



FIRST LUTHERAN CHURCH, GENESEO
Sharing Christ's Love

Personnel Policies and Procedures Handbook

First Lutheran Church
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This handbook contains the current personnel policies and practices of First Lutheran Church of Geneseo and is provided for the guidance of its employees. These policies and practices may be changed without notice. None of the policies or practices described in this handbook constitutes or should be relied on as a contractual obligation of First Lutheran Church to its employees or to any other persons. In addition, nothing in this handbook guarantees any specific term of employment or otherwise limits the right of First Lutheran Church or its employees to terminate their relationship at any time with or without reason or advance notice as stated in the employment-at-will policy.

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1. INTRODUCTION

Welcome to First Lutheran Church of Geneseo! As a member of our staff you have joined a welcoming community of people actively living our faith in Jesus Christ and fulfilling our mission of *Sharing Christ's Love*. In your role you will have the opportunity to collaborate, support, implement, and actively participate in a dynamic and caring congregation. Our worship services share uplifting messages that are relevant to today's world and offer an open and inviting atmosphere where adults and children are welcome and included. We offer many activities for people of all ages to learn about faith and experience God's love. Through our ministries, we actively participate and support the community of Geneseo, Illinois, as well as the Northern Illinois Synod and the Evangelical Lutheran Church in America to help meet local, national and global needs.

This Personnel and Policy Handbook was developed and maintained by the Church Personnel Committee, with approval from the First Lutheran Church Council. It is intended to serve as a guide for all staff, contract, and called members. Please read it carefully. It provides an overview of the church's expectations of its employees, as well as information about our policies, procedures, and benefits. While we have strived to address all the relevant information for employment, please understand it is not possible to anticipate every situation or detail every policy. As such, we encourage you to bring your questions to the Pastor as needed.

We hope you enjoy your employment with us and we look forward to your contributions to the church's ministry and mission of *Sharing Christ's Love*.

Note: If there is a conflict between the provisions, benefits and policies in this employee handbook and those outlined in the terms of a rostered staff member's call, the terms of the call shall prevail.

2. EMPLOYMENT

Equal Employment Opportunity: First Lutheran Church is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, layoff, recall, compensation and benefits, discipline, termination of employment, and educational, recreational, and social programs are administered without regard to race, color, sex, religion, national origin, ancestry, age, physical or mental disability or handicap of otherwise qualified individuals, or marital status or military status, or unfavorable discharge from military status.

First Lutheran Church complies with the Immigration Reform and Control Act of 1986, which requires all employees, hired since March 1, 1986 to prove authority to work in the United States of America within three days of beginning employment.

Employment-At-Will: All employees of First Lutheran Church are employees-at-will and, as such, are free to resign at any time with or without advance notice or reason. Similarly, First Lutheran Church may terminate the employment of any individual with or without advance notice or reason. This handbook is provided to employees of First Lutheran Church only so that they may be informed of current employment policies; it is not a contract or other legal guarantee that First Lutheran Church will continue any policy or practice described in it.

Employment Letter: To ensure mutual understanding of position title, rate of pay, starting date, supervision, and other pertinent conditions of employment, a letter of employment will be prepared for new employees and for subsequent changes in position. A job description, summarizing the duties and responsibilities of the position, will be included with the letter. Such letters of employment do not alter an employee's status as an at-will employee and the church reserves the right to update job descriptions as necessary.

Personnel Records: Each employee's status, performance evaluations, and other pertinent information is maintained in the employee personnel files. To help keep personnel records up-to-date, please notify the Pastor of any changes in your name, address, telephone number, marital status, dependent changes, etc. These changes will be noted in your file and shared only as needed with other staff members. Records are maintained in a manner to ensure confidentiality. If you wish to review your personnel file, please contact the Pastor.

Annual Performance Review and Development: The achievement of First Lutheran Church's ministry and mission depends significantly on the abilities and performance of its staff, not just as individuals but also in the way we interact and support each other and the members of the congregation. It is important that we work in a collaborative environment that includes (1) mutual trust, (2) employee empowerment in planning, organization and goal setting, (3) shared responsibility for self-management, (4) shared accountability for performance and (5) shared leadership.

