

CONGREGATIONAL PERSONNEL MANUAL

Adopted by Executive Board August 8, 2015

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SECTION 1.000

INTRODUCTION

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1.100: WELCOME!

Welcome to Timothy 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 that 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 congregation 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 You, helpful to other people, and sufficient to provide for my daily needs. Keep me mindful that my service must be done not merely to others but to You. Help me to remember that in all things, my sufficiency is from You and that whatever I do is to be done to Your 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 rules and conditions of work established by our congregation for its employees, as well as an explanation of 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 Timothy Lutheran Church. We hope you will find joy and fulfillment in your work and friendship and support as you team with your co-workers.

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

It is obviously not possible to anticipate every situation that may arise in the work place 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 as it deems necessary or appropriate to serve the church and to care for our employees.

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 the terms of the call will prevail.

1.300: MISSION STATEMENT

“Touching Lives for Christ” is the mission of Timothy Lutheran Church. Our ministry is founded on the Great Commission which Jesus gave his church – to make disciples of all people (Matt.28:18-20). As disciples of Jesus, we are committed to:

***Gathering** for worship and fellowship in Christ.
Growing in Christ-like living through God’s Word.
Going as a witness to all that Jesus is Lord and Savior.
Giving joyfully in service to God and His people.*

1.400: STATEMENT OF FAITH

This congregation holds all the canonical books of the Old and New Testaments to be the inspired Word of God and the sole rule of faith and life.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 2.000

EMPLOYMENT

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2.100: YOUR EMPLOYMENT

2.105: Employment at Will

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

2.110: Rostered Worker

Those workers designated by our Synod as “Ministers of Religion—Ordained” or “Commissioned”. These workers are eligible for, and on, the roster of our Synod as listed in the Lutheran Annual.

2.200: EQUAL EMPLOYMENT OPPORTUNITY

Timothy 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 may give preference in hiring of persons who are members in good standing of a Lutheran Church--Missouri Synod congregation.

The position of pastor and associate pastor(s) of Timothy Lutheran Church are required to be held by ordained ministers of The Lutheran Church—Missouri Synod. Based on religious belief, only males are ordained ministers in The Lutheran Church—Missouri Synod. Therefore, for those positions, females will not be considered for employment.

2.300: IMMIGRATION REFORM AND CONTROL ACT OF 1986

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

As an ongoing 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 I-9, Employment Eligibility Verification.

2.400: EMPLOYMENT OF MINORS

The congregation's minimum age for employment is 15. The hours of employment and working conditions strictly follow the regulations set forth by Federal and State Laws.

2.500: EMPLOYMENT CLASSIFICATIONS

There are three classifications of employees as follows:

FULL-TIME - Any worker employed more than 30 hours per week and who will be employed for more than five consecutive months.

PART-TIME - Any worker employed 30 hours or less per week and more than 5 consecutive months per year.

TEMPORARY - Any worker employed 5 consecutive months or less.

2.505: Overtime

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

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 judgement, assist managers, or perform specialized or technical work; less than 20% routine work.

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

If an employee feels that they have been misclassified for overtime purposes, they may appeal their classification to the Personnel Officer in written memo form. If the employee disagrees with the decision of the Personnel Officer, he/she may appeal to the Personnel Committee. The decision of the Personnel Committee shall be final.

2.600: 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 generally be given a job description before they start to work. A job description summarizes your duties and responsibilities and gives you important information about your new job. Please read 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.

2.700: PERFORMANCE EVALUATIONS

Based on actual work performance and your position description, a review will be conducted with you by your supervisor annually. This is a formal and documented review. Casual, undocumented discussions with your supervisor may also be included in 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.

2.705: 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. After initial review(s) is/are conducted, annual reviews will be conducted.

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 do 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.

2.750: RECOGNITION OF ANNIVERSARIES

Timothy uses ordination/commissioning date as the anniversary date for all milestones. Recognition will occur on the 10th, 25th and every five year anniversary after that.

Non-rostered employees will be recognized on the 10th, 15th and every five year anniversary after

that. The date of hire will be used as date for all milestones. Recognition will include a plaque and announcement in the services.

2.800: PERSONNEL OFFICER

The Personnel Officer is responsible for fair and consistent enforcement of the guidelines in this manual. The Personnel Officer provides staff assistance to supervisors in developing, communicating and carrying out Timothy's personnel policies. Supervisors shall adhere to the policies set forth in this manual.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 3.000

BENEFITS

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PREAMBLE TO 3.00

Church workers are gifts from God to the people of Timothy Lutheran Church (Ephesians 4:11-16). The term “church worker” includes pastors, teachers, DCEs, aides, cooks, secretaries, custodians, choir directors, organists and others engaged by the congregation. Care for these workers (Galatians 6:1-10) should reflect high regard for anyone who is employed to lead and support the church’s work in carrying out the Great Commission. All workers are deserving of salary comparable to their peers, and, when applicable, a house or housing allowance in addition to health, retirement and survivor benefits. Those who have demonstrated exemplary faithfulness in the use of their God-given talents should receive extra care (1 Timothy 5:17-18).

Proper care for workers means more than just financial compensation (1 Thessalonians 5:12-22). Workers must have sufficient time for their family life, lest in tending the household of God they neglect their own family to the sorrow and disgrace of Timothy Lutheran Church (1 Timothy 3:1-13). To this end, the congregation, through its Elders, will want to ensure adequate vacation and weekly rest.

Workers need emotional support as they serve lest they become discouraged and cease to radiate the joy of the Gospel. To this end, the members of Timothy Lutheran Church should pray for them, encourage them by word and deed, and honor their need for fellowship.

Effective workers need to grow in their understanding of the issues of the day and in their skills so that the witness of the congregation to the world is winsome and persuasive. To this end, Timothy Lutheran Church should provide time and resources for the worker’s continuing education and growth (2 Timothy 2:14-26). Church workers, on their part, are to be aware of their obligations to the people of our congregation. They are not to regard themselves as spiritually elite, but as servants of God’s people. Workers shall remember that their care is not confined to monetary compensation, but includes also expressions and tokens of love and respect from the members of the congregation, its officers, and fellow church workers. These expressions also include efforts to monitor and improve the worker’s performance and skills. Most importantly workers will give daily attention to their devotional life and graciously exemplify Christian stewardship of time, talent and riches (1 Timothy 4:6-16).

This policy provides Timothy Lutheran Church and its workers the continuing opportunity to review, renew and implement their commitment to ministry and the Scriptural principles of service and care. The intent of this policy is to encourage dialog so workers will recognize their compensation as a thoughtful expression of gratitude from the congregation, and Timothy Lutheran Church will grow in its understanding of the joys, challenges and burdens of service in God’s Church.

3.100: INTRODUCTION

The congregation maintains a benefit program that 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 POLICY

Any worker employed more than 20 hours per week and 12 months a year will be awarded vacation based on their length of continuous service with the congregation as follows:

| <u>Length of Continuous Service</u> | <u>Paid</u> | <u>Time Off</u> |
|---|-------------|-----------------|
| Date of hire-4 th anniversary year (beginning of 5 th year) | | 2 weeks |
| 5 th – 9 th anniversary year (beginning of 6 th year) | | 3 weeks |
| 10 th – 19 th anniversary year (beginning of 11 th year) | | 4 weeks |
| 20 th anniversary and thereafter (beginning of 21 st year) | | 5 weeks |

A “week” is a calendar week and does not include days designated as regular days off each week. Employees will receive vacation in keeping with their regular workweek. For example,

If an employee regularly works 40 hours per week, and is eligible for two weeks vacation, then such employee shall receive 80 hours of vacation.

If an employee regularly works 20 hours per week, and is eligible for two weeks vacation, then such employee shall receive 40 hours of vacation. One Sunday would normally be included in each “week” for rostered workers. In the case of rostered employees, the congregation includes prior service with the LC-MS. Anniversary year for vacation determination is when the employee became eligible for vacation.

Due to the nature of enrollment in the Early Childhood Center, many positions that would normally be a minimum of 20 hours per week will be reduced during the summer months at the determination of the Director. Seniority will be used to determine the summer schedule.

Vacation is awarded each pay period on an accrual basis. Vacation hours accrued must be taken by the end of the calendar year. Any carry over into the next year must be approved by the Personnel Officer.

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 for vacations of at least five (5) days. Shorter notice 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). Due to the workload during the Christmas season vacation after Thanksgiving will be restricted.

At termination, an employee will be paid for all unused vacation time. Pay in lieu of vacation is not permitted.

