

# Personnel Manual

Trinity Lutheran Church  
Columbia, Missouri

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Supersedes 1999 Employee Handbook



The congregation is a member of  
The Lutheran Church—Missouri Synod (LCMS).

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## **PERSONNEL MANUAL STATEMENT**

This manual contains a general overview of policies and procedures established by our congregation for its called and non-called workers, as well as a brief explanation of certain benefits which may be available to workers. If anything set forth in this manual is in conflict with the terms of a called worker's Call, the terms of the Call shall prevail provided they do not conflict with the Constitution and Bylaws of The Lutheran Church—Missouri Synod. Additional employment resources, including Compensation Guidelines, are available from the Missouri District.

This manual is neither a contract of employment nor a legal document. Trinity Lutheran Church makes no promise of any kind in this manual. Trinity Lutheran Church continues to have the absolute power to terminate any non-called worker with or without just cause.

The Assembly of Voters of Trinity Lutheran Church reserves the right to revise the contents of the manual from time to time, with or without prior notice, as it deems necessary or appropriate. Trinity Lutheran Church will comply with all applicable laws.

It is the responsibility of all workers to read, understand, and comply with the contents of the manual. Workers will be notified of changes to the manual as they occur. It is the responsibility of the workers to keep their manual up-to-date when changes are distributed.

Any questions or comments should be directed to the supervising individual, board, committee, or assembly.

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## WELCOME!

Welcome to Trinity Lutheran Church. We consider you to be a gift from God, and we look forward to working with you as a member of our ministry team. The God-given gifts and talents you bring to your position are most appreciated. We are committed to working with you in service to our Lord through this ministry.

We want you to feel that, although there are policies and procedures to follow, you also sense participation in the servant role to the families of Trinity Lutheran Church and Trinity Lutheran Child Learning Center. We hope you will find joy in your work and friendship among your coworkers.

As a worker of Trinity Lutheran Church, you represent this ministry in both your work life and private life. You are expected to lead a personal life in accord with the teachings and beliefs of The Lutheran Church—Missouri Synod on matters of personal conduct so all workers may in their daily lives give witness to a lifestyle that supports our mission as a Lutheran Church—Missouri Synod Christian institution. We encourage you to live a life that is an example to others of your relationship with God and your belief in our Mission Statement:

*Trinity congregation proclaims God's Word in all its truth and purity and administers the sacraments in accordance with the Word. We carry out this mission to "make disciples" (Matthew 28:18-20) through preaching, teaching, worship, witness, service, and fellowship according to the Word of God.*

May God bless you in all you do.

## **NATURE OF EMPLOYMENT**

Trinity Lutheran Church is an at-will employer and operates under the provision that workers are free to discontinue their employment at any time, with or without notice and with or without cause. This also means Trinity Lutheran Church can end the employment relationship at any time, with or without notice and with or without cause.

Trinity Lutheran Church is an institution of The Lutheran Church—Missouri Synod and, to the extent allowed by law, Trinity Lutheran Church reserves the right to give preference in employment based upon religion. In addition, preferential hiring opportunities will be given to qualified members of Trinity Lutheran Church and The Lutheran Church—Missouri Synod.

As a general rule, workers who are relatives shall not be employed in a supervisory capacity to one another; however, exceptions to the rule can be made by the supervising board or committee. When such an exception is made, the supervising board or committee may appoint an alternate supervisor and define the specifics for supervision of said relative. The term "relative" includes a spouse, child or stepchild, parent or step parent, parent-in-law, son-in-law, daughter-in-law, brothers and sisters and their spouses, grandparent or step grandparent, aunts, uncles, first cousins, nephews, nieces, grandchildren, and their spouses. The term as it applies here also includes any other person who lives in the household of the worker.

## PERSONNEL MANAGEMENT

In order to provide the necessary authority and to provide clean lines of communication within Trinity Lutheran Church, it is important that an individual, board, committee, or assembly be identified as having responsibility for management oversight and direct supervision of personnel.

The Assembly of Voters is the governing body over the affairs of Trinity Lutheran Church and delegates powers and responsibilities as follows:

### **Assembly of Voters**

Called Workers: The right of calling pastors and other professional church workers is vested in the Assembly of Voters and shall not be delegated. The procedures and responsibilities as they apply to calling pastors and other professional church workers are detailed in the Constitution and Bylaws.

