

St. Paul Evangelical Lutheran Church Employee Policies and Procedures Manual

Revised: January, 2014

**ST PAUL EVANGELICAL LUTHERAN CHURCH
EMPLOYEE POLICIES AND PROCEDURES MANUAL**

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DISTRIBUTION LIST

1. PASTOR
2. CHURCH COUNCIL (All Members)
3. OFFICE COPY
4. ALL EMPLOYEES
5. CHURCH WEBSITE

EMPLOYEE POLICIES AND PROCEDURE MANUAL

1. OBJECTIVE

1.1 - To set forth the salary, benefit, and personnel policies for lay employees of the church. This manual was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Employee Policies and Procedure Manual as soon as possible, as it will answer many questions about employment with St. Paul Evangelical Lutheran Church (the "Church"). The Church reserves the right to revise, supplement or rescind any policies from time to time as it deems appropriate and employees will, of course, be notified of any such changes.

2. DEFINITIONS AND EMPLOYEE CLASSIFICATIONS

2.1 - LAY EMPLOYEE - An employee of the Church other than clergy, who performs prescribed services.

2.2 - FULL TIME LAY EMPLOYEE - An employee of the Church who receives compensation for 32 or more hours a week and is eligible for all benefits provided by these policies.

2.3 - PART TIME LAY EMPLOYEE - An employee of the Church who receives compensation for less than 32 hours a week. Music staff schedules, except for the organist, are for ten months beginning September and ending in June with annual salaries paid over twelve months.

2.4 - CONTRACT EMPLOYEE - a person contracted by the Church for a specific task at a stated cost or rate. The contract shall include the following terms:

- A. The beginning and ending date of the period to be worked;
- B. Remuneration for services, including expenses for incidentals (lodging, food, mileage, etc.), if any;
- C. Benefits, if any. Such benefits, if included, may accrue on a prorated basis for individuals who work 20 hours per week or more;
- D. Provisions and schedule for performance review;
- E. Responsibilities (tasks to be performed); and
- F. Accountabilities (person to whom the individual reports).

Term contract employment may be full-time or part-time, exempt or non-exempt. Individuals employed as term contract employees must be covered for social security benefits unless they meet the definition of an "independent contractor."

2.5 - TEMPORARY EMPLOYEES - Individuals hired for temporary work may be full-time or part-time, exempt or non-exempt, and are not eligible for any of the benefits provided under these policies. However, temporary employees are subject to social security contributions on their wages.

Employees from temporary employment agencies hired for specific assignments are the employees of the employment agency and not the Church.

2.6 - CONTRACT WITH INDEPENDENT CONTRACTOR -The Church may enter into a contract with an individual or company that provides services or products as an independent contractor. Independent contractors are not entitled to workers' compensation or other benefits provided in these policies.

All independent contractor agreements must be initiated in consultation with Pastor or the Council President.

2.7 - NON-EXEMPT EMPLOYEE - The term "non-exempt employee" (support staff) means an employee who is covered by the Fair Labor standards Act. Non-exempt employees are eligible to 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. The regular rate for an employee working a fixed work week of less than 40 hours is computed by dividing the fixed weekly salary by the number of hours in the work week. NON-EXEMPT EMPLOYEES – CHURCH SECRETARY and CUSTODIANS

2.8 - EXEMPT EMPLOYEE - The term "exempt employee" (executive staff) means an employee who meets the conditions for exemption from coverage by the Fair Labor Standards Act, namely, those persons employed in a bona fide executive, administrative, or professional capacity. These positions are not eligible for overtime pay or compensatory time off (in lieu of overtime). EXEMPT EMPLOYEES- ALL OTHER EMPLOYEES

2.9 - SALARY ADJUSTMENTS - Salary adjustments for all employees are made following approval of the yearly Church operating budget. All adjustments are at the sole discretion of the congregation.

2.10 - WORK WEEK - In order to accommodate the various events of the congregation, working hours may range from 7:00 a.m. to 9 p.m.. The work week will normally be Monday through Friday, within the period of Sunday through Saturday for office staff and will include weekends for other staff positions. Work schedules are to be coordinated through the Pastor and committee chairpersons.

3. RECRUITMENT AND EMPLOYMENT

3.1 - INCLUSIVENESS OF EMPLOYMENT – The Church provides equal opportunity in all aspects of the employer/employee relationship regardless of race, color, religion, national origin, sex, age, disability or veteran status to the extent required by law. "Aspects of the employer/employee relationship" may include, but are not limited to, the following: recruiting, hiring, upgrading and promotion, conditions and privileges of employment, compensation and benefits, discipline, layoffs and terminations of employment.

