

**TRINITY EVANGELICAL LUTHERAN CHURCH
RHINELANDER, WI**

Personnel Policy MANUAL

[Employee Handbook]

The Personnel Policy Manual has been approved by the Trinity Lutheran Congregation Council on April 19, 2016

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Preface: About Trinity Evangelical Lutheran Church (hereafter referred to as Trinity Lutheran Church) Personnel Policy Manual (PPM)

The Personnel Policy Manual of Trinity Lutheran Church has been prepared in order that every employee of Trinity Lutheran Church may know the terms of employment that will govern his/her relationship with the congregation. Questions regarding interpretation of policies should be directed to the employee's supervisor. If questions are not answered, then the employee has the option of putting their question in writing to the Executive Committee.

The Personnel Policy Manual of Trinity Lutheran Church is available to all employees in two ways: (1) on the internet at www.ComeToTrinity.com, and (2) in print in the church office. It is each employee's responsibility to read and comply with the Personnel Policy Manual and any revisions made to them. Trinity Lutheran Congregation Council has the authority to make changes to this Personnel Policy Manual without prior notice. In addition, Trinity Lutheran Congregation Council may deviate from its stated policy at its sole discretion as individual circumstances warrant. This policy and any revisions revoke and supersede any and all previous practices and versions of this policy.

All employees shall receive a copy of this Personnel Policy Manual from their Supervisor. Employees shall sign the form attached at the back of the PPM which states that they have received and read the PPM and return the form to their supervisor, and it shall be placed in their personnel file.

All Supervisors are required to keep their copy of the PPM updated and to inform the staff of policy changes, as approved by the Congregation Council.

The Personnel Policy Manual of Trinity Lutheran Church is not a contract of employment. Except in the case of a written employment contract or letter of call, signed by the Executive Committee and a specific individual that states otherwise, every employee of Trinity Lutheran Church is an at-will employee. This means that either the employee or Trinity Lutheran Church may terminate the employment relationship at any time, with or without cause or advance notice.

1.0 DEFINITIONS OF TERMS

1.1 Authority

Adoption of this Personnel Policy Manual by the Trinity Lutheran Congregation Council is granted by the general authority in the Constitution and Bylaws of this congregation. Nothing in this Personnel Policy Manual shall conflict with the Trinity Lutheran Church Constitution, Bylaws, and Continuing Resolutions.

1.2 Scope

This Personnel Policy Manual applies to all paid staff of the congregation except where the Congregation Council has granted an exception.

1.3 Employee

As used herein, the term 'employee' will apply to any person in the employ of Trinity Lutheran Church.

1.4 Supervision of Employees

The Finance Committee, the Board of Resources, and the Board of Worship shall designate one of their members to act as Supervisor of the employee or employees position(s) assigned to them. Employee/supervisor relationship is defined in individual job descriptions.

1.5 Exceptions

Exceptions to this Personnel Policy Manual may be granted from time-to-time by the employee's supervisor, when it is determined that such exceptions are in the best interest of both this congregation and the employee concerned. Any exception will be reported at the next Congregation Council meeting.

1.6 Amendments

The Congregation Council may, from time-to-time, adopt amendments, corrections, additions or deletions to this Personnel Policy Manual. Any such changes shall apply both to persons employed at the time the change is adopted and to persons employed thereafter, unless the Congregation Council's action specifically provides to the contrary.

1.7 Office Hours

Trinity Lutheran Church office hours are Monday thru Friday, 8:00 a.m. – 12:00 noon.

2.0 EMPLOYEE CLASSIFICATIONS

If a member of the congregation is hired as an employee of Trinity Lutheran Church, that employment relationship supersedes membership entitlements. Said employees are not eligible for elected positions within the congregation.

2.1 Part-time Regular Employees

A part-time regular employee is defined as an employee who is regularly employed by Trinity Lutheran Church.

A. Part-time regular employees whose normal work schedule is at least 30 hours per week shall receive Paid Time Off (PTO) benefits (Section 8.2.)

B. Part-time regular employees whose normal work schedule is at least 30 hours shall be eligible for holidays (Section 6.4 and 7.2), payment for unused PTO (Section 8.2 (I)), and other absences from work (8.3 through 8.6.)

2.2 Term Contract Employees

An individual may be employed for a specified period of time under terms and conditions set forth in an agreement between the individual and Trinity Lutheran Church. Such agreements must cover:

A. The beginning and ending date of the period to be worked;

B. Remuneration for services, including expenses for incidentals (lodging, food, mileage, etc.), if any;

C. Provisions and schedule for performance review;

D. Responsibility (tasks to be performed); and

E. Accountability (person to whom the individual reports).

Term contract employment may be full-time or part-time, exempt or non-exempt. Individuals employed as term contract employees must be covered for social security benefits unless they meet the definition of an "independent contractor."

2.3 Rehire

Should a former employee be re-employed, he or she shall be considered a new employee.

3.0 RECRUITMENT AND EMPLOYMENT

3.1 Inclusiveness in Employment

Trinity Lutheran Church is committed to both the spirit and the applicable legal requirements of equal employment opportunity. Consistent with this commitment, the continuing policy of this congregation is to afford equal employment opportunity to qualified persons in all aspects of the employment relationship, including hiring, compensation, promotion and demotion, selection for training opportunities, layoffs, discharges, and retirement.

