

Rev. 10-2-14

**ZION LUTHERAN CHURCH AND SCHOOL
CONGREGATIONAL
PERSONNEL MANUAL**

Revised October 2, 2014

TABLE OF CONTENTS

SECTION 1.000: INTRODUCTION

		<u>Page</u>
Welcome!	1.100	1
Introductory Statement.....	1.200	2
Mission Statement.....	1.300	2
Organization.....	1.400	2
Roles & Responsibilities.....	1.500	3

SECTION 2.000: EMPLOYMENT

Employment.....	2.100	5
Employment-at-Will	2.105	5
Equal Employment Opportunity	2.200	5
Immigration Reform and Control Act of 1986	2.300	5
Employment of Minors	2.400	6
Employment of Relatives.....	2.500	6
Employee Classifications.....	2.600	6
Overtime	2.605	6
Job Descriptions.....	2.700	7
Performance Evaluations	2.800	7
Probationary Period for New Employees.....	2.900	8

SECTION 3.000: BENEFITS

Introduction.....	3.100	10
Vacation	3.200	10
Holidays	3.300	11
Sick Pay.....	3.400	11
Bereavement Leave/Pay.....	3.500	12
Other Types of Leave.....	3.600	12
Jury Duty.....	3.605	12
General Provisions	3.640	13
Group Employee Benefit Plans.....	3.700	14
Workers Compensation Insurance	3.800	15
Unemployment Compensation, Federal and State	3.900	15
Continuing Education Assistance and Professional Memberships	3.905	15

SECTION 4.000: PERSONNEL STATUS

Tardiness and Absence.....	4.100	17
Termination.....	4.200	17
Time Records - Signing In and Out	4.300	19
Break and Meal Periods	4.400	19
Personnel Records.....	4.500	19
Promotion and Transfer	4.600	19

SECTION 5.000: COMPENSATION

Payday.....	5.100	22
Wage and Salary Reviews.....	5.200	22
Payroll Deductions	5.300	22
Overtime	5.400	23
Service Awards	5.500	23

SECTION 6.000: DISCIPLINE AND GRIEVANCE

Discipline and Termination Procedure	6.100	25
Grievance Procedure.....	6.200	26

SECTION 7.000 PERSONAL CONDUCT

Introduction.....	7.100	28
Harassment.....	7.200	28
Background Checks	7.206	28
Alcohol, Drugs, and Controlled Substances	7.300	29
Outside Activities.....	7.400	29
Outside Organizations.....	7.405	29
Personal Appearance.....	7.500	29
Lost and Found.....	7.600	29
Smoking	7.700	30
Access to Church Property.....	7.800	30
Business Expense Reporting.....	7.900	30

SECTION 8.000: GENERAL PRACTICES

Use of Church Property.....	8.000	32
Use of Church Telephones.....	8.005	32
Use of Church Computers and Internet.....	8.006	32
Employee Parking	8.100	32
Church Bulletin Boards.....	8.200	32
References.....	8.300	32

**SECTION 9.000: EMPLOYEE STATEMENT OF
ACKNOWLEDGEMENT**

9.000 33

CONGREGATIONAL PERSONNEL MANUAL

SECTION 1.000

INTRODUCTION

.....	<u>Paragraph</u>
WELCOME.....	100
INTRODUCTORY STATEMENT.....	200
MISSION STATEMENT.....	300
STATEMENT OF FAITH.....	400
ROLES AND RESPONSIBILITIES.....	500

1.100: WELCOME!

Zion Lutheran Church and School considers its staff to be gifts from God and integral parts of the ministry team. The gifts and talents employees bring to their positions are most appreciated. The congregation is committed to working together with the staff in service to the Lord through this ministry.

Employees of the church and school represent this ministry in both their work lives and private lives. All employees are expected to lead personal lives that uphold the teachings and beliefs of the Lutheran Church-Missouri Synod on matters of personal conduct so that all employees may in their daily lives give witness to a lifestyle that supports Zion Lutheran Church and School’s mission as a Lutheran Church-Missouri Synod institution. All employees not having a call or written contract for a certain term are employees-at-will (meaning their employment may be terminated with or without cause at any time). Any employee who fails to comply with Lutheran Church-Missouri Synod teachings in connection with his or her employment at Zion Lutheran Church and School, or conducts his or her life in a way that is contrary to those teachings, may be terminated from employment for cause.

The congregation prays that all its staff members will look to the Lord daily as they conduct their duties in a way expressed in this portion of a prayer from *The Lutheran Book of Prayer*.

.....

"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.

1.200: INTRODUCTORY STATEMENT

The following pages contain rules and conditions of work established by the congregation for its employees, as well as an explanation of certain benefits provided with employment. The congregation wants its employees to know that, although there are rules to follow, employees also sense their servant roles towards the members of Zion Lutheran Church and School. The congregation wants employees to find joy in their work and friendship among their co-workers.

It is important for all employees to read, understand, and become familiar with the handbook and comply with the standards that have been established. Employees should discuss any questions or concerns with their supervisors.

