and the Executive Leadership Team at Grand Rapids First. They worked in conjunction with the first Director, J.P. Dorsey, to launch the first class of students in the 2010-11 school year. The Training Center began as an accredited institution and extension campus of Central Bible College, Springfield, MO. Upon Central Bible College's consolidation with Evangel University, the Grand Rapids school became an extension of Zion Bible College. Zion subsequently changed its name to Northpoint Bible College, now located in Haverhill, MA.

With the maturation of Northpoint Christian Training Center, the school applied for independent accreditation with the Association for Biblical Higher Education (ABHE). Applicant Status was granted in 2017. Northpoint received Candidate Status with the ABHE in February of 2021 and obtained permission to accelerate the accreditation process in July of 2021. Northpoint Christian Training Center continues to enjoy a collegial relationship with the Haverhill Campus and remains accredited with the ABHE as a result of this partnership.

After many years of faithful service, President Dorsey stepped down from his position in the spring of 2022. Rev. Trent Roberts became the second President of the Grand Rapids Campus at that time.

What We Believe: Statement of Fundamental Truths

The Bible is our all-sufficient rule for faith and practice. This Statement of Fundamental Truths is intended simply as a basis of fellowship among us (i.e. that we all speak the same thing, 1 Corinthians 1:10; Acts 2:42). The phraseology employed in this statement is not inspired or contended for, but the truth set forth is held to be essential to a full gospel ministry. No claim is made that it contains all Biblical truth, only that it covers our need as to these fundamental doctrines.

1. **The Scriptures are Inspired.** The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct (2 Tim 3:15-17; 1 Thess 2:13; 2 Peter 1:21).

2. **The One True God.** The one true God has revealed himself as the eternally self-existent “I AM,” the Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son, and Holy Spirit (Deut 6:4; Isa 43:10,11; Matt 28:19; Luke 3:22).
3. **The Deity of the Lord Jesus Christ.** The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:
 - a. His virgin birth (Matt 1:23; Luke 1:31,35).
 - b. His sinless life (Heb 7:26; 1 Peter 2:22).
 - c. His miracles (Acts 2:22; 10:38).
 - d. His substitutionary work on the cross (1 Cor 15:3; 2 Cor 5:21).
 - e. His bodily resurrection from the dead (Matt 28:6; Luke 24:39; 1 Cor 15:4).
 - f. His exaltation to the right hand of God (Acts 1:9,11; 2:33; Phil 2:9-11; Heb 1:3)
4. **The Fall of Man.** Man was created good and upright; for God said, “Let us make man in our image, after our likeness.” However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Gen 1:26,27; 2:17; 3:6; Rom 5:12-19).
5. **The Salvation of Man.** Man’s only hope of redemption is through the shed blood of Jesus Christ the Son of God.
 - a. *Conditions to Salvation.* Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Spirit, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Rom 10:13-15; Eph 2:8; Titus 2:11; 3:5-7).
 - b. *The Evidences of Salvation.* The inward evidence of salvation is the direct witness of the Spirit (Rom 8:16). The outward evidence to all men is a life of righteousness and true holiness (Eph 4:24; Titus 2:12).
6. **The Ordinances of the Church**
 - a. *Baptism in Water.* The ordinance of baptism by immersion is commanded in the Scriptures. All who repent and believe on Christ as Savior and Lord are to be baptized. Thus they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life (Matt 28:19; Mark 16:16; Acts 10:47,48; Rom 6:4).
 - b. *Holy Communion.* The Lord’s Supper, consisting of the elements—bread and the fruit of the vine—is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (2 Peter 1:4); a memorial of His suffering and death (1 Cor 11:26); and a prophecy of His second coming (1 Cor 11:26); and is enjoined on all believers “till He come!”
7. **The Baptism in the Holy Spirit.** All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Spirit and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian church. With it comes the enduement of power for life and service, the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4,8; 1 Cor 12:1-31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12-17; 10:44-46; 11:14-16; 15:7-9). With the baptism in the Holy Spirit

come such experiences as an overflowing fullness of the Spirit (John 7:37-39; Acts 4:8), a deepened reverence for God (Acts 2:43; Heb 12:28), an intensified consecration to God and dedication to His work (Acts 2:42), and a more active love for Christ, for His Word, and for the lost (Mark 16:20).

8. **The Initial Physical Evidence of the Baptism in the Holy Spirit.** The baptism of believers in the Holy Spirit is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives them utterance (Acts 2:4). The speaking in tongues in this instance is the same in essence as the gift of tongues (1 Cor 12:4-10,28), but different in purpose and use.
9. **Sanctification.** Sanctification is an act of separation from that which is evil, and of dedication unto God (Rom 12:1,2; 1 Thess 5:23; Heb13:12). Scriptures teach a life of “holiness without which no man shall see the Lord” (Heb 12:14). By the power of the Holy Spirit we are able to obey the command: “Be ye holy, for I am holy” (1 Peter 1:15,16). Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Spirit (Rom 6:1-11,13; 8:1,2,13; Gal 2:20; Phil 2:12,13; 1 Peter 1:5).
10. **The Church and Its Mission.** The Church is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her Great Commission. Each believer, born of the Spirit, is an integral part of the general assembly and church of the firstborn, which are written in heaven (Eph 1:22,23; 2:22; Heb 12:23).
11. **The Ministry.** A divinely called and scripturally ordained ministry has been provided by our Lord for the fourfold purpose of leading the Church in: (1) evangelization of the world (Mark 16:15–20), (2) worship of God (John 4:23,24), (3) building a Body of saints being perfected in the image of His Son (Eph 4:11,16), and (4) meeting human need with ministries of love and compassion (Ps 112:9; Gal 2:10; 6:10; James 1:27)
12. **Divine Healing.** Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the Atonement, and is the privilege of all believers (Isa 53:4,5; Matt 8:16,17; James 5:14–16).
13. **The Blessed Hope.** The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church (1 Thess 4:16,17; Rom 8:23; Titus 2:13; 1 Cor 15:51,52).
14. **The Millennial Reign of Christ.** The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for one thousand years (Zech 14:5; Matt 24:27,30; Rev 1:7; 19:11–14; 20:1–6). This millennial reign will bring the salvation of national Israel (Ezek 37:21,22; Zeph 3:19,20; Rom 11:26,27) and the establishment of universal peace (Isa 11:6–9; Ps 72:3–8; Mic 4:3,4).
15. **The Final Judgment.** There will be a final judgment in which the wicked dead will be raised

