

**BEAUTIFUL SAVIOR LUTHERAN CHURCH
and EARLY LEARNING CENTER**

EMPLOYEE HANDBOOK

Updated 2/20/19

TO: ALL EMPLOYEES

The following pages contain policies and procedures established for individuals employed by Beautiful Savior Lutheran Church and Early Learning Center.

Please read this handbook carefully. Although this does not constitute a contractual agreement, we hope it will provide guidance and answer your questions. Any further questions may be directed to the Human Resources employee or the Church Council.

May God bless you in all you do.

Sincerely,

The Beautiful Savior Lutheran Church Council

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BEAUTIFUL SAVIOR LUTHERAN CHURCH PERSONNEL MANUAL

SECTION 1.000

INTRODUCTION

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1.100: WELCOME!

Welcome to Beautiful Savior Lutheran Church and Early Learning Center (here in after referred to as “the Church”)!

We consider you to be a gift from God and look forward to working with you as a member of our team. Your gifts and talents are most appreciated. We are committed to working together with you in service to our Lord.

As an employee of the church, school and day care, you represent us in both your work and private life. Our hope is that you would always be sensitive to how others may see you. We encourage you to strive toward living a life that is an example to others.

We pray that you will look to your Lord daily as you are about your work.

1.200: INTRODUCTORY STATEMENT

The following pages contain an overview of procedures and policies established by our church for its employees, as well as an explanation of certain benefits provided with this employment. We want you to feel that, although there are rules to follow, you also sense participation in the servant role to the members of Beautiful Savior Lutheran Church. We hope you will find joy in your work and friendship among your co-workers.

It is important that you read, understand, and become familiar with the handbook and comply with the standards which have been established. Please talk with the Human Resource employee if you have any questions or need additional information.

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. Thus, the church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice.

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

1.300: MISSION STATEMENT

Raising up disciples who are rooted in Christ, growing in faith, and branching out in love.

1.400: STATEMENT OF BELIEF

This church, Beautiful Savior Lutheran Church, is part of The Lutheran Church—Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church.

Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10). We believe that in order to preserve the function and integrity of Beautiful Savior Lutheran Church as the local Body of Christ, and to provide a biblical role model to the Beautiful Savior Lutheran Church members and the community, it is imperative that all persons employed by Beautiful Savior Lutheran Church in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Beautiful Savior Lutheran Church.

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

BEAUTIFUL SAVIOR LUTHERAN CHURCH PERSONNEL MANUAL

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EMPLOYMENT

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2.100: YOUR EMPLOYMENT

2.105: Employment At Will

As an employee of Beautiful Savior Lutheran Church, the employment relationship is one of mutual consent. The employment relationship is terminable at the will of the employee or the Church Council of Beautiful Savior Lutheran Church.

2.200: EQUAL EMPLOYMENT OPPORTUNITY

Beautiful Savior Lutheran Church is in full agreement with the intent of the Civil Rights Laws. It is our firm belief that the basis of employee selection for hiring, promotion, transfer, training, job assignment, hours of work, rate of pay, and working conditions should be per ability, not age, race, color, national origin, ancestry, gender, handicap, or any other factors not considered pertinent to performance.

Because we are a church body, certain positions demand extensive understanding of and commitment to the doctrines of The Lutheran Church-Missouri Synod. For such situations, it is necessary for us to seek out individuals with specific religious training and synodical recognition. To the extent allowed by State Law, the church may give preference in the hiring of persons who are members in good standing of a Lutheran Church--Missouri Synod congregation.

2.300: IMMIGRATION REFORM AND CONTROL ACT OF 1986

The church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As a condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States. This includes the completion of Form 1-9, Employment Eligibility Verification.

2.350: New Hire Act

By federal law all employers are now required to report newly hired employees to the designated state agency in the state where the employees are hired within 20 days of the hire date. This requirement is the result of legislation designed to improve child support enforcement by locating parents who have neglected to pay support.

The state of Washington requires that employees and volunteers for Day Care Centers pass a background inquiry, have a T.B. skin test, take C.P.R., First Aid, and HIV/Aids training, have a WA State driver's license and a Food Handler's permit.

2.400: EMPLOYMENT OF MINORS

The hours of employment and working conditions strictly follow the regulations set forth by federal and state laws regarding the employment of minors.

