

As Of: Wednesday, December 07, 2016

TO: Christ Evangelical Lutheran Church Staff Members and Related Committee Chairs

FROM: The Personnel Committee

DATE: August 2005

RE: Personnel Manual

The Personnel Committee has revised the Personnel Manual to reflect the manner in which Christ Evangelical Lutheran Church functions with regard to its staff members.

Some policies contain distinctions between various types of employees, since the way positions are structured is based upon responsibilities, and is somewhat different from position to position.

We value those for whom Christ Evangelical Lutheran Church is their workplace and want to be sure Christ Evangelical Lutheran Church acts as a good and fair employer also acting in compliance with the responsibilities it has under the law.

Please call Gina Ackerson, Rusty Campbell, Keith Christian, Pat House, or Suzanne Wiltgen if you have questions.

Policies 301, 302, 303, and 304 revised – 10/09/06

CHRIST EVANGELICAL LUTHERAN CHURCH

Personnel Policy Manual For Non-Rostered Persons

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Application and Revision of Policies

This policy manual is intended to present an overview and summary of Christ Evangelical Lutheran Church's policies, benefits and procedures which are presently in effect for non-rostered employees. As policies, procedures and benefits are revised, changes will be communicated through standard communication channels. Advance notice may not always be possible.

The policies and procedures contained in this manual constitute guidelines only. They do not constitute part of an employment contract, nor are they intended to make any commitment to an employee concerning how individual employment action can, should, or will be handled. The congregation council reserves the right to update this manual at any time.

Christ Evangelical Lutheran Church offers no employment contracts nor does it guarantee any minimum length of employment. Christ Evangelical Lutheran Church reserves the right to terminate any employee at any time "at-will," with or without notice or cause. No supervisor of Christ Evangelical Lutheran Church has the authority to make any contrary representations to an employee.

The policy manual is intended to familiarize you with important information about the Church, as well as information regarding your own privileges and responsibilities. It is not possible to anticipate every situation that may arise in the workplace or to provide information to answer every possible question. In addition, circumstances will undoubtedly require that policies, practices and benefits described in this manual change from time to time. Accordingly, Christ Evangelical Lutheran Church reserves the right to modify, revoke, suspend, terminate or change any or all policies, benefits, rules, in whole or in part, at any time, with or without notice.

If you have any questions or wish to have further information about any particular guideline in this manual, please contact the Personnel Committee.

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000. EMPLOYMENT

DEFINITIONS OF EMPLOYMENT STATUS

I. PURPOSE

To help provide uniformity and equity in applying personnel policies and benefits.

II. POLICY

Christ Evangelical Lutheran Church maintains standard definitions of employment status and classifies employees for purposes of personnel administration and related payroll transactions according to the following definitions:

Exempt. Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and are exempt from overtime pay requirements.

Non-exempt. Employees whose positions do not meet FLSA exemption tests and who are paid a multiple of their regular rate of pay for overtime, as required by federal and state law.

Full-time. Employees scheduled to work 40 hours or more per week.

Part-time. Employees scheduled to work less than 40 hours per week.

Regular. Employees who have no defined end date in employment.

Temporary. Employees who are hired for a pre-established period usually during peak workloads or for vacation relief. They may work a full-time or part-time schedule. They are ineligible for church benefits and holiday pay.

III. PROCEDURE

A. In cases where the exempt/non-exempt status of an employee is in doubt, the supervisor will review position duties and responsibilities against FLSA exemption tests, and reach a provisional decision.

B. The Personnel Committee will review these decisions and make the final decision in all cases.

IV – Staff Relationships and Coordination. All members of staff (part or full time) are expected to attend staff meetings called by the pastor (or congregation president in the pastor's absence) as specifically or otherwise stated in the position description, to

coordinate the work of the staff. All staff, including those whose direct supervision may be by other staff or committee chairs, are also accountable to the pastor as the congregation's staff team leader.

RECRUITING AND SELECTION

I. PURPOSE

To establish the authority and responsibility within Christ Evangelical Lutheran Church for recruiting and selecting employees; to maximize Christ Evangelical Lutheran Church's efforts and resources in selecting the best employees available.

II. SCOPE

This policy applies to recruiting and selecting of employees for all positions except rostered staff members.

III. POLICY

When a personnel vacancy occurs, the appropriate functional committee and the Personnel Committee in consultation with the Pastor conduct a joint recruiting and selection program designed to identify the most suitable individual for the position.

IV. PROCEDURE

The following steps are guidelines to be used in the recruiting and selection process:

A. The appropriate committee and the Personnel Committee should:

1. Obtain the necessary Congregation Council and budgetary approvals.
2. Develop/review the current job description, including essential responsibilities and minimum job requirements.
3. Activate appropriate recruiting source(s).
4. Screen internal and external applications or resumes to identify candidates who are generally qualified.
5. Conduct screening interviews, and have prospective employees complete an application for employment.

6. Conduct reference checks and perform appropriate background checks.
7. Follow the "Hiring Process" guidelines.
8. Confirm oral job offer in writing and arrange for beginning work.
9. Request that the hired applicant furnish proof of eligibility to work in the U.S. and complete the 1-9 form.
10. Complete the New Hire Reporting requirements as outlined by State law.

V. FOLLOW-UP AND DOCUMENTATION

All unsuccessful candidates should be notified.

Solicited applications and related material, including interview notes for all interviewed candidates are maintained by the Personnel Committee for one year.

EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

To preserve an employment environment free from illegal discrimination.

II. SCOPE

This policy applies to all employees of Christ Evangelical Lutheran Church.

III. POLICY

Christ Evangelical Lutheran Church maintains a policy of non-discrimination with employees and applicants for employment. No aspect of employment within Christ Evangelical Lutheran Church will be influenced in any manner by race, color, sex, ancestry, age, national origin, veteran status, disability, or any other basis prohibited by applicable law.

EMPLOYMENT OF RELATIVES

I. PURPOSE

To promote a healthy working environment free of conflicts of interest.

II. SCOPE

This policy applies to all employees.

III. POLICY

Applications for employment from close family relatives of current employees, congregation council members or others in supervisory positions will be considered with other qualified applications when personnel vacancies occur.

IV. DEFINITION

"Close family relatives" include current spouse, children, parents, grandparents, brothers and sisters. For the purpose of this policy, "spouse," means those employees having a legal marital relationship, as well as employees involved in relationships, which in Christ Evangelical Lutheran Church's judgment are characterized by the permanence, duration and stability normally associated with marriage.

V. PROCEDURE

A. Close family relatives will not be hired by Christ Evangelical Lutheran Church without the prior approval of the Personnel Committee. Sufficient justification shall accompany an application for a relative.

