

**PERSONNEL POLICY  
CHRIST LUTHERAN CHURCH**

August 2012

**Christ Lutheran Church  
2012**

Preface

The Personnel Handbook of Christ Lutheran Church has been prepared in order that every employee of the church may know the terms of employment that will govern his/her relationship with the church. It is the responsibility of the Senior Pastor and Personnel Committee to administer these policies with respect to persons in the employment of the church. Questions regarding interpretation of policies should be directed to the Senior Pastor and Personnel Committee.

The Personnel Committee shall recommend to the Church Council personnel policies for the church except as otherwise determined, including salaries, practices, staff position descriptions, and training. Upon approval by the Church Council, the Personnel committee shall be responsible for the implementation and evaluation of the personnel policies.

These personnel policies do not create, imply, or express promise of continued employment of any employee by Christ Lutheran Church, are not conditions for employment, and is not intended to create a contract between the church and its employees.

Christ Lutheran Church reserves the right to change or modify terms or conditions at any time.

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## Section 1

## General Information

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### Authority

Adoption of these personnel policies by the Christ Lutheran Church Council is granted by the general authority in the Constitution and Bylaws of this church. Nothing in these personnel policies shall conflict with the Constitution and Bylaws of the Christ Lutheran Church.

### Scope

These personnel policies apply to all non-rostered paid staff in the church except where the Church Council has granted an exception.

### Personnel Committee

The Personnel Committee will bring reports and recommend policies to the Church Council. The Senior Pastor and Council President will make recommendations regarding policies and revisions to the Personnel Committee.

### Distribution of Personnel Policies

Christ Lutheran Church Personnel Policies will be distributed by the Senior Pastor to all existing staff and during the orientation process to all new employees.

### Personnel Director

The Senior Pastor of Christ Lutheran Church is the Director of Personnel.

### Employing Unit

As used herein, the term “employing unit” shall mean Christ Lutheran Church.

### Office Hours

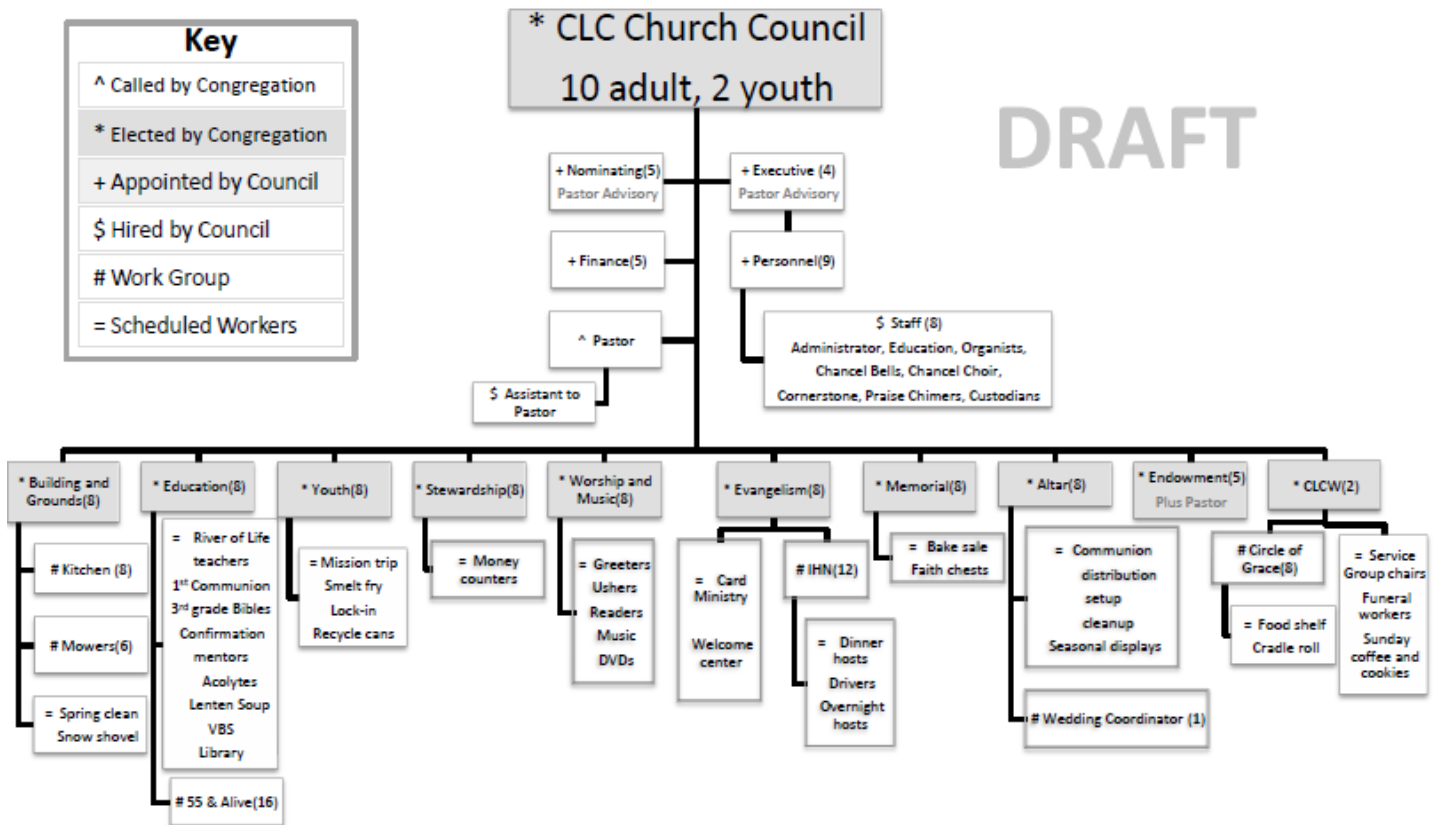
The Christ Lutheran Church current office hours are as follows:

