



Employee Handbook

CALVARY LUTHERAN CHURCH

2508 Washington Ave SE

Bemidji, MN 56601

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*Welcome to the
Staff of Calvary Lutheran Church!*

Calvary's staff is committed to reaching out as articulated in our mission statement, "Gathering to Worship, Connecting with Jesus, Serving our Neighbors." As an employee of Calvary Lutheran Church, you have a vital role to play in God's work through Calvary's mission and ministries, and we are honored to have you join the team.

This Employee Handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees are responsible for familiarizing themselves with the contents of this Employee Handbook within the first ten days of their employment. It will answer many of your questions about employment at Calvary Lutheran Church.

Every effort is made to provide an atmosphere allowing the development of working conditions and relationships that are informed by Christian principles as outlined in the Bible. Each employee is encouraged to be considerate and cooperative with other staff members, sharing a common interest in the development of the church. At the same time, it is understood that employment at Calvary Lutheran Church has the highest professional standards, and that an employee's evaluation will be based upon meeting those high professional standards. These two ideals – consideration and professionalism – are not mutually exclusive, in fact they work together to create a dynamic, Christian workplace.

We hope that your experience here will be challenging, enjoyable, and rewarding. May you experience God's purpose for your life as you serve God with your gifts and talents working with all of Calvary's staff and members for the glory of God's kingdom!

Again, welcome!

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EMPLOYMENT RELATIONSHIPS

STAFF CATEGORIES

All employees are first and foremost employees of Calvary Lutheran Church. Calvary has three separate categories for its employees:

1. **Pastors and Rostered Staff** are ordained by the larger Lutheran church, generally the Evangelical Lutheran Church of America. Full-time pastors are called to serve by the congregation. Their positions and benefits are determined by an employment agreement outlined by Synod guidelines and their individual letter of call. Any special items in this handbook that pertain to this group will be marked: **PR**.
2. **Lay Support Staff** are hired by Calvary to lead and support the programs of Calvary. Any special items in this handbook that pertain to this group will be marked: **L**.
3. **Preschool Staff** are hired to work primarily in the Calvary Lutheran Preschool program. Preschool staff will be guided by this handbook and the appendix items specific to the needs and requirements of the preschool program. Preschool staff will have an employment agreement updated annually. Any special items in this handbook that pertain to this group will be marked: **PS**.

HANDBOOK PURPOSE AND INTENT

This Employee Handbook is not intended to create a contract of employment. Rather, it is simply intended to describe Calvary Lutheran Church's present policies and procedures. It is impossible to anticipate or address every situation or question, so this should be used as a reference and guideline. Use it as a resource and feel free to ask your supervisor any questions regarding any policies or procedures in the handbook.

Nothing in this handbook is intended to create or be construed as an employment contract. The employee-employer relationship is one of "at-will." Either party can voluntarily terminate the employment relationship for whatever reason and without notice.

The policies, procedures, and benefits identified in this Handbook, may, and likely will, change from time to time as Calvary Lutheran Church (CLC) deems appropriate. Reasonable efforts will be made to keep employees informed of any changes. Because policies may be revised or updated, this handbook and its policies can only provide general descriptions or guidelines and should not be regarded as a promise to provide specific terms and conditions of employment. This Employee Handbook supersedes all prior employee handbooks and manuals.

EMPLOYMENT AT WILL

The basis for all employment, except for called pastors and rostered staff, is "at will." That is, there are no expressed or implied contractual agreements on the part of either Calvary Lutheran Church or the employee of a permanent employment relationship. Employment "at will" means that the employee or Church may terminate the employment relationship at any time for any reason. No representative of Calvary Lutheran, neither staff nor member of the Church Council, has the authority to enter into an agreement with any person that is contrary to employment "at will." No guarantee of a permanent job assignment will be made. The

information provided in this handbook and these procedures are subject to change and should not be construed as a contract expressed or implied. The employment basis for pastors and rostered staff is established in the Constitution of Calvary Lutheran Church (PR).

EQUAL EMPLOYMENT OPPORTUNITY

Calvary Lutheran Church affords equal opportunity to all qualified persons without regard to race, color, age, sex, national origin, ancestry, disability, or any other legally protected status in accordance with applicable local, state, and federal law. This policy is applicable to all aspects of the employment experience, including recruitment, hiring, compensation, layoff, discharge, training, and all other terms, conditions, or privileges of employment.

Calvary Lutheran Church reserves the right to screen applicants on the basis of religious belief or creed as all employees are ambassadors and representatives of the Church, both to members of the congregation and outside persons. In addition, the unity in belief and direction is essential in carrying out the mission and ministry of Calvary Lutheran Church.

EMPLOYMENT APPLICATIONS AND FORM I-9

Calvary Lutheran Church relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. In processing employment applications, Calvary Lutheran Church may contact references.

All employees are required to complete form I-9 within three days of employment. Staff who do not do this will be suspended without pay. The day this requirement is fulfilled becomes their new start date. Calvary reserves the right to put staff on unpaid leave until proper I-9 documents are received.

BACKGROUND CHECKS

Background checks are part of our church wide safety policy and a license requirement for preschool staff. Background checks may include, but are not limited to: criminal, credit, finger print, license(s), education, and certification(s). If Calvary Lutheran Church takes an adverse employment action based in whole or in part on the consumer credit report, a copy of the report and a summary of your rights under the Fair Credit Reporting Act will be provided as well as any other documents required by law.

Background checks will be updated and reviewed periodically to assure that the employee's background continues to meet Calvary Lutheran and governmental standards.

INTRODUCTORY EMPLOYMENT PERIOD

The first thirty (30) days of employment for every new employee is considered an introductory employment period. This allows the Church to evaluate the new employee and allows the employee to become comfortable with their new work conditions. The initial employment period may be extended due to job performance, further training, or other reasons pertinent to your position.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification. For purposes of employment benefits, employees entering "regular" employment will have a start date of the first date of employment.

EMPLOYMENT CLASSIFICATIONS

All positions are classified in accordance with the Fair Labor Standards Act (FLSA). Furthermore, each position is classified as full-time, part-time, temporary, or a combination. In addition, rostered staff persons have their positions defined and benefits determined by an employment agreement outlined by Synod guidelines. The following paragraphs define each employment classification.

NONEXEMPT: (Hourly) A nonexempt employee is an employee who is paid hourly. Nonexempt employees are paid overtime wages (1 ½ times regular hourly wage) for any hours worked over 40 hours in one week. Vacation, sick, or holiday hours are not considered hours worked for the purposes of calculating overtime compensation.

EXEMPT: (Salaried) Exempt employees are expected to fulfill the number of hours necessary to satisfy the requirements of their position. Exempt employees are not paid overtime for any hours worked over 40 hours in one week.

SALARIED-NONEXEMPT: Are paid a fixed wage for a fluctuating workweek. Adjustments must be within the pay period, they work out adjustments in the schedule with their supervisor. Overtime is paid on a "half-time" basis. Vacation, sick, or holiday hours are not considered hours worked for the purposes of calculating overtime compensation.

FULL-TIME: Full-time employees are those who are hired to work a minimum of 32 hours per week, year-round on a regular basis (1664 hours/year minimum).

PART-TIME: Part-time employees are those who are hired to work on a regular basis but less than 32 hours per week. Part-time employees receive some benefits based upon the number of hours worked, see benefit section and appendix for details. Time off (holidays and PTO) benefits are given in proportion to hours worked per week. Part-time staff working less than 16 hours per week will not be paid for holidays or PTO.

TEMPORARY: Temporary employees are those who are hired to work less than 12 months per year in any position that is not permanent. Generally, the hours and periods of time worked are dependent upon Calvary Lutheran's workload. Temporary staff do not receive any benefits.

Full-time employees are eligible for benefits provided by Calvary Lutheran Church. Part-time and temporary employees are not eligible for all benefits unless otherwise required by law or noted in the benefits section of this manual.

Independent Contractors

Independent contractors are engaged for a specific task and/or time period at a specific rate.

They are not employees of Calvary Lutheran and are not eligible for any benefits. Employment taxes will not be taken from their payroll and they will receive a 1099 rather than a W-2 at year end.

OFFICE HOURS

During the school year, Church office hours are normally 8:30 a.m. to 4:00 p.m. Monday, Tuesday, and Thursday; 8:30 a.m. through 9:00 p.m. Wednesday; 8:30 a.m. to 12:00 p.m. on Friday; and 8 a.m. to noon on Sunday. During the summer, the office is open Monday through Thursday 8:30 a.m. to 4:00 p.m., Wednesday evenings until 6:45 p.m. and Sunday, 8:00 am – 11:00 a.m.

YOUR WORK SCHEDULE

Exact days and hours of work are set upon employment for each employee shall be specific and may include hours worked on Sunday mornings, Wednesday evenings, or other times in addition to regular workday hours. The designated work week is Wednesday through Tuesday, (same as the pay period week).

It is Calvary Lutheran Church's policy to establish the time and duration of working hours as required by workload, church needs, and the efficient management of personnel resources. Work schedules may vary from week to week as coordinated between the employee and their supervisor.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Calvary Lutheran Church expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Calvary Lutheran Church. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. If an employee must leave work at any time during the workday, the employee is required to first notify their supervisor or other person of responsibility in their work area.

Exempt staff should call the office if they are going to arrive after 9:00 a.m. so the in/out board can be kept current.

BREAKS and MEAL PERIODS

If work schedules permit, employees may take up to two paid work breaks of 15 minutes each, one in the morning and one in the afternoon. This is at the supervisor's discretion and may vary depending on the needs of our members and overall operations. Breaks may not be accumulated if they are not taken, nor can they be used for coming to work late or leaving early.

Employees are required to take an unpaid lunch break of at least 30 minutes during the workday if they work more than five hours. Lunch breaks will be coordinated to ensure a staff member is available in their work area throughout the workday or as required by preschool licensing requirements. Employees are encouraged to use their lunch break for refreshment

and renewal and may leave the premises

Minnesota state law requires that employers provide nursing mothers with reasonable unpaid break time to express milk and a private a room or other location for milk expression, other than a bathroom or toilet stall, with access to an electrical outlet and in close proximity to the worksite. Employees are expected to consult their supervisor to ensure necessary accommodations will be made.

TIMEKEEPING

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Calvary Lutheran Church to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

All nonexempt employees are required to maintain accurate time records by completing a daily time sheet. Nonexempt employees must accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

It is the employee's responsibility to sign their time sheets to certify the accuracy of all time recorded. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in corrective action, up to and including termination of employment. Time sheets must be turned in to your supervisor on the last day you work in a pay period. The supervisor is required to sign off on the time sheet at the end of each pay period. You may not be paid if a signed time sheet is not turned in.

OVERTIME

Although it is best to complete work during work week hours, the nature of Christian ministry sometimes makes it impossible. The Church expects every member of the staff to be available for extra work during critical periods. When possible, we will try to give you advanced notice of a mandatory overtime assignment. It is our policy that no overtime can be worked without the approval and authorization of the supervisor.

Nonexempt employees will receive overtime pay at the rate of 1 1/2 times the regular hourly rate of pay for all hours worked in excess of 40 hours per week. Overtime pay is based on the actual hours worked. For this reason, paid time off, holiday, or other paid or unpaid leaves of absence are not counted as hours worked when calculating overtime pay.

If you do not work scheduled overtime or if you work overtime without first getting your supervisor's approval, you may be subject to corrective action, up to and including possible termination of employment.

PAYDAYS

The pay period for the Church runs from Wednesday through Tuesday for two weeks. Employees are paid biweekly, every other Friday, by direct deposit.

WORK HOURS FOR EXEMPT EMPLOYEES

Exempt employees are paid on a salary, because they are expected to work as many hours

as needed to perform the work required. Because of this expectation, an exempt employee's salary is not subject to reduction because of variations in the quantity of the work performed. Exempt employees will receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees may not be paid for any workweek in which they perform no work and are not using accrued leave time.

Deductions from the pay of exempt employees are permissible under the following circumstances:

- For unpaid disciplinary suspensions of one or more full days imposed for violations of Church policies and procedures or workplace conduct rules, such as our sexual harassment policy.
- Absence from work for one or more full days for personal reasons, other than sickness or disability, and is not using accrued paid leave time.
- Absence of one or more full days caused by sickness or disability (including work-related accidents) pursuant to Church's sickness, disability, workers' compensation, Family and Medical Leave Act, and/or other leave policies.
- For a partial week worked during the initial week or the final week of employment.

PAYROLL ERRORS

In the unlikely event that there is an error in the amount paid or an improper deduction against salary, the employee shall promptly notify his/her supervisor or the Church Administrator so that the correction can be made as quickly as possible. Calvary Lutheran Church will reimburse an employee for any improper deduction.

Once underpayments or improper deductions are identified, they will be corrected as soon as possible, but no later than the next regular paycheck. Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee, where there is a substantial amount owed. In that case, Calvary Lutheran Church will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved. Should employment be terminated while monies are still owed to the Church, such monies will be withheld from the employee's final paycheck.

WORKPLACE ETIQUETTE

Calvary Lutheran Church strives to maintain a positive work environment where employees treat each other and our congregation with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. Calvary Lutheran Church encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

Calvary staff have developed a behavioral covenant document to cover specifics of work place etiquette. This document is reviewed annually at a staff retreat and signed by all staff. (Appendix A)

DRESS CODE

All employees should dress appropriately for the work they perform. Appearance shows professionalism on the job. On designated occasions, casual attire will be permitted. As a general rule, the following guidelines should be followed:

- Overall appearance must be neat and clean
- Professional clothing
- Beards and mustaches must be kept neat and trimmed
- Hair must be neat and of manageable length; long hair must be tied back if handling food or working in the kitchen
- Clothing that reveals too much cleavage, back, chest, stomach or underwear is not appropriate, even on a “casual” day
- Tattoos shall be covered if found offensive by others
- Pierced earrings may be worn, but other facial ornaments will not be allowed if offensive to others

Your supervisor or the church’s leadership team is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under this circumstance, you will not be compensated for the time away from work. Consult your supervisor or the Church Administrator if you have questions as to what constitutes appropriate appearance.

JOB DESCRIPTIONS

A job description for each staff position in the Church will be maintained. Performance will be measured in relationship to the expectations set forth in job descriptions.

EMPLOYEE PERFORMANCE EVALUATION

Approximately 90 days from the start of employment at Calvary each new employee will meet with their supervisor to discuss job expectations, performance so far, additional training needed and to set goals for the balance of the year. Each employee is then evaluated in person with their supervisor on an annual basis, normally in the spring for preschool staff and fall for all others. Previously set goals will be used as benchmarks. The evaluation will provide for written comment/responses and will be signed by both the supervisor and employee. A copy will be placed in the employee's personnel file. This procedure is designed to guide performance development and determine those individuals meriting wage increases.

Wage increases are not made automatically when reviewed or merely upon continued employment with the Church. Performance development, not longevity, is the key factor for a salary increase. The church Council will determine staff wages and specific wage increases are recommended by supervisors to the Council. Wage increases are generally effective the beginning of the fiscal year, (fiscal year is August 1 - July 31) but are not official until the current year budget has been approved.

CORRECTIVE ACTION

Consequences of violating a Church policy or failing to satisfactorily perform work duties may result in the following corrective action:

- Behavior coaching
- Verbal warning
- Documented verbal warning
- Written warning
- Suspension without pay
- Termination

The Church reserves the right to exercise its own discretion in determining the appropriate level of corrective action. Employment at-will is expressly preserved, and the Church reserves the right to immediately terminate employment without cause or notice.