and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to everlasting punishment in the lake which burneth with fire and brimstone, which is the second death (Matt 25:46; Mark 9:43–48; Rev 19:20; 20:11–15; 21:8).

16. **The New Heavens and the New Earth.** “We, according to His promise, look for new heavens and a new earth, wherein dwelleth righteousness” (2 Peter 3:13; Rev 21,22).

At-Will Employment

This Handbook is intended to be a source of information and a general statement of Training Center policies. It is not a contract of employment. However, the employment relationship is voluntary, and just as the employee may resign whenever he/she feels such action is appropriate, Northpoint reserves the right to terminate the employment relationship with or without cause. This is known as “at-will” employment. No Training Center representative has the authority to enter into any agreement for employment for a specified period of time or make any representations or agreement for employment contrary to at-will employment.

Letter from the President

Dear Staff,

I can’t thank you enough for your generosity and for the investment you are making at Northpoint. Again and again I have been humbled by the extraordinary quality of people like you who have sensed a genuine call to partner with the Northpoint family toward the fulfillment of our mission. I am deeply grateful for your sensitivity to the Holy Spirit’s leading and for your vision and care for the future of this institution.

What we do is important. Really important. So we choose our team carefully. Each person on this team was prayed for, prayed over, and ultimately selected because we believe you embody and strive to embody Northpoint’s values. We want to be a place that allows God’s creative and redemptive mission to inform our perspectives on life and people. That means we’re optimistic. We want to be a place that privileges language and ideas as God’s designed way of understanding His meaning and purpose. That means we’re committed to academic excellence. And we want to be a place that understands the most sacred thing on earth involves the interaction between one *imago Dei* and another. It is the opportunity to give and receive God’s love and to further understand and communicate Him. That means we’re intentionally relational. It’s people like you, who hold these values at their core, who have made and will continue to make Northpoint a unique and special location on the educational landscape.

I know I have said it over and over again, but one of the greatest encouragements a leader can ever receive is when quality people around them, people with passion, skills, and character, look at what they feel called to lead and say, “I see value there. I believe in that. I want to be a part.” Thank you for seeing value, for believing, and for wanting to be a part.

This handbook should help answer questions about Northpoint Christian Training Center employee policies. If you have any questions, however, please feel free to contact the President’s office. We will be happy to provide clarity and receive suggestions for any changes that would be mutually beneficial to Northpoint Christian Training Center and our team.

Trent Roberts, President

TRAINING CENTER STRUCTURE

Board of Trustees

- Robert Wells, Chairman of the Board
- Rev. Trent Roberts, President
- Rev. Douglas Tuttle, Secretary and Treasurer
- Mr. Gordon Arthur
- Rev. Jeff Hlavin
- Dr. Lori O’Dea
- Vacant position

Staff

- Rev. Trent Roberts President
- Rev. Fred Betcher Director of Marketing and Recruiting
- Rev. Jamie Carter Registrar and Finance Coordinator
- Mrs. Erin Colago Campus Pastor
- Mr. Levi Elarton Recruiting Coordinator
- Mr. Mike Fusaro IT Coordinator
- Mrs. Sarah Gant Executive Assistant and Hospitality Liaison
- Miss Abigail Krohn Student Admissions Representative
- Dr. Brian Lidbeck Academic Dean
- Rev. Brian Miller Worship Program Coordinator
- Mrs. Carol Waltman Library Consultant

Faculty

Dr. David Arnett	President of Northpoint Bible College, Haverhill, MA
Rev. Casey Arnouts	Adjunct Faculty
Dr. Eliza Bast	Adjunct Faculty, Graduate School
Dr. Keith Bergquist	Adjunct Faculty, Graduate/Undergraduate
Rev. Kevin Buntine	Adjunct Faculty
Rev. Erin Colago	Assistant Professor