B. Close family relatives will not be hired into a ministry area where they directly or indirectly supervise or are supervised by another family member.

C. Relatives will not be placed in positions where they work with or have access to sensitive or confidential information regarding other close relatives, or, if there is an actual or apparent conflict of interest.

D. If employees become related after employment and a conflict of interest or management problems of supervision, result; or, if a reorganization creates such a conflict, reasonable time may be provided to resolve the matter. If resolution is not possible, Christ Evangelical Lutheran Church may require one or both of those employees to resign.

REHIRES

I PURPOSE

To establish the authority and responsibility of The Personnel Committee regarding former employees applying to be rehired.

II SCOPE

This policy applies to all former employees of Christ Evangelical Lutheran Church.

III. POLICY

When former employees apply to be rehired, they will be evaluated on the same basis as other applicants. However, special consideration will be given to past job performance, and the circumstances surrounding termination of previous employment.

IV. PROCEDURES

- A. The rehiring of any employee must be approved by the Personnel Committee.
- B. Employees rehired after any break of employment will receive a new date of hire. They will be treated the same as new employees for all benefits.

NEW EMPLOYEE PROBATIONARY ORIENTATION PERIOD

I. PURPOSE

To complete the new employee selection process by providing a probationary orientation period of on-the-job work experience by which the new employee and Christ Evangelical Lutheran Church may evaluate employment suitability in terms of knowledge, skill, ability and interest.

II. SCOPE

This policy applies to all newly hired employees.

III. POLICY

New employees will serve a probationary orientation period of 90 days from date of hire. This period is used to determine whether the employment relationship should continue. During this period, informal and formal employee performance evaluations may be held. If Christ Evangelical Lutheran Church determines that a satisfactory performance level cannot be achieved during the orientation period employees will be released from employment. This orientation period may be extended at the Personnel Committee's discretion.

IV. PROCEDURE

- A. Supervising committees or supervisor in consultation with the Personnel Committee normally will be responsible for the training and evaluation during the employee probationary period.
- B. Informal coaching and feedback should be provided during this period.
- C. If, during the probationary period, unsatisfactory performance does not improve, the Personnel Committee will be consulted, and the employee may be released from employment with Christ Evangelical Lutheran Church.

PERSONNEL RECORDS & PRIVACY

I. PURPOSE

To establish standards by which information contained in personnel records will be managed to achieve accuracy, privacy and legal compliance.

II. SCOPE

This policy applies to all committees and employees of Christ Evangelical Lutheran Church.

III. POLICY

A. Personnel records will be maintained containing information on each Christ Evangelical Lutheran Church employee to meet state and federal legal requirements and to assure efficient personnel administration. Files will be maintained in locked files in the church office.

B. Notification of Changes. Changes of address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) must be reported immediately to the Bookkeeper, as an employee's income tax status may be affected by these changes.

C. Files Access. Access to personnel files is restricted to authorized individuals including members of the Personnel Committee, the Congregation Council and supervising individuals and committees on a "need to know" basis and the Pastor. Personnel files are the property of Christ Evangelical Lutheran Church and will reside in locked files with limited access in the church office. Personnel files will not be removed from the church office without prior written permission of the Personnel Committee.

IV. PROCEDURE

A. Personnel File Contents. When an employee is hired at Christ Evangelical Lutheran Church, a personnel file will be established generally containing the following information:

1. Application for employment and related hiring documents, such as resumes and other related documents.
2. Personal information changes and personnel action notices of pay and employment status changes.
3. Performance documents including performance appraisals.
4. Employee time sheets.
5. Employee history update information submitted by employees including recent education, or training paid for by the congregation, changes affecting withholding tax, etc.
6. Other documents pertaining to employment such as appreciation letters, corrective action reports, employment verifications, training records, and references from previous employers.

B. Examination of an Employee's Personnel File. Inspection of an employee's personnel file may be accomplished at reasonable times during office hours under the following conditions:

1. Employee. Employees may examine their files upon request, at reasonable times and in the presence of a duly authorized representative of Christ Evangelical Lutheran Church.

2. Management Staff. Management staff may examine active and separated employee files on a "need to know" basis. The policy set forth in paragraph III C above will be followed.

3. Government Inquiries. Christ Evangelical Lutheran Church will cooperate with federal, state and local government agencies investigating an employee if the investigators furnish proper identification and proof of legal authority to investigate. However, Christ Evangelical Lutheran Church may first seek advice of legal counsel. Christ Evangelical Lutheran Church may permit a government investigator to review a personnel file on Church premises, but the investigator will not be allowed to remove or reproduce this information without consent from the Personnel Committee Chair and/or Christ Evangelical Lutheran Church's attorneys.

C. Information Requests and Employment References. If employees request Christ Evangelical Lutheran Church to verify information required by outside sources for credit or other purposes, a release form, from the requesting organization with the employee's signature, must accompany the request. The Personnel Committee will provide employment references for former employees **ONLY** as follows:

1. References with Written Approval (written, signed request to provide requested information to a specific organization): Salary history, job chronology and performance information may be released with written approval of the employee or ex-employee. This information will be released in writing and a copy retained in the employee's personnel file. The request to provide this information will also be filed in the employee's personnel file.

2. Telephone Inquiries: Information will be verified and approved for release by the Administrative Assistant via telephone (after a reasonable caller identification) but will be limited to the following:

- date of hire and date of separation
- job title(s)
- confirmation of position description

D. File Retention. Originals of personnel records will be retained for five years after an employee's separation date.

V. PROCEDURE

A. In cases where the exempt/non-exempt status of an employee is in doubt, the supervisor will review position duties and responsibilities against FLSA exemption tests, and reach a provisional decision.

B. The Personnel Committee will review these decisions and make the final decision in all cases.

100. WAGE AND SALARY ADMINISTRATION

COMPENSATION PROGRAM ADMINISTRATION

I. PURPOSE

To maintain a fair, equitable program of compensation.

II. SCOPE

This policy applies to regular, full-time and part-time, exempt and non-exempt, except rostered individuals.

III. POLICY

Christ Evangelical Lutheran Church strives to pay salaries in keeping with those in our community within the limits of its financial situation. Determination of a compensation package is the responsibility of the Personnel Committee, Finance and Budget Committee, and the Congregation Council. The congregation, during a regularly scheduled congregation meeting, approves all compensation packages.

IV. COMPENSATION PROGRAM ELEMENTS

A. Salary Structure. The salary determined for each position is based on a review of external factors and internal equity considerations.

B. Salary Review. Salary reviews are conducted annually, based on the preparation of the annual budget. Increases, if granted, are normally in annualized amounts as a percent of base salary as determined through the budgeting process. Employees whose performance is problematic would not be considered for an increase until the performance was deemed satisfactory. Employees who are performing well would normally be considered for a cost of living increase.

