

FIRST LUTHERAN CHURCH

# PERSONNEL POLICY MANUAL

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**FLC Staff Relation's Committee**

**Approved by Church Council**

**6/14/2011**

**4/12/2011**

**11/3/2009**

## **PREFACE**

On behalf of the Congregation Council of First Lutheran Church we are pleased to welcome you. Remember that your actions are constantly before the public. Therefore, you are an ambassador for Christ through First Lutheran Church.

You are encouraged to maintain a spirit of unity in the church, to show an interest in understanding and furthering the work of others, to practice and promote the concept of stewardship as outlined by the church, to be alert to the budget spending and finances of the church, and to promote the public relations of the church.

As to your colleagues, recognize that you are part of a team, working together to complete common goals and objectives. Realize that time and ideas promote change, and that it may be necessary to change your major responsibilities and job tasks from time to time. Remember that it is also necessary to keep others informed of details regarding program arrangements and membership, in addition to scheduled staff meetings.

Regularly check your mailbox in the office and your email for information and messages. Keep the office informed of your whereabouts, especially when you leave the church property. Help see that no property is loaned or removed from the church property without approval by the Senior Pastor or his/her designee.

As to members of the congregation, remember that you will be working closely with individual members or appropriate committee to carry out the decisions that affect your specific duties. Church members may inquire about programs of the church; therefore, discretion is vital and necessary in your conversations. Be polite, courteous, but efficient in staying within the limitation of your position description.

Sincerely,

Congregation Council President  
First Lutheran Church

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## **INTRODUCTION**

First Lutheran Church is a Christian community proclaiming Jesus Christ to the world as we worship, learn and serve together. The Call of Jesus Christ to make disciples, to nourish and keep the faithful in the Word and to be of service in a broken world constitutes the stated goals and purposes of the congregation.

To effectively carry out its goals and purposes, the congregation calls and employs a number of persons. It seeks to deal with them in a manner consistent with Christian practices. To that end, certain policies have been developed for prospective staff and those presently employed by First Lutheran Church.

As a full-time or part-time staff person at First Lutheran Church, your assigned tasks will provide you with the opportunity to interact with all staff members of the congregation. Additionally, you will encounter numerous volunteers working within the church who are contributing their time and talents. Lastly, but certainly not least, you should enjoy considerable interaction with your primary employer, the congregation at large. Your role as a staff member of First Lutheran will be observed by many who possess varying expectations.

This Personnel Policy Manual is a general guide to the personnel policies and employee benefits available to the employees of First Lutheran Church. The Personnel Policies of First Lutheran Church are not a contract of employment. The Executive Committee and Congregation Council of First Lutheran Church retain the right to change any of the provisions of this Manual, or any other policies reflected herein, at any time as circumstances may warrant.

The document is available for all current staff members and will be given to each new employee at the time they begin their work. Copies are available in the Church Office.

This Manual supersedes all other policies or Personnel Policy Manual in place prior to the approval of this Manual recommended by the Staff Relations Committee and adopted by the Congregation Council.

ADOPTED BY THE CONGREGATION COUNCIL on (date) \_\_\_\_\_

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Congregation Council President

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Congregation Council Secretary

## **DEFINITIONS**

### Full Time Employees

Those employees who are employed to work 32 hours or more each week.

### Part-Time Employees

Those employees who are employed to work less than 32 hours per week.

### Executive Committee

Consisting of Congregation Council President, First Vice-President, Second Vice President, Secretary, Chair of Board of Deacons, Chair of Board of Trustees, and Chair of Board of Education.

### Staff Relations Committee

Consisting of Congregation Council President (chair), First Vice-President, Second Vice President, Secretary, immediate past president, one representative from each of the three boards, and two members at-large from the congregation.

### Budget Committee

Consisting of the Executive Committee plus a representative from each council board.

## **STATEMENT OF EQUAL OPPORTUNITY**

First Lutheran Church is committed to the spirit and the legal requirements of all state and federal applicable laws. Equally important is our Christian obligations toward people. Therefore, it is the policy of First Lutheran Church to afford equal employment opportunity without regard to race, religion\*, sex, national origin, age, disability, or veteran status. This extends to all aspects of the employment relationship, including hiring, compensation, promotion, transfer, training selection, layoffs, discharges, and retirement.