2.500: EMPLOYMENT CLASSIFICATIONS

Each employee will be offered a benefits package based upon job description, experience and level of responsibility. The Church Council may, when is determined to be in the best interests of the church or an individual employee, provide one or more non-salaried benefit to an employee for a specific period not to exceed one calendar year, provided that any such benefit provision might be allowable under the terms of any applicable benefit contract(s) entered into by the church. Any such benefit provision may or may not be renewable for an additional time at the sole discretion of the Church Council which must vote upon any such renewal at least annually.

a) Independent Contractor

An independent contractor is a natural person, business, or corporation that provides goods or services to another entity under terms specified in a contract or within a verbal agreement; independent contractors do not have income taxes withheld like regular employees. Independent contractors are not eligible for overtime per FLSA definition; additionally, they are not eligible for any employer-paid benefits.

b) Called

The contract and details therein are set by the Northwest District of the LCMS. These employees are overtime exempt and may or may not be eligible for non-salaried benefits according to the terms of the employment contract under which they were employed. Called employees are considered to be contract employees for this purpose.

c) Full-Time Salaried

These employees work **30 hours or more per week** and will work more than 5 months of the year. Generally, they are overtime exempt and do receive paid vacation, paid sick leave, holiday pay, pension contribution and medical insurance stipend.

d) Part-time salaried

These employees work less than 30 hours/week or less than 5 months of the year. Generally, they are overtime exempt and effective Oct. 1, 2017 will be eligible to accrue paid sick leave. They generally will not receive paid vacations, holiday pay or medical insurance stipends. Pension contributions will be made for employees working more than 20 hours per week and more than 5 consecutive months of the year.

e) Full-time Hourly/Temporary

These employees work more than 30 hours/week and will work more than 5 months of the year. Generally, they are not overtime exempt, will receive paid vacations, pension contributions and paid sick leave. They may receive holiday pay and a medical stipend.

f) Part-time Hourly

These employees work less than 30 hours/week or less than 5 months of the year. Generally, they are overtime exempt and will NOT receive paid vacations, holiday pay or medical insurance stipends. However, effective Oct. 1, 2017 they will be eligible to accrue paid sick leave. Pension contributions will be made for employees working more than 20 hours per week and more than 5 consecutive months of the year.

2.505: Overtime

To determine if you are eligible for overtime compensation or not, please refer to the Fair Labor Standards Act (FLSA) at dol.gov.

Overtime compensation will be paid to hourly employees for all hours worked in excess of 40 hours in a seven-day work week. The overtime rate of pay is one and one-half times the regular hourly rate of pay. Overtime is to be worked only when specifically requested by the supervisor. All other classifications of employees are not eligible for overtime pay.

2.600: JOB DESCRIPTIONS

To mutually understand what is expected of a new employee and what the employee will be held accountable for, a job description is utilized.

Employees will generally be given a job description before they start to work. A job description summarizes your duties and responsibilities and gives you important information about your new job. Please read your job description carefully and discuss it with your supervisor if you have any questions.

The church reserves the right to revise and update your job description from time to time, as it deems necessary and appropriate.

2.700: PERFORMANCE EVALUATIONS

Based on work performance, a review will be conducted with you at least annually. This is a formal and documented review. Casual and undocumented discussions may also be a part of your performance evaluation.

PURPOSE: The performance review session is intended to offer support for the individual by providing meaningful, constructive feedback on the adequacy of performance; and to assist in the development and fulfillment of professional and personal growth goals. 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.

2.705: Initial Performance Review

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 regular, non-called employees will be hired on a probationary status and have a probationary performance review at the end of the first three months of employment. Additional reviews may be conducted if performance warrants. Approximately one year after hire, an annual review will be conducted.

You will have the opportunity to discuss your performance evaluation with your supervisor. Although you do not need to 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. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the employment-at-will relationship between you and the church.

School teachers will receive their performance evaluations at the end of the school year.

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SECTION 3.000

BENEFITS

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3.100: INTRODUCTION

The church maintains a benefit program, which is designed to help meet the needs of its employees. The following information in this section outlines the benefits for employees of the church.

3.200: TIME OFF

Paid time off is an employer-paid benefit that will be granted based on the employee classification at time of hiring as determined by the Council; those receiving it will accrue time based on the number of full time years from the date of hire (anniversary date):

Year 2 = 5 days (i.e., start on Jan 1, 2015, eligible for 5 days on Jan 1, 2016).

Years 3-5 = 10 days

Years 6+ = 15 days

Requests for time off must be made in writing and should be submitted to the appropriate supervisor for approval. Do not plan or book trips until approval is given. Seniority will apply when more than one person requests the same day(s).

Time off is a reward for faithful service and employees are encouraged to use all their vacation time as a means of rest and recuperation. Unused time off will not be carried over into the following year nor may pay be granted in lieu of vacation.

Holidays that fall during a scheduled time off will be paid as holidays, if applicable, and will not be charged against the employee's vacation.

Any employees who receive vacation pay benefits will receive pay for unused vacation time for the current year upon termination of employment.

Time off during the school, for the Preschool teachers, may only be taken with the approval of the ELC Director. It will be the teacher's responsibility to secure a substitute and make adequate substitute lesson plans to cover the duration of the absence. You will not receive pay for any time taken throughout the school year.

3.300: HOLIDAYS

Paid time off for the following holidays will be granted based on your current employment agreement.

The following holidays are observed by the following:

*January ~ New Year's Day – the office, the child care and the school are closed.

*January ~ Martin Luther King Holiday ~ the office, the child care and the school are closed.

