

# **TIMOTHY LUTHERAN CHURCH PERSONNEL MANUAL**

Adopted by Executive Board, August 7, 2023

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# TIMOTHY LUTHERAN CHURCH PERSONNEL MANUAL

## SECTION 1.000

### INTRODUCTION

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## **1.100: WELCOME!**

Welcome to Timothy Lutheran Church! We consider our employees to be a gift from God and look forward to working with them as a member of our ministry team. Each employee's gifts and talents for the position are most appreciated. We are committed to working together with all employees in service to our Lord through this ministry.

Each Timothy employee represents this ministry in both work life and private life. Our hope is that each employee is always sensitive to how others may see them as they live out daily life. We encourage employees to strive toward living a life as an example to others of their relationship with God and belief in the Church's vision and mission.

We pray that each employee looks to his/her Lord daily while working 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 directions and conditions of work established by Timothy for its employees, as well as an explanation of benefits provided with this employment. The church wants each employee to feel that, although there are standards to follow, he/she also values participation in the servant role to the members of Timothy Lutheran Church. Timothy hopes all employees find joy and fulfillment in their work, friendship, and support while teaming with co-workers.

It is important each employee reads, understands, and becomes familiar with this handbook and complies with the established standards, consulting his/her supervisor with questions.

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 periodically as it deems necessary or appropriate to serve the church and to care for its 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: VISION AND MISSION**

*The vision of Timothy is “Transforming Lives through Christ.” Timothy’s mission is to nurture and equip people to be transformed followers of Christ. Its 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 Christ, Timothy Lutheran Church is committed to:*

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

# TIMOTHY LUTHERAN CHURCH PERSONNEL MANUAL

## SECTION 2.000

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## **2.100: EMPLOYMENT RELATIONSHIP**

### **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 the employee or Timothy Lutheran Church may end this relationship.

### **2.110: Called (Rostered) Employees**

Employees designated by the Lutheran Church – MO Synod as “Ministers of Religion-Ordained” or “Commissioned” are Called (Rostered). These employees are eligible for and on the roster of the 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 Timothy is 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 Timothy to seek 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 positions of senior 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, an applicant will be required to provide documentation verifying his/her 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 minimum age for employment at Timothy is 15. The hours of employment and working conditions strictly follow the regulations set forth by federal and state laws.



## **2.500: EMPLOYMENT CLASSIFICATIONS**

The three classifications of employees are 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 and 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 he/she has been misclassified for overtime purposes, he/she may appeal the classification in written memo form to the Business Manager. If the employee disagrees with the decision of the Business Manager, he/she may appeal to the Personnel Committee. The decision of the Business Manager after conferring with the Personnel Committee shall be final.

## **2.600: POSITION DESCRIPTIONS**

To mutually understand employee expectations and accountability, a position description is utilized.

A position description will generally be provided to employees before employment. The position description summarizes duties, responsibilities, and important information about the position. Applicants are directed to read and study the position description carefully and discuss with supervisor to answer questions. The church reserves the right to periodically revise and update position descriptions, as necessary and appropriate.

## **2.700: PERFORMANCE REVIEWS**

Based on actual work performance and position description, an annual review will be conducted between each employee and his/her supervisor. This is a formal and documented review. Casual, undocumented discussions with the supervisor may also be included in performance evaluation.

**PURPOSE:** Each employee participates in a performance review session, at least annually, with his/her supervisor. This review is intended to provide support for the individual; 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. Employee and supervisor signatures on the review form will serve as notice that the review has occurred, not necessarily denoting agreement or disagreement with the contents.

### **2.705: Initial Performance Review**

For an employee to become acquainted with his/her position and for the supervisor to be assured that the employee is suited to the new position, all employees will undergo an initial performance review during the first three months of employment. 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 review is to inform the employee of his/her success in completing his/her job. Written performance reviews may include commendation for good work as well as specific recommendations for improvement.

Employees will have the opportunity to discuss performance reviews with their supervisor. They need not wait for formal review to ask questions and clarify points. Performance reviews help the church make important decisions about job placement, training and development, and pay increases. A satisfactory performance review does not guarantee a salary increase, nor does it alter, modify, or amend the employment-at-will relationship between employee and the church.

### **2.750: RECOGNITION OF ANNIVERSARIES**

Timothy uses ordination/commissioning date for Called (Rostered) employees as the anniversary date for all milestones. Recognition will occur on the 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, and every five-year anniversary thereafter. Non-rostered employees will be recognized on the 10<sup>th</sup>, 15<sup>th</sup> and every five-year anniversary thereafter. The date of hire will be used as date for all milestones. Recognition may include a plaque and announcement in the services.

