

# **Employee Handbook For St. Matthew Lutheran Church Grand Rapids, MI**

*“For there is a proper time and procedure for every matter . . .”*

Ecclesiastes 8:6

**A Lutheran Church—Missouri Synod  
Congregation**

Updated December 2015

## **FOREWORD**

*"Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things. Whatever you have learned or received or heard from me, or seen in me--put it into practice. And the God of peace will be with you."* Philippians 4:8,9  
(A comment from Paul, in prison, encouraging excellence in ministry through his example.)

**TO: ALL EMPLOYEES**

The following pages contain policies and procedures established for individuals employed by ST. MATTHEW LUTHERAN CHURCH.

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 person responsible for Human Resources as per the Board Of Director's Policy Manual.

May God bless you in all you do.

Sincerely,

Jay C. TenEyck  
CHAIRMAN,  
BOARD OF DIRECTORS  
ST. MATTHEW LUTHERAN CHURCH  
November 17, 2015

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# **ST. MATTHEW LUTHERAN CHURCH PERSONNEL MANUAL**

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## **SECTION 1.000**

### **INTRODUCTION**

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### **1.100: WELCOME!**

Welcome to ST. MATTHEW LUTHERAN CHURCH! We consider you to be a gift from God and look forward to working with you as a member of our ministry team. Your gifts and talents which you bring to your position are most appreciated. We are committed to working together with you in service to our Lord through this ministry.

As an employee of the church, you represent this ministry in both your work life and private life. Our hope is that you would always be sensitive to how others may see you as you live out your daily life. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the Church's Mission Statement.

We pray that you will look to your Lord daily as you are about your work in a way that is suggested in this portion of a prayer from "The Lutheran Book of Prayer."

*"Grant that I may day by day put forth efforts which are pleasing to Thee, helpful to my fellow men, and sufficient to provide for my daily needs. Keep me mindful that my service must be done not merely to men but to Thee. Help me to remember that in all things, my sufficiency is of Thee and that whatever I do is to be done to Thy glory. Give me joy in my labor; sincerity in my service, and unselfishness in all my striving. Help me to be faithful in all things, for the sake of Him who died for me."*  
*Amen*

### **1.200: INTRODUCTORY STATEMENT**

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

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

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate. However, at all times, the congregation will comply with all applicable laws.

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 contract, the terms of the call or contract shall prevail provided they do not conflict with the Bylaws or constitution of the Synod.

### **1.300: MISSION - WHAT DO WE DO?**

In thankfulness to God's grace we exist as St. Matthew Lutheran Church to make disciples of Jesus Christ. MT 28: 18 – 20 We are; "Followers of Jesus, Wherever We Are"

### **1.400: VALUES - HOW WE DO WHAT WE DO -**

Because of God grace in the person and work of Jesus we seek to live as His called, changed & shaped people who , joyfully worship, develop a growing faith, willingly serve, share the message of Christ, relate together in health.

### **VISION - HOW DO WE KNOW WE ARE ON THE RIGHT PATH -**

**For the Church as a whole -** That we would be a church that gathers 500 people in worship on a weekend and program to meet the needs of our community and membership so that people continue to grow in Christ.

#### **Worship Life**

Corporate: Members of St. Matthew would regularly gather in Jesus Name for participation in reverent and joyful Word and Sacrament ministry in 1 of 2 services offered . (Liturgical, Contemporary).

Personal: Members would pray and worship in a regular and meaningful way in their home.

#### **Willing Service**

Corporate - Members of St. Matthew would serve in at least 1 way within the body of Christ (St. Matthew), and not more than 3 ways.

Personal - Every member would be encouraged to and be celebrated in serving the community in at least one way.

#### **Healthy Relationships**

Corporate - Every member is connected in some type of small group life.

Groups are monitored for effectiveness and new groups generated per needs of the life of the church and community.

Faith Five practices are promoted for use at home.

#### **Growing Faith**

Corporate: Members would, as a method of spiritual growth, engage in at least one gathering that teaches Biblical content.

Personal: Members would relate together around God's Word reflecting the Family Friendly emphasis.

#### **Sharing the Gospel**

Corporate: St. Matthew practices tithing in financial support of District/Synod, cross-cultural mission opportunities are planned annually, local social and spiritual endeavors are highlighted monthly.

Personal: All members would trained develop and share how God has worked in their life

#### **Administrative**

Office is operated to effectively communicate clearly, consistently and regularly in a user-friendly format and method to the community of St. Matthew.

A Communication Center that attracts attention, conveys spiritual growth and information at St. Matthew.

#### **People Care**

Stepping Stones celebrated to mark transitions in life.