Performing annual performance reviews and discussing staff training and development needs demonstrates the church's support of this collaborative environment and its commitment to cultivating the knowledge, skills and spiritual growth of all staff members. Reviews are conducted by the Pastor(s) as well as members of the Personnel Committee using the First Lutheran Church Employee Annual Review and Development form. Employees are assessed in five key factors:

- (1) Support of the Mission, Vision and Goals of First Lutheran
- (2) Job Knowledge, Skills and Initiative
- (3) Schedule, Budget and Cost Control
- (4) Interpersonal Skills and Teamwork
- (5) Professional and Spiritual Development

Also discussed in the review meeting are the employee's accomplishments, progress on goals, developing new spiritual and professional goals, and identifying training needs. Documentation of the performance evaluation is kept in the personnel file and available for review by the employee.

Reimbursable Expenses: Following are guidelines relating to the reimbursement of approved expenses:

- Authorized, budgeted professional expenses such as meeting fees, cost of meals, and related travel expense such as toll charges, etc., may be submitted for reimbursement.
- Use of a personal automobile for business purposes will be reimbursed at the current IRS allowed mileage rate. This rate is updated January 1st of each year.
- All requests for expense reimbursement of approved, budgeted expenditures must be summarized on the appropriate expense reimbursement request form. Receipts for all out of pocket expenditures must be attached to the request for reimbursement and provided within 30 days.
- All budgeted expenses related to continued education and conferences require the approval of the Pastor, and shall be reported to the Council.

- The Congregation Council must approve expense reimbursements that exceed budgeted amounts or for non-budgeted items, prior to the expenditure.

3. EMPLOYEE CLASSIFICATIONS

Position classifications are established to make distinctions in benefits and scheduling of hours. All positions are classified as either exempt or non-exempt under the provisions of the Fair Labor Standards Act.

- **Exempt Personnel:** These are salaried positions that are exempt from overtime pay as defined by the Fair Labor Standards Act. These employees are expected to work whatever additional hours are necessary in order to meet the responsibilities of the position. Occasionally, church events require greater than average hours per week. In these cases, pastors may approve time off benefits. Positions included under this classification are: Pastor, called positions, or lay staff positions designated by Church Council.
- **Non-exempt Personnel:** These positions are paid on an hourly basis and not exempt from overtime pay. All of these positions are compensated for overtime. All overtime work must be approved by the Pastor before it occurs in order to qualify for overtime pay. Overtime will be paid at 1 1/2 times the regular hourly rate for hours worked over 40 hours in a work week.

Positions are further classified as full-time or part-time.

- **Full-time:** Full-time positions are scheduled to work 36 -40 hours per week depending on responsibilities. These hours may include evenings and weekends. Employees in these positions may be eligible for benefits, including applicable paid time-off benefits such as holidays and Paid-Time-Off (PTO).
- **Part-time:** Part-Time Employees work an average thirty (30) hours or less each work week. Part-time employees are entitled to Paid Time Off (PTO).

4. WORKING HOURS & TIME OFF

Workweek: For payroll purposes, the workweek falls within the seven-day period that begins Sunday and ends the following Saturday. However, each position has different criteria as it relates to a workweek at the church. For example, some positions require employees to be in the office during established office hours, while other positions require employees to attend nightly events, weekend activities and worship services. For definition, please refer to your job description or discuss with the Pastor.

If it becomes necessary for non-exempt employees to work overtime, the Pastor must approve that overtime work in advance. For regular employees, official office closings such as holidays, jury duty, and shutdowns because of inclement weather will be considered hours worked for overtime purposes. In addition, PTO and other paid leave will also be considered hours worked.

Inability to Work: Please adhere to the following guidelines as it relates to an employee's inability to work due to illness, injury, or family emergencies.

- If you will be late reporting for work or absent for the entire day, you are required to notify the office as soon as possible (at least 30 minutes prior to start time) so that appropriate action may be taken to cover your work during the absence.
- If you become ill at work or need to leave the office for family emergency, please notify the Pastor or, if not available, another staff member.

- If an employee is injured while at work, the Pastor or Council President must be notified within 24 hours of the incident.
- Extended Leave of Absence must be discussed with Pastor and approved by Council.
- If you are unable to work because of illness, injury, or other medical conditions; or family emergency, the employee's PTO balance will be charged and recorded on your timesheet. If no PTO time is available, timesheet must reflect that time is unpaid.
- If the employee is enrolled in the ELCA Board of Pensions Disability Income program, salary continuation and benefit continuation will be coordinated with the disability policy. This will be done on a case-by-case basis under the direct supervision of the Cabinet or the Congregational Council.

