

FIRST LUTHERAN CHURCH



First Lutheran Church

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“Sharing Christ’s Love”

PERSONNEL POLICIES

And

PROCEDURES HANDBOOK

Introductory Statement

This Personnel Policies and Procedures Handbook applies to all employees and is intended to provide guidelines and summary information about the church's personnel policies, procedures, benefits and rules of conduct. For the purpose of this handbook, the term employee includes any pastor with whom the church has a contractual relationship, such as a call.

It is important that you read, understand and become familiar with the handbook and comply with the standards that have been established. Please talk with your supervisor if you have any questions or need additional information. This handbook was developed under the Church Personnel Committee and in full agreement with the First Lutheran Church Council.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the church reserves the right to modify, supplement, rescind or revise any policy, benefit or provision from time to time, with or without notice, as it deems necessary or appropriate. The information in this handbook supersedes and replaces all previous personnel policies, procedures, benefits and rules of conduct either in written or oral forms.

If there is a conflict between the provisions, benefits and policies in this employee handbook and those set forth in the terms of an ordained staff member's call, the terms of the call shall prevail.

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PART 1: 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.

No supervisor, manager, or employee of First Lutheran Church, other than the Lead Pastor and the Cabinet of the Church Council, is authorized to promise or agree on behalf of First Lutheran Church to any limitation on an employee's right to resign or First Lutheran Church's right to terminate employment at any time with or without reason or advance notice.

If any employee believes for whatever reason (a) that she/he cannot freely resign from the employment with First Lutheran Church or (b) that First Lutheran Church may not, because of some written or oral statement, represents, or promise made to the employee, terminate employment without reason or advance notice, the Lead Pastor should be immediately informed. The failure to do so constitutes the employee's acknowledgment of and agreement to employment on the terms and conditions stated in this policy.

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. Such letters of employment do not alter an employee's status as an at-will employee.

TEAM BASED OPERATIONS

It is important that all members of First Lutheran's staff work in an innovative work environment relying on team work with all staff members. To achieve the church's objectives, the operation of the staff needs to include (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.

JOB DESCRIPTIONS

Employees are generally given a job description before they start to work. A job description summarizes the duties and responsibilities of the position and gives important information about the job. The employee should read and study the job description carefully and discuss any questions with the supervisor. The church reserves the right to revise and update job descriptions from time to time, as it deems necessary and appropriate.

EMPLOYEE CLASSIFICATIONS

Position classifications are established in order 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. Positions are further classified as full-time or part-time. Part-time positions fall in two categories: regular exempt and regular non-exempt. Following is a summary of the position classifications:

Full-time

These positions are generally scheduled to work an average of approximately 34 hours or more per week. These hours may include evenings and weekends. Employees in these positions are eligible for benefits, including applicable paid time-off benefits such as holidays, vacation, and sick leave. This category is further defined as:

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. Positions included under this classification include: Pastor and other call positions or positions designated by church council.

Non-exempt Personnel - These are positions paid on an hourly basis and are not exempt from overtime pay. All of these positions are compensated for overtime. All overtime work must be approved by an immediate supervisor before it occurs in order to qualify for overtime pay. Overtime will be paid at 1½ times the regular hourly rate for hours worked over forty (40) hours per week.

Part-time

Part-Time Employee - you are considered to be part-time employee if your average hours paid each workweek are less those thirty-four (34) hours. Part-time positions are not eligible for any paid benefits.

EMPLOYMENT OF MINORS

If you are not at least 16 years old, you are required by law to provide a valid work Permit, High School Diploma or Certificate of Proficiency, before you will be allowed to work. The employment of minors is restricted by the terms and conditions of the work permit, as well as the provisions of state and federal law.

EMPLOYMENT OF RELATIVES

Relatives of employees will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters.

WORKWEEK

For payroll purposes, the workweek falls within the seven-day period that begins Sunday and ends the following Saturday. Most regular employees work five days per week, 7 ½ hours per day, from 8:00 a.m. to 4:30 p.m., with an hour lunch period, which is scheduled by the supervisor so that the phones and services are covered at all times. In addition, a 15-minute morning and afternoon break will be permitted except on a rare occasion when required work must be completed. If a job requires a schedule that differs from the normal week, the supervisor will explain details. The Lead Pastor bases exempt employee workweek on assignment and work schedule approval.