Equal employment opportunity is recognized as a right to which every individual is entitled. You are required to fully comply with the Church's commitment and objective of equal employment for all.

When the Pastor or the Executive Committee determines that there is a need for an ordained clergy employee and/or an employee with Lutheran theological background, training, or experience, only individuals with those qualifications will be considered.

3.2 – EMPLOYMENT APPLICATION FORM – All applicants must complete an employment application form and all forms necessary to complete background checks and investigations as determined by the Administration Chairperson.

The church complies with the requirements of the Immigration Reform and Control Act, which seeks to preserve positions for those individuals authorized to work in the U.S. You are required, as a condition of employment, to provide satisfactory evidence of your U.S. citizenship or employment authorization and properly complete, sign and date the first section of the Immigration and Naturalization Service Form I-9 on your first day of employment. No individual can be employed by the church without providing specific documents verifying identity and employment eligibility. Any newly rehired individual must also complete the form if they have not previously filed an I-9 with the church or if their previous I-9 is more than three (3) years old or no longer valid.

In addition, all applicants who are rostered must provide a complete set of their current mobility papers to the Council President.

3.3 - PERSONAL RECORDS – The Pastor maintains an individual file for each employee, containing his or her employment application form, background checks and investigations, payroll authorizations, salary information, attendance records, performance appraisals, and other pertinent documents.

Employee records are personal and are kept in a locked file, to be accessed only by persons authorized by the Pastor. Employees have the right to review their individual personnel file and all documents contained therein, at a time mutually convenient to the employee and Pastor. Such review must occur within the Church, and nothing may be removed from or added to the file. An employee may obtain a copy of a document(s) contained in their file by requesting it from the Pastor.

It is important that you keep your records with the Church up to date. If the information in your file is not correct, problems can arise concerning your benefits, the person to be notified in case of an emergency, beneficiary or Church insurance policies and other important matters. Please notify the Pastor if you have changes in any of the following:

- Your name
- Home address and telephone number
- Your marital status
- Person's name and telephone number for notification in case of emergency
- Names and number of dependents
- Your beneficiary and their current address for benefit plans
- Social security number
- Educational status, degree completion
- Additional training, courses or experience
- Military status

3.4 - HEALTH EXAMINATION – The Pastor and the Executive Committee may require a post-offer or post-employment health examination of employees, for the purpose of determining each person’s capability to perform the duties of his or her position.

3.5 - HIRING PROCEDURES - The Pastor and the Executive Committee should be notified in advance of all position vacancies, transfers, promotions, demotions, or terminations in the Church. Any and all negotiations with prospective or existing employees regarding salary, relocation, other benefits or perquisites will include advance consultation with the Pastor and The Executive Committee. No offers or commitments regarding compensation are to be made without the prior approval of Council. All letters of offer to potential employees are to be prepared and sent by the Council President. The synodical Bishop of a rostered applicant selected for an interview will be notified prior to the interview.

No promises, commitments or representations which are inconsistent with or override these hiring procedures may be made to an employee or prospective employee without the prior written approval of the Pastor and the Executive Council. Any such promise, commitment or representation shall be void unless it is contained in a written agreement signed by the employee and the Pastor and the Executive Committee.

4. PERFORMANCE MANAGEMENT PLAN AND APPRAISAL SYSTEM

4.1 - POLICY The Church is committed to operating according to the highest standard of quality, ethical conduct and integrity. A major focus of the performance planning and appraisal process is to provide the necessary tools to enable you to attain a commendable level of performance while fostering your career and personal development and attaining Church goals.

You will be scheduled for your performance evaluation at least once annually.

5. COMPENSATION POLICY

5.1 POLICY- The Church believes that it is in the best interest of both the organization and its employees to fairly compensate employees for the value of the work provided. It is the intention of the church to use a compensation system that will determine the current market value of a position based on the skills, knowledge and behaviors required of a fully competent employee to the extent that funding permits.

The system used will be objective and non-discriminatory in theory, application and practice and will operate under the following criteria.

Criteria:

- A. The compensation system will use local and industry-specific survey market data where it is available.
- B. The market data will primarily include not-for-profit organizations and will address significant specialized job differences as well as significant market differences due to geographical location.
- C. The system will evaluate external equity, which is the relative marketplace worth of jobs directly comparable to similar jobs in the local economic marketplace and/or within the church.
- D. The system will evaluate internal equity, which is the relative worth of each job when comparing the required level of competencies, formal training and experience, responsibility and accountability of one job to others in the Church.
- E. The compensation system must be flexible enough to ensure that the Church organization is able to recruit and retain a highly qualified workforce, while providing the structure necessary to effectively manage the overall compensation program.

