

LAY STAFF EMPLOYEE HANDBOOK (1996)

St. John's Lutheran Church

I. Statement of Philosophy

The Congregation Council has established these personnel policies as guidelines for lay employees of St. John's Lutheran Church. St. John's Lutheran Church is a community of believers in Christ, whose purpose is to share God's love and forgiveness through worship, education, support and service. The dedication of each employee to this total approach is essential in carrying out our mission.

This handbook and its provisions are designed to serve only as a guide to the organization's policy and rules, and not as a contract of employment; employment can be terminated by the employee or St. John's Lutheran Church (hereafter called the Church) for any reason at anytime; and the employer has the right to make unilateral changes in its personnel policies at any time.

II. Employment

A. Non-Discrimination

Employment and other decisions pertaining to personnel administration will be made without reference to age, race, creed, color, disability, marital status, sex, sexual orientation, national origin, ancestry, or pregnancy except where job requirements involve bona fide occupational qualifications. Recruiting and selection are based on qualifications.

The Church is committed to a policy of equal employment for all employees. It is the Church's policy to seek and employ the best qualified personnel in all positions, to provide equal opportunity for advancement to all employees, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, age, sex, national origin, disability, ancestry, marital status, veteran status or any other discriminatory basis prohibited by state or federal law.

The Church will not tolerate any form of harassment, verbal or physical, with regard to an individual's race, sex, national origin or any other protected characteristics. Therefore, all employees are encouraged to bring forth any concerns or complaints in this regard to the attention of management, by contacting their supervisor or the Senior Pastor.

B. Job Types and Descriptions

Two types of positions are covered by this manual, Supervisory and Program staff (e.g. Office Manager, Head Custodian, Director of Music/Organist Education and Youth Director), and non-supervisory (e.g. Assistant Custodian, Parish Secretary, Membership Secretary).

All jobs shall be outlined in written descriptions which may be modified by the Church to adjust for necessary changes. These descriptions will summarize major responsibilities and the authority delegated to each job, including essential functions of the job. Required skills, knowledge and abilities shall be set forth in the specifications which are part of the description for each job.

You will receive a copy of your job description and a copy, signed by you, will become a part of your personnel file.

C. Personal Qualifications

The Church seeks employees who give equal consideration to the physical, social, emotional and recognize the spiritual needs of those served.

D. Application Process

Information submitted in the application process is subject to verification.

1 . Application Retention

Application for employment will be considered active for 6 months.

2. The Church will comply with the Americans with Disabilities Act.

3. Qualifications/Examinations

Applicants will be asked about their ability to handle the requirements of the job.

Offers of employment shall be made contingent on the successful completion of pre-employment screening. Pre-employment screenings are at Church's expense.

4. Legal Requirements

The Church will comply with the Immigration Reform and Control Act and will require new employees to complete an I-9 Form and will require documents establishing the employees identity and employment eligibility (e.g. citizenship, naturalization, alien employability status, etc.).

E. Probation

Probation is defined as a period at the beginning of employment during which the employer observes and discusses performance and provides the opportunity for the applicant to meet performance standards. At the end of the probationary period the applicant may be considered for non-probationary employment on an at-will basis. The probationary period is as follows:

Supervisory/Program Staff	6 months,
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Non-supervisory Staff	3 months
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F. Secondary Employment

Secondary employment is permitted if it does not adversely affect performance of employment duties with the Church.

111. General

A. Conflict of Interest

Working time is for work. As a result, the Church expects its employees to do their job during their working time. Working time means that time you spend in the performance of your actual job duties and does not include your unpaid meal times.

B. Political and Non-work Related Activities

Employees shall not engage in political activity during working hours or on the premises of the Church.

Employees are not authorized spokespersons for St. John's Lutheran Church nor any of its programs, unless such authority is delegated to them. Requests for information or opinions should be referred to the Senior Pastor.

Solicitations of any kind are not permitted during work hours or in work areas

C. Smoking

Employees shall not engage in smoking within Church-owned buildings, or at Church-sponsored indoor activities.