If it becomes necessary for full-time non-exempt employees to work more than 40 hours in their normal workweek, the Lead Pastor must approve that overtime work in advance. Overtime pay at the rate of one and one-half times their regular hourly rate of pay will be paid. Paid overtime work may be done only on church premises or at an agreed upon temporary location. With agreement of Lead Pastor and employee concerned "Comp Time" may be awarded in place of overtime. 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, vacations and other paid leaves will also be considered hours worked.

If an employee is going to be late reporting for work or absent for the entire day, he or she is required to notify his or her supervisor. Employees must call within 15 minutes of their regular starting time so that appropriate action may be taken to cover their work during the absence.

NEW HIRES

The first 60 calendar days in a regular position are considered an initial evaluation period in which the employee is learning his or her job. During this time, the supervisor will observe work habits and appraise the quality of work to determine whether the employee is succeeding. During the initial evaluation period, the employee may enroll in the various insurance plans for which he/she may be eligible but will not be paid for any absences except those caused by a death in the immediate family, jury duty, or a holiday on which the office is closed.

If the employee's record is satisfactory, the employee will attain regular status, and the initial evaluation period will be included in the calculation of vacation and other benefits related to length of service. Attainment of regular status, however, in no way alters the at-will employment relationship between the employee and First Lutheran Church.

PERFORMANCE EVALUATIONS

In order for you to become acquainted with your new position and for your supervisor to be assured that you are suited to your new position, all new employees will have an initial performance review after the first six months after commencing work. Additional reviews may be conducted if performance warrants. Approximately one year after initial review(s), annual reviews will be conducted. The supervisor and Church Personnel Committee should also conduct an interim biennial review in addition to the annual performance appraisal conference.

The purpose of the performance evaluation is to let you know how you are doing. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement. You will have the opportunity to discuss your performance evaluation with your supervisor.

Although you should not wait for formal reviews to ask questions, this is a good time to ask questions and clarify important points. Performance evaluations help the church make important decisions about job placement, training and development, and pay increases.

Documentation of the performance evaluation is to be kept on file and available for review by the employee. Your signature on the review form will serve as notice that the review has taken place and not whether you agree or disagree with the contents. A satisfactory performance evaluation does not guarantee a salary increase.

WAGE AND SALARY REVIEWS

Employee salary reviews are to be held in conjunction with the employee annual performance evaluation. Merit increases may be granted on the basis of clear objective guidelines based on the performance evaluations or other criteria for each position. Salary increases may or may not be granted for each position to the extent that funds are available.

PROMOTIONS AND TRANSFERS

First Lutheran believes that, in many instances, staff positions can be filled through the promotion or transfer of a qualified individual within the organization.

To assure each employee the opportunity for advancement, vacancies in regular staff positions will be announced in the Congregational Newsletter. Employees may apply for any job that interests them and for which they feel qualified, provided they meet the tenure and classification requirements indicated in the announcement. Promoted or transferred employees will be evaluated in their new positions at the end of 30 calendar days.

RE-EMPLOYMENT

An employee who voluntarily terminates employment with First Lutheran Church may be reemployed provided he/she left in good standing.

PERSONNEL MEMO

The personnel memo is a tool to help the church communicate more effectively with employees. It may be used to compliment special efforts or results, or to advise, warn or otherwise discipline an employee for performance or conduct that is not acceptable. If you receive a personnel memo about unacceptable performance or conduct, you are encouraged to take advantage of the opportunity to improve, in order to avoid the need for further disciplinary action. All disciplinary memos' must be signed and dated in acknowledgement of receipt.

PERSONNEL RECORDS

Each employee's status and other pertinent information is maintained in the employee personnel files. To help keep personnel records up-to-date, please notify your supervisor of any changes in your name, address, telephone number, marital status, dependent changes, etc. Your supervisor will place a record of these changes in your file and share information, which may affect your benefit status as appropriate. Records are maintained in a manner to ensure confidentiality. If you wish to review your personnel file, please contact your supervisor.

PART 2: STANDARDS OF EXCELLENCE

OPEN-DOOR POLICY

It is the policy of First Lutheran Church to maintain an open-door policy at all management levels to assure employees an avenue through which job-related problems may be heard and resolved. Unless the complaint involves harassment in which case the procedure outlined in the Harassment policy should be followed by employees, all other types of problems should be discussed first with the immediate supervisor. If this is not possible or if the supervisor cannot resolve the problem, employees are free to approach the Lead Pastor.