Dr. Ron Cook	Adjunct Faculty
Dr. Daniel Crabtree	Adjunct Faculty, Graduate School
Mr. Ryan Davis	Adjunct Faculty
Rev. Jamie Evans	Adjunct Faculty
Dr. Dan Howell	Academic Dean, Northpoint Bible College, Haverhill, MA
Rev. Abigail Isacson	Adjunct Faculty
Rev. Justin Isacson	Adjunct Faculty
Dr. Brian Lidbeck	Chief Academic Officer of Grand Rapids Campus
Mrs. Joy Lyle	Adjunct Faculty
Mr. Brian Miller	Adjunct Faculty
Dr. Dennis Moles	Adjunct Faculty, Graduate/Undergraduate
Rev. Tim Pike	Adjunct Faculty
Rev. Robert Roberts	Adjunct Faculty
Dr. Charles Self	Adjunct Faculty, Graduate School
Dr. Kyle Thompson	Adjunct Faculty
Rev. Kerry Richards Watts	Adjunct Faculty
Mrs. Stephanie West	Adjunct Faculty
Dr. Howard Young	Adjunct Faculty, Graduate School

Guest Lecturers

Dr. Glenn M. Balfour	Guest Lecturer, President of Mathersey Hall, UK
Dr. Robert Eby	Guest Lecturer

CULTURE

Lifestyle Statement

All administration, faculty, staff, and students of the Training Center shall adhere to the community life standards as outlined in their respective handbooks, and to such other policies as may be promulgated by the Training Center from time to time.

Ethics

Northpoint maintains high standards of business ethics. In today's climate, anything less would be dangerous for the Training Center and for employees. Even minor or ambiguous instances of misconduct can prove ruinous for a ministry that depends on community confidence and public trust. Northpoint has an enormous stake in service to our community and around the world and in being accepted as an organization of integrity in all phases of its operations. To protect this vital investment, every department and employee must maintain exceptional standards of ethical conduct.

Substance Abuse Policy

Northpoint recognizes that it is imperative for the functioning of the Training Center and for maintaining a solid Christian witness that it forbids the use of controlled substances or alcohol in the workplace. The possession, use, or abuse of any controlled substance or alcohol in the workplace poses an unacceptable risk to the safe, healthy, and efficient performance of our job responsibilities and is inconsistent with the Christian character our employees should exemplify. Northpoint expects its staff to follow the standard required of its students, that is, that all staff refrain from drinking alcoholic beverages or using recreational marijuana at all times. Accordingly, it is the right, obligation, and intent of the Training Center to protect Northpoint's staff, students, reputation, property, equipment, operations, and the public from the effects of drugs and alcohol. Violation of this policy will be grounds for immediate discharge.

Relationships

Every one of us, regardless of our job title, has a responsibility to treat all employees and students with respect and dignity. We are committed to creating an environment where every employee and student feels welcome, included, and valued.

To Northpoint Bible College in Haverhill, MA

Staff members should honor the contribution of the Northpoint campus in Haverhill, MA and treat all their employees with kindness, respect, and a spirit of cooperation.

To Grand Rapids First

It is important to honor the leadership and vision of the Pastor, Staff, and congregation of Grand Rapids First. They have made an incredible investment into Northpoint and deserve our

gratitude. We are guests in their beautiful facilities and enjoy many benefits from this partnership.

To the President

Staff members shall be directly amenable to, and considered employees of, the President.

To the Supervisor

Every employee is expected to honor the authority placed over him or her in the organizational structure. The employee should develop a working relationship with and level of accountability to his or her supervisor that is mutually beneficial and pleasing to the Lord.

To One Another

Members of the staff shall manifest a true Christian spirit toward fellow workers at all times, submitting not only to delegated authority, but also mutually to one another. In the interest of protecting each other's reputations and the reputation of the Training Center, male and female employees should refrain from spending significant time alone.

To the Students

Northpoint is engaged in preparing students for ministry. The staff should recognize the calling of God on our students and treat them accordingly.

Social Media

The technological advances of today's society provide tremendous opportunities to influence others and to represent Christ. Northpoint expects staff members to provide the same kind of witness for Christ on social media as they do at work and in daily life. The Staff should especially take care not to divide people over political issues. A polemic tone should be avoided at all times.

Church Attendance

As a Christian community, we recognize that involvement in the local church is fundamental to one's walk with Christ. Further, as role models for the student body, it is imperative that we demonstrate the value we place on being a part of the local body of Christ. Therefore, staff members are expected to attend and become a part of the fellowship of their choice.

Special Events

Attendance at Commencement, Discover Day, Orientation, and various other major events throughout the school year is required of all staff. Exceptions can be made by the President.

Personal Appearance

Staff members should dress in a manner consistent with Northpoint's professional environment. Business casual attire is appropriate for daily work and more formal attire (e.g.,

suit and tie for men) is required for the graduation ceremony. Employees' attire should always be neat and modest.

Office Decor

Employees may personalize their work area with pictures, posters, plants, etc., that are appropriate for an office setting and that would not be offensive to a fellow worker or to a visitor walking through the office area. Employees may not change the appearance of the walls or flooring with paint, wallpaper, carpeting, etc. We want to honor the considerable investment that Grand Rapids First has made in making such fine facilities available to Northpoint.

Non-Discrimination Statement

Employees are accepted upon the basis of God's call upon their lives, consistency with the culture and values of the Training Center, dedication to the Lord's work, and relevant skills. Employment decisions are made without regard to age, gender, race, ethnicity, or physical handicap.

Discriminatory Harassment

Northpoint Christian Training Center requires that all its affiliates, students, faculty, and staff contribute to the maintenance of a healthy, life-giving environment. Verbal or physical harassment of any member of the community is strictly forbidden. Sexual harassment is a form of sexual discrimination as defined by Federal law and will not be tolerated. This serious misconduct not only brings reproach to Northpoint but also to the name of Jesus Christ. Disciplinary action, including suspension and dismissal, will be taken against any person found in violation of this policy.