PERSONNEL RECORDS

Once hired, each member of the staff is required to complete various forms such as form W-4 for withholding Federal and State income tax, I-9, direct deposit, background check, payroll deductions, those needed for applicable benefit programs as well as any other legally required forms.

Each member of the staff must complete a form indicating an emergency contact and any information about personal medical histories that might be useful in case of emergency (i.e. allergies). This information will be kept confidential and is requested only for the benefit of the person providing it.

A separate personnel file will be maintained for each member of the Calvary Lutheran staff. If a member of the staff has a change of status (i.e. name, address, telephone number, marital status, dependents, person(s) to notify in case of emergency, beneficiary for life insurance and retirement plans (if applicable), exemptions for tax withholding purposes, etc.), it is important that they inform the Church Administrator promptly so that the file can be updated.

A staff member may look through their file at any convenient time in the presence of the Church Administrator but may not remove or change any item.

PUBLIC STATEMENTS

Employees are requested not to make any formal or informal public statement about Calvary Lutheran, its facilities, its employees, its policies and procedures, or any other aspect of the organization or their employment unless authorized by the Senior Pastor. Any person requesting a public statement should be referred to the Senior Pastor.

RESIGNATION/TERMINATION

Resignation

Employees who resign are requested to give a minimum of two weeks advance written notice, and preferably four weeks' notice, to the Church to enable the Church to find a replacement at the earliest opportunity.

Termination

When employment is terminated by the Church for reasons other than misconduct, two-week written notice will be given by the Church, or pay in lieu of notice, plus pay for all unused accrued paid time off at the current wage.

When termination of employment by the Church is for misconduct (including, but not limited to, such reasons as excessive absence, dishonesty, failure to adhere to established procedures) the staff member will be required to leave immediately with no termination pay.

When a staff member resigns or is terminated for other than misconduct, the following procedures will be implemented:

- Staff members will immediately return any equipment issued to them or in their possession or control, including but not limited to keys, credit cards, and computer equipment. Also, any equipment or supplies that are the property of Calvary Lutheran should be left in their work area or other designated area.
- A final time sheet must be submitted for determination of final wages and other compensation due. The Church will make final payment on the following regular payday, or in accordance with applicable government regulations, whichever applies. The final paycheck will include any accrued paid time off for which they are eligible.
- The Church Administrator will notify the terminating employee, in writing, of any insurance, Wellness Dollars, or other benefits to which they may be entitled.

EXIT INTERVIEW

Employees who leave Calvary Lutheran Church may be asked to have an exit interview with their immediate supervisor or a member(s) of the Church Council. A written report of the exit interview will be prepared and placed in the employee's personnel file.

RULES OF CONDUCT

BUSINESS ETHICS AND CONDUCT

Standards of Ethics

- We commit ourselves to honesty, and the provision of accurate and truthful information in all dealings and transactions
- We insist on a strict observance of confidentiality, both in regard to the concerns of those we serve and of our co-workers
- Disagreement amongst staff will not be expressed in the presence of others
- Both our speech and our behavior will always reflect our respect for our ministry and for the Church
- We consider ourselves personal representatives of the mission of Calvary Lutheran Church whenever engaged in any activity required or sanctioned by Calvary Lutheran
- We believe that an effective staff person is one who is informed, decisive, professionally competent, ready to listen and consult with others, and engages in regular coaching and feedback

- We are accountable for our beliefs, attitudes, and actions

All funds and property received and administered by Calvary Lutheran are entrusted to the Church by God through the faithful financial support of Calvary's members and friends. The highest degree of stewardship and fiduciary responsibility is expected of all employees, including the receiving, reporting and use of funds, property and time. Employees are responsible for complying with laws, regulations, and Church policies and procedures.

CONFIDENTIAL INFORMATION

The right to confidentiality is a major principle governing Calvary Lutheran's work environment and must be preserved at all times. By working at Calvary Lutheran Church and Calvary Lutheran Christian Preschool, employees have access to confidential information. This is information which is not generally known or knowable by the general public or member of the congregation. It includes, but is not limited to, information regarding Church members or preschool household private affairs, visitors to pastors' offices, personal and family crisis situations, and financial information. Financial information includes, but is not limited to, information regarding member offerings, accounts payable, accounts receivable, salaries, scholarships and any information regarding the Church's financial condition. Preschool confidentiality includes children's behavior, assessments, and custody and contact information.

Employees have an obligation not to discuss or disseminate confidential information to anyone outside of Calvary under any circumstances, nor to other employees whose jobs do not require the knowledge or use of such information.

Disregard for this principle could gravely impact CLC, will not be tolerated, and may result in an employee's immediate termination.

Employees who separate from CLC are asked to ensure confidentiality is maintained after termination.

PHONE CALLS, CELL PHONE USE, AND VISITORS

Personal phone calls and personal cell phone usage should be made only when necessary and should not interfere with your regular work responsibilities. Long distance personal calls/faxes may not be charged to the Church without prior approval by the supervisor. Employees will reimburse the Church for any charges incurred.

Frequency and length of personal visits shall be conducted within reasonable limits and should not interfere with your productivity.

PS: To keep distractions to a minimum at Calvary Preschool, personal use of phones and electronic devices are not permitted while working or in the classroom when students or their parents are present. If you are expecting an important call, please see the director for permission to have your phone available. These devices may be used in designated break areas and only during breaks.

CHURCH/ PERSONAL PROPERTY

Equipment and tools essential in accomplishing job duties are expensive and may be difficult to replace. When using Calvary Lutheran Church property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Employees should only operate equipment or use tools for which they have been properly trained. Any and all safety devices/equipment for tools or equipment must be in place and working correctly before being used.

Tools and equipment must always remain on the property unless removal has been previously authorized. Employees should notify their supervisor immediately of any equipment that is defective or not operating correctly. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or tools can result in corrective action, up to and including termination of employment.

All property, except for employee's personal belongings, on the premises of Calvary Lutheran, is considered to be Church property. An employee may bring personal property onto the premises with the understanding and knowledge that Calvary Lutheran will not be liable for stolen or destroyed personal property. In addition, Church property should not be used for personal use without prior approval by the Church Administrator.

In the transaction of daily business, it is often necessary to have access to all Calvary Lutheran property. Therefore, desks, file cabinets, etc., may not be locked unless Calvary has a master or duplicate key. Calvary Lutheran reserves the right to inspect all property on Church premises, including locked desks, file cabinets, etc., as it deems necessary. Therefore, employees should consider leaving any personal or confidential items at home.

INFORMATION TECHNOLOGY POLICIES

Computer Security

Computers, computer files, the e-mail system, and software furnished to employees are Calvary Lutheran Church property intended for business use.

Calvary Lutheran assures protection for its members, employees and congregation's interests by controlling access to our computer system. The Church Administrator will maintain levels of security and determine who has access to those levels. Employees will be given passwords to those systems which they need to access. Passwords are not to be given to any other employee or person. To do so would be considered a breach of security subject to corrective action, up to and including termination.

Likewise, only the Church Administrator may approve the selection, purchase and installation of any software for any Church owned computer. Employees are discouraged from bringing and using personal software or discs on Church computers.

Computers are Church property and are to be used for Church purposes. Personal use of Church computers is not permitted unless prior approval has been obtained from the supervisor. **Accordingly, employees should *have no expectation of privacy with respect to computer, voice mail, e-mail, and internet usage.***

Internet, E-Mail and Voicemail

The Church realizes that electronic mail (e-mail), Internet services and voicemail are important assets to both the organization and the employee. Calvary Lutheran has provided

email, voicemail and Internet services for employees in order to help facilitate the functioning of the organizations work. However, such systems, including their contents, are considered to be the property of the Church and are to be used for Church purposes only.