5.2 - OVERTIME - It is not the policy of the Church to pay overtime except in dire emergencies. All overtime is subject to approval by the Pastor in advance.

A. The Pastor has the right to manage an employee into a 40-hour workweek by altering the normal weekly work schedule.

B. All non-exempt employees are eligible for overtime pay at the rate of one and one-half times their regular hourly rate for time worked in excess of 40 hours in any normal work week.

C. Overtime is calculated using actual hours worked. Sick leave, personal leave, vacation time, community service, holidays and other types of leave referenced in these personnel policies do not count as hours worked.

D. Under limited circumstances, a non-exempt employee may be granted time off in lieu of overtime pay, if it meets the criteria for personal leave set forth in policy 9.1 and both the Pastor and the employee agree to the arrangement.

5.3 - PAY PERIODS - Pay periods for all employees will be semi-monthly for full-time employees and at the end of the month for all others, and payment will be made on the 15th and the last day of the month. If a normal payday falls on a non-working day, paychecks will be issued on the last working day proceeding the non-working day.

5.4 - PAY DEDUCTIONS, GARNISHMENTS AND WAGE ASSIGNMENTS - The Church is required by law to make certain deductions from your paycheck, which includes federal, state, and local taxes and social security taxes (FICA). Often, these deductions may change as they are affected by changes in the amount you earn, by federal, state or local legislation, and by the number of dependents you declare.

The Church must honor wage assignments, as they represent a legal order to withhold and pay out a specified amount of employee earnings. If wages are assigned, the employee will be notified, and must seek a release of the court in order to prevent deductions from being withheld.

5.5 - HOUSING ALLOWANCE - An ordained or other qualified employee of the Church may request that a portion of his or her annual salary be designated as a housing allowance, in keeping with Internal Revenue Service regulations. The employee assumes full responsibility for compliance with IRS definitions of "costs to provide a home." Requests for housing allowances, on the form provided, must be forwarded annually, for the ensuing year, to the Church Administrator-Finance, with sufficient time allowed for the request to be recorded in the official files.

6. REIMBURSABLE EXPENSES

6.1 GENERAL PRINCIPLE – According to the Church’s Employee “Accountable” Reimbursement Policy, employees of the Church who are authorized to travel in connection with the performance of their work will be reimbursed for transportation, food and lodging expenses. Commuting to and from the Church is not considered a reimbursable expense.

When authorized by the Pastor, reimbursement will be made for the use of an employee's personal automobile, at the rate allowed under IRS regulations for miles driven on Church business, plus parking fees and toll charges.

The employee must document the time, place, business purpose, business relationship and amount of each expense monthly with the same kinds of documentary evidence as would be required to support a deduction of the expense on the employee’s federal income tax return using the Church’s Employee Monthly Expense Report which requires pastoral approval. The Pastor’s expense report requires approval by the council President or Treasurer. An authorized account signer may not sign their own reimbursement check.

Reimbursements shall be paid out of Church funds, and not by adjusting salaries by the amount of business expense reimbursements.

7. WORKING HOURS AND HOLIDAYS

7.1 WORKING HOURS - Employees are to organize their work schedules within the limits of specified hours, subject to the approval of the Pastor. Care must be taken that hours worked allow for proper office coverage and responsibilities.

An unpaid lunch period of from one-half to one hour in length may be taken, but is not considered time worked; therefore, this time is in addition to an employee's work schedule. The lunch period may not be taken at the beginning or end of the work day. A paid, 15-minute rest break may be taken by non-exempt employees each morning and afternoon, and is considered as time worked. These breaks may not be taken at the beginning or end of the workday or be part of the lunch period except in unusual circumstances with the permission of the Pastor.

Variations in the established hours for individual employees may be made by the Pastor to adjust for other considerations which might prevail, provided such variations do not conflict with the efficient operation of the office.

Lunch and break periods for employees will be on schedules that will provide for the well-being of the staff and the effective operation of the Church.

7.2 - ATTENDANCE RECORDS - The Pastor is responsible for maintaining adequate attendance records suitable for payroll purposes and for meeting appropriate wage and hour requirements. All absences should be reported to the Pastor.

7.3 OVERTIME RECORDS - Appropriate records will be kept for all authorized overtime worked by non-exempt employees by the Pastor.

7.4 HOLIDAYS - The Church office will be closed on the following official holidays. Employees who are eligible for overtime and who are required or requested to work on holidays will be compensated at double their regular rate of pay.