Sexual harassment includes unsolicited sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment, academic instruction, course grade, or participation in any other Northpoint sponsored activity; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individuals; (3) such conduct has the purpose or effect of substantially interfering with an individual's work or instruction or creating an intimidating, hostile, or offensive working or learning environment.

Harassment is a specific form of discrimination in which power inherent in a faculty member's or supervisor's relationship to his/her students or subordinates is unfairly exploited. While harassment may most often take place in a situation of power differential between the persons involved, this policy recognizes also that harassment may occur between persons of the same community status, i.e., student-student, faculty-faculty, staff-staff.

In determining whether alleged conduct constitutes harassment, the rights and concerns of both the complainant and the respondent will be fully assured. Those entrusted with carrying out this policy will look at the record as a whole, and at the totality of the circumstances, such

as the nature of the alleged harassment and the context in which the alleged incidents occurred.

Disposition of each case is dependent upon the specific circumstances and will be in keeping with professional and institutional standards and procedures. The determination of the suitability of a particular remedial action will be made from the facts, on a case-by-case basis.

Any member of the Northpoint community may bring a complaint of personal or sexual harassment forward. For reason of speedy resolution, complaints should be made quickly and within a reasonable time following the incident in question. Complaints of staff should be made to the President.

Upon receipt of a complaint, the specific incident will be reviewed and a satisfactory resolution will be sought. In cases where an acceptable informal resolution is not found, the complainant must file a formal written complaint. In all cases, confidentiality of the process will be maintained to the extent possible and except as required by applicable law.

This policy complies with Federal law.

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT SYSTEMS

Acceptable Use

Access to Northpoint's electronic communication and data management systems, including its telephone system, computer networks, email systems, and its Internet access capabilities, is a privilege, not a right. Northpoint reserves the right to monitor and access all activity on its electronic communication and data management systems. Email is neither private nor confidential; therefore, employees should have no expectation of privacy. Email messages are subject to discovery in lawsuits and may be used against the employee and/or the Training Center.

The use of the electronic communication and data management systems by an employee must be in support of and consistent with the objectives of Northpoint. Limited personal use of the system is permitted if the use imposes no tangible cost on the Training Center, does not unduly burden the Training Center's network resources, and does not interfere with the employee's job performance.

Northpoint endeavors to provide employees with the necessary tools to perform their assigned tasks in the most efficient manner possible. Our computer network and all computers, software, peripherals, and licenses are purchased and maintained through the IT Coordinator with the approval of the President. No personal use software shall be allowed on Northpoint computers, unless approved by the IT Coordinator. To maintain the stability of the network, no

employee-owned personal computer hardware equipment or software is to be added to any computer or network component unless previously approved by the IT Coordinator.

Use of the Northpoint electronic communication and data management systems for any other purpose not explicitly involving the promotion or maintenance of the institution is prohibited.

Publication, ownership, or transmission of any material in violation of any U.S. or State law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

Unauthorized access or attempts to access the Training Center's electronic communication and data management systems are strictly prohibited.

Disclaimer of Liability

The Training Center will not be liable for users' inappropriate use of network resources or violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users. The Training Center will not be responsible for ensuring the accuracy or usability of any information found on the Internet.

Violations/Sanctions

Employees should notify their supervisor upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment. Persons whose violation of this policy results in system disruption or damage may be responsible for reimbursement of costs incurred in system restoration.

No staff member shall enter into any fee arrangement or cause any fees from a software/hardware vendor to be billed to the Training Center without the approval of the President or his/her designee.

Security/Virus Protection

The computers and printers located within the offices and facilities of Northpoint are restricted for the use of employees. Exceptions apply only to items specifically designated for other uses, such as the library printer available for student use.

The Training Center maintains updated virus protection software. However, there is still a possibility of contracting a dangerous virus on the network, unless you help in the manner indicated below.

EMPLOYEE PRIVILEGES

Audit Privilege

When space is available, the privilege of auditing a course is extended to alumni and current and retired members of the faculty and staff (audit-fee is waived, all other fees apply). A letter must be submitted to the Academic Dean's office to secure approval prior to enrollment.

Graduate and Undergraduate Enrollment

On a case-by-case basis, as determined by the Executive Committee of the Board of Trustees, the Board may approve discounted or free tuition at Northpoint Bible College to employees whose workplace contribution would be enhanced through the education process

Library

Borrowing privileges are extended to the staff at Northpoint Christian Training Center. Staff members may check out six books at a time. Staff members (as well as faculty and students) have access to Northpoint's periodical databases. These databases are accessible through the library tab in Populi.

E-mail Accounts

All staff members have an e-mail account accessible both from on and off-campus. The email account provided is a tool of employment, and as such, all emails are the property of the Training Center. Email may be accessed by the Training Center as needed. Employees are encouraged to have a private email account for personal communications.

Parking

Northpoint provides ample free parking. Please park on the south end of the building near Entry G. Do not park on the east end near the children's ministries and nursery area. Please do not park in fire lanes, loading zones, handicap spaces, assigned areas, or those areas marked, "No Parking".

Please drive slowly; children are on the premises. During winter it sometimes takes the plows time to get to all areas, so exercise caution. Do not take a shortcut through the roundabout.