### **2.800: BUSINESS MANAGER**

The Business Manager is responsible for fair and consistent enforcement of the guidelines in this manual, with direction and guidance of Personnel Committee, as needed. The Business Manager 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.

# TIMOTHY LUTHERAN CHURCH PERSONNEL MANUAL

## SECTION 3.000

### BENEFITS

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## **PREAMBLE TO 3.00**

Church workers are God's gift 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 to ensure 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 Timothy Lutheran Church. 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 dialogue 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

Timothy maintains a benefit program that is designed to help meet the needs of its employees. The information in this section outlines benefits as an employee of the church.

### 3.200: VACATION POLICY

Called (Rostered), salaried and hourly employees employed more than 30 hours per week and 12 months per year will be awarded vacation hours based on length of continuous service at Timothy.

| <u>Length of Continuous Service Time Off</u>   | <u>Paid Time off</u> |
|--|----------------------|
| Date of hire – end of 5 <sup>th</sup> anniversary year                               | 2 weeks              |
| Beginning of 6 <sup>th</sup> anniversary – end of 9 <sup>th</sup> anniversary year   | 3 weeks              |
| Beginning of 10 <sup>th</sup> anniversary – end of 19 <sup>th</sup> anniversary year | 4 weeks              |
| Beginning of 20 <sup>th</sup> anniversary and thereafter                             | 5 weeks              |

Timothy Lutheran School elementary teachers are scheduled for 10 months, August 1 through May 31. Their salary and insurance are paid August 1 through July 31 of each year.

Pre-School teachers are scheduled for 9 months, according to the TLS starting and ending dates each school year, generally mid-August through mid-May.

### 3.300: HOLIDAYS –

Called (Rostered) and Salaried Employees:

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

Hourly employees:

Employees who are regularly scheduled to work an average of more than 30 hours per week and 12 months a year will be awarded for the following holidays if the holiday falls on a regularly scheduled workday:

New Year's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
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 employees cannot observe the holidays above because those holidays 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 an employee whose work schedule varies from day to day, holiday pay will be paid at the number of hours, up to 8, that employee was scheduled to work on that holiday.

### **3.400: SICK LEAVE**

Sick leave credits are accrued by any worker regularly scheduled for more than 30 hours per week and 10 or more months per year. 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 employed began on or before the 15<sup>th</sup> of the month. Sick leave is used for personal illness or the care of an immediate family member.

It is the employee's responsibility to contact his/her supervisor as soon as possible when unable to report for work. A physician's certification to return to work, with or without restriction, is required to give to supervisor for any illness beyond three working days.

Accumulated, unused sick leave will accrue, 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 to the supervisor, will be approved.

In the event of a death in an immediate family member (spouse, child, parent, parent-in-law, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, grandchild), 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 required, it must be approved and the additional time taken will be charged to vacation, sick leave or forfeit time, in that order.

### **3.550: JURY DUTY**

Timothy recognizes that employees have civic duties that require taking 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 OF ABSENCE INFORMATION**

### **3.605: Introduction**

The church allows a leave of absence without pay for 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 Business Manager 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 leave will be granted at the sole discretion of the Business Manager in consultation with the Executive Board, 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 return 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. A leave of absence is also granted where state and/or federal law mandates. In particular, the church complies with leaves of absence 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 a leave of absence, the employee should notify the appropriate supervisor at the earliest possible date to discuss the leave, with the approval of the Business Manager.

### **3.610: Continuation of Benefits**

If the leave of absence is less than 90 days, the employee may request that the Executive Board grant continuation of the employee benefit plans, with the approval of the Business Manager.

### **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 is a leave of absence due to work-related illness or injury.

The church complies with applicable state and federal law concerning his/her leave for work-related illness or injury. It is important for the employee to report any work-related injury to 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 of up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons is available annually for covered eligible employees. 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 Business Manager of his/her willingness and ability to return to Timothy's employment in his/her former position. An employee hired to fill a military leave vacancy shall have that 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 accordance with state statutes and federal regulations:

1. Salary: In the event of call up to active duty, Timothy will supplement the employee's military wages so that he/she shall receive no less than the salary he/she would have received if the call up had 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 his/her separation from active military duty, Timothy 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 Business Manager, with consultation with Executive Board and Board of Elected 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 for renewal and study. This type of leave is an integral and important part of an overall strategy for enhancing the mission of the church through ministerial improvement, renewal and growth. Called (Rostered) staff shall be eligible for a sabbatical leave of three (3) months after having continuously served full-time for six (6) years at Timothy. 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 church 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 shared planning occur 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 a minimum of six (6) months 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 accomplished 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. While the minister shall continue to receive normal compensation and benefits during the period of the sabbatical leave, he/she 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 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 Health Plan coverage.