V. MAINTENANCE OF COMPENSATION PROGRAM

The compensation program will be reviewed by the Personnel Committee periodically to determine its consistency of support of the Christ Evangelical Lutheran Church's mission.

200. HOURS OF WORK AND PAYROLL PRACTICES

HOURS OF WORK AND PAYDAYS

I. PURPOSE

To establish the hours of employment in Christ Evangelical Lutheran Church's basic workday/workweek and to establish pay periods and paydays to administer the payment of, salaries and overtime.

II. SCOPE

This policy applies to all employees with specific work hours dependent upon the job and its demands.

III POLICY

A. Hours of Work. Christ Evangelical Lutheran Church does not follow a standard work schedule because of the nature of its activities. The specific work schedule for each position will be developed and revised by the supervising individual or committee in conjunction with the Personnel Committee. Attendance at staff meetings is understood as compensated work time.

B. Paydays. Employees are paid twice per month, 2nd and 4th Friday of every month. Time Sheets. All employees, except the Youth workers, will submit the same type of time sheet for the recording of hours, sick days, personal days, and vacation time on a weekly basis. These records will be a part of the personnel file for a one-year period.

OVERTIME: NON-EXEMPT EMPLOYEES

I. PURPOSE

To provide guidelines to administer overtime pay to comply with applicable federal and state wage and hour regulations.

II. SCOPE

This policy applies to non-exempt employees.

III. POLICY

Christ Evangelical Lutheran Church overtime pay policy conforms to overtime provisions of the federal Fair Labor Standards Act and applicable state laws. Exemption from these provisions will be claimed for an employee only when it can be established that the employee's duties and responsibilities meet the requirements for such exemption. (See Policy # 110.)

Overtime pay policy for employees includes the following principal elements:

- A. Non-exempt employees will be paid straight time for all hours worked through forty in one week.
- B. Non-exempt employees will be paid time-and-one-half for hours worked in excess of forty in one week.
- C. Only hours actually worked will be used to calculate overtime pay. Paid time off for holidays, jury duty, vacation, sick leave or any leave of absence will not be considered "hours worked."
- D. Overtime worked by non-exempt employees must be authorized in advance by the appropriate staff committee member.

300. EMPLOYEE BENEFITS AND SERVICES

PAID TIME OFF-VACATION

I. PURPOSE

To provide a paid-time-off benefit for the purpose of an employee's choosing.

II. SCOPE

This policy applies to eligible employees of Christ Evangelical Lutheran Church.

III. POLICY

Christ Evangelical Lutheran Church provides a pool of time for use as vacation time away from work.

IV. ELIGIBILITY

A. Employee's earn paid time off (PTO) based on the following schedule:

1. Full-time employees receive ten PTO-Vacation days per year. A vacation year is 1 January to 31 December, (employees hired during the year will receive a pro rata PTO during the initial year) after one year, beginning January following employment, employees receive one (1) additional day each year for years 2 – 6. One additional day for every even year, after the sixth year of employment up to a maximum of four weeks.

2. Part-time employees who work 20 hours or more per week (minimum of 1,000 hours or more per year) receive a percentage of PTO-vacation based on the standard hours they work each week. For example an employee who works 20 hours per week would receive 50 percent PTO of a full-time employee with the same years of service.

3. Exempt employees, such as the Cantor, whose schedule include Sundays, must coordinate time off with their supervisor or supervising committee and must arrange for their duties to be covered in their absence. The Cantor's PTO-vacation Sundays will be as determined by the supervisor or the supervising committee.

A. Newly hired employees do not accrue PTO entitlement during the orientation period. However, at the completion of this period PTO accrual is retroactive to the date of hire.

B. PTO is not earned during an unpaid leave of absence. Earning resumes upon return to active paid status.

C. Accrued, unused PTO will be paid to employees upon separation from employment provided they have completed at least six months of continuous employment.

Such PTO will be paid on a pro rata basis based on months of employment.

D. Nursery School staff do not receive PTO-Vacation.

SCHEDULING

- A. PTO may be taken by separate weeks or by days.
- B. PTO may not be carried over to the next year and must be used or lost.
- C. Scheduled time off will be approved by the supervising individual or committee.
- D. If a Christ Evangelical Lutheran Church paid holiday falls during an employee's PTO, the holiday will not be counted as PTO taken.

HOLIDAYS

I. PURPOSE

To provide a paid-time-off benefit to recognize traditional holidays.

II. SCOPE

This policy applies to regular, full-time non-exempt employees and part time non-exempt employees who regularly work 20 or more hours per week (minimum of 1,000 hours worked per year).

III. POLICY

- A. The following days are recognized as Christ Evangelical Lutheran Church paid holidays:

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day	January 1
Martin Luther King	Third Monday in January
Good Friday	Date is flexible
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
The day after Thanksgiving Day	
Christmas Eve	December 24
Christmas Day	December 25

NOTE: PTO is intended to be used to observe predictable days of personal significance such as religious observances, birthdays, weddings or other special occasions.

- B. Paid holidays which fall on a Saturday will be observed on the preceding Friday; paid holidays which fall on a Sunday will be observed on the following Monday.
- C. To be eligible for holiday pay, an employee must work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday, unless the absence is approved in advance.
- D. Non-exempt employees required to work on a scheduled holiday will be paid one-and- one-half times their regular rate for hours worked. A paid holiday not worked will not be credited as a regular workday to compute weekly overtime.

- E. Paid time off may be included as part of an individual staff member's compensation package. When this is done, individual staff members will have different PTO schedules.
- F. Part-time employees receive holiday pay based on a pro rata basis calculated on a percentage of standard hours worked each week. For example, if the employee works 20 hours per week, the 4 hours of holiday pay are earned.

SICK LEAVE

I. PURPOSE

To provide income protection for employees who, because of illness or accident, are temporarily absent from work for limited periods.

II. SCOPE

This policy applies to all regular full-time and part-time (working 1,000 hours or more per year) employees.

III. POLICY

Non-exempt employees:

A. Amount of Benefit. All employees earn 1 hour of sick leave for every 40 hours worked. [NOTE this is 6.5 days/year (2080hrs/40=52/8=6.5)] The maximum amount of sick leave, an employee can carry-over is 208 hours.

B. Eligibility. An employee is first eligible for the benefit upon completion of the new employee orientation period.

Exempt employees:

A. Amount of Benefit. Nursery school employees receive seven-paid time off days per year to be used for sick and/or personal leave.

B. Other exempt employees working more than 20 hours per week will arrange sick leave as appropriate to the specific position. Christ Evangelical Lutheran Church may require an employee to support a request for sick leave benefits with medical certification of disability.