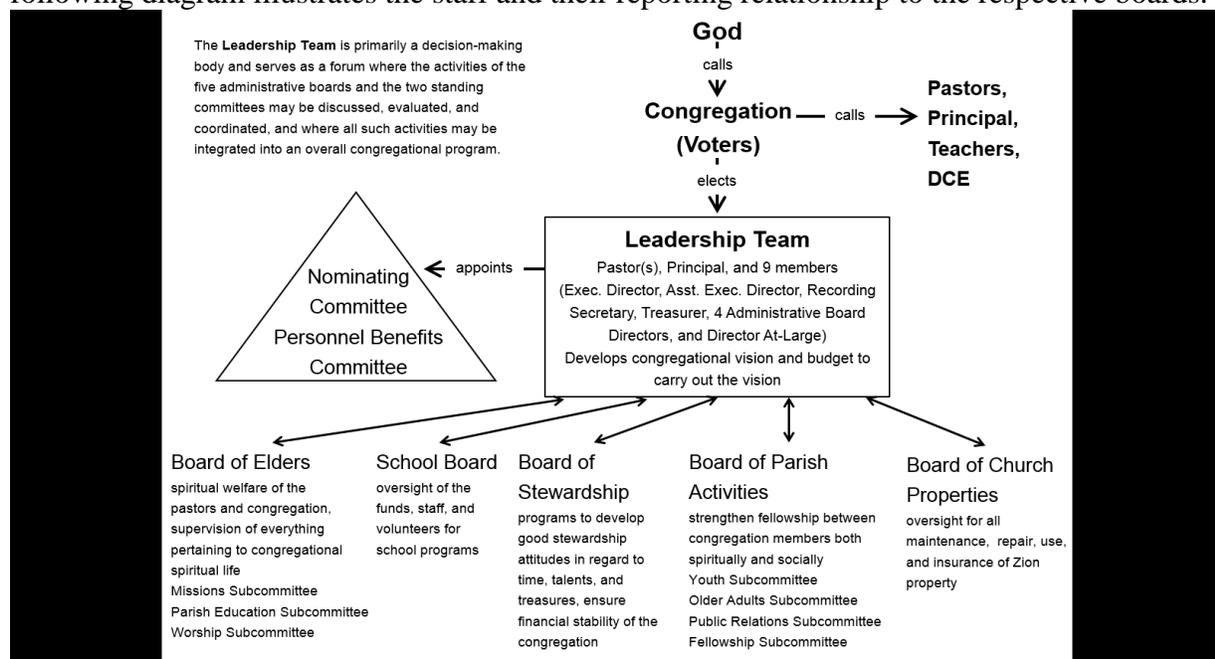
It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate. If there is a conflict between the provisions, benefits, and policies in this employee handbook and those set forth in the terms of a staff member's call or contract, the terms of the call or contract shall prevail.

1.300: MISSION STATEMENT

Grow in Faith! Share the Gospel! Serve in Love!

1.400: ORGANIZATION

The Zion Lutheran Church and School Constitution and Bylaws were approved in July 2013. All Zion Lutheran Church members age 18 and older are eligible to vote in member assemblies. The following diagram illustrates the staff and their reporting relationship to the respective boards.



1.500: ROLES & RESPONSIBILITIES

Comments from all the staff to their supervisors and/or executive director are encouraged. Zion Lutheran Church and School wants to continue to improve its relationship with staff, members, and the Bethalto community.

The congregation requires, due to our personal relationship with God, that members' privacy is respected. Gossiping will erode the trust between Zion Lutheran Church and School employees and congregation members.

Although the pastors and called teachers report through a board, they are, through their Concordia training, spiritual leaders. As leaders, they need to take appropriate actions to counsel Zion members if/when inappropriate actions come to their attention.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 2.000

EMPLOYMENT

.....Paragraph

EMPLOYMENT	100
Employment-at-Will	105
EQUAL EMPLOYMENT OPPORTUNITY	200
IMMIGRATION REFORM AND CONTROL ACT OF 1986	300
EMPLOYMENT OF MINORS	400
EMPLOYMENT OF RELATIVES	500
EMPLOYMENT CLASSIFICATION	600
Overtime	605
JOB DESCRIPTIONS	700
PERFORMANCE EVALUATIONS	800
PROBATIONARY PERIOD FOR NEW EMPLOYEES	900

2.100: EMPLOYMENT

2.105: Employment-at-Will

As a non-rostered employee of the Zion Lutheran Church and School, the employment relationship is one of mutual consent. The employment relationship may be terminated at the will of the employee or Zion Lutheran Church and School. That is, either Zion Lutheran Church and School or the employee in question may end this relationship.

2.200: EQUAL EMPLOYMENT OPPORTUNITY

Zion Lutheran Church and School is in full agreement with the intent of the Civil Rights Laws. It is our firm belief that the basis of employee selection for hiring, promotion, transfer, training, job assignment, hours of work, rate of pay, and working conditions should be according to ability rather than age, race, color, national origin, ancestry, sex, handicap, or any other factors not considered pertinent to performance.

Because we are a church body, certain positions demand extensive understanding of, and commitment to, the doctrinal view of the Lutheran Church Missouri Synod. For such situations it is necessary for us to seek out individuals with specific religious training and synodical recognition. To the extent allowed by state law, the congregation will give preference in the hiring of persons who are members in good standing of a Lutheran Church Missouri Synod congregation.

The position of senior pastor, associate pastor and youth pastor at Zion Lutheran Church and School are required to be held by ordained ministers of The Lutheran Church Missouri Synod. Based on religious belief, only males are ordained ministers in The Lutheran Church Missouri Synod. Therefore, for those positions females will not be considered for employment.

2.300: IMMIGRATION REFORM AND CONTROL ACT OF 1986

The church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As an ongoing condition of employment, employees will be required to provide documentation verifying their identity and legal authority to work in the United States, which includes the completion of Form I-9: Employment Eligibility Verification.

2.400: EMPLOYMENT OF MINORS

The congregation's minimum age for full-time employment is eighteen, sixteen for part-time employment. The hours of employment and working conditions follow the regulations set forth by federal and state laws.

2.500: EMPLOYMENT OF RELATIVES

Zion Lutheran Church and School does not have a policy regarding the hiring of relatives of employees.

2.600: EMPLOYMENT CLASSIFICATION

There are four classifications of employees as follows:

REGULAR FULL-TIME - Any worker who works more than 20 hours a week and more than 5 months per year.

REGULAR PART-TIME - Any worker who works up to, but less than full-time, but more than 20 hours a week for less than 5 months in a year.

PART-TIME - Any worker who works 20 hours or less a week.

TEMPORARY - Any worker employed five months or less.