Monday –Thursday                      8:00 AM – 4:30 PM

Weekly schedules are to be coordinated through the Senior Pastor.

# CLC Organization Chart

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## 2.2 Classifications of Employees

All employees are considered staff of Christ Lutheran Church and the underlying organizational principles shall be that of a unified work force. Where it is required by law, distinctions will be made between those considered exempt or non-exempt by the Fair Labor Standards Act.

### Full-Time Employment

Full time employment is defined as employees working thirty-two (32) hours or more weekly on a regular basis. Benefits for these employees will be pro-rated based upon the hours worked. For example, a vacation day for an employee working thirty-two (32) hours in a four (4) day week would be eight (8) hours. If the employees work twenty (20) hours in a four (4) day week, a vacation day would be five (5) hours.

### Part-Time Employment

Employees working on a regular basis that work less than thirty-two (32) hours on a regular basis are considered regular part-time employees. These employees are not eligible for benefits; however, such employees are entitled to Social Security benefits, as required by the Social Security Act (FICA).

### Temporary Employment

Temporary employment includes summer or seasonal workers. These employees are not eligible for benefits; however, temporary employees are entitled to Social Security benefits, as required by the Social Security Act (FICA).

### Contract with Independent Contractor

The church may enter into a contract with an individual or company that provides services or products as an independent contractor. Independent contractors are not entitled to workers' compensation or other benefits provided in these policies. All contracts for services must be approved by the Church Council. Copies of such contracts must be given to the Council President.

## 2.4 New Employee Orientation

New employees shall receive a formal orientation process by the Personnel Liaison or appointed individual that covers at least the following areas: tour of facility, personnel handbook, safety, confidentiality, written job description, and explanation of benefits.

## 2.5 Grievance Process

Christ Lutheran Church strives to provide fair and equitable consideration of all employee grievances. The following procedures shall be used in the event of a grievance.

First, the employee should discuss the concern verbally with the Senior Pastor as Personnel Liaison. If the matter is resolved in that manner, no further action need be documented except as desired by the Senior Pastor.

If the matter is not resolved informally, the employee may file a written grievance to the Senior Pastor. A copy of the grievance will be provided to the Personnel Committee for reference. The Senior Pastor shall provide a written response to the employee within ten (10) working days. A copy of the written response from the Senior Pastor shall be provided to the Personnel Committee.

If the matter is still not resolved, the employee may request a hearing with the Personnel Committee. When a written request for a hearing is received by the Personnel Committee, a hearing shall be held within ten (10) working days. A written request must be received within ten (10) working days of the written response of the Senior Pastor as listed in Paragraph 2 above. The committee shall notify the employee and the Senior Pastor in writing of the time and place of the hearing at least five (5) working days before the hearing. The employee and Senior Pastor shall be available as required at the hearing. The hearing shall be closed to the public. The employee may choose to have an advocate present at the hearing. The Personnel Committee shall provide a written response to the grievance within five (5) days of the hearing conclusion. The Personnel Committee shall have final decision in the grievance process.

The time limits listed above may be waived or extended in writing with the written consent of the parties involved if the time schedule is not workable.

## 2.6 Discipline

Employee discipline is the responsibility of the Personnel Committee. The Senior Pastor may verbally advise an employee that a need for improvement in job performance is necessary. If a failure to improve in a job performance skill is likely to result in job dismissal, written notification of the specific areas of improvement necessary and the time frame for improvement must be given. A recommendation to terminate an employee for poor job performance must be made by written resolution of the Personnel Committee. The Executive Committee will be kept apprised of the matter. The Church Council is charged with approving the hiring of non-exempt employees and also should approve their termination.



The following items may result in termination of a non-exempt employee without warning:

- Willful damage or gross negligence to church property
- Possession of a weapon on church premises
- Drinking, intoxication, or possession of alcoholic beverages on the job
- Being under the influence of narcotics, use of narcotics, or possession or solicitation of narcotics for use while at work, other than prescription drugs prescribed by a physician
- Gambling on church premises
- Absence without authorization for three (3) or more work days (consecutive or otherwise) during any twelve (12) consecutive months
- Disclosure of confidential or sensitive church information
- Assaulting or fighting with an employee, member, or guest on church property, on or off duty
- Conviction of a felony or serious misdemeanor
- Willful falsification of church records, such as an employment application, payroll information, or financial or insurance records
- Absence from work beyond the period for which a leave of absence has been granted by the church
- Taking other unauthorized employment while on a leave of absence
- Theft of church property
- Willful violation of church policy

## 2.7 Personnel Records

Personnel records shall be maintained in the church office. An individual file for each employee shall, at a minimum, contain the following items: employment application form, payroll authorizations, performance appraisals, I-9 and W-2 forms. The current president of the congregation and the Senior Pastor will be the only person with the key to the personnel records. All employees have the right to view their individual file in the presence of the congregational president or Senior Pastor. Supporting information for employee reviews may be kept in a separate file and will not be shared with the employee unless authorized by originator.