\* It should be noted that Lutheran theological education, ordination, or specific church-related experience, training and membership, may be a bona fide prerequisite for specific positions.

## **EMPLOYMENT AT WILL**

First Lutheran Church does not offer tenured or guaranteed employment. Either First Lutheran Church or the employee can terminate the employment relationship at any time, with or without cause, with or without notice. This is called Employment at Will.

This employment at will relationship exists regardless of any other written statements or policies contained in this Handbook or any other Church documents or any verbal statement to the contrary.

## **PERSONNEL CLASSIFICATIONS**

### **Exempt Staff**

Those employees who are not subject to the wage and hour requirements of the Fair Labor Standards Act (FLSA).

#### **Pastoral Staff**

All called and ordained ministers on staff at First Lutheran Church. These individuals may be under call or under contract.

#### **Professional Program Staff**

Members of the staff holding positions designated as responsible for the creation and implementation of program ministry such as music, youth, or social services programs. The job description of these positions will designate them as “professional program staff” and will define the required specialized credentials or training necessary for the job.

### **Non-Exempt Staff:**

Those employees who are subject to the wage and hour requirements of the Fair Labor Standards (FLSA).

#### **Administrative Staff**

Staff members holding positions responsible for managing the business or office administration of the church.

#### **Custodial/Maintenance Staff**

Staff members responsible for custodial and maintenance of the church property.

## **EMPLOYMENT PROCEDURES AND POLICIES**

The following procedures and policies apply to all individuals who are employed by First Lutheran Church. These procedures and policies are meant to provide guidelines which will assist staff in working together.

### ***Beginning Your Employment***

#### **Pastoral Staff**

Pastoral staff shall be called in accordance with Article IX of the First Lutheran Church Constitution and Part IV of the Bylaws, and the general terms of the “Letter of Call” of the ELCA.

A recommendation will be made by the Call Committee to the Congregation at a Special Congregational meeting to issue a letter of call to a member being considered for a pastoral staff position. The Congregation authorizes the Congregation Council President to present a Letter of Call, setting forth: starting date of employment, salary, benefits, and a position description outlining primary responsibilities and accountabilities.

### **Non-Pastoral Staff**

A recommendation will be made by the Staff Relation's Committee to the Congregation Council to issue a letter of employment to an individual being considered for a non-pastoral staff position. The Congregation Council or the Executive Committee will authorize the Congregation Council President or the Senior Pastor, as appropriate to present a Letter of Employment to the new employee, setting forth: starting date of employment, salary, benefits, and a position description outlining primary responsibilities and accountabilities.

### ***Position Description***

Every staff member shall receive a position description outlining his/her primary responsibilities prior to his/her employment date. The description should be reviewed annually.

### ***Personal Appearance***

First Lutheran Church, in most instances, does not try to establish specific rules and regulations regarding standards of dress. It is expected, however, that those individuals who work in the office and/or who have personal contact with other staff members or congregation members dress in an appropriate manner.

## **CONFIDENTIALITY**

Portions of an employee's work will require confidentiality. It is a necessity that this confidence be respected at all times, inside or outside the Church. This includes matters relating to pledges, contributions, communion attendance, personal matters, private visits with staff, etc. Requests for information from church agencies, civil authorities, and by signed releases shall be referred to the senior pastor or his/her designee.

Access to church computer systems is limited to staff or authorized individuals (for example, volunteers using the computer for church-related functions). Authorization for access to data in the church computer will be determined by the Administrative Assistant. Computer passwords shall be kept confidential. The Administrative Assistant or designated staff member shall have access to the passwords.

Personal data and information concerning members will be given only:

- To a staff member of the Church if it is related to his/her position,
- A volunteer needing only an address or telephone number to complete his/her task, or
- An individual identifying him/herself who requests an address for an explained purpose (such as sending a sympathy card for a death in the family).

Questions on this policy shall be directed to the Administrative Assistant or other staff members as designated by the Senior Pastor.

## **SEXUAL HARASSMENT POLICY**

It is the policy of this congregation to maintain a work place free of any form of sexual harassment or sexual intimidation. Any form of sexual harassment within the work place is unacceptable behavior and is subject to appropriate disciplinary action.