- New Year's Day
- Martin Luther King's Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

7.5 HOLIDAYS FALLING ON A SATURDAY OR SUNDAY - When a holiday as listed in 7.4 above falls on a Saturday, Church offices will normally be closed on the preceding day. If the holiday falls on Sunday, Church offices will normally be closed on the following day.

7.6 TELECOMMUTING - The Church may consider telecommuting as a viable alternative for some employees and some jobs. Telecommuting is defined as working from home or an approved remote location for all or part of the normal work week, during normal working hours, for a specified period of time.

This telecommuting arrangement for employees of the Church is not an entitlement; it is not an employee benefit; and it in no way changes the terms and conditions of employment with the Church.

EQUIPMENT/SUPPLIES

1. The Church Administrator-Technology/Website will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, photocopiers, etc.) for each telecommuting arrangement on a case by- case basis.

2. The Church will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. The organization will also reimburse the employee for all other business-related expenses such as phone calls, shipping costs, etc. that are reasonably incurred in accordance with job responsibilities.

3. Equipment supplied by the Church will be maintained by the Church. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The

Church accepts no responsibility for damage or repairs to employee-owned equipment. The Church reserves the right to make determinations as to appropriate equipment, subject to change at any time.

4. Equipment supplied by the Church is to be used for business purposes only.

5. The telecommuter will sign an inventory of all office property and agree to take appropriate action to protect the items from damage or theft.

8. EMPLOYEE BENEFITS

8.1 ELIGIBILITY - A single person comprehensive benefit program administered by Portico Benefit services will be offered to any lay employee working 26 or more hours per week. If full family and /or spousal coverage is required, the employee may pay the difference between the single person premium and the spousal/family coverage. The plan includes the ELCA Retirement Plan, a survivor death benefit, disability, a flexible spending plan and health coverage. Health coverage includes hospital and medical, dental, behavioral health and an employee assistance program. Detailed information regarding these benefits may be found on the Portico Benefit Services website; www.porticobenefits.org.

No employee working fewer than 26 hours per week is eligible.

The Church will pay the full single person medical premium for eligible lay employees working 32 hours per week and for those working 26 to -31 hours who have been employed by the Church for 20 years or more.

Lay employees working from 26 to 31 hours per week will pay 35% of the premium with the Church paying the remaining 65%.

Employees who do not need medical coverage will sign a waiver indicating that they have medical insurance from another source; in lieu of the medical benefit the Church will increase its contribution to the ELCA Retirement Plan from 6% to 10% of annual compensation.

If an employee is covered by Medicare benefits, benefits will be negotiated on a case-by-case basis.

8.2 SOCIAL SECURITY - The Church will make contributions for its lay employees only, as required of employers under the Social Security Act.

8.3 UNEMPLOYMENT COMPENSATION INSURANCE - As a religious, not-for-profit organization, the Church is not required to participate in unemployment compensation insurance. Therefore, employees separated from employment with the Church are not eligible to receive unemployment insurance.

8.4 BENEFITS AND TERMS OF EMPLOYMENT - Any benefits, terms of employment or agreements between the Church and an employee outside of the normal hiring and employment practices of the Church or these personnel policies, must be in writing and approved and signed by the Pastor and the Executive Committee.

9. ABSENCE FROM WORK

9.1 POLICY - An employee who finds that he or she is going to be absent from work shall inform the Pastor, in a timely manner, as to the nature and duration of their absence. An absence of three days without proper notification and communication from the employee as to the reason for the absence will be cause for dismissal.

9.2 PERSONAL TIME - It is the philosophy of the Church that being paid for personal time be it for illness or other obligations is a privilege and not an employee right. Consequently, all employees are expected to be at work except when actually ill or when their absence is specifically approved for some other valid reason.

Employees eligible to receive benefits will begin to accrue personal time at the rate of 1.0 day per month, commencing on the first day of employment.

Personal time may accrue up to a maximum of 60 working days, in order that the Church's Personnel Sick Leave Policy will correlate with the Portico Long Term Disability Policy.

Personal time may be carried over from year to year, but may not exceed 60 working days. Employees will not be paid for accrued sick leave upon separation from employment.

The Pastor will monitor individual employee records to ensure compliance with these provisions.

9.3 VACATIONS – All employees will accrue vacation in accordance with the schedule below.

Vacations must be taken each year as earned. No vacation time can be banked. Vacation time must be documented on the employee’s time sheet and pre-approved by the Pastor.

<u>EMPLOYMENT DATE</u>	<u>VACATION TIME</u>
0 - 6 months	None
6 months - 1 year	.5 days/month up to 1 week (5 days)
1-5 years	.83 days/month up to 2 weeks (10 days)
6-10 years	1.25 days/month up to 3 weeks (15 days)
11+	1.67 days/month up to 4 weeks (20 days)

Vacation is earned on the anniversary date of employment.

Holidays are not counted as vacation days.

A. Under limited circumstances, a non-exempt employee may be granted time off in lieu of overtime pay. Personal time is permitted as an alternative to overtime pay only if the time is taken during the same pay period in which the overtime is earned and both the Pastor and the employee agree to the arrangement. One and one-half hours of personal time off will be allowed for every hour of overtime worked.

B. Music staff will coordinate time off and replacement coverage under the supervision of the Director of Music due to the specialized nature of its scheduling requirements. Vacation time for choir directors who work on a ten-month annual schedule is capped at two weeks regardless of employment date.

C. Eligible employees will receive vacation hours based on the number of hours worked each week. Example: Church Secretary is paid for 35 hours a week. Multiply that number by the number of weeks of vacation based on seniority. In this case it is 4 weeks per year. The Church Secretary is eligible for 140 hours of vacation time (35 hrs X 4 weeks) annually.

9.4 COMPASSIONATE LEAVE- In the event of a death in his or her immediate family (to include spouse, children, parents, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, or legal guardian), a full-time employee will be allowed three (3) days, with pay, to attend the funeral and to deal with family affairs; a part-time employee will be allowed days on a prorated basis using scheduled hours per week. “Children” includes the employee’s biological, adopted, or foster child, as well as a stepchild, legal ward, or child for whom the employee has day-to-day responsibilities to provide care and financial support. In cases where there is a special need related to circumstances, generally assumed to be the sudden death of an immediate family member or cases requiring extensive travel, up to a total of five (5) working days may be granted by the Pastor.

9.5 JURY DUTY- An employee who is required to serve on a jury shall be entitled to full pay during the period of such service. Monies paid to an employee by the court for jury service may be retained by the employee.

9.6 PERSONAL LEAVE WITHOUT PAY - Personal leave without pay may be granted to an employee, after due consideration has been given to the work requirements. Personal leave without pay may be granted for a period of up to three months. In exceptional circumstances, an employee may be granted a personal leave without pay for up to one year. Such leaves are granted by the Pastor and Executive Committee. The Church will hold an employee's position open for the leave period, while he or she is on an approved personal leave without pay. If the incumbent is unable to return to work at the conclusion of the leave period, his or her position may or may not continue to be held open for him or her. This decision will be made, on a case-by-case basis, by the Pastor and the Executive Committee.

If the incumbent fails to return to his or her position within three working days after the expiration of his or her personal leave without pay or fails to notify the Pastor regarding his or her status, the individual will be separated from his or her employment with the Church.

If the individual has been on a personal leave without pay for medical reasons, he or she must obtain a medical release from his or her physician to indicate that he or she is well enough to return to work, and must submit it to the Pastor.

Service credits and other benefits do not accrue to an employee while on personal leave without pay. While on an approved personal leave without pay, the employee may assume responsibility for payment of premiums to maintain continued medical and dental insurance coverage.

9.7 MILITARY LEAVE- Regular full-time and regular part-time employees who perform military service will be granted leaves of absence for such service in compliance with state and federal laws. For purposes of this policy, "military service" is the performance of duty on a voluntary or involuntary basis in the U.S. Armed Forces, the Reserves, or the National Guard under competent authority, and includes active duty, active duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty. Employees may use accrued vacation leave to perform military service but are not required to do so. The Church will make up the difference, if any, between an employee's military pay and allowances and the employee's regular wages/salary for up to two weeks (10 work days) of military service per calendar year.

Employees are asked to notify the Pastor and submit copies of military orders as soon as they become aware of the military obligation.

An employee's eligibility for reinstatement after completion of military service is determined in accordance with applicable federal and state laws.

9.8 MATERNITY/PATERNITY AND ADOPTIVE LEAVE - Leave under this section is for the purpose of issues related to parenting, and may only be taken after six (6) months of part-time or full-time employment. Leave benefits for part-time employees will reflect their percentage of full-time employment. Employees who will be absent due to maternity/paternity or adoptive leave are requested to provide as much advance notice as possible.

A. Maternity/Paternity Leave - Four (4) consecutive weeks of paid maternity leave is available to a new mother and four (4) consecutive weeks of paid paternity leave is available to a new father following the birth of her or his child. If the expectant mother's physician feels it is medically necessary for her to stop working prior to the anticipated delivery date, she will be permitted to use accrued sick leave and vacation time for this purpose. She must obtain a medical release from her physician to indicate that she is well enough to return to work, and must submit it to the Pastor.