C. Cantor. In the event the Cantor is sick on a Sunday, the church will pay for a substitute for a maximum of two Sundays.

IV. PROCEDURE

These guidelines should be followed:

A. Minimum Unit. Sick leave benefits may be taken in increments of not less than one hour day per occasion.

- B. Communication. Employees should contact their supervisor as soon as possible to notify them of the need to be out on sick leave.
- C. Physician's Release Upon Return. Depending on the length and circumstances of an employee's absence, the supervisor may require a physician's written release before the employee may return to work.
- D. Termination of Benefits. If a staff member's absence continues beyond the period covered by PTO, the staff member will be placed on leave of absence status without pay. Determination to place a staff member in leave without pay status will be made by the Personnel Committee, in consultation with the supervisor or appropriate functional staff oversight committee.
- E. Termination or Voluntary Resignation. Any accrued sick leave hours will not be paid out at termination or voluntary resignation of employment.

PAID PERSONAL TIME OFF

I. PURPOSE

To provide a means for employees to have a limited time off when such time is needed for bereavement and jury duty.

II. SCOPE

This policy applies to regular full-time (employees who regularly work 40 hours per week—receive bereavement and jury duty benefits) and part-time (employees who work 20 hours or more per week with a minimum of 1,000 hours or more per year—receive bereavement benefits only) employees.

III. POLICY

Christ Evangelical Lutheran Church grants to regular employees paid time off for bereavement and jury duty purposes.

Bereavement. In the event of death in an employee's immediate family, Christ Evangelical Lutheran Church grants up to three working days, with pay, to handle family affairs and attend funeral services. Immediate family for this policy is defined as: current spouse, children, stepchildren, parents, stepparents, grandparents, step-grandparents, brothers and sisters, stepbrother and stepsister, mother-in-law or father-in-law. *Note: For part-time employees, this will be prorated based on the percentage of standard work hours worked each week (for example, someone working 20 hours per week, would receive 4 hours bereavement pay each day for up to three days (12 hours total), if the days missed were regularly scheduled work days for the employee).*

Jury Duty. So employees may serve on a jury without loss of earnings, Christ Evangelical Lutheran Church will pay normal earnings for two weeks of the jury service period. The employee must sign over to the church all court payments received for jury service.

DISABILITY

I. PURPOSE

To provide financial assistance for eligible employees when unable to work due to a non-work related accidental injury or illness.

II. SCOPE

This policy applies to all regular full-time exempt employees.

III. POLICY

- A. Amount of Benefit – Eligible employees will be eligible to receive 100 percent of regular pay for the amount of leave time required, minus any sick leave days the employee has to use first, up to a maximum of eight weeks paid. The employee must provide proof of disability time needed through a doctor's note. All sick leave time acquired must be used prior to the disability payment paid out through this benefit (i.e. If the employee has 10 days sick leave and needs to have off 6 weeks, the employee would use all 10 sick days first and then would be paid for the remaining 4 weeks by this disability benefit).
- B. Eligibility – Regular full-time exempt employees must have worked for Christ Evangelical Lutheran Church for a minimum of six months at the time of the first day of disability pay. If the employee has not met the minimum seniority requirement timeframe by the first disability day off, the employee will not be eligible for any disability leave.
- C. Length of Benefit – A doctor's note must be provided to the church office with the disability request by the employee, with as much advance notice as possible, to arrange for a back up to fill in a position, if needed.

If an employee requests six weeks off and an additional two weeks off is needed before returning to work, a new doctor's note must be provided stating the change in time off.

If an employee requests additional time off beyond what is recommended by the doctor, the employee must use sick leave hours or vacation to cover the additional time off and/or take a leave of absence without pay (see Policy 321).

Maximum amount of time off allowed continuing the employee's benefits is 12 weeks (this 12 weeks off includes disability, sick leave pay, vacation, and leave without pay).

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If the employee chooses to take off beyond the 12 weeks, the employee will be removed from all benefits offered at Christ Evangelical Lutheran Church.

LEAVES OF ABSENCE WITHOUT PAY

I. PURPOSE

To enable employees to receive extended time away from work to satisfy military service obligations, or handle compelling personal business.

II SCOPE

This policy applies to full time employees.

III POLICY

Leaves of absence without pay may be granted to full time employees to maintain continuity of service only in instances where unusual or unavoidable circumstances require prolonged absence. All requests for leave of absence without pay shall be submitted in writing with justification for the request. The Personnel Committee, in consultation with the appropriate functional staff oversight committee, or supervisor, shall review this request and make a determination to either grant or deny the request. No loss of service credit with Christ Evangelical Lutheran Church will occur as a result of the leave of absence, but no benefits will accrue for the duration of an unpaid leave.

A. Military Service Leave of Absence. An employee who volunteers or is called too active military duty in a branch of the U.S. Armed Forces will be granted a leave of absence according to applicable state and federal law for the period of active duty. Upon return from a military service leave of absence, employees will be reinstated according to applicable law.

B. Military Reserve Training. A regular employee on active military reserve status may take up to two weeks of unpaid leave a year for military reserve training which does not count as vacation time, however vacation shall not be taken in conjunction with military reserve training.

C. Personal Leave of Absence. At the Church's discretion, a personal leave of absence to handle compelling personal business may be granted to regular, full-time employees.

D. Educational Leave. An employee may be eligible for a leave for educational purposes depending on the duration requested and applicability of the education to the mission of the congregation.

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**400. STANDARDS OF CONDUCT
AND EMPLOYEE CORRECTIVE ACTION**

STANDARDS OF CONDUCT

I PURPOSE

To ensure a safe, reliable and productive working environment and to inform employees of their responsibilities in this regard.

II SCOPE

This policy applies to all employees at Christ Evangelical Lutheran Church.

III POLICY

Christ Evangelical Lutheran Church's standards of conduct are established for the guidance of all employees and intended to support a professional business atmosphere. All employees are expected to comply with the rules standards of conduct and maintain a high professional standard in personal appearance, behavior, and job performance.

It is impossible to anticipate and list every circumstance that may warrant corrective action or in some cases termination of employment. Therefore, infractions such as those indicated below may lead to corrective action up to and including discharge.

A. Inadequate Job Performance. Failure or inability to satisfactorily perform the job duties as required.

B. Tardiness and Absenteeism. Failure to be present at work as scheduled, including failure to observe time limitations for lunch/dinner periods; leaving work early without prior approval; or excessive unapproved absences from work.