Holidays: Annually, First Lutheran Church provides regular full-time employees (36– 40 hours) and regular part-time employees (at least 30 hours weekly) with the following paid holidays:

- New Year's Day
- Independence Day
- Christmas Day
- Monday after Easter
- Labor Day
- December 26
- Memorial Day
- Thanksgiving Day

The First Lutheran facility will be closed on all scheduled holidays except for services and scheduled activities. If a staff's assignment falls on a holiday, an employee may observe that holiday on another day when approved in advance by the Pastor. If a holiday falls on a Friday, Saturday, or Sunday, the church office may be closed on the following Monday to allow staff to observe the holiday.

Paid Time Off (PTO): Paid time off (PTO) is a policy that provides qualified employees with a bank of hours to use as needed or desired for sick days, vacation days, and personal days. The First Lutheran Church annual PTO policy is recorded based on the calendar year. Unless a carry-over is approved by the Pastor, all PTO must be scheduled and taken within the calendar year or be forfeited. Approved carry-over cannot exceed one week (5 days).

All part-time and full-time employees whose positions require at least 30 hours a week are eligible for PTO. New employees are eligible for PTO immediately as outlined in the table below. The following allotments are based on employee tenure at the anniversary date of employment:

Tenure	PTO
First Day of Employment - 1 Year Anniversary	One Week's Salary
1 Year - 5 Year Anniversary	Two Weeks' Salary
5 Years - 10 Year Anniversary	Three Weeks' Salary
10 Years +	Four Weeks' Salary

Additional PTO policy standards:

- For non-exempt employees, PTO should be taken in 2 hour increments and must be tracked on timesheets.
- Paid holidays within the employee's scheduled PTO days off will not be charged against PTO allowance, but to holiday pay.
- Whenever possible, PTO should be scheduled and approved in advance. PTO requests are approved on a first come, first serve-basis, and only if the time off will not interfere with the normal operations of the church.

- Upon termination of employment, full-time employees will receive payment for unused balance of PTO.

Bereavement Leave: An employee may be granted up to three consecutive calendar days off with pay if a death occurs in the immediate family. An additional two consecutive calendar days may be given when distance travel is required. Individuals considered immediate family members are spouse, mother, father, sister, brother, child, grandparent, grandchild, mother-in-law, father-in-law, stepmother, stepfather, stepchild, brother-in-law, sister-in-law, daughter-in-law and son-in-law.

Time-off for the funeral of any other family member, friend, or acquaintance is charged to the employee's PTO balance. If no PTO is available, time may be taken without pay with approval from the Pastor.

Sabbatical Leave: Full-time ordained staff is eligible for a two-month sabbatical after each four years of ministry at First Lutheran Church. The timing of sabbatical should be approved 6 months prior by Cabinet and Council. Full-time lay Program Staff are eligible for a one-month sabbatical after each four years of ministry at First Lutheran Church. Conferences and continuing education time will not be used in the year of a sabbatical.

Time for sabbatical shall not be cumulative. Requests for sabbatical studies shall be made in writing to the Pastor and approved by the Council. Sabbatical studies request will include a statement of objectives, dates, and other details. A written report of the sabbatical experience and its impact on First Lutheran Church will be submitted to the Council within thirty days of leave completion. No payment is made for accrued educational leave or sabbatical studies upon termination of employment.

Jury Duty and Subpoena Compliance: Service on a jury or responding when subpoenaed as a witness are important civic responsibilities, and employees will be released to attend and paid their normal salary less payment received for jury duty. If court is not in session or if the employee is not required to report to court on any working day during the period of service, the employee is expected to come to work. At the end of the period, the employee must provide a "Certification of Service" issued by the court to the Pastor.

Other Paid Leave: There may be circumstances, such as Parental Leave, Military Leave or Volunteer Emergency Responder situations where the employee could be granted paid or non-paid administrative leave for a limited period of time. These decisions will be made and details approved on a situational basis by the Pastor and Church Council.