Medical benefits are available when regular full-time employees work more than 30 hours a week and longer than 5 months per year. Retirement benefits are available when regular full-time employees work more than 20 hours a week and longer than 5 months per year.

2.605: Overtime

The overtime compensation requirements (**Section IV-C**) of the **Fair Labor Standards Act (FLSA)** classify all full time employees as exempt or non-exempt according to the following definitions:

Salaried Exempt - Full time positions of managerial, administrative, or professional nature are exempt from mandatory overtime payments. When necessary, salaried exempt employees will exercise discretion in working overtime to complete office work related to management operations, assisting managers, or performing specialized or technical work.

SALARIED NON-EXEMPT – Full time positions of clerical, technical, or service nature as defined by statute are covered by provisions for overtime payments. These positions include custodians and secretaries.

Contract Hire - Positions filled by a contract. The fees and overtime are defined in the contract.

2.700: JOB DESCRIPTIONS

In order to mutually understand what is expected of a new employee and what the employee will be held accountable for, a job description is utilized.

Employees will generally be given a job description before they start to work. A job description summarizes duties and responsibilities and gives employees important information about their new job. Employees are responsible for knowing and are held accountable to the specifics of their job descriptions.

The congregation reserves the right to revise and update job description from time to time, as it deems necessary and appropriate.

2.800: PERFORMANCE EVALUATIONS

All employees participate in a formal and documented performance review, at least annually, with their supervisor or board director. This review is intended to provide support for the individual; to improve the performance of the individual by providing meaningful, constructive feedback on the adequacy of performance, and to assist in the development and fulfillment of professional and personal growth goals. The employee's signature on the review form will serve as notice that the review has taken place and not whether the employee agrees or disagrees with the contents.

Employees will have the opportunity to discuss their performance evaluation with their supervisor. Although employees need not wait for formal reviews to ask questions, this is a good time to ask questions and clarify important points. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the employment-at-will relationship between the employee and the congregation.

In order to become acquainted with a new position and for supervisors to be assured that the employee is suited to the new position, all new, regular employees will have an initial performance review during the first three months after commencing work. Additional reviews may be conducted if performance warrants.

2.900: PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period for regular full-time employees except for those noted below lasts up to 60 days from date of hire. During this time, employees have the opportunity to evaluate Zion Lutheran Church and School as an employer, and church management has its first opportunity to evaluate the employee. During this introductory period, both the employee and Zion Lutheran Church and School have the right to terminate employment without advance notice.

Upon satisfactory completion of the probationary period, a 60-day review will be given and Concordia Church Plan benefits will begin as appropriate.

Part-time employees have no probationary period and can be terminated at any time and without advance notice.

This section does **NOT** apply to the following new full-time employees with the following designations:

Minister of Religion – Commissioned with one of the following job titles.

- Teacher
- DCE
- Deaconess
- DE

Minister of Religion – Ordained (Senior Pastor, Associate Pastor, etc.)

Non-Called Part-time worker moved to Full-time status.

Non-Called Full-time Contract Teacher.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 3.000

BENEFITS

.....Paragraph

INTRODUCTION.....	100
VACATION	200
HOLIDAYS.....	300
SICK LEAVE	400
BEREAVEMENT PAY.....	500
TYPES OF LEAVE	600
Introduction.....	605
Personal Leave.....	610
Jury Duty.....	620
Sabbatical Leave.....	625
Military Leave	630
Workers Compensation Leave	635
General Provisions	640
Family Care and Medical Leave	645
Maternity Leave.....	650
Disability Leave.....	655
GROUP EMPLOYEE BENEFIT PLANS.....	700
WORKERS COMPENSATION INSURANCE.....	800
UNEMPLOYMENT COMPENSATION, FEDERAL AND STATE	900
Continuing Education Assistance and Professional Memberships	905

3.100: INTRODUCTION

The congregation maintains a benefit program, which is designed to help meet the needs of its employees. The information in this section outlines employee benefits. In order to manage the benefits program, it is important that the church always have current information about its employees. Employees and supervisors should immediately notify the church secretary (the local administrator of the benefits program) of changes in name, address, phone number, family status, marital status, job status, etc. If for some reason there is a need to change a name and/or social security number, original documentation authorizing the change should be reviewed.

3.200: VACATION

Regular full-time employees who work more than 30 hours per week and more than 5 months per year will be given vacation based on their combined length of full-time service with Zion Lutheran Church and School (Bethalto, IL congregation) and/or other Missouri Synod congregations, as follows:

Ordained Ministers and Commissioned Ministers:

<u>Length of Full-Time Service</u>	<u>Annual Vacation</u>
1-5 Years	18 work days
6-10 Years	24 work days
11-20 Years	30 work days
Over 20 Years	36 work days

Commissioned Ministers with the title of Commissioned Teacher with 12-month calls:

<u>Length of Full-Time Service</u>	<u>Annual Vacation</u>
1-5 Years	15 work days
6-10 Years	20 work days
11-20 Years	25 work days
Over 20 Years	30 work days

Commissioned Teachers with 10.5 month calls receive no vacation benefits.

Other Full Time Employees:

<u>Length of Full-Time Service</u>	<u>Annual Vacation</u>
1-5 Years	10 work days
6-10 Years	15 work days
11-20 Years	20 work days
Over 20 Years	25 work days

An employee's anniversary date corresponds to the date the employee was hired as a regular full-time employee. The vacation benefit is based on a calendar year and begins January 1. For example, if an employee's anniversary date is September 1 and he/she will have 6 years of service on that date, the vacation benefit (15 days) will be effective January 1 of the year following the milestone. Requests for vacation time must be made to, and approved by, the board to which the employee

reports. Requests should be made as far in advance as possible. Vacations requests can be denied by the board with due reason. Seniority, based on total years of full-time service, is used to determine priority when more than one person requests the same vacation day(s).