Personal time may be used by a new mother during the recovery period after the birth of her child (usually 4-6 weeks) before using the four consecutive weeks of maternity leave. A new father may use personal time after the birth of his child only if the mother or child has a health issue that requires his presence.

B. Adoptive Leave - Four (4) consecutive weeks of paid adoptive leave is available to a new mother and four (4) consecutive weeks of paid adoptive leave is available to a new father, beginning the day the child is placed with him or her through adoption.

9.9 ABSENCE DUE TO WEATHER/TRAVEL CONDITIONS OR A DECLARED EMERGENCY – If the Grosse Pointe Public Schools have declared a weather day, the Church will be closed and all activities canceled. Accrued vacation or personal days will not have to be used if the office is closed.

9.10 WORKERS' COMPENSATION LEAVE - The Church provides workers' compensation insurance coverage for all employees, at no cost to the employee. While on an approved workers' compensation leave due to a work-related injury or illness, the employee's position may or may not continue to be held open for him or her. This decision will be made, on a case-by-case basis, by the Pastor and the Executive Committee. If it becomes necessary to fill an employee's position while he or she is on workers' compensation leave, every effort will be made to place him or her in another position within the Church when he or she is ready to return to work.

Accrual of sick leave and vacation is suspended while an employee is on a workers' compensation leave. The Church continues to provide medical/dental insurance coverage and pension benefits for the employee while he or she is on a workers' compensation leave.

Workers' compensation insurance provides coverage for medical care and expenses related to the employee's work-related injury or illness.

Work-related injuries or illness are to be reported to the Pastor as promptly as possible. Questions regarding workers' compensation coverage should be directed to the Pastor.

9.11 CHILDREN IN THE WORKPLACE - Children are welcome to visit employees at the office for such purposes as lunch, a brief visit to a workstation or for special occasions when they are specifically invited. The hosting employee is responsible for the children during such visits and should remain with them at all times.

Children should not be brought to the work site as a substitute for other childcare arrangements. If an employee is faced with an unforeseen circumstance where childcare arrangements have been disrupted, the Pastor may grant an exception if the following conditions are met:

- Alternate arrangements are being made and the time the child will be in the work area is brief, the child is accompanied by the employee at all times, and
- the employee is able to perform his or her regular job duties at all times.

10. SEPARATION FROM EMPLOYMENT

10.1 COMPLETION OF A SPECIFIC TERM - Employees of the Church who have received a call, are elected, or have a written employment agreement for a specific time, will be separated from employment at the end of that period, unless re-election or re-employment, or another call occurs.

10.2 SEPARATION FOR OTHER REASONS - This policy applies to all employees. No employment policy can cover the entire range of possible work-related matters. It may be in the interest of the Church to handle certain separations on a case-by-case basis, skipping or eliminating progressive, corrective action when it might otherwise have been considered.

No case-by-case termination shall occur without prior concurrence of the Pastor and Church Council. If, for any reason, the Pastor is the subject in such a case where personal conduct is involved, the Presiding Bishop shall concur with the termination.

10.3 SEPARATION PAY - Separated employees will be paid accrued salary as of the date of their separation. Individuals whose employment is terminated because their specific term of employment has ended (Section 10.1) shall receive no additional separation pay. Employees separated under Section 10.2 (Separation for Other Reasons) may receive up to one month's pay.

10.4 RESIGNATION- An employee need not remain in a position beyond the time that he or she believes can make a contribution to the Church. Employees who wish to terminate their employment are requested to give at least a two week notice. Employees who resign will receive payment for the time they have worked since the last pay period and for their unused, accrued vacation time. Accrued, unused vacation days may not be used to extend the resignation date. The last day of employment must be a day on which the employee is working. An employee who resigns will not receive separation pay.

11. SEXUAL HARASSMENT

11.1 – SEXUAL HARASSMENT - Every effort is made by the Church to provide a positive, productive work environment that is free from sexual harassment or activities that can be viewed as such. The Church strictly prohibits sexual harassment. Unlawful sexual harassment includes any unwelcome verbal or physical behavior of a sexual nature directed toward an employee or applicant, including sexual jokes and remarks, sexual advance(s), request for sexual favors, unsolicited comments, gestures or physical contact, which create a "hostile" or "offensive" environment for people in the workplace.