Personal Care on a general level is attended to on small group basis

Elders make 6 CARE call contacts with their group per year

Stephen Ministry - assigned in times of difficulty

Pastoral Care - make monthly shut in calls, hospital visits and contact with unique situations.



# **ST. MATTHEW LUTHERAN CHURCH PERSONNEL MANUAL**

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## **2.100: YOUR EMPLOYMENT**

### **2.105: Employment At Will**

As a non-rostered or non-contracted employee of ST. MATTHEW LUTHERAN CHURCH, the employment relationship is one of mutual consent. The employment relationship is terminable at the will of the employee or ST. MATTHEW LUTHERAN CHURCH, that is, either you or ST. MATTHEW LUTHERAN CHURCH may end this relationship at any time, with or without cause.

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

## **2.200: EQUAL EMPLOYMENT OPPORTUNITY**

ST. MATTHEW 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 according to ability, not age, race, color, national origin, ancestry, gender, disability, 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 doctrinal view of The Lutheran Church-Missouri Synod. For such positions, it is necessary for us to seek out individuals with specific religious training and/or synodical recognition. In addition to the extent allowed by State Law for all positions, the congregation may give preference in hiring on the basis of religion, including persons who are members in good standing of a Lutheran Church--Missouri Synod congregation.

The position of pastor, associate pastor and assistant pastor (if applicable) or positions identifying ordained clergy status as a requirement at ST. MATTHEW LUTHERAN CHURCH are required to be held by ordained ministers of The Lutheran Church-Missouri Synod. Based on religious belief, only males are ordained ministers in The Lutheran Church-Missouri Synod. Therefore, for those positions, females will not be considered for employment.

## **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, which includes the completion of Form 1-9, Employment Eligibility Verification.

## **2.350: NEW HIRE ACT**

By federal law all employers are 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.

## **2.400: EMPLOYMENT OF MINORS**

For employees less than 18 years of age, the hours of employment and working conditions strictly follow the regulations set forth by federal and state laws.

## **2.500: EMPLOYMENT OF RELATIVES (Optional)**

Relatives of individuals on staff normally will not be offered employment with us. Requests for exceptions may be made to the Church Board of Directors who may approve the hiring. A relative is defined as any person related to the employee by blood, marriage, or adoption.

## **2.600: EMPLOYMENT CLASSIFICATION**

There are three classifications of employees as follows:

**CALLED FULL-TIME** - Any called worker who works more than 30 hours a week and more than 5 months per year and is a rostered worker of the LCMS.

**REGULAR FULL-TIME** - Any worker who works more than 30 hours a week and more than 5 months per year.

**CALLED PART-TIME**- Any rostered employee who works up to, but less than full-time, but no more than 30 hours a week for a period of more than 5 months in a year

**REGULAR PART-TIME** - Any worker who works up to, but less than full-time, but no more than 30 hours a week for a period of more than 5 months in a year.

**TEMPORARY** - Any worker employed, full-time or part-time, five months or less per year.

You may be asked to sign a statement recognizing your part-time or temporary status and that you therefore, are not eligible for benefits.

## **2.605: Overtime and Minimum Wage**

Certain job positions are exempt from coverage under the Fair Labor Standards Act (FLSA), which governs the payment of minimum wage and overtime. Some of the types of positions that are exempt from the FLSA are those of a managerial, administrative or a professional

nature, although job titles do not control classification as exempt or non-exempt from the FLSA.

## **2.700: JOB DESCRIPTIONS**

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

Employees will generally be given a job description before they start working. A job description summarizes your duties and responsibilities and gives you important information about your new job. Please read and study 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.

## **2.800: COMPETENCIES AND DESIRED QUALITIES OF ALL ST MATTHEW EMPLOYEES**

### **SPIRITUAL RESPONSIBILITIES:**

- To be devoted to prayer and the word of God.
- To demonstrate his/her calling as God's child through a sanctified life.
- Represents the church with a cheerful and professional attitude both to members and the general public.

### **DESIRED POSITION QUALITIES:**

- Loves God and trusts the grace of God given in Jesus Christ.
- Understands and wholeheartedly supports the vision and ministry of St Matthew Lutheran Church.
- Loyal to the person and performance of other staff members.
- Gives warm reception to people inside and outside of congregation.
- Desires to grow professionally and perform ministry in more effective manner.
- Ability to handle the stress of deadlines and flexible work environment.
- Consistently displays positive attitude toward life, other staff members and congregation.
- Ability to effectively accomplish tasks with little or no supervision.