*February ~ President's Day ~ the office, the child care and the school are closed.

*March ~ Good Friday – the school is closed.

*April ~ Spring Break – the school is closed.

- *May ~ Memorial Day ~ the office and the child care are closed.
- *July ~ 4th of July ~ the office and the child care are closed.
- *September ~ Labor Day ~ the office and the child care are closed.
- *November ~ Veteran's Day- the office, the child care and the school are closed.
- *November ~ Thanksgiving Day and the Friday after ~ the office, the child care and the school are closed.
- *Christmas Break – The school is closed.
- *December ~ Christmas Eve ~ the child care is closed.
- *December ~ Christmas Day ~ the office, the child care and the school are closed.
- *December ~ New Year's Eve ~ the child care is closed.

3.400: SICK LEAVE

Sick leave is an employer-paid benefit and will be granted to all employees effective October 1, 2017, the beginning of our fiscal year. An employee shall accrue one hour of paid sick leave for every forty hours worked as an employee. Sick leave credits, for full-time employees, are accrued at the rate of 8 hours per month, for a total of 96 hours in each calendar year of employment. Sick leave credits may accumulate to a total of 288 hours, but no cash pay for unused sick leave will be granted at termination.

Sick leave must be used concurrently with any Family Medical Leave Act leave when the employee is on (FMLA) leave due to the employee's own serious health condition or as otherwise permitted under applicable law.

Employees may use paid sick leave:

- To care for their health needs or the health needs of their family members.
- When the employees' workplace or their child's school or place of care has been closed by a public official for any health-related reason.
- For absences that qualify for leave under the state's Domestic Violence Leave Act.

It is your responsibility to contact your supervisor as soon as possible when you are unable to report for work. A physician's certification may be required for any illness beyond 5 working days.

3.500: BEREAVEMENT PAY

Time off with pay for specific classifications of employees may be approved in the event of a death in your family.

If death should occur in your immediate family (spouse, child, parent, parent-in-law, son-in-law, daughter-in-law), up to 5 days may be approved for bereavement.

If there is a death of a close relative (grandparent, brother, brother-in-law, sister, sister-in-law) 2 days may be approved.

3.600: OTHER LEAVES

3.605: Introduction

The church makes leaves of absence without pay available to employees who have completed at least one year of continuous service, for any length of time up to a maximum number of days that is recommended by the Human Resources employee and approved by the Church Council. Written requests must state the reason for the leave, as well as the beginning and ending dates. Requests for leave will be granted at the sole discretion of the church, based on the facts and circumstances surrounding each individual request. Employees who return to work at the end of a leave of absence will normally be returned to their former job classification if an opening exists. If there is no such opening, they will be considered for a comparable position if one is available. Leaves of absence are also granted where state and/or federal law mandates. The church complies with leaves for jury duty and in situations where the State Family Care and Medical Leave Act or the Federal Family and Medical Leave Act applies. In any situation regarding leaves of absence, the employee should notify the appropriate supervisor as soon as possible to discuss the leave.

3.610: Personal Leave

Personal Leave – is defined as a leave of absence for a compelling personal reason that is not medically related. A total of 5 days leave may be granted without salary or pay status changes.

3.620: Jury Duty

Jury Duty - a leave of absence to serve on jury duty.

Employees will be granted a leave of absence, with pay, to serve on jury duty as required by law. Jury fees are to be paid to the church.

Upon completion of jury duty, a Verification of Attendance Form must be presented to the church. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal business operations, the church may request that the required service be rescheduled for a later date that would be more convenient for the church.

3.630: Military Leave

Military Leave - a leave of absence for required active or reserve military service.

The church complies with applicable state and federal law concerning leaves for military service.

3.635: Workers Compensation Leave

Workers Compensation Leave - a leave of absence because of work-related illness or injury.

The church complies with applicable state and federal law concerning leaves for work-related illness or injury. It is important that you report any work-related injury to your supervisor as soon as it happens. An employee who has been on leave because of work-related illness or injury must submit a return-to-work request to the Human Resources employee.

3.640: General Provisions

The following general provisions apply to all leaves of absence:

1. A request for an extension of a leave of absence, where possible, must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
2. Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.
3. Coverage under the church's group employee benefit plans will be continued on the following basis:
 - a. Employees will not accrue length of continuous service for the portion of a leave of absence more than thirty (30) days, unless otherwise provided by law.
4. Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.
5. Employees on leave of absence must communicate with the church on a regular basis, at least once each month, regarding their status and anticipated return to work date.
6. Employees on leave of absence who seek or accept other employment without the church's prior written approval may be subject to disciplinary action, up to and including possible termination.
7. Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including termination.
8. All leaves of absence must be approved in advance in writing by the employees Supervisor and/or the Church Council.

3.650: Family and Medical Leave

The Church recognizes that leave of absence from active employment may be necessary for family or medical reasons. The following leave of absence policy complies with the provisions

of the Family and Medical Leave Act of 1993 (FMLA).