The right to remove any pastor or other professional church worker from office is vested in the Assembly of Voters and shall not be delegated. The procedures and reasons as they apply to removal are detailed in the Constitution and Bylaws.

### **Board of Elders**

Pastors: The Board of Elders shall assist the pastors to faithfully teach and preach in accordance with the Confessional Standard and faithfully and diligently promote the spiritual welfare of the congregation. They shall continually address pastoral responsibilities and the communicated expectations of the congregation. They shall watch over the doctrine, life, and official conduct of the pastors. They shall ensure material needs are sufficiently supplied. A recommendation as to next year's salary and any benefits shall be provided to the Budget Committee in October.

Organists: The Board of Elders shall be the point of contact for the organists.

### **Executive Committee**

Church Secretary: The Executive Committee shall determine the requirements for church secretary services and have the authority to hire and dismiss personnel for these services with the consultation of the pastors. The Executive Committee members shall provide management oversight and direct supervision of these services, but they may also delegate the day-to-day operational supervision to the pastors. The Executive Committee shall give an annual performance evaluation for the church secretary. A recommendation as to next year's wages and any benefits shall be provided to the Budget Committee in October.

**Board of Early Childhood Education (BOECE)**

Child Learning Center Director: The BOECE shall make recommendations to the Assembly of Voters for appointment of Director. The BOECE shall provide management oversight and direct supervision of the Director. The BOECE shall give an annual performance evaluation for the Director. A recommendation as to next year's salary and any benefits shall be provided to the Budget Committee in October.

Child Learning Center Support Staff: The BOECE shall supervise the hiring and dismissing of support staff. The Director, or an appointed alternate supervisor, shall provide management oversight and direct supervision of the support staff. The Director, or an appointed alternate supervisor, shall give an annual performance evaluation for support staff. Recommendations as to next year's wages and any benefits shall be provided to the Budget Committee in October.

## WORKER CLASSIFICATION

The Fair Labor Standards Act (FLSA) is federal legislation defining wage and hour requirements. Positions are classified as either exempt or non-exempt based on the applicable federal criteria of the FLSA for exemption for the position held. Any worker not meeting the criteria for exemption is classified as non-exempt. Non-exempt workers covered by FLSA must receive overtime pay at the rate of one and one-half times their regular rate of pay for all hours worked in excess of 40 hours in a work week. For purposes of salary and wage administration, eligibility for overtime payments, and benefits, Trinity Lutheran Church workers are defined as follows:

### Called Workers

- Exempt Full-Time Called (Salaried): Called workers designated to work on a regular basis by and through the Call process as outlined by The Lutheran Church—Missouri Synod. *[e.g. Pastors]*

### Non-Called (Regular) Workers

- Exempt Full-Time (Salaried): Non-called workers hired to work a minimum of 40 hours per week for 52 weeks per year and meet Fair Labor Standards Act (FLSA) definition for exempt classification. *[e.g. Child Learning Center Director]*
- Non-Exempt Full-Time (Hourly): Non-called workers hired to work more than 30 hours per week and hired with the intent to work for more than five consecutive months. *[e.g. Church Office Secretary, some Child Learning Center Staff]*
- Non-Exempt Part-Time (Hourly): Non-called workers hired to work less than 30 hours per week for fewer than 52 weeks per year. *[e.g. some Child Learning Center Staff]*
- Non-Exempt Part-Time (Flat rate Per Service): Non-called workers hired to work at assigned fixed times on a regular basis in fulfillment of paid uniquely skilled church service roles and total time per week less than 30 hours. *[e.g. Organists]* In accordance with the FLSA, the hourly rate of pay will not be less than the current minimum hourly wage.

## HIRING AND EMPLOYMENT PROCESS

All applicants invited for an interview must complete the appropriate employment application form and attest to its validity. All applicants must also sign an Authorization for Background Checks Consent form. Falsification of information submitted in any of this documentation may be grounds for disqualification or termination.

**Background Checks:** Background checks are required for all new Child Learning Center workers. These checks will assist in the promotion of a safe environment for the students, visitors, staff, and physical resources and serve as an important part of the employment selection process by providing additional related information that may help determine an applicant's overall employability.

**Conflicts of Interest:** Each worker shall disclose to their supervisor any potential conflict of interest, including but not limited to: board membership on, a substantial interest in, or employment of the individual or a relative by any organization doing business with Trinity Lutheran Church, the Synod, or any of the agencies of the Synod.

No worker shall approve his/her own request to pay any company or person in which he/she has a conflict of interest. Except in very unusual circumstances, Trinity Lutheran Church shall not purchase equipment, materials, goods, and services from a worker, a member of a worker's immediate family, or from a business in which a worker or a member of the worker's immediate family has an ownership interest of 10 percent or more. If an exception is necessary, the expenditure request must be disclosed as stated above and the expenditure must have the written approval of the worker's supervisor.

**Food Handler Card:** Each worker in the Child Learning Center must have a current Food Handler card.

**Homeland Security Requirements:** The Immigration Reform and Control Act (IRCA) of 1986, as amended, requires employers to hire only those individuals who are authorized to work in the United States. Pursuant to this law, all individuals who are offered employment will be required to submit documentation proving their identity and employment authorization. Workers will also be required to complete and sign Immigration and Naturalization Service Form I-9. Form I-9 requires workers to attest that they are authorized to work on the job for which they are hired and that the documents that they submitted are genuine.

**Medical Examination:** A medical examination is required for all new Child Learning Center workers. A negative TB test or Risk Assessment for Tuberculosis form is also required to be on file. The offer of employment and assignment of duties is contingent upon the satisfactory completion of the examination and test. All information on any medical condition or history will be maintained confidentially.

**New Hire Reporting:** Information on newly-hired workers will be reported to a designated state agency. This is a requirement of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

**Notice of Criminal Activity:** Workers must notify their supervisor of any criminal conviction, guilty plea, or plea of no contest or deferred adjudication.

**Performance Evaluation:** Workers and their supervisor are strongly encouraged to discuss job performance and goals on an informal day-to-day basis. An annual performance evaluation is conducted to provide the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

**Personal Information and Responsibility to Update Records:** It is the responsibility of the worker to report to their supervisor as soon as available or effective: changes in marital status, dependents, legal name, residential and mailing addresses, phone numbers, beneficiaries, and whom to notify in the event of an emergency. Failure to do so promptly may result in loss of certain benefits. If there is a name change, a copy of the updated Social Security Card must be provided to ensure the W-2 is issued correctly. Trinity Lutheran Church shall maintain official employment records. In maintaining and releasing such records, Trinity Lutheran Church complies fully with all relevant federal and state laws.

**Reference Checks:** To ensure that individuals who are employed by Trinity Lutheran Church are well-qualified and have a strong potential to be productive and successful, employment references of all applicants will be checked. In response to a request for references or background checks of previous workers, the worker's supervisor will respond in writing only to those inquiries that are received in writing. Responses to such inquiries will confirm only dates of employment, salary or wage rates, and position(s) held.

## COMPENSATION

**Rates of Pay:** Jobs within Trinity Lutheran Church differ in responsibility, working conditions, complexity, education requirements, and other important factors. Rates of pay that workers receive for performing their jobs reflect differences in skill levels and education. Trinity Lutheran Church strives to provide workers with a competitive total compensation package that includes both take-home pay and the cost of the benefits provided.

**Pay Periods and Paydays:** Currently all workers are paid biweekly every other Friday.

**Payroll Advances:** Trinity Lutheran Church does not offer payroll advances.

**Garnishments:** If a worker does not pay his/her debts, a creditor can, through legal means, order Trinity Lutheran Church to withhold a certain amount from his/her paycheck. This claim is called a garnishment. Trinity Lutheran Church has no desire to be involved in the worker's personal affairs but must obey the order of a court. The worker's supervisor will notify the worker upon receipt of a court order requiring Trinity Lutheran Church to garnish the worker's pay.

## HOURS AND DAYS OF WORK

**Work Week:** For payroll recordkeeping purposes, the work week begins at 12:00 a.m. Wednesday and ends at 11:59 p.m. Tuesday. The work week is defined as being 40 hours. Administrative office hours are normally 8:00 a.m. to 4:30 p.m., Monday through Friday. Non-called workers should not report to work before their scheduled start time nor stay past their scheduled stop time, unless specifically requested by their supervisor.