Messages created, sent and received using Calvary Lutheran's e-mail system are the property of the Church and may be subject to access and disclosure by the Church. Consequently, employees should always ensure that the business information contained in Internet, e-mail and voicemail messages and other transmissions is accurate, appropriate, ethical, and lawful. Improper use of these systems may result in legal claims against both the employee and the Church and may result in corrective action, up to and including termination, against the offending employee.

Use of the Church's e-mail, voicemail, and Internet system is permitted for personal use if it is infrequent and occasional; however, such messages become the property of Calvary Lutheran. The organization's e-mail and Internet system may not be used to solicit any commercial ventures, religious, or political causes, outside organizations, or other non-job-related solicitations. In addition, the Church's voicemail, e-mail, and Internet system is not to be used to create any offensive or disruptive messages and forgery or other misrepresentation of one's identity via electronic or any other form of communication is prohibited.

Offensive or disruptive messages include those that contain sexual connotations, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, gender, sexual orientation, religious or political beliefs, national origin or disability. Any employees who discover a violation to this policy are responsible for notifying the Church Administrator immediately. Any employee who is in violation of this policy or uses the e-mail, voicemail and/or Internet system improperly will be subject to corrective action, up to and including termination.

Calvary Lutheran Church reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer or telephone systems. Accordingly, employees should have no expectation of privacy with respect to computer, Internet or telephone usage.

To ensure a virus-free environment, no software files may be downloaded from the Internet without prior authorization from their supervisor. Updates of existing software is approved.

Social Media Policy

(For the instance of this handbook, social media includes but is not limited to blogs, webpages, apps, video sharing, etc., whether you are identifiable or "anonymous".)

As an employee of Calvary Lutheran Church, you are seen by our members and outside parties as a representative of the church. Therefore, as in all areas of daily life, a church staff member's social media is a reflection on the church, regardless of the church being discussed or referenced. If you choose to identify yourself as a Calvary employee or to discuss matters related to the church through social media, please bear in mind that many readers will assume you are speaking on behalf of the church.

Considering this possibility, staff are expected to observe the following guidelines:

Notify Your Supervisor

If you currently have personal social media accounts, or are considering starting one, be sure to discuss this with your supervisor. Also, if you have any questions, feel free to share them with your supervisor or the Church Administrator.

Include a Disclaimer

On your personal account, please make it clear to your readers, contacts, friends, etc. that the views you express are yours alone and they do not necessarily reflect the views of Calvary. To help reduce the potential for confusion, prominently display the following notice, or something similar, on your page, profile, etc.

“Although I work at Calvary Lutheran Church, everything on my profile is my personal opinion and is not read or approved by Calvary prior to posting. Opinions, conclusions, and other information expressed here do not necessarily reflect the views of Calvary Lutheran Church.”

We recommend a disclaimer if your site is published under your name, even if it is entirely personal and does not mention the church or your employment, as readers will inevitably connect your personal life to your professional life.

Respect Confidentiality

You must take proper care not to purposefully or inadvertently disclose any information that is confidential or proprietary to Calvary. Consult the Church Administrator and the church’s confidentiality policies for guidance about what constitutes “confidential” or “proprietary” information. Any employee who violates our policies regarding confidentiality will be subject to serious discipline, up to and including immediate termination of employment.

Respect the Church and its Staff

Since the internet is a public space, we expect you to be respectful to the church and our leaders, employees, volunteers, and members. Any employee who uses a personal account to disparage the name or reputation of the church, its practices, pastors, officers, employees, volunteers, or members will be subject to discipline, up to and including termination of employment.

Respect Copyright

Do not use Calvary’s logos or reproduce church material without first obtaining written permission from Calvary.

Respect Your Time

All time and effort spent on your personal site should be done on your personal time and should not interfere with your work duties or commitments.

Respect Our Beliefs

When working for a church, it is important to remember that employment decisions will be made based upon our beliefs. If your personal website displays inappropriate images or reflects personal opinions or life-style choices that are contrary to Calvary’s beliefs, you may be subject to discipline, up to and including immediate termination of employment. For this reason, we encourage you to first seek guidance from your supervisor or the Church Administrator if you have any questions.

Follow the Employee Handbook

Be sure to conform to the rules of the Employee Handbook, especially as it relates to harassment and illegal activities (including spam and piracy). As with other forms of communication, do not engage in personal, racial, or sexual harassment, unfounded accusations, or remarks that would contribute to a hostile workplace.

Use Common Sense

Use common sense in all communications. Ensure proper knowledge of what you are posting or sharing to avoid spreading incorrect information or false news and accusations. What you say or post could potentially be grounds for dismissal. If you would not be comfortable with your manager, co-workers, or the executive team reading your words or seeing your posts, do not publish them.

DISCRIMINATION, HARASSMENT and MISCONDUCT

Statement of Policy

It is the policy of Calvary Lutheran Church that unlawful discrimination, harassment and misconduct will not be tolerated. This policy extends to harassment or discrimination based on race, color, gender, national origin, religion, age, mental or physical disability, pregnancy, marital status, status with regard to public assistance or any other category protected by state or federal law. Religion and religious beliefs are bona fide occupational qualifications for the ministerial staff of the Congregation as defined and allowed by state and federal law.

Our policy applies to clergy, lay employees and volunteers. The intent of this policy statement is to make certain that responses to allegations of unlawful discrimination, harassment and misconduct be just and compassionate for all involved, and that all parties be heard.

Definition of Sexual Harassment and Misconduct

Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- 1) Submission to such conduct or communication is made either explicitly or implicitly, a term or condition of employment, continued employment, or advancement; or
- 2) Submission to or rejection of such conduct or communication is used as the basis for employment decisions affecting the individual; or
- 3) Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment, or creating an intimidating, hostile or offensive work environment.

There are many forms of offensive behavior including, but not limited to:

- Unwelcome sexual advances, leering, whistling, or sexual gestures
- Deliberate assaults or molestation
- Questions or comments about sexual behavior
- Gender-based harassment
- Undesired physical contact
- Inappropriate comments about clothing or physical appearance
- Persistent sexually-oriented humor or language

- Continued or repeated jokes, language, epithets or remarks of a sexual nature
- Causing another person to engage in a sexual act by threatening that other person, placing that other person in fear or asserting undue influence over that other person
- Providing or displaying pornographic media to a person below the age permitted by law
- Any attempt to engage in or perform any of the above
- Any additional activity that is covered either by Federal or State laws

Reporting

Any person who believes that they have experienced or witnessed unlawful discrimination or harassment, sexual harassment or misconduct, or have had a discrimination, harassment or misconduct issue reported to them should report it immediately to:

- The President of the Congregation's Council or his/her designated representative; or
- The senior pastor of this Congregation, or
- Any member of the Congregation's Council, or
- If for any reason an individual is not comfortable bringing his or her complaint to any of the prior designated individuals or the complaint involves any of those individuals, the complaint may be brought to any pastor of this Congregation.
- Reports involving a rostered member of the ordained clergy or rostered lay person at Calvary Lutheran Church shall also be promptly reported to the Bishop of the local Synod.
- Any pastor or employee of this Congregation to whom a complaint of harassment or discrimination is made must report that complaint to the senior pastor of the Congregation, the President of the Congregation's Council or his/her designated representative or the Bishop of the local Synod, as appropriate. Any pastor or employee who is aware of a complaint of harassment or discrimination and fails to report that complaint as designated by this Policy is subject to corrective action up to and including termination.

If required by law, ordinance or similar regulations, a designated member of the Congregation shall immediately report this incident to the proper authorities. When possible, the employee should also tell the harasser that his or her conduct is not welcome and must be stopped. Employees are encouraged to take appropriate action as soon as possible if they feel they are being harassed or have experienced discrimination, or they witness such conduct of other employees. Members of management who have knowledge of a possible harassment or discrimination must immediately report such knowledge.