Vacation is a reward for faithful service and employees are encouraged to use all their vacation time as a means of rest and recuperation. Unused vacation may not be carried over into the following year, nor may pay be granted in lieu of vacation. Holidays that fall during a scheduled vacation will be paid as holidays and will not be charged against the employee's vacation.

Employees who begin employment during the calendar year will be given vacation during the year they start based on the number of months worked that year. The number of vacation days given will be determined by pro-rating the months worked against the number of days that would be given for a full year. For example, employees who starts in April 2015 would work 9 months or 9/12 of the year. If they would be given 20 days based on their total years of service as denoted above, they would be given 9/12's of 20 days or 15 vacation days to be used during the remainder of 2015. (Note: This pro-rated policy does not apply to individuals with less than one year total service since no vacation would be earned prior to having one year service and thus there would be no days to pro-rate.)

Regular full-time employees will receive pay for unused vacation time for the current year upon retirement or termination of employment.

3.300: HOLIDAYS

Church employees observe the following holidays for which those regular full-time employees will receive regular pay.

New Year Day	Columbus Day	Presidents' Day
Memorial Day	Independence Day	Labor Day
Thanksgiving Day	Monday after Easter	Christmas Day
Employee's Birthday		

School holidays are determined annually by the School Board and may vary from year to year. The following general provisions apply to holiday pay:

1. Holidays will be observed on the calendar day designated by the church for observance.
2. Holidays falling on Saturday will be observed on the preceding Friday, and holidays falling on Sunday will be observed on the following Monday.
3. A holiday that falls on a scheduled vacation day or on an employee's time off for sickness will be recorded as holiday or sick day.
4. Employees required to work on holiday(s) will be allowed to schedule the amount of time worked on that date as time-off on another day approved by that employee's board.

3.400: SICK LEAVE

Sick leave is to be used for personal illness or for the care of an immediate family member. Each full time employee who works more than 30 hours per week and more than 5 months per year is allowed **10 paid sick days** annually, based on a calendar year. It is the employee's responsibility to contact his/her supervisor as soon as possible if he/she is unable to report for work. **A physician's statement is required for any illness beyond 3 working days.**

Sick leave credits cannot accumulate beyond the calendar year, and no cash pay for unused sick leave will be granted at year-end.

An extended period of illness leave is covered by Group Insurance. See Section 3.700.

3.500: BEREAVEMENT LEAVE

Time off with pay for all full-time employees who work more than 30 hours per week and more than 5 months per year will be approved in the event of the death of a close relative.

If there is a death of a close relative (spouse, child, parent, parent-in-law, son-in-law, daughter-in-law, grandparent, brother, brother-in-law, sister, sister-in-law), up to **3 days** will be approved. Additional time may be granted to the employee at the discretion of the board responsible for the employee, possibly utilizing other forms of leave.

3.600: OTHER TYPES OF LEAVE

3.605: Personal Leaves of Absence without Pay

The church makes leaves of absence without pay available to employees who have completed at least one year of continuous service. This may be for a period of time up to a maximum number of days that is recommended by the appropriate board or committee and approved by the Leadership Team and/or the Benefits Committee. Written requests must state the reason for the leave, as well as the beginning and ending dates. Employees who return to work at the end of a leave of absence will normally be returned to their former job classification if an opening exists. If there is no such opening, they will be considered for a comparable position if one is available. In any situation regarding leaves of absence, the employee should notify the appropriate supervisor and board at the earliest possible date to discuss the leave.

3.610: Personal Leaves of Absence with Pay

Personal leave is used for non-medically related absences. Each full time employee who works more than 30 hours per week and more than 5 months per year is allowed **2 personal leave days** annually based on a calendar year.

3.620: Jury Duty

Jury Duty - a leave of absence to serve on jury duty.

Full time employees regardless of class will be granted a leave of absence, with full pay, to serve on jury duty, as required by law.

Upon completion of jury duty, a Verification of Attendance Form must be presented to the church. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal business operations, the church may request that the required service be rescheduled for a later date that would be more convenient for the church or school.

3.625: Sabbatical Leave

Zion Lutheran Church and School may grant sabbatical leaves for all “Called Employees”. Coordination and approval from the Leadership Team and voters is required.

3.630: Military Leave

Military Leave is defined as a leave of absence for required active or reserve military service. The church complies with applicable state and federal law concerning leaves for military service.

3.635: Workers’ Compensation Leave

The church complies with applicable state and federal law concerning leaves for work-related illness or injury. It is important that employees report any work-related injury to their supervisor as soon as it happens.

3.640: General Provisions

The following general provisions apply to all leaves of absence for all regular full-time employees regardless of class:

1. A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate must be accompanied by a physician's written statement that certifies the need for the extension.
2. Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.
3. Employees will not accrue length of continuous service for the portion of a leave of absence in excess of 180 days.
4. Employees on leave of absence will be subject to layoffs on the same basis as employees who are actively at work.
5. Employees on a leave of absence must communicate with their supervisor or board on a regular basis (at least once each month) regarding their status and anticipated return to work date.

6. Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including termination.
7. Voters' approval may be required to extend medical and retirement contribution benefits based on recommendations from the Leadership Team and/or the Benefits Committee.

3.645: Family Care and Medical Leave

Zion Lutheran Church and School follows the Family and Medical Leave Act that was passed by the Federal Government (Public Law 103-3 - Enacted February 5, 1993). A leave of absence will be granted for the birth, adoption or foster care placement of an employee's child, or the care of an employee's child, parent, or spouse with a serious illness/health condition, or the employee's serious illness/health condition that makes the employee unable to perform his or her duties. During family and medical leave provided under this policy, an employee shall first exhaust all available vacation and/or paid leave time before continuing such leave on an unpaid basis.

3.650: Maternity Leave

Disability relating to pregnancy and childbirth are covered by Zion Lutheran Church and School's disability leave policy (Section 3.655).