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



**Disability (CDSP) and Retirement (CRP) Eligibility:** Any worker employed more than 20 hours per week and more than 5 consecutive months is eligible for Concordia Health Plan coverage. Part-time, hourly employees have a 12- month waiting period before they can enroll for Retirement benefits (CRP).

**Disability (CDSP) and Retirement Benefits (CRP) Provided:** The Concordia Retirement Plan provides retirement benefits. The Concordia Disability and Survivor Plan provides disability income and death benefits.

**Enrollment:** Employee will be asked to complete an Enrollment Form and Beneficiary Form which will be forwarded to the Concordia Plans office for processing. The Plans office will then mail a letter to the employee confirming enrollment. Employee will also receive his/her informational booklets and other materials pertinent to his/her employment.

**Medical Benefits Cost:**

For pastors employed more than 30 hours per week and more than 5 consecutive months, the congregation pays a base amount for the employee and his family, which is determined by the Medical Plan chosen by Timothy each year.

For all other employees working more than 30 hours and more than 5 months per year, Timothy pays a base amount for the employee only, which is determined by the Medical Plan chosen by Timothy each year. Employees may choose a lower deductible, higher cost plan and/or enroll additional dependents at a cost to employee. This cost will be paid through a payroll deduction.

**Disability (CDSP) and Retirement (CRP) 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 employee and his/her 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 employee 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 an employee decide to leave the employment of the church or is involuntarily terminated, he/she is not eligible for either state or federal unemployment claims (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 Timothy. 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**

Professional development is important for growth as an employee of Timothy Lutheran Church. Pastoral staff will collaborate with the Board of Elected Elders and Business Manager for approval to attend professional development training. Timothy Lutheran School staff will collaborate with School Administrator and School Board for approval to attend the same opportunities. Church support staff will collaborate with Business Manager for approval to attend the same opportunities.

Supervisors will post any available professional development opportunities, and each employee is responsible for registering and attending the sessions.

Upon successful completion of each training session, the employee will receive one hour of paid time for every hour of training. Timothy will reimburse the employee for the cost of the training if the training is approved by the supervisor, unless Timothy pays for the training.

**TIMOTHY LUTHERAN CHURCH  
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 to carry out the work of ministry smoothly.

### **4.110: Tardiness**

A pattern of tardiness may lead to disciplinary action, up to and including termination. In the case of tardiness, an employee (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 an absence is necessary. In the case of an absence due to illness, contacting the supervisor at home the night before or prior to the scheduled start of the workday is encouraged to allow adequate time to arrange for a replacement.

## **4.200: TERMINATION**

The employment relationship between Timothy and its employees [excluding Called (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/she believes it is in his/her best interest. Similarly, Timothy 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 by the employee should include the reason for leaving, the last day of work, address where the employee can be reached in the future, date of the letter, and employee's signature.

### **4.210: Involuntary Termination**

Since the employment relationship between Timothy and its employees, excluding Called (Rostered) employees, is of an at-will nature, the employer can involuntarily terminate and dismiss an employee without notice. An employee may be involuntarily terminated when the church determines that continued employment will not benefit the employee or church. (See **Discharge** below)

### **4.215: Layoff**

When conditions dictate that Timothy must reduce staff through a layoff, the needs of the church will determine which positions will be affected. Layoffs will be communicated to affected employee(s) at the earliest reasonable time to allow for productive transition. Should reduction in force of Called (Rostered) staff be deemed necessary, Timothy will use the guidelines developed by the LCMS.

### **4.220: Discharge**

Discharge is an immediate termination from employment initiated by the church. Normally, it is for a serious or flagrant offense involving willful misconduct that violates standards outlined in the church's policy manual, constitution and bylaws, bylaws of LCMS, and/or 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 the Business Manager in consultation with Personnel Committee, will occur soon after resignation or termination. This opportunity will 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.

Employees and supervisor will schedule meal periods to ensure the normal operation of the organization is disrupted as minimally as possible.