## 2.8 Payroll/Overtime

Payroll will be processed every two (2) weeks and paid on the third (3) business day following the last working day of the pay period. Overtime for all nonexempt employees will be paid if the employees are required to work more than forty (40) hours per calendar week. The overtime rate will be one (1) and one-half (1/2) times the regular hourly wage. Only work hours performed will be considered for overtime. Sick leave, vacations, holiday pay, or any other allowance for non-working hours will not be considered as time worked for the purpose of determining overtime pay.

## 2.9 Travel

Non-exempt employees required to travel for their job shall be compensated at the current mileage rate of the IRS or at the exact cost of airfare and lodging if applicable. Reimbursement of not more than thirty (30) dollars per day for meals shall be given. The Senior Pastor must approve in writing payments for travel and meals. Receipts are required for reimbursement.

## 2.10 Respect in the Work Place

Christ Lutheran Church values its staff and the gifts each bring to this congregation. It is the policy of this church to maintain a work environment free from all forms of discriminatory behavior towards any individual. This includes harassment directed towards individuals with disabilities or because of race, ethnic origin, religion, gender, sexual orientation, or age. The use of disparaging terms, derogatory remarks, and displays of insensitive treatment towards fellow employees and members of the community and congregation while in the context of the work place will not be tolerated.

This policy pertains to every aspect of an individual's work relation to this church, including recruitment, selection, compensation, benefits, continuing education, termination, and all other aspects and terms and condition of employment. When any church employee commits acts of harassment, discrimination, or misconduct against any other employee or member of this congregation, it seriously harms the mission and work of this congregation. Mutual respect, consideration and courtesy are expected from every member of the church staff. Everyone has the right to pursue his/her work free from harassment, coercion, or disruptive conduct from co-workers or superiors. Disrespectful behaviors of any kind, ranging from inappropriate humor and subtle acts to overt acts, threats or physical conduct, will not be tolerated.

Individuals who experience intimidation or harassment should report these matters to the Senior Pastor. If an individual is uncomfortable reporting the issues to the Senior Pastor, the employee may take the concern to any member of the Personnel Committee or Church Council. Under no circumstances will retaliation or intimidation of a complainant be tolerated.

An employee of Christ Lutheran Church who believes that he or she has been directly or indirectly affected in the work place by the improper behavior of another employee under conditions covered by this section shall, when appropriate, attempt to reach an understanding/reconciliation with that individual. The guideline taught in Matthew 18:15-17 says: *Go and point out the fault (to the member) when the two of you are alone...If you are not listened to, take one or two others along with you so that every word may be confirmed...if the member refuses to listen to them, tell the church...*

When reconciliation cannot be achieved, members of the staff of Christ Lutheran Church have the right and the responsibility to report a perceived violation as soon as possible. They are encouraged to bring a person of his or her choice to make a report to the Senior Pastor. The Senior Pastor will investigate the allegation promptly, objectively, and confidentially. A complainant has the right to the presence of an advocate at any and all proceedings regarding the complainant. If the allegations involve the Senior Pastor, the president of the congregation should investigate the matter together with the Personnel Committee.

No adverse action will be taken against any employee who, in good faith, complains of harassment. To the extent possible the Senior Pastor will protect such an employee from reprisals from other employees.

Christ Lutheran Church recognizes the question of whether a particular action or course of action requires a factual determination. The church also recognizes that false accusations of harassment can cause serious harm to innocent persons. Therefore, a thorough investigation will be conducted in each case.

Violators of the harassment policy are subject to progressive corrective action or disciplinary action, including termination of employment.

If the complainant is not satisfied with the investigation made and/or action taken by the Senior Pastor, the complainant should follow the steps on the Grievance Process. (Section 2.4)

## 2.11 Sexual Harassment/Misconduct Policy

We, the congregation of Christ Lutheran Church, hereafter referred to in this Policy as "The Church", are committed to addressing sexual abuse, sexual harassment and sexual misconduct (referred to as "sexual misconduct" in this policy) in the church because the Church needs to be a safe place for all. Sexual misconduct betrays God's creation, inflicts grievous suffering on the victim and rends the fabric of the whole community of the people of God.

Christ Lutheran Church opposes any form of sexual misconduct by pastors, lay staff, employees and volunteers. Sexual misconduct is incompatible with the office of pastor, associates in ministry, lay staff, employees and volunteers. This policy applies equally to pastors, lay staff, employees and volunteers.

Under synodical and ELCA governing documents, the office of the Bishop of each Synod is responsible for overseeing and administering the work of the Synod and for providing pastoral care and leadership for the Synod's congregations, ordained ministers and associates in ministry. The office of the Bishop of each Synod is responsible for enforcing standards of conduct for ordained ministers and associates in ministry in the Synod and for overseeing the ELCA's disciplinary process within the Synod.

The ELCA's governing documents embody the basic standards of conduct required of ordained ministers and associates in ministry. Under 10.22 of the ELCA Constitution, an ordained minister of the church must be a person "who is diligent and faithful in the exercise of the ministry; and whose life and conduct are above reproach." Under ELCA Bylaw 19.15.01.b, an ordained minister is subject to discipline for "conduct incompatible with the character of the ministerial office.

Sexual Misconduct is a crime. A complaint by a church staff member, parishoner, or visitor alleging sexual misconduct against someone in our Church must be handled both pastorally and legally. All complaints involving victims under the age of eighteen or a vulnerable adult must be reported to the appropriate social service or law enforcement agency as required by law.

Sexual Misconduct is any verbal or physical sexual advance that is unwelcome or sexual conduct which creates an offensive, hostile or intimidating environment in the Church. It may include verbal abuse, joking or innuendoes, unnecessary physical contact, demanding sexual favors with implied or overt threats, or physical assault.

To the best of its ability, the Church Council will maintain liability insurance to cover potential liability for sexual misconduct.

The Church Council is responsible for the education of congregation members about sexual misconduct and the existence of these policies.

The Church Council shall review these policies periodically with pastors, officers, Council members, lay staff, other employees, committee chairs and volunteers.

The Church Council is responsible to ensure that these policies are followed.

The Pastor, Associate Pastor, and Associates in Ministry are subject to synod policy on this issue.

As part of the hiring policy for any paid staff (except those subject to Synod (policy), all individuals when applying for any paid position will be required to complete an application which shall include the following question: "Have you ever been convicted of a state or federal crime? If yes, what were the offense, date, and location?" This application shall also contain the following statement: "I hereby certify that information on this application is true and correct, and I understand that falsifying information or failure to include any information shall be grounds for dismissal." The application shall be signed and dated by the applicant. A background check will be done on all applications submitted for employment at Christ Lutheran Church.

Sexual misconduct may be reported by the victim or a member of the victim's family, a member of the congregation or any other concerned person. It is recommended that reports of sexual misconduct be made in writing, dated and signed by the person reporting the alleged misconduct. Oral reports of sexual misconduct will be reduced to writing by the person who receives the report and then submitted to the appropriate person or committee as set forth in this policy.

Reports of sexual misconduct involving persons under the age of eighteen (18) or a vulnerable adult, as defined by existing or amended Minnesota Law, shall also be reported to the appropriate social service or law enforcement agency as required by law.

Reports (in written form) of sexual misconduct may be made as follows:

The complaint may be made to any member of the Executive Committee (which consists of the Pastor(s), President, Vice President, Secretary and treasure of the Church Council), a Church Council member, or a Synod official.

A complaint against the Pastor(s) shall be made to any of the following: the Council President, a member of the Executive Committee, any Council member, or the Synod official. Such complaint shall immediately be reported to the Synod Bishop as required by Synod policy.

If the complaint is against the pastor or other ELCA rostered person, the Church Council President will report this complaint to the Bishop immediately, without advising the rostered person of the complaint in accordance with Synod policy. The Bishop's office will then investigate the allegations in accordance with the policies in force by Synod on these issues.

Complaints against lay staff, employees, Council members, or other volunteers of the congregation will be investigated by a special committee consisting of the pastor and/or pastors, the Council President, and two (2) members of the Personnel Committee as appointed by the Church Council; an attempt shall be made to balance this special committee by gender.

Lay staff and volunteers suspected of sexual misconduct as defined herein will immediately be removed from their duties in the congregation pending the results of a preliminary investigation. In the event the complaint is against any member of the investigating committee, that person shall not sit on the committee and shall be replaced by a congregational member selected by the remaining special committee. Investigations will be handled confidentially.

Pastoral staff found to have committed sexual misconduct as defined herein or as defined by Synod policy shall be dealt with by Synod in accordance with Synod guidelines and policies.

Upon completion of its investigation, the committee shall submit its findings and recommendations to the Council for its consideration and ultimate adjudication of the complaint against lay staff and volunteers.

The congregation will be encouraged to extend Christian love and support to the victims of sexual misconduct and their families.

The congregation will be encouraged to extend Christian love and support to those accused and /or found to have committed sexual misconduct and their families.

The Southeastern Minnesota Synod's policy entitled "Dealing with Allegations of Sexual Misconduct Against Clergy & Associates in Ministry / Minnesota Chapter 148-A" will be considered to be apart of the Church's Sexual Misconduct Policy.

This policy supersedes any and all other policies adopted by Christ Lutheran Church, Byron, Minnesota.

## 2.12 Child Abuse and Youth Safety

The general principal of youth safety is to avoid as much as possible situations that may lead to questions of behavior. The following guidelines should be followed whenever possible:

Two (2) adults should be in attendance at all church sponsored activities involving youth. If that is not a possibility, at least two (2) youth must be present. No one (1) adult – one (1) youth activities are permitted.

(2)

Activities should take place whenever possible in open areas instead of confined offices. All classrooms should have windows.

Persons transporting youth in vehicles should have at least two (2) youth in the vehicle at all times or two (2) adults.

If an adult needs to counsel a youth, great care needs to be taken to avoid close contact. That is the counseling should be done in an area with open doors and additional adults present.

Written guidelines should be established for off-site church activities involving youth such as retreats, conventions, overnight campouts, etc. These guidelines should be established with youth safety policies as important priorities.

All persons working closely with youth should be given guidelines as to these requirements.

All alleged incidents of sexual abuse must be fairly and discreetly investigated.

All parents are invited to observe all activities at any time.

## Section 3

## Staff Benefits

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### 3.1 List of Benefits

The following benefits shall be available for full time non-exempt employees: vacation pay, contribution to qualified pension plan, major medical insurance, health care expense and child care expense reimbursement program, holiday pay, bereavement paid leave, and sick pay.

### 3.2 Vacation benefit for full time non-exempt employees:

One (1) week of vacation will be given to all employees after completing their first (1) year of employment.

Employees will be given two (2) weeks after completing years three (3) and four (4).

Three (3) weeks will be given after completing years five (5) through nine (9).

After completing the tenth (10) year, employees will be given four (4) weeks of vacation. Four (4) weeks will be the maximum amount of vacation that a non-exempt employee will be able to receive.

A week (1) of vacation is defined as the number of hours and days worked by the employee in a (1) normal week.

A day (1) of vacation is defined by the number of hours typically worked that (1) day.

Vacation must be taken in day (1) increments.

A year (1) is calculated by adding twelve (12) months to the previous anniversary date.

If an employee uses vacation days that are unearned, that amount will be deducted from his/her next period.

### 3.3 Pension Benefit for Full-time Non-exempt Hourly Employees

A pension allowance shall be paid to each employee in the amount of ten (10) percent of the normal yearly wages. This payment shall be made to a qualified pension plan of the employee's choosing and not to the employee directly. Overtime pay shall not be eligible for pension contribution.

### 3.4 Health Care Premium Assistance for Full-time Non-exempt Hourly Employees

Major medical group health insurance coverage will be offered through Christ Lutheran Church if possible. Christ Lutheran Church will pay fifty (50) per cent of the single coverage monthly premium. If the employee desires family coverage, then the entire cost of the family coverage is the employee's obligation.

Alternatively, if the employee's household pays its own health insurance directly to an insurance carrier, a reimbursement of fifty (50) per cent of the single employee rate will be paid. Employees electing this option are required to provide proof of health care insurance coverage and expense. The payment shall be paid to the health insurance company and not to the employee directly. Payment will be made on a monthly/quarterly basis as required by the insurance company and paid before the due date of the premium.

If the employee is covered under a spouse's insurance policy through the spouse's place of employment, then no additional compensation will be paid by Christ Lutheran Church as a health care allowance or reimbursement to the employee.

### 3.5 Health and Child Care Expense Reimbursement (Cafeteria Plan)

All employees expected to work twenty (20) hours or more per week may participate in a health care and child care expense reimbursement program. This plan known as a cafeteria plan is provided as a benefit for employees that voluntarily wish to participate according to the rules of the plan. Please contact the Plan Administrator for details.

### 3.6 Holiday Pay

Full time non-exempt employees will be paid for seven (7) holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If the holiday falls on a normal work day, the facility will be closed. If the holiday falls on a non-scheduled work day, additional holiday pay will be added to that pay period.

### 3.7 Sick Days

A maximum of two (2) sick days per calendar year will be compensated. After that amount employees are expected to use vacation days or non-paid absence leave.

### 3.8 Non-Paid Absence Leave

Non-paid absence leave may not exceed three (3) days per calendar year without the consent of the Senior Pastor.



### 3.9 Bereavement Leave

When death occurs within a non-exempt employee's family, absence from work may be necessary to attend the funeral or memorial service. This policy establishes the time off guidelines for employees with benefits. Up to a maximum of five (5) consecutive working days with pay, one (1) of which includes the funeral, is allowed for any of the following relatives: spouse, mother or father, stepmother or stepfather, mother-in-law or father-in-law, son or daughter, stepson or stepdaughter, son-in-law or daughter-in-law, legal ward, brother, sister, half-sister or half-brother, sister-in-law or brother-in-law, grandparent, grandparent-in-law, or grandchild.

Any additional time off must be approved by the Senior Pastor. This additional time off is either taken from accrued vacation or unpaid absence.

If an employee is away from work on a vacation when a death in the family occurs for which paid funeral leave is allowed, the vacation pay will be converted to bereavement leave on the time card.

If the employee is on an unpaid leave of absence when a death in the family occurs for which paid funeral leave is allowed, no paid leave will be granted.

The employee is responsible for notifying the Senior Pastor in the event of a death in the family in order that arrangements may be made to cover the absence from work.

### 3.10 Jury Duty

Absence with pay will be granted for the duration of the jury duty for non-exempt employees. The compensation will be in an amount equivalent to make the jury duty pay equivalent to their regular pay. The employee must provide the Senior Pastor a certified copy of the jury duty notice and a pay statement from the court involved.

When not actively engaged as jurors, employees are expected to report to their regularly scheduled work hours. If there is a reasonable amount of time before the scheduled court session, employees should report to work.

No pay will be given if the employee is a plaintiff, defendant, or other party to a court action.

### 3.11 Workers Compensation

Workers compensation will be provided as required by the current federal and state laws in effect at the time of injury.

### 3.12 Unpaid Family Leave

Unpaid family leave time will be allowed for the following reasons for nonexempt employees:

The birth of a son or daughter of the employee and in order to care for such son or daughter. Up to six (6) continuous weeks will be allowed for mothers or fathers. This time may be taken prior to or following the birth of the child.

The placement of a son or daughter with the employee for adoption or foster care. Up to six (6) continuous weeks will be allowed for mothers or fathers.

In order to care for the spouse, son, daughter, or parent of the employee, if such spouse, son, daughter or parent has a serious health condition. Up to twelve (12) continuous weeks will be allowed.

Because of a serious health condition that makes the employee unable to perform the functions of his/her position. Up to twelve (12) continuous weeks will be allowed.

Prior to applying for a period of unpaid family leave, the employee will be expected to first utilize accrued vacation and sick days (if applicable for the purposes as stated above). When these types of accrued leaves have been exhausted, an eligible employee may apply for a period of unpaid family leave. However, the total amount of leave which the employee will take (paid and unpaid) should total no more than twelve (12) weeks.

Where the necessity for leave is foreseeable, the employee must provide thirty (30) days notice of the leave or, if the date of birth or placement of a child with the employee requires leave to begin is less than thirty (30) days, the employee must provide such notice as is practicable. Similar notice must be given where leave is taken for serious health condition (either of a family member or of the employee) based on planned medical treatment. In such situations, the employee must also make a reasonable effort to schedule treatment so as not to unduly disrupt the operations of the church.

Employees participating in the Health Care and Child Care Expense Reimbursement Plan (Cafeteria Plan) must make their regular contributions to these plans during their absence. This payment should be made to the church no later than the normally scheduled payday for the employee. Pension benefit payments for non-exempt employees will not be paid during the actual non-paid family leave portion of the absence, but will be paid during the accrued paid vacation leave portion of the absence. Other benefits do not accrue to an employee while on an approved, unpaid family leave.

Employees electing group health coverage must make regular contributions for this premium during their absence.

**4.1 Time Card**

The employer will provide a tool for the employee to use to track their hours for each week. (See Section 7.3) The timecard/sheet will be signed by the employee and approved by the Senior Pastor. The original will be submitted to the disbursement secretary for payroll and returned for church records.

**4.2 Payroll Deductions**

All mandated federal and state payroll deductions will be figured when filling out the earnings statement for each employee. Also, any church or employee directed deductions will also be figured by the accountant when completing an employee's earnings statement.

**4.3 Direct Deposit**

If directed by the employee, their compensation will be directly deposited to the financial institution of their choice.

**4.4 Job performance evaluation**

The employee will receive annual performance reviews. These reviews will be given by members of the Personnel Committee. Feedback on the employee's performance will be solicited by the Personnel Committee from the employee, coworkers and members of the general congregation.

**4.5 Work Schedules**

Hours that an employee will need to be at work will be determined by the Senior Pastor to provide coverage needed for the published hours that the office needs to be staffed.

**4.6 Meal Breaks**

For every eight (8) hours of work, an employee must take a thirty (30) minute break. This time is not considered working time and needs to be documented on the employee's timecard/sheet.

**4.7 Absenteeism and Tardiness**

The expectation is that the employee will come to work the hours scheduled. In the event that the employee is absent or thinks he/she will be absent, the employee needs to inform the office by telephone.

**4.8 Weather Related and Other Closings**

The church office will be closed on Saturday and Sunday. The Pastor(s) and/or Council President will determine the need to close the office for weather related instances and will make every effort to communicate this to all church employees that are scheduled to work at that time. If the office is open and an employee is unable to attend work, he/she will not be paid. If the decision is made to close the office before the scheduled work day or the decision is made to close the office during the work day, the employee will be paid for time he/she is scheduled to work that day.

#### 4.9 Voting Time/Election Judge Service

Employees are requested to vote outside of regularly scheduled work time. Time away from work to vote must be taken as unpaid absence.

Employees are entitled to time off without pay to serve as an election judge. They must provide at least twenty (20) days written notice to the Senior Pastor or the Personnel Committee. The written request to be absent from work must be accompanied by a certification of serving as an election judge and the hours during which the employee will serve.

Time off for serving as an election judge is not considered time worked for the purpose of computing overtime.

#### 4.10 Medical and Dental Appointment

Employees are expected to schedule medical and dental appointments outside work hours whenever possible.

When that is not possible because of the nature of the medical condition, employees should attempt to flex their work schedule. If that is not an option, vacation time or unpaid absence should be used.

If an employee requires on-going appointments (e.g. physical therapy, counseling, obstetric exams, etc.), the Senior Pastor may require the employee to change his/her work schedule to better accommodate the needs of the work area.

#### 4.11 Termination of Employment (Non-exempt employees)

At termination, an employee will receive pay for all earned, but unused vacation days.

#### 4.12 Employment Probationary Period

All non-exempt employees will be subject to a sixty (60) day probationary period from the time of their first day of employment. The employee may be discharged any time during this period at the discretion of the Personnel Committee if the committee believes the employee is unable to perform his/her job function satisfactorily. Benefits due full time employees will be retroactively earned as of employment date after completion of the probationary period.

**5.1 Housekeeping and Maintenance**

General housekeeping will be done by the custodial staff. Repairs and maintenance will be done by the Building and Grounds Committee or volunteers. Any major repairs that exceed the Building and Grounds annual budget will need the church council approval.

**5.2 Building Security**

Only authorized persons should have keys to the church. Anybody else that needs to get in to the building when it would normally be locked will need to arrange to have some one meet them or check out a key (refer to the key policy).

**5.3 Personal Property**

Christ Lutheran Church is not responsible for damage or loss of personal property.

**5.4 Reimbursements and Allowance Reports**

All reimbursements need to be submitted to the disbursements secretary with a properly completed purchase order. Allowance reports should be submitted with documentation showing time period and nature of allowance.

**5.5 Personal and Long-distance Phone Calls**

Members of the staff should keep personal phone calls to a minimum and normally limit them to breaks and lunch periods. No personal long distance phone calls are allowed.

**5.6 Electronic-mail and Internet Use**

The use of computers will be for official church business. Staff members are expected to limit their personal use of email. The use of internet services will be for the sole purpose of church business.

**5.7 Computer Hardware and Software Use**

All computer hardware shall remain on church property unless an employee has been given a laptop computer. Computer software shall not be copied for an employee's personal use. Computer software shall not be added to a computer without permission from the Senior Pastor.

## Section 6:

## Miscellaneous Provisions

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### 6.1 Ethics and Expected Behaviors

Christ Lutheran Church seeks to encourage, enrich, and energize all ages in their walks with Christ. Every individual in its employment shall be treated with respect, dignity, concern, and fairness in terms of working conditions, pay and benefits, and promotion considerations.

The staff of Christ Lutheran Church will treat all who ask for their help or assistance with respect, dignity, understanding, and fairness.

Those employed by Christ Lutheran Church are requested to perform their responsibilities to the best of their ability, exercise the highest ethical behavior, and are encouraged to offer suggestions to the pastoral staff, Personnel Committee chairperson, and one another as to how the congregation can better be served.

Proper ethics and behavior include:

- Treating others with the highest respect
- Discharging work responsibilities to the best of abilities
- Keeping any sensitive information confidential
- Caring for and maintaining church property
- Exhibiting a positive and supportive attitude
- Dealing in a lovingly, open, and honest way to resolve conflict
- Dressing appropriately
- Demonstrating appropriate, legal conduct

### 6.2 Emergency Provisions

Emergency phone numbers are as follows:

Fire/Police Emergency	911
Police Non Emergency	285-8300
Fire Hall	775-2603
City Maintenance	775-7411

Fire Regulations – In case of fire dial 911. However, there are six (6) fire extinguishers throughout the building. They are located as follows:

- Outside the office on the left wall
- In the sanctuary --- one on the left wall and one by the ushers' stand
- On southeast wall of Fellowship Hall
- By stoves in the kitchen
- By east door hallway wall

### Emergency Exits

The emergency exits are located in each direction of the building. The west exit leads out the church narthex. The north exit may be found checking the exit sign in the narthex that leads to the north exit. The east exit leads to the east entryway going out of the Sunday school rooms doorway. The south exit can be found past the library hall and leads out the south door. The sanctuary has an exit on the west side of the altar and leads to the northwest.

### Tornado Warnings

In case of a tornado warning, people should move to rooms without windows, such as the men's and women's bathroom, the custodian room, the storage room off of the kitchen, the hallway outside of the pastors' offices, or the Fellowship Hall.

### Accident or Injury

Employees are to report any accident of any employee or visitor to the Senior Pastor. Employees will fill out an Employee Emergency Contact Form to have on file in their personnel file and a copy filed in a place known to all employees.

#### 6.3 Confidentiality

Each employee is asked to sign a confidentiality statement as part of the employee's orientation. This copy will be placed in the employee's personnel file.

#### 6.4 Appearance

Employees are expected to dress in an appropriate, professional manner and to be bathed and neatly groomed. The Senior Pastor or personnel chair may call the employee's attention to any dress or grooming not deemed appropriate. Their decisions are final and any further dress or grooming in that style could lead to disciplinary action.

#### 6.5 Substance Abuse

Substance abuse is defined as the use of illegal drugs and/or the abuse of legal drugs or alcohol. If abuse in either case is suspected, an investigation will be conducted by the Personnel Committee. If substance abuse is substantiated after an investigation, the Personnel Committee will make a recommendation to address the situation to the Executive Committee. Legal counsel may be consulted, if appropriate.

#### 6.6 Smoking

Our church is a smoke free environment. If an employee smokes, he/she may smoke only outside of the building and away from all entrances.

