



CHRISTIANIA LUTHERAN CHURCH PERSONNEL POLICIES MANUAL

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Christiania Lutheran Church in Lakeville, Minnesota is a member of the Evangelical Lutheran Church of America and the St. Paul Area Synod of Minnesota.

Welcome

We welcome you to the staff of Christiania Lutheran Church. We look forward to serving with you the mission of Jesus Christ while ministering to the members and families of our congregation.

Principles & Values

Christ Centered

We reflect the word of God in all our ministries which will be carried out through the fellowship of our community of Christian believers.

Worship

We have biblically based worship using liturgical services that make use of both traditional and contemporary music. We regularly receive the sacraments.

Missions & Outreach

We embrace the stewardship use of time and talents in serving local, national and global concerns. We encourage the empowerment of lay leadership at and beyond the congregation.

Life-long Education

We educate all ages in the principles and practices of Christian faith that are inherent in leading a fulfilled and faithful life of discipleship.

Hospitality

We want Christiania to be an inclusive community where all are welcome regardless of age, race, gender and creed, and where all members view themselves as witnesses for Christ.

Cross-Generational Ministry

We value the mixing of young and old members to nurture faith, share life and faith stories and serve alongside one another in Jesus name.

General Purpose: In order to establish a uniform system of personnel administration, Christiania Lutheran Church, in connection with the Christiania Lutheran Church Executive Council, has compiled the following personnel policy manual. This manual is intended to provide employees with an understanding of Christiania Lutheran's personnel policies. Employees are encouraged to familiarize yourself with its contents, as it will answer many questions concerning employment at Christiania Lutheran Church.

In order for us to have the necessary flexibility to respond to our rapidly changing work environment, we retain the option to change, revise or stop any of the policies or benefits described in this handbook at any time we feel it is necessary to do so.

If you have concerns related to this handbook, you are encouraged to discuss them with the senior pastor or member of the personnel committee. Please read carefully and retain for future reference.

Definitions:

Exempt Employees: Full-time Programatic Staff (Pastor, Worship Coordinator, CYF Leader). Exempt Employees are paid on a salary basis and reimbursed for expenses such as travel & continuing education.

Non-Exempt Employees: Support Staff (Office Manager, Custodian, Treasurer). Non-Exempt employees are entitled to overtime pay or compensation time. Overtime must be pre-approved by either the Executive Council or Senior Pastor. Non-Exempt Employees may request continuing education thru the Senior Pastor.

Responsibility: The Christiania Lutheran Church Executive Council is responsible for approving personnel objectives and issuing policy statements which apply to all employees at Christiania Lutheran Church. The senior pastor is responsible for the implementation and maintenance of these policies. The senior pastor, along with the personnel committee has the authority to interpret established personnel policies, or request clarification from the Executive Council/personnel committee as to the intent of the policy.

Applicability: The statement of policies and procedures applies to all persons employed by Christiania Lutheran Church.

Enforcement: The senior pastor is responsible for ensuring all employees are in compliance with the provisions contained herein as well as applying these procedures. Non-compliance is to be considered a severe infraction of the standards of employee conduct, and appropriate disciplinary measures will be the penalty for non-compliance.

Employing Authority: The senior pastor and the Executive Council have the authority to manage and discipline all employees. The Executive Council, in consultation with the senior pastor, has the sole authority to hire employees. Both report to the congregation.

Supervising Authority: Should the senior pastor be unavailable, the personnel committee shall fulfill the obligations for the senior pastor as they pertain to employees of Christiania Lutheran Church.

Conflict of Interest: Paid staff, including pastors, and close family members serving on the Christiania Lutheran Church Executive Council will be required to leave council meetings when certain personnel matters are discussed. Discussions pertaining to budget and pay rates of Christiania Lutheran Church staff are included in such personnel matters. Furthermore, they will not be allowed to vote on motions concerning personnel.

Open Door Policy: We are committed to promoting and practicing “open door” communication among all employees at Christiania Lutheran Church. We recognize that whenever a group of individuals works together there are bound to be some differences of opinion and problems that arise occasionally.

If you have a question, concern or problem related to your employment here, you are strongly encouraged to openly and honestly discuss the situation directly with the senior pastor or member of the personnel committee. We want and need your involvement and participation in problem solving. Nursing a concern in silence or discussing it with other employees who do not have the authority to deal with it can be very frustrating for both you and your supervisor. We cannot work toward correcting a problem we do not know about. Please discuss problems or concerns with your supervisor or the senior pastor as soon as they arise.

Employment “At Will”: The employment relationship that exists between Christiania Lutheran Church and each of its employees is “employment at will”. Under this relationship, any employee is free to end his or her employment with Christiania Lutheran Church at any time, for any reason, with or without prior notice. Likewise, Christiania Lutheran Church may, at any time, decide to end an individual’s employment with or without cause or prior notice, at its sole discretion. Neither this manual nor any other written or verbal communication by the senior pastor or members of the personnel committee or executive council is a contract of employment or promise of any kind by Christiania Lutheran Church. Only the Executive Council can make representations altering the “at will” relationship and such representations must be in writing, Christiania Lutheran Church reserves the right to terminate an individual’s employment at any time and for any reason. The pastor is not covered by this policy as he or she is employed by a letter of call.

Equal Employment Opportunity: Christiania Lutheran Church supports, and is committed to equal employment opportunity for all personnel. This means that Christiania Lutheran Church will make all employment decisions, including the decisions to hire, recruit, train or promote based on its determination of whether an individual has the required skill, ability, experience or any other qualifications to perform the essential job functions. As a church, Christiania Lutheran Church may consider religious factors in making personnel decisions. Christiania Lutheran Church does not discriminate against applicants or employees because of disability, race, creed, color, national origin, ancestry, age, gender, marital status, sexual orientation, liability or service in the Armed Forces of the United States, or any other category protected by applicable law. This policy applies to all terms and conditions of employment, including, but not limited to, recruiting, hiring, training, promoting, termination, leave of absence, compensation and benefits and all other personnel actions and conditions:

Harassment and Discrimination Policy and Complaint Procedure: Christiania Lutheran Church has zero tolerance for harassment and discrimination of any kind directed toward anyone associated with Christiania Lutheran Church, including but not limited to church members, community partners and employees.

Christiania Lutheran Church prohibits discrimination, mistreatment, and/or harassment of individuals based on disability, race, color, national origin, ancestry, age, gender, marital status, sexual orientation, liability for service in the armed forces of the United States, and any other category protected by applicable law.

Unlawful discrimination, mistreatment or harassment of anyone in any way associated with Christiania Lutheran Church is prohibited. Because Christiania Lutheran Church takes allegations of unlawful discrimination, mistreatment and harassment seriously, we will respond promptly to complaints of such behavior by conducting an investigation and, where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary.

Please note that while this policy sets forth our goals of promoting a workplace that is free of unlawful discrimination, misconduct and harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable; regardless of whether that conduct satisfies the definitions set forth in this policy.

- **Complaints of discrimination, mistreatment or harassment:** If anyone complains to you, or you believe you have been subject to, or witnessed unlawful discrimination, mistreatment or harassment in the workplace, you must immediately contact the senior pastor and/or personnel committee member and advise him/her of the situation so that, if necessary, action to alleviate an immediate problem can be taken. A written report of the situation is required to be submitted to the personnel committee for their review within 24 hours of the verbal report.
- **Non-retaliation:** Retaliation against an individual who has reported unlawful discrimination, mistreatment or harassment, and retaliation against individuals for cooperating with an investigation of such a report is unlawful and will not be tolerated by Christiania Lutheran Church.
- **Investigation:** When the senior pastor and/or the personnel committee receive a written report of unlawful discrimination, mistreatment or harassment, the senior pastor and/or personnel committee will promptly conduct an investigation. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation typically will include a private interview with the person filing the report, the alleged victim of the behavior, and may include interviews with other witnesses. We will also typically interview the person alleged to have committed the offense. When we have completed the investigation, to the extent appropriate, we will inform the person filing the report, the alleged victim and the person alleged to have committed the conduct of the results of the investigation.
- **Disciplinary Action:** If it is determined that an employee has engaged in conduct prohibited by this policy, we will take appropriate action which may include disciplinary action up to and including termination.

Sexual Harassment Policy and Complaint Procedure: Christiania Lutheran Church specifically prohibits workplace sexual harassment. Workplace or work related sexual harassment of employees is unlawful and will not be tolerated by Christiania Lutheran Church. To achieve our goal of providing a workplace free from sexual harassment, we have included in this policy definitions and examples of conduct which will not be tolerated and have provided a procedure by which employees

who believe they have encountered sexual harassment can formally complain. Because Christiania Lutheran Church takes sexual harassment seriously, we will respond promptly to complaints of sexual harassment by conducting any investigation and, where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary.

Please note that while this policy sets forth our goals of promoting a workplace that is free from sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment: Sexual harassment is defined as unwanted sexual advances, or unwelcome visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment with a person of the same sex as the harasser.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile or offensive work environment.

Sexual Harassment Violations: An employee who experiences or witnesses sexual or other unlawful harassment in the workplace should report it immediately to the senior pastor. If the senior pastor is unavailable or it is believed it would be inappropriate to contact that person, a personnel committee member should be contacted. There is no retaliation for good faith complaints, or reports about, or participation in an investigation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, the employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

Grounds for Dismissal: Unsatisfactory job performance, violating policies of Christiania, excessive tardiness or absenteeism, harassment or threats.

Employee Reviews and Wage Adjustments: Each employee shall participate in at least an annual job performance evaluation. All new hires will have a 6month evaluation. All non-ordained employees shall be evaluated by two or more representatives of the Christiania Lutheran Church Personnel Committee with senior pastor input. The completed evaluation shall be shared with the employee and then signed copies of the evaluation shall become part of the employee's personnel records. In the case of ordained staff, the Personnel Committee shall perform the annual

performance evaluation. Salary adjustments shall be based on merit and/or changes in cost of living using ELCA guidelines. No increases will be automatic.

Exit interviews are performed on every employee leaving Christiania's employment.

See Review Procedures (Addendum One) for discipline, complaints and specific review process.

Dispute Resolution Procedure:

Step 1. Employee describes dispute to immediate supervisor (or another supervisor) within five days after dispute arises.

Step 2. If dispute not resolved, employee presents written complaint within five days after discussion and supervisor has five days to give written reply.

Step 3. If dispute still not resolved, employee has five days to send the written complaint to Senior Pastor.

Step 4. If dispute still not resolved, employee makes written request for Personnel Committee to consider complaint. Personnel Committee will provide a written answer, normally within 30 days, and Committee's decision is final.

Personnel Files: Christiania Lutheran Church maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Personnel files are the property of Christiania Lutheran Church. Employees who wish to review their own file should contact the senior pastor. With reasonable advance notice, employees may review their own personnel files on their own time (e.g. lunch). In the presence of the senior pastor, employees may copy documents maintained in the file. Hard copies of personnel files are to be kept in a locked file cabinet in the church office with electronic back-up copies stored on a secure server.

Attendance & Punctuality: Christiania Lutheran Church's successful operation in large part depends on the regular attendance of each of our employees. You have an important job here, and we need you to be reliable and punctual in reporting for scheduled work.

Unscheduled absenteeism and tardiness, whatever their cause, are disruptive and place a burden on your fellow employees and people we serve. It also makes it difficult for us to operate effectively.

If you are unavoidably late to work or absent, please call the office before your scheduled start time if possible. For absences of longer than a day, please contact the senior pastor or supervisor each day you will not be able to work, unless your doctor has given you a written excuse indicating the day you will be able to return. You may be required to have a doctor's excuse for absences of three or more days in a row.

Poor attendance and excessive tardiness will have a negative impact on your performance evaluation and on consideration for pay increases and promotions and may result in disciplinary action up to and including termination. Any employee who does not report to work and does not notify us within 48 hours after the start of their scheduled shift shall be considered to have voluntarily terminated their employment with Christiania Lutheran Church.

General Expectations: Be respectful, be honest and accurate, be courteous. Do not post on the job unless it is part of the job. Workplace and computers may be monitored.

Confidentiality: Most of our employees need access to confidential church and member information and records in order to do their jobs. While an open climate of information sharing is most often desirable, there is a need to safeguard the security of information that could be detrimental to the church, our church members or community partners.

During your employment, as well as subsequent to your employment, the information and activities you deal with in your job at Christiania Lutheran Church is confidential. Information acquired during your course of employment, except as specifically authorized to do so by the senior pastor, will not be discussed, copied, or in any way disclosed. This includes, but is not limited to the names of people you encounter and financial and gift information. Any confidential information you may have in your possession when your employment at Christiania ends must be returned to Christiania immediately.

Any current or former employee who discloses any confidential information will be subject to disciplinary action up to and including termination and legal action.