### ***Definition:***

Sexual harassment is defined as any unwelcome and unsolicited physical, verbal, electronic or visual sexual communications, advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoon, pictures, or drawings.

Unwelcome sexual advances (either verbal, electronic, or physical), requests for favors and other verbal, electronic, or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is either an explicit or implicit term or condition of employment. Submission to or rejection of the conduct is used as a basis for making employment decisions or other personnel decisions affecting the recipient of the conduct.

The conduct has the purpose or effect of interfering with an individual's work performance or creating intimidating, hostile, or offensive work environment.

Sexual harassment does not refer to occasional compliments of socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive to the recipient or a third party, that debilitates morale, and that, therefore, interferes with work effectiveness.

### ***Reporting of Sexual Harassment***

An employee who believes there has been a violation of the Sexual Harassment Policy has the right and responsibility to report the perceived violation as soon as possible, to a supervisor or if the offending party is the supervisor to the Chair of the Staff Relations Committee or designee. If the matter involves ordained staff then refer to the ELCA SD Synod office for direction.

If the matter cannot be resolved between the parties involved, the Staff Relations Committee will investigate all allegations promptly, objectively, and confidentially. A complainant has the right to invite a colleague to be present at proceedings regarding the complaint.

This church will take no adverse action against an employee who, in good faith complains of sexual harassment and will, to the extent possible, protect such employee against reprisal from other employees. Disciplinary action up to and including termination will be taken where it is determined that sexual harassment did occur.

This church recognizes that the question of whether a particular action or course of conduct constitutes sexual harassment requires a factual determination. This church recognizes also that false accusations of sexual harassment can cause serious harm to innocent persons. Therefore, a thorough investigation will be conducted in each case by the Chair of the Staff Relations Committee and reported to the Staff Relations Committee who will make a recommendation to the Church Council. Malicious accusations will be subject to disciplinary action up to and including termination.

## **GENERAL INFORMATION**

### Information Retained in Personnel File

- Resume/Mobility Form
- Formal application
- References
- Criminal Background Check
- Letter of Employment/Letter of Call
- I-9 form (name, address, phone, SS#, emergency phone, spouse/relative, salary, title, hire/review date)
- Copy of W-4
- Photo of drivers License
- Copy of green card
- Employee Handbook Policy Manual signature page
- Performance Appraisal/Job Description
- Written corrective action
- Any other documents relating to the employee's status

Personnel records of each staff member will be kept on file by the Senior Pastor, or his/her designee and kept confidential. Included will be those items listed with any recommendations and letters of written warning for serious infractions of established policies of First Lutheran Church.

It is the responsibility of each staff member to inform First Lutheran Church of incorrect information with regard to employment, compensation, or benefits. It is also the employee's responsibility to inform First Lutheran of changes in information including address, telephone, email address, marital status, number of dependents, and name and telephone number of persons to contact in the event of an emergency.

## **ACCOUNTABILITY AND PERFORMANCE APPRAISALS**

Each new full-time employee will be reviewed at the end of their initial 90-day period. Following the initial review, each employee will be reviewed annually.

### Senior Pastor

The senior pastor of First Lutheran is ultimately responsible to the congregation via the issuance of a Letter of Call. The Senior Pastor is accountable to the Church Council. The Congregation is the only body that can rescind a Letter of Call, by a two-thirds majority vote of the voting members present, or simple majority vote of the voting members present where the bishop recommended termination of the call. The Staff Relations Committee will be responsible for ensuring and conducting performance reviews of the Senior Pastor of First Lutheran Church. Recommending the rescinding of a Letter of Call will be submitted by the Staff Relations Committee to the Church Council for their action.

### Associate Pastor

The Associate Pastor is accountable to the Senior Pastor and the Church Council, who through the Staff Relations Committee will be responsible for ensuring and conducting his/her performance review. Recommendations for improvement will be submitted to the Staff Relations Committee for their review and recommendations. Recommending the rescinding of a Letter of Employment will be submitted by the Staff Relations Committee to the Church Council for their action. The Congregation is the only body that can rescind a Letter of Call, by a two-thirds majority vote of the voting members present, or simple majority vote of the voting members present where the bishop recommended termination of the call.