When the Executive Committee, in consultation with the Congregation Council, determines that there is a need for an employee with Lutheran theological background, training, or experience, only individuals with those qualifications shall be considered.

3.2 Application Form

An employment application form will be prepared and distributed through the Executive Committee for use by applicants. All applicants must complete the employment application form and all forms necessary to complete background checks and investigations as determined by Congregation Council and Supervisor.

3.3 Personnel Records

The Lead Pastor shall maintain an individual file for each employee, containing his or her employment application form, background checks and investigations, salary information, attendance records, and performance appraisals.

Employee records are personal and are kept in a locked file, to be accessed only by persons authorized by the Executive Committee. Employees have the right to review their individual personnel file and all documents contained therein, at a time mutually convenient to the employee and their Supervisor; said request must be in writing. Such review must occur within 10 days, and nothing may be removed from or added to the file. An employee may obtain a copy of a document(s) contained in their file by requesting it in writing to their supervisor.

3.4 Employment of Relatives

The church secretary and treasurer may not be related by marriage or blood.

Family members of employees cannot fill any elected positions of Trinity Lutheran Church.

3.5 Position Posting

It is the policy of Trinity Lutheran Church that positions will be announced (posted) through this congregation's official media and by other means. Such posting will include the position description and data relating to the methods of application for the position. Vacancies for support staff positions will be posted internally, and will be publicized locally (in the Rhinelander area).

3.6 Health Examination

The Executive Committee, in consultation with the supervisor, may require a post-offer or post-employment health examination of employees, for the purpose of determining each person's capability to perform the duties of his or her position.

3.7 Hiring Procedures

The Congregation Council shall be notified in advance of all position vacancies, transfers, promotions, demotions, or terminations. Any and all negotiations with prospective or existing employees regarding salary, relocation, or other benefits will include advance consultation with the supervisor. No offers or commitments regarding compensation are to be made without the prior approval of the Congregation Council.

4.0 PERFORMANCE REVIEW, DISCIPLINE AND GRIEVANCE PROCESS

4.1 Performance Review and Appraisal

Each employee of Trinity Lutheran Church shall receive a performance review from his or her supervisor three months after his or her hire date, and after six months, to discuss performance, provide feedback, or modify objectives. All employees shall receive an annual performance appraisal.

4.2 Discipline

Employee discipline is the responsibility of the supervisor. The supervisor may verbally advise an employee that a need for improvement in job performance is necessary. If a failure to improve in a job performance skill is likely to result in job dismissal, written notification of the specific areas of improvement necessary and the time frame for improvement must be given. All discipline, including verbal, shall be documented in the employee's personnel file. A recommendation to terminate an employee for poor job performance must be made by written

resolution to the Executive Committee. The Congregation Council will be kept apprised of the matter.

The following items may result in termination of an employee without warning:

- Willful damage to church property
- Drinking, intoxication, or possession of alcoholic beverages on the job
- Be under the influence of narcotics, use of narcotics, or possession or solicitation of narcotics for use while at work, other than prescription drugs prescribed by a physician
- Gambling on church premises
- Absence without authorization for three (3) or more work days (consecutive or otherwise) during any twelve (12) consecutive months
- Disclosure of confidential or sensitive church information
- Assaulting or fighting with an employee, member, or guest on church property, on or off duty
- Conviction of a felony or misdemeanor
- Willful falsification of church records, or financial or insurance records
- Absence from work beyond the period for which a leave of absence has been granted by the supervisor
- Take other unauthorized employment while on a leave of absence
- Theft of church property
- Willful violation of the Personnel Policy Manual

4.3 Progressive Corrective Action

In certain cases, an employee's performance may not meet the standards or expectations necessary for acceptable performance of the job, but the shortcomings may be of the nature that may be reasonably viewed as correctable. In dealing with performance problems, Trinity Lutheran Church will follow a progressive action policy in order to give a clear format for both supervisors and employees.

The evaluation of the performance of an employee in connection with this provision shall be consistent with the Trinity Lutheran Church Constitutions, Bylaws, and Continuing Resolutions, and with Section 4.1 Personnel Policy Manual of Trinity Lutheran Church. In order to adhere to a policy of "progressive corrective action," notice of shortcomings in the employee's performance and expectations of the supervisor, whether oral or written, must be as clear and precise as possible.

There shall be a cooperative effort between the supervisor and employee in setting explicitly defined and attainable goals and actions to be taken by the employee and the supervisor to resolve work-related problems. Either the employee or the supervisor may request that a representative of the Executive Committee meet with the employee and the supervisor to attempt to clarify and resolve issues in the job situation.

The process for progressive corrective action will be as follows:

Step 1: The supervisor shall orally call the employee's attention to shortcomings in on-the-job performance. The supervisor shall attempt to make the employee aware of his or her expectations for performance and of his or her willingness to work with the employee in resolving the work-related problem. This conversation between the supervisor and the employee is to be documented in the employee's personnel file.

Step 2: If performance continues to be unsatisfactory, the supervisor shall again counsel with the employee. This time, however, the counseling shall also be put in writing (a copy shall be given to the employee) and entered into the employee's personnel file and the employee shall be given a reasonable time within which to resolve the performance problem.

Step 3: If the problem is still not satisfactorily resolved, the employee may be placed on probation. Before placing an employee on probation, a supervisor must consult with the Executive Committee. The probation meeting shall be documented, including the date of the

meeting, a description of the work-related problem(s), the course of corrective action to be taken, and the amount of time in which the employee and the supervisor shall resolve the problem.