Investigation

- Each incident that is reported will be promptly investigated with confidentiality, to the extent practicable, care and concern for all involved, by the Congregation Council.
- Investigation will include interviews with all appropriate individuals concerned.
- Investigation will include review of all relevant documentation.
- The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Should an individual's words or conduct be determined to constitute misconduct or harassment, recommendations for action will be developed and appropriate action will be taken. The action taken will depend on the severity of the situation.
- The Congregation Council will be sensitive to the needs of all involved and shall

provide any support necessary including counseling during the investigation and response.

Response

- The Congregation Council will review all information obtained during the investigation, and when deemed necessary, will seek legal counsel to assist in the investigation and resolution:
- The Congregation Council, upon reaching a course of action, will meet separately with the person filing the complaint and then with the accused to communicate the results and resolution.
- The Congregation Council may recommend a course including termination.
- If a complaint is not substantiated, all parties will be informed.

Retaliation

Calvary Lutheran Church will not engage in or tolerate retaliation against any clergy person, lay employee, or volunteer for making a good faith claim of misconduct or harassment *or* providing information relating to such complaints during an investigation. Any employee who has been determined to have retaliated against another employee who used this complaint procedure will be subject to corrective action, up to and including termination. If an employee feels he or she has been retaliated against under this policy, the employee should use the above identified complaint procedure.

HOUSEKEEPING HABITS

In order to have a better, safer, more pleasant place in which to work, employees are asked to practice good housekeeping habits at all times, keeping their office/work area free from excess clutter. Not only does this provide a safe atmosphere, it also projects a professional image. Employees are asked to observe the following guidelines:

- Please help keep the surroundings as neat and orderly as possible.
- Personal food items stored in the refrigerator should be clearly labeled with your name.
- Perishables will be removed regularly at unscheduled intervals. Please be mindful that this is necessary to maintain our kitchen facilities.
- Please be thoughtful of others and put items back where you found them. It is our responsibility to care for both the property of Calvary Lutheran and the time of others. If you don't return items, others will waste their time looking for them.
- Be health, safety and fire-prevention conscious.
- First Aid Kits are located in the kitchen, office work room, preschool classrooms and the youth room, and a fire extinguisher is located in the kitchen.
- It is everyone's responsibility to help maintain a clean kitchen. Please wash the dishes from time to time, and put away a clean load of dishes or two.
- Don't leave dishes in the break or common areas and please help to keep these areas clean by cleaning up after others, too.

LOST ARTICLES

As a part of our responsibility to members and fellow employees, we ask that all articles found on the premises be turned in to the Church Office to be placed in the Lost and Found closet. Should the article not be claimed within a reasonable length of time, it will be donated to a local charity.

OUTSIDE EMPLOYMENT

Staff members are not encouraged to perform professional services outside of the requirements of this Church. However, the use of one's time outside of the office is a personal matter, and it is permissible to undertake work that does not create a conflict of interest or interfere with employment by the Church.

All employees will be judged by the same performance standards and will be subject to Calvary Lutheran Church's scheduling demands, regardless of any existing outside work requirements.

If Calvary Lutheran Church determines that an employee's outside work interferes with or conflicts with employment by the Church, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with the Church.

CIVIC AND PROFESSIONAL ACTIVITIES

Active participation in the affairs of the community is a responsibility of every citizen. Participation by Church staff members benefits both the public and the profession since this brings increased professional attention to the activities of the community and results in greater public awareness of the capabilities of Church professionals. The Church encourages staff members to be active in community affairs.

Staff members are encouraged to participate in professional activities of their choice. Active involvement in such activities strengthens the individual, the Church, and the profession. There may be instances of civic involvement where a staff member acts as an individual, not as a representative of the Church, and it is their duty to identify themselves in that situation.

PROFESSIONAL WRITING and SPEAKING

Writing articles for professional magazines and journals and participating on professional speaking programs are excellent opportunities for personal professional development. Meaningful inter-professional communications benefit the staff member, the Church and the profession.

The Church encourages staff members to write and speak professionally. As with civic activities, it is expected that staff members will spend personal time to prepare articles and speeches, but the Church occasionally will allow the use of office time and facilities for this purpose, upon notification and approval.

Items prepared during work time belong to the Church; the staff member has ownership of speeches or articles if prepared during personal time and/or at home.

SAFETY/SECURITY AND OTHER POLICIES

SAFETY AND SECURITY

Calvary Lutheran is concerned with the health and safety of its employees. We want to maintain a clean, safe workplace and comply with all applicable laws and regulations. Any violations of these provisions will be subject to corrective action up to and including termination.

Employees have a responsibility for working safely and ensuring that the facility is safe for all.

Employees are asked to report any unsafe activities or conditions to their supervisor or the Church Administrator.

Details are found in the Safety and Abuse Prevention Policy for Calvary Lutheran Church, Appendix B.

DRUG AND ALCOHOL-FREE WORKPLACE POLICY

Purpose

It is the desire of Calvary Lutheran Church to provide a safe and drug-and-alcohol free workplace. Using or being under the influence of drugs or alcohol while on the job may pose serious safety and health risks, is inconsistent with the behavior expected of employees, and undermines the Church's ability to operate effectively and efficiently. In this connection, the unlawful manufacture, distribution, dispensing, possession, sale or use of a controlled substance or alcohol is prohibited on the job, in the workplace, or while engaged in business off the Church's premises. Such conduct is also prohibited during non-working hours to the extent that it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the Church.

Applicability

This policy will be implemented uniformly with respect to all employees. The employment relationship is at-will. If an employee does not wish to comply with this policy, they are free to terminate their employment at any time.

Working Hours

All employees are prohibited from being under the influence of alcohol or illegal drugs during working hours. The use, sale, possession or transfer of illegal drugs or alcohol on Church property or while performing any business for the Church is strictly prohibited. Use, sale or possession of alcohol or illegal drugs by an employee will subject that employee to corrective action, up to and including termination. Possession of illegal drugs will be reported to appropriate law enforcement officials.

Non-Working Hours

Such conduct is also prohibited during non-working hours if that use adversely affects an employee's performance which includes, but is not limited to, productivity, absenteeism, tardiness and accidents; or threatens the reputation or integrity of the Church.

Prescription Drugs

The use and possession of properly prescribed drugs or medications is permitted provided that it does not interfere with the employee's job performance or pose a direct threat to the health or safety of the employee and/or others. Employees that are required to take medication that may affect their ability to perform the job or pose a threat to the health or safety of others must notify their supervisor prior to beginning work.

Tobacco

All church buildings are tobacco free buildings. Employees are barred from tobacco use on the premises.

EMERGENCY RESPONSE PLAN

In the case of any emergency, know the response necessary to keep our staff and guests safe. In addition, employees should be calm, quick, and knowledgeable. When evacuation is

needed, staff should know the appropriate routes and make any guests in the building evacuate appropriately as well. Assistance may need to be offered to those with special needs and/or the preschool children.

Fire

- If you see a fire (no matter how small) or smell smoke, pull the nearest alarm and call 911; then immediately evacuate the building following the posted evacuation routes.
- Under no circumstances will the fire alarm system be turned off nor will any active system be silenced before an investigation is made to determine the cause of the alarm, and it is positively determined that evacuation may not be required.

Medical

- Upon notification of a medical emergency, call 911 and alert them to the nearest entrance. All exit/entrance doors are marked with a number.
- All staff will be trained in CPR and AED procedures. Most preschool staff are also trained in First Aid.
- First Aid kits are available in the office, kitchen, sacristy and youth room. Each preschool classroom also has a kit as well as an ice pack.
- DO NOT move the person, unless instructed by 911 or medical personnel to do so or if the person's life is threatened in any way.
- Comfort the person until such time as EMS responds by keeping them warm and alert.
- If possible, have someone meet the EMS at the door and show them where to go.