This policy exists because we believe we are no better than the spirit and willingness of our employees to accomplish their jobs in the best manner possible. We believe that no complaint or problem should continue unresolved, or at least unattended. We also believe that, when necessary, an employee should be able to take his or her complaint or problem to whatever level of management she/he feels is necessary.

In most instances, the supervisor will be consulted and take part in the solution. If the employee believes that his/her staff leader for any reason cannot properly address a complaint, she/he is strongly urged and encouraged to contact the Lead Pastor. If the employee feels that the problem is with the Lead 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.

HARASSMENT

It is the policy of First Lutheran Church that every person is in an environment free from discrimination and harassment, sexual or otherwise. First Lutheran Church has therefore adopted 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:

- repeated offensive or unwelcome sexual flirtations, advances, or propositions;
- continual or repeated verbal abuse of a sexual nature or graphic verbal commentaries about an individual's body;
- sexually degrading words used to describe an individual;
- the display in the workplace of sexually suggestive objects or pictures, including via a computer or the internet;
- physical contact or touching such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, petting, hugging, pinching, or brushing against another's body;
- violating someone's personal space;
- subtle pressure for sexual activity;
- whistling;
- sex-oriented verbal kidding, teasing, comments or jokes;
- foul or obscene, lewd or off-color language;
- leering, staring, stalking;
- questions about one's sex life or experiences;
- offensive comments, jokes, innuendos, or other statements on the basis of one's protected characteristic, i.e. race, color, religion, sex, gender, national origin, ancestry, age, marital status, physical or mental handicap, disability, military status or unfavorable discharge from military service;
- treating someone differently because of their protected characteristic.

Investigation of Complaints

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 will take all reasonable steps during the investigation to protect the privacy of, and minimize suspicion toward, all parties concerned.

Complaint Procedure

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 promptly report the incident to his or her supervisor who will arrange for a thorough and prompt investigation. 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.

If the employee believes that his or her supervisor for any reason cannot properly address a complaint of this nature, or is not comfortable reporting the matter to a supervisor, he or she is strongly urged and encouraged to contact any of the following:

- First Lutheran Church Lead Pastor
- President of the First Lutheran Congregational Council
- If a complaint is directed against the Lead Pastor, the Bishop of the Northern Illinois Synod is to be contacted.

The complaining party will be informed of the results of the investigation once concluded and the nature of any disciplinary action taken. 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.

First Lutheran Church will endeavor to promptly investigate all complaints of harassment. While the Illinois Department of Human Rights and the Equal Employment Opportunity Commission both have deadlines for filing complaints, First Lutheran will investigate all complaints regardless of the timeliness. Employees should be aware that an investigation will be much easier to conduct when a complaint is filed immediately after the occurrence.

SUBSTANCE ABUSE

The unlawful manufacture, distribution, dispensation, possession of an illegal drug or abuse of OTC (over the counter) medications is prohibited in the First Lutheran Church workplace. First Lutheran Church also prohibits reporting to work or performing services for the Church while impaired by the use of a controlled substance and/or alcohol. Employees who violate this policy are subject to immediate discharge from employment.

As a condition of employment each employee will:

- Abide by the terms of this policy.
- Notify First Lutheran Church in writing 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, including a plea of nolo contendere, or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

First Lutheran Church will within 30 days of receiving such notice take either or both of the following actions:

- Require such 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 and not the responsibility of First Lutheran Church.
- Take appropriate personnel action against such employee, up to and including discharge from employment.

CONFIDENTIAL INFORMATION

In the course of performing their job duties, First Lutheran Church employees may have access to highly sensitive and confidential or proprietary business 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 First Lutheran Church, including, but not limited to: business and personnel policies, compensation and benefits data, financial information, mailing lists, telephone directories, or rosters or other biographical information, to an outside party or to another employee who has no need for the information. It is further expected that First Lutheran Church employees, who may have access to information that First Lutheran Church is legally required to publicly disclose, but whose responsibilities do not include the disclosure of such information, shall not disclose such information to an outside party or to another employee who has no need for the information.

Publications or documents prepared by an employee for any purpose other than in connection with his or her official duties for First Lutheran Church shall not include data obtained through his or her First Lutheran Church employment without the advance review and written approval of the Lead Pastor. Materials prepared in the course of performing official duties for First Lutheran Church remain the property of First Lutheran Church at all times. Such materials shall not under any circumstances be used for personal financial gain and may not be disclosed to any outside parties without the express prior written approval of the Lead Pastor.