C. Insubordination and Disruptive Conduct. Failure or unreasonable delay in carrying out instructions; discourteous, abusive, obscene, or offensive conduct or language toward church members and church business visitors, or co-workers; excessive visiting, making demoralizing comments; fighting at work or on church property; or threatening or inflicting harm on another person.

D. Harassment of Fellow Employees, Church Members, Business Visitors, or Others.

Inflicting unwelcome verbal, physical, or sexual conduct on another individual, which interferes with their job performance or which creates an intimidating, hostile, or offensive work environment and Infractions of the Safe Kids Policy

E. Health and Safety Violations. Failure to observe the health and safety regulations of the church, or otherwise endangering the health and safety of others, including possession of firearms or other dangerous weapons on Church premises.

F. Unethical Behavior. Failure to give complete or accurate information for personnel records; falsification of time records; false statements about the Church or other employees; falsifying expense reports; disclosure of confidential or proprietary information; being under the influence of alcohol during working hours or use of illegal drugs; gambling on Church property; or other violation or abuse of Church policies

This list is intended to be representative of the types of activities, which may result in corrective action. It is not intended to be comprehensive and does not alter the employment-at-will relationship between employees and Christ Evangelical Lutheran Church. Staff members may be summarily discharged for inappropriate conduct as determined by the Personnel Committee in consultation with the appropriate functional staff oversight committee or supervisor.

COMMON SENSE STANDARDS OF CONDUCT

(This section expands upon Policy 401) You should be aware that there are certain major offenses, which may result in an immediate penalty of probation, or suspension subject to discharge, or discharge, without any prior counseling. In other words, if you commit a major offense, all or any part of our progressive counseling procedure may be omitted, at the church's discretion. In order to avoid such severe consequences, just following simple common sense guides and avoid major offenses such as, but not limited to, the following:

- (a) Failure or refusal to carry out supervisor's directions or instructions.
- (b) Unsatisfactory work performance.
- (c) Failure to fulfill the responsibilities of the job to an extent that might or does cause injury to a person or damage to or loss of product, machinery, equipment, facilities, or other property of the church
- (d) Violation of a safety, fire prevention, health, or security rule, policy, or practice.
- (e) False, fraudulent, misleading or harmful statement, action or omission involving another employee, a customer, the church or relations with the church; or any action disloyal to the church.
- (f) False, fraudulent, misleading or harmful statement, action or omission, related to an employment application or any other information provided to or requested by the church, whether oral or written; or refusal or failure to timely provide such information.
- (g) Unauthorized use of, removal of, theft of or damage to the property of the church, an employee, an independent contractor or a customer.
- (h) Threatened or actual physical violence.
- (i) The use of profane or abusive language.
- (j) Carrying any weapon while on church, premises or property without authorization from the church.
- (k) Violation of any of the provisions of the church's Drug and Alcohol Abuse Policy, , or of the congregation's Safe Kids Policy.
- (l) Organized gambling; or disorderly or immoral conduct while on church premises, jobsite or business.

(m) Engaging in any outside employment or conducting or attempting to conduct any outside business while on the church's premises or using church equipment, supplies, computers or communications for the benefit of non-church related business.

(n) Garnishments beyond the type and number protected by law.

(o) Chronic, habitual, or excessive lateness or absenteeism of any type, early departure from work, and/or other violation of the congregation's Attendance Policy (#403)

(p) Harassment of another employee of a sexual nature or otherwise, including but not limited to verbal or physical conduct, or unwelcome advances with regard to or on the basis of race, color, religion, creed, age, sex, national origin or disability.

(q) An arrest, criminal complaint, summons to answer a criminal charge, statement of charges, indictment, criminal information, or any other criminal charge or conviction of an employee, depending on the particular circumstances and the offense charged, including but not limited to the church's judgment as to the potential risk to safety or health of employees, the security of church premises and property, and/or the church's reputation.

HARASSMENT, INCLUDING SEXUAL HARASSMENT

I. PURPOSE

To establish Christ Evangelical Lutheran Church's position on the subject of harassment, to set forth guidelines for handling violations of the policy and to specify the related complaint-handling procedure.

II SCOPE

This policy applies to all employees.

III. POLICY

Harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by Equal Employment Opportunity Commission and state regulations. Any employee who engages in any of the acts or behavior defined below violates Christ Evangelical Lutheran Church policy, and such misconduct will subject an employee to corrective action up to and including immediate discharge.

Employees who feel they have been discriminated against on the basis of sex, or sexually or in any other manner harassed, should immediately report such incidents, following the procedure described below, without fear of reprisal.

IV. DEFINITIONS

A. Harassment. Verbal, physical or visual conduct of a racial, ethnic or other type that impairs his or her ability to perform the job.

B. Sexual Harassment. Sexual harassment includes unwelcome sexual advances or visual, verbal or physical conduct of a sexual nature. This definition encompasses many forms of offensive behavior, including gender-based harassment of a person of the same sex as the harasser, conduct of a sexual nature that creates an offensive, intimidating or hostile work environment; and coerced sexual conduct by a person in a position of authority in the workplace. Examples of prohibited sexual harassment include:

Unwelcome sexual flirtation or advances.

Offering employment, promotions or other benefits in exchange for sexual favors making or threatening reprisals for refusing sexual advances.

Visual conduct such as leering; making sexual gestures; displaying sexually suggestive objects or pictures; cartoons or posters; suggestive or obscene letters, notes or invitations. Verbal conduct such as derogatory comments;; slurs; sexual innuendo; sexual jokes; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual.

Physical conduct such as unwanted, suggestive or offensive touching; assault, impeding or blocking movement.

Sexual or other forms of harassment of an employee by any Christ Evangelical Lutheran Church employee, supervisor or manager will not be tolerated. Sexual harassment by a non-employee, (for example, a church member, vendor or supplier), is also prohibited.

C. Employee. Any individual employed by Christ Evangelical Lutheran Church.

V. PROCEDURE

Complaints of harassment of any type will be handled through Christ Evangelical Lutheran Church's problem resolution policy (see Problem Resolution Procedure Policy #510), which provides several options by which an employee may initiate action on a job-related complaint.

ATTENDANCE

I. PURPOSE

To provide guidelines of expected employee attendance to maintain efficient operations.

II. SCOPE

This policy applies to all employees.

III. POLICY

A. Attendance Goal. Every employee has the responsibility to maintain a good attendance record.

B. Supervisor's Responsibility: Supervisors will use appropriate discretion when addressing attendance issues. Excessive and/disruptive employee absence or lateness is unacceptable performance factors and employees should be counseled to improve their attendance record.

IV. PROCEDURE

A. Absence. An absence is defined as any absence from work during scheduled working hours, excluding absence for work-incurred injuries, vacation, jury duty, and death in the family.