Non-called workers are expected to be present and ready to begin work on time each day for the schedule determined by their supervisor. Non-called workers are to notify their supervisor of scheduled absences, and, unless an emergency exists, should inform their supervisor as far in advance as possible. An unexcused absence occurs when proper notice has not been given and approval has not been received.

**Work Year:** Begins January 1 and ends December 31.

**Breaks:** Non-Exempt Full-Time (Hourly) Category 1 workers shall receive two paid 15-minute breaks during the workday in addition to an unpaid 30-minute lunch period. Combining a lunch period with a paid break time is prohibited.

**Outside Employment:** A person who accepts full-time employment with Trinity Lutheran Church assumes a primary professional obligation to Trinity Lutheran Church. Any other employment or enterprise in which a worker engages must be understood to be secondary to his/her full-time church work and it can in no way interfere with their primary employment with Trinity Lutheran Church. Outside employment must not be a conflict of interest or have the perception of being a conflict of interest with his/her church work.

Any worker working outside Trinity Lutheran Church on a regular basis should advise his/her supervisor regarding the details of such outside employment.

**Overtime:** Overtime is acceptable only when necessary and approved by the supervisor. Overtime work by the church office secretary must also be approved in advance by the treasurer of the congregation. When it is necessary for a worker to work more than eight hours in a workday, the work week should be rearranged so that it does not exceed 40 hours. When the hours worked in a work week (excluding paid days off) exceed 40, the worker will be granted overtime pay at the rate of one and one-half times their regular rate of pay for all hours worked in excess of 40 hours in a work week.

**Timekeeping:** A timesheet is an important, legal, time-recording document. The Fair Labor Standards Act requires that all non-exempt hourly workers record the start and end times for hours actually worked on a timesheet. Each timesheet must also clearly indicate the start and ending times of any bona fide break of more than 20 minutes. Any break of 20 minutes or less is considered time worked and is paid. Workers must accurately maintain their own timesheet, sign it, and forward to their supervisor for review and approval. Supervisors must confirm the time worked each pay period and attest the timesheet is accurate. The timesheet must be submitted by the pay period deadline. A timesheet submitted after the pay period deadline will be processed with timesheets for the following pay period.

Anyone who knowingly submits a false timesheet may be subject to disciplinary action up to and including immediate termination.

**Unemployment Compensation Act:** Trinity Lutheran Church is exempt from the Unemployment Compensation Act. This means that any worker who resigns or is terminated is not eligible to collect unemployment benefits.

**Workers Compensation:** Workers Compensation benefits are available for covered workers as determined by the laws of the State of Missouri. No premium for this coverage is charged to the worker. All injuries sustained on the job must be reported promptly to the worker's supervisor.

## WORKER CONDUCT AND WORK RULES

**Accident and Injury Reporting:** In cases of emergency accidents or injuries, workers should seek immediate professional medical assistance for any worker injured from an accident that occurred in the performance of a worker's job duties. After seeking the necessary medical assistance, workers should report the emergency to the injured worker's supervisor. The supervisor should report the accident or injury to a member of the Executive Committee by the end of the scheduled workday, if not sooner.

In cases of non-emergency accidents or injuries, workers are to immediately report to their supervisor any accident or injury that occurs in the performance of their job duties and seek the appropriate medical attention. The supervisor should report the accident or injury to a member of the Executive Committee by the end of the scheduled workday, if not sooner.

**Alcohol, Drugs, and Controlled Substances:** Trinity Lutheran Church strictly prohibits the possession, consumption, or distribution of any alcohol, illicit drugs, or non-prescribed controlled substances on its owned or controlled property or as part of its activities.

**Child Abuse:** Suspected child abuse or any violation of regulations set forth in the Licensing Rules shall be reported immediately to the Child Learning Center Director.

**Church Credit Card:** A church credit card is available for worker use to facilitate purchases to further the ministry of our church. Workers are expected to comply with all terms of the most current Policy Statement for Credit Card Use. The policy and church credit card are available in the church office.

**Communications:** The electronic communications systems, which include, but are not limited to, the telephone, electronic mail, voice mail, facsimiles, computers, the internet, and the World Wide Web, and all information stored on them are the property of Trinity Lutheran Church and are provided at Trinity Lutheran Church's expense. All information and messages that are created, sent, received, accessed, or stored on these systems constitute church records and are subject to review by authorized personnel. Workers should assume that all such information and messages may be read or heard by someone other than the intended recipient. Highly confidential or sensitive information should not be sent through email, the internet, or the World Wide Web.