An employee who terminates his or her employment with First Lutheran Church may not copy or subsequently use or disclose, directly or indirectly, any confidential or proprietary information acquired during his or her employment with First Lutheran Church.

If an employee has any questions regarding the confidential nature of any information, the employee must discuss the matter with the Lead Pastor before releasing such information.

Subpoenas or other formal requests for information about the business or activities of First Lutheran Church must immediately be directed to the Lead Pastor for review with legal counsel. Except as otherwise provided by law, employees may not respond to any such subpoenas or requests without express written authorization from legal counsel.

An employee who discloses confidential and/or proprietary information in violation of the policy will be subject to disciplinary action, up to and including termination of employment, even if the employee does not actually benefit from the disclosed information.

PREVENTION OF SEXUAL ABUSE

Team Approach/Two Adults (21 years or older)

This reduces the risk of sexual molestation and reduces the risk of false accusations of molestation.

Two adults (one of each gender) must be present during any activity for all middle school and/or primary school youth sponsored by the congregation. The Two Adult Rule (one of each gender) 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.

Parental Permission

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.

Screening Procedures of Volunteers

All adults, chaperons and supervisors for youth activities must be members of the congregation (for no less than six months) and approved in advance by the Lead Pastor with the advice and consent of the appropriate staff member(s). In the absence of the Lead Pastor the Congregational President will make the approvals.

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.

Selection and Screening of Staff

Carefully documented reference checks and police criminal record checks will be required for all salaried staff (lay and clergy) working, directly or indirectly, with youth. All workers with youth shall be made aware of behavioral parameters.

Facility Modifications

Windows in all classrooms are to remain unobstructed so that activities in each classroom can be observed.

CONFLICTS OF INTEREST

First Lutheran Church's policy on conflict of interest dictates that employees must always deal with those conducting business or hoping to conduct business with First Lutheran Church in a manner that excludes all consideration of personal advantage. This includes seeking or accepting gifts, payments, fees, services, privileges, or favors except as approved by the Congregation Council. Conducting business with any individual or entity in which an employee or member of the immediate family has an indirect or direct interest is also prohibited unless specifically approved by the Congregation Council.

PERSONAL APPEARANCE

First Lutheran Church employees are the most vital and visible part of our ministry. Their professional conduct and appearance reflect the quality image of the organization. Accordingly, employee attire, during working hours, is expected to reflect a businesslike, professional image. In special circumstance dress will be according to the nature of the event and work that is being done.

OUTSIDE ACTIVITIES

All employees are prohibited from engaging in outside employment, private business or other activities, which might have an adverse effect on, or create a conflict of interest with, the church as determined by Lead Pastor. In the absence of the Lead Pastor the congregational president will make the determination.

Furthermore, it is expected that all employee's will work at the church at the assigned times that correlate with the daily operations of the church. Because the expectation of the position and the responsibility of each staff member, as part of the team operations, no other job, activity or interest would be allowed within the stated times of job responsibility and activities.

GENERAL RULES AND REGULATIONS

Employees are expected to conduct themselves according to the principles and concepts found in the Mission and Vision Statements, and to comply with specific regulations established for the benefit, protection, and fair treatment of all employees.

The following types of conduct are prohibited. Any violation of this policy or other forms of inappropriate conduct may result in disciplinary action, up to and including discharge. Violations can also result in verbal warnings, disciplinary letters (written warnings), or suspension from employment. The type of discipline imposed may depend on the nature and severity of the conduct. Nothing in this policy alters the status of at-will employees.

The following list is representative, but not all-inclusive, of conduct that is prohibited by employees of the Church:

