

LAKESHORE BIBLE CHAPEL

470 GLENELM CRES., W'LOO, ON N2L 5C8
PH (519) 747-2211 FAX (519)725-9421

EMPLOYEE PACKAGE

A file for each employee should include:

1. A signed Employment Agreement.
2. An income tax deduction form TD1
3. A signed Code of Confidentiality

It may also include:

1. A completed application form or letter.
2. A recent resume.

LAKESHORE BIBLE CHAPEL

470 GLENELM CRES., W'LOO, ON N2L 5C8
PH (519) 747-2211 FAX (519)725-9421

Policy on Confidentiality

Due to the nature of work performed by full and part-time employees at Lakeshore Bible Chapel, (counseling etc.), there is a need to maintain the confidence of client information. Staff or volunteers having access to client files or records, or staff or volunteers acting on behalf of Lakeshore Bible Chapel in a counseling capacity will adhere to the following policy:

1. All information contained in a client file or released in the context of a counseling session is to remain privileged, confidential and in secure storage.
2. Any information from client files requested for use outside of Lakeshore Bible Chapel (eg. Research/Student Placement Work), will only be released by permission of the Pastoral Staff or Leadership Team.
3. Access to client information will be permitted to employees or approved volunteers of Lakeshore Bible Chapel on a "need to know basis". The Pastoral Staff or Leadership Team may grant permission.

I have read and understand fully the Confidentiality Policy as it relates to my position at Lakeshore Bible Chapel.

Employee

Date

Leadership Team Member

Date

LAKESHORE BIBLE CHAPEL

470 GLENELM CRES., W'LOO, ON N2L 5C8
PH (519) 747-2211 FAX (519) 725-9421

Employment Agreement con't...

The employee agrees to complete all assigned tasks and responsibilities as outlined in the job description and other duties and responsibilities as determined by the employer from time to time.

The employee will serve a probationary period of 90 days during which the employer or the employee may terminate this agreement with one week's written notice. Upon completion of 90 days of service, the employee will receive a performance evaluation which will include goals for future development and dates for future evaluations. Evaluations will be completed by appropriate persons delegated by the Leadership Team.

The employee states that he/she is in agreement with the Statement of Faith as outlined in Article II of the Lakeshore Bible Chapel Constitution and as such acknowledges that as a term and condition of his/her employment, that he/she will adhere to the Expectations of Members as outlined in Article III Section 2 of the Lakeshore Bible Chapel Constitution. The employee also understands that any lifestyle, or moral or religious practice which is deemed to be inconsistent by the Leadership Team with the above mentioned articles will result in church discipline as outlined in Article III Section 3 of the Constitution, and may result in immediate termination of employment. Further to this, should the majority of the Leadership Team/Elders board conclude that the employee should resign, he must do so. Appropriate severance arrangements must be made and adhered to by LBC and the employee.

Any discrepancies between the employee's personal beliefs and the above mentioned articles should be recorded in the space below. The absence of any statement by the employee indicates full agreement.

Employee Comments: _____

I agree to the established policies of the Employment Agreement

SIGNATURE OF EMPLOYEE: _____ **DATE:** _____

SIGNATURE OF EMPLOYER: _____ **DATE:** _____
(Chairman of Leadership Team)