3.655: Disability Leave

Full-time and regular part-time employees who are eligible and enrolled in the group benefit plan that meet the definition of "disabled" are eligible for disability leave under this policy. During disability leave the employee is required to use all available paid leave until it is exhausted or 14 days, whichever is less. After 14 days, an employee will be eligible to receive full pay, through the combination of disability benefit payment paid to the employee from the group benefits plan and wage continuation payment from the congregation. An employee is eligible for wage continuation payment from the congregation for a period of 180 days as long as the employee continues to meet the definition of "disabled". After 180 days, the employee may be eligible to receive continued disability benefits through the group benefits plan. The employee may be required to provide written certification of the disability from a health care provider to the congregation and/or the congregation's group benefit plan. For purposes of this policy, the definition of "disabled" is the same as found in the congregation's group policy disability plan.

3.700: GROUP EMPLOYEE BENEFIT PLANS

Because of its Christian concern for its employees, Zion Lutheran Church and School provides benefit programs in order to help its defined full-time employees with expenses related to illness, injury, or death, as well as to provide retirement income. The Leadership Team with the assistance of the Benefits Committee is responsible for managing employee benefit plans. The church secretary is the local administrator for these benefit plans and can help direct employees to the appropriate contacts within and outside of Zion Lutheran Church and School.

Eligibility: All regular full-time and regular part-time employees are eligible for enrollment in the certain benefit plans on the first day of the month after the date of employment if work requirements are met unless an employee probationary period is required as defined in Section 2.900 above.

Benefits Provided: Zion Lutheran Church and School is enrolled in Concordia Plan Services “Church Plan” which offers a Retirement Plan, Disability and Survivor Plan, Health Plan, Vision and a Dental Plan. Details about the benefits of these plans and booklets are available in the church office. Employees covered under the Concordia Health Plans also have the option to contribute to a flexible spending account. To receive Retirement and Disability Plan benefits, the employee must work more than 20 hours per week and more than 5 months per year. To receive Medical Plan benefits, the employee must work more than 30 hours per week and more than 5 months per year.

Enrollment: The church secretary will be asked to fill out an Enrollment Form and Beneficiary Forms. These forms will be forwarded to Concordia Plan Services for processing.

Termination of Benefits: Coverage for employees and dependents through the insurance plans will discontinue effective at the end of the calendar month in which termination of regular full-time occurs. Information about extension of coverage on an individual basis will be mailed to employees by the insurance provider. An extension of benefits after termination of an employee may be granted based on recommendations from the employee’s board, Leadership Team, and/or the Benefits Committee.

3.800: WORKERS COMPENSATION INSURANCE

Zion Lutheran Church and School maintains workers compensation coverage for its employees.

3.900: UNEMPLOYMENT COMPENSATION, FEDERAL AND STATE

Should employees decide to leave the employment of the church or they are involuntarily terminated, they are not eligible for either state or federal unemployment claims. This is due to the church being exempt from federal unemployment tax and being either exempt or opting not to participate in the state unemployment tax program.

3.905: CONTINUING EDUCATION ASSISTANCE AND PROFESSIONAL MEMBERSHIPS

Where it can be demonstrated that the congregation will benefit from an employee's participation in a job-related program or professional organization, the congregation might pay the related expenses. Requests for payment of non-budgeted expenses related to the educational program or professional organization must be approved in advance by the appropriate board.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 4.000

PERSONNEL STATUS

.....Paragraph

TARDINESS AND ABSENCE.....	100
Introduction.....	105
Absences.....	110
Tardiness.....	115
TERMINATION	200
Resignation.....	205
Involuntary Termination.....	210
Layoff.....	215
Discharge.....	220
Exit Interview	225
TIME RECORDS: SIGNING IN AND OUT	300
BREAKS AND MEAL PERIODS	400
PERSONNEL RECORDS	500
Introduction.....	505
PROMOTION AND TRANSFER	600

4.100: TARDINESS AND ABSENCE

4.105: Introduction

It is important that employees are present at the start of their day to promptly begin work. Other staff and congregation members rely on workers being at their assigned tasks at scheduled times so that the work of ministry can be carried out smoothly. Supervisors approve start and finish times.

4.110: Absences

Employees should contact their supervisor as soon as it's determined that they will be unable to report to work as scheduled. In the case of an absence due to illness, calling the supervisor at home the night before or prior to the scheduled start of the workday allows adequate time to arrange a replacement. In the case of tardiness, a worker (or someone else) should contact the supervisor as soon as it is determined that the employee will be late.

4.115: Tardiness

A tardy or absence is considered "excused" only when the employee calls ahead of time and the tardy or absence is for a compelling reason. If contact or a call cannot be made ahead of time due to physical limitations, earliest contact is required. The supervisor shall determine what constitutes a compelling reason for an absence or tardiness. A tardy or absence for a non-compelling reason, and failing to call the supervisor according to church policy, will be considered "unexcused".

A consistent pattern of absence or tardiness, whether excused or unexcused, may lead to disciplinary action, up to and including termination.

Employees who fail to call in or report to work for 3 consecutive days, may be considered to have abandoned their job and may be terminated.

4.200: TERMINATION

The employment relationship between the congregation and its employees (excluding rostered and contracted workers) is of an at-will nature. This means that the employee is hired for an indefinite period of time. Thus, the employee is free to leave at any time he or she believes it is in his/her best interest. Similarly, the church may terminate the employment relationship whenever it deems appropriate.

4.205: Resignation

Resignation is initiated by the employee. A two-week notice of an employee's intent to leave employment is generally desired, but not required. Written notice should include the reason for leaving, the last day of work, address where the employee can be reached in the future, and include the employee's signature and the date.