Contact with the Media: All media inquiries regarding the congregation and its operations must be referred to the senior pastor. Only the senior pastor is authorized to make or approve public statements on behalf of the congregation. No staff members, unless specifically designated by the senior pastor, are authorized to make statements on behalf of or as a representative of the congregation.

Outside Employment: Because an additional job can affect your performance at Christiania Lutheran Church, we ask that you inform your supervisor if you are thinking about seeking outside employment. The outside job should not interfere with your ability to satisfactorily perform the responsibilities of your job at Christiania.

Personnel Data Changes: It is your responsibility to promptly notify your supervisor of any changes in personal information such as home mailing address, telephone number, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, beneficiary changes and other such status reports. Please do not assume that we “just know” when these changes occur.

Employment of Relatives: A supervisor may not hire or supervise an individual if that individual and their supervisor have an on-going romantic relationship, including but not limited to, marriage, or if that individual is a member of the supervisor's immediate family. The term "immediate family" refers to parents, children, sisters, brothers, nieces, nephews or other family members residing in the same household.

In case of marriage of persons within the same department, an effort will be made to assign comparable job duties so as to minimize problems of supervision, safety, security and morale.

Child Protection: All staff must adhere to the child protection policy adopted by Christiania Lutheran Church.

Mandated Reporting: Minnesota law requires that any person whose job involves working professionally and/or regularly (defined as three times per year) with children and who knows or has reason to believe that a child is being neglected or physically or sexually abused shall immediately report the suspected incident to the local Child Protective Services and/or local police. The report must be made within 24 hours.

Minnesota law requires reporting by mandated reporters who know or have reason to believe that a child is being abused or has been abused within the past three years. A mandated reporter who fails to make a report under those circumstances is guilty of a misdemeanor.

Reports may be made confidentially and/or anonymously. Minnesota law provides immunity from civil liability for persons reporting in good faith (with a reasonable belief) and without malice. Therefore, good faith reporters may not be criminally prosecuted or sued in civil court for libel, slander, defamation, invasion of privacy, or breach of confidentiality. A person who knowingly or recklessly makes a false report is not protected from prosecution or civil suit.

Reporting of Known or Suspected Abuse/Neglect of Children or Youth: All Christiania Lutheran Church staff is required by law and this policy to report known or suspected abuse/neglect of children or youth within 24 hours of knowledge/awareness.

Scott County Child Protection
952-445-7751
Monday – Friday 8:00 am – 4:30 pm
After hours contact your local law enforcement

Employment Reference Checks: Christiania Lutheran Church will respond to telephone inquiries from third parties asking to verify dates of employment and positions held by its current or former employees. Christiania Lutheran Church will respond in writing only to those reference check inquiries that are submitted in writing and accompanied by a written authorization and release signed by the individual who is subject to the inquiry. We will verify only such factual employment information as is available to us in the employee's personnel file and are pursuant to state and

federal guidelines and ELCA guidelines. All requests for a reference check are to be directed to the senior pastor.

Workers Compensation Insurance: We carry comprehensive workers compensation insurance as required by state law. This program covers almost all injuries or illnesses sustained in the course of your employment that require medical, surgical, or hospital treatment. Workers compensation insurance provides partial income replacement benefits after a short waiting period or, if you are hospitalized, immediately.

If you sustain a work related injury or illness you must inform the senior pastor immediately, regardless of how minor an on-the-job injury may appear. Every injury/illness must be reported on the day it occurs. Failure to report the injury or illness on the day it occurs may result in disciplinary action.

Neither the employer nor the insurance carrier will be liable for the payment of workers compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by Christiania.

Unemployment Insurance: Christiania Lutheran Church does not provide unemployment insurance.

Pay Periods / Pay Days: All employees are paid semi-monthly. We take reasonable steps to ensure that our employees receive the correct amount of pay in each paycheck and that all employees are paid promptly on the scheduled payday. There are no pay advances.

Payroll Deductions: Federal and state income taxes, and social security payments, all required by law, are deducted from your earnings (except for pastors who by their contracts are considered self-employed). Often these deductions may change as they are affected by changes in the amount you earn, by legislation, and by the number of dependents you declare.

Time Cards: We do not keep time cards but an employee must be prepared to provide general work projects and hours work on each project.