D. Safety and Security

All employees are expected to have working familiarity with relevant governmental and Church safety and security rules. Adherence to these rules is a condition of employment.

1. If an accident does occur to any member, guest or employee, notify your supervisor immediately. Incident reports must be completed for all work-related accidents and reported within 24 hours.

2. Personal effects brought or worn to work are the sole responsibility of each employee.

E. Request for Information

Verification of employment and dates thereof may be given. Reference requests will be denied unless a specific written agreement and request from the employee that such information may be transmitted is on file.

It is important that each employee immediately notify the Office Manager in the event of any change in status. This assists us in keeping all information in your personnel file current.

F. Harassment

Each employee will have access to an Equal Employment Commission brochure.

Harassment refers to behavior which is not welcomed, which is personally offensive, which debilitates morale, and which, therefore, interferes with the work effectiveness of its victims and their co-workers.

Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship. All employees must be allowed to work in an environment free from unsolicited and unwelcomed overtures. Sexual harassment does not refer to occasional compliments. Sexual harassment is a prohibited personnel practice.

A violation of this policy would occur if:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual becomes a basis of employment decisions affecting that individual, or
3. Such conduct has a purpose or effect of substantially interfering with an employee's work performance or creating an intimidating or offensive work environment.

If you have witnessed or feel you have been subjected to any harassment of this nature, you should report such an incident to your supervisor, the Senior Pastor or Personnel Committee.

The Church will immediately investigate complaints and take such action as may be appropriate. If you register complaints or make reports of harassment, you may request

that your report or complaint be made in confidence.

G. Personal Appearance

An employee's appearance reflects the Church's image to the public. All employees are expected to be clean and concerned with good personal hygiene. Moderation and good taste in dress and grooming are expected of all employees.

H. Confidentiality

Because of your responsibilities at the Church, you may have access to confidential Church and member/guest information. This may include information concerning the Church's financial status, business practices, employee records, and member/guest records and data. All employees are responsible for protecting the confidentiality of this information, and will not violate the confidentiality of any of the above-mentioned information or members' status. Violations will subject an employee to discipline, up to and including discharge.

I. Controlled Substance

Any illegal possession, use or distribution of any controlled substance will result in immediate disciplinary action and notification of authorities. Any possession of prescribed drugs with intent to use illegally will result in immediate disciplinary action and notification of authorities. Any employee having knowledge of illegal possession or use of controlled substances is expected to report such information to his/her supervisor.

J. Communication

Communication is a joint responsibility shared by the Church and you. If you have any questions about information contained in this handbook, or about any other aspect of your job, we welcome your questions. Your opinions, suggestions and questions are important to us. We will attempt to provide you with honest, straightforward responses to your questions and comments.

Generally, if you are having a problem with an individual, we encourage you to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, go to your immediate supervisor.

K. Management

The Church hereby retains and reserves unto itself all powers, rights and authority necessary to operate and manage its operations and to direct employees as it deems necessary to carry out its responsibilities and mission, except as specifically limited herein and by law. These personnel policies do not imply the existence of an employment contract and any employee whose employment is not specifically governed by the terms of a written contract is considered to be an at-will employee, and subject to discharge at any time.

None of the benefits, policies or procedures in this handbook are intended to entitle you to be or remain employed by the Church.

The contents of this handbook are presented as a matter of information only. While the Church believes whole-heartedly in the plans, policies and procedures described herein, they are not a contract of employment and are subject to unilateral change by the Church. While we hope that your employment with the Church will be long lasting, employees are, of course, free to resign at any time, just as the Church is free to end your employment at any time.

I have received and read the Lay Staff Employee Handbook and Lay Staff Policies of St.

John's Lutheran Church. I understand that this handbook is not intended to be an employment contract nor does it provide employees with any guarantee of employment. I further understand that the Church has the right to add to, modify or eliminate any of the policies/procedures at any time. This handbook is intended to serve as a guide. Moreover, I understand that my employment at St. John's Lutheran Church is terminable at will.

Signature:

Date: