

**LAY STAFF POLICIES (1996)**  
*St. John's Lutheran Church*

I. General

A. Work Schedules and Payroll Procedures

Upon employment the application will become part of the permanent, confidential personnel record to which employees shall have access upon reasonable notice to the Office Manager.

1. Work Schedules

The normal work week is 40 hours. Because of the nature of the work and the fact that church activities often take place seven days per week including nights, flexible schedules (including nights, Saturdays and Sundays) will be worked out with your supervisor and/or in staff meetings. The work week begins at 6:00 AM on Sunday and ends at 6:00 AM the following Sunday.

Each entity/department has different work schedules and you will be instructed by your supervisor as to the hours you will be expected to work. A 20 minute daily rest period with pay is provided for employees who work six hours or more a day as well as a half-hour lunch break without pay. If you work less than six hours a day, you will be provided a 10 minute rest period with pay. These times will be arranged for you by your supervisor.

Employees may take a paid lunch break instead of rest breaks with supervisor approval.

Any change in regular work schedule, meal or rest periods, must have prior written approval of your supervisor 24 hours in advance of change. This includes exchanging shifts with another employee. If you are unable to report to work or must leave prior to end of your scheduled work time, you are expected to notify your supervisor as soon as possible. If you do not report for your scheduled work time, disciplinary action will be taken which may include dismissal from your job.

For custodial and maintenance staff, providing custodial service for

weddings and non-church events will be paid by that party and voluntarily scheduled ahead of time. These hours will not be part of the work week. There will be no extra pay for funeral coverage, such time will be part of the normal work week.

2. Compensatory Time System

A compensatory time system is used for the employee to bank hours during peak periods (e.g. church holidays) and to draw upon these banked hours during slow times (e.g. summer). Employees must be willing to work over forty hours per week during peak times and be compensated by working fewer hours during slow times.

Every effort is made to "break even" by the end of each calendar year. Your supervisor may approve the carry-forward of a set number of banked hours to be used within the next calendar year (not to exceed 40 hours). Such an agreement shall be communicated to the Office Manager in writing.

3. Overtime

Present practice is NOT to pay overtime. The Compensatory Time system described above is used to balance the work load over the calendar year.

4. Holidays

Employees who are scheduled and work the following holidays will receive compensatory time for hours worked: Christmas Day, New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day.

The church office is normally closed on the above holidays including the designated holiday (e.g. Monday, July 5th). Employees that may need to work on holidays to cover church services or activities will receive compensatory time.

5. Time Cards

It is important that accurate records of your hours worked are kept so

your compensatory time records and pay will be correct. Most employees are required to accurately record their time each work day. To aid us in properly processing your compensatory time and pay, observe the following rules:

- (a) Each employee must complete his/her own time card indicating day/date worked, time beginning shift, time out/in for lunch, time ending shift.
- (b) Each employee will be required to verify that the hours on his/her time card are accurate by signing the time card.
- (c) Time cards must be legible.
- (d) Your supervisor must sign your time card.

6. Attendance

Your individual contribution is important to the functioning of the organization.

Your attendance for scheduled work is expected. It is your responsibility to be on the job, on time, fully able and ready to work when scheduled. Although there are justifiable reasons to take off from work, employment assumes the availability for work and excessive or unexcused absenteeism and/or excessive tardiness may lead to discipline up to and including discharge.

If you must be absent or late for any work day, please notify your supervisor as early as possible. If you are absent due to accident or illness, your supervisor may request a release for your return to work, signed by a licensed physician.

7. Pay Dates

Pay dates are the 15th and the last day of each month.

8. Staff Meeting Attendance

Attendance at staff meetings is normally required.

9. Death in the Family

In the event of the death of a relative, the Church grants paid days off

according to the following table:

- 5 days off for death of spouse, children or parents;
- 3 days off for death of grandchildren, children's spouse, spouse's parents;
- 1 paid day off may be granted by the senior pastor for other relatives.

B. Resignation

The employee wishing to resign from the Church will be expected to give a minimum, written notice as follows:

Supervisory/Program Staff	1 month
Non-supervisory Staff	2 weeks

Resigning employees who have not given the above-required notice may not receive accrued Paid Time Off (PTO).

C. Separation

Employment with the Church may be ended by designated administrative personnel to whom the authority to employ and discharge has been delegated.

D. Performance Evaluation

Employees shall participate with their supervisor in the development of annual written performance evaluations. These evaluations shall consist of five parts:

1. Accomplishment of previously agreed upon objectives.
2. Accomplishments outside the realm of previously agreed upon objectives.
3. Overall assessment of performance; and
4. Suggestions relative to professional development.
5. Establish objectives for the next period.

