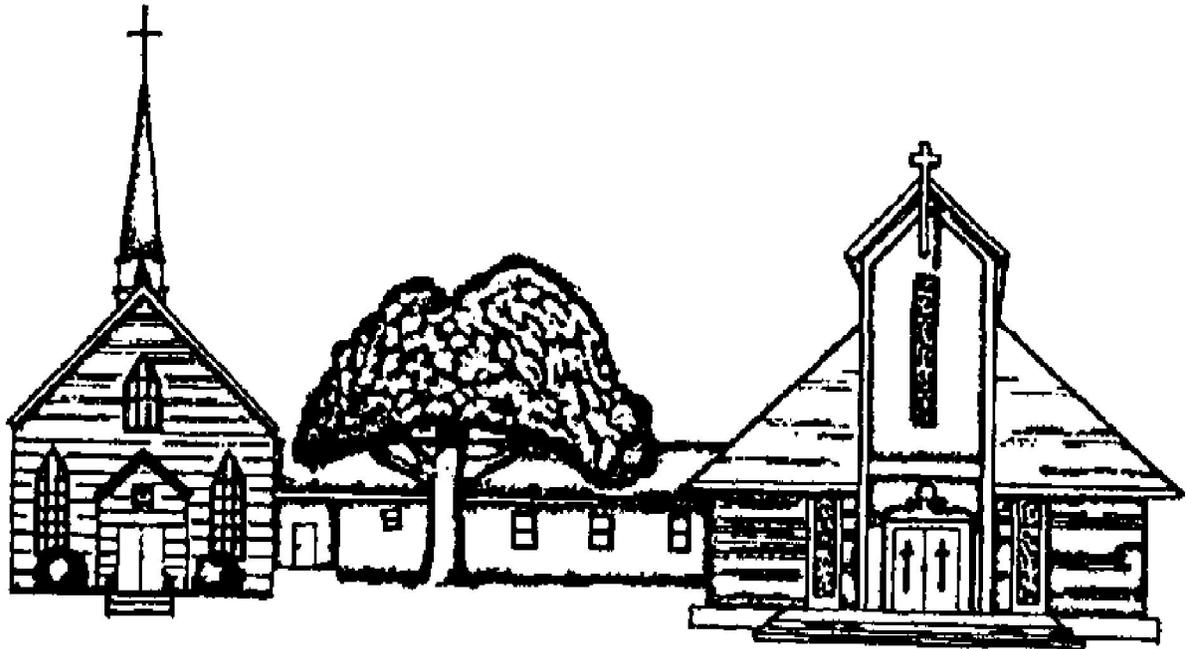


St. Paul's Lutheran Church



ST. PAUL'S LUTHERAN CHURCH

Mt. Pleasant, South Carolina

Non-Rostered Employee Handbook

For

Personnel Policies and Procedures

January 2013

Revised June 15, 2013

St. Paul's Lutheran Church

Dear Fellow Employee,

You are an important part of the business and spiritual community of St. Paul's Lutheran Church, and we are pleased that you have made the decision to join our community. The staff of St. Paul's Lutheran Church welcomes you. We consider you to be a gift from God and look forward to working with you as a member of our ministry team. You are appreciated for the gifts and talents you bring to this ministry, and we are committed to helping you achieve your highest level of service for the Lord in this ministry.

As an employee of the church, you represent this ministry in both your work life and your private life. As a result, you are expected to always be sensitive to how others may see you biblically, spiritually, and ethically. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the church's Vision and Mission Statements and the Statement of Faith.

The success of any organization depends on the commitment and performance of its employees. Simply stated, we need your skills and energy to keep the church moving ahead, to follow our Vision and our Mission in the community.

We are providing this Employee Handbook to you so that you will have a quick reference to your employed benefits, policies, and procedures. This handbook is intended to provide you with a brief synopsis and overview of what employment benefits are available to you, and what policies affect you. It is impossible 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 the church may deem necessary or appropriate. If questions arise concerning any issues that are not covered in this handbook, please do not hesitate to counsel with our supervisor or the Chairperson of the Personnel Committee.

It is important that you read, understand, and become familiar with the Employee Handbook and comply with the standards that have been established.

St. Paul's Lutheran Church reserves the right to make changes to the policies contained within this Employee Handbook at its discretion.

We are pleased to have you as one of our employees and sincerely hope that your employment with us is enjoyable and long lasting.

Sincerely,

Terry E. Hundley
Pastor

St. Paul's Lutheran Church

POLICY GUIDELINES

The Church Council, through its Personnel Committee and your supervisor, is responsible for the creation and administration of the policies contained in this Employee Handbook. The Church Council regularly reviews these policies, and will incorporate mandated legal requirements and respond to the on-going organizational needs of the church through the normal process of meeting agendas and council decisions.

The Employee Handbook defines what the church and its employees can mutually expect from one another. These guidelines are presented to the new employee during employee orientation, with clear explanations, general discussion. A greater understanding of these guidelines will prevent conflicts and misunderstanding in the future.

THE LANGUAGE USED IN THIS EMPLOYEE HANDBOOK DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND ST. PAUL'S LUTHERAN CHURCH (SPLC). THE EMPLOYEE HANDBOOK DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. SPLC RESERVES THE RIGHT TO REVISE THE CONTENT OF THE EMPLOYEE HANDBOOK, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH, CREATE ANY CONTRACT OF EMPLOYMENT.

OUR STATEMENT OF FAITH

“We believe in God, the Father almighty,
Creator of heaven and earth.
We believe in Jesus Christ, his only Son, our Lord.
He was conceived by the power of the Holy Spirit
and born of the Virgin Mary.
He suffered under Pontius Pilate,
was crucified, died, and was buried.
He descended into Hell.
On the third day he rose again.
He ascended into heaven,
and is seated at the right hand of the Father.
He will come again to judge the living and the dead.
We believe in the Holy Spirit,
the holy catholic church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and the life everlasting.”