Probationary periods may be established for 30, 60, or 90 days.

The summary of the conversation should include a specific statement that failure to resolve the work-related problem may lead to termination. If the employee fails to perform specific acts set forth in the probationary period, termination may come before the end of the probationary period.

The final probation plan and timetable must be approved by the Executive Committee before being implemented by the supervisor. A copy of the meeting documentation shall be given to the employee and to the Executive Committee.

Step 4: If the conditions of the probationary period are not met or a performance problem is not resolved, the employee is subject to termination.

Step 5: The employee may use the grievance procedure, as set forth in Section 4.4 of this Personnel Policy Manual.

A maximum of two probationary periods will be permitted in a year.

4.4 GRIEVANCE AND APPEAL PROCEDURES

Trinity Lutheran Church strives to provide fair and equitable consideration of all employee grievances and appeals. Therefore, the purpose of this document is to establish the policy and procedures to be followed when an employee initiates such an action.

For purposes of this section "grievance" is defined as a written request by an employee, or group of employees, for a particular remedy in any matter of concern or dissatisfaction relating to pay or personnel action. Actions resulting from a staff reduction are not included.

Disagreement with the Personnel Policy Manual of Trinity Lutheran Church does not constitute a grievance. Grievances should initially be discussed with the employee's immediate supervisor. Every effort should be made to settle the matter through such discussion.

If the problem cannot be resolved through discussion, the employee may file a written grievance with the Executive Committee. The effective date of the matter being grieved is not postponed by the filing of the grievance. The grievance must be submitted in writing to the Executive Committee within fourteen (14) days after the alleged action or the employee's knowledge of the action. ("Days" are defined as calendar days, including holidays, weekends, and other non-working days.) The written grievance should provide sufficient details to clearly identify the matter being grieved or appealed, state the reasons why the employee believes the action or decision was not warranted, specify the particular remedy being requested, and be dated and signed by the employee. The Executive Committee shall respond within 30 days of receipt of the written grievance. The decision of the Executive Committee is final.

Disciplinary action against a supervisor, other official, or employee is not a personal remedy that may be demanded by an employee under these procedures; therefore, it is not properly an issue for discussion during an inquiry, nor will it be specified in a decision on a grievance or an appeal. When an employee complains of harassment, personal bias, or other improper acts of a Trinity Lutheran Church official or employee and requests disciplinary action, the essential issue for inquiry is whether or not the employee has cause for the complaint. If it is found that the employee had reasonable cause for the complaint, the employee is entitled to know only that appropriate corrective action is being taken.

4.5 Separation by Mutual Agreement

Employees and their supervisor(s) may reach a mutual agreement, following discussion of a work-related issue, whereby the interests of both would best be served by separation of the employee from employment. Under such circumstances, no further action would be taken.

5.0 COMPENSATION POLICY

Trinity Lutheran Church believes that it is in the best interest of both the congregation and its employees to fairly compensate employees for the value of the work provided. It is the intention of Trinity Lutheran Church to use a compensation system that will determine the current market value of a position based on the skills, knowledge and behaviors required of a fully competent employee to the extent that funding permits.

The system used will be objective and non-discriminatory in theory, application, and practice and will operate under the following criteria:

A. The Executive Committee will evaluate internal equity, which is the relative worth of each job when comparing the required level of competencies, formal training, experience, physical requirements, responsibility and accountability of one job to others in Trinity Lutheran Church.

B. The compensation system shall be flexible enough to ensure that Trinity Lutheran Church is able to recruit and retain a highly qualified workforce, while providing the structure necessary to effectively manage the overall compensation program.

C. As part of the budgeting process, the supervisor shall recommend to the Finance Committee the total compensation for their employee's salary. The Finance Committee shall then make their recommendation to the Congregation Council, and the proposed budget shall be presented to the congregation for approval at the annual meeting.

5.1 Pay Periods

Pay periods for all employees shall be bi-weekly payable on Thursday. The pay period begins on Monday and runs through the 2nd Friday in a two week period.

5.2 Garnishments and Wage Assignments

Trinity Lutheran Church must honor wage assignments, as they represent a legal order to withhold and pay out a specified amount of employee earnings. If wages are attached, the employee will be notified, and must seek a release of the court in order to prevent deductions from being made.

6.0 WORKING HOURS AND HOLIDAYS

6.1 Attendance Records

All employees are responsible for maintaining adequate attendance records suitable for payroll purposes and for meeting hour requirements.

6.2 Overtime Records

Any proposed hours in excess of the scheduled hours must be approved by the supervisor prior to working said hours.

6.3 Compensatory Time

Trinity Lutheran Church does not offer compensatory time. Any extra hours worked, with prior approval from supervisor, shall be paid at employee's normal regular rate of pay. Any hours worked over 40 hours in one week, shall be paid at time and one-half.

6.4 Holidays

Trinity Lutheran church office shall be **closed** on the following holidays:

New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	

6.5 Inclement Weather

The Pastors, after consultation with the Congregation Council President, shall determine the need to close the office for weather related instances and shall make every effort to communicate this to all employees scheduled to work at that time. If the office is open and an employee is unable to attend work, he/she will not be paid or may take PTO. If the decision is

made to close the office before the scheduled work day or the decision is made to close the office during the work day, the employee shall be paid for time he/she is scheduled to work that day.

7.0 EMPLOYEE BENEFITS

7.1 Health Insurance

An individual policy for health coverage is available to employees who have a normal work schedule of 30 hours or more per week. (Current secretary is grandfathered in with current coverage.)

7.2 Paid Holidays

Employees who have a normal work schedule of 30 hours or more per week shall have off with pay for all holidays listed in Section 6.4. If said holiday falls on Saturday, employee shall receive Friday before holiday off. If holiday falls on a Sunday, employee shall receive Monday after holiday off.

7.3 Social Security

Trinity Lutheran Church shall make contributions, as required of employers, under the Social Security Act.

7.4 Workers' Compensation

Trinity Lutheran Church provides workers' compensation insurance coverage for all employees, at no cost to the employee. While on an approved worker's compensation leave due to a work-related injury or illness, the employee's position shall continue to be held open for him or her. It may be necessary to fill an employee's position on a temporary basis. This decision will be made on a case-by-case basis by the Executive Committee, in consultation with the supervisor. Workers compensation laws are designed to protect employees and their families from the financial consequences of accidental injury, disease or death arising out of and in the course of employment. WI Workers' compensation pays two-thirds of lost income while disabled, medical expenses, survivor/death benefits and rehabilitation benefits. WI law requires a three day waiting period before Worker's Compensation benefits are paid. If the disability continues for the seventh day, income benefits are paid retroactive to the date of injury.

In order to receive benefits, it is necessary for the procedures listed below to be followed:

- A. An employee who sustains a work-related injury or disease must notify her or his supervisor immediately. If necessary, the employee will be sent for medical treatment.
- B. The supervisor must notify the Executive Committee of the injury or disease as soon as possible. The supervisor must also arrange to have the employee fully complete an "Employer's First Report of Injury or Disease" form and have it promptly returned to them as soon as possible. These forms are available in the church office.
- C. The employee is responsible for providing the workers' compensation insurer with the treating physician's name, address and phone number and any other requested information including doctor's notes, medical bills and off-work notices in order to properly adjust the claim. If the work-related injury or disease qualifies as a "serious health condition" the employee may be covered under the Family and Medical Leave Act.

If the employee is not eligible for Family Medical leave, or their leave has been exhausted while on an approved workers' compensation leave due to a work-related injury or illness, the employee's position shall continue to be held open for him or her.

Questions regarding workers' compensation coverage should be directed to the Executive Committee.

Accrual of PTO is suspended while an employee is on a workers' compensation leave. Trinity Lutheran church shall continue to provide medical/dental insurance coverage and pension benefits for the employee while he or she is on a workers' compensation leave. Workers' compensation insurance provides coverage for medical care and expenses related to the

employee's work-related injury or illness. Work-related injuries or illness are to be reported to the supervisor as promptly as possible. Questions regarding workers' compensation coverage should be directed to the Executive Committee.

8.0 ABSENCE FROM WORK

8.1 Notification

An employee who finds that he or she is going to be absent from work shall inform his or her supervisor, in a timely manner, as to the nature and duration of their absence. An absence of three days in any 12 month period without proper notification and communication from the employee as to the reason for the absence shall be cause for dismissal.

8.2 Paid Time Off (PTO)

Trinity Lutheran Church provides employees whose normal work schedule is 30 hours or more per week with Paid Time Off (PTO) each calendar year to use for time away from work.

A. Usage of PTO

PTO may be used provided the employee has prior approval from their supervisor, for any number of reasons, including:

- a. Vacation
- b. Medical and dental appointments
- c. Employee's illness
- d. An immediate family member's illness
- e. School activities and conferences
- f. Personal Business
- g. Weather related issues

There may be other types of time away for which you may be eligible. Employee should consult with their supervisor if they have questions.

All PTO hours shall be in increments of no less than one hour. Any partial hour shall be rounded up to a full hour.

B. Tracking

The supervisor shall track time off for PTO from employee's time sheet and compare it to their total PTO time available.

C. Eligibility

An employee is eligible for PTO if he or she is in a regular part-time position with a normal scheduled work week of 30 hours or more.

D. Calculation

The calculation for annual PTO is based on three things:

1. Years of continuous service with Trinity Lutheran Church
2. Regular normal scheduled work hours
3. Active working status

Years of service is calculated by subtracting an employee's hire date from the current year for purposes of calculation maximum PTO allowance. Annual PTO allowance for active, regular employees with a normal work schedule of 40 hours is as follows:

YEARS OF SERVICE	TOTAL PTO DAYS ALLOWED	TOTAL PTO HOURS FOR 40 HOUR
0 – 2	18	144
3 – 9	23	184
10 or more	28	224

To calculate PTO for employees who work less than 40 hours per week, the formula is:

Normal scheduled work week/40 x Total PTO Days Allowed (from above chart) = prorated annual allowance. Example for 30 regular normal scheduled work hours is:

YEARS OF SERVICE	TOTAL PTO DAYS ALLOWED	TOTAL PTO HOURS FOR 30 HOURS
0 – 2	18	108
3 – 9	23	138
10 or more	28	168

Annual PTO allowance is determined solely by the criteria above. Allowances are fixed and may not be adjusted. Supervisors are not authorized to provide additional PTO. In addition, supervisors shall not allow employees to “borrow” anticipated PTO from a future year of work under any circumstances without Congregation Council approval.

PTO shall be prorated the first year of employment and PTO begins after the six month probationary period is completed.