The electronic communications systems are to be used to conduct church business. Reasonable personal use of such systems is permitted but should be limited and must not interfere with a worker's productivity.

**Dress and Appearance:** Each worker is expected to present a neat appearance and dress appropriately for the job. Body art shall be covered at all times. Jewelry visible to others in body piercings other than two in each ear shall be removed while on the job. All clothing should be modest and clean. Examples of inappropriate attire: hemlines for shorts or skirts more than 3" above the knees, necklines that are low-cut, halter or thin-strapped tops or dresses, revealing clothing, ripped or torn clothing, flip flops. Blue jeans in good shape (free of tears and are hemmed neatly) are acceptable on Fridays only. Special attire may be allowed at the discretion of the Child Learning Center Director for special events at the Child Learning Center. Violations of the dress code may be grounds for termination.

**Files and Records:** All files, whether hardcopy or electronically machine-readable, remain the exclusive property of Trinity Lutheran Church. Workers are not to share the contents of any file with others, except those workers or others that they have been instructed to do so, on a need-to-know basis.

**Fraudulent Activity:** Trinity Lutheran Church must identify and promptly investigate all instances and allegations of fraudulent activities regarding church funds, documents, and equipment involving staff, students, vendors, agencies, or other parties. Good business practice dictates that suspected embezzlement, misappropriation, or other fiscal irregularities be promptly identified and investigated. Anyone who believes fraud has occurred should report the incident to their supervisor. All persons found to have committed fraud relevant to church financial affairs shall be subject to appropriate action. Appropriate action can range from verbal or written warnings up to and including termination, depending on the circumstances. Fraud in any form will not be tolerated.

Trinity Lutheran Church will not tolerate any retaliatory action against any person for making a good faith report about potential fraudulent activity or for assisting in the investigation of a complaint.

**Harassment:** Any worker who feels that he/she has been the victim of harassment of any kind and any worker or other person witnessing an incident of harassment of any kind must report the incident immediately to their supervisor. Reported complaints of harassment will be promptly investigated in as confidential a manner as possible. A worker who is determined, after investigation, to have engaged in harassment in violation of this policy shall be subject to appropriate action. Appropriate action can range from verbal or written warnings up to and including termination, depending on the circumstances. Harassment in any form will not be tolerated.

Trinity Lutheran Church will not tolerate any retaliatory action against any person for making a good faith report about potential harassment or for assisting in the investigation of a complaint.

**Internet Usage:** Trinity Lutheran Church maintains an extensive electronic infrastructure to support both the administrative and academic functions of the church. Access to electronic resources owned and operated by the church is a privilege. Trinity Lutheran Church reserves the right to limit, restrict or extend access privileges to its computers, networks, and telecommunications systems, as it deems appropriate to fulfill its mission and remain faithful to its Christian principles.

Trinity Lutheran Church reserves the right to monitor electronic systems in order to maintain the integrity and security of all computer and telecommunication networks and assess observance of policies and procedures. Users may be held accountable for misuse of computing, networking, or information resources. Misuse may result in the loss of computing privileges and shall be subject to appropriate action. Appropriate action can range from verbal or written warnings up to and including termination, depending on the circumstances.

**Privacy and Confidentiality:** It is expected that all workers will exhibit the highest degree of personal integrity and will at all times respect the privacy and confidentiality of others. Examples of infraction include:

- Discussion of present or former enrolled children and/or their families outside of professional discussions in the work place
- Discussion of present or former staff members with parents and/or guardians of enrolled children
- Discussion of staff members, currently enrolled children, or TLCLC matters within hearing of TLCLC children, parents and/or guardians
- Discussion of private or confidential information of any person or matter outside of professional discussions in the work place

**Smoking/Tobacco:** Trinity Lutheran Church strictly prohibits the use of all traditional and alternative tobacco products on its owned or controlled property or as part of its activities.