## **2.900: PERFORMANCE EVALUATIONS**

Based on actual work performance, a review will be conducted with you by your supervisor on a predetermined date. This is a formal and documented review. Casual and undocumented discussions with your supervisor will also be a part of your performance evaluation.

**PURPOSE:** All employees participate in a performance review session, at least annually, with their supervisor. This review is intended to provide support for the individual; to improve the performance of 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, as well as the ministry plan of the congregation. 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.

### **2.905: Initial Performance Review**

In order for you to become acquainted with your new position and for your supervisor to be assured that you are suited to your new position, all new regular employees will have an initial performance review during the first three months after commencing work. Additional reviews may be conducted if performance warrants. Approximately one year after initial hire, an annual review will be conducted.

The purpose of the performance evaluation is to let you know how you are doing. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement.

You will have the opportunity to discuss your performance evaluation with your supervisor. Although you should not wait for formal reviews to ask questions, this is a good time to ask questions and clarify important points. Performance evaluations help the church make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a pay increase nor does it alter, modify, or amend the employment-at-will relationship between you and the church.

# ST. MATTHEW LUTHERAN CHURCH PERSONNEL MANUAL

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## SECTION 3.000

### BENEFITS

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### 3.100: INTRODUCTION

The congregation maintains a benefit program to help meet the needs of its employees. The following information in this section outlines your benefits as an employee of the church.

### 3.200: VACATION

Rostered workers of LCMS will be eligible for paid vacation after completion of one year of continuous service at St. Matthew and will be granted vacation time based on seniority levels (in years of service with the LCMS) listed below

<b><u>Length of Continuous Service</u></b>	<b><u>Vacation</u></b>
During years 2 through 5	2 weeks
During years 6 through 10	3 weeks
During years 11 through 20	4 weeks
Over 20 years	5 weeks

Paid time off for a vacation week will equate to the number of hours normally worked per week. Vacation should be taken in no less than half-day increments. Rostered employees are strongly encouraged to miss no more than one Sunday in any given month and consecutive Sunday's only with permission of his/her immediate supervisor

Regular full-time employees will be granted vacation time based on their length of continuous service with the congregation, as follows:

<b><u>Length of Continuous Service</u></b>	<b><u>Vacation</u></b>
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Same schedule as rostered workers

The term “weeks” refers to the number of hours the employee is normally scheduled to work in a week. An employee's length of continuous service corresponds to their anniversary date which is defined as the month and day the employee was hired as a regular full-time employee.

Requests for vacation time should be made in writing and should be submitted to the immediate supervisor for approval at least one (1) month in advance for vacation requests for the equivalent of one week's hours. Shorter notice may be allowed for shorter vacations, provided it does not interfere with scheduled work. Seniority on the St. Matthew payroll will apply when conflicting requests can not be honored.

Vacation is a reward for faithful service and employees are encouraged to use all their vacation time as a means of rest and recuperation. Unused vacation of up to 5 days may be carried-over into the following year. In no case will pay be granted in lieu of vacation.

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

Regular full-time employees will receive pay for unused vacation time for the current year upon termination of employment.

Regular part-time and temporary employees are not granted paid leave time, but may arrange unpaid leave time with the approval of the senior pastor.

### **3.300: HOLIDAYS**

The congregation observes the following holidays for which all regular full-time employees will receive regular pay:

½ Day New Year's Eve, New Year's Day, Monday after Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Day after Thanksgiving, ½ Day Christmas Eve, Christmas Day

The following general provisions apply to holiday pay:

1. Holidays will be observed on the calendar day designated by the church for observance.
2. Holidays falling on Saturday will be observed on Friday and holidays falling on Sunday will be observed on the following Monday.

### **3.400: SICK LEAVE**

Sick leave credits are awarded to regular full-time employees at the rate of 5 days per calendar year. Sick leave must be used concurrently with any FMLA leave when the employee is on FMLA leave due to the employee's own serious health condition or as otherwise permitted under applicable law.

It is your responsibility to contact your supervisor as soon as possible when you are unable to report for work.

Sick leave credits cannot accumulate beyond the calendar year and no pay for unused sick leave will be granted at year-end.

### **3.500: BEREAVEMENT PAY**

Time off with pay for regular full-time employees may be approved in the event of a death in your family.

If a death should occur in your immediate family (spouse, child, parent, parent-in-law, son-in-law, daughter-in-law), up to 7 working days will be approved.

If there is a death of a close relative (grandparent, brother, brother-in-law, sister, sister-in-law), up to 5 working days will be approved.

If additional time off is needed and approved, the additional time taken will be charged to vacation or sick leave, and/or unpaid time.