Employees eligible for family and medical leave are those who (based on your individual employer):

1. Are one of 50 employees within a 75-mile radius;
2. Have been employed for at least 12 months; and
3. Have worked at least 1,250 hours during the previous 12-month period.

An eligible employee may take leave for the following reasons:

1. The birth of the employee's child;
2. The placement of a child with the employee for adoption or foster care;
3. The care of a child, spouse, or parent ("family member") who has a serious health condition; or
4. The serious health condition of the employee.

Length of Leave: An eligible employee may be entitled up to 12 weeks of unpaid leave within a 12-month period without loss of seniority or benefits. The amount of leave available to an employee at any given time will be calculated by looking backward at the amount of leave taken in the 12-month period immediately preceding the requested leave. An employee who fails to return to work immediately following expiration of the authorized leave period is subject to termination. All leave taken, which would qualify under FMLA (e.g. workers' compensation leave), will be counted against the employee's leave entitlement under FMLA.

Substitution of Paid Leave: During a family or medical leave provided under this policy, an employee shall first exhaust all available vacation and/or paid leave time before continuing such leave on an unpaid basis.

Certification: If an employee takes a leave of absence because of the serious health condition of the employee or employee's "family member," the employee must submit to the Human Resources employee written medical certification from a health care provider of the serious health condition. Failure to provide such certification may result in a denial or delay of leave. *The Church reserves the right to require that the employee receive a second (and possibly a third) opinion from a health care provider (at the employer's expense) certifying the serious health condition of the employee or the employee's "family member."* *The Church reserves the right to require the employee to provide re-certification of the medical condition for which leave is taken.*

Before returning to work, an employee who is on a leave of absence as a result of his or her own serious health condition must submit a health care provider's written certification that the employee is able to return to work. Failure to provide such certification may result in the delay or denial of job restoration.

During the employee's leave, the Church may also periodically inquire as to the employee's intent to return to work.

Intermittent or Reduced Leave: Leave taken because of the employee's or "family member's" serious health condition may be taken on an intermittent or reduced schedule basis when medically necessary. If an employee seeks leave on an intermittent or reduced schedule basis, the employee must submit medical certification, as discussed above, and additional

certification from the health care provider that the intermittent or reduced schedule leave is medically necessary. The Church may require an employee taking intermittent or reduced schedule leave to transfer temporarily to an alternative position for which the employee is qualified & that better accommodates intermittent or reduced schedule leave, or may modify the employee's current position to better accommodate the employee's recurring periods of leave.

Job Restoration: Upon return from family or medical leave in accordance with this policy, the employee will be returned to the same or an equivalent position with no loss in benefits accrued prior to the leave of absence. An employee who does not return to work at the end of an authorized leave is subject to termination.

Certain "key employees" may not be eligible to be restored to the same or an equivalent job at the conclusion of their leave. The Church will notify such employees of their "key employee" status and the conditions under which job restoration may be denied, if applicable.

Employee Notification: An employee who expects or anticipates taking family or medical leave is required to notify the Human Resources employee in writing of the expected date of commencement and expected duration of the leave at least 30 days in advance of the leave, or if the need for the leave is not foreseeable, as soon as practicable. In cases where need for the leave is foreseeable, an employee's failure to provide 30 days' notice prior to taking leave may result in denial or delay of leave. An employee requesting leave under this policy should submit a completed Application for Leave Form to the Human Resources employee.

Contact the Human Resources Employee: An employee who anticipates the possibility of taking family or medical leave, or has any question about the application of this policy to your particular situation, should contact the Human Resources employee.

3.700: GROUP EMPLOYEE BENEFIT PLANS

Out of Christian concern for its employees, Beautiful Savior Lutheran Church provides benefit programs in order to help its employees with expenses related to illness, injury, or death, as well as to provide retirement income.

Eligibility: Any employee hired to work more than 20 hours per week and more than 5 consecutive months is eligible and will be enrolled in the Concordia Retirement Plan and the Concordia Disability and Survivor Plan, the first of the month following their hire date.

Benefits Provided: The Concordia Retirement Plan provides retirement benefits. The Concordia Disability and Survivor Plan provides disability income and death benefits. For further details about the benefits of these Plans, call the Concordia Plans office at 1-888-927-7526.

Employees scheduled to work full time or as stated in their individual employee agreement may receive a stipend to purchase private health insurance.

Enrollment: You will be asked to fill out Enrollment and Beneficiary Forms, and these forms will be forwarded to the Concordia Plans office for processing. The Plans office will then mail you a letter confirming enrollment as well as your own booklets and other informational materials.

Cost: The church pays 100 percent of the cost for the employee for the Concordia Retirement Plan and Concordia Disability and Survivor Plan. Employees are fully vested following 5 years of credible service.

Termination of Benefits: Coverage for you and your dependents through the Concordia Plans will discontinue effective at the end of the calendar month in which termination of employment occurs. Information about extension of coverage on an individual basis will be mailed to you by the Concordia Plans' office.