**Violence:** There will be zero tolerance for violence. This includes joking and talking of violence. If violence in the workplace is displayed or threatened, the person responsible for such conduct shall be subject to appropriate action. Appropriate action can range from verbal or written warnings up to and including termination, depending on the circumstances. In addition, the worker and/or other parties involved may be subject to criminal proceedings. For the purpose of this policy, violence includes physically abusing or harming another, shoving, pushing, intimidation, or coercion. All workers are to assist in preventing violence in the workplace. Workers must report incidents that could indicate a coworker or enrolled student is in trouble or that a violation of this policy has or is taking place. All reports will be investigated.

Trinity Lutheran Church will not tolerate any retaliatory action against any person for making a good faith report about potential violence or for assisting in the investigation of a complaint.

**Weapons:** Trinity Lutheran Church strictly prohibits the possession of, use of, or the keeping of any firearm, ammunition, explosive device, or other weapon on its owned or controlled property or as part of its activities. (Exception as prescribed by separate church policy.)

**Working Environment:** Workers are expected to keep their workspace neat, organized, and safe at all times. Standard precautions should be taken to provide uncluttered workspaces. Periodic reviews will be done to reduce or minimize any physical barriers to a safe environment such as poor lighting, piled boxes in pathways, unsecured electrical cords across walkways, or other clutter.

## **BENEFITS**

The following benefits may be available to employees, dependent upon a variety of factors, including classification and length of service. Insurance and benefits will be included as part of the offer letter. Benefits specific to called personnel are included in the terms of the Call and are not detailed here.

This document outlines the coverage based on information currently available from the plan providers. It does not include all the terms, coverage, exclusions, limitations and conditions of the actual plans. Detailed summary plan descriptions are available from Concordia.

**Concordia Health Plan (CHP):** All employees who are employed more than 30 hours per week and hired with the intent to work for more than five months are eligible for enrollment in the Concordia Health Plan. The Plan and percentages of employer/employee contributions are selected and set by Trinity Lutheran Church. Employees are also provided an opportunity to participate in a Premium-Only Cafeteria Plan and a Personal Spending Account.

**Concordia Disability and Survivor Plan (CDSP):** All employees who are employed more than 20 hours per week and hired with the intent to work for more than five months are enrolled in the Concordia Disability & Survivor Plan. The CDSP also includes a pre-retirement, lump-sum death benefit in the event of the death of the employee or an eligible enrolled dependent of an active employee.

**Concordia Retirement Plan (CRP):** All employees who are employed more than 20 hours per week and hired with the intent to work for more than five months are enrolled in the Concordia Retirement Plan.

**Concordia Retirement Savings Plan (CRSP):** To supplement retirement income from the Concordia Retirement Plan, employees are also provided an opportunity to participate in the Concordia Retirement Savings Plan, a 403(b) tax-advantaged savings plan.

**Accident Insurance Program (AIP):** To help families meet financial obligations in the event of an accidental death or disabling injury, Concordia Plan Services offers an Accident Insurance Program administered by Securian (Minnesota Life). Protection ranges from \$25,000 to \$300,000 for a low monthly cost to full-time employees who participate in the Concordia Plans.

**Paid Time Off (PTO):**

- PTO is intended as a benefit to help employees balance work and personal life. It can be used at the employee’s discretion for all types of leave: vacation, illness, bereavement, emergency, or personal needs.
- Employees are to notify their appropriate supervisor of a request for PTO, and, unless an emergency exists, should inform their supervisor as far in advance as possible. Employees should be considerate of staffing complications which may result when a request for PTO is made.
- PTO is available to full-time salaried and hourly employees (30+ or more hours/week) after completion of a 90-day waiting period. PTO is based upon the number of hours the employee regularly works per day. Accrual begins on the date of hire for the employee. When employment terminates, the employee will be paid out any remaining balance of PTO.
- Part-time employees are not eligible for PTO.
- All full-time hourly and salaried employees will be awarded PTO per the chart below, based upon their date of hire. PTO requests for hourly employees will be awarded for one hour or greater, and anything greater than one hour will be rounded to the nearest half hour. PTO requests for salaried employees will be awarded in half days or full days only.

With the adoption of this policy on July 1, 2017, PTO, per the chart below, will be prorated to each employee's date of hire.

