

Explanation of Personnel Policy Guidelines

St. Paul's Evangelical Lutheran Church Personnel Policy Guidelines Manual defines what the church can expect from its employees, and what the employees can expect from the church. The policy guidelines will be presented to the new employee during orientation, with clear explanations and opportunity for discussion. These guidelines will help the church maintain positive employee relations and can prevent conflicts and misunderstandings.

The Congregational Council, through its Staff Support Committee, is responsible for the written personnel policies. The Congregational Council review guidelines and policies on a regular basis, to incorporate new legal requirements and organizational needs. Every employee should receive a copy of the policies.

Personnel policies address the following topics:

- ☒ Employee classifications (full-time, part-time, etc.) and organizational structure
- ☒ Affirmative action and Equal Employment Opportunity
- ☒ Hiring and termination procedures
- ☒ Compensation and Health Benefits
- ☒ Work schedules
- ☒ Work attire
- ☒ New Employee reviews
- ☒ Holiday schedules
- ☒ Harassment Policy
- ☒ Absences, vacations and holidays
- ☒ Substance abuse
- ☒ Performance reviews
- ☒ Termination
- ☒ Grievance procedures and employee appeals