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SECTION A – EMPLOYMENT

1- Change of Address, Name, Dependents

It is the responsibility of each employee to promptly notify the supervisor of any changes in your personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

2- Employment Applications

The church relies on the accuracy of the information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and continuing employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the church's exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment. An employment resumé is not an acceptable substitute for a completed employment application, but will be accepted by the church as additional data for the personnel files.

3- Employment At Will

Employment is with the mutual consent of the employee and the church and both parties acknowledge that each has the right to terminate the employment relationship at any time, with or without cause, or advance notice, and that this At Will employment relationship will remain in effect throughout the employment relationship, unless specifically modified by written agreement, signed by the employee and an authorized representative of the church. This At Will relationship may not be modified by any oral or implied agreement by the employee or any representative of the church.

4- Employment Classifications

Full Time Employees

Defined as those employees whose scheduled average work week is or exceeds 40 (forty) regular hours.

Part Time Employees

Defined as those employees whose scheduled average work week is less than 40 (forty) regular hours.

Exempt Employees

Salaried employees who meet the supervisory or managerial definition of exemption from the payment of overtime, as outlined in the provisions of the Fair Labor Standards Act.

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SECTION A – EMPLOYMENT (Continued)

Non-Exempt Employees

Hourly paid employees who are subject to the payment of overtime by definition of the United States Department of Labor.

Temporary Employees

Hourly or salaried employees whose employed relationship to the church is for a stated period of time will have their employment administered through the application of this Employment Handbook. No employment contract, implied or otherwise, nor a relationship as an Independent Contractor, exists during these periods of temporary labor.

5-Supervision The employee reports directly to, and is generally supervised by, the Pastor as head of staff. The employee is also accountable to the Council's Executive Committee through the Personnel Committee.

6- Employment—Counseling/Disciplinary Actions

Corrective actions by church supervision, including counseling for minor infractions of policy and/or procedure, and progressive levels of disciplinary actions for major or repeat violations of policy and/or procedure, are administered by the supervisor. In those instances where the offense is serious, and disciplinary action could result in employment termination, the supervisor will be assisted by a member of the Personnel Committee to render the appropriate action. At each step of the process the supervisor and the employee are provided written documentation to be signed by each, indicating that a clear and concise understanding of the level of concern is shared by both parties.

Counseling Session One

The supervisor will review all of his concerns and/or those expressed by others in supervisory roles within the church to provide the employee with a complete picture of the areas requiring attention. The employee and supervisor will discuss all concerns and attempt to resolve all issues. The supervisor will create a written plan of action and understanding for signature by both parties.

Counseling Session Two

The supervisor will review all new concerns, and continuing issues from counseling session one, if any. Special attention by the supervisor will be given to the continuing issues. A verbal warning, supported by a written recap of the counseling session and a stated timetable to fix the

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SECTION A – EMPLOYMENT (Continued)

concerns will be created by the supervisor, agreed to and signed by both parties. The supervisor will begin an active follow-up campaign with the employee to ensure that the agreement arrived at in the counseling session is being followed by the employee and that the expected results will be completed by the end of the timetable established.

Counseling Session Three

Preceding counseling session three, the supervisor will arrive at a conclusion on the viability of continuing the tenure of the employee, given the expected need for additional counseling. The supervisor has the option of declaring an immediate termination request of the Personnel Committee, supported by the written documentation of the first two counseling sessions and his presentation of the most recent occurrence(s), or, he can opt to provide the employee with a 4th counseling session. If the Personnel Committee supports the evidence of termination presented by the supervisor, the employee will be discharged from all further job responsibilities.

In this third counseling session, the employee will be provided with a written warning of further disciplinary action that will or may lead to employment termination. The employee must make a demonstrated effort to immediately correct the deficiencies or risk approval of an order of employment termination by the Personnel Committee.

Termination Process

If the employee fails to meet the conditions of the written warning issued in counseling session three, or, if the supervisor's opinion is that the employee cannot meet the terms of the agreement he made, or will make little effort to resolve the disciplinary actions against him/her, then the supervisor will move to gain the approval of the Personnel Committee to effect the employment termination and conduct the exit interview.

7- Employment - Minors

Employment applicants under the age of 18 years are required by state law to provide, as a condition of employment, a copy of a legal document showing his or her birth date (birth certificate of driver's license.) The employment of minors is restricted by the terms and conditions of the laws of the State of South Carolina.

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SECTION A – EMPLOYMENT (Continued)

8- Employment- Outside Activities

All employees are prohibited from engaging in outside employment, private business, or other activity of financial gain, that may have an adverse effect on, or create a conflict of interest with, the church.

9- Employment – Personnel Records

Personnel records are the property of the church and only those individuals who have a “need to know” have access to the information.

Employees are required to continuously update their individual records for information such as residence addresses, number and names of dependents, marital status, payroll tax withholding, etc.

Employees may review the contents of their individual personnel records, upon request, and only in the presence of the supervisor or a member of the Personnel Committee, during normal church business hours. Employees are not allowed to remove or copy any documentation from the personnel file.

10 – Employment – Introductory Period

The first three months of employment are considered an introductory employment period. During this period, it is the employee's responsibility to acclimate to the culture of the workplace, learn the requirements of the tasks regularly assigned, comply with the assignments outlined in the job description, and to discuss the on-going performance with the supervisor. Simultaneously, the supervisor will be monitoring the performance of the employee and is charged with the responsibility of recommending permanent placement of the employee at the conclusion of the introductory employment period. During the introductory employment period, either the supervisor or the employee may decide that the employment is not working out, in which case the introductory period will end and permanent placement will not be made.