Chapel Attendance

Chapel attendance is a privilege of employment at Northpoint Christian Training Center. During the school year, the entire Northpoint family meets on Mondays at 10:00 a.m. for a time of worship, spiritual refreshing, and Christian service. Staff should plan to participate on a regular basis. In addition, staff members are encouraged to join the students for times of prayer and fasting. These special days are noted on the Academic Calendar.

EMPLOYEE COMPENSATION AND BENEFITS

Compensation

Northpoint desires that each staff member receive proper recognition through the following areas of remuneration.

Cost of Employment

Wages and fringe benefits shall constitute the gross annual cost of employment.

Adjustments

While financial adjustments may be in order from time to time, such adjustments shall be at the discretion of the President. An adjustment is not to be thought of as automatic. Cash flow will be an important consideration, along with the responsibilities, attitude, and performance of the employee.

Overtime

Hourly staff shall receive overtime pay in accordance with current applicable Michigan labor laws. If work to be accomplished requires overtime, prior written approval must be obtained from the President or his/her designee.

Performance Evaluations

The continued development of each employee is an important aspect in the ongoing success of Northpoint. With that in mind, every employee will receive an annual performance evaluation from his/her supervisor. The purpose of this evaluation is not only to discuss job performance, but also to plan for improved efficiency and productivity. The evaluation assists the supervisor in making sound decisions regarding salary/wage adjustments and promotions. The person to whom the supervisor is accountable must review the employee's evaluation. Performance evaluations become part of the employee's permanent record. Confidentiality is of the utmost importance in the evaluation process.

Bonus Pay

A discretionary bonus may be paid based on the President's approval. The bonus policy has been established to determine equitable monetary recognition for employees, rewarding longevity on the basis of responsibility and overall performance. Additional bonuses may be available, based on cash flow and approval by the Board of Trustees in consultation with the President.

Merit Increase

The merit increase policy has been established to determine equitable monetary recognition for employees, rewarding performance on the basis of responsibility. Merit increases will be evaluated annually.

Payroll

Recording Time

All hourly employees shall work during the hours prescribed by their supervisor and use the applicable management system to electronically record their hours. The employee's supervisor must approve all time records before they are submitted to the Payroll for payment.

Payroll Distribution

Direct Deposit paychecks will be distributed bi-weekly on Fridays by 12:00 noon. Pay stubs are accessible through the payroll system.

Separation Pay

Each employee will, upon separation, be paid the balance of his/her accrued vacation time plus earned but unpaid compensation. There is no policy for severance pay.

Payroll Deductions

Various payroll deductions are available. Information on all currently available deductions can be obtained from Payroll.

Employee Status/Classification

Full-Time Employee

A person working in a regular position and averaging at least 40 hours per week; eligible for applicable full-time staff benefits. They are employed to perform regularly occurring activities.

Part-Time Employee

A person scheduled to work in a regular position for less than 40 hours per week; eligible for applicable part-time staff benefits. They are employed to perform regularly occurring activities and are non-exempt.

Additionally, all employees are defined as either:

Exempt: Those employees who are employed in a ministerial, executive, administrative, or professional capacity, or other legally exempted categories of employees, and who are not covered by the federal wage and hours laws; or,

Non-exempt: Those employees who are not employed in a ministerial, executive, administrative, or professional capacity, or other legally exempted categories of employees, and who are covered by the federal minimum wage and overtime laws.

Fringe Benefits

Retirement Benefits

Full-time Employees: Effective on employment date, a sum in an amount equal to five percent of an employee's annual earnings is deposited in monthly installments in an individual

retirement account (IRS Section 403b) by the employer. All dividends, interest, and capital appreciation from the investment accumulated in the account are added on a tax-sheltered basis for the benefit of the employee.

Full-time Hourly Employees: After one year of service, the employee will accrue retirement funds in a tax-sheltered account (IRS Section 403B) in the amount of five percent of his annual hourly wage each year in monthly installments. All dividends, interest, and capital appreciation from the investment are accumulated on a tax-sheltered basis and added to the account.

An employee transitioning from part-time to a full-time position will receive the benefit immediately.

Retirement deferrals are available to all employees in accordance with applicable, current IRS regulations.

Insurance - Health Benefit Plan and Life

A Health Benefit Plan is available for all full-time employees, effective on employment date; however, those employees who are covered by a spouse's insurance are encouraged to use that coverage whenever possible. For employees who waive the Training Center's coverage, the Board will establish a waiver benefit on an annual basis. Life insurance is provided for all full-time employees.

Cafeteria Plan (Flexible Spending Accounts)

These accounts, made possible by IRS Section 125, enable the employee to use pre-tax dollars to pay for certain health care expenses. Any employee may participate in the Cafeteria Plan. Prior to the beginning of a plan year, employees designate the amount they will contribute each pay period. Reimbursement requests are screened to determine eligibility, after which a check is drawn against the account and sent directly to the participant. The Board of Trustees may make available, on a year-by-year basis, additional employer-provided dollars to be deposited into the individual flexible accounts of all full-time employees.

Holidays

The Training Center offices will be closed on the following eight holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday following, Christmas Eve, and Christmas Day. Full-time personnel will be paid for these eight holidays, provided they work the day before and the day after the holiday, except for approved vacation days. Part-time employees will be paid for these holidays, provided they are regularly scheduled to work on the day the Training Center recognizes the holiday. Pay will be calculated as an average of the four previous weeks on the relevant day of the week. If the holiday falls on a Saturday or Sunday, an alternate day off will be assigned. Holidays are paid at one day 8 hours for full-time employees.