3.800: WORKERS COMPENSATION INSURANCE

Beautiful Savior Lutheran Church maintains Worker's Compensation coverage in compliance with applicable law.

3.900: UNEMPLOYMENT COMPENSATION, FEDERAL AND STATE

Should you decide to leave the employment of the church or you are involuntarily terminated, you are not eligible for either state or federal unemployment claims. This is due to the church being exempt from federal unemployment tax and being either exempt or opting not to participate in the state unemployment tax program.

3.905: Continuing Education Assistance And Professional Memberships

Where it can be demonstrated that the church will benefit from an employee's participation in a job-related program or professional organization, the related expenses may, at the church's sole discretion, be reimbursed or partially reimbursed. Requests for reimbursement of authorized expenses related to the educational program or professional organization must be approved in advance by the Church Council.

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SECTION 4.000

PERSONNEL STATUS

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4.100: TARDINESS AND ABSENCE

4.105: Introduction

It is important that employees are present at the start of their day to promptly begin work. Other staff and church members rely on employees being at their assigned tasks at scheduled times so that the work of ministry can be carried out smoothly.

4.110: Absences

Employees should contact their supervisor as soon as it's determined that they will be unable to report to work as scheduled. In the case of an absence due to illness, calling the supervisor at home the night before or prior to the scheduled start of the workday allows adequate time to arrange a replacement.

4.115: Tardiness

A tardy or absence is considered "excused" only when the employee calls ahead of time and the tardy or absence is for a compelling reason. If the employee is unable to contact or call ahead of time due to physical limitations, earliest contact is required. The church shall determine what constitutes a compelling reason for an absence or tardiness. A tardy or absence for a non-compelling reason, and failing to call the supervisor according to church policy, will be considered "unexcused".

A consistent pattern of absence or tardiness, whether excused or unexcused, may lead to disciplinary action, up to and including termination.

An employee, who fails to call in or report to work for five consecutive days, may be considered to have abandoned their job and may be terminated.

4.120: Staff Meetings

Employees are expected to attend a weekly staff meeting unless excused by their supervisor.

4.200: TERMINATION

The employment relationship between the church and its employees (excluding called and contracted workers) is of an at-will nature. This means that the employee is hired for an indefinite period of time. Thus, the employee is free to leave at any time he or she believes it is in his/her best interest. Similarly, the church at the direction of the Church Council, may terminate the employment relationship whenever it deems appropriate.

4.205: Resignation

When an employee voluntarily resigns, a two-week notice of your intent to leave employment is requested. Written notice should include the reason for leaving, the last day of work, address where the employee can be reached in the future, and be signed and dated by the employee.

4.210: Involuntary Termination

An employee may be involuntarily terminated when the church determines that continued employment will not be to the benefit of the employee or church. Since the employment relationship of employees (excluding called and contracted workers) and the church is of an at-will nature, an employee can be dismissed at any time with or without cause or advance notice.

4.215: Layoff

When conditions dictate that the church must reduce staff through a layoff, the church, at its sole discretion, will determine which employees shall be laid off. Layoffs will be communicated to affected employee(s) at the earliest reasonable time to allow for productive transition.

4.220: Discharge

Discharge is an immediate termination from employment. Normally it is for a serious or flagrant offense involving misconduct that violates standards outlined in the church's policy manual, constitution and bylaws; bylaws of LCMS; and laws of the state or federal government.

The Employment-At-Will Doctrine defined in Section 2.105 in this manual establishes the right of the employer or employee to terminate the relationship at any time and for any reason subject to any pertinent state laws and for other than an unlawful discriminatory reason.

4.240: Exit Interview

An exit interview with the employee conducted by the Human Resources employee may be held shortly after resignation or termination. This opportunity will be used to clarify, as necessary, the circumstances for leaving, review any accrued benefits to be paid, checkout procedures, and final pay details.

4.300: TIME RECORDS: SIGNING IN AND OUT

- + *SIGN IN* when reporting to work at the beginning of the day;
- + *SIGN OUT* when leaving for a scheduled meal period;
- + *SIGN IN* when returning to work after a scheduled meal period;

+ *SIGN OUT when leaving work at the end of the day.*

An employee should not sign in until they are ready to begin work. Employees should not mark or sign the time record of another employee or knowingly allow someone else to mark or sign their time record.

Employees may not sign in or begin work early or sign out or work late unless the immediate supervisor has approved this extra time for purposes of pay. (See section 2.505 on Overtime Pay.)

A change or correction made in and/or on a time record should be initialed by the employee and their supervisor and or the church accountant.

Violations of this policy may result in disciplinary action, up to and including termination.

4.400: BREAKS AND MEAL PERIODS

Hourly employees who work at least 5 hours a day will receive an unpaid meal period of at least 30 minutes. However, hourly employees who do not work more than 6 hours a day may voluntarily waive their right to a meal period.