E. Approval for PTO

All PTO must be approved by the supervisor prior to taking it off. PTO shall be used for any absence from work including unexpected circumstances and illnesses.

All PTO must be taken before unpaid time off is approved.

F. Scheduling PTO

Employees are expected to schedule PTO in advance, with approval from their supervisor. The only exception to this requirement is in the case of illness or an emergency situation. Employees are expected to manage their PTO allowance throughout the year. If an employee exhausts his or her PTO, the supervisor shall determine if future absences are allowed without pay.

G. Unscheduled Absences

Trinity Lutheran Church believes time away from work is important. However, it is equally important that all operations of this congregation run smoothly and without interruption. Regular and dependable attendance is an essential function of all staff at Trinity, and for this reason, unscheduled absences may be subject to corrective action, up to and including termination.

If you do have to miss work unexpectedly, employees must contact his or her supervisor as soon as possible, but no later than employee’s normal starting time that day.

H. Carryover

PTO should be used during the year that it is accrued. With prior approval of the supervisor, employees may carry over up to five days of PTO. Any time in excess of five days at the end of the calendar year shall be forfeited. PTO carryover time must be used by the end of the work day on March 15th of the year carried over, or any balance shall be forfeited.

I. Payment for Unused PTO

At the time of separation from Trinity Lutheran Church, an employee will be paid for his or her unused PTO. Only employees eligible to retire and carry benefits into retirement may use PTO to extend their date of termination. For all others, the last day of employment must be a day on which the employee is working.

8.3 Funeral Leave

In the event of a death in his or her immediate family (to include spouse, children, parents, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, or legal guardian), an employee shall normally be allowed three (3) days, with pay, to attend the funeral and to deal with family affairs. "Children" includes the employee's biological, adopted, or foster child, as well as a stepchild, legal ward, or child for whom the employee has day-to-day responsibilities to provide care and financial support. In cases where there is a special need related to circumstances, generally assumed to be the sudden death of an immediate family member or cases requiring extensive travel, up to a total of five (5) working days may be granted by the supervisor.

8.4 Jury Duty

An employee who is required to serve on a jury shall be entitled to full pay based on their normal scheduled work hours during the period of such service. Monies paid to an employee by the court for jury service shall be submitted to the Treasurer of Trinity Lutheran Church, excluding mileage.

8.5 Military Leave

Regular full-time and regular part-time employees who perform military service will be granted leaves of absence for such service in compliance with state and federal laws. For purposes of this policy, "military service" is the performance of duty on a voluntary or involuntary basis in the U.S. Armed Forces, the Reserves, or the National Guard under competent authority, and includes active duty, active duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty. Employees may use PTO leave to perform military service but are not required to do so. Employees shall notify their supervisor and submit copies of military orders as soon as they become aware of the military obligation.

8.6 Maternity/Paternity and Adoptive Leave

Leave under this section is for the purpose of issues related to parenting, and may only be taken after six (6) months of part-time or full-time employment. Employees who will be absent due to maternity/paternity or adoptive leave are requested to provide their supervisors with as much advance notice as possible. Leave taken under this section is intended to supplement, rather than contradict, the terms provided in Section 9.

A. Maternity/Paternity Leave

Four (4) consecutive weeks of paid maternity leave is available to a new mother and four (4) consecutive weeks of paid paternity leave is available to a new father following the birth of her or his child. If the expectant mother's physician feels it is medically necessary for her to stop working prior to the anticipated delivery date, she will be permitted to use PTO leave for this purpose.

PTO may be used by a new mother during the recovery period after the birth of her child (usually 4-6 weeks) before using the four consecutive weeks of maternity leave. A new father may use PTO after the birth of his child only if the mother or child has a health issue that requires his presence.

B. Adoptive Leave

Four (4) consecutive weeks of paid adoptive leave is available to a new mother and four (4) consecutive weeks of paid adoptive leave is available to a new father, beginning the day the child is placed with him or her through adoption.

9.0 FAMILY AND MEDICAL LEAVE ACT (FMLA)

Trinity Lutheran Church shall comply with all FMLA provisions.

10.0 EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-HARASSMENT

10.1 Policy

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Trinity Lutheran Church will be based on merit, qualifications, and abilities. Trinity Lutheran Church does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, sexual orientation, or any characteristic protected by law. As a religious body, Trinity Lutheran Church may consider religious factors, including clergy or lay status, in making personnel decisions.

Trinity Lutheran Church will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Trinity Lutheran Church is committed to providing a work environment free of all forms of conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees may raise concerns and make reports without fear of reprisal. Any employee found to be engaging in any type of unlawful discrimination shall be subject to disciplinary action, up to and including termination of employment.

10.2 Anti-Harassment

Trinity Lutheran Church is committed to maintaining a work environment that is free from harassment. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, religion, national origin, age, physical or mental disability, or other protected group status.

Trinity Lutheran Church will not tolerate harassing behavior that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

All employees are responsible to help assure that the workplace is free from harassment. An employee who feels that he or she has experienced or witnessed workplace harassment, should notify his or her supervisor. Trinity Lutheran Church forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation. If an employee feels he or she has been retaliated against, he or she should notify the supervisor or the Executive Committee if the complaint is against the supervisor. It is Trinity Lutheran Church's policy to investigate all such complaints thoroughly and promptly. If an investigation confirms that a violation of the policy has occurred, Trinity Lutheran Church will take corrective action, including discipline, up to and including immediate termination of employment.