## **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 senior pastor and approved by the Church Board of Directors. Written requests must state the reason for the leave, as well as the beginning and ending dates. Requests for leaves 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. In particular, 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 senior pastor at the earliest possible date to discuss the leave.

### **3.610: 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. The employee will be paid their normally scheduled pay less the jury duty pay received.

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.

### **3.615: Study Leave**

Study leave will be considered upon written request to the senior pastor and approval by the church Board of Directors.

### **3.620: Sabbatical Leave**

Sabbatical leave will be considered upon written request to the senior pastor and approval by the church Board of Directors.

### **3.625: 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. Employees on leave because of work-related illness or injury will be reviewed on an individual basis by the senior pastor.

### **3.630: General Provisions**

The following general provisions apply to all leaves of absence:

1. A request for an extension of a leave of absence, when 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:
  - Employees (if participating) will pay the full cost of health insurance coverage during their unpaid leave of absence.
4. Employees will not accrue length of continuous service for the portion of a leave of absence in excess of thirty (30) days, unless otherwise provided by law.
5. Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.
6. 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.
7. 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. A leave of absence must be approved in advance, in writing, by the Church Board of Directors or the senior pastor when possible.

### **3.635: Maternity**

Employees eligible for maternity leave are able to file a disability claim under the Concordia Disability and Survivor Plan once they are no longer able to work due to the pregnancy and/or delivery.

For eligible workers, disability benefits cover maternity leave (covered as a short-term disability). As with other covered conditions, the income replacement provides a monthly benefit of 70% of compensation upon the 15th day of disability.

Concordia Health Plan members have access to many benefits outside of the disability program that can help them to have a healthy pregnancy, as well.

**Maternity is a covered condition** and any medically-verifiable bed rest prior to delivery is considered part of the maternity claim.

### **3.640: Family and Medical Leave**

Your employer 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).

St. Matthew Lutheran Church will make available the following even though under the FMLA St. Matthew Lutheran Church is exempt because of employing less than 50 employees.

Employees eligible for family and medical leave are those who:

1. Have been employed by ST. MATTHEW LUTHERAN CHURCH for at least 12 months; and
2. Have worked at least 1,250 hours during the previous 12-month period for ST. MATTHEW LUTHERAN CHURCH.

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 senior pastor 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. Your employer

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 employer 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 employer 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 medical certification submitted should state that the intermittent or reduced schedule leave is medically necessary. The employer 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.

Insurance Premiums: During the employee's family or medical leave of absence, the employer will continue (if applicable) to provide health insurance coverage, at the employee's expense, for the employee and their eligible dependents.

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 employer will notify such employees of their "key employee" status and the conditions under which job restoration may be denied, if applicable. "Key employees include but are not limited to full-time called workers (eg. Pastoral Staff, key ministry leaders, worship leaders etc.)

Employee Notification: An employee who expects or anticipates taking family or medical leave is required to notify the senior pastor preferably 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 senior pastor.

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 their immediate supervisor or the senior pastor.

### **3.700: GROUP EMPLOYEE BENEFIT PLANS**

Because of its Christian concern for its employees, ST. MATTHEW 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: All regular full-time employees and full-time called workers are eligible for enrollment in the Worker Benefit Plans.

Benefits Provided: The Concordia Retirement Plan provides retirement benefits. The Concordia Disability and Survivor Plan provides disability income and death benefits. The Concordia Health Plan provides medical and vision coverage. The provisions of the Worker Benefit Plans supersede any information provided below. For further details about the benefits of these Plans, booklets are available either in the church office or can be requested by calling the Worker Benefit Plans office and/or are available on the synodical website.

Enrollment: You will be asked to fill out an Enrollment Form and Beneficiary Form, 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 congregation pays 100 percent of the cost for the Concordia Retirement Plan and Concordia Disability and Survivor Plan. For the Concordia Health Plan, the congregation pays a percentage of the cost for your INDIVIDUAL OR FAMILY coverage which percentage is set by the board of directors annually.

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 regular full-time or regular part-time employment occurs. Information about extension of coverage on an individual basis will be mailed to you by the Plans' office.

### **3.800: WORKERS COMPENSATION INSURANCE**

ST. MATTHEW LUTHERAN CHURCH maintains Worker's Compensation coverage in compliance with applicable law. You should report any work-related injury/illness to the senior pastor within 48 hours of the incident or as soon as possible.

### **3.900: CONTINUING EDUCATION ASSISTANCE AND PROFESSIONAL MEMBERSHIPS - Optional**

Where it can be demonstrated that the congregation will benefit from an employee's participation in a job-related program or professional organization, the related expenses may at

the Board of Directors' 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 Board of Directors.

