

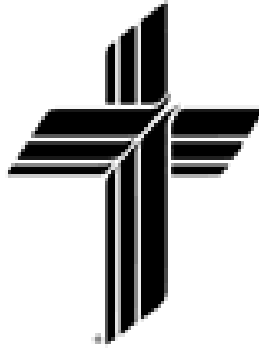
# **EMPLOYEE HANDBOOK**



## **Faith Lutheran Church**

**280 East Merritt Avenue, Merritt Island, Florida 32953**

**321-452-4080**



**TO: ALL EMPLOYEES**

The following pages contain policies and procedures established for individuals employed by Faith Lutheran Church – Merritt Island, Florida (FLC).

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 Board of Elders or the Pastor.

May God bless you in all you accomplish in his name.

Sincerely,

**Faith Lutheran Church Council**

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## **Section 1: INTRODUCTION**

### **1.100: WELCOME!**

#### **Welcome to Faith 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 rules to follow, you also sense participation in the servant role to the members of Faith 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. 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.

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.

**1.300: MISSION STATEMENT**

**Faith's Mission Statement**

God loves all people so much that He sent Jesus to be the Savior of the world. (John 3:16). We love the Lord and people so much that we:

1. Share God's saving Grace with all people (witness).
2. Minister to people's needs in Jesus name (service).
3. Help all people grow in the Christian faith (nurture).

## **Section 2: EMPLOYMENT**

### **2.100: YOUR EMPLOYMENT**

### **2.105: EMPLOYMENT AT WILL**

As a non-rostered or non-contracted employee of Faith Lutheran Church, the employment relationship is one of mutual consent. The employment relationship is terminable at the will of the employee or Faith Lutheran Church, that is, either you or Faith Lutheran Church may end this relationship.

### **2.200: EQUAL EMPLOYMENT OPPORTUNITY**

Faith 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, sex, handicap, or any other factors not considered pertinent to performance.

Because we are a church body, certain positions demand extensive understanding of and commitment to the doctrinal view of The Lutheran Church-Missouri Synod. For such situations it is necessary for us to seek out individuals with specific religious training and synodical recognition. To the extent allowed by State Law, the congregation/school may give preference to hiring 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) at Faith 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 necessarily 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 now required to report newly hired employees to the designated state agency in the state where the employees are hired within 20 days of the hire date. This requirement is the result of legislation designed to improve child support enforcement by locating parents who have neglected to pay support.

#### **2.400: EMPLOYMENT OF MINORS**

The hours of employment and working conditions strictly follow the regulations set forth by federal and state laws and also the Brevard County licensing standards.

#### **2.500: EMPLOYMENT OF RELATIVES**

**Relatives of individuals on staff normally will not be offered employment with us. Requests for exceptions may be made to the Church Council 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 two classifications of employees as follows:

**REGULAR FULL-TIME** - Any worker who works 32 hours a week and more than 1664 hours per year is a full-time worker.

**REGULAR PART-TIME** – Any worker who works less than a full-time worker.

**TEMPORARY** – Any worker employed five months or less per year.

**SUPERVISOR** – The term supervisor applies to the Senior Pastor who is responsible for the day-to-day administration and supervision of the secretary(s) and Youth Director. The bookkeeper is a contract-hire and reports to the congregation through the Church Council. The Day Care and School Director and the school staff are employees of Faith Lutheran Church and are administered in accordance with the Day Care and School Employee Handbook.

You may be asked to sign a statement recognizing your part-time or temporary status documenting your ineligibility for benefits.

#### **2.605: Overtime**

The overtime compensation requirements (Section JV-C) of the **Fair Labor Standards Act (FLSA)** classify all employees as exempt or non-exempt according to the following definitions:

**SALARIED EXEMPT** – Positions of managerial, administrative, or professional nature are exempt from mandatory overtime payments. Such positions will perform office work related to management operations, exercise discretion, latitude in judgment, assist managers, or perform specialized or technical work; less than 20% routine work.

**SALARIED NON-EXEMPT** – Positions of clerical, technical, or service nature as defined by statute are covered by provisions for overtime payments.

## **2.700: JOB DESCRIPTIONS**

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

Employees will be given a job description before they start work. 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: 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. 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.

### **2.805: 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 review(s) is/are conducted, annual reviews will be conducted in January of each year.

The purpose of the performance evaluation is to let you know how well 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 are encouraged 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 salary increase nor does it alter, modify, or amend the employment-at-will relationship between you and the church.

**Section 3: BENEFITS**

**3.100: INTRODUCTION**

The congregation maintains a benefit program, which is designed 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**

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

<u>Length of Continuous Service</u>	<u>Vacation</u>
6 months to 1 year of service	5 days
1 year to 6 years	10 days
7 years to 15 years	15 days
16 years or more	20 days

An employee's anniversary date corresponds to the month and day the employee was hired as a regular full-time employee.