## **Section 7:**

## **Forms**

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- 7.1 **Employee Handbook Signature Form**  
The form the employee would sign, after they have been orientated to the specific job responsibilities of their position and have reviewed the Personnel Policies Handbook.
- 7.2 **Confidentiality Form**  
The form the employee would sign, after the confidentiality policy of the church was explained to them and any employee questions were answered.
- 7.3 **Time Sheet**  
The form used to record an employee's hours of work.
- 7.4 **Allowance/Expense Reimbursement Form**  
The form used to submit any allowable expenses to the Disbursements Secretary for reimbursement.
- 7.5 **Vacation Request Form**  
The form used to request Paid Time Off (PTO). These would be submitted to the supervisor/manager/Pastor for review and approval.
- 7.6 **Employee Emergency Contact Form**  
Employees will fill out an Employee Emergency Contact Form to have on file in their personnel file and a copy filed in a place known to all employees.
- 7.7 **Employee/Member/Visitor Accident/Injury Form**  
Blank copies of this form will be posted on bulletin board in church office and the narthex.

## **Section 8**

## **Addendums**

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- 8.1 **Written Employee Job Descriptions**  
A copy of the individual employee job description should be attached to the Personnel Policy Handbook.



7.1

**Personnel Policy Handbook Signature Form**

I have received the Personnel Policy Handbook and have reviewed it. I agree to abide by the provisions it contains in reference to my job position at Christ Lutheran Church.

Employee Signature

Date

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### Confidentiality Form

This statement provides general guidelines for all Christ Lutheran Church employees.

Maintaining confidentiality of member, employee, and business information is critical and is the responsibility of all Christ Lutheran Church employees. This statement pertains to all information (oral, paper-based, and electronic) related to the operation of Christ Lutheran Church including but not limited to:

- Financial information
- Member names and other identifying information
- Member personal and financial information
- Employee names, including salaries and employee information
- Any ideas or programs that have not been publicly disclosed.

In addition to the above, any information that has been marked “confidential” by Christ Lutheran Church will be deemed to be covered under this statement.

Unauthorized access to, use of, or release of confidential and sensitive information to nonauthorized individuals is strictly prohibited and may result in immediate disciplinary action up to and including termination.

Examples of sensitive information include the following: W-2 Statements, statements of earnings, hand drawn checks, home addresses and phone numbers, work locations and phone numbers, and detailed benefit and salary information.

Employees who have a reasonable basis to believe that a breach of confidentiality has occurred should report the incident as soon as possible to the Senior Pastor or Personnel Committee Chair. Employees who have a reasonable basis to believe that a breach of confidentiality has occurred but do not report it are subject to corrective action.

An investigation will be conducted by the Senior Pastor or Personnel Committee responsible for monitoring the performance of the employee suspected of breaching confidentiality. All information gathered from the investigation will be reviewed with the appropriate management, and legal counsel if warranted. The investigation will be documented by the appropriate persons and determination made if corrective action is warranted.

Under no circumstances will retaliation or intimidation of a complainant be tolerated.

Employee Signature

Date

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**Time card for**

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Period of pay beginning \_\_\_\_\_ Ending \_\_\_\_\_

Regular Hours \_\_\_\_\_

Vacation Hours \_\_\_\_\_

Holiday Hours \_\_\_\_\_

Bereavement Leave \_\_\_\_\_

Sick Leave \_\_\_\_\_

Unscheduled Absence: Dates and total hours \_\_\_\_\_

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Signature of Employee \_\_\_\_\_

	Time In	Lunch	Time out	Total Hours	Break
Date	_____	_____	_____	_____	_____
Date	_____	_____	_____	_____	_____
Date	_____	_____	_____	_____	_____
Date	_____	_____	_____	_____	_____
Date	_____	_____	_____	_____	_____
Date	_____	_____	_____	_____	_____
Date	_____	_____	_____	_____	_____
Date	_____	_____	_____	_____	_____
Date	_____	_____	_____	_____	_____
Date	_____	_____	_____	_____	_____

7.4

**Allowance/Expense Reimbursement Form**

Reason for Request

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**Amount** \_\_\_\_\_

**Approval Signature if required** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Vacation Request Form Christ Lutheran Church**

Name \_\_\_\_\_

**Dates and Hours** \_\_\_\_\_

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## EMPLOYEE EMERGENCY CONTACT FORM

Employee Name

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In case of injury or illness, please call

1. \_\_\_\_\_

(Name to call)

\_\_\_\_\_

(Phone numbers)

\_\_\_\_\_

(Relationship)

2. \_\_\_\_\_

(Name to call)

\_\_\_\_\_

(Phone numbers)

\_\_\_\_\_

(Relationship)

**EMPLOYEE / MEMBER / VISITOR ACCIDENT/INJURY FORM**

This form to be filled out by anyone who is injured or has an accident while in the church building or on church property. This form needs to be handed into the church office within three(3) days of the accident/injury.

Name of injured person \_\_\_\_\_

Time and Date of injury \_\_\_\_\_

Witnesses to injury \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What happened to cause injury? Please be as detailed as possible. (Use back side of this paper if necessary)

This form was turned into \_\_\_\_\_(signed by Church representative ) in the church office on \_\_\_\_\_(date).