11- Employment – Rehire

The church makes every effort to hire the most qualified applicant to meet its Mission and business needs. At times, this applicant may be a former employee of the church. Although no promises of re-employment are made, if such an individual originally left the church in good standing and meets the qualifications for the position to be staffed, then re-employment can be considered.

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SECTION A – EMPLOYMENT (Continued)

12- Employment – Relatives

Relatives of employees will receive the same employment consideration as any other applicant for an open position and will not be accorded preferential treatment in the employment process; however, related employees will normally not be permitted to work in the same department or under a supervisor who is a relative due to considerations of fair and impartial treatment, employee morale and security concerns, or other business reasons as determined the church. A definition of relatives as it relates to this policy and other family related leaves of absence policies within this employee handbook are as follows:

Father	Father-in-law
Stepfather	Mother
Mother-in-law	Stepmother
Husband	Wife
Brother	Brother-in-law
Stepbrother	Sister
Sister-in-law	Stepsister
Son	Son-in-law
Stepson	Daughter
Daughter-in-law	Stepdaughter
Grandfather	Grandmother
Grandson	Granddaughter
Foster Child	Adopted Relationships
Legal Guardian	Domestic Partner and Partner Parents

13- Employment – Terminations

Notwithstanding all the provisions of this employee handbook, all employees are “At Will” employees. This means that they may be terminated by the church at any time, with or without cause, and without subjecting the church council to an employment claim for breach of contract.

Voluntary Resignation

Any employee may resign by submitting a letter of resignation outlining the reasons for leaving, and the last day of work at least two weeks in advance of the resignation date, to the supervisor.

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SECTION A – EMPLOYMENT (Continued)

Involuntary Termination – With or Without Cause

Discharge may result for many reasons. Generally, one or both of the following areas are the principal forces for discharge:

- Inappropriate Behavior

Inappropriate behavior is defined as including, but not limited to, misbehavior on the job, refusal to do work reasonably expected, wrongful use of or removing from the premises the church's property without permission, conviction of a felony, or violation of any policies or procedures of the church.

- Unsatisfactory Performance

Unsatisfactory performance means failure of an employee to meet performance expectations as outlined in the job description. Uncooperative behavior or negative attitudes that affect the work or morale of others may result in termination. At the sole discretion of the supervisor and the Personnel Committee, any employee facing termination for unsatisfactory performance may be given the option to resign as described in this policy.

The employee will be paid for all hours worked up to and including the date of termination.

Reduction In Force – Lay Off

Termination is initiated by the church resulting from changing business conditions that necessitate a reduction in staff. Whenever the church determines, in its sole discretion, that a reduction in force must occur, the following will be among those factors considered:

Versatility	Qualifications
Skills	Abilities
Performance Appraisals	Quality of Work Performed
Quantity of Work Performed	Loyalty
Attitude	Dependability
Absence and Tardiness	

When possible, the church will provide for a minimum of thirty (30) days notice to the affected employee(s). Final payroll settlement will include final regular, overtime and benefit pays accrued and due; and one week of separation pay for each year of continuous employment, plus one additional week of separation pay. (I.e., if the employee is separated with twelve years of continuous service, the employee would receive thirteen weeks of separation pay.)

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SECTION A – EMPLOYMENT (Continued)

Terminations – General

Irrespective of the type of termination involved, the affected employee is required to return all church property in their possession to the supervisor prior to or at the disbursement of final pays.

Final pay is administered on the payroll distribution date for the payroll period following the employment termination.

14- Employment – Verification

It is the policy of the church to maintain the same level of confidentiality on the work history of former employees as it does for the current workforce to avoid improper disclosure of information and to protect the individual from identity theft. To this end, the supervisor will not release any employment-related information except under the following guidelines:

1. Parties making routine telephone inquiries will be told that the individual is either currently or formerly employed. The inquiring party will be required to submit a written document containing the signature of the individual authorizing the release of proprietary information.
2. Inquiries received from government agencies on former employees will be responded to with past employment information as required by law, with or without the consent of the individual.
3. Inquiries received from government agencies on current or former employees, concerning wage garnishments, federal levies, child support, unemployment claims, or monetary entitlements by force of law, will be responded to immediately without the consent of the individual.
4. The current or former employee may make an individual request to release their employment-related information for any and varied reasons. The church will consider granting these requests only when the individual has submitted a signed request, in writing, and identifying the intended recipient of the information.

The church will not, under any circumstances other than by force of law, release all of or any part of the contents of the individual's personnel file to any party, including the individual himself/herself, at any time.

Concerns with the dissemination of this information should be discussed with your supervisor.

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SECTION A – EMPLOYMENT (Continued)

15- Equal Opportunity Employment

The church is committed to equal employment opportunity for all qualified persons without regard to race, color, ancestry, national origin, religion, sex, marital status, physical disability, mental disability, medical condition, sexual orientation or age, to the extent required by law and ELCA policies. This applies to all employment practices and actions to include hiring, promotion, transfer, training, benefits, disciplinary action and termination.

16- Immigration Law Compliance

The church is committed to full compliance with the federal immigration laws as promulgated in The Immigration Reform and Control Act of 1986. The church will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

Documentation verifying identity and legal authority to work in the United States must be disclosed and provided in the hiring process. In those instances where the documented authority is time-dated (ie., authorized alien registration, passport, etc.) the ability to continue employment with the church will rest with the ability of the individual to gain a renewal of the authorized work status.