Severe Weather/Tornado

- When a severe weather alert is activated, a staff member will immediately notify the preschool and any other guests in the building to follow the posted evacuation routes. The safe site for a tornado is classroom 7 and/or the hallway outside that classroom by the stairs. All staff should stay there until an all clear is announced.

Bomb Threat

- Upon receipt of a bomb threat, immediately call 911. Alert the church administrator and/or the senior pastor.
- The means of a bomb threat (letter/fax) should be sealed for further police analysis.
- Should a bomb or suspicious package be located, engage the Evacuation Procedures by activating the fire alarm system.
- Evacuation should take place as per the general plan.
- Allow the Police Department to take over the situation

Lockdown (and how to do an all-call on the church telephones)

- When a threat of an intruder is detected, call 911 immediately or use the silent alarm in the office to notify the police.
- Any staff must notify the other staff by getting to a church phone and doing an "all call" and announcing "LOCKDOWN."
 - Lift the telephone handset
 - Press *3301
 - Hear the tone
 - Announce "Lockdown, Lockdown, Lockdown"
 - Press the switch hook then hang up the handset
- Lock the door, shut off lights and gather people along walls away from doors or windows. If time, flip tables on their sides and gather behind them.

Gas Leak

- Gas leaks can occur both from the natural gas used to heat the building and outside from the natural gas pipeline and the Enbridge pipeline that crosses Church property on the south side. Indications of a gas leak and pipeline damage are:
 - A strong odor
 - A blowing or hissing sound from natural gas equipment or pipes
 - Blowing soil or bubbling in water puddles on the ground surface over buried natural gas pipelines
 - Dead or brownish color grass, plants or bushes over buried gas pipelines
 - Fire coming out of the ground.
- If it is an emergency call 911 first.
- If it is a natural gas leak contact Minnesota Energy's emergency number: 800-889-4970.
- If it is an Enbridge leak call 911 and then call Enbridge's emergency number: 800-858-5253.

Water

- Water emergencies can include pipe breaks, sprinkler system leaks or breaks, flooding and sewer back-ups.
- Notify maintenance staff so that water can be turned off, if possible.
- An assessment should be made to determine if an evacuation is required. The evacuation procedures should then be followed.
- Measures should be implemented to minimize any further damage (i.e. make provisions for drainage, remove items that could be damaged, etc.)
- If water is substantial then power supplies should be disconnected, only if safe to do so.

Evacuation Procedures

Should the building need to be evacuated; follow the posted evacuation routes for each emergency:

- First priority is to evacuate the immediate area of concern. Second priority is to evacuate the remainder of the building. In the event of a building evacuation, staff should meet by the large three crosses in the front. If in the rear of the building, meet by the sheds on the south side of the back parking lot.
- Those needing assistance in evacuation should be identified.
- Advise the fire or police department of the situation letting them know:
 - The condition that resulted in the evacuation.
 - Any persons that need special assistance or have not yet been evacuated.
 - Personnel still in the building. Anyone not accounted for should be verified and the authorities shall be notified immediately.
 - Only return to the building when it is safe and you have been instructed by the authorities to do so.

WORKPLACE THREATS/VIOLENCE/FIREARMS/WEAPONS

It is the policy of Calvary Lutheran to prohibit acts of violence and threatening behavior by or against its employees during assigned duty times. Violations of this policy by employees of

the Church will lead to corrective action that may include termination of employment.

Violent acts or threats of violence include any activity by an individual that would cause another individual to feel unsafe. Violent behavior may be verbal threats to harm another person or damage property, physical aggression, or harassment, including sexual harassment. Threats of violence include possession or display of a weapon of any type or exhibiting an object in such a manner that it appears to be a weapon.

If an employee is subject to or becomes aware of any violent acts or threats of violence, they should immediately report the matter to their supervisor.

MOTOR VEHICLE SAFETY POLICY

Personal Vehicles

Every employee whose duties require the operating of their personal vehicle on Church business shall be required to possess a valid driver's license and be over 18 years of age. Any fines incurred as a result of driving or parking violations shall be paid by the employee. The Church will not be held responsible for any accidents involving injury or property damage while on legitimate Church business. The Church will not be held responsible for disorderly conduct, of any nature, committed while on legitimate Church business.

Employees authorized to use their personal vehicles are responsible for insurance coverage on their vehicle and any deductibles resulting from accidents while on legitimate Church business. Employees will not be authorized to operate their personal vehicle for Church business in the event their personal insurance policy includes a "business exclusion." Those employees authorized to operate their personal vehicles for Church business must immediately notify their supervisor of the loss or termination of liability coverage.

Employees should safely pull off to the side of the road or park vehicle before using a cell phone in vehicles.

REIMBURSEMENT FOR USE OF PERSONAL AUTOMOBILE

When authorized by an employee's supervisor, reimbursement for the use of an employee's personal automobile for Church business will be made at the rate which is currently recommended by the IRS. Because the church does not own any vehicles there are occasions when it will be required for you do use your personal vehicle in order to conduct business.

Nonexempt employees are eligible for compensation for the time they spend traveling, depending upon the kind of travel and whether the travel time takes place within normal work hours or outside of normal work hours.

Hours of work for traveling may be determined as follows:

- Time spent traveling from home to work is not work time (commuting)
- Time spent traveling to one-day lectures, meetings and training programs during regular working hours at the Church's request is work time whether the employee is a driver or passenger
- Overnight travel away from home is work time when it takes place during the employee's regular working hours, including corresponding hours on non-work days

- Time spent as a passenger after normal work times is not work time
- The driver of a vehicle is working at any time when required to travel by the Church
- Time spent for regular meal breaks while traveling is not work time

A request for reimbursement, which includes date, destination, purpose of the trip and number of miles driven, may be submitted to the Church Administrator monthly or quarterly.

KEYS

Keys may be given to employees as part of their jobs. The Church Administrator will maintain a key log. Notify a supervisor if keys are lost or stolen. Keys are not to be duplicated. Employees should not give access to a locked area to anyone that they are not certain has need and authorization to be there. You may be charged for loss of keys.

INCLEMENT WEATHER/BUILDING CLOSURE

If Calvary Lutheran Church is closed, an announcement will be made on the local radio stations *or by social media or other communications routes*. If an employee does not hear the announcement and questions the road conditions, they should contact their supervisor or the senior pastor for further information.

If CLC is open, employees should use their own discretion in coming to work when adverse weather conditions exist.

For nonexempt employees all work hours lost due to weather conditions may be taken as Paid Time Off (see benefits section) or unpaid time. *Unpaid time off taken as part of a closure will not count toward your maximum unpaid time off*. Nonexempt employees must take Paid Time Off if they are unable to get to work and CLC is open.

In the case of a building closure nonexempt staff will be paid their normal pay for up to two days. After two days staff will choose to take PTO or unpaid time off. Essential employees may be required to work during the closure.

EMPLOYEE BENEFITS

The employment benefits described in this section are offered at CLC's sole discretion to eligible employees (does not include temporary workers and independent contractors). The list of benefits, as described in the following section, should not be construed as a claim of entitlement to the benefits described as the benefits set forth below may be changed from time to time. CLC reserves the right to change, delete, modify, or otherwise revise employee benefits, premium amounts, eligibility requirements and/or administrative procedures regarding benefits at any time and in its sole discretion with or without prior notice to employees unless otherwise prescribed by law. Unless otherwise specified by the language of a particular provision, part-time employees are not entitled to all CLC benefits. Provisions describing various plans and insurance policies are for information only. In all instances, the actual plan or policy language governs.