# ST. MATTHEW LUTHERAN CHURCH PERSONNEL MANUAL

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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 congregation members rely on workers 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 is 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**

Tardiness or absence is considered "excused" only when the employee calls ahead of time and the tardiness or absence is for a compelling reason. If contact or a call cannot be made 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. Tardiness 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.

## **4.200: TERMINATION**

The employment relationship between the congregation 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 may terminate the employment relationship whenever it deems appropriate.

### **4.205: 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.

### **4.210: Resignation**

When an employee voluntarily resigns, a two-week notice of an employee's intent to leave employment is generally desired, but not required. Written notice should include the reason for



leaving, the last day of work, an address where the employee can be reached in the future, and be signed and dated by the employee.

#### **4.215: 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 rostered and contracted workers) and the congregation is of an at-will nature, an employee can be dismissed without notice.

#### **4.220: 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.

#### **4.225: Exit Interview**

An exit interview with the employee conducted by a member of the appropriate church board or committee 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**

Employees designated as hourly workers will provide time sheets in the format requested by the senior pastor of St. Matthew Lutheran Church.

#### **4.400: BREAKS AND MEAL PERIODS**

Nonexempt employees who work at least 5 hours a day will receive an unpaid meal period of one-half hour. However, nonexempt 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 organization is disrupted as little as possible.

Nonexempt employees who work at least 3 ½ hours daily are authorized a paid break of at least 10 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 congregation needs to have complete and accurate information on each of its workers. This

includes all nonexempt, exempt, rostered, contracted, full-time and part-time employees. Personnel 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.

It is important that the church always have current information about its employees. Employees should immediately notify the congregation 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**

The church's intent is to give qualified employees preference over others when filling job openings within the church. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the church are not always possible.

An employee's past performance, experience, qualifications, and potential are factors that will be considered in making promotion and transfer decisions. The individual's personnel records shall be the official source of information.

#### **4.700: RECORDS CHECKS**

St. Matthew Lutheran Church reserves the right to perform periodic records checks on employees consistent with those performed during the application for employment process.

# ST. MATTHEW LUTHERAN CHURCH PERSONNEL MANUAL

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## SECTION 5.000

### COMPENSATION

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### **5.100: PAYDAY**

ST. MATTHEW LUTHERAN CHURCH has adopted the following pay schedule:

Paychecks are prepared for distribution on the 15<sup>th</sup> and 30<sup>th</sup> of each month.

Employees are responsible for making sure that all pertinent information is given to the Church Treasurer for preparation of payroll at least 2 days in advance of pay dates.

Checks may be distributed during the workday or mailed to the employee's home.

### **5.105: Advances**

Salary advances ARE NOT permitted.

### **5.110: Termination Checks**

Termination checks shall be released upon return of all building keys and other congregational property, which 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 congregation are reviewed and proposed by the appropriate board or committee and approved by the Church Board of Directors.

Individual wage and salary reviews may 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**

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 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 earnings.

### **5.305: Garnishment**

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

## **5.400: OVERTIME**

### **5.405: Overtime Compensation**

Overtime compensation will be paid to non-exempt employees for all hours worked in excess of 40 hours in a seven-day workweek. 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.

Exempt employees are not eligible for overtime pay.

Overtime pay will not be routinely authorized.

# ST. MATTHEW LUTHERAN CHURCH PERSONNEL MANUAL

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## SECTION 6.000

### DISCIPLINE AND GRIEVANCE

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## **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, paragraph 2.105)

### **6.105: Disciplinary Action**

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 normally first be verbally counseled about the problem with the intent of clearing up any misunderstanding and establishing behavior expected in the future. Disciplinary action will be documented noting the type of disciplinary action taken, the date, and the subject matter addressed. Violation of policies can result in probation, suspension, or termination of employment.

### **6.110: Exceptions**

It is important to note that the severity of the offense may warrant not following a 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.

### **6.115: Non-Renewal of Contract**

If you are a contract employee, ST. MATTHEW LUTHERAN CHURCH may choose not to renew your contract for any reason in its sole discretion including changes in fiscal or personnel circumstances.

## **6.200: GRIEVANCE PROCEDURE**

The Church recognizes that occasionally employees may disagree with its practices and policies, or become dissatisfied with 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 by the supervisor at this time. At this stage the issue would be considered a grievance and will progress through the prescribed procedure. If the employee decides against proceeding with the grievance process as outlined below our expectation is the employee will fully conform with the policies or practices in question and he/ she is expected to keep the matter to themselves and "explain everything in the kindest possible way," (Martin Luther, Small Catechism, 8th Commandment).