Requests for vacation time must be made in writing and should be submitted to the appropriate supervisor for approval at least one (1) month in advance of vacations at least five (5) days. Shorter notices may be allowed for vacations of four (4) days or less provided it does not interfere with scheduled work. Seniority will apply when more than one person requests the same vacation day(s).

Vacation is a reward for faithful service and employees are encouraged to use all their vacation time as a means of rest and recuperation. Five (5) days of unused vacation may be carried over into the following year. Unused vacation may not be given as pay in lieu of taking 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.

For all called workers, credible service in other capacities will be included as continuous service. Time granted for continuing education will not be counted as vacation time. All called workers will their vacation time approved by the Senior Pastor. If a worker terminates employment, their vacation is prorated according to the time they have served that year.

**3.300: HOLIDAYS**

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

New Years Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving (2), Christmas (2)  
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 the following Monday.
3. A holiday that falls on a scheduled vacation day or on an employee's time off for sickness will be recorded as holiday time.
4. An unexcused absence the day before or the day after a holiday will result in loss of holiday pay.
5. If a holiday occurs on the called workers regular day off, it must be used on the week before the holiday or the week following the holiday at the supervisor's discretion. If a holiday occurs on an employee's regular day off, the employee will receive an additional day of vacation time.
6. If an employee is required to work on the holiday, the employee will receive vacation time equal to the number of hours worked on the holiday.
7. Any deviations to the Church's ~~policy~~ rule for vacation or holidays are subject to meeting the staffing needs of the Church and must be: 1) requested in writing, 2) approved by the Senior Pastor, and 3) approved by the committee overseeing the Work Program for the salary expenses of the employee requesting the deviation or, in the absence of time for Committee approval, by the President of the Congregation.

### **3.400: SICK LEAVE**

Sick leave is a total of 9 days in each calendar year of employment. 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. A physician's certification is required for any illness beyond 5 working days.

Sick leave credits cannot accumulate beyond the calendar year. One-half of any remaining sick leave will be paid to non-called employees at the end of the year.

### **3.500: BEREAVEMENT PAY**

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

If death should occur in your immediate family (spouse, child, parent, parent-in-law, son-in-law, daughter-in-law), up to 5 days will be approved to attend the funeral.

If there is a death of a close relative (grandparent, brother, brother-in-law, sister, sister-in-law), 3 days will be approved.

Additional time off will be charged to vacation or sick/personal time.

### **3.600 OTHER LEAVES OF ABSENCES**

#### **3.605: Introduction**

The church makes leaves of absences 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 appropriate board or committee and approved by Church Council. 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 apply. In any situation regarding leaves of absence, the employee should notify the appropriate supervisor at the earliest possible date to discuss the leave.

#### **3.610: Personal Leave of Absence:**

Personal Leave: a paid leave of absence for a compelling personal reason that is not medically related. A total of 5 days leave is granted at the discretion of the immediate supervisor.

An employee who must be absent for personal reasons for more than 5 consecutive scheduled workdays may be placed on formal (unpaid) leave. The employee must submit a written request to the Director giving the specific reason for the leave.

#### **3.620: Jury Duty**

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

Employees will be granted a leave of absence, for up to 5 days in a calendar year with pay, to serve on jury duty, as required by law.

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.

### **3.625: Study Leave for Called Worker.**

A sabbatical leave may be granted. The request shall be directed to the Board of Elders for review and then submitted to the Church Council for approval.

### **3.630: Military Leave**

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

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

### **3.635: Workers Compensation Leave**

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

The church complies with applicable state and federal law concerning leaves for work-related illness or injury. It is important that you report any work-related injury to your supervisor as soon as it happens. Employees on leave because of work-related illness or injury will be reviewed on an individual basis. \

### **3,640 General Provisions**

The following general provisions apply to all leaves of absence:

1. A request for an extension of a leave of absence, where possible, must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
2. Failure to return to work within three (3) workdays 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: at the direction of Church Council.
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 notified they are subject to lay-off after first day of return to work 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 and accept other employment without the church's prior written approval may be subject to disciplinary action, up to and including termination.
8. Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including termination.
9. All leaves of absence must be approved in advance, in writing, by the Church Council.

### **3.650 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).

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

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

An eligible employee may take leave for the following reasons:

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

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

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 Business Administrator 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 periodic 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 employee must submit medical certification, as discussed above, and additional certification from the health care provider that the intermittent or reduced schedule leave is medically necessary. The 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 to provide health insurance coverage for the employee and their eligible dependents. An employee who does not return will be required to repay all insurance premiums paid by the employer during the leave.

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

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

Employee Notification: An employee who expects or anticipates taking family or medical leave is required to notify their supervisor 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 their supervisor.