Any claim of sexual harassment should immediately be brought to the attention of the Pastor or Council President. The Church (with Synod involvement, if necessary) will thoroughly and confidentially investigate such claims and act upon them, as necessary. If warranted, disciplinary action up to and including termination may be imposed on the offender.

12. ELECTRONIC COMMUNICATIONS POLICY

12.1 POLICY OVERVIEW - The Church is committed to an environment that encourages the use of technical resources and other forms of electronic communications as essential tools to support the church's mission and ministry. In utilizing the Church's technical resources and electronic communications systems, it is important for all people using these systems (hereafter Users) to be aware of the church's policy regarding proper and responsible use.

It is the responsibility of each User to ensure that technology is used for proper business purposes and in a manner that is consistent with good stewardship and the mission and ministry of the Church; is responsible, professional and legal; does not compromise the confidentiality of proprietary or other sensitive information; and does not compromise the security of the Church's computer resources.

Users are expected to use Church provided e-mail address when representing the Church.

Users are personally responsible for any activity conducted with a Church provided e-mail address, and/or any activity that can be traced back to the Church's domain and/or any activity that uses church assets.

In addition, when using a Church provided e-mail address or church assets to engage in any social media or professional social networking activity (including but not limited to Facebook, LinkedIn, personal blogs and Twitter), all actions are public and Users will be held fully responsible for any and all activities. Users shall obtain approval from the Pastor or Executive Committee before establishing any external social media or professional social networks.

12.2 OWNING AND ACQUIRING TECHNICAL RESOURCES - All technical resources provided to Users by or through the church are assets of and owned by the church and shall be purchased by the Administrative Services Manager. The term "technical resources" includes, but is not limited to: all hardware (including, but not limited to personal computers, printers, scanners, servers, hand-held personal digital assistants, telephones, smart phones, faxes, and computer systems), software, data, information, electronic mail, instant messages, social media sites, Intranet and Internet services, domain name registrations, and related systems. Software shall not be loaded, downloaded or received on the church technical resources unless approved by the Church Administrator-Technology/Website.

12.3 PRIVACY EXPECTATIONS - Users do not have a personal privacy or proprietary right in any matter created, received, sent or stored on the Church technical and electronic resources, telephones or third-party resources used for work-related matters, whether or not the matter is designated as private or confidential.

The Church reserves the right, at any time and without prior notice, to monitor Users and to read, listen to and copy all files or data contained on any technical or electronic resource, including but not limited to e-mail messages, Internet access records, voice messages, faxes, official employee content on Internet discussion groups and personal file directories.

The Church reserves the right in its complete discretion to access all technical and electronic resources for the purpose of supporting the mission and ministry of this Church, complying with statutory requirements and internal policies supporting the performance of internal investigations, and any additional issues that may arise when assisting with the management of the Church's electronic communications systems.

12.4 PROHIBITED USE - Examples of prohibited uses include but are not limited to any use that:

- A. violates any law, statute, regulation or ordinance;
- B. violates any policy or procedure of the Church;
- C. Jeopardizes the safety and security of the Church members or staff;
- D. jeopardizes the security of any church technical resource;

- E. jeopardizes the tax-exempt status of the Church, including transmission of political or partisan campaign materials;
 - F. violates the legal rights of any person or entity;
 - G. creates unauthorized contractual liability for the Church;
 - H. gives the impression a User is representing, giving opinions, making statements or commitments on behalf of the church, unless specifically authorized to do so by the church;
 - I. results in the transmission or receipt of immoral, obscene, pornographic, discriminatory, harassing, or defamatory material, except where receipt is specifically authorized for work purposes;
 - J. interferes with the use of the Church's technical resources or the computer resources of another person or entity;
 - K. involves personal financial gain, lotteries, gambling or raffles;
 - L. is inconsistent with norms of professional and business conduct;
 - M. violates any of the Church's policies or interferes with and hinders the mission of the church;
- or
- N. reflects adversely on the Church.

12.5 SAFETY AND MISSION - When electronic communications usage negatively affects a User's job performance, the safety of others, the Church's mission or business interests of the church, the matter may be treated as employment related, regardless of whether the communication took place during or apart from work.

13. SMOKING AND DRUG-FREE WORKPLACE

13.1 POLICY - To provide a healthful working environment for every employee, smoking is *not permitted in the church buildings*. These restrictions apply regardless of day, time, or shift.

As it is the desire of the Church to provide and maintain a safe and healthy working environment for our employees.