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 Human Resource committee of the Board of Directors. (See article 2.8.3. of the Board of Director's Policy Manual)
3. If the grievance is still not resolved, the employee will put the grievance in written form and send it to the Chairman of the church who will convene a meeting with the employee and the Human Resource committee of the Board of Directors to discuss the grievance.
4. The next steps will be to review the complaint with the Church Board of Directors.

In all instances, employees are eligible to take full advantage of their rights in accordance with the Synod's Bylaws, including the Synodical Dispute Resolution.



# ST. MATTHEW LUTHERAN CHURCH PERSONNEL MANUAL

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## SECTION 7.000-8.000

### WORKING TOGETHER

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## **7.100: INTRODUCTION**

At ST. MATTHEW LUTHERAN CHURCH it is important that all employees work together as a team so that the rights and interests of both the congregation and employees are assured. Common sense, good judgment and acceptable personal behavior on the part of all employees will make ST. MATTHEW LUTHERAN CHURCH a desirable place to work.

### **Spiritual Responsibilities:**

- To be devoted to prayer and the word of God.
- To demonstrate his/her calling as God's child through a sanctified life.
- Represents the church with a cheerful and professional attitude both to members and the general public.

### **Desired Position Qualities:**

- Loves God and trusts the grace of God given in Jesus Christ.
- Loyal to the person and performance of other staff members.
- Demonstrates the ability to grow professionally and perform ministry in a more effective manner.
- Ability to handle the stress of deadlines and flexible work environment.
- Consistently displays positive attitude toward life, other staff members and congregation.
- Ability to effectively accomplish tasks with little supervision.

## **7.200: MORALS POLICY**

The command of Christ is that His mission for the Church should be carried out according to His will, and that in doing so, we maintain decency and order in our personal and professional lives. No practice or behavior inconsistent with or in conflict with individual moral and ethical conduct required by Scripture shall be tolerated from employees. Any failure to maintain these ethical and moral standards may be grounds for counseling and/or immediate dismissal from employment.

Persons who hold positions of responsibility or positions that put them and ST. MATTHEW LUTHERAN CHURCH in the public eye are often regarded as role models and exemplars of Christian leadership. These persons may be held to a stricter standard of behavior and practice than other employees in both their work and their personal lives. Counseling may be required, and these employees may face dismissal for behavior and practices deemed by ST. MATTHEW LUTHERAN CHURCH to be inappropriate to fulfilling their function as role model and leader in carrying out Christ's mission on earth.

## **7.300: 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 an unwilling subordinate in return for promotions, increased wages, continuance of the job, or any similar purpose will be disciplined, which may include termination of employment.

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 senior pastor, a discussion should take place between the employee and the Chairman or Vice Chairman of the Board of Directors. A second option would be to use the Employee Assistance Program hotline available through Concordia Plan Services and Administered by CIGNA Behavioral Health. The toll free number is 866-726-5267.

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, and will not be retaliated against for making such report. Confidentiality will be honored for all parties involved to the degree possible.

### **7.305: Sexual Harassment**

It is the policy of ST. MATTHEW LUTHERAN CHURCH to provide an environment free of discrimination. It is important for you to understand that jokes, stories, cartoons, nicknames and comments about appearance may be offensive to others. It is our policy to strictly prohibit any conduct that may constitute sexual harassment and to discipline any employee deemed guilty of such conduct.

Sexual harassment is often difficult to define. However, as a guide, the following behavior may constitute sexual harassment. Unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or the harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Any employee who believes that he or she has been subject to sexual harassment or is aware of any sexual harassment shall immediately report the conduct in confidence to the pastor or the chairman of the Board of Elders without fear of retaliation. An investigation of the incident will be conducted looking at the totality of the circumstances. The employee(s) involved will be informed regarding the findings of the investigation and any disciplinary action to be taken. It is the responsibility of each member of the work team to create an atmosphere free of sexual harassment. In addition, it is the responsibility of each employee to respect the rights of other employees. This policy encourages any witness of an incident of sexual harassment to report such incident immediately. All reasonable efforts will be made to protect the confidentiality of the individual reporting the incident.

### **7.400: ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES**

The use, sale, transfer, possession, or being "*under the influence*" of alcohol, illegal drugs, or illegal controlled substances when on duty, on church property, or in church vehicles is

prohibited (Exceptions include the sacrament of Holy Communion and/or use at church/district sponsored events.) In addition, off duty conduct that may adversely affect the reputation or interests of the church is prohibited. *"Under the influence"* for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety or well being of the affected employee, other co-workers, the public, or church property.