Periodic evaluations are an important part of the employment relationship. This is an opportunity to let each employee know how he/she is doing, how

performance may be improved and to receive input from the employee concerning any job difficulties that may be occurring.

Each non-supervisory employee will be evaluated within three months of employment and at least annually after that. Supervisory and program employees will be evaluated within six months of employment and at least annually after that. Supervisors may schedule additional evaluations as they feel necessary.

Failure to meet expected job performance may be grounds for dismissal.

N. Dismissal Due to Misconduct

In cases of misconduct, separation of employment shall be immediate.

The following types of conduct are unacceptable in our work place and will not be tolerated. Because it is impossible to list every conceivable infraction; this list is not exhaustive and is a guideline only.

- Undermining or defaming St. John's Lutheran Church and its generally accepted doctrines and beliefs
- Disclosing of confidential Church or member/visitor information, including donation information
- Theft or misappropriation of Church, employee, or member/visitor property
- Falsifying records or information
- Intentionally recording on another employee's time card or falsifying a time-card
- Refusal to follow direct order of a supervisor
- Use or possession of drugs or alcoholic beverages on the Church premises or off Church premises while on duty, except in conjunction with communion
- Reporting for work under the influence of drugs or alcoholic beverages
- Excessive absenteeism
- Failure to report absence
- Repeated tardiness
- Leaving job without permission
- Excessive time at break periods
- Engaging in conduct or activities which serve to lengthen the healing period for a work-related injury
- Failure to promptly report defective equipment or safety hazard
- Unauthorized leave
- Failure to report injury or accident immediately
- Engaging in conduct which creates an unsafe work environment

- Abusive behavior: violation of the rights of others
- Improper communication: failure to proceed from supervisor to Senior Pastor
- Non-attendance at mandatory meetings/in-services
- Noncompliance with Employee Manual

The Church at its sole discretion may choose to assist an employee or administer warnings or suspend without pay prior to the termination of the employee. The Church expressly reserves the right to cease said assistance at any time for any reason.

## II. Compensation and Benefits

### A. Salary/Wages

Starting salaries or wage rates shall be set according to the current Salary Schedule based on the applicable pay grade and step. New employees will be hired at the beginning or middle steps depending upon prior related experience. Salary adjustments to the next step shall be based on annual performance evaluations and are at the sole discretion of the Church. The salary schedule may be adjusted from time to time.

Step increases, based on performance evaluations, will normally occur on January 1 of each year. New employees hired before July 1 will advance to the next step the following January 1. Those hired from July 1 through September 30 will advance to the next step based upon the agreement made at the time of hiring; in the absence of such agreement, the Personnel Committee may make a determination at a later date. Those hired after September 30 will NOT advance to the next step on January 1.

### B. Health Insurance Eligibility and Premiums

Our "employer designated health insurance plan", as of \_\_\_\_\_, is the Valley Health Plan of Eau Claire, WI. A lay staff employee will agree upon one of the following options with the hiring committee:

1. Individual coverage by the present employer designated health insurance plan. Family coverage may be chosen, with the difference in premium withheld from his/her check.

2. Coverage by another carrier. St. John's will provide up to the Valley Individual Rate towards that coverage. Payment of the premium will be made by the Church; any excess would be withheld from his/her check.
3. In the event of a lay staff employee having other health coverage, making St. John's health coverage superfluous, the employee may elect to receive in cash, in lieu of the Valley Individual Rate, the deductible portion of "other coverage" reimbursements for health services up to the annual premium for the Valley Individual Rate.

If the employee elects option 2 or 3 above, payment shall be made by separate check, designated as "health insurance premium" from a special line item in the congregation's operating budget (Such payment would be deemed excludable from gross income under Section 105(b) of the Internal Revenue Code. See attached Proprietor's Resolution".)

3. Any full-time lay staff employee may make application to the Personnel Committee for a health insurance adjustment to the above policy to address individual need. If passed by the Personnel Committee, the adjustment must be approved by the Congregation Council.

#### C. Leaves of Absence

##### 1. Paid Time Off (PTO)

PTO is offered as a combined sick leave and vacation leave program.

Full-time employees shall receive (accrue) 8 hours per month of PTO during their first two years of employment. Employees with three through five years of service shall receive 12 hours per month and employees with six or more years of service shall receive 16 hours per month.

Part-time employees shall receive 8, 12 or 16 hours of PTO (depending on the length of service) for every 175 hours worked. A year of service shall be based on 2080 hours per year for purposes of calculating PTO.

Employees may carry over, if unused, from one calendar year to the next 1.5 times the number of PTO hours received in the past year.