- Violation of drug-free workplace or substance abuse policies;
- Theft, misappropriation, or unauthorized removal of Church or another employee's property;
- Willful misuse, damage, or destruction of church or employee property;
- Physical violence, threats of violence, or provocation of violence, including assault and battery or insulting, abusive, obscene, or intimidating language;
- Defrauding or attempting to defraud First Lutheran Church, including falsification of any Church records or reports;
- Falsification of employment applications or documents submitted in connection with applications;
- Immoral or indecent conduct;
- Posting or writing on any internet public social networks that does not reflect high Christian morals, and that conducts themselves as not supporting the principles and concepts of the mission of the church and respect for their church position, members of church and staff.
- Failure to cooperate with or giving false or misleading information in an official investigation;
- Possession of firearms (that are not job-related), weapons, or explosives on Church premises or time;
- Willfully creating a safety or health hazard;
- Violation of the equal employment opportunity/harassment policies;
- Violation of the conflicts of interest/confidential information policies;
- Insubordination;
- Behavior that is disruptive and interferes with the smooth operation of the organization;
- Failure to submit a doctor's statement after an absence of seven consecutive calendar days or more due to illness or injury;
- Leaving the work area or premises without permission during working hours;
- Habitual or excessive absenteeism or tardiness;
- The consistent or regular use of sick time prior to or after week-ends, holidays or vacations;
- Unauthorized or unexcused absence;
- Loafing or sleeping on the job;
- Violation of the personal appearance and hygiene policy;

- Violation of the e-mail/Internet use policy;
- Failure to observe time limits for breaks and lunch periods;
- Violation of the no smoking policy;
- Personal use of telephones without supervisory approval; failure to pay tolls for personal calls;
- Use of company time for personal business;
- Making false, vicious, disparaging, or malicious statements concerning another employee, supervisors, or First Lutheran Church;
- Abuse of any leave policy;
- Horseplay or practical jokes that could cause personal injury or damage to Church or personal property, or disruption of Church business;
- Failure to adhere to the rules of operation and conduct established by First Lutheran Church, including, but not limited to, those employment policies that may be established from time to time;
- Any other conduct that may be inconsistent with the best interests of First Lutheran Church or its employees.

SUSPENSION POLICY

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

USE OF CHURCH RESOURCES AND PROPERTY, INCLUDING E-MAIL, INTERNET ACCESS, AND VOICE MAIL

First Lutheran Church's information systems and other technical resources, including: the telephone system, voice-mail system, facsimile machines, duplicating machines, computer network, modems, electronic mail (e-mail) system, and Internet access are to be used exclusively for the Church's business operations, except as provided in paragraph 4 below. All materials created, stored, transmitted, or received using the Church's technical resources are business records of First Lutheran Church. First Lutheran Church reserves the right, at all times and without notice, to review and monitor all such materials whenever, in First Lutheran Church's discretion, there is a business need to do so. Employees should not create, store, or transmit personal or non-Church business information, messages and they have no right of privacy as to any information, messages, or images created, stored, transmitted, or received via First Lutheran Church's technical resources.

Viewing, downloading, distributing, or sending obscene or non-business materials is strictly prohibited and will result in disciplinary action, up to and including termination. Policies regarding courtesy, solicitation, and harassment apply to the use of e-mail and voice mail. Any communication via e-mail or voice mail that may constitute verbal abuse, slander, or defamation or that may be considered offensive, harassing, vulgar, obscene, or threatening is strictly prohibited.

Similarly, all other property of First Lutheran Church (including work areas, desks and other office furnishings, file cabinets, storage facilities, and vehicles) is to be used exclusively for the Church's business operations, except as provided in the next paragraph. First Lutheran Church reserves the right, at all times and without notice, to inspect and search any of its property whenever, in the Church's discretion, there is a business need to do so. Employees have no right of privacy as to any information, files, or other materials found to be in or on First Lutheran Church's property.

Employees are permitted to use First Lutheran Church's technical resources and other property for occasional non-Church business purposes with permission from their direct supervisor. As stated in the foregoing paragraphs, however, employees have no right of privacy as to (1) any information, messages, or images created, stored, transmitted, or received via the Church's technical resources, or (2) any information, files, or other materials found to be in or on any property of First Lutheran Church.

PART 3: PAYROLL AND EXPENSES

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 at the rate of 1/24th of the annual salary for each pay period. The necessary semimonthly deductions for taxes, insurance enrollments, etc., are withheld from each paycheck.

Paychecks are delivered to a designated individual for distribution on the 15th and last day of the month. If a normal payday should fall on a weekend or a holiday, checks will be distributed on the working day preceding.

BUSINESS EXPENSE REIMBURSEMENT

- Professional Expense: Authorized professional expense such as meeting fees, cost of meals, and related travel expense such as toll charges, etc., may be submitted for reimbursement.
- Automobile Expense: Use of a personal automobile for business purposes will be reimbursed at the then current IRS allowed mileage rate. This will be noted and updated January 1st of each year.
- Reporting Requirements: All requests for expense reimbursement must be summarized on the appropriate expense reimbursement request form. Receipts for all out of pocket expenditure must be attached to the request for reimbursement.
- Approval: The Lead Pastor must approve expense reimbursement requests before payment. In the Lead Pastor's absence the Congregation President must approve expense reimbursement requests before payment. The Congregation President must review the reimbursement requests submitted by the Lead Pastor.

PART 4: TIME OFF

HOLIDAY OBSERVANCE

Annually, First Lutheran Church provides regular full time employees and regular part-time employees with paid holidays to observe:

- New Year's Day
- Monday after Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday After Thanksgiving
- Christmas Day (designated yearly)
- 1 Personal Day

The First Lutheran facility will be closed on all scheduled holidays except for services and activities. If a staff assignment falls on a holiday, an employee may observe that holiday on another day when approved in advance by the Lead Pastor.

VACATIONS

The First Lutheran Church vacation period is on an annual basis and recorded based on the calendar year. Vacation days will be calculated on a pro-rated basis each year to adjust for an employee's employment anniversary date. A new employee will be eligible for vacation days after six months employment. Vacation days for part-time employees are on a pro-rated basis. (Example: A 21 hour a week employee qualifies for 2.5 days vacation after six months.) Normally vacation must be scheduled and taken within the annual (12 month) period or be forfeited. The following allotments are based on employee tenure at the anniversary date of employment:

After six months employment	One Week-5 days
After one year employment	Two Weeks-10 days
After five years employment	Three Weeks-15 days
After ten years employment	Four Week-20 days

All vacation schedules are subject to the approval of the Lead Pastor. Extenuating circumstance may make it necessary to carry vacation time over to the following year. Upon written request in advance, the Lead Pastor may approve earned vacation time for use in the following year. The employee will be compensated for earned but unused vacation upon separation (if any). An announced holiday within an employee's scheduled vacation will not be charged against vacation allowance. Vacation request will be approved on a first come, first served basis, and only if the time off will not interfere with the normal business operations of the church. Full time employees will receive prorated vacation pay upon termination of employment. Upon concurrent agreement with Church Personnel Committee and the Church Council, additional paid vacation time may be rewarded as part of a benefit package of employment.

EDUCATIONAL LEAVE & SABBATICAL STUDIES

The Lead Pastor and the Church Personnel Committee shall approve all educational leaves and conference events in advance. (The expense shall not exceed the amount budgeted for education.)

Specific Terms of Educational Leave:

Ordained Pastoral Staff

Each Pastor shall be granted a personal education program of fourteen (14) days including two Sundays. Part or all of this time may be deferred to the following year in order to attend an educational program of longer duration than two weeks. The Lead Pastor and the Church Personnel Committee must approve such deferral.

Program Staff

Each member of the Program staff may request up to seven (7) days each calendar year for educational purposes. Part or all of this time may be deferred to the following year in order to attend an educational program of longer duration than one week. The Lead Pastor and Church Personnel Committee must approve such deferral.

Administrative Staff & Support Staff

Each full time member of the Administrative Staff may request educational enhancement time that is specific to his/her position. The Lead Pastor must approve such time.

Sabbatical Studies

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. 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 Lead Pastor and approved by the Church Personnel Committee. 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 Church Personnel Committee within thirty days of its completion.

No payment is made for accrued educational leave or sabbatical studies upon termination of employment.

INABILITY TO WORK BECAUSE OF ILLNESS OR INJURY

During a period in which an employee is unable to work because of illness, injury, or other medical condition, the employee will be entitled to salary and benefits as described under the sick leave policy. If an employee does not have any earned sick leave time, the employee's absence will be 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 of the Congregation Council.

REPORTING AFTER AN ILLNESS OR INJURY

An employee returning to work after an absence of five consecutive working days or more after an illness or injury must provide a doctor's written statement indicating that s/he is able to perform the essential duties of the job, with or without reasonable accommodation. The statement should be directed to the Lead Pastor.