17- New Hire Screening

As a pre-condition to employment, applicants may be subject to drug testing and criminal background checks before an offer of employment is made.

18- Personal Appearance – Dress Code

Personal appearance reflects not only on the employee but on the church as well. Employees are expected to take pride in their appearance and strive to achieve a business-like image in the workplace and when representing the church at social or business functions.

It is not possible to list all of the items that are considered inappropriate; however, the following are examples of items that are prohibited in the workplace:

- Shorts determined to be inappropriate in a business setting
- Sweat suits, jogging suits or “workout” attire
- Halter tops, crop tops or tank tops
- Clothing that has an imprinted, suggestive message
- Hiking boots
- Leggings or stretch pants
- Clothing with rips, tears, or that is clearly beyond its useful life

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SECTION A – EMPLOYMENT (Continued)

Employees who appear for scheduled work in apparel that is identified in this policy, or whose apparel creates a distraction to others in the workplace and results in lost productivity, may be sent home without compensation for time lost from work.

19- Personal Appearance – Grooming

Grooming is expected of all employees, to include basic sanitary grooming that will not cause employee unrest due to odor, unsightly appearance, or grooming that is suggestive of a message or group affiliation. Employees are allowed beards, goatees, mustaches, braids and sideburns so long as the hair is kept clean, trimmed, and neat.

Employees who claim exemptions to these grooming policies on medical grounds will be required to produce a doctor's statement, signed and dated by a licensed physician. The church will allow the exemption on the basis of a verified medical condition and only for the period of time necessary to medically treat and eliminate the condition.

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SECTION B – BENEFITS

Unfortunately, we are unable to offer benefits to part time employees.

1 – Bereavement Leave

If the employee wishes to take time off due to the death of a family member, the employee must notify the supervisor immediately. For the purpose of definition of the application of this benefit, please refer to Section A policy #12.

Up to three (3) days of bereavement leave will be available to the employees. Full-time employees who request more than three (3) days off due to a death in the family may take such additional time unpaid or as vacation time, as approved by the supervisor.

In addition to the definition of the relatives shown in Section A, policy #12, the following definitions also apply:

- Separated/Divorced – An employee who is separated from his/her spouse is still considered to have in-laws until a divorce is final.
- Widow/Widower – In the event of a spouse's death, a person is considered to retain his/her in-laws until the person remarries.

2- Holiday Observed

Full-time employees who have completed their introductory employment period will be eligible for the following paid holidays:

New Years Day	Labor Day
Martin Luther King, Jr. Birthday	Thanksgiving Day
Easter Monday	Thanksgiving Friday
Memorial Day	Christmas Day
Independence Day	

Holidays are observed on the calendar day designated by the church.

3- Jury Duty

A full-time employee who has more than 90 days of continuous service with the church and who is summoned for jury duty will receive normal wages or salary during the duration of the court service, in addition to any jury duty pay.

The employee is required to provide the supervisor with a copy of the jury duty summons and a copy of the jury duty pay voucher from the court clerk offices verifying that the service was performed

St. Paul's Lutheran Church

SECTION B – BENEFITS (Continued)

Once the employee is released from further court requirements, the employee is expected to return to the normal work schedule immediately upon release.

At the request of the employee, and based upon urgent and unavoidable hardships that may be suffered by either or both the employee and the church, the church may petition the court on behalf of the employee to have the employee released from this civic duty. The employee understands that the church makes no assurance or guarantee that any petition to the court for this relief will be accepted by the court.

4- Sick pay and Vacation leave available for full-time employees

An employee who has more than 90 days of continuous service with the church and who works at least 40 hours a week will be given five Vacation Leave days and five Sick Leave days, to be taken at the employee's discretion. Vacation and Sick forms are to be used to inform the supervisor. Leave for Vacation Days must have prior approval of the supervisor.

If an employee is unable to report to work on time or at all on any one or more scheduled days, the employee is required to notify the supervisor within two hours of the scheduled starting time.

Employees who fail to notify the church for more than two consecutively scheduled work days of their intended absence may be considered to have voluntarily resigned their positions.

All paid leave must be taken during the calendar year; it cannot be rolled over into the next year. There is no pay for unused paid time off.

The Organist will be given four Sundays of paid leave and Supply Organists for those days will be paid for by the church.

5- Workers Compensation Insurance

All employees are automatically covered by worker's compensation insurances at the time of hire. The church pays 100% of the premiums for this important benefit coverage.

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SECTION C – ADMINISTRATION

1 – Alcohol, Drug and Controlled Substance Use

The church is a drug-free workplace. The use, sale, transfer and possession of alcohol, drugs, and controlled substances when performing work for the church, on church property, operating church vehicles, or conducting church business is strictly prohibited. Off-duty conduct related to the use, sale, transfer, and possession of alcohol, drugs and controlled substances where the conduct may adversely affect the reputation or interests of the church are strictly prohibited.

Employees observed to be under the influence of alcohol, drugs or controlled substances will be removed from the workplace for their own safety and the safety of others. For the purposes of definition, “under the influence” is defined as being unable to perform work in a safe or productive manner; observed appearance of unsteadiness; a clearly noticeable change in attitude, demeanor, slurred language, alertness and responsiveness.

The church reserves the right to remove any employee whose behavior is noticeably detrimental to the safety of the workplace.

Employees who are under doctor's care that includes the taking of prescription drugs and controlled substances must declare those substances to the supervisor.

Willful violation of this policy may result in disciplinary action, up to and including the possibility of employment termination.

2- Americans with Disabilities Act (ADA)

The church is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

3- Business Travel – Expense Accounts

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

Expenses outside the established and defined discretionary expense budget must be approved by Church Council.