<b>Years of Service</b>	<b>PTO for ONE Year</b>	<b>Max. PTO Carry Over</b>
1 - 2	12 days	18 days
3 - 5	18 days	27 days
> 6	24 days	36 days

The PTO formula will be applied retroactively to employees in place prior the implementation of this policy on January 1, 1994.

Employees who resign or are terminated in good standing and with the required notice shall be paid for any unused PTO.

## 2. Illness/Injury Leave

If an employee suffers an extended illness or non-work related injury, which requires absence from work, the following stipulations and procedures apply:

- a. The illness/injury must have a duration of at least 2 consecutive weeks.
- b. A medical certification from the treating health care provider must be provided which includes date the condition began; probable duration of the condition; appropriate medical facts regarding the condition.
- c. If the leave is foreseeable, a 30 day minimum advance notice is required. If the 30 days minimum notice is not possible, notification should be as soon as possible.
- d. Employee must use all accrued PTO prior to being eligible to receive paid illness/injury leave.
- e. To receive pay, employee must provide supervisor with a physician's report every two weeks, using "Attending Physician's Return to Work Recommendations" form.
- f. Maximum pay per calendar year is 10 (8 hour) scheduled work days for employees during their first two years of employment, pro-rated based on normal work schedule. Similarly employees with three through five years of service



shall receive a maximum of 20 days, employees with six through ten years of employment shall receive a maximum of 30 days and employees with eleven or more years of service shall receive a maximum of 40 days per year. However there is a 50-day "lifetime" maximum per employee.

<b>Years Employed</b>	<b>Days of Leave</b>
0-2	10
3-5	20
6-10	30
>= 11	40

- g. An employee who is required to be away from work beyond the available hours, must request a Leave of Absence without pay.
- h. After using all PTO and additional paid illness/injury leave referred to above, your position will become vacant or you may apply for Leave Without Pay referred to below.

### 3. Professional Development

Leave for professional development may be granted with pay and reimbursement of expenses as authorized by immediate supervisors.

### 4. Without Pay

Leave without pay may be authorized by immediate supervisors for periods normally not to exceed two weeks or until the next Church council meeting. Continued leave, up to a total of 90 days, may be authorized by the Church council.

You will retain your original employment date while on leave, but no benefits will accrue during this time period. Leave must be requested in writing with a definite start and end date and prior written approval from your supervisor must be received. A minimum of 30 days advance notice is required. You will be entitled to your old position if there is a vacancy in that position when the leave expires or it is

required by law. Unauthorized leave will result in disciplinary action.

#### 5. Disability

Disability is defined as the inability to work as indicated by physician.

The Church may require updated reports by physician. Employees disabled by a pregnancy are treated the same as any other disabled employees.

Policies/procedures for illness/injury leave and leave without pay are applicable to disabled employees.

#### D. Retirement Plan

The Church has a 403(b) Tax Sheltered Annuity Plan available for eligible employees subject to the requirements of that plan.

Employees become eligible to participate on the first day of the month following the employees' date of employment.

#### E. Governmentally Required Benefits

##### 1. Military, Family and Medical Leave

Leave is granted in accordance with existing federal and state laws.

##### 2. Jury Duty

Leave is granted with pay for the differential between regular pay and jury duty pay.

The Church encourages all employees to be civic minded. If you receive notification to serve on a jury, you must notify your supervisor immediately.

It is required that the employee present authorized evidence to your supervisor of jury duty attendance and the payment received.

##### 3. Social Security

The Church participates in the social security system and makes payments in accordance with the Federal Insurance Contributions Act.

In addition to the amount you contribute to Social Security (FICA) through payroll tax deductions, the Church contributes an equal amount on each pay period. A full description of your eligibility for Social Security benefits is available through the Social Security Administration.

#### 4. Workers Compensation

The Church participates in the workers compensation insurance system as required by law.

Workers Compensation is a form of accident and disability insurance to protect you in the event of a job related injury or illness. Income contribution and medical benefits are provided. Premiums for this insurance are solely paid by the Church.

Upon return to work from a work related injury, you will be required to provide certification from your treating physician verifying that you are able to safely perform your regular job functions.

In the event your treating physician identifies temporary restrictions and/or limitations on your ability to perform your job duties, the Church will attempt to provide a temporary light duty position. In providing such a position, it is the Church's intent to facilitate recovery and reduce the time away from work.

Temporary light duty position is paid at the minimum wage rate of pay. Workers Compensation carrier will pay the difference between workers compensation benefit rate and minimum wage which is paid by the Church.

#### 5. Unemployment Compensation

The Church does NOT participate in any unemployment compensation insurance program, therefore, employees are not eligible to collect any unemployment benefits.

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