10.3 Definition of Sexual Harassment

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

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

10.4 Violations

An employee who experiences or witnesses sexual or other unlawful harassment in the workplace should report it immediately to his or her supervisor. If the supervisor is unavailable or it is believed it would be inappropriate to contact that person, the Executive Committee

should be contacted. There will be no retaliation for good faith complaints of, reports about, or participation in an investigation. All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, the employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

11.0 ETHICS POLICY

11.1 Employee Operational Ethics Policy of Trinity Lutheran Church

The Employee Operational Ethics Policy of Trinity Lutheran Church addresses business ethics and does not include the other ethical values and policies of Trinity Lutheran Church. The Employee Operational Ethics Policy applies to all employees of Trinity Lutheran Church in matters relating to the performance of their duties and responsibilities for Trinity Lutheran Church.

All funds and property received and administered by Trinity Lutheran Church are entrusted to the organization by God through the faithful financial support of Trinity Lutheran Church members and friends. The highest degree of stewardship and fiduciary responsibility is expected of all employees, including the receiving, reporting, and use of funds, property, and time. Employees are responsible for complying with laws, regulations, and churchwide policies and procedures.

11.2 Standards of Ethical Conduct

1. *Duty of Loyalty.* Each employee is responsible for acting in the best interests of Trinity Lutheran Church. These responsibilities are set forth below.
2. *Conflicts of Interest.* All employees shall avoid conflicts of interest, potential conflicts of interest, and situations that give the appearance of conflicts of interest.
 - a. Conflict of interest means any situation in which the employee may be influenced or appear to be influenced in decision-making or business dealings by any motive or desire for personal advantage other than the success and well-being of Trinity Lutheran Church. Personal advantage means a financial interest or some other personal interest, whether present or potential, whether direct or indirect. This standard applies to both actual and contemplated transactions. When in doubt, the employee is to assume there might be a conflict.
 - b. All present and potential conflicts of interest issues shall be disclosed to the supervisor. If the conflict is known in advance of any meeting, business transaction, contract, or other activity at which issues may be discussed or on which the issues may have a bearing on the employee's approach, whether directly or indirectly, it shall be disclosed ahead of time. If the conflict is not known in advance, it shall be disclosed when the actual or potential conflict becomes apparent. Disclosure is to be made in writing to the employee's supervisor.
 - c. When issues relate to a meeting, disclosure is appropriate to the person in charge of the meeting and, at the discretion of the person in charge, to the full meeting. The employee shall leave the meeting room to avoid all discussion, voting, and deliberation on the issue. Following full disclosure of the present or potential conflict, the board, program committee, or advisory committee may decide that no conflict of interest exists and invite the participation of the employee. All such actions shall be recorded in any minutes or records kept.
 - d. All employees are likewise to disclose, in writing, matters and relationships that have the potential for giving rise to the appearance of a conflict in business dealings with Trinity Lutheran Church. Examples include, but are not limited to, financial interests and/or leadership roles with vendors and other organizations doing business with Trinity Lutheran Church. The unit executive director or executive for a section or other appropriate staff will evaluate disclosures and determine the appropriate action to be taken. Business dealings with friends and family are particularly sensitive and are to be disclosed and carefully evaluated because of the potential for inferences of tangible or intangible personal advantage and the appearance of impropriety.
 - e. To avoid appearances of impropriety, any gifts, gratuities, and hospitality offered to an employee—such as goods, free travel, or lodging—can only be accepted and used for the

benefit of the organization. Gifts are to be reported to the supervisor. Occasional *de minimus* gifts are exempt from this rule. Gifts that primarily benefit Trinity Lutheran Church and not an individual, such as gifts of hospitality given to the Trinity Lutheran Church by hotels, conventions, and conferences in relation to official Trinity Lutheran Church business, are exempt from this rule. Employees may also participate in reasonable, normal relationship-building activities, such as meals, entertainment events, and other similar activities. Such participation is to be reported to the supervisor.

3. *Confidentiality*. Employees shall not disclose information about Trinity Lutheran Church that is not known outside of Trinity Lutheran Church or is not known by public means.

4. *Duty of Care*. The duty of care and obligation of good stewardship requires all employees to act first in the best interests of Trinity Lutheran Church. All employees shall exercise reasonable efforts to inform themselves of the mission and ministry of Trinity Lutheran Church. All employees shall act as a reasonable employee would act under the same or similar circumstances.

5. *Transactions and Reporting*. Each employee has a duty to prepare, process, maintain, and report complete, accurate, and timely records pertaining to their role, including, but not limited to, journal entries, expense reports, disbursement requests, and payroll transactions. This also includes safeguarding all physical, financial, informational, and other Trinity Lutheran Church assets. In addition, no undisclosed or unrecorded fund or asset will be established, and no artificial or false entries will be made in the financial or other records of Trinity Lutheran Church. The use of the Trinity Lutheran Church's funds for any unauthorized or unlawful purpose is prohibited.

6. *Duty to Disclose*. Employees have a duty to disclose all breaches of this policy including misconduct, fraudulent transactions, errors related to overpayments, or any other impropriety, whether by themselves or by others. Likewise, concerns about the appearance or the possibility of breaches should be reported. Care must always be taken to be factual and objective. Breaches shall be reported to the employee's supervisor. All breaches relating to accounting, internal accounting controls or auditing matters must also be forwarded to the Executive Committee. There will be no retaliation for good faith complaints, reports, or participation in an investigation.