Flexibility: Each employee of Christiania Lutheran Church has a job description that outlines the duties and responsibilities of the position held. As a new employee, you will receive a copy of your job description when you are hired. As jobs change, the descriptions are updated. Although we feel our job descriptions are thorough, they are not intended to specify every detail of the work you will or may be expected to do.

It is not possible (nor is it desirable) to describe everyone's job duties in great detail. Out of necessity, we need to maintain a great deal of flexibility in the specific duties each of us performs. People get sick, move to other jobs, get promoted, etc. We have special needs, new computer systems and other predictable and unpredictable events that require us to respond quickly and

efficiently. You will, to a certain extent, need to know something about the jobs that others do so you can help out when the need arises (and vice versa).

Children in the Workplace: Children are welcome to visit employees at the office for such purposes as lunch, a brief visit to a work station or for special occasions when they are specifically invited. The hosting employee is responsible for the children during such visits and should remain with them at all times.

Children should not be brought to the work site as a substitute for other childcare arrangements. If an employee is faced with an unforeseen circumstance where childcare arrangements have been disrupted, the supervisor may grant an exception if the following conditions are met: alternate arrangements are being made and the time the child will be in the work area is brief, the child is accompanied by the employee at all times and the employee is able to perform his or her regular job duties at all times.

Staff Meetings: All employees are expected to attend staff meetings unless specifically exempted.

Commitment to Safety: Establishment and maintenance of a safe work environment is the shared responsibility of everyone here at Christiania Lutheran Church. You are expected to obey safety rules and to exercise caution in all work activities. You are asked to immediately report any unsafe conditions to the senior pastor.

All accidents that result in injury must be reported to the senior pastor regardless of how insignificant the injury may appear. Such reports are necessary to comply with laws and initiate insurance and workers' compensation procedures.

It shall be the responsibility of every employee to contribute to maintaining a safe and environmentally sound workplace. Failure to follow safety procedures will result in disciplinary action up to and including termination.

Use of Equipment: The equipment we use in our workplace is expensive and may be difficult to replace. When using church equipment, you are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify the senior pastor or your supervisor if any office equipment, machines or tools appear to be damaged, defective or are in need of repair. Prompt reporting of these situations could prevent deterioration of equipment and possible injury to yourself or others. The senior pastor or your supervisor can answer any questions about your responsibility for maintenance and care of equipment used on your job.

Use of Office Machines, Phones and Supplies: Christiania Lutheran Church has a limited number of phone lines available and they are needed for conducting business. Outgoing and

incoming personal phone calls are to be kept to a minimum, and we prefer that they only be made during break periods.

A pleasant telephone personality is greatly appreciated. Please answer all incoming calls in a professional and courteous manner.

Electronic Media: Christiania Lutheran Church provides and maintains the following forms of electronic media: internal and external electronic mail (email), telephone voice mail, Internet access, computer hardware and use of various business applications software. As a condition of providing these resources to our employees, it is necessary for us to place certain restrictions on their use in the workplace.

The internal communications systems, as well as the equipment and data stored are, and remain at all times, the property of Christiania Lutheran Church. Accordingly, all messages and files created, sent, received and stored within the system will remain the property of Christiania Lutheran Church.

Christiania Lutheran Church maintains the option to retrieve and review any message or file composed, sent or received. It should be noted that although a message is deleted or erased, it is still possible to recreate the message. Therefore, ultimate privacy of messages cannot be assured to anyone. Although electronic mail and voice mail may allow the use of passwords for security, confidentiality cannot be guaranteed. It is possible for messages to be retrieved and viewed by someone other than the the intended recipient. All passwords shall be kept on file with the senior pastor as the system may need to be accessed in the absence of an employee.

The content of email, voice mail messages or computer files may not contain anything that would reasonably be considered offensive or disruptive to any employee. Offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender specific comments that would offend someone on the basis of their age, sex, sexual orientation, religious or political beliefs, national origin or disability (or other status protected by law). Deliberate sending, receipt, storage, transfer or printing of such material on Christiania's equipment or time is prohibited by this policy.

While we encourage employee use of the internet for business purposes, its use is restricted to the following:

- To communicate with employees, church members or community partners regarding matters within an employee's assigned duties.
- To acquire information related to, or designed to facilitate the performance of, regular assigned duties.

For internet and email access and usage, we expressly prohibit the following:

- Dissemination or printing of copyrighted materials, including articles and software in violation of copyright laws.

- Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information of Christiania Lutheran Church in violation of agency policy, or proprietary agreements.
- Offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs (or other status protected by law).
- Sending or soliciting sexually oriented messages or images.
- Operating a business, usurping business opportunities, soliciting money for personal gain, or searching for jobs outside of Christiania Lutheran Church.
- Gambling or engaging in any other activity in violation of local, state and federal law.

Smoking / Tobacco Use: Because we wish to provide a healthy environment for all of our staff, volunteers, church members and community partners, smoking is prohibited throughout the church building and grounds.

Drug and Alcohol Use: Christiania Lutheran Church is committed to maintaining a work environment free from drugs and alcohol that is safe for our employees, church members, community partners and the public. We believe that misuse of alcohol and controlled substances can have a negative effect on an individual's health, work, and personal life and that a drug and alcohol program can help protect our employees and the public from those negative consequences.

Drug and alcohol use in the workplace is highly detrimental to the safety and productivity of our employees. No employee may be under the influence of any illegal drug or alcohol, nor may possess, consume, distribute, transfer, purchase or sell alcohol or illegal drugs while on the church premises or church properties. Any such activity will lead to disciplinary action up to and including termination. This excludes the sacramental wine when used for sacramental purposes.

We also recognize that some employees must take physician-prescribed medications. However, if these medications adversely affect job performance, personal safety or the safety of other individuals in the workplace, you will not be allowed to work while under their influence. It is your responsibility to report your use of any potentially impairing drugs to the senior pastor.

Dress Code: First impressions are very significant in our relationships with our members in the community. Therefore our expectation is that all employees report to work in clothes that are neat, clean, without stains and free from holes or tears. In the event that an employee's appearance does not meet our dress guidelines, the employee may be asked to return home to change.

All employees should be well groomed at all times. Hairstyles should be businesslike, professional and kept neat and clean. Attention should be spent on good grooming habits to avoid offensive odors. Heavy use of colognes and perfumes should be avoided, as many co-workers and clients are sensitive to these fragrances. Items considered inappropriate are as follows: visible undergarments, sport tank tops, strapless dresses, jogging suits, workout clothes, spandex items, midriff blouses,

short shorts, clothing advertising drugs or alcohol, clothing with inappropriate or offensive messages.

Letter of Hire: Any legal contractual agreements made in the Letter of Hire takes precedence over this document unless agreed upon by the Executive Council and employee.

Paid Holidays: The following are paid legal holidays which are granted to non-exempt employees working an average of 30 or more hours per week:

- **New Year's Day**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Thanksgiving Day**
- **Day after Thanksgiving**
- **Christmas Eve Day**
- **Christmas Day**

These holidays are paid time off (maximum of 8 hours per holiday) for employees. Holidays that fall on a weekend can be taken the day before or the day after the weekend.

Vacation: Non-pastoral full time and part time employees working at least 10 hours per week are eligible for paid vacation time off. Vacation benefits are calculated on your anniversary date. Your anniversary date may be adjusted to reflect the length of any unpaid leaves of absence.

Employees who have satisfied the eligibility requirements may submit vacation requests to the senior pastor. Requests will be evaluated based upon various factors, including anticipated operating requirements and staffing considerations during the proposed period of absence.

Employees may take one (1) week of earned vacation to carry over to the next year. This cannot be accumulated for multiple years (for instance you cannot carry over one week for three years then add 3 weeks to your normal vacation in the third year.) Pay in lieu of vacation time is not permitted.

Length of Service	Vacation Available
1 st - 5 th year	2 week equivalent
6 th – 9 th year	3 week equivalent
10 or more years	4 week equivalent

An employee's first year is prorated by number of months worked. Vacation earned is prorated based on the number of days worked per month. Vacation may not be taken in advance of that

which is earned. Vacation must be requested in advance of your vacation dates and approved by senior pastor. Upon termination of employment, employees will be paid for vacation benefits that have been earned through the last day of work.

Employee is responsible for coverage in their area of ministry.

Sick Leave: Non-pastoral full time and part time employees working at least 10 hours per week are eligible for sick leave. Employees accrue 1 day per month of sick time beginning on their hire date. Sick leave earned can be carried over from year to year to a maximum of 30 days. We strongly encourage you to bank your leave, as you never know when a serious illness may occur.

Sick leave is intended to provide you with some income protection in the event of a temporary illness or injury you may have. It may also be used:

- To attend to the illness or injury of a family member.
- For medical appointments such as doctor, dentist, optometrist, etc.