Workmen's Compensation

Employees are insured for injuries that occur while on the job. Injuries must be reported to the department supervisor immediately. Injuries not reported within a twenty-four-hour period may jeopardize Workmen's Compensation benefits. Northpoint Christian Training Center is not responsible for payment of injuries that were not reported according to the guidelines listed above.

Northpoint Christian Training Center must be notified if an old claim is reopened. Written explanation of the reactivation must be submitted prior to time being taken off, or appointments being made. It is up to the Training Center's discretion, and the length of time passed if the claim is subject to the same compensation and allowances.

LEAVE OF ABSENCE/TIME OFF

Absences

Attendance is a job requirement and all employees are expected to be present at work on time. We realize, however, that occasional absences are unavoidable and a certain number of paid absences from work are allowed. The amount of time away from work for which an employee is eligible is based on length of service and classification (see the *Vacation* section). All absences, regardless of reason, shall be requested and approved on the Payroll system.

If an emergency arises, the supervisor should be notified immediately. Employees also have an obligation to keep their supervisor informed as to their anticipated time off.

Family Leave

An approved absence is available to eligible employees for up to twelve weeks of unpaid leave per twelve-month period under particular circumstances that are critical to the life of a family (per the Family and Medical Leave Act of 1993 (FLMA)). Leave may be taken upon the birth or adoption of a child, when the employee is needed to care for a child, spouse, or parent who has a serious health condition, or when the employee is unable to perform the functions of his or her position because of a serious health condition. In order to be eligible, the employee must have worked at least twelve months in total and at least 1,250 hours during that twelve-month period. An employee entitled to paid leave under any other benefit plan or policy must take that leave first.

Medical Leave

A medical leave, if needed, must be requested through the employee's immediate supervisor. Accompanying the request must be a physician's statement detailing the reason for the leave and, if possible, a projected return-to-work date. Under our current insurance carrier, if an employee is receiving worker's compensation, health insurance is available for an additional six months from the start of the worker's compensation leave.

Military Leave

Members of the military services who attend weekend or summer encampments are required by law to request a formal leave of absence, which will be unpaid.

Personal Time

Contingent upon yearly approval by the Board of Trustees, full-time personnel are granted eight paid personal days per fiscal year which may be taken by the hour or the day as needed, with approval of the supervisor. Personal time should be approved in advance by submitting the appropriate absence request on the payroll system or, in the case of an unexpected absence, within twenty-four hours of returning. Personal time is non-cumulative and therefore does not carry over into a new fiscal year. No monetary reimbursement will be made to the employee for unused personal time.

Bereavement

Full-time, regular employees may be absent three days without loss of pay in the event of the death of one of the following relatives: father, mother, son-in-law, daughter-in-law, sister, brother, mother-in-law, father-in-law, grandfather, grandmother, or grandchild. The paid leave will be five days if the deceased is a spouse or child.

Jury Duty

Employees summoned for jury duty will be allowed time off for the period during which they are obligated to serve. During this period, pay will be issued in the amount of the difference between the juror's fee received and the employee's regular rate of pay. To be eligible for the employer's contribution, a jury pay receipt must be submitted to Payroll to account for the time served.

District Councils

Employees who are credentialed members of the Assemblies of God are permitted two days per year to attend District Council with no charge to vacation or personal time. These days provide good opportunities for staff to promote Northpoint.

Voting/Elections

Employees will be given up to two hours off with pay to exercise their right to vote in local, state, and national elections.

Snow or Similar Emergency

All Northpoint employees will be expected to report to work unless notified to the contrary. If the employee decides they are unable to safely travel to work, it will be necessary for the employee to take this day as a personal, vacation, or unpaid day.

If employees are at work when the Training Center experiences a reason to dismiss employees early (as determined by the President or his/her designee) and have worked less than four

hours, they will be compensated for four hours of pay. If the shutdown occurs after the employee has worked four hours, the number of hours actually worked will be the amount of remuneration earned by the employee. The President will review any exceptional circumstances. Employees may be required to make up all or part of the time at the discretion of the President.

VACATION

Approvals

Paid vacation time is based on the employment date and is non-cumulative. The supervisor must approve all vacation requests. All approved vacation requests must be submitted on the Payroll system prior to vacation time.

Accruals

Full-time Staff Vacation Accrual

Vacation for full-time staff is determined by the employment date and granted according to the vacation eligibility schedule below. Vacation allowance shall be accrued on an ongoing basis. Vacation requests made in excess of days accrued need to be approved by the President before authorization will be given to take such days. Vacation days do not carry over into a new fiscal year, and no monetary reimbursement will be made to the employee for unused vacation time.

Part-time Staff Vacation Accrual

Part-time staff shall be granted up to five paid vacation days per year. The number of paid hours in those five days will be determined by the average number of hours worked in a five-day period during the preceding six months.

Vacation eligibility can be adjusted for new employees (with the approval of the President or his/her designee), based on years of experience.

Employees Transitioning

An individual transitioning from part-time to full-time status will accrue vacation based on the date of full-time employment.