Meal periods will be scheduled in consultation with the supervisor so that the normal operation of the Church/Early Learning Center is disrupted as little as possible.

Hourly employees who work at least 4 hours daily are authorized a paid break of at least 15 minutes. The break should normally be taken as close to the middle of the work period as possible.

4.500: PERSONNEL RECORDS

4.505: Introduction

The church needs to have complete and accurate information on each of its employees. Employees may review their records upon request. The contents of personnel records are confidential and access to them is limited to those directly involved in the supervision and/or retention of the individual employee, which may include the Beautiful Savior's Church Council.

Employees should immediately notify the church of changes in name, address, phone number, or marital status, etc. If for some reason there is a need to change a name and/or Social Security number, original documentation authorizing the change should be reviewed.

4.600: PROMOTION AND TRANSFER

Openings will be announced to existing staff and sufficient time will be allowed for existing staff to respond prior to advertising the opening to the church-at-large or the general public. An employee's past performance, experience, qualifications, and potential are all-important factors, which will be considered in making promotion and transfer decisions. The individual's personnel records shall be the official source of information.

BEAUTIFUL SAVIOR LUTHERAN CHURCH PERSONNEL MANUAL

SECTION 5.000

COMPENSATION

	<u>Paragraph</u>
Payday.....	5.100
Advances	5.105
Termination Checks.....	5.110
Wage and Salary Reviews.....	5.200
Payroll Deductions.....	5.300
Garnishment	5.315
Other Payroll Deductions	5.320

5.100: PAYDAY

Beautiful Savior Lutheran Church has adopted the following pay schedule:

- Hourly employees turning in time cards for the 1st thru the 15th are paid on the 20th, 16th thru the last day of the month are paid on the 5th.
- Salaried employees are paid on the 15th and the last day of the month.
- If a scheduled payday falls on a weekend, paychecks will be available on the Friday before.
- Employees are responsible for completing their time cards and having their supervisors or the accountant verify that they are accurate.
- Checks will be automatically deposited, if applicable, or may be distributed during the workday by 5pm or mailed to the employee's home.

5.105: Advances

Salary advances not permitted.

5.110: Termination Checks

Termination checks shall be released upon return of all building keys and other church property that may have been entrusted to the care of the employee.

5.200: WAGE AND SALARY REVIEWS

The wage and salary structure for employees of the church are reviewed and proposed by the Finance Committee and approved by the Church Council (subject to approval of the overall budget by the Voters' Assembly).

Individual wage and salary reviews shall occur at least once each year for every employee. Salary increases may or may not result from such salary reviews. Employee salary reviews may be held in conjunction with performance reviews.

5.300: PAYROLL DEDUCTIONS

(Reference Chapter 3 of Church Treasurer's Manual)

Employees who are not Ministers of the Gospel for tax purposes must have various deductions taken from their pay. These deductions include federal and state income taxes (where applicable) and Social Security and Medicare taxes. The Internal Revenue Service and each state Department of Revenue publish withholding tables annually based on personal earnings and the number of exemptions claimed by each worker to satisfy income tax withholding requirements. The worker, by use of the W-4 Form, states the number of exemptions claimed and any additional dollars wished withheld beyond the amount indicated in the tax withholding tables. The amounts withheld for Social Security and Medicare taxes are at a fixed percentage of wages.

5.315: Garnishment

Garnishments are court ordered repayments of financial obligations by an individual. When so ordered, the Church must deduct the amount from your pay and remit it to the designated entity.

5.320: Other Payroll Deductions

Other payroll deductions are strictly voluntary and must be requested in writing by the employee. By providing these deductions, the church provides their employees with the opportunity to save dollars for their future and to experience current tax savings not permitted through non-payroll deducted savings plans.

Voluntary deductions may include: All-Cause Accident Insurance through the Concordia Plans; Church Extension Fund Payroll Savings, Tax-Sheltered Annuities (TSA), Flexible Spending Arrangements, or others at the discretion of the Church Council.

BEAUTIFUL SAVIOR LUTHERAN CHURCH PERSONNEL MANUAL

SECTION 6.000

DISCIPLINE AND GRIEVANCE

	<u>Paragraph</u>
Discipline and Termination Procedure.....	6.100
Progressive Disciplinary Systems	6.105
Exceptions	6.110
Grievance Procedure	6.200

6.100: DISCIPLINE AND TERMINATION PROCEDURES

Employment is with the mutual consent of you and the church. Consequently, both you and the church have the right to terminate the employment relationship at any time, with or without cause or advance notice. (See **Employment At Will**, section 2.105)

6.105: Progressive Disciplinary Systems

Procedure:

1. Verbal Counseling

If you fail to follow the church's policies regarding job performance and conduct, you are subject to disciplinary action, including termination of employment. For other than major infractions, which can result in immediate termination, you will first be verbally counseled about the problem with the intent of clearing up any misunderstanding and establishing behavior expected in the future. This verbal counseling will be documented by your supervisor, noting that the discussion took place, the date, and the subject. Continued violation of policies will result in levels of written notification to you of unacceptable action, and can lead to ineligibility for your merit increases, probation, suspension, or termination.