If you are unable to report to work due to illness or injury, notify your supervisor before your scheduled starting time. Employees who utilize three or more consecutive days of sick time may be required to provide a doctor's excuse. Employees may be asked to provide a physician's statement if, in the senior pastor's opinion, sick leave absences show a pattern of unusual frequency or length.

Because sick leave benefits are intended to provide you with some income protection in the event of an actual illness or injury, they cannot be used for any other paid absence and are not paid out at employment termination.

Employee is responsible for coverage in their area of ministry.

Bereavement Leave: When death occurs within a non-exempt employee's family, absence from work may be necessary to attend the funeral or memorial service. This policy establishes the time off guidelines for employees with benefits. Up to a maximum of (3) consecutive working days with pay, (1) of which includes the funeral, is allowed for any of the following relatives: spouse, mother or father, step mother or stepfather, mother-in-law or father-in-law, son or daughter, stepson or stepdaughter, son-in law or daughter-in-law, legal ward, brother, sister, half-sister or half brother, sister-in law or brother-in-law, grandparent, grandparent-in-law or grandchild.

Any additional time must be approved by the senior pastor. This additional time is either taken from accrued vacation or unpaid absence.

If the employee is on an unpaid absence when a death in the family occurs for which paid funeral leave is allowed, no pay leave will be granted.

The employee is responsible for notifying the senior pastor in the event of a death in the family in order that arrangements may be made to cover absence from work.

Jury Duty: *Absence with pay* will be granted for the duration of the jury duty for non-exempt employees. The compensation will be an amount equivalent to make the jury duty pay equivalent to their regular pay. The employee must provide the senior pastor a certified copy of the jury notice and pay statement from the court involved.

When not actively engaged as jurors, employees are expected to report to their regularly scheduled work hours. If there is a reasonable amount of time before the scheduled court session, employees should report to work.

No pay will be given if the employee is a plaintiff, defendant or other party to a court action.

Unpaid Family Leave: Unpaid family leave time will be allowed for the following reasons for non-exempt employees:

- The birth of a son or daughter of the employee and in order to care for such son or daughter. Up to six (6) continuous weeks will be allowed for mothers or fathers.
- The placement of a son or daughter with the employee for adoption or foster care. Up to six (6) continuous weeks will be allowed.
- In order to care for the spouse, son, daughter or parent of the employee, if such spouse, son, daughter or parent has a serious health condition. Up to twelve (12) continuous weeks will be allowed.
- Because of a serious health condition that makes the employee unable to perform the functions of his/her position. Up to twelve (12) continuous weeks will be allowed.
- Where the necessity for leave is foreseeable, the employee must provide thirty (30) days' notice of the leave or, if the date of birth or placement of a child with the employee requires leave to begin is less than thirty (30) days, the employee must provide such notice as is practicable. Similar notice must be given where leave is taken for serious health condition (either of a family member or of the employee) based on planned medical treatment. In such situations, the employee must also make a reasonable effort to schedule treatment so as not to unduly disrupt the operations of the church.

Paid Family Leave: Two weeks paid leave will be allowed for maternity and paternity (with up to six (6) continuous weeks of unpaid leave allowed following that. (See above under Unpaid Family Leave)

Employee Acknowledgement Form

I understand that this personnel policy manual describes important information about Christiania Lutheran Church and that I should consult the senior pastor or my supervisor regarding any questions not answered in the manual.

I understand that the copy of the manual I received as noted on the date below supersedes all other employee manuals or employment policies and practices that may have been in place prior to this edition. Since provisions of this manual are subject to change, I further understand that revisions to it may supersede or eliminate one or more existing policies and/or benefits and that all such changes will be communicated through official notices.

Unless I have an individual written employment contract, I understand that my employment relationship with Christiania Lutheran Church is voluntarily entered into, that I may terminate my employment at any time I believe such action to be appropriate and that Christiania Lutheran Church retains the same right to terminate my employment when it believes such action to be appropriate, with or without cause or notice.

I acknowledge that this manual is neither a contract of employment nor a legal document. I have received, read and understand the policies contained in this manual and will read any revisions made to it in the future.

Employee's Signature _____ Date _____

Employee's Name (printed) _____

Personnel Chairperson's Signature _____ Date _____

Personnel Chairperson's Name (printed) _____