B. Lateness. Lateness or leaving early should not happen on a regular basis and should be addressed as soon as possible so that an employee can meet attendance expectations.

C. Church Action. Chronic absenteeism, lateness or other unusual infractions of attendance standards should be handled according to the Corrective Action Policy.

SOLICITATION AND DISTRIBUTION

I. PURPOSE

To ensure a productive work environment where employees and business operations may function without disruption.

II. SCOPE

This policy applies to employees and non-employees during work time and while on Christ Evangelical Lutheran Church premises.

III. POLICY

Christ Evangelical Lutheran Church strives to establish a work environment that is productive and without undue disruptions to the workday. Therefore, soliciting by one employee of another, or collecting from one employee by another, is prohibited while either employee is on work time. Distributing literature and circulating petitions during work time or in work areas at any time is also prohibited. Finally, trespassing, soliciting or distributing literature by anyone outside Christ Evangelical Lutheran Church is prohibited on Church premises.

IV. DEFINITIONS

A. Work time. All time on the premises other than before and after work, at meal periods and break times.

B. Work areas. All areas on the premises.

MAINTAIN A DRUG AND ALCOHOL FREE WORKPLACE

I PURPOSE

In order to protect the safety, health, and productivity of all employees and the general welfare of Christ Evangelical Lutheran Church, the following actions are considered by the church to be unacceptable conduct. A violation of any of these rules will be considered a major offense, which, in the Personnel Committee's judgment, may result in probation, suspension subject to discharge, or discharge.

II SCOPE

This Policy applies to all employees and applicants for employment.

III POLICY

The following actions are considered to be unacceptable conduct:

(a) Bringing onto the church's premises, property or jobsite, having possession of, having present in the body system, being under the influence of, using, consuming, distributing or attempting to distribute, manufacturing or dispensing any form of narcotic, depressant, stimulant, hallucinogen, or any kind of perception-altering drug or controlled substance (excepting only the taking of a prescribed drug under the direction of a physician, to the extent it does not impair job performance or threaten safety, health, security or property), at any time during the hours between the beginning and end of your work day, whether or not on church business, premises, or property.

(b) Bringing onto the church's premises, property or jobsite, having possession of, being under the influence of, using, consuming, distributing or attempting to distribute, manufacturing or dispensing any form of alcohol at any time during the hours between the beginning and end of your work day, whether or not on church business, premises, property, except (in moderation) for authorized church-sponsored social activities or business entertainment purposes.

(c) Having possession of, being under the, influence of, using, consuming, distributing or attempting to distribute, manufacturing or dispensing drugs, alcohol or any other mind or perception-altering substance off church premises, or property, and outside your working hours, that could or does adversely affect your job performance, your or another persons' safety, health, security or property, or the church's reputation.

(d) Refusing to cooperate in or submit to, questioning, medical or physical tests or examination, or an inspection or search, when requested or conducted by the church or its designee.

Examinations and Searches for Drugs and Alcohol

The church reserves the right, in its discretion, to the extent permitted by law, to require all employees and applicants for positions to submit to physical examinations or tests by a person or agency, designated by the church, at its expense. Such examinations can include but are not necessarily limited to blood, urine, breath, or other tests for evidence of the presence of alcohol, drugs, and perception-altering or other substances in the body. The church also reserves the right to search employees' packages, vehicles, areas used to store personal belongings, handbags and similar items while on church property or business.

In particular, the church reserves the right, in its discretion, to examine or test for the presence of alcohol and drugs (as stated above) in situations such as, but not limited to, the following, in accordance with applicable law:

- (a) As part of a pre-employment physical examination.
- (b) As part of a physical examination which the church may require employees to undergo on a regular basis, on a schedule to be determined by the church.
- (c) Due to the safety or health risk or sensitive fiduciary, confidentiality duties of a specific job, as determined by the church, at any time.
- (d) Following a safety infraction or work-related accident that does or might cause bodily injury or damage to property, in the church's judgment.
- (e) Specific employee behavior on the job that the church determines gives management reasonable suspicion that such behavior might be or is due to alcohol or drug use.
- (f) As otherwise required or permitted, by applicable law.

TOBACCO USE IN THE WORKPLACE

I. PURPOSE

To comply with applicable health codes and provide a comfortable tobacco-free-working environment.

II. SCOPE

This policy applies to all employees and visitors.

III. POLICY

Christ Evangelical Lutheran Church is committed to a healthy environment for its employees. Cooperation and consideration among smoking and nonsmoking employees is the key to establishing and maintaining a smoke-free environment. Christ Evangelical Lutheran Church is designated a "TOBACCO FREE" environment.

IV. DEFINITION

"Smoking," means inhaling, exhaling, burning or carrying any lighted smoking equipment for tobacco.

V. PROCEDURE

A. Prohibited Areas. For reasons of health, and safety, smoking is prohibited in the interiors of all church buildings. All church building areas are designated "TOBACCO FREE" areas.

B Smoking Areas. Locations outside the building, which have been previously approved,

C. Visitors. Visitors to any area of the church are expected to observe our "TOBACCO-FREE" environment.

E-MAIL, COMPUTER HARDWARE AND SOFTWARE AND OTHER COMMUNICATIONS EQUIPMENT

I. PURPOSE

To protect against the unauthorized use of Christ Evangelical Lutheran Church data and word processing facilities, equipment, software and communications equipment.

II. SCOPE

This applies to all employees. **III. POLICY**

All electronic and telephonic communication systems, computers and other business equipment and communications, including phone mail, e-mail, Internet access, fax machines and similar business devices, are the sole property of the church. Any information transmitted by received from, or stored in such equipment is also the church's property. Employees should only use these systems for legitimate purposes interests and not for their own personal use. These systems must not be used to transmit or download solicitations or offensive, vulgar or otherwise disruptive messages or materials, including, but not limited to, those that contravene the church's policies regarding Equal Employment Opportunity and Sexual Harassment.

All messages and material, transmitted by, retrieved from or stored within the church's business systems shall be regarded as non-personal, business communications. The church reserves the right to monitor and intercept electronic or telephonic communications in the ordinary course of business, and may monitor or download computers or software, in accordance with applicable law. Employees should not use passwords or retrieve any stored communications or files without prior authorization. Passwords are "on loan" to employees and, at all times, remain the property of the church.

Employees found to have violated these policies shall be subject to disciplinary action, including termination of employment.

Computer software developed by employees or contract personnel on behalf of the church, or purchased for the use of the church, is church property and may not be distributed to outsiders unless authorized in writing by the employee's supervisor, in consultation with the appropriate staff oversight committee.

Contracts with vendors of proprietary software packages clearly define the limits of their use. Employees are forbidden to copy or use software contrary to the provisions of the contract.