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SECTION C – ADMINISTRATION (Continued)

4- Use of Parking Areas

The church is not responsible for the safe keeping of private vehicles parked on church property, nor will the church accept responsibility for personal possessions left in private vehicles parked on church property.

5- Electronic Communications

Use – E-mail/Internet

It is expected that internet use will be limited to what is needed to accomplish duties in the employee's job description.

Employee passwords are intended to entrust security and limit exposure to misuse of the electronic systems of the church. As such, employees are discouraged from sharing passwords, pass codes or other security access devices with any other employee or non-employee.

Anyone who accesses, uses, deletes, destroys or alters any church information, resources, properties, or facilities without authorization, may be guilty of violating the privacy rights of others, of injuring or misappropriating the work produced and records maintained by others, and threatening the integrity of information kept within these systems. Purposely doing so is unethical and unacceptable.

Employee use of the internet is a privilege, not a right, and this privilege may be revoked at any time for inappropriate conduct. Inappropriate or illegal use of the internet may result in disciplinary or legal action against the user who violates this privilege.

Users are reminded that electronic mail is not private communication, and care must be taken to adhere to confidentiality and release of information that is proprietary in nature.

Unless the user is assured of safe origin of files, all downloading of files from the internet is discouraged to ensure that viruses are not introduced into the church computer system.

Use – Telephone/Fax

Employees are required to learn the features of the church phone system to provide the most efficient and caller friendly response to any call received. The use of the telephone/fax system is intended for church business related to its members, vendors, visitors and civic responsibilities.

Telephone etiquette, including announcements, greetings, recorded greetings, responses, assistance, and conversation is required to be encouraging, professional and courteous.

St. Paul's Lutheran Church

SECTION C – ADMINISTRATION (Continued)

6- Closings, Emergency

Events beyond the control of the church including but not limited to inclement weather, travel advisories, direction of local law enforcement; acts of insurrection, riot, terror or vandalism are some of the types of events that may cause the church to suspend business operations. Should any one or more of these events occur at any time, church supervision will advise you of the work schedule to follow until the event has passed and the church is allowed to return to normal business operations.

7- Educational Assistance

Where it can be demonstrated that the church will benefit from an employee's participation in an educational program or training, the related expenses may be paid by the church. Requests for reimbursement of expenses related to these activities must be approved by the supervisor in advance.

8- Environmental, Health and Safety Responsibilities

Every employee is responsible and accountable for working safely, preventing workplace incidents and encouraging safe and environmentally responsible behavior by all employees. For your own personal safety and the protection of co-workers in the workplace, you are expected to know and understand the environmental, health and safety concerns at the church and to use and/or wear protective equipment when necessary. If you encounter an unsafe condition and have the ability to take immediate corrective action, you are required to do so. Employees are obligated to report any known, apparent or suspected safety hazards, incidents and near-misses to their supervisor.

All injuries or illnesses must be reported to your supervisor. Injuries or illnesses requiring more than first aid (as defined by OSHA) must be reported on a First Report of Injury or Illness report.

To correct deficiencies and prevent recurrences, all injuries, illnesses, incidents and unsafe conditions will be investigated by supervision to determine cause and permanent cure. Employees are expected to actively participate in these investigations.

St. Paul's Lutheran Church

SECTION C – ADMINISTRATION (Continued)

9- Harassment

Sexual and Other Unlawful Harassment

Harassment, including sexual harassment, is prohibited by state and federal law. It is also a violation of church policy for any person, regardless of gender, to engage in the acts or behaviors defined in this policy.

Consistent with our commitment to provide an environment free from any type of harassment, the church does not accept or approve of any form of harassment of any person relating to the employee's race, color, gender, religion, national origin, age or disability.

The church charges all personnel with the responsibility of actively ensuring that the work environment is free of all forms of harassment. Supervisors, Committee members, and Council members are also responsible for the actions of their subordinates and should take steps to ensure that harassing behaviors are not tolerated.

It is also the policy of the church that any unwelcome sexual advances, requests for sexual acts or favors, or other physical and verbal conduct of a harassing nature by anyone in the workplace are prohibited. If you are a witness or a victim of any form of harassment, you should tell the person(s) doing the harassment to stop; however, regardless of whether or not you complete this first step, you must report the incident immediately, as outlined in the Harassment Complaint Procedure below:

Definitions and Examples of Sexual Harassment

- Harassment: Verbal or physical conduct designed to threaten, intimidate or coerce. Also verbal taunting (including racial or ethnic slurs) which, in the individual's opinion, impairs their ability to perform their job.
- Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct:
 1. Is made explicitly or implicitly a term or condition of employment (ie., hiring or firing).
 2. Is used as a basis for an employment decision, such as hiring, firing, granting raises, promotions, training.
 3. When conduct by an employee or non-employee unreasonably interferes with a person's work performance or creates an otherwise offensive environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, personally offensive, lowers morale, and, therefore, interferes with work effectiveness.

St. Paul's Lutheran Church

SECTION C – ADMINISTRATION (Continued)

Examples of Sexual Harassment

- **Verbal:** Sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, threats.
- **Non-Verbal:** Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
- **Physical:** Unwanted physical contact including touching, pinching, brushing the body, coerced sexual intercourse, assault

Harassment Complaint Procedure

Complaints of harassment of any type should be reported immediately. The following procedures will normally be used in responding to a person's complaint of sexual or any other unlawful harassment:

- A person who feels they have been harassed should immediately present the problem to their immediate supervisor after the incident occurs. If the supervisor is unavailable or the person believes it would be inappropriate to contact that person, the employee may present the problem to the Chairperson of the Personnel Committee or the church council president.
- Inquiries and/or complaints will normally be investigated immediately by the supervisor, or the Chairperson of the Personnel Committee, if the alleged harasser is the supervisor. All complaints will be handled in a timely and confidential manner.
- Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. Every person will be guaranteed an impartial and fair hearing. Every person will be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.
- Any person determined by impartial investigation to have harassed another person will be subject to appropriate disciplinary actions which may include termination of employment.
- A non-employee who subjects one of the church employees to harassment in the workplace will be informed of the church harassment policy by the non-employee's supervisor or manager and other action may be taken as deemed appropriate.