5. COMPENSATION & BENEFITS

Pay Periods: Employees are paid twice monthly for periods beginning the first day of the month through the 15th day and beginning the 16th day through the last day of the month. Exempt employees are paid at the rate of 1/24th of the annual salary for each pay period. Non-Exempt hourly employees are paid for hours worked and recorded on their timesheets. The necessary semimonthly deductions for taxes, insurance enrollments, etc., are withheld from each paycheck. Paychecks are electronically deposited into the employees designated bank account on the 15th and last day of the month. If a normal payday should fall on a weekend or a holiday, checks will be deposited on the working day preceding.

Timesheets: Timesheets are to be completed by all hourly employees on a daily basis. It is the employee's responsibility to have their timesheet approved by Pastor and turned into the church accountant for payment. If the Pastor is absent, the timesheet may be turned in to the church accountant and then submitted to Pastor upon return for approval. Timesheets are to be turned in on the day required by the accountant.

Wage and Salary Reviews: First Lutheran Church endeavors to adequately and fairly compensate employees for the value of their work. To the extent permitted by budgetary and funding constraints, the church strives to adhere to the compensation guidelines outlined by ELCA for called positions and pay the current market value for staff positions based on the skills, knowledge, and behaviors required.

During the annual budgeting process, the Pastors and Personnel Committee evaluate employees' pay compared with performance and compensation guidelines/market value. Pay adjustments are not guaranteed as most often they are driven by the church's financial resources. All adjustments require the approval of Church Council with recommendations and documentation provided by Pastors and Personnel Committee.

Training and Educational Opportunities: First Lutheran Church supports the continued growth and development of its employees through training and educational opportunities. These opportunities are based on the need to enhance the work of the church, meet the objectives of the church's vision, mission and operations, develop the skills of the employee, and/or to meet necessary requirements or certifications of the positions. Specific training and educational needs are identified during the employee's Annual Performance Review and Development meeting and allocated as budget allows. All training and educational expenses must be approved by Pastor and Council in advance of payment and registration. Please refer to the First Lutheran Church Lay Staff and Rostered Leader Ministry Development form approved by Council December, 2015.

Employee Benefits Program: First Lutheran Church pays the cost of unemployment compensation and workers' compensation insurances; shares the cost of Social Security; and where applicable, pays the entire cost of state mandated temporary disability benefits. First Lutheran Church also offers the benefit programs provided by the Evangelical Lutheran Church Board of Pensions to all employees under call contracts.

6. PERFORMANCE & BEHAVIOR EXPECTATIONS

General Rules and Regulations: As an employee of First Lutheran Church you represent our ministry in all aspects of your life - at work, home, and in public. As such, you are expected to conduct yourself in a professional, caring and ethical manner and to comply with specific regulations established for the benefit, protection, and fair treatment of all employees. We encourage you to set a positive example to others and strive toward living a life that supports your belief in God and the church's vision and mission.

The following list is representative, but not all-inclusive, of expected or prohibited conduct by employees of the Church. Any violation of this policy (or any others contained in this handbook) or other forms of inappropriate conduct may result in disciplinary action, up to and including discharge.

Safety: Every employee is responsible and accountable for working safely, preventing workplace incidents and encouraging safe and environmentally responsible behavior by all employees.

Confidentiality: Employees may have access to highly sensitive and confidential information. All employees must pledge their best efforts and diligence to protect such information. It is expected that at no time will an employee disclose, directly or indirectly, confidential or proprietary information of the church and its members. Questions regarding the confidential nature of any information should be discussed with the Pastor before its release.

Personal Appearance: First Lutheran Church employees are the most vital and visible part of our ministry and their personal appearance (dress, grooming and personal cleanliness) reflects on the employee and the church. 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 organization functions. In special circumstances dress will be according to the nature of the event and work that is being done.

Outside Work: If an employee works another job outside of church employment, the job cannot have an adverse effect on, or create conflict of interests with, the church as determined by the Pastor and Council. Outside work is not allowed to be performed during the employees stated times of job responsibility to the church or by using church resources.

Personal Visits: Children, family and friends are welcome to visit employees at the office for such purposes as lunch, a brief visit to a workstation, or for special occasions when invited. The hosting employee is responsible for the visitor(s) during this time and should remain sensitive to the ongoing operations to reduce disruption and confidentiality concerns in the workplace.