As of August 1, 2021, Continuing Education, Paid Time Off, Sick/Funeral Days, Floating Holidays, and Extended Sick Leave benefits all accrue according to Calvary's fiscal year calendar. These benefits will renew on August 1 each year and benefits eligible for rollover will do so on August 1.

Again, rostered and preschool staff members' benefit packages may differ from those described herein and those benefits are determined through an employment agreement (**PR & PS**).

CONTINUING EDUCATION

The annual budget includes a continuing education allowance for pastors, programmatic, and administrative staff.

- Continuing education funds can be used for a) registration fees for workshops, conferences, retreats, classes; b) travel, meal and lodging expense related to the previous; c) books and other published resources, professional magazines, dues to professional organizations. Receipts must be submitted in order to receive reimbursement. Resources purchased will remain property of employee unless otherwise agreed.
- Continuing education requests must be approved by your supervisor in advance.
- Employees may request that a portion of their current year funds be carried forward to be used for a conference the following year. Requests must be approved by their supervisor or Church Council.
- Employee attendance at lectures, meetings, and training programs may be considered hours of work if attendance is approved by the Church.

HOLIDAYS

CLC pays its full-time employees for the following holidays:

New Year's Day
Easter Monday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
The day after Thanksgiving

Christmas Day
Afternoon of New Year's Eve (12/31)
One floating holiday (i.e., Christmas Eve, birthday, other holiday)

If a holiday falls on a Saturday or Sunday, it shall be observed on a weekday as scheduled, if so observed by the State or Nation.

Holiday pay shall be pro-rated for regular part-time employees based on their average daily pay. Part-time staff working less than 16 hours per week do not receive holiday pay. Holiday pay will only be paid if your regular work day falls on a holiday.

PAID TIME OFF

Paid Time Off (PTO) is a time off plan that combines vacation time, personal time, sick time, and funeral leave into one "bank."

Pastors time off is defined in their letter of call (**PR**). Preschool time off is defined by individual employee agreements (**PS**).

Full-time employees are eligible for the following PTO based on years of service at Calvary. Part-time employees follow the same table but are eligible for PTO in proportion to hours worked per week. Part-time staff working less than 16 hours per week are not eligible for PTO. Prorated PTO is granted upon hire. PTO is renewable on August 1, not on individual hire dates.

Effective August 1, 2021

Years of Service	Number of Days of PTO	Maximum days you can roll into the next calendar year
0-1	10 days	10 days
2-5	15 days	30 days
6-10	20 days	30 days
11-15	22 days	30 days
16+	24 days	30 days

Use of PTO

Employee requests for PTO will be given high priority. Employees are asked to submit PTO requests to their supervisor as far in advance as possible. There may be times when requests for PTO cannot be approved and employees will be required to reschedule their time off.

If employees need to use PTO due to their own illness, the illness of a family member or an unexpected need to be absent from work (unscheduled PTO), employees should notify their direct supervisor no later than 1/2 hour before the start of their workday. The direct supervisor must also be contacted on each additional day of unexpected absence. Excessive use of unscheduled PTO is unacceptable and may be grounds for corrective action, up to and including termination.

Parents of school-aged children may use available PTO to attend school conferences or school-related activities related to an employee's child provided the conferences or school-

related activities cannot be scheduled during non-work hours. If the employee's child receives child care services or attends a pre-kindergarten program, the employee may use PTO to attend a conference or activity related to the employee's child, or to observe and monitor the services or program, provided the conference, activity, or observation cannot be scheduled during non-work hours. The employee should notify CLC as far in advance as possible when time off is needed.

Your PTO balance should not go below zero. Paid time off must be used before unpaid time is allowed. Maximum unpaid time is 40 hours or 40 hours times your FTE for part-time staff per calendar year. Excessive unpaid time will result in corrective action. (Exception: Absences covered under the FMLA guidelines are excused and will not result in corrective action.)

Any leave of absence, whether medical, family, personal, educational, parenting or military will require the employee to first use accrued PTO before taking unpaid leave.

PTO is paid at the employee's base rate at the time of absence. It does not include overtime or any special forms of compensation.

Carry Over

Employees are encouraged to use available PTO for rest, relaxation, and personal pursuits. In the event available PTO is not used by the end of the benefit year, employees may roll forward no more than 30 days to the next calendar year.

Upon termination of employment, eligible employees will be paid for unused PTO that has been earned through the last day of work. (An employee who terminates on or before the 15th of the month will not accrue PTO hours for that month; an employee who terminates after the 15th of the month will accrue full PTO hours for that month.)

FULL-TIME EMPLOYEE SICK/FUNERAL DAYS (L)

In addition to the PTO schedule above, full-time, year-round Calvary staff may take up to 5 days per calendar year, for sick time or funeral leave. These days are non-accumulative and they do not roll into the next year if they are unused. They are not paid out when the employee terminates employment. Sick and funeral leave should be requested on the updated Paid Time Off Request Form. Funeral leave is limited to immediate family which includes: spouse, children, parents, grandparents, grandchildren, brothers and sisters and in-laws (same level of familial connection).

EXTENDED SICK LEAVE BENEFIT (L, PS)

The Extended Sick Leave Benefit is time to be used for extended absence due to illness or temporary disability (including childbirth). An extended absence is defined as an amount of time an employee is absent from work for a period of more than 10 consecutive work days due to his or her own illness, a dependent child's illness or illness of a spouse or parent.

A physician's statement will be requested before granting this time off benefit. Extended sick leave will be granted at a rate of 5 days per year of service not to exceed a total of 60 days. It will be made available after 10 days of missed work. It is expected that PTO and Full-Time Employee Sick Days (or unpaid time if these are exhausted) will be used for the first 10 days

of absence.

Upon termination of employment extended sick leave will not be paid to the employee.

JURY DUTY LEAVE

Calvary Lutheran Church understands that employees should fulfill their civic responsibilities by serving jury duty when required. Employees must notify the Church immediately when called for jury duty. Unless circumstances dictate that an employee should request to be excused from jury duty, they will be expected to perform their duty as a citizen in our community. Sign and turn in your jury duty check to the church administrator and you will be paid your usual wage for time missed due to jury duty.

LEAVES OF ABSENCE

Although CLC is not required to abide by the provisions of the Family and Medical Leave Act (FMLA), CLC wishes to use this provision as a guideline for leaves of absence. CLC may grant an unpaid leave of absence if justified by illness, accident, or compelling personal reasons. When a leave of absence is granted, it usually is on the premise that regular employment will resume when the absence is no longer required. A leave of absence is a privilege, not a right.

All leaves of absence must be discussed with and approved by the Council as recommended by the supervisor or another designated group or individual. When possible, advance notice of a leave should be provided to CLC so work schedules can be adjusted accordingly.

The following Leaves of Absence are currently observed by CLC. The leaves of absence are unpaid, however, any time off benefits must first be used before unpaid time is granted.

The combined total of available leave under this policy is up to a total of 12 work weeks during any 12-month period measured backward from the date an employee uses the leave. Leaves of absence are available for one or more of the following reasons:

- for the birth and care of the newborn child of the employee (parental);
- for placement with the employee of a son or daughter for adoption or foster care (parental);
- to care for an immediate family member (spouse, child, or parent) with a serious health condition (family); **or**
- to take medical leave when the employee is unable to work because of a serious health condition (medical).