#### **4.500: PERSONNEL RECORDS**

Timothy requires complete and accurate information on each employee. This includes all nonexempt, exempt, Called (Rostered), full- and part-time employees. The Business Manager and/or Personnel Committee may review records upon request.

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

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

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 or advisable.

**TIMOTHY LUTHERAN CHURCH  
PERSONNEL MANUAL**

**SECTION 5.000**

**COMPENSATION**

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### **5.100: TIMECARDS AND PAYDAY**

Employees are responsible for recording their electronic time cards on PayCor for direct supervisor approval. Salaried employees are responsible for recording their vacation and sick leave request electronically through ParCor.

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.

### **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 when 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 church property which may have been entrusted to the care of the employee.

### **5.200: WAGE AND SALARY REVIEWS**

The wage and salary structure for Timothy employees of the congregation are reviewed and proposed by the Personnel Committee and Business Manager and approved by the Executive Board.

### **5.300: PAYROLL DEDUCTIONS**

Employees who are not Called (Rostered) employees must have various deductions taken from their pay for tax purposes. 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 annual withholding tables based on personal earnings and the number of exemptions claimed by each employee to satisfy income tax withholding requirements. The employee, 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, employers must deduct the amount from the employee's 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 church provides its employees the opportunity to save funds for the 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 work week (Sunday-Saturday). The overtime rate of pay is one and one-half times the regular hourly rate of pay. Overtime **MUST** be approved by the employee's immediate supervisor **PRIOR** to completing overtime. Overtime pay will not be routinely authorized.

Exempt employees are not eligible for overtime pay.



**TIMOTHY LUTHERAN CHURCH  
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**SECTION 6.000 DISCIPLINE AND GRIEVANCE**

Paragraph

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## **Preamble to Section 6.00**

When disputes, disagreements, or offenses arise among staff members, immediate resolution is essential (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 return to the person to discuss the concern.
- If there is still no resolution, take the matter to the employee’s supervisor or, in the case of Called (Rostered) staff, the Elders.
- For non-Rostered staff, final resolution will be determined by the Business Manager.

If at any time the offending party realizes that he/she has wronged a fellow employee and asks for forgiveness, the process above is immediately abandoned for the sake of the Gospel (Colossians 3:12-14), forgiveness is granted (Luke 17:1-4), and faith increases.

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

## **6.100: DISCIPLINE AND TERMINATION PROCEDURES - AT-WILL EMPLOYEES ONLY**

Employment is between the mutual consent of employee and the church. Consequently, both parties 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 employee fails to follow the church's policies, employee is subject to disciplinary action, including termination of employment. With the exception of major infractions that can result in immediate termination, employee will first receive verbal counseling about the problem, with the intent of clearing up any misunderstanding and establishing future expected behavior. This verbal warning will be documented by the supervisor, noting the date, location and the subject of the discussion. Continued violation of policies will result in levels of written notification to employee of unacceptable action and can lead to ineligibility for merit increases, probation, suspension, or termination.

#### **2. Personnel Memo**

The second step in the counseling procedure, a personnel memo, is a tool to help the church communicate more effectively with employee. Its purpose may complement special effort or results, or advise, warn, or otherwise notify employee of unacceptable performance or conduct. If employee receives a personnel memo about unacceptable performance or conduct, he/she is encouraged to take advantage of the opportunity to improve to avoid the need for further disciplinary action. Employee will be asked to sign the memo indicating knowledge and receipt of it. If employee does not agree with the content, he/she may so indicate.

### 3. Probation

Continued violations will necessitate the third step: probation. A letter advising employee of the reason and length of probation will be provided. It will also indicate that unless performance improves or compliance with policies is met, the next step is termination. Employee will be asked to sign the memo letter.

### 4. Termination.

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

The above procedures are intended as 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.

### **6.1150: 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 occur for a flagrant first offense, and employee's 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 Business Manager, the procedure below will be followed in an effort to arrive at a satisfactory conclusion for both the church and the employee.

Procedure:

1. The employee first orally brings the matter to the supervisor's attention. (A full discussion and understanding of the matter, documented by both employee and supervisor, are essential at this step.)
2. If the grievance is not resolved, the employee discusses the matter with the Business Manager.
3. If the grievance is still not resolved, the employee submits the grievance in written form and sends it to the Congregational President who convenes a meeting with the employee and the Executive Board to discuss the grievance.
4. The next step is review the complaint with the Executive Board in executive session and, in the case of Called (Rostered) employees, the Elders and Voters' Assembly.

**TIMOTHY LUTHERAN CHURCH  
PERSONNEL MANUAL**

**SECTION 7.000-8.000 GENERAL**

**INFORMATION**

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## **7.100: INTRODUCTION**

At Timothy Lutheran Church it is important for all employees to work together as a team to ensure the rights and interests of both the church and employees. 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 occurs at Timothy Lutheran. Timothy Lutheran expects its employees who are LC-MS members to 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 in accordance with the teachings and beliefs of the LC-MS on matters of personal conduct so that all employees may give daily 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 are 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, 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 consult the Senior Pastor.

## **7.200: HARASSMENT**

Timothy is committed to providing a discrimination-free work environment. In keeping with this commitment, the church maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for employees 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 constituting 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 an employee believes that he/she is being or has been harassed in any way or has witnessed any incident of sexual harassment, he/she will immediately report the facts of the incident or incidents to his/her supervisor, the Business Manager if the complaint involves employee's supervisor or the Executive Board if the complaint involves the Business Manager, 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 his/her supervisor.

If the alleged harassment involves a Called (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 adversely affecting 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 creating 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 supervisor for employee's removal from the premises.

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 confronted with severity 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 fights, loud arguments, thrown objects, 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 protected areas, to provide to the Business Manager with a copy of the petition and declarations used to seek the order, a copy of any granted temporary protective or restraining order, and a copy of any permanent protective or restraining order.

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

### **Phone Calls or Other Forms of Communication**

Any communication 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 Business Manager will conduct an investigation, if necessary, to resolve the situation.

### **Safety**

If employees have any concerns or suggestions to further enhance the security of Timothy's working environment, please notify the Business Manager directly by email, voicemail, or text.

In case of any type of altercation where employee fears for his/her safety, or your fellow employee's safety, call 911 immediately.

## **7.400: PERSONAL APPEARANCE**

An employee's appearance reflects not only on him/her as an individual, but on the church as well. Timothy expects employees to take pride in their 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, valuable jewelry, or other valuables to work. The church is not responsible for lost, damaged, stolen, or destroyed personal property. If an employee finds personal belongings lost by another person, the items should be turned in to a supervisor.

## **7.600: SMOKING**

Smoking is prohibited inside all buildings on church property and in areas immediately around all entrances. This policy is established to provide a smoke-free environment for members, staff, volunteers, and visitors to the buildings.

## **7.650 NURSING**

To meet requirements of the 2009 Health Care Reform Act, any employee needing to nurse or use a breast pump will do so in the Prayer Room at RD Mize Campus or sick room at Wyatt Campus.

## **7.700: ACCESS TO CHURCH PROPERTY**

It is important for the church to 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 Business Manager. 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**

Occasionally, 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 judgment and common-sense regarding use of cell phones. Employees must reimburse the church should any personal cost incur on church telephones or cell phones. Employees who violate this policy may be subject to disciplinary action.

## **7.950: TESTIFYING IN COURT**

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



## **8.100: EMPLOYEE PARKING**

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

## **8.200: CHURCH BULLETIN BOARDS**

Posted information on church bulletin boards or other areas is for the benefit of the church and its ministries. The church reserves the right to monitor posted information in these areas.

## **8.250: INFORMATION SECURITY**

Each person who has access to information owned by or entrusted to Timothy Lutheran Church 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 his/her 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, 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**

The church provides computers to support the ministry of Transforming Lives through Christ. Any use of the Internet, e-mail or unlicensed software conflicting with Timothy's 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 websites visited by employees.

### **Rules for Deleting Electronic Files**

If Timothy receives a letter, phone call, e-mail, text message, or verbal message threatening 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, Business Manager, and IT systems administrator will determine when the litigation hold period concludes.

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

**Blogging**

Blogging by employees, whether using Timothy Lutheran Church 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 Timothy's 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 Financial Coordinator Office, prior to using a church-owned credit card. Credit cards not assigned to an individual user must be picked up in the Financial Coordinator Office and returned to that office immediately after use.

**TIMOTHY LUTHERAN CHURCH  
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 Timothy'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, familiarize, and comply with the established standards. I further understand that the church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy periodically 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. Called (Rostered) employees are not employment at will employees.

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 Timothy'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, familiarize, and comply with the established standards. I further understand that the church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy periodically, 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. Called (Rostered) employees are not employment at will employees.

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)