7. *Violations*. Violation or noncompliance may result in discipline, including possible termination.

8. *Amendments*. The policy may be amended from time to time.

12.0 ELECTRONIC COMMUNICATIONS POLICY

12.1 Policy Overview

Trinity Lutheran Church is committed to an environment that encourages the use of technical resources and other forms of electronic communications as essential tools to support the Trinity Lutheran Church's mission and ministry. In utilizing Trinity Lutheran Church's technical resources and electronic communications systems, it is important for all employees using these systems (hereafter Users) to be aware of Trinity Lutheran Church's policy regarding proper and responsible use.

The term "technical resources" includes, but is not limited to: all hardware (including, but not limited to personal computers, printers, scanners, servers, hand-held personal digital assistants, telephones, smartphones, faxes, computer systems), software, data, information, electronic mail, instant messages, social media sites, Intranet and Internet services, domain name registrations, and related systems.

It is the responsibility of each User to ensure that technology is used for proper business purposes and in a manner that is consistent with good stewardship and the mission and ministry of Trinity Lutheran Church; is responsible, professional and legal; does not compromise the

confidentiality of proprietary or other sensitive information; and does not compromise the security of Trinity Lutheran Church's computer resources.

Users are expected to use a Trinity Lutheran Church provided e-mail address when representing Trinity Lutheran Church, unless authorized by the Executive Committee. (Examples include elca.org, womenoftheelca.org and thelutheran.org.) Users are personally responsible for any activity conducted with a Trinity Lutheran Church provided e-mail address, and/or any activity that can be traced back to Trinity Lutheran Church's domain and/or any activity that uses Trinity Lutheran Church assets.

In addition, when using a Trinity Lutheran Church provided e-mail address or Trinity Lutheran Church assets to engage in any social media or professional social networking activity (including but not limited to Facebook, LinkedIn, personal blogs and Twitter), all actions are public and Users will be held fully responsible for any and all activities. Users shall obtain written approval from the Executive Committee before establishing any external social media or professional social networks. The Executive Committee has sole authority to approve the establishment of internal networks.

12.2 Owning and Acquiring Technical Resources

All technical resources provided to Users by or through Trinity Lutheran Church are assets of and owned by Trinity Lutheran Church and shall be purchased through the Board of Resources. Software shall not be loaded, downloaded or received on Trinity Lutheran Church technical resources unless approved by the supervisor.

12.3 Privacy Expectations

Users do not have a personal privacy or proprietary right in any matter created, received, sent or stored on Trinity Lutheran Church technical and electronic resources, telephones or third-party resources used for work-related matters, whether or not the matter is designated as private or confidential.

Trinity Lutheran Church reserves the right, at any time and without prior notice, to monitor Users and to read, listen to and copy all files or data contained on any technical or electronic resource, including but not limited to e-mail messages, internet access records, voice messages, faxes, official employee content on Internet discussion groups and personal file directories.

Trinity Lutheran Church reserves the right in its complete discretion to access all technical and electronic resources for the purpose of supporting the mission and ministry of this church, complying with statutory requirements and internal policies supporting the performance of internal investigations, and any additional issues that may arise when assisting with the management of Trinity Lutheran Church's electronic communications systems.

12.4 Prohibited Use

Examples of prohibited uses include but are not limited to any use that:

- A. violates any law, statute, regulation or ordinance;
- B. violates any policy or procedure of Trinity Lutheran Church;
- C. jeopardizes the safety and security of Trinity Lutheran Church members or staff;
- D. jeopardizes the security of any Trinity Lutheran Church technical resource;
- E. jeopardizes the tax-exempt status of Trinity Lutheran Church, or any affiliate listed under the Trinity Lutheran Church group ruling for federal income tax exemption, including transmission of political or partisan campaign materials;
- F. creates unauthorized contractual liability for Trinity Lutheran Church;
- G. gives the impression a User is representing, giving opinions, making statements or commitments on behalf of Trinity Lutheran Church, unless specifically authorized to do so by Trinity Lutheran Church;
- H. results in the transmission or receipt of immoral, obscene, pornographic, discriminatory, harassing, or defamatory material, except where receipt is specifically authorized for work purposes;

- I. interferes with the use of Trinity Lutheran Church technical resources or the computer resources of another person or entity;
- J. involves personal financial gain, lotteries, gambling or raffles;
- K. violates any Trinity Lutheran Church policies or interferes with and hinders the mission of the Trinity Lutheran Church; or
- L. reflects adversely on the Trinity Lutheran Church.

12.5 Using Personal Computer and Personal E-mail Addresses

Outside of the workplace, Trinity Lutheran Church seeks to recognize a User's privacy when it comes to online activity conducted on a personal computer with a personal e-mail address. However, what is published on such personal online sites should never be attributed directly or indirectly to Trinity Lutheran Church and should not appear to be endorsed by or to originate directly or indirectly from the organization. If a User chooses to directly or indirectly disclose his or her work affiliation on a social network, or if the work place affiliation is commonly known, then such communication no longer would be regarded as personal.

12.6 Avoiding Harassing Behavior

Information that is shared via electronic means is generally public information that can easily be viewed by others. Users are expected to respect Trinity Lutheran Church, its employees, members, synods, congregations and vendors.