Medical and Family Leaves of Absence

An unpaid Medical Leave of Absence and amendments made to the Act will be provided in accordance with the Family and Medical Leave Act of 1993 to any employee who has a serious health condition that makes the employee unable to perform the functions of his or her job. An unpaid Family Leave of Absence will be provided so that the employee may care for a spouse, child, or parent who has a serious health condition or is unable to care for their own hygienic or nutritional needs or safety due to medical impairment. A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- inpatient care in a hospital, hospice, or residential medical care facility;

- a period of incapacity (inability to work, attend school or perform other regular daily activities) of more than three (3) consecutive calendar days that also involves continuing medical treatment;
- any period of incapacity due to pregnancy or prenatal care;
- any period of incapacity or treatment for such incapacity due to a chronic condition which requires periodic treatment, continues over an extended period, and may cause episodic rather than a continuing period of incapacity;
- any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective but for which the individual is under the continuing supervision of a health care provider; or
- any period of absence to receive multiple treatments, including any period of recovery wherefrom, for restorative surgery after an injury or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in absence of the treatment.

Eligible employees are required to substitute any paid leave for any part of the 12-week period. Accrued vacation and other paid time off may not be used to extend a medical leave of absence beyond 12 weeks.

It is required that a medical leave of absence and a Worker's Compensation leave of absence run concurrently.

Eligibility

To be eligible for a Medical or Family Leave, an employee must have been employed by CLC for at least 12 months and must have at least 1250 hours of service during the year preceding the start of the leave. Hours of service are defined as the number of hours actually worked and do not include either paid or unpaid leave taken by the employee during the previous 12-month period.

Prior to granting a Medical or Family Leave, CLC may require sufficient certification from an employee's health care provider. The certification must include statements regarding the nature of the serious health condition as follows:

- the date on which the serious health condition commenced;
- the probable duration of the condition;
- appropriate medical facts from the health care provider regarding the condition;
- a statement that the employee is unable to perform the functions of the employee's position or that the employee is needed to care for the child, spouse or parent;
- if the certification is for intermittent leave, or leave on a reduced leave schedule;
 - a statement of the dates on which such treatment is expected to be given, and the duration of such treatment when the leave is for planned medical treatment;
 - a statement of the medical necessity for the intermittent leave or leave on a reduced leave schedule; and
 - the expected duration of the intermittent leave or reduced leave schedule.

Certification must be provided, when possible, in advance or at the start of the leave. If Calvary Lutheran has reason to doubt the validity of the certification, it will require the employee to obtain a second opinion from a health care provider approved or designated by CLC. In the case of conflicting opinions, the church may require a third opinion. The health care provider giving the third opinion shall be jointly approved or designated by CLC and the

employee. The third health care provider's opinion is final and binding.

When a Medical or Family Leave is foreseeable based on planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt Calvary Lutheran operations and must give CLC at least 30 days' notice before the date the leave is to begin, or, in cases where such notice is not possible, as soon as is practicable.

A Medical or Family Leave may be taken intermittently or on a reduced work schedule. In such case, CLC may require the employee to temporarily transfer to an available alternative position which better accommodates recurring periods of absence or a part-time schedule, provided that the position has equivalent pay and benefits.

CLC may require periodic reporting from the employee as to the status of the leave and intention to return to work. CLC may also require periodic medical re-certifications on a reasonable basis.

Continued Insurance

During an approved Medical or Family Leave of Absence CLC will continue to make employer sponsored insurance coverage payments during the leave. Wellness dollars (if applicable) will continue to accrue and be available for distribution. Full payment for any voluntary insurance premiums will be billed to the employee monthly and must be paid in order to maintain coverage during the leave. Retirement payments will be matched if the employee makes a payment from personal funds that approximates their expected payroll during the leave; the employer match will be made as usual based upon the employee's payment.

If a Medical or Family Leave extends beyond the approved period, the employee becomes responsible for the full amount of their insurance premiums with no co-payment from CLC. Wellness Dollars will not accrue during an extended leave, but funds already accrued will be available for distribution. Participation in the Retirement will cease during the extended leave.

In the event an employee elects not to return to work upon completion of an approved unpaid leave of absence, CLC may recover from the employee the cost of any payments made to maintain the employee's insurance coverage, Retirement match, and Wellness Dollars accrued during the leave. If an employee is laid off during the Medical or Family Leave and employment is terminated, CLC's responsibility to maintain said benefit payments ceases at the time of the layoff.

Return to Work

Generally, an employee who is granted a Medical or Family Leave under this policy will be reinstated to the position the employee held when the leave commenced or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

If during the leave, CLC experiences a layoff and the employee would have lost his or her position had the employee not been on leave, the employee is not entitled to reinstatement in the former or comparable position.

An employee returning from a Medical or Family Leave of Absence of more than one month should notify CLC at least two weeks in advance of returning to work. Upon approval from CLC, an employee may return to part time work at any time during the leave period. An employee shall commence normal working hours when the leave period has ended. As a condition of reinstatement, CLC may require a certification from the employee's health care

provider that the employee is able to resume work.

Parental Leave

Eligible employees will be provided an unpaid leave of absence of up to 12 work weeks for the birth or adoption of a child, or for the placement of a child in foster care, in accordance with the Minnesota Parenting Leave Act and the Family and Medical Leave Act of 1993. The Parental Leave may begin at a time designated by the employee but must start within 12 months of the date of the birth, adoption or placement of the child.

When the need for a Parental leave is foreseeable, such as the expected birth, adoption or placement of a child, the employee must provide CLC at least 30 days' notice. If the exact date of the birth, adoption or placement is unforeseeable, the employee must provide notice as soon as practicable.

All other policies regarding return to work from a Parental Leave of Absence are identical to those for a Medical Leave of Absence, except no medical certification will be required unless a Medical Leave has been granted in connection with pregnancy or postpartum complications.

Employees who have been employed for the previous 12 months and have worked less than 1,250 hours but more than 1,040 hours are eligible for six weeks of unpaid leave under the Minnesota Parenting Leave Act. Parental Leave under the Minnesota Parenting Leave Act must begin within six (6) weeks of the birth, adoption, or placement of the child in foster care, unless the child is hospitalized at birth.

Benefit coverage under a parental leave will be the same as it is for a medical leave, see above Medical and Family Leaves of Absence section. Eligible employees are required to substitute any available paid leave for any part of the 12-week period as applicable. Accrued time off may not be used to extend a Parental Leave beyond 12 weeks. Return to work is administered in the same way as with other leaves.

Military Service

CLC will comply with laws regarding an employee's military participation. Employees with military obligations should request a leave 30 days in advance when possible. The leave is unpaid. However, an employee may use any available PTO. An employee who has completed his/her military service may be reinstated to a position with like pay and status in comparison to the position she/he left if the employee has applied for reinstatement to CLC within the time frame required by law.

Leave Forms

Employees taking leave of any kind are required to complete a Calvary Lutheran Request for Leave form and have it signed by their supervisor prior to taking leave.

Leave Without Pay

A leave of absence is a temporary suspension up to three months of employment initiated at the request of an employee. All pertinent records relating to the employee's position in the Church are maintained for the duration of the leave of absence to enable employment to resume when the leave terminates.

Each request for a leave of absence will be considered individually. Reasons for leave may involve family emergencies, education opportunities or extenuating personal circumstances.

An employee who is required to serve on a jury shall be entitled to full pay during the period of such service. In order to receive full pay, you are required to turn in any enumeration you receive for Jury Duty from the government. (The average number of hours paid during the three-month period prior to jury duty will be used to determine the amount of pro-rated pay for part-time employees.) However, the employee must return to the office when their presence is not required and immediately upon final termination of jury duty.

Employees must show their jury duty summons to the supervisor and Church Administrator as soon as possible so that the supervisor may decide to accommodate their absence.

APPENDICES

Calvary's Appendices are recorded, updated, and stored separately from this handbook. See the relevant documents to view details regarding the subject each pertain to. Visit Microsoft Office's SharePoint and enter the Calvary Lutheran Staff site. You can find the appendices in the Policies & Procedures folder.

Appendix A: Employee Behavioral Covenant

Appendix B: CLC Safety and Abuse Prevention Policy

Appendix C: CLC Employee Insurance and Retirement Benefits

Appendix D: CLC Preschool Staff Handbook