<b>Length of Service (Based on date of hire)</b>	<b>Total number of PTO days awarded on Anniversary Date of Hire</b>	<b>Maximum accumulation of PTO days that may carry over from the past years (if any)</b>
Up to 5 years	10 days	5 days
6-10 years	15 days	5 days
11+ years	20 days	5 days

- Child Learning Center staff not working during the summer session will receive two fewer PTO days than are designated on the chart.
- PTO is awarded as regular PTO and flexible PTO. All awarded PTO may be used as regular PTO; or up to 5 days of the awarded PTO may be used as flexible PTO, with the remainder being designated as regular PTO.

*(PTO information continued next page.)*

- Regular PTO may be taken on scheduled workdays. Regular PTO may not be taken when the facility is closed or on a day when the employee is not scheduled to work. The exception to this rule is snow/inclement weather days. Snow/inclement weather days resulting in the closing of the Church or Child Learning Center may be taken by employees scheduled to work those days as regular PTO.
- Flexible PTO may be taken as regular PTO or when the facility at which the employee works is closed, or on a day when the employee is not scheduled to work.
- All PTO must be reported on the timesheet. PTO is not considered time worked and therefore does not count towards overtime.
- If an employee cannot use all his or her PTO before their service anniversary date, he or she will be able to carry up to 5 days of PTO into the next service year. Any additional remaining PTO that is not used by the service anniversary date will be forfeited.

**Travel Expenses:** Workers will be reimbursed for reasonable travel expenses while on assignments away from the usual work location. Arrangements for such expenses incurred by non-called workers should be made through and in consultation with their supervisor. Workers are expected to limit expenses to reasonable amounts. Reimbursement requests should be submitted within 14 days. Receipts are required for reimbursement. Reimbursement for mileage shall not exceed the IRS guideline.

## PERFORMANCE EXPECTATIONS AND DISCIPLINE

**Performance Expectations:** All non-called workers shall have an annual performance evaluation. The purpose of the evaluation is to provide the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. A written evaluation shall be prepared by the supervisor and signed by the non-called worker who may append comments as desired. The signed evaluation shall be filed in the non-called worker's personnel file. Performance Evaluation sheets are available from the church office.

**Progressive Discipline:** Trinity Lutheran Church's expectation is that the supervisor will direct disciplinary efforts toward positive worker development and success. In fairness to the worker and the church, issues of concern related to a worker's performance or behavior should be dealt with in a swift and fair manner. Disciplinary action may call for any of four steps: verbal warning, written warning, suspension with or without pay, or termination of employment.

## RESIGNATION/TERMINATION

**Resignation:** When a non-called worker intends to resign, the official notification of this action should be made in writing and provided to their supervisor two weeks in advance of the effective date. Trinity Lutheran Church will appreciate receiving such official notification as early as possible to permit an orderly transition for the worker and the church, with minimal impact on coworkers. Workers who voluntarily resign may be subject to immediate dismissal and may or may not be eligible for severance pay of two weeks.

**Termination:** A termination may result from a non-called worker's lack of job performance or disregard of policy or another documented reason. The supervisor initiates the termination. Workers who are terminated may be subject to immediate dismissal and may or may not be eligible for severance pay of two weeks.

The worker is not eligible to collect unemployment benefits.



*"Grant that I may day by day put forth efforts which are pleasing to Thee, helpful to my fellow men, and sufficient to provide for my daily needs. Keep me mindful that my service must be done not merely to men but to Thee. Help me to remember that in all things, my sufficiency is of Thee and that whatever I do is to be done to Thy glory. Give me joy in my labor; sincerity in my service, and unselfishness in all my striving. Help me to be faithful in all things, for the sake of Him who died for me." Amen*

*~ Excerpt from the Lutheran Book of Prayer*

## WORKER ACKNOWLEDGEMENT FORM

The Personnel Manual describes important information about Trinity Lutheran Church and its Child Learning Center. I understand that I should consult my immediate supervisor or a member of the Trinity Lutheran Church Executive Committee regarding any questions or comments I might have.

Given that the contents of the manual are subject to change, I acknowledge that revisions may occur. All changes will be communicated through official notices, and I understand that it is my responsibility to keep my manual up-to-date when the changes are distributed.

Furthermore, I acknowledge that this manual is neither a contract of employment nor a legal document.

I have received the manual, and I understand that it is my responsibility to read and comply with its contents and any revisions made to it.

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Non-Called Worker's Name (Printed or Typed)

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Non-Called Worker's Signature

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Date

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Employer's Signature

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Date