During the investigation, confidentiality will be maintained to the extent possible. Complete confidentiality cannot be promised. Information is shared on a "need-to-know basis" only in order to conduct an effective investigation.

St. Paul's Lutheran Church

SECTION C – ADMINISTRATION (Continued)

Workplace Harassment – Violence Prevention

The church is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the church has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on the church premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the church.

Conduct that threatens, intimidates, or coerces another employee, a member, prospective member, visitor, or a member of the general public, including off-business hours periods, on church property, or at church-sponsored events, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, color, age, national origin or any other characteristic protected by local, state and federal law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or the Chairperson of the Personnel Committee. This includes threats by employees, as well as threats by vendors, solicitors, visitors, or other members of the public. When reporting a threat of violence you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to your supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work area, do not try to intercede but call for assistance immediately.

The church will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the church may suspend the accused employee, either with or without pay, pending the conclusion of the investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

St. Paul's Lutheran Church

SECTION C – ADMINISTRATION (Continued)

10- Job Openings

Upon notification of a resignation of a current employee, the termination of an employee, or through a decision of church council to increase the employee workforce, the supervisor will announce the open position for consideration by all existing employees.

The supervisor retains the option of hiring from the outside, but will give full weight to the interest of any existing employee who may see an opening as an opportunity for change or advancement. Consideration of existing employees to staff open positions will include the following criteria:

- Availability to work the required hours and schedule
- Past performance review ratings
- Experience
- Training requirements

Job posting will remain posted for ten business days. Existing employees may apply through the supervisor for any open position they feel they are qualified to interview for; however, employees should know that not every job opening may provide for monetary or career advancement.

11- Monitoring the Workplace

The church may monitor various active and non-private areas of the workplace for the security, safety and protection of the employees. The various types of monitoring may include:

- Voice Mail
- Security Cameras and historical recordings
- Secure files to ensure that only persons with a “Need to Know” are allowed access to these files
- Work stations and desks
- Unsecured file cabinets
- Closets
- E-mail

St. Paul's Lutheran Church

SECTION C – ADMINISTRATION (Continued)

12- Professional Memberships/Consultancy/Honoraria/Gifts

All employees are encouraged to participate in a variety of community and professional activities. In those instances where an employee's activities are part of their regular duties and responsibilities, any payment received will be turned over to the church. All fees derived from the employee's reports, activities, events, or speaking engagements while employed by the church shall also be turned over to the church.

Employees may not formally represent themselves as a spokesperson for the church without the expressed prior approval of church council.

In some instances, an employee may perform work that is based on activities or experiences prior to, or separate from, their regular duties and responsibilities at the church. To avoid actual or the appearance of conflict of interest, any employee who engages in any activity that will result in compensation in any form, must declare the activity to the supervisor. A supervisory and church council review of the activity will be undertaken, and the continuation of, or denial to, continue these activities will be rendered by the church council.

13- Schedules, Work

The church retains the authority and responsibility of establishing work schedules for all full time, part time, and temporary help positions. To the extent possible the supervisor will attempt to accommodate the personal needs of all employees, keeping in mind that the mission of the church is to respond to the need to manage activities, events, and the needs of the members.

14- Smoke-Free Facility

The church building and church vehicles are designated smoke-free areas. Employees must make arrangements to address their smoking needs to avoid conflict with this policy.

15- Witness Duty

The church allows employees to appear in court for witness duty when subpoenaed to do so. If an employee has been subpoenaed as a witness by the church, the employee will receive their normal rate of wage or salary for the time so spent. Employees will be granted time off without pay, subject to review and potential compensation when the employee has been subpoenaed as a witness by a party other than the church. In the event that the church will not reimburse this time away from the workplace, the employee may utilize any leave benefit for the absence. Employees who have been subpoenaed to court by any party other than the church must provide a copy of the subpoena to their supervisor.

St. Paul's Lutheran Church

SECTION D—COMPENSATION

1- Advances, Pay

It is the policy of the church not to advance payroll from the period in which it would normally be paid, to a period preceding that for the purpose of providing the employee with additional income ahead of the normal payment process. The church encourages all employees to plan the future against the assurance of payroll on a regular cycle.

2- Corrections, Pay

Corrections to payroll, either because of errors in rates of pay, authorized deductions, the basis for taxation or other bookkeeping or time-keeping errors will be made as quickly as the problem is discovered and understood, but in no instance beyond the next scheduled pay day. Employees who believe that an error has occurred within their payroll should bring that error to the attention of the supervisor for correction.

3- Deductions, Pay

The church will deduct from each employee payroll, the following;

- Required income taxes at the state and federal level
- Proportionate premium payments for sponsored health programs
- Elective deductions requested by the employee, if the church is capable of administering to the request
- Mandated deduction received from a competent court of law

4- Direct Deposit, Pay

The church does not currently offer this payroll-related service.

5- Holiday Pay

Full-time employees are eligible for holiday pay beginning with their first day of work and are paid an amount equal to their normally scheduled hours for the observed holiday.

Employees on an authorized leave of absence, for any reason, are not eligible for holiday pay.

6- Hours, Definition

Regular Hours: Hours actually worked by the employee up to and including 40 hours in any one weekly period.

St. Paul's Lutheran Church

SECTION D—COMPENSATION (Continued)

Benefit Hours: Hours paid for authorized time off in celebration of an observed holiday or leave period.

Overtime Hours: All hours actually worked after the addition of 40 regular hours plus benefit hours in any one pay period, when the total of those hours is in excess of 40 hours.

7- Overtime, Pay

Overtime pay applies to hourly, non-exempt employees only. Overtime pay is calculated at 150% of the regular hours earnings rate of any full time or part time employee who works more than 40 regular hours in a calendar week. During a calendar week period where a holiday observance or actual vacation or sick time off is taken, the employee must exceed the total of these benefit hours to become eligible for the first hour of overtime pay.

Overtime requires the approval of the supervisor, prior to working the hours.

8- Payday Defined

Salaried Employees: Payday is the 15th and the last day of the month, or as negotiated

Hourly Employees:

Payday for the Nursery Worker is within a week after the last Sunday of the month

Payday for the Administrative Assistant is within a week after each two-week work period.

9- Time Keeping

Each employee is responsible for keeping a record of the hours they work. The time sheet used must show the following entries:

- The day of the week and date the work was performed
- The start and finish time of each day of work
- The allocation of hours between regular, benefit, and overtime
- The total hours worked for each day
- The total hours worked for the calendar week

The completed form must be signed and dated by the employee and turned in to the supervisor for approval and forwarding to the payroll department.

St. Paul's Lutheran Church

SECTION E—PERFORMANCE

1- Appraisals, Performance

Job Descriptions

This document establishes the performance criteria expected of each employed position in the workforce. The document lays out the principal duties, the coordinating benefit, and the expectations in the form of quality and quantity of work performed. The job description represents a major element in the performance appraisal process. The job description may be re-developed for each and/or every position based upon workplace influences due to new or changed technologies, personal skill set requirements, experience, and the future role of each position over time. Any adjustment to the job description will typically come during the performance appraisal process, originated by the supervisor and agreed to by the employee.

Performance Appraisals

Performance appraisals are conducted by the supervisor and are an interactive process requiring input from the employee in addition to, or in response from, comments made by the supervisor. The church, as well as the employee, should view this process as a positive influence and result of the relationships, quality of work, quantity of work, extra effort and devotion to the mission of the church and the business practices of the workplace within the church by the employee being appraised so that both the employee and the church are satisfied with the appraisal results and begin the future with a solid foundation for continued improvement. In those instances where improvement is sought in one or more areas of the position, the supervisor will provide an appraisal-based roadmap for the improvement needed and will monitor those selected areas on a regular basis to inform the employee of the progress being made.

The basic appraisal process and the improvement process steps, if necessary, are designed to (1) inform and encourage the employee about the past performance and (2) to assist the church in allocating the proper resources to job enrichment, job improvement, job placement, training, and development, job transfer, promotion considerations and earnings adjustments.

Performance appraisals are scheduled for each new hire at the conclusion of the introductory employment period (90 days), and at the conclusion of each employment anniversary year. Performance appraisals are the means of determining whether or not the employee has met, exceeded, or fallen below the criteria for the position as set out in the job description.

Compensation adjustments as a result of a performance review, if any, are determined by the supervisor, subject to the approval of the Personnel Committee.

St. Paul's Lutheran Church

SECTION E—PERFORMANCE **(Continued)**

2- Complaint Resolution

Complaint Defined

A complaint as defined is a circumstance, interpretation, alleged or actual misapplication of, or avoidance of, the proper and universal application of the policies and procedures outlined within this employee handbook.

All employees of the church are entitled to grieve and to use an appeals process to resolve differences.

Appeals Defined

An appeal is the process whereby the employee can formally register a concern, with an expectation of resolution on a timely basis as rendered by the supervisory structure of the church.

Appeals Qualification and Timing

Initial appeals must be filed verbally or in writing within thirty calendar days of the occurrence, or the onset of the occurrence, with the supervisor. In instances where the supervisor is identified as the source of the alleged grievance, initial appeals should be directed to the chairperson of the Personnel Committee.

The appropriate respondent to the initial appeal will have five regular business days to provide a written response, in an attempt to resolve the grievance.

Should the respondent fail to resolve the initial appeal within the time allotted, or if the response is unacceptable to the employee, the employee may take the grievance to the following steps:

- The appeal must be submitted in writing to the Personnel Committee, and the written response to the employee is due within five business days of the receipt of the appeal.
- If the employee remains unsatisfied with the written response of the Personnel Committee, the employee may appeal the first two responses to the Mutual Ministries Committee. Failing a satisfactory written response at this level, the employee may take a final written appeal to the church council.
- The church council will have five business days in which to investigate and provide a written final response to the employee. The response of the church council is a binding decision.

Through each step of the appeals process, the respondents may elect to take statements from parties familiar with the alleged occurrence, and at each step, the privacy concerns of all

St. Paul's Lutheran Church

SECTION E—PERFORMANCE (Continued)

involved will be protected to the extent that information-sharing is accomplished only on a “need to know” basis. The step and final results of any grievance appeals proceeding will become part of the official agenda notes and recordings of church council.

3- Attendance and Tardiness

The mission of the church depends exclusively on the dedication of the employees who carry out this mission. Employees are provided an assigned work schedule to ensure that the church mission is properly served; however, the church understands that the demands of family or self illness or emergency will interfere with timely reporting to the workplace.

If an employee is unable to report to work on time or at all on any one or more scheduled days, the employee is required to notify the supervisor, or the church office, within two hours of the scheduled starting time. If the absence extends to more than one day in succession, the employee is responsible for notifying the supervisor or church office daily of the continued requirement to be absent.