### Professional Program Staff

Professional Program Staff are accountable to either the Senior Pastor or Associate Pastor per the church organization chart. The supervising pastor, with the Staff Relations Committee, will be responsible for ensuring and conducting performance reviews of those they supervise. Recommendations for improvement will be submitted to the Staff Relations Committee for their review and recommendations. Recommending the rescinding of a Letter of Employment will be submitted by the Staff Relations Committee to the Church Council for their action.

### Hourly Employees

Employees who are paid on an hourly basis and perform administrative, custodial, maintenance or other duties which are not supervisory in nature are accountable to the Senior Pastor for carrying out their daily responsibilities. Performance reviews for individuals who work in the church office, Sunday School, or other administrative functions of First Lutheran will be conducted by the Senior Pastor and the Staff Relations Committee.

Performance reviews for individuals who work in the custodial or maintenance areas of the church will be conducted by the Senior Pastor, Staff Relations Committee, and two members of the Properties Committee whom also serve on the Board of Trustees. Recommendations for dismissal will be made to the Staff Relations Committee who will make their recommendation to the Church Council for their action.

## **CORRECTIVE ACTION**

The appropriate supervisor will inform an employee when behavior and performance do not meet expectations. Staff members not meeting expectations will be placed on a written plan of action with an opportunity to improve within a specific time frame. The following steps will be used in this process:

- Initial. Verbal notification that corrective action or a change in behavior is needed. Appropriate supervisor will document this action for his/her records.
- 30 days. Written notification that the problem has continued, and that corrective action or change in behavior, is still needed and expected. The Congregation Council President will receive a copy of this written notification.
- 60 days. Final written notification that immediate correction is necessary in order to continue employment with First Lutheran Church. The Congregation Council President will receive a copy of this written notification.
- Recommendation to the Church Council that the employee be dismissed for cause will be made by the Staff Relations Committee.

Copies of written warnings will be kept in the supervisor's personal file and in the employee's permanent file. While on written corrective action, employees are not eligible for salary increases until the next positive performance review from the supervisor and the Staff Relations Committee.

## **TERMINATION**

First Lutheran Church may terminate employment of pastoral staff in accordance with the Constitution of First Lutheran Church, Article IX.

All non-pastoral employees of First Lutheran Church may be terminated at any time.

Termination shall be effective as of the time notice given and no payment will be made except for time worked since the last pay period. The Staff Relations Committee may recommend to the Church Council that payment be denied for unused annual leave if circumstances warrant.

First Lutheran Church reserves the right to execute reduction in force or reassignment of duties as circumstances warrant.

Upon termination, all First Lutheran property will be turned over to the Senior Pastor/designee immediately.

## **RESIGNATION**

Voluntary resignation by members of the pastoral staff shall be in keeping with the First Lutheran Church's Bylaws, Part IV.

Voluntary resignation by other professional program staff should give 30-day advance written notice to be given to the Senior Pastor. On the employee's last day of employment, the employee is to return all First Lutheran property to the Senior Pastor or his/her designee immediately.

Voluntary resignation by non-pastoral staff should give two weeks written notice to the Senior Pastor.

## **OUTSIDE EMPLOYMENT**

Any outside employment must not interfere with his/her employment at First Lutheran Church, reflect unfavorably on the Church, or result in a real, potential, or perceived conflict of interest.

Full-time pastoral staff of First Lutheran Church may not be employed outside of First Lutheran except in those situations that are related to their call as a pastor or professional lay person, e.g., chaplaincy at nursing homes, hospitals, and similar situations, with approval of the Staff Relations Committee.

Honoraria for weddings and funerals are not considered paid employment outside First Lutheran.

Fulltime Professional Program Staff may not take a paying job outside the church without prior approval of the Staff Relations Committee.

## **GRIEVANCE PROCEDURE**

Situations may arise in a work area or in a supervisory-subordinate relationship where the employee feels a situation has not been handled equitably. A grievance procedure has been established to be used without fear of retaliation. The employee is encouraged to take suggestions or complaints to the immediate supervisor or the Senior Pastor or his/her designee.

If the problem is not resolved after discussion with the Senior Pastor or his/her designee, or if the employee thinks a discussion with either the Senior Pastor or his/her designee is inappropriate, or if the grievance involves the immediate supervisor the employee is then encouraged to submit the grievance in writing to the Staff Relations Committee. An Employee Grievance Form is available in the main office. An investigation will be conducted and the facts considered by the Staff Relations Committee. A response shall be provided to the employee within 10 working days of the submitted grievance.