Contact the Director/Business Administrator: An employee who anticipates the possibility of taking family or medical leave, or has any question about the application of this policy to his/her particular situation, should contact their supervisor.

### **3.660 Mission Related Leave**

All requests for approval to use paid work time for the purposes of participating in a church sanctioned mission event as representatives of the church should be submitted to the Elders at least 30 days prior to the event. (added 20 January 2011)

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

Because of its Christian concern for its employees, Faith Lutheran Church provides programs to help its employees with expenses related to illness, injury, or death, as well as to provide retirement income.

Eligibility: All regular full-time and regular part-time employees are eligible for enrollment in the Concordia Plans on the first day of the month after the date of employment.

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, dental and vision coverage. The provisions of the Worker Benefit Plan 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 Concordia Plans Office at 1-888-WBP-PLAN (927-7526).

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 OPlans 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 100percent of the cost of your individual coverage only. A flexible spending agreement has been made whereby the family portion of Health Insurance is paid for the called workers for tax purposes.

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**

The Faith Lutheran Church maintains Worker's Compensation coverage in compliance with applicable law.

### **3.900: UNEMPLOYMENT COMPENSATION, FEDERAL AND STATE**

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

federal unemployment tax and being either exempt or opting not to participate in the state unemployment tax program.

### **3.905: CONTINUING EDUCATION ASSISTANCE & PROFESSIONAL MEMBERSHIPS**

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 congregation's sole discretion be reimbursed. Requests for reimbursement of authorized expenses related to the educational program or professional organization must be approved in advance by the Church Council.

## **Section 4: PERSONNEL STATUS**

### **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. Called workers will normally be in the office 4 days a week from 9 am to 5 pm with one hour for lunch.

#### **4.110: Absences**

Employees should contact their supervisor as soon as it's determined that they will be unable to report to work as scheduled. Leaving a voice mail is not considered proper notification and will be considered as a no call, no show. In the case of an absence due to illness, calling the supervisor at home the night before or prior to the scheduled start of the workday allows adequate time to arrange a replacement.

#### **4.115: Tardiness**

A tardy or absence is considered "excused" only when the employee calls ahead of time and the tardy or absence is for a compelling reason. If contact or a call cannot be made ahead of time due to physical limitations, earliest contact is required. The supervisor shall determine what constitutes a compelling reason for an absence or tardiness. A tardy or absence for a non-compelling reason, and failing to call the supervisor, will be considered "unexcused".

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

An employee who fails to call in or report to work for 2 consecutive days may be considered to have abandoned their job and may be terminated.

### **4.200: TERMINATION**

The employment relationship between the congregation and its employees (excluding rostered 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: 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, address where the employee can be reached in the future, and be signed and dated by the employee.

#### **4.210: Involuntary Termination**

An employee may be involuntarily terminated when the church determines that continued employment will not be to the benefit of the employee or church. Since the employment relationship of employees (excluding rostered and contracted workers) and the church is of an at-will nature, an employee can be dismissed without notice. (See **Discharge** below.)

#### **4.215: Layoff**

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

#### **4.220: Discharge**

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

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

#### **4.240: Exit Interview**

An exit interview with the employee conducted by 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 circumstance for leaving, review any accrued benefits to be paid, checkout procedures, and final pay details.

#### **4.300: TIME RECORDS: SIGNING IN AND OUT**

Time cards will be filled out noting the time of service for each day. \

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

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

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

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

Nonexempt employees who work at least 5 hours a day will receive an unpaid meal period of at least 30 minutes. 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 authorize 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 full 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. Openings should be announced to existing staff and sufficient time allowed for existing staff to respond prior to advertising the opening to the church-at-large or the general public. 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 all-important factors, which will be considered in making promotion and transfer decisions. The individual's personnel records shall be the official source of information.

## **Section 5: COMPENSATION**

### **5.100: PAYDAY**

Faith Lutheran Church has adopted the following pay schedule: Bi-weekly for all called and non-called workers.

Employees are responsible for completing their time cards and having their supervisors sign them. The supervisor will forward the time sheets to the bookkeeper so that it will be included in the payroll.

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

### **5.105: Advances**

Salary advances are at the discretion of the Senior Pastor.

### **5.110: Termination Checks**

Termination checks shall be released after the 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 church is reviewed and proposed by the appropriate board or committee and approved by the Church Council.

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.

Called workers will be allowed to designate one half of salary and housing allowance combined for I.R.S Federal Income Tax deductions.

AID Association for Lutherans has established a salary reduction program for TSA and 403B investments.

Called workers will not engage in other employment unless this is agreed upon by the Senior Pastor and Elders.

### **5.300: PAYROLL DEDUCTIONS**

*(Reference Chapter 3 of Congregational Treasurer's Manual found in the LCMS website (resources))*

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.