To ensure proper staffing at all times, no more than 10 days (2 weeks) can be taken at any one time. In cases of hardship or traveling outside of the U.S. where more time is needed, approval by the Personnel Officer must be obtained.

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

3.300: HOLIDAYS –

Employees who are regularly scheduled to work an average of more than 20 hours per week and 12 months a year will be paid for the following holidays if the holiday falls on a regularly scheduled workday.

Any worker employed more than 20 hours per week and 12 months per year will be paid for the following holidays if the holiday falls on a regularly scheduled workday.

New Years Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

3.350: WEEKEND HOLIDAYS

1. Holidays will be observed on the calendar day designated by the church for observance.
2. Holidays falling on Saturday will be observed on Friday and holidays falling on Sunday will be observed on the following Monday.
3. A holiday that falls on a scheduled vacation day will be recorded as holiday.
4. Some workers cannot observe the holidays above because they are also festival occasions for the Church. In these cases another day should be taken as a "holiday" immediately after the festival occasion.
5. For those employees whose work schedule varies from day to day holiday pay will be paid at the number of hours, up to 8, you were scheduled to work on that holiday.

3.400: SICK LEAVE

Sick leave credits are accrued by employees who are regularly scheduled to work 3 or more days per week. Rate will be one-half day per month, based on daily average of scheduled work for the week. Sick leave will begin to accrue the first month of employment, if employment began on or before the 15th of the month. Sick leave is used for personal illness or the care of an immediate family member.

It is your responsibility to contact your supervisor as soon as possible when you are unable to report for work. A physician's certification to return to work, with or without restriction, is required to be given to your supervisor for any illness beyond 3 working days. Accumulated unused sick leave will be accrued, up to a maximum of 30 days. No pay is granted for unused sick leave upon termination of employment for any reason. Other circumstances may apply, please see 3.630.

3.500: BEREAVEMENT PAY

Time off with pay for full-time employees, with prior notification of your supervisor, will be approved.

In the event of a death in your immediate family (spouse, child, parent, parent-in-law, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law), up to three days will be approved

In the event of a death of a close relative (e.g. grandparent, aunt, uncle), up to one day will be approved.

If any other bereavement time is needed and approved, the additional time taken will be charged to vacation, sick leave or forfeit time, in that order.

3.550: JURY DUTY

The congregation recognizes that employees have civic duties that need to take the employee away from work. The employee will receive regular pay for the time spent on Jury duty when that employee is summoned to appear at a Court to participate in a jury pool.

3.600: LEAVE INFORMATION

3.605: Introduction

The church makes leaves of absence without pay available to employees who have completed at least one year of continuous service, for any length of time up to a maximum number of days that is recommended by the Personnel Officer and approved by the Executive Board. 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 and will not be based on precedent or other reasons not related to the request. Employees who return to work at the end of a leave of absence will normally be returned to their former job classification if an opening exists. If there is no such opening, they will be considered for a comparable position if one is available. Leaves of absence are also granted where state and/or federal law mandates. In particular, the church complies with leaves for jury duty and in situations where the State Family Care and Medical Leave Act or the Federal Family and Medical Leave Act applies. In any situation regarding leaves of absence, the employee should notify the appropriate supervisor at the earliest possible date to discuss the leave, with the approval of the Personnel Officer.

3.610: Continuation of Benefits

If the leave of absence will be less than 90 days, the employee may request that the Executive Board grant continuation of the employee benefit plans, with the approval of the Personnel Officer.

3.615: Accrual of Vacation/Sick Time

Vacation/Sick Time does not accrue during a leave of absence and may not be used during a leave of absence for the purpose of extending the leave.

3.620: Maternity/New Arrival Leave

Full-Time employees will be granted two weeks of paid leave after that employee's family has received a new member by birth or adoption.

3.625: Workers Compensation Leave

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

3.630: Family Care and Medical Leave

Family Care and Medical Leave – Covered eligible employees will be provided up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons each calendar year. Employees are eligible if they have worked for Timothy Lutheran Church for at least one year and for 1,250 hours over the previous 12 months. Unpaid leave will be granted for the birth or adoption of a child or because of a serious health condition of the employee or the employee's child, parent or spouse.

3.650 Military Leave of Absence

Full time staff entering active military service of the United States by draft during peacetime, or by enlistment or draft during a declared national emergency shall be granted a leave of absence to

extend for ninety (90) days beyond the date of termination of active military service. At, or prior to, the expiration of the military leave of absence each full time employee shall inform the Personnel Officer of their willingness and ability to return to the congregation's employment in their former position. An employee hired to fill a military leave vacancy shall have their hiring designated as "military replacement" and will extend until the incumbent returns from military leave. Military service shall include the Army, Navy, Air Force, Marine Corps and Coast Guard, as well as auxiliary branches of these services, but shall not include service as civilian employees of any of these services.

Timothy Lutheran Church will provide the following benefits in accord with state statutes and federal regulations:

1. Salary. In the event of active duty call up, the congregation will supplement the employee's military wages so that they shall receive no less than the salary they would have received had the call up not occurred.
2. Health Insurance. Continued coverage of employee and dependents will be at the employee's expense during any military leave of absence (Internal Revenue Code Sec. 4980B).
3. Pension. If the employee returns to active employment within ninety (90) days of their separation from active military duty, the congregation will provide the employee with the benefit accruals and vesting credit as determined by the Worker Benefit Plans.
4. Vacation, Sick Leave. Since vacation and sick leave benefits are on an accumulation basis, no accrual will be credited to the employee for any absence over thirty (30) calendar days.

In addition to leaves of absence, employees who are required to take annual periods of training as members of the Reserve Corps of the Army, Navy, Air Force, Marine Corps, Coast Guard and National Guard, and who are ordered to active duty may be granted a leave of absence upon proper application through the Personnel Officer to the Board of Elders, with pay for said days. Employees will receive a maximum of eighty (80) hours of this type of paid leave each calendar year. A copy of official orders requiring such training must accompany request for leave.

3.670 Sabbatical Leave for Ministers of Religion—Ordained and Commissioned

A sabbatical leave is understood to be a time of relief from normal duties so that a minister may devote time to renewal and study. This type of leave is an integral and important part of an overall strategy for enhancing the mission of the congregation through ministerial improvement, renewal and growth. Called staff shall be eligible for a sabbatical leave of three (3) months after having continuously served this congregation full-time for six (6) years. Thereafter, a ministry staff member shall be eligible for further sabbaticals every seventh year. Recipients of sabbatical leave opportunities will be expected to serve the congregation for at least one (1) year following return from a sabbatical leave. Sabbatical leaves are not granted automatically, but shall be evaluated, approved and administered by the Elders and reported to the Executive Board.

Since the congregation and church at large are ultimately enriched by the minister's sabbatical leave, it is desirable that there be shared planning with the minister's coworkers, interested

congregational members and the Elders. Ministers seeking sabbatical leave shall submit a written proposal to the Elders providing adequate notice of the requested sabbatical so as to allow for basic coordination and budgeting of the proposed leave. Notice of between six (6) months, at a minimum, and twelve (12) months is encouraged. Proposals to the Elders should include the following:

- Personal objectives and ministry objectives.
- A description of the major elements of the experience.
- Proposed beginning and end date.
- Suggestions of how current responsibilities could be handled during the leave.
- A description and any anticipated budgetary implications.

A sabbatical leave is separate and distinct from regular continuing education and vacation, which shall be granted as in any other year. The minister shall continue to receive normal compensation and benefits during the period of the sabbatical leave, but shall be responsible for the costs of the sabbatical, unless the congregation chooses, through its Voters Assembly, to contribute to such costs. Within a month of return from sabbatical leave, the minister shall submit a written report and evaluation of the leave to the Elders.

3.700: GROUP EMPLOYEE BENEFIT PLANS

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

Medical Eligibility: Any worker employed more than 30 hours per week and more than 5 consecutive months is eligible for Concordia Plan's coverage.

Disability and Retirement Eligibility: Any worker employed more than 20 hours per week and more than 5 consecutive months is eligible for Concordia Plan's coverage.

Medical Benefits Provided: The Concordia Health Plan provides medical and dental coverage as well as prescription medication benefits.

Disability and Retirement Benefits Provided: The Concordia Retirement Plan provides retirement benefits. The Concordia Disability and Survivor Plan provides disability income and death benefits.

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

Medical Benefits Cost: The congregation pays a base amount (determined each year) of the monthly premium and the employee pays the remainder (ex. 2015 –total premium was \$710.00 per month, the congregation paid \$691.00 and the worker paid the \$19.00 remainder. You may

enroll additional dependents at cost to you. This cost will be paid through a payroll deduction.

Disability and Retirement Benefits Cost: The congregation pays 100 percent of the cost for the Concordia Retirement Plan and Concordia Disability and Survivor Plan.

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

Timothy Lutheran Church maintains Workers Compensation coverage.

3.900: UNEMPLOYMENT COMPENSATION, FEDERAL AND STATE

Timothy Lutheran Church is exempt from the payment of unemployment taxes. Should you decide to leave the employment of the church or you are involuntarily terminated, you are not eligible for either state or federal unemployment claims. You are provided this notice pursuant to Section 288.041 of the Missouri Revised Statutes.

3.905: CONTINUING EDUCATION ASSISTANCE AND 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 are paid by the congregation. Requests for payment of expenses related to the educational program or professional organization must be approved in advance by the Executive Board.

3.910: PROFESSIONAL IN-SERVICE GROWTH

All Early Childhood employees are required to have 12 hours of training during each year of employment. The training shall be recognized by the Department of Health and will be in areas of health, safety, nutrition, guidance and discipline, appropriate activities and learning experiences for the children, positive communication and interaction with parents, planning and setting up an appropriate environment for children, professional and administrative practices, or other child related areas.

The Director will post any available training sessions and each employee is responsible for registering and attending sessions.

Upon successful completion of each training session the center will reimburse the employee for the cost of the session as long as the Director approved the session. The employee will receive 1 hour of paid time for every hour of training received.

3.915: TB TESTS/PHYSICALS

All Early Childhood Employees are required to have a physical examination and a TB test. ECC employees working in the licensed part of Timothy Lutheran ECC (currently Childcare) must have a TB test once a year and employees working in the license exempt area (currently Preschool/CDO) must have a TB test every two years.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 4.000

PERSONNEL STATUS

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4.100: TARDINESS AND ABSENCES

4.105: Introduction

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

4.110: Tardiness

A pattern of tardiness may lead to disciplinary action, up to and including termination. In the case of tardiness, a worker (or someone else) should contact the supervisor as soon as it is determined that the employee will be late.

4.115: Absences

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

4.200: TERMINATION

The employment relationship between the congregation and its employees (excluding rostered 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

The employee initiates resignation. A two-week notice of an employee's intent to leave employment is generally desired. 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

The employer initiates 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 workers) and the congregation 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 needs of the church 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. Should reduction in force of called staff be deemed necessary, the congregation will use the guidelines developed by the LCMS.

4.220: Discharge

Discharge is an immediate termination from employment initiated by the congregation. Normally it is for a serious or flagrant offense involving willful 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.

4.225: Exit Interview

An exit interview with the employee conducted by a member of the Personnel Committee may be held shortly after resignation or termination. This opportunity will be used to clarify, as necessary, the circumstances for leaving, review any accrued benefits to be paid, check-out procedures, and final pay details.

4.400: BREAKS AND MEAL PERIODS

Employees who work at least 8 hours a day will receive an unpaid meal period of at least 30 minutes.

Meal periods will be scheduled in consultation with the supervisor so that the normal operation of the organization is disrupted as little as possible.

4.500: PERSONNEL RECORDS

The congregation needs to have complete and accurate information on each of its workers. This includes all nonexempt, exempt, rostered, full and part-time employees. Personnel may review their records upon request.

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 must 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 that will be considered in making promotion and transfer decisions. The individual's personnel records shall be the official source of information.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 5.000

COMPENSATION

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5.100: PAYDAY

Timothy Lutheran Church has adopted the following pay schedule:

All employees are paid bi-weekly. Pay periods end every other Saturday and funds are deposited the following Thursday. If the day scheduled to release funds falls on a holiday, the vouchers will be issued on the last working day prior to the holiday.

Employees are responsible for completing their time cards and having their direct report electronically sign them. The supervisor will forward the time card to the Bookkeeper so that it will be included in the payroll. Cards not submitted in a timely manner will be processed the next pay period.

5.105: Advances

Salary advances, if the church's financial position allows, are permitted only when a scheduled pay day falls during a scheduled vacation or the employee will be on church business away from home.

5.110: Termination Checks

Termination checks shall be paid on the next scheduled payroll date along with any remaining vacation hours, if applicable, upon return of all building keys and other congregational property which may have been entrusted to the care of the employee.

5.200: WAGE AND SALARY REVIEWS

The wage and salary structure for employees of the congregation are reviewed and proposed by the Personnel committee and approved by the Executive Board.

5.300: PAYROLL DEDUCTIONS

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

5.305: Garnishment

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

5.310: Other Payroll Deductions

Other payroll deductions are strictly voluntary and must be requested in writing by the employee. By providing these deductions, the congregation 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

Overtime compensation will be paid to non-exempt employees for all hours worked in excess of 40 hours in a seven day workweek (Sunday-Saturday). The overtime rate of pay is one and one-half times the regular hourly rate of pay. Overtime is to be worked only when specifically requested by the supervisor.

Exempt employees are not eligible for overtime pay.

Overtime pay will not be routinely authorized.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 6.000

DISCIPLINE AND GRIEVANCE

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Preamble to Section 6.00

When disputes, disagreements, or offenses arise among members of our staff, they need to be resolved immediately (Matthew 5:23-24). Unsolved conflict fosters a “win-lose” attitude and can become a tool Satan uses to impede the ministry and mission of the church (Ephesians 4:26-27).

In conflict situations, persons affected should repeatedly take steps to resolve the problem by following our Lord’s direction (Matthew 18:15-20).

- Speak to the person with whom you have a conflict.
- If there is no resolution, take another individual and go back to the person concerned.
- If there is still no resolution, take the matter to your supervisor or, in the case of rostered staff, the Elders.
- For non-rostered staff, final resolution will be determined by the Personnel Committee.

If at any time the offending party realizes that they have wronged you and ask for your forgiveness, the process above is immediately abandoned for the sake of the Gospel (Colossians 3:12-14), forgiveness is given (Luke 17:1-4) and faith increases.

The process outlined below is to be used to resolve situations of conflict and to promote unity in the body of Christ (Philippians 2:5).

6.100: DISCIPLINE AND TERMINATION PROCEDURES

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

6.105: Progressive Disciplinary Systems

Procedure:

1. Verbal Warning

If you fail to follow the church's policies, you are subject to disciplinary action, including termination of employment. With the exception of major infractions that 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

The second step in the counseling procedure will be a personnel memo. The personnel memo is a tool to help the church communicate more effectively with you. It may be used to compliment special effort or results, or to advise, warn, or otherwise notify you of performance or conduct that is not acceptable. If you receive a personnel memo about unacceptable performance or conduct, you are encouraged to take advantage of the opportunity to improve, in order to avoid

the need for further disciplinary action. You will be asked to sign the memo indicating that you have seen the memo. If you do not agree with the content, you may so indicate.

3. Probation

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

4. Termination.

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

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

6.115: 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 flagrant first offense, and your immediate dismissal could result without prior warning or suspension in the case of major acts of misconduct (sexual harassment, violent behavior, etc.) or serious dereliction of duty .

6.200: GRIEVANCE PROCEDURE

Should any difference of opinion regarding work situations arise between an employee and the immediate supervisor, the procedure below will be followed in an effort to arrive at a conclusion that is satisfactory to both the church and the employee.

Procedure:

1. The employee is to first orally bring the matter to the supervisor's attention. (A full discussion and understanding of the matter documented by both the employee and supervisor is essential at this step.)
2. If the grievance is not resolved, the employee is to discuss the matter with the Personnel Officer.
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 the Executive Board to discuss the grievance.
4. The next steps will be to review the complaint with the Executive Board in executive session, and in the case of rostered workers, the Voters Assembly.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 7.000-8.000

GENERAL INFORMATION

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7.100: INTRODUCTION

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

The Church is a Missouri nonprofit corporation holding membership in the Lutheran Church-Missouri Synod (LC-MS).

Christian beliefs, as understood and taught in the LC-MS pervade everything that is done at Timothy Lutheran. Timothy Lutheran expects that its employees who are LC-MS members will adhere firmly to the teachings of the Church in matters of religious faith and personal conduct. Employees who are not LC-MS members are not required to believe or confess the teachings or beliefs of the LC-MS. However, no Timothy Lutheran employee may, in a way that may affect the ministry, promote beliefs that are contrary to those of the LC-MS or otherwise weaken the LC-MS Christian atmosphere.

The Church, as a member of the LC-MS, takes firm stands on matters of moral conduct. For instance, the LC-MS affirms the sanctity of human life, including the life of an unborn child, the importance of a stable family life and of fidelity in marriage, and abstention from illegal drugs. The LC-MS opposes a homosexual lifestyle and sexual relations outside the marital relationship. These are only examples of the Church's position on a number of contemporary questions of conduct and morals.

All employees are expected to lead personal lives that do not violate the teachings and beliefs of the LC-MS on matters of personal conduct, so that all employees may in their daily lives give witness to a lifestyle that supports Timothy Lutheran's mission as an LC-MS Christian ministry. While all employees not having a call are employees at will (meaning their employment may be terminated with or without cause at any time), any employee who fails to comply with LC-MS teachings in connection with his or her employment at Timothy Lutheran or conducts his or her life in a way that is inimical to those teachings may be terminated from employment for cause.

LC-MS doctrine and practice is derived from the Christian Scriptures, the Lutheran confessions, and the applicable resolutions of the LC-MS in convention. For all purposes of this policy and decision of the Senior Pastor of what constitutes the beliefs and teachings of the LC-MS shall be final and binding. Employees who are unfamiliar with LC-MS beliefs and teachings on any subject should inquire about them from the Senior Pastor.

7.200: HARASSMENT

The church is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the church maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for you to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others.

7.205: Sexual Harassment

It is the policy of Timothy Lutheran Church to strictly prohibit any conduct that 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, the Personnel Officer if the complaint involves your supervisor or the Executive Board if the complaint involves the Personnel Officer immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

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

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

If the alleged harassment involves a rostered worker, immediate contact must be made with the sitting president of the Missouri District.

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 that may adversely affect the reputation or interests of the church is prohibited.

"Under the influence" for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, other co-workers, the public, or church property.

Transportation will be arranged by your supervisor for your removal from the premises and return to your home. Violation of this policy may result in disciplinary action, up to and including possible termination.

7.350 Violence and Weapons in the Workplace

Threats of Violence in the Workplace

In today's society, violence and the threat of violence in the workplace are becoming more prevalent. Physical violence, or any perceived threat of violence, will be dealt with severely, and may include disciplinary action up to or including immediate termination.

Employees have the right to be free of harassment. Intimidation, hostility, or other threatening acts by an employee towards another employee will not be tolerated and may lead to disciplinary action up to or including termination.

Timothy premises covered by these guidelines include, without limitation, all church owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under church ownership or control. Any employee who engages in fighting, loud arguing, throwing things, violence, threats of violence, threatening e-mails or similar actions on Timothy's premises will be subject to discipline up to or including immediate termination.

Should an employee fear for his/her own safety, or for the safety of a co-worker, this concern should be immediately reported to his/her supervisor.

Notification

This policy also requires all individuals who apply for or obtain a protective or restraining order which lists Timothy locations as being protected areas, to provide to the Personnel Officer a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

Timothy understands the sensitivity of the information requested and will afford the necessary degree of confidentiality to this information.

Phone Calls

Any phone calls received from an internal or external source that insinuates a physical or obscene threat of any type should be reported immediately to a supervisor. The Personnel Officer will conduct an investigation if necessary, to resolve the situation.

Safety

If you have any concerns or suggestions to further enhance the security of our working environment, please let us know. You may contact the Personnel Officer either directly, by e-mail or voice mail.

In case of any type of altercation where you fear for your safety, or your fellow employee's safety, call 911 immediately.

7.400: 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.

7.500: 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.

7.600: SMOKING

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

7.650 NURSING

In order to meet the requirements of the 2009 Health Care Reform Act, any employee that needs to nurse or use a breast pump will do so in the prayer room (north campus) or sick room (south campus).

7.700: 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, the church reserves the right to access employee offices, work stations, filing cabinets, desks, personal property on church premises and any other church property at its discretion, with or without advance notice or consent.

7.800: BUSINESS EXPENSE REPORTING

Employees will be reimbursed for all approved business-related expenses, upon submission of accurate and receipted expense reports to the Personnel Officer. Employees are requested to submit these reports in a timely manner, no later than 60 days, to ensure proper accounting and prompt reimbursement.

All purchases on Church issued credit cards are restricted to ministry business travel and entertainment purposes. Accidental personal use must be reimbursed the next working day after discovery.

7.900: USE OF CHURCH PHONES OR PERSONAL CELLULAR TELEPHONES

From time to time it may be necessary for employees to make and receive personal calls on church telephones or personal cell 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 use of cell phones. You must reimburse all costs for long distance calls to the church after receipt of bills.

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

7.950: TESTIFYING IN COURT

It is the policy for all staff of Timothy, for cases involving members of Timothy or clients of our school, to testify in court only if subpoenaed.

8.100: EMPLOYEE PARKING

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

8.200: CHURCH BULLETIN BOARDS

Posted information on church bulletin boards is for the benefit of all employees. The church reserves the right to monitor posted information on the bulletin boards.

8.250: INFORMATION SECURITY

Each person who has access to information owned by or entrusted to Timothy Lutheran Ministries is expected to take measures to protect the information wherever the information is located, i.e. on printed media, computers, networks, magnetic or optical storage media, physical storage environments, in memory, etc.

All information, such as membership lists, contact information and personal information, must be treated with maximum protection unless and until restrictions are modified by a supervisor. A confidentiality notice shall be listed on all printed and electronic lists.

Any individual who has been given a physical key, ID card or logical identifier (user name, password, pass key, etc.) that enables him or her to access information is responsible for all activities performed by anyone using that key or identifier. Therefore, each individual must be diligent in protecting his or her physical keys and ID cards against theft, and his or her computer and network accounts against unauthorized use.

If an employee chooses to access church data through their own computer, laptop, smart phone, etc., the employee must make provision to have the data remotely wiped off the device in the event it is lost, stolen or otherwise unrecoverable.

Stolen keys and ID cards, and computer and network accounts suspected of being compromised should be reported to the appropriate supervisor immediately. Violations may lead up to and include termination.

8.300: IT USAGE

Computers are provided by the Church to support our ministry of Touching Lives for Christ. Any use of the Internet, e-mail or unlicensed software that conflicts with our mission is prohibited. The church has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to, reviewing email sent and received by employees; monitoring chat rooms and news groups; reviewing material downloaded or uploaded by employees; and, monitoring Web sites visited by employees.

Rules for Deleting Electronic Files

If Timothy receives a letter, phone call, e-mail or verbal message that threatens a lawsuit, all electronic messages that might be relevant to a potential lawsuit must be saved, even if the time frame for saving this information goes beyond the normal schedule Timothy routinely follows to destroy old electronic files or copy over backup drives.

A legal response team consisting of Timothy's attorney, Personnel Officer and IT systems administrator will determine when the litigation hold period is over.

These rules apply to e-mail communications (sent and received), voicemails, digital photos and information stored on portable memory devices.

Blogging

Blogging by employees, whether using Timothy Lutheran Ministries property and systems or personal computer systems, is also subject to the terms and restrictions set forth above.

Social Media

Any use of social media that conflicts with our mission is prohibited.

8.350 Credit Card Usage

The Church has established credit card accounts for some of its employees and with some of its vendors. Employees must sign a user agreement, available in the bookkeeping office, prior to using a church-owned credit card. Credit cards not assigned to an individual user must be picked up in the bookkeeping office and returned to that office immediately after use.

CONGREGATIONAL PERSONNEL MANUAL

SECTION 9.000

**EMPLOYEE STATEMENT
OF ACKNOWLEDGEMENT**

9.000: EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of the church's personnel policies and procedures handbook and summary plan description of the church's employee benefit plans. I understand that it provides guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that the church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate. The most recent, reviewed handbook can be accessed on Company>Personnel Handbook>PersonnelManual.

I understand that this handbook is not a contract of employment between the church and me and I should not view it as such. I also acknowledge that both the church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice, and that this employment at will relationship will remain in effect throughout my employment with the church.

I further acknowledge that this employment at will relationship may not be modified by any oral or implied agreement.

Employee's Name (Please Print)

Employee's Signature

Date

(Keep this page for your records)

9.000: EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of the church's personnel policies and procedures handbook and summary plan description of the church's employee benefit plans. I understand that it provides guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that the church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate. The most recent, reviewed handbook can be accessed on Company>Personnel Handbook>PersonnelManual.

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I further acknowledge that this employment at will relationship may not be modified by any oral or implied agreement.

Employee's Name (Please Print)

Employee's Signature

Date

(Return this page to your supervisor)