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

#### **7.500: WORKPLACE SAFETY**

ST. MATTHEW LUTHERAN CHURCH is committed to providing a safe environment for employees and visitors. In order to provide a safe work place, access to our work area may be limited to those with a legitimate business interest.

#### **7.600: PROHIBITION OF VIOLENCE**

It is the policy of ST. MATTHEW LUTHERAN CHURCH that there will be zero tolerance for violence. This includes joking and talking of violence. If violence in the workplace is displayed or threatened, the person responsible for such conduct will be subject to immediate disciplinary action. In addition to the appropriate disciplinary action, the employee and/or other parties involved may be subject to criminal proceedings as appropriate.

For the purpose of this policy, violence includes physically harming another, shoving, pushing, intimidation or coercion; however, ST. MATTHEW LUTHERAN CHURCH reserves the right to review incidents and expand on what may be considered violence. No weapons are allowed on the premises and no threats or talk of violence will be tolerated.

All employees are to assist in preventing violence in the workplace. You can help by reporting incidents that could indicate a coworker is in trouble. All reports will be investigated.

#### **7.700: 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.

#### **7.800: CONFLICT OF INTEREST**

ST. MATTHEW LUTHERAN CHURCH is fully committed to conducting its responsibilities in a manner reflecting the highest degree of integrity and honesty. The success of ST. MATTHEW LUTHERAN CHURCH in conducting its affairs is the sum efforts of each individual—board, commission and committee member, officer and exempt employee—in executing his or her responsibilities with good judgment and in an ethical manner.

- Staff persons who receive honoraria or payments for sales or services rendered to ST. MATTHEW LUTHERAN CHURCH, DISTRICT OR OTHER ENTITIES OR AGENCIES OF THE SYNOD shall disclose such information.
- Activities shall not be entered into which may be knowingly detrimental to the interests of ST. MATTHEW LUTHERAN CHURCH.
- Information acquired in the course of carrying out church business shall not knowingly be used in any way that would be detrimental to the welfare of the Synod and its entities or agencies.
- No staff member or officer of the congregation shall vote on any transaction in which the individual shall receive a direct or indirect financial gain.
- Gifts, entertainment or favors in excess of \$100 per person per year from any individual or outside concern that does or seeks to do business with the church/district shall not be accepted.
- Any inappropriate activity shall cease or the position will be vacated.
- Responsibilities shall be conducted in a manner reflecting the highest degree of integrity and honesty consistent with the Scriptures, the Lutheran Confessions, the Synodical Handbook, church policies and civil laws. (For those employees not familiar with the Lutheran Confessions, Scripture should be used to interpret the expected conduct).

## **8.000: ELECTRONIC COMMUNICATION POLICY**

### **8.005: Ownership of Messages**

The electronic communications systems, which include, but are not limited to, the telephone, electronic mail, voice mail, facsimiles, computers, the Internet, and all information stored on them are the property of St. Matthew Lutheran Church and are provided at St. Matthew Lutheran Church's expense. All information and messages that are created, sent, received, accessed, or stored on these systems constitute company records. As such, every effort should be made to use this system exclusively for conducting ALL official church business.

### **8.010: Business Use**

The electronic communications systems are to be used primarily to conduct company business. Reasonable personal use of such systems is permitted, but must not interfere with an employee's productivity. Personal use should be limited to breaks, lunch and other non-working hours. Employees may not use the electronic communications systems for political causes; football pools or other sorts of gambling; illegal activities; seeking/inquiring about job opportunities outside of the organizations; list serves for non-work purposes; solicitations or advertisements for unrelated work purposes; or creating, possessing, uploading, downloading, accessing, transmitting, or distributing materials of a sexual nature. Employees may not use the congregation/district's electronic communications systems to post non-work related information, opinions, or comments to Internet discussion groups and other such forums. Employees are prohibited from passing off their views as representing those of his/her congregation/district. Employees are strongly encouraged to utilize personal electronic communication accounts when conducting non-church business.

### **8.015: No Presumption of Privacy**

Although employees are expected to use passwords to access some of the electronic communications systems, such communications are not private and security cannot be guaranteed. In surfing the Internet, employees should remember that all connections and sites visited may be monitored and recorded. Employees should assume that any communications – whether business-related or personal – that they create, send, receive, or store on their company's electronic communications systems may be read or heard by someone other than the intended recipient. In particular, highly confidential or sensitive information should not be sent through e-mail, the Internet. St. Matthew Lutheran Church reserves the right to keep an employee's e-mail address active for a reasonable period of time following an employee's departure to ensure that important business communications reach them; St. Matthew Lutheran Church will review such communications.