Safeguarding Property: Employees are responsible for safeguarding all property issued or otherwise made available to them by the church including computer hardware and software, keys, materials and documents. All incidents of theft or damage involving organizational or personal property should immediately be reported to the Pastor or Council President. On or before their last day of work, employees must return all property belonging to the church.

Social Media Usage: Using social media can be a helpful and rewarding way to stay connected with the community, family and friends, as well as share positive messages about our life and faith. All employees have a responsibility to conduct themselves in a positive manner, while supporting the mission of the

church and respecting their role in the church, members of congregation and other employees. The same guidelines found in this handbook apply to activities online. When posting on social media for personal or church purposes please adhere to these standards:

- Maintain confidentiality
- Follow all church policies and behavior expectations
- Be respectful
- Be honest and accurate
- Monitor comments and other activity posted to your page or tagged

Additional Prohibited Activities: The following behaviors are examples of previously stated or additional activities that are prohibited:

- Smoking on the church premises. First Lutheran Church is a non-smoking facility.
- Making false, vicious, disparaging, or malicious statements concerning another employee, First Lutheran Church, or its members.
- Defrauding and attempting to defraud First Lutheran Church, including the falsification of any Church records or reports or the falsification of employment applications and related documents.
- Possession of firearms, weapons, or explosives on Church premises or during church activities.
- Failure to cooperate with or giving false or misleading information in an official investigation.

Sexual and Other Unlawful Harassment: First Lutheran Church is in an environment free from discrimination and harassment, sexual or otherwise. First Lutheran Church has a policy of “zero tolerance” with respect to unlawful harassment. First Lutheran Church expressly prohibits any form of unlawful harassment based on race, color, religion, sex, gender, national origin, ancestry, age, marital status, physical or mental handicap, disability, military status or unfavorable discharge from military service by its employees, members, vendors, agents or other third parties. Improper and unlawful interference with the ability of First Lutheran Church’s employees to perform their expected job duties is not tolerated.

Certain types of conduct intended to be inoffensive social exchanges might be perceived as offensive and may be used as a basis for a harassment claim on any of the above grounds. Such conduct does not necessarily violate the law or this policy. Rather, employees should be aware that certain conduct holds the potential for supporting claims of harassment even though no offense was intended.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by an employee, supervisor, or individual doing business with First Lutheran Church when:

- (1) Submission to the conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or
- (2) Submission to or rejection of the conduct by an individual is used as the basis for employment decisions affecting that individual; or
- (3) The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance, creating an intimidating, hostile, or otherwise adversely affecting an individual’s employment opportunities.

Comments or conduct that might be perceived as sexually offensive are to be strictly avoided. Examples of conduct that might constitute sexual harassment include, but are not limited to:

- 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.

Substance Abuse: First Lutheran 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. Willful violation of this policy may result in disciplinary action, up to and including the possibility of termination.

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.

As a condition of employment, the employee will notify the Pastor or Council President of First Lutheran Church of any criminal drug statute conviction no later than five days after such a conviction. A “criminal drug statute” means a federal or nonfederal criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance. A “conviction” means a finding of guilt. Within 30 days of receiving such a notice, First Lutheran Church will take either or both of the following actions:

- Require the employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. Cost for assistance and/or rehabilitation will be assumed by the employee.
- Take appropriate personnel action against such employee, up to and including discharge from employment.

Use of Property and Electronic Systems: It is expected that First Lutheran Church’s information systems and other resources including the facilities, telephone system, voice-mail system, facsimile machines, duplicating machines, computer, network, e-mail, and Internet access be limited to what is needed to accomplish the employees job responsibilities and to support church’s operations. With permission from the Pastor, employees may use First Lutheran Church's property and electronic systems for occasional non-church purposes.

E-mail and other electronic communications are not private, and care must be taken to adhere to confidentiality and release of information that is proprietary in nature. Inappropriate or illegal use of the internet, facilities, or other electronic communications may result in disciplinary or legal action against the employee.

First Lutheran Church reserves the right, at any time and without notice, to inspect and search any of its property whenever there is a business need to do so. As such, employees should have no expectation of privacy when using the Church's resources, including information, files or other materials found in work areas, computers, email and phone systems.