Depending on the nature of the absence related to illness of the employee, and the length of time away from the job, the employee may be required to submit a physician's return to work authorization.

If the absence is continued tardiness, the employee may be counseled and the church may consider a minor change in work scheduling to accommodate an irreversible condition, if the change will eliminate the scheduling violation and have no material effect on the business operation of the church.

Excused Versus Unexcused Absences/Tardiness

Defined as when the employee has met the two-hour window of calling ahead to notify the church of the absence or tardiness and for unavoidable reasons and when the accumulated total of either absences or tardiness is within reason. The church reserves the right, when the absences or tardiness begins to show a pattern, or is in excess of reasonable time off, to determine if the absences or tardiness is excusable, regardless of the reasons.

Employees who fail to notify the church for more than two consecutively scheduled work days of their intended absence may be considered to have voluntarily resigned their positions.

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EMPLOYEE HANDBOOK RECEIPT

I, _____, acknowledge that I have received
(Print your name here)

a copy of the St. Paul's Lutheran Church Non-Rostered Employee Handbook containing the employment conditions, benefits available, administrative policies generally governing the business operation of the church, wages and salaries, and remedies for employee disciplinary actions.

I understand and agree that it is my responsibility to read, become familiar with, and comply with the standards that have been established.

I further understand and agree that the language used in this employee handbook does not create an employment contract between the employee and St. Paul's Lutheran Church (SPLC). The Employee Handbook does not create any contractual rights or entitlements. I understand and agree that the church reserves the right to modify, supplement, rescind, amend, add to, or otherwise change these benefits, policies, and procedures at any time as the church deems necessary and appropriate. No promises or assurances, whether written or oral, which are contrary to, or inconsistent with the terms of this paragraph, create any contract of employment.

I also acknowledge and agree that both the church and I have the right to terminate this employment relationship at any time, with or without cause or advance notice, and that this At Will employment relationship will remain in effect throughout my employment.

I understand and agree that this At Will employment relationship may not be altered by oral agreement or understanding, or by implication of any other agreement, in any way, unless specifically modified by written agreement, and signed by me and either the Chairperson of the Personnel Committee or the President of the Church Council.

SPLC reserves the right to revise the content of the Employee Handbook, in whole or in part.

Employee Signature

Today's Date

St. Paul's Lutheran Church

ADMINISTRATIVE ASSISTANT WEEKLY TIME SHEET

Dates / / through / /

<u>Date</u>	<u>Arrival</u>	<u>Departure</u>	<u>Number of Hours</u>
06/15/2013	8:30	12:30	4
<u> </u> / <u> </u> / <u> </u>			
<u> </u> / <u> </u> / <u> </u>			
<u> </u> / <u> </u> / <u> </u>			
<u> </u> / <u> </u> / <u> </u>			
<u> </u> / <u> </u> / <u> </u>			

Total regular hours

Hours more than 20 per week will not be compensated without prior approval (see below).

<u>Date</u>	<u>Number of hours</u> <u>Supervisor Signature</u>	<u>Prior Authorization</u> <u>Date, hours</u>
<u> </u> / <u> </u> / <u> </u>	<u> </u>	<u> </u>
<u> </u> / <u> </u> / <u> </u>	<u> </u>	<u> </u>
<u> </u> / <u> </u> / <u> </u>	<u> </u>	<u> </u>

I certify that the above information is true and accurate.

Employee

I have reviewed this document with the Administrative Assistant and certify the payable hours.

Supervisor

Please leave completed document in Treasurer's mailbox for payroll purposes. The Treasurer will prepare the paycheck within a week of receiving the document.

St. Paul's Lutheran Church

NURSERY WORKER TIMESHEET

Time Record Instructions

1. Please keep accurate and up to date. This sheet will be attached to your payroll file and used in computing your monthly paycheck.
2. If you leave early because there are no children present, or for any other reason, please mark your departure time. We will pay you for at least an hour since you've made the trip here.
3. If you work here other than on Sundays, for example, nights, Lent, or Vacation Bible School, please add those hours at the bottom.
4. **Please sign on the final Sunday of the month.** When Carol gets this, she will do your paycheck. If this is not turned in by the end of the month, your paycheck cannot be written until the following month, because Carol needs this information in order to compute the amount.

Thank you.

Name _____

Date	Arrival	Departure	Hours today
___/___/___	_____	_____	_____
___/___/___	_____	_____	_____
___/___/___	_____	_____	_____
___/___/___	_____	_____	_____
___/___/___	_____	_____	_____

Any additional hours?

Date	Arrival	Departure	Hours today
___/___/___	_____	_____	_____
___/___/___	_____	_____	_____
___/___/___	_____	_____	_____

Signature at end of month: _____

St. Paul's Lutheran Church

SICK DAYS FORM

Date: ____/____/____

Name: _____

Sick Dates Taken: ____/____/____ through ____/____/____

Returning: ____/____/____

Total Number of Days: ____ Days

____ The employee has notified the supervisor of this absence within two hours of the scheduled starting time. If this is more than one absence, the employee has notified the supervisor daily of the continued requirement to be absent.

Date

Employee Signature

Approval:

Date

Employer Signature

Date

Personnel Committee Signature

Please leave the signed form in Treasurer's mailbox

St. Paul's Lutheran Church

VACATION REQUEST FORM

Date: ____/____/____

Name: _____

Vacation Dates Requested: ____/____/____ through ____/____/____

Returning: ____/____/____

Total Number of Days Requested: ____ Days

Date

Employee Signature

Approval:

Date

Employer Signature

Date

Personnel Committee Signature

Please leave the signed form in Treasurer's mailbox