RESTRICT PERSONAL PHONE CALLS

While personal phone calls are permitted, they must be kept to a minimum. Calls should be made or received only when necessary, and be as brief as possible. Personal long distance calls are not to be charged to the church.

CORRECTIVE ACTION

I PURPOSE

To set forth general supervisory guidelines for a corrective action process aimed to document and correct undesirable employee behavior.

II SCOPE

This policy applies to supervisors and employees.

III. POLICY

Christ Evangelical Lutheran Church seeks to establish and maintain standards of employee conduct and supervisory practices, which will, in the interest of the Church and its employees, support and promote effective business operations. Such supervisory practices include administering corrective action when employee conduct or performance problems arise. Major elements of this policy generally include:

- A. Constructive effort by supervisors to help employees achieve fully satisfactory standards of conduct and job performance.
- B. Correcting employee misunderstanding of performance guidelines or policies contained in this manual.
- C. Notice to employees through communicating this policy that discharge will result from violation of employee standards of conduct or continued unsatisfactory job performance.
- D. Written documentation of disciplinary warnings given and corrective measures taken.
- E. Documentation of corrective action will become part of the employee's personnel record.

OPTIONS FOR CORRECTIVE ACTION

Depending on the facts and circumstances involved in each situation, management may choose to begin corrective action at any step up to and including immediate discharge. However, in most cases, the following steps should be followed:

A. Oral Warning. For infractions the Church deems to be minor, the employee may be issued an oral warning. If the situation does not improve within a reasonable time (not longer than two months, depending on the seriousness of the issue), the supervisor may repeat the measure, or implement a more severe option.

B. Written Warning Notice. For repeated minor infractions, or a more substantial infraction, or sub-standard performance the employee may be issued a written warning notice. The Personnel Committee should approve the written warning prior to it being given to the employee. If the situation does not improve within a reasonable time (not longer than two months, depending on the seriousness of the issue), the supervisor may repeat the measure or take steps to discharge the employee.

The written warning notice should be prepared following a corrective action discussion with the employee. The employee will be given an opportunity to comment in writing and should be asked to sign the notice, acknowledging receipt. Three copies of the notice will be distributed as follows: (1) employee (2) supervisor and (3) personnel file.

C. Discharge. For infractions management deems to be sufficiently serious, continued failure to respond appropriately to prior corrective action, or inability to perform the necessary functions of the job, discharge is appropriate. The approval of the Personnel Committee and the Congregation Council must be obtained prior to the discharge of an employee under any circumstances.

OTHER OPTION FOR CORRECTIVE ACTION

Suspension. If events compel a supervisor to take immediate action when discharge appears possible, the supervisor will immediately suspend the employee for a specified period, pending an investigation. The employee will be required to leave the premises immediately. The Chairperson of the appropriate staff oversight committee and the Chairperson of the Personnel Committee will be notified immediately. The suspension/investigation period generally will take three working days, except in unusual circumstances. The objective of this suspension will be to determine if discharge is the proper decision. The Personnel Committee is responsible for managing the investigation.

CORRECTIVE ACTION NOTICE

Employee Name_____ Position_____

Written Warning / Final Warning

1. Statement of the problem (violation of rules, policies, standards, practices, or unsatisfactory performance):

2. Prior discussions or warnings on this subject (oral/written, specific dates):

3. Statement of Christ Evangelical Lutheran Church policy on this subject (refer to specific policy):

4. Summary of corrective action to be taken (include dates for improvement and plans for follow up):

5. Consequences of failure to improve performance or correct behavior:

6. Employee comments:

Employee Signature_____ Date_____

Supervisor Signature_____ Date_____

Personnel Committee Rep_____ Date_____

Distribution: Original to personnel file, copy to employee, copy to supervisor

500. EMPLOYEE COMMUNICATIONS

PROBLEM RESOLUTION PROCEDURE

I. PURPOSE

To provide a process for employees to discuss problems with supervisors and the Personnel Committee so that staff members receive careful consideration and a prompt resolution of issues of mutual concern.

II. SCOPE

This policy applies to all employees.

III. POLICY

Each employee of Christ Evangelical Lutheran Church is encouraged to:

- A. Discuss work-related complaints or problems with (in order)
 - Their immediate supervisor
 - The Personnel Committee
- B. Appeal an unfavorable decision to the Congregation Council.

IV. DEFINITION

"Complaint" is defined as a condition of employment or application of a policy that the employee sees as unjust or inequitable.

V. PROCEDURE

- A. Supervisor's Role. To resolve complaints and problems, the employee is encouraged to first seek assistance from his or her immediate supervisor or supervising committee, who should attempt to resolve the problem. The supervisor is responsible to handle the complaint as an important business matter, striving to arrive at a prompt, equitable solution.
- B. Alternative Channels. Occasionally, an employee's complaint involves his or her supervisor and an employee may not feel free to express such concerns to them. Therefore, employees are encouraged to discuss issues of concern with the Personnel Committee.

C. Further Resolution. If the employee's complaint is not settled satisfactorily with the immediate supervisor, the employee is encouraged to address the complaint to the Personnel Committee. The Church expects supervisors to support this process to help rectify any remaining dissatisfaction.

The employee may appeal a complaint through succeeding levels of management to the Congregation Council, if desired. The Council will render a final decision on the matter after appropriate consideration/investigation.

600. PERFORMANCE APPRAISALS

EMPLOYEE PERFORMANCE APPRAISAL

I PURPOSE

To provide a process by which the job performance of each employee is appraised for purposes of clarifying position duties, refining mutual expectations and merit review.

II. SCOPE

This policy applies to performance appraisal of regular and orientation period employees.

III. POLICY

Christ Evangelical Lutheran Church is a lively, learning and growing congregation. Therefore, employee development is a vital part of the congregation's ministry. Performance reviews allow a continual flow of information to be generated between employees, supervisors and the congregation. The employee performance appraisal process will be managed to accomplish the following objectives:

- A. To enhance individual employee performance and ensure effective operations.
- B. To summarize both formal and informal performance discussions held with employees throughout the review period.
- C. To document performance areas in which employees do well and those areas, which require improvement.
- D. To establish performance goals and plans to meet objectives.

IV. PROCEDURE

Each supervisor and/or supervising committee is responsible to set and communicate clear performance standards for the employee at the beginning of, and throughout, the review period. Each supervisor is also responsible to observe and discuss with the employee positive and negative aspects of his or her performance in relation to standards throughout the review period. And, on a regular basis, the supervisor is responsible to conduct formal performance appraisals on each employee summarizing past discussions and setting performance goals.

A. Timing

1. Newly hired employees will be appraised during the orientation period.
2. Regular employees will be appraised annually, in June.
3. The Personnel Committee will assist supervisors in completing performance appraisals on time.