#### **5.315: 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.

#### **5.320: Other Payroll Deductions**

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

Voluntary deductions may include: All-Cause Accident Insurance through the Worker Benefit Plans; Church Extension Fund Payroll Savings, Tax-Sheltered Annuities (TSA), and Flexible Spending Arrangements.

#### **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 rate on holidays is double 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.

## **Section 6: DISCIPLINE AND GRIEVANCE**

### **6.100: CORRECTIVE ACTION 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: Progressive Corrective Action**

Procedure:

##### 1. Documented Verbal Warning

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

##### 2. Personnel Memo/Written Warning

The second step in the counseling procedure will be a personnel memo/written warning. The personnel memo/written warning are a tool to help the church communicate more effectively with you. It may be used to advise, warn, or otherwise notify you of performance or conduct that is not acceptable. If you receive a personnel memo/written warning about unacceptable performance or conduct, you are encouraged to take advantage of the opportunity to improve, ~~in order~~ to avoid the need for further corrective action. You will be required to sign the memo indicating that you have seen the memo. If you do not agree with the content, you may so indicate.

##### 3. Probation

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

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

5. The above procedures are intended to be a guide. Depending on the infraction, progress steps may be

repeated or not utilized. Documented verbal warnings may be repeated or the immediate termination step could be taken.

6. Documented warnings will be removed from the employee files after 12 months, if the employee has not needed any further counseling or other warnings.

#### **6.110: Exceptions**

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

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

If you are a contract employee, Faith Lutheran Church may choose to simply not renew your contract due to unsatisfactory performance during a previous contract period rather than initiate a formal dismissal. The church may also choose not to renew a contract for any reason in its sole discretion including a change in fiscal or personnel circumstances.

#### **6.200: GRIEVANCE PROCEDURE**

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

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

## **Section 7: GENERAL INFORMATION**

### **7.100: INTRODUCTION**

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

### **7.200: HARASSMENT**

The church will not tolerate any form of harassment including sexual harassment or hazing. A supervisor who harasses or solicits favors (including sexual favors) from an unwilling subordinate in return for promotions, increased wages, continuance of the job, or any similar purpose will be terminated.

Likewise, unwelcome sexual propositions between employees may also constitute sexual harassment and will not be tolerated. Each worker will be required to attend a sexual misconduct class offered by Faith Lutheran Church.

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

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 time

### **7.205: Sexual Harassment**

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

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

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

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

The use, sale, transfer, possession, or being "*under the influence*" of alcohol, drugs, or controlled substances when on duty, on church property, or in church vehicles is prohibited. In addition, off duty conduct, which 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 and 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 termination.

### **7.400: OUTSIDE ACTIVITIES**

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

### **7.500: PERSONAL APPEARANCE**

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

### **7.600: LOST AND FOUND**

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

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

### **7.700: SMOKING**

Smoking is prohibited in the building and the areas immediately around all entrances-to provide a smoke-free environment for us and for all of our visitors to the building. Refer to Church Policy 72A.

### **7.800: ACCESS TO CHURCH PROPERTY**

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

**7.900: BUSINESS EXPENSE REPORTING**

*(Reference Congregational Treasurer's Manual Chapter 6, Business Expense found in the LCMS website under resources)*

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

**8.000: USE OF CHURCH TELEPHONES**

From time to time it may be necessary for employees to make and receive personal calls on church phones. However, these calls should be limited to no more than 5 minutes in length, and should be made, whenever possible, during scheduled break and meal periods. Employees are expected to use good judgement and common sense when it comes to personal phone calls. All costs for personal long distance calls must be reimbursed by you to the church after receipt of bills.

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

**8.100: EMPLOYEE PARKING**

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

**8.200: CHURCH BULLETIN BOARDS**

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

**Section 9: MISCELLANEOUS**

**9.000: EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT**

I have received a copy of the employee handbook and have read it and understand it. I further understand all matters set forth in the employee handbook and agree to abide by and adhere to Faith Lutheran Church policies during my employment with the 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.

I understand that my employment with the Church is *not* for a specified length of time. Rather, I understand and agree that my employment is terminable at will so that both the Church and School and I remain free to choose to end our work relationship at any time, with or without cause. Likewise, I understand and acknowledge that nothing in the Church and Schools employee handbook in any way creates an express or implied contract of employment between Faith Lutheran Church, Merritt Island, Florida on the one part, and me, on the other part.

I hereby acknowledge receipt of the Employee Handbook.

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

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

Date \_\_\_\_\_

## **EMPLOYEE HANDBOOK REVISION RECORD**

<b>Date</b>	<b>Policy or Guideline Revised</b>	<b>Handbook Pages Revised</b>	<b>Council Approval</b>
15 March 2010	Comprehensive review and revision	Many	See minutes
20 January 2011	Added paragraph on Mission Leave Requests	Pg. 11	See minutes

See Church Policy 2010A for Handbook Establishment and Change Control