2. Personnel Memo/Written Counseling

The second step in the counseling procedure will be a personnel memo/written counseling. The personnel memo/written counseling is a tool to help the church communicate more effectively with you. It may be used to advise, warn, or otherwise notify you of performance or conduct that is not acceptable. If you receive a personnel memo/written counseling 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. You will be asked to sign the memo indicating that you have seen the memo. If you do not agree with the content, you may so indicate.

3. Probation

Continued violations will necessitate the next step to be taken, which will be probation. A letter advising you of the reason and the length of probation will be given to you. The memo will also indicate that unless performance improves or compliance with policies is met, the next step will be termination. You will be asked to sign the memo.

4. The final step will be termination. Without improvement, this most drastic step must be taken. It is hoped that the progressive counseling procedures as outlined above will assist you in developing as a supportive employee.

The above procedures are intended to be a guide. Depending on the infraction, progress steps may be repeated or not utilized. Verbal warnings may be repeated or the immediate termination step could be taken.

6.110: Exceptions

It is important to note that the severity of the offense may warrant not following the usual sequence of reminder-warning-reprimand-penalty, and that the disciplinary action taken may begin at any level. A reprimand, for example, could be given for a serious first offense, and your immediate dismissal could result without prior warning or suspension in the case of significant acts of misconduct or serious dereliction of duty as determined by the Church in its sole discretion.

6.200: GRIEVANCE PROCEDURE

The Church recognizes that occasionally employees may become dissatisfied with its practices, policies, or other work situations. The Church encourages a quick and reasonable resolution of any such situations, difficulties, or complaints. The following steps are suggested guidelines for the employee to ensure that the situations, difficulty, or complaint is most effectively and efficiently handled.

1. Where possible the employee is to first orally bring the matter to the supervisor's attention. (A full discussion and understanding of the matter by both the employee and supervisor is essential at this step.) The matter should be put in writing at this time.
2. If the grievance is not resolved between the employee and the immediate supervisor or if an employee wishes to bypass a discussion with the immediate supervisor, the employee should then discuss the matter with the appropriate committee chairperson or a member of the Church Council.
3. If the grievance is still not resolved, the employee will put the grievance in written form and send it to the president of the church who will convene a meeting with the employee and appropriate committee chairperson to discuss the grievance.
4. The next steps will be to review the complaint with the Church Council.

BEAUTIFUL SAVIOR LUTHERAN CHURCH PERSONNEL MANUAL

SECTIONS 7.000 AND 8.000

GENERAL INFORMATION

	<u>Paragraph</u>
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Sexual Harassment.....	7.205
Alcohol, Drugs, and Controlled Substances.....	7.300
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7.100: INTRODUCTION

At Beautiful Savior Lutheran Church, it is important that all employees work together as a team so that the rights and interests of both the church and employees are assured. Common sense, good judgment and acceptable personal behavior on the part of all employees will make Beautiful Savior a desirable place to work.

7.200: HARASSMENT

The church will not tolerate any form of harassment including sexual harassment or hazing. A supervisor who harasses or solicits favors (including sexual favors) from a subordinate in return for promotions, increased wages, continuance of the job, or any similar purpose will be terminated. Likewise, unwelcome sexual propositions between employees may also constitute sexual harassment and will not be tolerated.

If an employee feels he or she is being harassed and cannot for whatever reason discuss the problem with the appropriate supervisor, a discussion should take place between the employee and the Human Resource employee.

A report of sexual or other harassment will be treated seriously, and a thorough investigation will be conducted. An employee who files a complaint will be treated fairly and courteously at all times. "All complaints are confidential, within the meaning of section 4.505, last sentence of the first paragraph."

7.205: Sexual Harassment

It is the policy of Beautiful Savior Lutheran Church to strictly prohibit any conduct, which constitutes sexual harassment and to discipline any employee guilty of such conduct.

"Acts of sexual harassment by employees, supervisors, and managers, are prohibited employment practices and are subject to sanctions and disciplinary measures."

If you believe that you are being, or have been harassed in any way, or have witnessed any incident of sexual harassment, please report the facts of the incident or incidents to your supervisor (or an alternate Human Resources employee if the complaint involves your supervisor) immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

Violation of this policy may result in disciplinary action, up to and including possible termination.

It is the policy of Beautiful Savior Lutheran Church to encourage any witness of an incident of sexual harassment to report such incident to your supervisor.