4.210: Involuntary Termination

Involuntary termination is initiated by the employer. An employee may be involuntarily terminated when Zion Lutheran Church and School determines that continued employment will not be to the benefit of the employee or Zion Lutheran Church and School. Since the employment relationship of employees (excluding rostered and contracted workers) and the congregation is of an at-will nature, an employee can be dismissed without notice. (See **Discharge** below)

4.215: Layoff

When conditions dictate that Zion Lutheran Church and School must reduce staff through a layoff, the needs of Zion Lutheran Church and School will determine which employees shall be laid off. Layoffs will be communicated to affected employee(s) at the earliest reasonable time to allow for productive transition.

4.220: Discharge

Discharge is an immediate termination from employment initiated by the congregation. Normally, it is for a serious or flagrant offense involving willful misconduct violating standards outlined in the congregation's policy manual, constitution, and bylaws; bylaws of LCMS; and laws of the state or federal government.

The Employment-at-Will Doctrine defined in Section 2.105 in this manual establishes the right of the employer or employee to terminate the relationship at any time and for any reason subject to any pertinent state laws and for other than an unlawful discriminatory reason.

4.225: Exit Interview

An exit interview with the employee conducted by a member of the supervising church board or committee may be held shortly after resignation or termination. This opportunity will be used to clarify, as necessary, the circumstances for leaving, review any accrued benefits to be paid, checkout procedures, and final pay details.

4.300: TIME RECORDS: SIGNING IN AND OUT

1. Nonexempt (hourly) employees whose pay is based on an hourly rate are required to keep a record of time worked which must be approved by the employee's supervisor.
2. Employees may not sign in or begin work early or sign out or work late unless the immediate supervisor has approved this extra time for purposes of pay. (See **Section 5.400 on Overtime Pay.**)
3. If a change or correction is made in or on a time record, it should be initialed by both the employee and his/her supervisor.
4. Violations of this policy may result in disciplinary action, up to and including termination.

4.400: BREAKS AND MEAL PERIODS

1. Nonexempt employees who work at least 5 hours a day will receive an unpaid meal period of at least 30 minutes. However, nonexempt employees who do not work more than 6 hours a day may voluntarily waive their right to a meal period.
2. Meal periods will be scheduled in consultation with the supervisor so that the normal operation of the organization is disrupted as little as possible.
3. Nonexempt employees who work at least 3 1/2 hours daily are authorized a paid break of at least 10 minutes. The break should normally be taken as close to the middle of the work period as possible.

4.500: PERSONNEL RECORDS

4.505: Introduction

Zion Lutheran Church and School needs to have complete and accurate information on each of its workers. This includes all nonexempt, exempt, rostered, contracted, full and part-time employees. Personnel may review their records upon request.

It is important that the church always have current information about its employees. Employees should immediately notify the Church Secretary of changes in name, address, phone number, or marital status, etc. If for some reason there is a need to change a name and/or social security number, original documentation authorizing the change should be reviewed.

4.600: PROMOTION AND TRANSFER

Zion Lutheran Church and School's intent is to give qualified employees preference over others when filling job openings within the church. Openings should be announced to existing staff and sufficient time allowed for existing staff to respond prior to advertising the opening to the church-at-large or the general public. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the church are not always possible.

An employee's past performance, experience, qualifications, and potential are important factors that will be considered in making promotion and transfer decisions. The individual's personnel records shall be the official source of information.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 5.000

COMPENSATION

..... Paragraph

PAYDAY	100
Advances	105
Termination Checks	110
WAGE AND SALARY REVIEWS	200
PAYROLL DEDUCTIONS	300
Garnishment	315
Other Payroll Deductions	320
OVERTIME.....	400
Overtime Compensation.....	405

5.100: PAYDAY

1. Zion Lutheran Church and School has adopted the following pay schedule: the 15th and last day of the calendar month. If these dates fall on the weekend or a holiday, the payday will be the immediately preceding business day.
2. Employees are responsible for completing their time sheets and having their supervisors sign them, as appropriate. The supervisor will forward the time sheet to the designated office (e.g. school secretary).
3. Payment is made by direct deposit with an advisory notice sent via interoffice or postal mail. Any discrepancies should be brought to the attention of the employee's supervisor and the treasurer.

5.105: Advances

Salary advances are not permitted.

5.110: Termination Checks

Termination checks shall be released upon return of all building keys and other congregational property that may have been entrusted to the care of the employee.

5.200: WAGE AND SALARY REVIEWS

The wage and salary structure for employees of Zion Lutheran Church and School is reviewed and proposed by the Benefits Committee and approved by the Leadership Team and/or appropriate board.

Individual wage and salary reviews may occur (but are not required) at least once each year for every employee. Salary increases may or may not result from such salary reviews.

5.300: PAYROLL DEDUCTIONS

Employees must have various deductions taken from their pay for tax purposes. These deductions include federal and state income taxes and Social Security and Medicare taxes. The Internal Revenue Service and each state Department of Revenue publish withholding tables annually based on personal earnings and the number of exemptions claimed by each worker to satisfy income tax withholding requirements. The employee, by use of the Federal W-4 and Illinois IL-W-4 forms, states the number of exemptions claimed and any additional dollars he/she desire to be withheld beyond the amount indicated in the tax withholding tables. The amounts withheld for Social Security and Medicare taxes are at a fixed percentage of earnings.

5.315: Garnishment

Garnishments are court ordered repayments of financial obligations by an individual. When so ordered, the employer must deduct the amount from employee's pay and remit it to the designated entity.

5.320: Other Payroll Deductions

Other payroll deductions are voluntary and must be requested in writing by the employee. By providing these deductions, the congregation provides its workers with the opportunity to save for their future and to experience current tax savings not permitted through non-payroll deduction savings plans.

Voluntary deductions may include those for: 403(b) plans, Flexible Spending Accounts, Health Saving Accounts, accident insurance premiums, etc.

5.400: OVERTIME

Overtime pay will not be routinely authorized. Exempt employees are not eligible for overtime pay. (See 2.605)

5.405: Overtime Compensation

Overtime compensation will be paid to non-exempt employees for all hours worked in excess of 40 hours in a seven-day work week. The overtime rate of pay is one and one-half times the regular hourly rate of pay. Overtime is to be worked only when specifically requested by the supervisor and approved by the appropriate board.