Protecting God's Children: To help protect all children from accident or abuse while in First Lutheran's care, the church has implemented several policies and procedures for staff and volunteers including:

- Requiring documented reference checks and police criminal record checks for all salaried staff (lay and clergy) working, directly or indirectly, with youth. *Protect My Ministry* service is used for all background checks.
- Mandatory training in the ELCA's *Safeguarding God's Children* for all staff and volunteers who work with children/youth.
- All youth will have signed parental permission for involvement in any congregation sponsored programs or activities which involve an overnight stay or travel out of town.
- All adults, chaperones and supervisors for youth activities must be members of the congregation (for no less than six months) and approved in advance by the Pastor with the advice and consent of the appropriate staff member(s).
- Adult supervision must be maintained before and after any youth event until all children/youth are in the custody of their parents/guardians or have left the campus.
- To reduce the risk of abuse or the potential of false accusation, two adults (one of each gender, 21 years/older) must be present during any activity for all middle school and primary school youth event sponsored by the church. The Two Adult Rule is applicable, including high school youth, in all situations of home visits, out of town trips, and all overnight events.
- Staff members will only meet privately with any single individual when there are other individuals present in the general office area of the building.

7. COMPLAINT REPORTING & RESOLUTION

Open Door Policy: First Lutheran Church maintains an open-door policy at all levels to provide employees an avenue to report and resolve job-related issues. We believe that no complaint or problem should continue unresolved, or at least unattended. With the exception of serious offenses such as harassment, the following is a recommended approach for reporting and resolving workplace issues:

- (1) In the spirit of teamwork and collaboration, the employee should first try to address the issue directly with the person involved.
- (2) If no resolution can be achieved or if the employee is not comfortable addressing the situation directly, the Pastor should be consulted to take part in the solution.
- (3) If the employee feels the problem is with the Pastor, then the President of the Church Council should be contacted.

An employee who exercises the open-door policy in an appropriate manner will not be subject to adverse employment action because of the complaint.

Reports of Harassment: First Lutheran Church encourages every employee to report harassment, no matter how minor and no matter whether directed toward the employee or towards another, as soon as it occurs so that prompt action can be taken to prevent harassment. Any employee who feels victimized, or feels he or she has experienced any job-related harassment based on his or her race, color religion, sex gender, national origin, ancestry, age, marital status, physical or mental handicap, disability, military status, or unfavorable discharge from military service, or believes he or she has been treated in an unlawful, discriminatory manner, should immediately report the incident as follows so a thorough and prompt investigation can be arranged:

- (1) Report immediately to the First Lutheran Church Pastor. If Pastor is involved or unreachable;
- (2) Contact the President of the First Lutheran Congregational Council.

- (3) If complaint is directed against the Pastor, the Bishop of the Northern Illinois Synod is to be contacted.

Because of the sensitivity of harassment issues, First Lutheran Church will investigate all complaints of harassment or other violations of this policy promptly and thoroughly to determine whether improper conduct has occurred. All employees as a condition of employment are expected to cooperate fully with and assist First Lutheran Church in any investigation. The confidentiality of all complaints will be maintained to the extent possible while allowing First Lutheran Church to conduct a full and fair investigation. First Lutheran Church Council and the Pastor will take all reasonable steps during the investigation to protect the privacy of, and minimize suspicion toward, all parties concerned.

The complaining party will be informed of the results of the investigation once concluded. If First Lutheran Church determines that an employee has committed harassment, appropriate disciplinary action, up to and including discharge, will be taken. An employee who reports an alleged violation of this policy will not be subject to adverse employment action because of the complaint. First Lutheran Church prohibits any form of retaliation against its employees for filing a complaint under this policy or for assisting in a complaint investigation.

Suspension Policy: First Lutheran Church may suspend, rather than discharge, an employee if it concludes, at its discretion, that an investigation of an alleged infraction of work rules is necessary before final action is approved by Council. If First Lutheran Church concludes that suspension is warranted, salary will be suspended immediately.

8. EMPLOYEE STATEMENT & ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read and understand the practices, policies and benefits addressed in First Lutheran Church of Geneseo Personnel Policies and Procedure Handbook dated April 23, 2018, and agree to the stated terms and conditions.

I acknowledge that my employment is at-will, and that I or First Lutheran Church of Geneseo may end the relationship at any time, with or without notice.

Print Name

Signature of Employee

Date