B. Performance Appraisal Form. The Personnel Committee will provide a copy of the Performance Appraisal Form.

C. Performance Appraisal Discussion. Supervisors will hold a discussion with the employee regarding each performance appraisal. The discussion should be held at a prearranged time in a private location free from interruptions.

D. Employee Signature. The employee will be asked to comment on the appraisal and acknowledge it by signing the form. He or she will then be given a copy of the signed appraisal. If the employee declines to sign the form, he or she should be encouraged to discuss any concerns and perhaps write a response. If the employee still declines to sign the appraisal, the supervisor should write, "employee declined to sign" at the bottom of the form, add his or her initials and the date, and give the employee a copy of the appraisal. The supervisor should then notify the Personnel Committee of the situation.

E. Personnel Committee Conversation. The Personnel Committee may review performance appraisals and may schedule a conversation with each employee. The purpose of these conversations is to review the job description for accuracy or need for revisions, to check that the employee has the materials and support necessary to perform well, to provide opportunity for discussion of any concerns the employee might have, and to identify ways in which the congregation together with the employee can grow in ministry. Differences in perception between the employee and the supervisor, or difficulties in performance can also be aired in this forum and steps for resolution formulated.

700 EMPLOYEES TRAINING AND EDUCATION

TRAINING AND EDUCATION

I PURPOSE

To provide a foundation for the training and education of staff members.

II. SCOPE

This policy applies to all staff members.

III. POLICY. It is the policy of Christ Evangelical Lutheran Church to provide opportunity for staff members to participate in training and educational courses, directly related to their individual staff positions.

IV. PROCEDURE

Each supervisor and/or supervising committee is responsible for staff position related training and educational opportunities. Staff members, when they become aware of training and education courses directly related to their staff positions, should provide this information to their supervisors.

- A. Prior approval is required before any commitment will be made to attend a course of instruction.
- B. The church will pay fees for training and/or education courses. If travel is involved, the church, at the IRS rate per mile, will pay reimbursement for mileage between the church building and the location of the course.
- C. Upon completion of the course of instruction, a report will be provided to the supervisor and responsible committee. This report will, at a minimum, include an outline of the course, the benefit to be derived from attending this course and a recommendation if similar courses should be attended.

SAFE KIDS TRAINING

I PURPOSE

To comply with the congregation's Safe Kids policy as established and enacted by the Safe Kids committee.

II. SCOPE

This policy applies to all staff members.

III. POLICY

It is the policy of Christ Evangelical Lutheran Church to provide a safe environment for all children who may be on the premises of Christ Evangelical Lutheran Church.

IV. PROCEDURE.

Each staff member, regardless of position, will comply with the requirements of the Safe Kids program as established within this congregation.

800. SAFETY AND HEALTH

ACCIDENTS/INJURIES REPORTING

I PURPOSE

To comply with applicable federal and state laws.

II. SCOPE

The policy applies to all staff members.

III. POLICY

Job-related injuries and illnesses, regardless of severity, should be reported, within 24 hours of when they believe it happened, to the supervisor or another Christ Evangelical Lutheran Church representative to provide prompt and trained evaluation and obtain medical attention if necessary.

IV. PROCEDURE

A. Safety is everyone's responsibility. Employees should report any unsafe conditions or circumstances to their supervisors to prevent accidents.

B. Job-related injuries or illnesses should be reported immediately.

1. If medical attention is not needed, the employee should use reasonable judgment deciding to remain at work or go home because of illness.

2. If medical attention is needed, the employee should go to the nearest medical facility for treatment or in case of serious accident, call 911.

900. EMPLOYEE SEPARATION

EMPLOYEE SEPARATION

I PURPOSE

To ensure timely and accurate processing of employees who are being removed from Christ Evangelical Lutheran Church payroll, consistent with positive employee relations practices.

II. SCOPE

This policy applies to all employees.

III. DEFINITIONS

The categories of separation and their definitions are:

A. Resignation. A voluntary separation, including:

- Voluntary Resignation (employees should give two weeks written notice).
- An absence of three or more consecutive working days without notice to Christ Evangelical Lutheran Church.
- Failure to return from leave of absence as arranged with Christ Evangelical Lutheran Church.

B. Release. A separation in which the employee is not qualified or adapted for the type of work assigned. Release usually results from no fault of the employee. Employees who are unable to perform satisfactorily during the new employee orientation period will be considered as released.

C. Reduction in Force.

1. Temporary Reduction. Work is no longer available but recall is expected within 12 months.

2. Permanent Reduction. Work is no longer available. Recall is not expected

3. Discharge. A separation in which the employee is removed from the payroll for violation of employee standards of conduct or safety regulations, unsatisfactory job performance, or any other reason deemed by Christ Evangelical Lutheran Church to warrant discharge.

IV. PROCEDURE

- A. Notice to Employee. There are no requirements for advance notice to employees upon separation.
- B. Pay in Lieu of Notice. Where a future date is established for separation, immediate removal from duties may occasionally be desirable to minimize the adverse effect on other employees or to allow the separated employee to seek new employment. In such cases, up to two weeks pay may be provided in lieu of notice. The prior approval of the Personnel Committee is required.
- C. Management Approvals. When an employee is released, separated due to a reduction-in-force, or discharged, written approvals will be required from the Personnel Committee.
- D. Change in Status. The immediate supervisor of the separated employee is responsible for initiating the Change of Status.
- E. Resignation. An employee, who resigns, with or without notice, will be asked immediately by the supervisor to complete a voluntary resignation form (copy following). The completed notice will be forwarded to the Personnel Committee for filing in the employee's personnel record.
- F. Return of Equipment and Keys. Prior to the last day of work, the supervisor must obtain all Christ Evangelical Lutheran Church equipment and or account for equipment and supplies under the control of the staff member, and obtain all keys from the separated employee.
- G. Employment References for Separated Employees. Refer to Personnel Records and Privacy Policy.
- H. Change Computer Passwords. Upon employee termination, computer passwords shall be changed.

00. POLICY MANUAL RECEIPT

RECEIPT FOR PERSONNEL POLICY MANUAL

I have been given a copy of the Christ Evangelical Lutheran Church Personnel Manual dated _____.

I understand the following items and will take necessary action to complete them:

- This manual edition supersedes all previous editions.
- It is my responsibility to familiarize myself with the contents of the manual.
- It is my responsibility to seek out answers to the questions that I may have about Christ Evangelical Lutheran Church policies, programs and expectations. My supervisor or overseeing committee are two contacts that will be available to answer my questions.

NAME (please print) _____

SIGNATURE _____

DATE _____