If the employee is not satisfied with the written decision of the Staff Relations Committee, the grievance shall be submitted in writing to the Congregation Council President or his/her designee within 3 days.

The Congregation Council shall investigate and render a written decision within 10 working days. Thereafter the decision will be confidentially distributed to the employee, the involved party and the senior pastor. The decision of the Congregation Council is final.

## **WORKING HOURS**

Employees are to organize their work schedules within the limits of specified hours, subject to the approval of the Senior Pastor or designee. For non-exempt employees, time worked will normally be an eight hour period between the hours of 8:00am and 5:00pm, Monday through Friday.

An unpaid lunch period of one hour in length may be taken, but is not considered as time worked; therefore, this time is in addition to an employee's eight-hour work schedule. A paid, 15 minute rest break may be taken by non-exempt employees each morning and afternoon, and is considered as time worked. Lunch and break periods for employees will be planned to provide for the well-being of the staff and the effective operations of the office.

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

## **COMPENSATION**

The following guidelines relate to the compensation of individuals who are employed by First Lutheran Church.

### Wages

Wages and salary for all staff of First Lutheran Church are recommended by the Budget Committee to the Board of Trustees.

### Automobile Expense Reimbursement

Mileage is available if any pastoral staff member or professional program staff member uses his/her vehicle for church business.

### Housing Allowance

Housing for ordained pastor(s) will be provided either through a housing allowance or by the provision of a parsonage.

### Moving Allowance

Shall be available for incoming pastors at the discretion of the Staff Relations Committee's recommendation to the Board of Trustees for approval.

### Pay Periods

Staff is paid on a bi-weekly basis.

## Overtime

- Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions.
- Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt regular hourly rate of pay.
- Time off for annual leave, sick leave, holidays, or any leave of absence will not be considered hours worked when calculating overtime.
- Overtime work requires prior authorization from the Senior Pastor, Congregation Council President or designee. An employee who works overtime without authorization will be subject to discipline. If for any reason the employee is unable to obtain approval of overtime prior to working overtime, he/she is required to immediately bring overtime work to the attention of the Senior Pastor or the Congregation Council President or their designee.

## **TIME CLOCK**

Employees of First Lutheran Church who are subject to overtime provisions of the Fair Labor Standards Act (FLSA) are required to clock in on the time clock, maintained in the church office.

1. Non-exempt employees: Administrative Assistants, Custodian, and Sunday School Superintendent.
2. Every employee is responsible for the complete and accurate reporting of his/her time.
3. Employees are not permitted to clock in or out for any other employee.
4. Employees are paid for time worked to the nearest minute and are not permitted to clock in prior to the beginning of the employee's work schedule or after the end of the scheduled day. Early or late clock-ins/outs from the assigned work schedule must be justified and approved by the Senior Pastor or Congregation Council President or their designee.
5. Lunch breaks for non-exempt staff are intended to be 60 minutes in length. It is required that the employee be relieved from duty and take the meal break away from their immediate work area. All non-exempt employees are required to punch in and out for lunch breaks.
6. Two (2) rest breaks are allowed per day for a maximum of 15 minutes each and are exempt from time clock documentation.
7. Any non-exempt staff that receive phone calls at home, or makes phone calls from home, pertaining to their jobs, shall keep a log of the duration of these calls the total of which is rounded to the nearest 15 minute. This log is to be submitted with their time cards in the pay period they were received or made.

8. All approved overtime will have the initials of the Senior Pastor or the Congregation Council President or their designee by the day and time worked on the employee's time card prior to the end of the work week for that pay period.
9. Time card entries that require a change must be initialed by the employee and the Senior Pastor or Congregation Council President or their designee.
10. Falsification of a time card is subject to corrective action up to and including termination of employment.
11. An employee is expected to report to work at her/his scheduled starting time and to remain at work until her/his scheduled quitting time. Failure to comply is subject to corrective action.
12. If an employee "forgets" to punch in or out, a progressive discipline for missed punches may apply up to and including termination of employment.

## **PERSONNEL BENEFITS**

Section A. Personnel Benefits outlined in this section will apply to full-time staff members with exceptions as noted.