MILITARY LEAVE & ACTIVE RESERVE OR NATIONAL GUARD MEMBERSHIP

Employees who are members of a National Guard or active reserve organization will be given time off to fulfill their annual/weekly training obligations. At the time vacations are being scheduled, the employee will be required to submit to his or her supervisor a written memo detailing the training dates during the coming year. An employee will not be required to use vacation time during these absences. Salary payment will reflect full salary less only those earnings derived from reserve duty or training for working days off from First Lutheran Church. In order to make any necessary salary adjustments, a legible copy of the military pay voucher reporting Social Security wages must be presented to the Lead Pastor upon return to work. However, an employee who voluntarily elects to use vacation time for a reserve or National Guard training period will be paid full salary without deduction of military earnings.

An employee who must report for a physical examination for induction into a branch of the regular armed forces of the United States or a reserve component will be given the day off with pay, and if ordered into active duty, will be granted a military leave of absence without pay. Upon a general or honorable discharge, s/he will be guaranteed reinstatement with First Lutheran Church, provided the conditions of eligibility are met as established by state and/or federal law, and absent changed circumstances or undue hardship shown by the employer under the law(s). To be eligible, the employee must serve no more than five years in a branch of the uniformed services. The time to reapply for returning to work depends on the duration of the employee's military service and is governed by the applicable law(s). For example, employees serving 1-30 days in a military service must report back to work by the beginning of the first regularly scheduled workday that would fall eight hours after the end of the calendar day. Employees serving 31-180 days must submit an application for reemployment no later than 90 days after completion of military service. For tenure purposes, military leaves will be considered continuous employment, provided application for reinstatement meets all eligibility requirements.

BEREAVEMENT LEAVE

An employee may be granted up to three days time off with pay if a death occurs in the immediate family. Such leave and its duration are at the discretion of the Lead Pastor. Those considered being immediate family members are:

Spouse	Mother	Father	Sister
Brother	Child	Grandparent	Grandchild
Stepmother	Stepfather	Stepchild	Mother-in-law
Father-in-law	Son-in-law	Sister-in-law	Brother-in-law
Daughter-in-law			

Time off for the funeral of any other family member, friend, or acquaintance must be charged to vacation time or personal days, or be at the employee's own expense.

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 and paid full salary (payment for jury duty will be deducted from salary) when summoned. If court is not in session or if the employee is not required to report for duty on any working day during the period of service, the employee is expected to report for work. At the end of the period, the employee must submit to the Lead Pastor the "Certification of Service" issued by the court.

VOLUNTEER FIREFIGHTERS AND RESCUE SQUAD MEMBERS

An employee who is a volunteer firefighter or member of a volunteer rescue squad and who has noted this community participation with the Lead Pastor may be excused during working hours, without loss of pay, to respond to an emergency if the request is made to the supervisor by the Fire Chief or the Captain of the rescue squad. An individual who is on such active duty for more than two hours between 1 a.m. and 8 a.m. may be excused from work the next day without loss of pay.

UNAUTHORIZED ABSENCES

Unauthorized or unexplained absences are inconsistent with First Lutheran Church policy. Employees are expected to obtain supervisors' approvals of all absences from their duties. Unavoidable deviations from schedules are to be reported. Any employee who is absent from their duties and whose whereabouts are unknown to the supervisor for three consecutive working days will be deemed to have quit his or her position voluntarily and without notice. Any and all unauthorized absences will be noted and subject to discipline as need.

ILLNESS WHILE AT WORK

If an employee becomes ill at work and wishes to leave the office, the immediate supervisor or the next person in authority must be notified. Sick time, if eligible, will be charged or time will be docked.

INJURY WHILE AT WORK

If an employee is injured while at work, the immediate supervisor or next person in authority is to be notified as soon as possible.

PART 5: BENEFITS

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. These options are described in the Board of Pensions Enrollment packet and on the Board of Pensions Internet site www.elcabop.org. All full time employees are eligible for benefits that are offered by First Lutheran Church of Geneseo.

EMPLOYEE GROUP INSURANCE PLANS **(If offered by First Lutheran Church, Geneseo)**

Full time employees will become eligible for enrollment in the a church supported group medical plan on the first day of the calendar month following the completion of 90 days of continuous full time employment. Premiums for the employee's coverage in the medical plan will be shared between the church and the employee. The church will pay 100% of the employee's premium. Dependent medical insurance coverage is available to a full time employee after the completion of 90 days of continuous employment at the expense to the employee. All employee contributions are by payroll deduction. Such deductions will be authorized by the employee in writing prior to deductions being made.

DISCLAIMER

This handbook contains the present personnel policies and practices of First Lutheran Church 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. See Employment-at-will policy.