5.500: SERVICE AWARDS

At five-year intervals, full-time employees are acknowledged with service awards on or shortly after the date of their employment anniversary. The award will be given in the form of a gift certificate from the Zion Lutheran Church and School's Scrip Program. The dollar amount of the award is related to the number of years of service multiplied by \$10. For instance:

- Five years \$50
- Ten years \$100
- Fifteen years \$150
- Twenty years \$200 and so on.

It is the responsibility of each supervisor/board to monitor employees' service anniversaries and to budget for the amount of anticipated awards.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 6.000

DISCIPLINE AND GRIEVANCE

.....Paragraph

DISCIPLINE AND TERMINATION PROCEDURES	100
Progressive Disciplinary Systems	105
Non-Renewal of Contract.....	110
Exceptions	115
GRIEVANCE PROCEDURE.....	200

6.100: DISCIPLINE AND TERMINATION PROCEDURES

Employment is by the mutual consent of the employee and the congregation. Consequently, both employee and congregation have the right to terminate the employment relationship at any time, with or without cause or advance notice. (See Employment-at-Will, paragraph 2.105)

6.105: Progressive Disciplinary Systems

Procedure to be carried out by the employee's immediate supervisor or appropriate board:

1. Verbal Warning

If employees fail to follow Zion Lutheran Church and School policies and procedures regarding job performance, they are subject to disciplinary action, including termination of employment. For other than major infractions, which can result in immediate termination, employees will first be verbally counseled about the problem with the intent of clearing up any misunderstanding and establishing behavior expected in the future. The appropriate supervisor will document in writing that the verbal warning took place, giving the date, and the subject. Continued violation of policies will result in levels of written notification to the employee of unacceptable action and can lead to probation, suspension, or termination.

2. Personnel Memo

The second step in the counseling procedure will be a personnel memo. The personnel memo is a tool to help Zion Lutheran Church and School communicate more effectively with an employee who has been verbally warned. It may be used to compliment special effort or results, or to advise, warn, or otherwise notify the employee of performance or conduct that is not acceptable. When employees receive a personnel memo about unacceptable performance or conduct, they are encouraged to take advantage of the opportunity to improve, in order to avoid the need for further disciplinary action. Employees will be asked to sign the memo indicating that they have seen the memo. If they do not agree with the content, they may provide a written response.

3. Probation

Continued violations will necessitate the next step to be taken, which will be probation. A letter advising the employee of the reason and the length of probation will be given to him/her. The memo will also indicate that unless performance improves or compliance with policies is met, the next step will be termination. The employee is required to sign the memo. Refusing to sign is cause for termination.

4. Termination

The final step will be termination. Without improvement, this most drastic step must be taken. It is hoped that the progressive counseling procedures as outlined above will assist any employee to remedy the behavior necessitating the disciplinary procedure.

The above procedures are intended to be a guide. Depending on the infraction, progress steps may be repeated or not utilized. Verbal warnings may be repeated or the immediate termination step could be taken.

6.110: Non-Renewal of Contract

Regarding contract employees, Zion Lutheran Church and School may choose to simply not renew a contract due to unsatisfactory performance during a previous contract period, rather than initiate a formal dismissal. The Zion Lutheran Church and School may also choose not to renew a contract due to a change in fiscal or other circumstances.

6.115: Exceptions

It is important to note that the severity of the offense may warrant not following the usual sequence of reminder-warning-reprimand-penalty, and that the disciplinary action taken may begin at any level. A reprimand, for example, could be given for a flagrant first offense, and immediate dismissal could result without prior warning or suspension in the case of major acts of misconduct or serious dereliction of duty.

6.200: GRIEVANCE PROCEDURE

Should any difference of opinion regarding work situations arise between an employee and the immediate supervisor, the procedure below will be followed in an effort to arrive at a conclusion that is satisfactory to both the church and the employee.

Procedure:

1. The employee is to first orally bring the matter to the supervisor's attention. (A full discussion and understanding of the matter by both the employee and supervisor is essential at this step.)
2. If the grievance is not resolved, the employee is to discuss the matter with the appropriate board chairperson.
3. If the grievance is still not resolved, the employee will put the grievance in written form and send it to the Executive Director of the church who, within thirty days, will convene a meeting with the employee and appropriate board chairperson to discuss the grievance.
4. The next steps will be to review the complaint with the Leadership Team at the next scheduled meeting. If necessary, a special meeting of the Leadership Team may be called for this purpose. The Leadership Team will make recommendations to the board chairperson, supervisor, and employee.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 7.000

PERSONAL CONDUCT

	<u>Paragraph</u>
INTRODUCTION	100
HARASSMENT	200
Sexual Harassment	205
Background Checks.....	206
ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES	300
OUTSIDE ACTIVITIES	400
Outside Organizations	405
PERSONAL APPEARANCE	500
LOST AND FOUND	600
SMOKING	700
ACCESS TO CHURCH PROPERTY	800
BUSINESS EXPENSE REPORT	900
Usage of Church Credit Card, Vendors Accounts, and Procurement Policy.....	905

7.100: INTRODUCTION

At Zion Lutheran Church and School congregation it is important that all employees work together as a team so that the rights and interests of both the congregation and employees are assured. Common sense, good judgment and acceptable personal behavior on the part of all employees will make Zion a desirable place to work.

7.200: HARASSMENT

Zion Lutheran Church and School is committed to providing a safe and socially appropriate work environment. In keeping with this commitment, Zion Lutheran Church and School maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for employees to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others.

7.205: Sexual Harassment

1. It is the policy of Zion Lutheran Church and School to strictly prohibit any conduct that constitutes sexual harassment and to discipline any employee guilty of such conduct.