### **8.020: Congregation's Right to Monitor Messages**

St. Matthew Lutheran Church reserves the right to monitor, access, retrieve, read, and disclose to law enforcement officials or other third parties all messages created, sent, received, or stored on the electronic communications systems without prior notice to the originators and recipients of such messages. Authorized personnel may monitor the electronic communications of employees to determine whether there have been any violations of law, breaches of confidentiality or security, communications harmful to the business interests of St. Matthew Lutheran Church, or any violations of this policy and any other company policy.

### **8.025: Message Restrictions**

Electronic communications may not contain content that a reasonable person would consider to be defamatory, offensive, harassing, disruptive, or derogatory, including but not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, gender, national origin, political beliefs, or disability.

### **8.030: Prohibited Activities**

Employees may not upload, download, or otherwise transmit copyrighted, trademarked, or patented material, trade secrets; or other confidential, private, or proprietary information or materials in violation of any legal constraints. Employees may not upload, download or otherwise transmit any illegal information or materials. Employees may not use their congregation/district's electronic communications systems to gain unauthorized access to remote computers or other systems or to damage, alter, or disrupt such computers or systems in any way, nor may employees – without authorization – use someone else's code or password or disclose someone else's code or password, including their own. Employees may not enable unauthorized third parties to have access to or use the electronic communications systems, nor may employees otherwise jeopardize the security of their congregation/district's electronic communications systems.

### **8.035: Message Creation**

Employees must use the utmost care in creating electronic communications. Even when a message has been deleted, it may still exist on a back-up system, be recreated, be printed out, or may have been forwarded to someone else without its creator's knowledge. As with paper records proper care should be taken in creating electronic records, which may someday have to be produced in connection with legal and/or business needs.

### **8.040: Record Retention**

As with paper documents created and received by an employee, it is each employee's responsibility to ensure that those electronic messages that should be retained are in fact saved. Those messages that need not be retained should be deleted.

### **8.045: Viruses and Tampering**

Any files downloaded from the Internet and any computer disks received from non-congregation/district sources must be scanned with virus detection software before installation and execution. The intentional introduction of viruses, attempts to breach system security, or other malicious tampering with any of your employer's electronic systems are expressly prohibited. Employees must immediately report any tampering, or other system breaches to their supervisor.

### **8.050: Selling and Purchasing**

The standard purchase and sales policies apply to all purchase and sales related activities conducted via the electronic communications systems.

### **8.055: Violations**

Violations of this policy, including breaches of confidentiality or security, may result in suspension of some or all electronic communication privileges, disciplinary action, and even termination. St. Matthew Lutheran Church reserves the right to hold the employee personally liable for any violations of this policy.

### **8.060: Software to Monitor Internet Usage**

St. Matthew Lutheran Church employees specifically grant the right to St. Matthew Lutheran Church to install and monitor internet usage software on all computers, personally owned or congregation owned, used to access the Internet at St. Matthew Lutheran Church.

## **8.100: 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 image, appropriate for the position, when representing the church.

#### **8.200: 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.

#### **8.300: SMOKING**

Smoking is prohibited in the building and the areas immediately around all entrances. This policy is established to provide a smoke-free environment for us and for all of our visitors to the building.

#### **8.400: 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.

#### **8.500: BUSINESS EXPENSE REPORTING**

Employees will be reimbursed in accordance with ST. MATTHEW LUTHERAN CHURCH reimbursement policies for all approved business-related expenses. Employees are requested to submit these reports in a timely manner to ensure proper accounting and prompt reimbursement.

#### **8.600: 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.

#### **8.700: CHURCH BULLETIN BOARDS**

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



materials.

# **ST. MATTHEW LUTHERAN CHURCH PERSONNEL MANUAL**

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## **SECTION 9.000**

### **EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT**

### **9.000: EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT**

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 ST. MATTHEW LUTHERAN CHURCH policies during my employment with ST. MATTHEW LUTHERAN CHURCH, 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 School.

I understand that my employment with ST. MATTHEW LUTHERAN CHURCH is *not* for a specified length of time. Rather, I understand and agree that my employment is terminable at will so that both ST. MATTHEW LUTHERAN CHURCH 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 ST. MATTHEW LUTHERAN CHURCH employee handbook in any way creates an express or implied contract of employment between ST. MATTHEW LUTHERAN CHURCH on the one part, and me, on the other part.

I understand that it is my responsibility to maintain and keep my handbook updated as new policies are created and distributed and/or policies are deleted or changed.

I hereby acknowledge receipt of the Employee Handbook.

Employee's Name (Please Print) \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

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