### ***Medical and Pension Coverage***

Medical/Dental, pension, disability, and survivor benefits are available for full-time pastoral and Professional Program staff through the ELCA Pension and Medical Plan.

### ***Time Away from Work***

All absences from work, whether planned or emergency, shall be coordinated with the Senior Pastor or Congregation Council President before the absence occurs. An absence of three days without proper notification and communication from the employee as to the reason for the absence will be cause for dismissal.

## ***Annual Leave***

All annual leave must be scheduled with and is granted at the discretion of the Senior Pastor or designee. A completed vacation/sick leave form must be forwarded to the Senior Pastor or designee for approval prior to taking leave. The individual employee's preferred leave dates should be respected unless the requested time interferes with the work schedules of the church.

### Non-exempt Accrual:

1st year:	5 days (1 wk) -- accrue at 0.416 days per month
2 to 5 years:	10 days (2 wks) – accrue at 0.833 days per month
6 years and over:	15 days (3 wks) – accrue at 1.25 days per month

### Exempt Accrual:

Pastor Staff	
≤ 4 yrs experience	20 days, including up to 4 Sundays -- accrue at 1.67 days/month
> 4 yrs experience	25 days, including up to 5 Sundays -- accrue at 2.08 days/month
Professional Program Staff	
≤ 4 yrs experience	10 days (2 wks) – accrue at 0.833 days/month
> 4 yrs experience	15 days (3 wks) – accrue at 1.25 days/month

During the first year and upon satisfactory completion of the introductory period of employment, the employee is eligible to receive leave according to the above schedule, pro-rated from the date of hire. In subsequent years, while the leave allotment (i.e. the amount of leave an employee is eligible to accrue per year) is provided for the employee's use at the beginning of the year, leave days accrue on a pro-rated basis (see schedule above for non-exempt and exempt monthly accrual rates). Part-time employees are not eligible for annual leave.

All annual leave shall be taken in the year earned. Upon termination or resignation, employees will receive payment for any accrued, unused annual leave. Any annual leave taken before the leave days are accrued will be deducted from the employee's final paycheck.

The Staff Relations Committee must approve any exceptions to this policy.

## ***Sick Leave***

Sick leave will be allowed for full-time staff. Sick leave with full pay shall be accumulated at the rate of one working day for each month worked, commencing on the first day of employment. Accumulated sick leave may be used during the introductory period.

Absence due to illness of more than five consecutive working days may require that the staff member furnish a physician's statement to the Senior Pastor or Congregation Council President.

Sick leave accrues one day per month accumulative to 60 working days. Staff members will not be paid for accrued sick leave upon separation from employment. Full time, non-exempt staff may use sick leave in increments of one hour. Full time exempt staff may use sick leave in an increment of a scheduled working day.

### ***Jury Duty Leave***

Staff members of First Lutheran Church called upon to serve as a juror shall be paid their regular salary provided that First Lutheran Church receives the court fees for services. When services are not required for the entire day or for a partial day, the staff member will be expected to report to work. Exceptions to this rule may apply when extended service is required and will be addressed on an individual basis by the Staff Relations Committee.

### ***Leave of Absence for Family Care***

First Lutheran Church values the family and will allow for time away from work in situations involving the birth of a child, family emergencies, or death of a family member.

Leaves under this section may only be taken after six months of full-time employment. Leaves will be pro-rated for those under six months employment. Staff members who will be absent due to leave with pay are requested to provide the senior pastor or his/her designee with as much advance notice as possible.

### ***Maternity/Adoption Leave***

Up to six (6) weeks of paid leave is available to mothers immediately following the birth or adoption of a child. If the expectant mother's physician feels it is necessary for her to stop working prior to the anticipated delivery date, she will be permitted to use accrued sick leave for this purpose.

Time off, generally not to exceed one week, may be taken by new fathers. Employees are eligible to use vacation time for this purpose as arranged with the Senior Pastor. Leave request is to be approved by the Senior Pastor and the Staff Relations Committee.

### ***Family Illness***

In the event of an illness an employee may provide temporary care to a family member provided that the employee is the primary care provider for that family member. Accrued sick leave may be utilized for this purpose. Leave request is to be approved by the Senior Pastor and the Staff Relations Committee.