"Acts of sexual harassment by employees, supervisors, and managers, are prohibited employment practices and are subject to sanctions and disciplinary measures."

2. If employees believe that they are being, or have been harassed in any way, or have witnessed any incident of sexual harassment, they should immediately report the facts of the incident or incidents to their supervisor (or a board director if the complaint involves a supervisor), without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

3. Violation of this policy may result in disciplinary action, up to and including termination. It is the policy of Zion Lutheran Church and School to encourage any witness of an incident of sexual harassment to report such incident to the appropriate supervisor or board director. Members of the congregation who witness such behavior should contact the Senior Pastor and the Executive Director.

7.206: Background Checks

Because Zion Lutheran Church and School ministers to children, all employees will be subject to background checks prior to employment.

7.300: ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

The use, sale, transfer, possession, or being "*under the influence*" of alcohol, drugs or controlled substances when on duty, on campus property, or in Zion Lutheran Church and School vehicles is prohibited. In addition, off-duty conduct that may adversely affect the reputation or interests of the church is prohibited. "*Under the influence*" for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, other co-workers, the public, or church property.

It is Zion Lutheran Church and School's intent that employees seek help for drug or alcohol dependency. The benefit plan will cover initial rehabilitation and counseling. If the abuse continues, then it may result in disciplinary action, up to and including termination.

7.400: OUTSIDE ACTIVITIES

Full time employees are prohibited from engaging in outside employment without the prior written approval of the Leadership Team. In addition, all employees are prohibited from engaging in outside employment, private business, or other activity, which might have an adverse effect on, or create a conflict of interest with, Zion Lutheran Church and School.

7.405: Outside Organizations

All employees are prohibited from engaging with outside organizations/groups that conflict with the Lutheran Church-Missouri Synod guidelines (i.e., abortion clinics, hate organizations, anti-Christian groups, or groups with questionable moral behavior).

7.500: PERSONAL APPEARANCE

An employee's appearance reflects not only on the employee as an individual, but on Zion Lutheran Church and School as well. Employees are expected to maintain a business-like image appropriate to his/her position.

7.600: LOST AND FOUND

Employees should not bring large sums of money, jewelry, or other valuables to work. Zion Lutheran Church and School will not be responsible for personal property that is lost, damaged, stolen, or destroyed.

Found items should be given to the school or church office, depending upon where the items were discovered.

7.700: SMOKING (IF APPLICABLE)

Smoking is prohibited in all campus buildings and adjacent areas, subject to local, state, and federal laws. This policy is established to provide a smoke-free environment for all visitors to the Zion Lutheran Church and School campus.

7.800: ACCESS TO CHURCH PROPERTY

It is important that Zion Lutheran Church and School have access at all times to its property, as well as other records, documents, and files. As a result, Zion Lutheran Church and School reserves the right to access employee offices, work stations, filing cabinets, desks, and any other Zion Lutheran Church and School property at its discretion, with or without advance notice or consent.

7.900: BUSINESS EXPENSE REPORTING

Employees will be reimbursed for all prior-approved business-related expenses upon submission of accurate and receipted expense reports to the appropriate board or committee. Employees are requested to submit these reports in a timely manner to ensure proper accounting and prompt reimbursement.

7.905: Usage of Church Credit Card, Vendors Accounts, and Procurement Policy

Employees may be issued or authorized to use the church credit cards / business accounts. No personal purchases may be charged to these accounts. In addition, no kickbacks, personal discounts, or gifts from suppliers will be tolerated. Violation of this policy will result in disciplinary action, including possible termination and criminal and civil lawsuits.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 8.000

GENERAL PRACTICES

.....Paragraph

USE OF CHURCH PROPERTY	8.000
Use of Church Telephones and Personal Cell Phones.....	8.005
Use of Church Computers and Internet.....	8.006
EMPLOYEE PARKING.....	8.100
CHURCH BULLETIN BOARDS.....	8.200
REFERENCES	8.300

8.000 Introduction

Employees will be expected to handle and manage church assets with due diligence.

8.005: Use of Church Telephones and Personal Cell Phones

From time to time it maybe necessary for employees to make and receive personal calls on Zion Lutheran Church and School phones and cell phones. However, these calls should be limited to no more than 5 minutes in length and should be made, whenever possible, during the scheduled break and meal periods. Employees are expected to use good judgment and common sense when it comes to personal phone calls. Employees must reimburse all costs for long distance calls to the church after receipt of bills. Zion Lutheran Church and School will not reimburse for personal cell phones, pagers, and web use.

8.006: Use of Church Computers and Internet

It may be necessary for employees to use the church computing assets. These items should be used for work-related activities. In addition, the internet and e-mail accounts should be also used for school/church related activities. Illicit downloading of materials or software will result in disciplinary and/or legal action.

8.100: EMPLOYEE PARKING

Employees park at their own risk, and Zion Lutheran Church and School is not responsible for theft or damage to any vehicles parked on or near campus property. This applies to personal property left in vehicles.

8.200: CHURCH BULLETIN BOARDS

Posted information on church bulletin boards is for the benefit of all employees. Zion Lutheran Church and School reserves the right to monitor posted information on the bulletin boards and church secretary is responsible for this monitoring. Employees will find posters explaining state and federal law, as well as updated information about Zion Lutheran Church and School policy and procedures. Employees are responsible for checking bulletin boards on a regular basis and for reading all posted materials.

8.300: REFERENCES

It is against the policy of Zion Lutheran Church and School to provide letters of recommendation for any employee. A neutral reference providing date of employment and position title may be provided to a potential employer.

SECTION 9.000
EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

9.000: EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of Zion Lutheran Church and School's personnel policies and procedures handbook and a summary plan description of the employee benefit plans. I understand that it provides guidelines and summary information about Zion Lutheran Church and School's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that Zion Lutheran Church and School reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

Employee's Name (Please Print)

Employee's Signature

Witnessed by: _____

Date