When communicating about Trinity Lutheran Church or Trinity Lutheran Church related matters, users should not send or display any information that may be construed as offensive or harassing. Offensive or harassing messages include, but are not limited to, pornographic images, sexual references, racial slurs, comments regarding an individual's gender, age, sexual orientation, religious beliefs, national origin, disability or any other characteristic protected by law, or comments that threaten or intimidate others.

Any behavior that can be construed as harassing or offensive must be reported immediately to the Executive Committee.

12.7 Speaking on Behalf of the Organization and Issues of Confidentiality

Unless specifically instructed, employees are not authorized and therefore are restricted from speaking to the news media or others on behalf of Trinity Lutheran Church. Employees are expected to protect the privacy of Trinity Lutheran Church, the ELCA church-wide organization, and its employees and clients and are prohibited from disclosing personal employee and nonemployee information and any other proprietary and nonpublic information to which employees have access. Such information includes, but is not limited to, confidential, proprietary or restricted information about the ELCA, its employees, members, synods, congregations or vendors.

In the event that such information must be disclosed, prior written consent must be obtained from the Pastors.

Employees are responsible for ensuring that all information they share in work-related Internet discussion groups, chat rooms, blogs or social networking sites is accurate and that any personal opinions they express are clearly identified as "personal" and not the opinion of Trinity Lutheran Church.

12.8 Personal Calls and Cell Phone Use

Members of the staff should keep personal phone calls to a minimum and normally limit them to breaks and lunch periods. Personal and cell phone calls should not interfere with performing job functions.

12.9 Safety and Mission

When electronic communications usage negatively affects an employee's job performance, the safety of others, Trinity Lutheran Church's mission or business interests of Trinity Lutheran Church, the matter may be treated as employment-related, regardless of whether the communication took place during or apart from work.

12.10 Reporting Violations

Trinity Lutheran Church expects employees to report any violations or possible or perceived violations of this policy to the supervisor as soon as reasonably possible.

12.11 Discipline for Violations

Violation of this policy will result in disciplinary action up to and including immediate termination.

13.0 CELL PHONES, TABLET, COMPUTERS, AND OTHER ELECTRONIC COMMUNICATIONS DEVICES

13.1 Policy Overview

Whether their cell phone, smart phone, tablet computer or other electronic communication device is provided by Trinity Lutheran Church or paid for by an individual employee, Trinity Lutheran Church staff members are expected to observe the following guidelines in their use of electronic communications devices for Trinity Lutheran Church related business.

13.2 Guidelines

- A. Employees are required to abide by the law or ordinance of a particular jurisdiction with regard to the use of all electronic communication devices while driving a motor vehicle, and will be solely responsible for any traffic violations relating to such use.
- B. Safety must always be of paramount concern, and employees should never place themselves or others at risk to fulfill work-related needs.
- C. Employees should never attempt to send or review text or email messages while operating a motor vehicle.
- D. Employees are encouraged to place calls either prior to driving or while on rest breaks, and to pull off to the side of the road and safely stop before accepting calls.
- E. Employees should always be conscious of their surroundings and refrain from discussing confidential matters in a public setting or under circumstances where their conversation could be overheard or their screens viewed by others.

PERSONNEL POLICY MANUAL SIGNATURE FORM

I have received a copy of the Personnel Policy Manual of Trinity Lutheran Church and have read it. I agree to abide by the provisions it contains in reference to my employment at Trinity Lutheran Church.

DATE: _____

SIGNATURE: _____

CONFIDENTIALITY FORM

This statement provides general guidelines for all Trinity Lutheran Church employees.

Maintaining confidentiality of member, employee, and business information is critical and is the responsibility of all Trinity Lutheran Church employees. This statement pertains to all information (oral, paper-based, and electronic) related to the operation of Trinity Lutheran Church including but not limited to:

- Financial Information

- Member names and other identifying information

- Member personal and financial information

- Employee names, including salaries and employee information

- Any ideas or programs that have not been publicly disclosed

In addition to the above, any information that has been marked “confidential” by Trinity Lutheran Church will be deemed to be covered under this statement.

Unauthorized access to, use of, or release of confidential and sensitive information to unauthorized individuals is strictly prohibited and may result in immediate disciplinary action up to and including termination.

Examples of sensitive information include the following: W-2 Statements, statements of earnings, hand drawn checks, home addresses and phone numbers, work locations and phone numbers, and detailed benefit and salary information.

Employees who have a reasonable basis to believe that a breach of confidentiality has occurred should report the incident as soon as possible to the Senior Pastor or Executive Committee. Employees who have a reasonable basis to believe that a breach of confidentiality has occurred, but do not report it, are subject to corrective action.

An investigation of the employee suspected of breaching confidentiality shall be conducted by the Executive Committee. All information gathered shall be presented to the Congregation Council in writing and they shall decide if appropriate action is warranted.

Under no circumstances shall retaliation or intimidation of a complaint be tolerated.

Employee’s signature: _____

Date: _____

EXPENSE REIMBURSEMENT FORM

Reason for Request: _____

Amount to be reimbursed: \$_____

Approval Signature of Supervisor (if required): _____

Employee Signature: _____

Date: _____

EMPLOYEE EMERGENCY CONTACT FORM

Employee Name _____

In case of injury or illness, please call

1. _____
(Name to call)

(Phone numbers)

(Relationship)

2. _____
(Name to call)

(Phone numbers)

(Relationship)