### ***Bereavement Leave***

Employees can take 3 working days bereavement leave with pay to attend the funeral or memorial service of an immediate family member within the state of South Dakota, or up to five days may be granted for cases involving extensive travel upon approval of the Senior Pastor.

Immediate family is defined as spouse, father/mother, brother/sister, son/daughter, relative-in-law (father/mother, brother/sister, son/daughter), grandparents, grandchildren, stepparents, stepchildren, and step-brother/step-sister.

Employees wishing to attend the funeral of other relatives or close family friends can arrange to use annual leave.

Employees who need additional time off following the death of relatives and have exhausted all annual leave can request unpaid leave if approved by the Staff Relations Committee.

### ***Paid Holidays***

All full-time staff is extended the benefit of 9 paid holidays to be taken during the calendar year from January 1st to December 31st.

New Year's Day	Memorial Day (Monday)	Thanksgiving Day
President's Day	Independence Day	Day after Thanksgiving
Easter Monday	Labor Day (Monday)	Christmas Day

Holidays which occur on Saturday will be observed on the preceding Friday. Holidays which occur on Sunday will be observed on the following Monday. Some staff services are essential on holidays and certain staff will be expected to work in those days. Those staff members who have to work holidays will then be granted a different day off, to be approved by the Senior Pastor or his/her designee.

### ***Synod, Regional and Church-wide Involvement***

Pastoral staff members who serve as officers or as members of committees and/or boards of the Synod, Region, or Church wide shall receive prior approval from the Staff Relations Committee prior to making this commitment. If approved, the Pastoral Staff member shall be allowed time to fulfill the responsibilities of such a position without loss of compensation or use of vacation time.

### ***Military Leave***

Staff members called to active duty with any branch of the United States armed forces will be granted an unpaid leave of absence. First Lutheran will abide by the provisions of the Uniformed Services Employment and Reemployment Act of 1994 regarding employment and benefit rights of employee in the service called to active duty.

Staff subject to Reserve or National Guard responsibilities will be granted unpaid leave to fulfill those obligations.

### ***Sabbatical Leave***

After a pastor has served First Lutheran Church for six years, sabbatical leave may be provided to permit participation in a longer program of continuing education. The pastor should be encouraged to take a one to three month sabbatical leave for study every six years without reduction in salary, with the approval of the Congregation Council.

Pastors who are given leave, but then resign their position within one year of completing their Sabbatical to accept other employment shall reimburse First Lutheran Church the compensation received during the Sabbatical.

### ***Workshops and Continuing Education Leave***

Pastoral staff members are expected to use continuing education time and financial allowance to stay current in theological studies and church issues through workshops, conferences, classes and independent studies.

Provision for time and for financial assistance related to “workshops and continuing education leave” is defined in the compensation document that accompanies the pastoral staff member’s letter of call.

Exempt staff members are invited to present proposals relative to such assistance at any time to the Senior Pastor. The senior pastor will present the request to the Staff Relations Committee for consideration and review on a case-by-case basis.

No staff shall approach any organization or member of First Lutheran for financial assistance to attend a workshop or continuing education without first receiving approval to do so from the Staff Relations Committee.

### ***Health Insurance Benefit***

Full time non-exempt employees will be offered a stipend in lieu of health insurance for the purchase of or costs related to health insurance coverage. This amount will be reviewed annually and the stipend recommended by the Budget Committee and Board of Trustees.

### ***Worker’s Compensation***

First Lutheran Church provides worker’s compensation insurance.

### ***Unemployment Insurance***

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

## **ACKNOWLEDGEMENT OF RECEIPT**

I, \_\_\_\_\_, have received a copy of the Personnel Policy Manual of First Lutheran Church, revised June 14, 2011. I have examined the contents and understand the meaning of the statements, policies, and procedures included in this Personnel Policy Manual.

I understand that neither this Personnel Policy Manual, this receipt, nor any verbal statement made in the course of my employment constitutes a contract. Rather, I understand that this personnel Policy Manual includes a general guidelines and policies that are intended to be followed, but which may be changed at any time by First Lutheran Church.

I understand that this personnel Policy Manual and any updates to it are the property of First Lutheran Church, and I agree that when employment with First Lutheran ends, I will return this Personnel Policy Manual to the Senior Pastor or Congregation Council President.

Signed \_\_\_\_\_ Date \_\_\_\_\_