Vacation Eligibility

Years of Employment	Vacation Allowed
Employment date to June 30th	½ day per month to be taken during the first year. Maximum five days (accrued on quarterly basis)
First full fiscal year	Five days (accrued on quarterly basis)
Second through fourth calendar year	Ten days (accrued on quarterly basis)

Years of Employment	Vacation Allowed
Fifth through ninth fiscal year	Fifteen days (accrued on quarterly basis)
Tenth fiscal year and beyond	Twenty days (accrued on quarterly basis)

COMPANY PRACTICES

Office Hours

Northpoint’s office hours are from 9:00 a.m. to 5:00 p.m. Monday through Thursday and 9:00 a.m. to 12:00 p.m. on Friday. Work hours may be modified based upon departmental needs and events.

Employee Hiring

Employee hiring is at the discretion of the President. All individuals seeking employment at Northpoint must submit a resume and complete a background check. Faculty must also complete an application with a doctrinal position component.

The applicant for hiring will have a series of interviews. At any time during this process the candidate is eliminated for hiring he/she will be notified by the Office of the President.

1. Initial Phone Interview with the President or his designee
2. A personal interview with the President
3. If deemed necessary, a second interview with the President and any Staff person the President believes may lend appropriate assistance
4. During these interviews, the candidate will be evaluated for his/her:
 - Suitability to function in Northpoint’s culture
 - Character
 - Personal Background
 - Spiritual Background
 - Community/Cultural Background
 - Educational Background and Qualifications
 - Practical Experience
 - Giftedness, Skills, and Calling

The candidate will be informed by the office of the President within a reasonable time whether or not he or she will be hired.

Resignation of Employment

When a staff member chooses to resign his or her position, it is customary to do so at the end of an academic year. Termination of employment during an academic year creates a hardship

for the Training Center. Employees are required to provide a written notice to their supervisor at least two weeks in advance of the expected departure date. The Training Center reserves the right to end employment prior to the completion of the notice.

The notice will be immediately presented to the President for consideration and acceptance. Upon acceptance of the resignation, it is the President's prerogative as to how to communicate the resignation to the staff. It is considered best practice for the matter to remain strictly confidential by both the resignee and Training Center staff previous to the President's planned communication.

It is Northpoint's desire that all parties involved handle employee transitions in an honorable manner.

Open Door Policy

Because employees are vital to each department's success, frequent and open communication between employee and supervisor is essential for successful, mutually beneficial working relationships. Such a relationship with the supervisor should allow the employee to feel comfortable as follows:

- Communicating needs and expectations
- Asking questions and discussing problems
- Sharing suggestions to improve work processes and team performance

Supervisors are an important link to many of the resources available for personal growth and professional development at Northpoint. Supervisors are the first persons to contact whenever an employee needs assistance or support.

Grievance Procedure

The Training Center hopes to maintain an open-door policy with its employees. Employees should feel free to discuss any work-related problem with their supervisor or with the President. The employee is assured that they will not be penalized for using this open-door policy.

Discipline Procedure/Corrective Action

We expect all employees to exercise a high degree of self-discipline and maintain an acceptable level of performance and conduct in support of our mission, goals, and standards. When an employee does not meet those standards, his or her supervisor is empowered to inform them of specific deficiencies through corrective action and coaching.

When a verbal or written warning has failed to correct a problem, a formal Performance Improvement Plan may be initiated. An employee may be placed on a written Performance Improvement Plan that details steps to be taken to resolve unacceptable performance or behavior, including follow-up meetings with management.

The use of a Performance Improvement Plan is discretionary. There may be occasions when immediate termination of employment may be warranted. Such occasions may include cases of misconduct, insubordination, or disruptive behavior, to name only a few examples.

Confidentiality

The Training Center has many positions that require access to sensitive material and to confidential information. Therefore, any act of dishonesty or disregard for any student's or the Training Center's confidentiality or best interest may be grounds for dismissal.

All records and information relating to Northpoint Christian Training Center and its students are confidential, and employees must treat all such information accordingly. No Northpoint Christian Training Center related information, including (without limitation) documents, notes, files, records, oral information, computer files, or similar materials (except in the ordinary course of performing duties on behalf of Northpoint Christian Training Center) may be removed from the premises without permission from the President or his/her designee. Additionally, the contents of records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for business purposes. Employees must not disclose any confidential information purposefully or inadvertently through casual conversation to any unauthorized person inside or outside the Training Center.

Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

Employees may have access to their personnel items such as pay rate, withholding, and vacation time on the Payroll system at any time. This information and other information deemed confidential is not available to other employees below the supervisor's level. Personnel files are not available for public access. To keep necessary Training Center records up to date, it is extremely important that employees notify the Training Center of any changes in:

- Name and/or marital status
- Address and/or telephone number
- Number of eligible dependents
- W-4 deductions
- Person to contact in case of emergency
- Beneficiary information

It is the employee's responsibility to notify the Training Center of any corrections or changes in their personal information and to ensure that all information is accurate and current.

Employees will be asked to sign a confidentiality policy at the end of their employment with the Training Center.

Americans with Disabilities Act

Northpoint Christian Training Center is committed to complying with all applicable provisions of the American with Disabilities Act (“ADA”). It is the Training Center’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because

of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Northpoint Christian Training Center will provide reasonable accommodations to qualified individuals with a disability as defined by the ADA, who have made Northpoint Christian Training Center aware of his or her disability provided that such accommodation does not constitute an undue hardship on the Training Center.