The Church also prohibits the illegal use, sale, or possession of narcotics, drugs, controlled substances or alcohol in on or about church grounds as well as an employee using, possessing or being under the influence of drugs or alcohol (in excess of the legal definition of impaired by blood alcohol level in the State of Michigan) while on Church premises or acting as a Church representative off premises. Controlled substances include, but are not limited to, marijuana and cocaine. For this policy "under the influence" shall be defined as the presence of any narcotics, illegal drugs, controlled substances or alcohol (in excess of the legal definition of impaired by blood alcohol level in the State of Michigan) on your person or detected in a blood test. The Church's property includes all of its buildings, grounds, parking lots and vehicles parked on Church property.

Violation of this policy may result in disciplinary action up to and including termination.

14. PRIVACY OF INFORMATION

14.1 POLICY - The Church believes that your right to privacy should be protected. Other than verification of employment (i.e. position title, date of hire and date of termination), the Church will not respond to external requests for any personal information without your prior written approval. All internal and external requests should be directed to the Pastor or Council President.

15. EMPLOYMENT AT WILL

15.1 POLICY - All lay employees of the Church are employees at will which means that each employee is free to leave the employ of the Church at any time with or without notice and with or without cause, and conversely, the Church may terminate the lay employee's services at any time. The Church requests at least two weeks' notice of a lay employee's intent to resign. The Church will attempt to provide at least two warnings (verbal or written) to an employee for inadequate or unacceptable performance, but shall not be required to do so. Dishonesty or other serious offenses may result in immediate discharge. Nothing set forth in this Manual is intended to confer on any lay employee any legal right to continue as an employee for any specified or definite period of time. The Church reserves the right to modify, revoke, suspend, terminate, or charge any or all of its policies, plans, or procedures, in whole or in part, at any time, with or without notice.

ST PAUL EVANGELICAL LUTHERAN CHURCH

Employee's Monthly Expense Report		
EMPLOYEE _____	Date _____	
1. MILEAGE & TRANSPORTATION EXPENSE (on the job) <i>(totals from attached Mileage Log)</i> a) Personal auto business miles _____ x reimbursement rate of \$0. _____ per mile b) Parking fees and tolls TOTAL MILEAGE & TRANSPORTATION EXPENSE	(a) _____ (b) _____	\$ _____ \$ _____
2. TRAVEL EXPENSES <i>(attach receipts)</i> a) Fares (air, train, bus) b) Lodging c) Meals d) Car rental, taxi, bus, etc. e) _____ TOTAL TRAVEL EXPENSE	_____ _____ _____ _____	\$ _____ \$ _____
3. PROFESSIONAL EXPENSES <i>(attach reports)</i> a) Continuing education, seminar, conference fees b) Books and publications c) Dues d) Supplies e) Miscellaneous f) Meals and entertainment(<i>complete section B attached</i>) TOTAL PROFESSIONAL EXPENSES		\$ _____ \$ _____
TOTAL MONTHLY EXPENSES		\$ _____
SUMMARY (office use only) <div style="float: right; text-align: right; margin-top: 10px;"> Total Monthly Expense \$ _____ Less Prepaid Allowance (_____) Owed to (by) Employee \$ _____ </div>		
I certify that the expenses reported above are business expenses (directly attributable to my ministry). Signature _____ Date _____ Approved by _____		

ST PAUL EVANGELICAL LUTHERAN CHURCH

Name _____

Section A Mileage & Transportation Expense Report Log				
Date	Location to/From	Purpose of Travel	Toll/Parking Other Auto Expenses	# Miles
TOTAL				

Section B Meals and Entertainment

Date	Place	Business/Ministry Relationship (Name/Position)		
Nature of Expense		Business/Ministry Purpose	Amount	

Date	Place	Business/Ministry Relationship (Name/Position)		
Nature of Expense		Business/Ministry Purpose	Amount	

Approved by: _____

(Pastor or Council President/Treasurer)

TIME SHEET

Name: _____

Date: _____

	<u>From - To</u>	<u>Hours Worked</u>
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____
Sunday	_____	_____
TOTAL HOURS FOR THE WEEK		_____

Employee Acknowledgment Form

The employee handbook describes important information about the Church and I understand that I should consult the Pastor regarding any questions not answered in the handbook.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Church has the ability to adopt any revisions to the policies in this handbook.

I have entered into my employment relationship with the Church voluntarily and acknowledge that there is no specified length of employment. The contents of this handbook are not conditions of continued employment and this handbook does not create a contract of employment. Accordingly, either I or the Church can terminate the relationship at will, with or without cause, at any time. I understand that only the Church Council has authority to enter into a different employment agreement with me and that any such agreement must be in writing, and signed by the President, to be enforceable.

Furthermore, I acknowledge that this handbook is not a contract of employment. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Signature

Date