7.300: ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

Employees must comply with the following Drug-Free Workplace Policy of Beautiful Savior Lutheran Church:

- 1) Beautiful Savior Lutheran Church, including its Early Learning Center, (BSLC) is committed to protecting the safety, health, and well-being of its employees and of all people who come onto its facilities and property, and use its services, including educational and daycare services.
- 2) Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, BSLC is committed to ensuring a substance-free working environment for all of its employees.
- 3) BSLC, therefore, strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner. Employees also must comply with other policies of BSLC prohibiting or restricting the possession or use of alcohol on church property. Employees may possess non-prescription drugs and may possess prescription drugs for which the employee has a valid prescription. Employees are responsible for keeping secure any prescription and non-prescription drugs that they bring onto BSLC property.
- 4) In addition, BSLC strictly prohibits the abuse of alcohol or prescription drugs.
- 5) Any violation of this policy will result in adverse employment action up to and including dismissal and referral for criminal prosecution.

7.400: OUTSIDE ACTIVITIES

Employees are prohibited from engaging in outside employment, private business, or other activity which might have an adverse effect on, or create a conflict of interest with, the church.

7.500: PERSONAL APPEARANCE

Your appearance reflects not only on you as an individual, but on the church as well. We expect you to take pride in your appearance and strive to achieve a positive business-like image when representing the church.

7.600: LOST AND FOUND

Employees should not bring large sums of money, jewelry, or other valuables to work. The church will not be responsible for personal property that is lost, damaged, stolen, or destroyed.

If you happen to find personal belongings that have been lost by another person, please turn them in to your supervisor.

7.700: SMOKING

Smoking is prohibited on any property owned by Beautiful Savior Lutheran Church. This policy is established to provide a smoke-free environment for us and for all of our visitors to the building.

7.800: ACCESS TO CHURCH PROPERTY

It is important that the Church have access at all times to church property, as well as other records, documents, and files. As a result, certain management employees and officers of the church reserve the right, but always respecting that information deemed to be of confidential nature (i.e., Pastor's confidential files, personnel files), to access employee offices, work stations, filing cabinets, desks, and any other church property at its discretion, with or without advance notice or consent.

7.900: BUSINESS EXPENSE REPORTING

(Reference Church Treasurer's Manual Chapter 6, Business Expenses)

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

8.000: USE OF CHURCH TELEPHONES

From time to time it may be necessary for employees to make and receive personal calls on church phones. However, these calls should be limited to no more than 5 minutes in length, and should be made, whenever possible, during scheduled break and meal periods. Staff involved with responsibilities of attending to children, such as a teacher or child care worker, need to have their cell phone put away. Employees are expected to use good judgment and common sense when it comes to personal phone calls. All costs for long distance calls must be reimbursed by the employee to the church after receipt

of bills.

Cell phones are available to teachers during class time for professional use only which includes and is limited to:

- Taking of photos for use in home and school communications or for classroom projects.
- Receiving message from parents **prior** to class start time.
- Communicating with parents in the event of an emergency if the Director is not on site.
- Communication with parents **after** the end of class regarding pick up.

Employees who violate this policy may be subject to disciplinary action.

8.100: EMPLOYEE PARKING

Employees park at their own risk and the church will not be responsible for theft or damage to any vehicles parked on or near church property. Also, the church will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

8.200: EMPLOYEE BULLETIN BOARDS

Posted information on church bulletin boards is for the benefit of all employees. The church reserves the right to monitor and limit posted information on the bulletin boards. You will find posters that explain state and federal law, as well as updated information about church policy and procedures located behind the office door. You are responsible for checking church bulletin boards on a regular basis and for reading all posted materials.

8.300: REFERENCES

It is against the policy of Beautiful Savior Lutheran Church to provide letters of recommendation for any employee. A neutral reference providing date of employment and position title may be provided to a potential employer.

BEAUTIFUL SAVIOR LUTHERAN CHURCH PERSONNEL MANUAL

SECTION 9.000

**EMPLOYEE STATEMENTS
OF ACKNOWLEDGEMENT & BELIEF**

9.000: EMPLOYEE STATEMENTS OF ACKNOWLEDGEMENT & BELIEF

I have received a copy of the employee handbook and have read or had it read to me carefully. I further understand all matters set forth in the employee handbook and agree to abide by and adhere to Beautiful Savior Lutheran Church and Early Learning Center’s policies during my employment with the Church and/or Early Learning Center, as they may be modified from time to time. I further understand and agree that any provision of the employee handbook may be amended, revised, or eliminated at any time by the Church and Early Learning Center.

I understand that my employment with the Church and Early Learning Center is *not* for a specified length of time. Rather, I understand and agree that my employment is terminable at will so that both the Church and Early Learning Center and I remain free to choose to end our work relationship at any time, with or without cause. Likewise, I understand and acknowledge that nothing in the Church and Early Learning Center’s employee handbook in any way creates an express or implied contract of employment.

*I hereby acknowledge receipt and acceptance of this Employee Handbook.

*I have read and I will not contradict, undermine or speak against the Beautiful Savior Lutheran Church’s *Statement of Belief* (Section 1.4000).

Employee's Name (Please Print)

Employee's Signature

Date _____