- Upon receipt of an accommodation request, the President and the employee’s supervisor will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Northpoint Christian Training Center might make to help overcome those limitations.
- Northpoint Christian Training Center will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the overall financial resources of the Training Center and the accommodation’s impact on the operation of the Training Center, including its impact on the ability of other employees to perform their duties and on the ability of Northpoint Christian Training Center to conduct business.
- Northpoint Christian Training Center will inform the employee of the decision of the President on the accommodation request or on how to make the accommodation. If the accommodation request is denied, the employee will be advised of his or her right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, the decision will be final.
- The ADA does not require Northpoint Christian Training Center to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (e.g., eyeglasses, hearing aids, wheelchairs, etc.).
- An employee or job applicant who has questions regarding this policy or believes that they have been discriminated against based on a disability should notify the President. All such inquires or complaints will be treated as confidential to the extent permissible by law.

Solicitations

The Training Center does not permit any type of business solicitation on Training Center-owned or operated property without express permission of the Office of the President. Prohibited solicitation includes the posting of advertisements on Training Center property.

The use of the name or logo of the Training Center may not be used on any advertisement or publication. Neither the Training Center directory nor e-mails and other listings of staff, faculty, and students may be used as a list for mass mailing purposes.

Digital promotional materials produced by Northpoint may be shared on various social media services so long as the original content is not altered and the promotional material is used in a manner consistent with the school's mission and values.

Purchasing Procedures

Purchases should be handled through the employee's supervisor. The supervisor will grant approval for the purchase and assist in making the purchase. Purchases outside of the normal day-to-day operations or exceeding \$500 will need to be approved by the President.

In the unusual event that a purchase is needed that requires a reimbursement check, employees must obtain approval from their supervisor before an order is placed or item is purchased. A reimbursement request form must be completed and submitted and signed by the supervisor. All receipts must be attached to the Reimbursement Request.

SAFETY AND SECURITY

Door Safety

To ensure the safety of our community, entry doors to Northpoint buildings remain locked during school. Staff and students are issued a proximity card which allows access to Northpoint buildings. Security cameras are located throughout the campus. Never give access to anyone to enter the building. If someone without a proximity card requests entry, they may ring the doorbell for assistance. For visitors, the main office must be notified 24 hours in advance. And they must sign in with the main office. Visitors are required to sign in with the Training Center office. In order to ensure access advanced notice is highly recommended.

Fire Emergency Procedure

If a fire alarm is activated, an alarm will sound off throughout the building until the emergency is under control by emergency personnel. In the event of a fire alarm, EVERYONE is to evacuate the building.

The unwarranted pulling of a fire alarm will result in a \$500 fine.

If You Find a Fire:

1. Sound the alarm by activating the nearest fire alarm pull station and call the Fire Department at 911 from a safe location.
2. Alert your neighbors only if you can do so without delaying your exit.
3. Leave the building immediately, close doors behind you as you exit the building, and proceed to the designated emergency evacuation meeting location.
4. If you have information on how the fire started or how the alarm was activated, report it to the Fire Department.
5. Do not try to put out the fire; your safety is more important than property. Use common sense if you can put out the fire without injuring yourself or others, please do so.

If the Alarm Sounds:

1. Do not delay evacuation or assume that this is a false alarm. Immediately begin to exit the building.
2. If you can safely leave the room, close the door behind you and evacuate by the nearest clear exit. Do not use the elevator.
3. If you encounter smoke on your way out, stay low and crawl if necessary. You are more apt to find breathable air close to the floor. Cover your nose and mouth with a wet towel or wet cloth if possible.
4. So that you may be accounted for, go to the location where others are gathering.

Emergency Notification System

In compliance with federal laws, Northpoint has a system for notifying students, faculty, and staff in a timely manner when warnings are necessary and when emergency situations arise. Students and staff will receive a test message and email message through Populi containing pertinent information. The notification system allows the staff to contact the Northpoint community regarding any threats, extreme weather patterns, car removal requirements, Chapel/class cancelations, etc. It is imperative that you provide Northpoint with your accurate contact information. If at any time your contact information changes, it is your responsibility to change in on Populi.

Lockdown Procedure

If an imminent threat exists and it has been determined by the appropriate officials that containment within the school building is necessary, Northpoint will immediately convey an emergency notification informing the community that it has engaged in the Lockdown Procedure.

Lockdown Procedure:

1. Lock all possible doors, if a door cannot be locked, attempt to barricade it with available means (furniture or equipment);
2. Close and lock all windows, curtains, blinds, and doors and then proceed to stay away;

3. Turn off all AC/heater units, fans, and lighting if possible;
4. Silence cellular phones (no sound – no vibration) and do not use them unless there is a vital emergency;
5. Arm yourself with what is available (desks, chairs, laptops, unplugged fans, or heaters, etc.);
6. If the intruder enters the room, attack all at once;
7. Remain calm and quiet until the *All Clear* is given.

Weapons

It is a violation of Northpoint Christian Training Center policy for anyone other than those expressly permitted by the Training Center to possess a firearm or dangerous weapon on property owned or operated by the Training Center or Grand Rapids First.

STATEMENT OF UNDERSTANDING

I certify that I have received and read, and that I understand the Northpoint Staff Handbook, dated **July 5, 2022**, a copy of which has been provided to me. I also understand that the statements contained in the Staff Handbook are not a contract and that my employment with Northpoint Christian Training Center is at-will. I also understand that changes to the Staff Handbook may be made by Northpoint at any time, and that the updated Handbook supersedes any and all prior Staff Handbooks issued.

Employee Signature

Print Name

Date of Signature