Lutheran Congregations in Mission for Christ
Employee Handbook
INTRODUCTION

We have prepared this handbook as a general statement of our policy and as a guide for general information that should assist you during your employment. The provisions of this handbook are designed to serve as guidelines rather than absolute rules, and exceptions may be made from time to time on the basis of particular circumstances.

This employee handbook does not constitute a contract for employment with Lutheran Congregations in Mission for Christ (LCMC), either expressed or implied. Employment with LCMC is at-will.

The statements contained in this handbook do not limit the right of either this organization or the employee to terminate the employee’s employment or compensation, with or without cause or notice, at any time. Further, this organization reserves the right at any time to change, delete or add to any of the provisions or benefits at its sole discretion.

This employee handbook supersedes all prior oral or written policies or guidelines.

We ask you to familiarize yourself with the entire Handbook and to adhere to the policies and procedures outlined. Violation of these policies may result in disciplinary action, which could include immediate termination of employment. Any questions you may have should be directed to your supervisor, the Service Coordinator, Director of Operations, or the Board of Trustees. All employees are required to acknowledge receipt of the Employee Handbook by signing the Employee Handbook Acknowledgment & Receipt Form.
Our Values:

Lutheran Congregations in Mission for Christ is an association of congregations and individuals who are:
- free in Christ;
- accountable to one another;
- rooted in the Scriptures and the Lutheran Confessions;
- working together to fulfill Christ's Great Commission to go and make disciples of all nations.

LCMC is an association of congregations. We have a great respect for the reality that the church is where the people of God gather together around Word and Sacrament. The local congregation is where the church becomes a concrete reality for God's people.

At the same time we are joyously aware that each congregation is a part of the greater body of Christ. The actions of each congregation within our association reflect on our association as a whole. And the actions of our association reflect on the whole body of Christ. For this reason we have committed ourselves to a common set of ministry standards.
Organizational Relationships

MINISTRY BOARD

COORDINATOR FOR PASTORAL MINISTRY

BOARD OF TRUSTEES

SERVICE COORDINATOR

COORDINATOR FOR NEW MINISTRY DEVELOPMENT

DIRECTOR OF OPERATIONS

COMMUNICATIONS AND PUBLIC RELATIONS SPECIALIST

ADMINISTRATIVE ASSISTANT

ORGANIZATION OF RELATIONSHIPS
Personal Conduct

LCMC is a non-profit association of congregations, overseen by the Board of Trustees and supported by member congregations and individuals. More importantly, our association is a community of believers who have joined together to meet the spiritual needs of our world. Our association promotes behavior consistent with the Holy Scriptures. Consequently, when joining the LCMC staff, you freely and willingly agree to the standards of behavior outlined in this policy. The standards included in this policy are not exhaustive; rather they provide a guideline of conduct we believe is in accordance with biblical standards.

As representatives of LCMC, it is imperative that our actions are above reproach in all things. Consequently, the following standards of conduct shall apply to all employees. Violations of these standards are regarded as a serious breach of integrity and could result in discipline, up to and including termination.

- God’s Word teaches us that certain attributes are desired, including: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control (Galatians 5: 22-24). These attributes are to be sought, encouraged and demonstrated in our relationships.
- Scripture further teaches us that certain behaviors should be avoided, including: theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, sexual promiscuity (including adultery, homosexual behavior, and premarital sex), drunkenness, and immodesty of dress.
- Employees shall observe the Sabbath as a day set apart for worship, fellowship and rest.

Equal Opportunity Employer

It is the policy of LCMC to grant equal employment opportunity to all qualified persons without regard to race, creed, gender, age, veteran status, disability or handicap – if such handicap or disability may be accommodated without undue hardship. The recruitment and selection process will be based on job-related, objective qualifications, in accordance with the job requirements of the position being filled. All employees must be able to perform the essential functions of their jobs as set forth in the employee’s individual position description. Reasonable accommodations will be made, in accordance with applicable state and federal law, to assist employees with disabilities in performing the essential functions of their jobs.

LCMC is organized for religious purposes. Consequently, LCMC enjoys and exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964 concerning religious discrimination in employment. We further reserve the right to discriminate or designate certain positions based on religion or gender when a bona fide occupational qualification exists. Employees who believe they have been unlawfully discriminated against should report it immediately to their supervisor or Church Administrator.
Employment Policies

Anti-Harassment and Discrimination

We believe all employees have a right to work in an environment free of harassment and discrimination. This includes all forms of sexual harassment and other forms of offensive or degrading remarks or conduct about an employee’s race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, age or any other status protected by law.

We will not tolerate harassment or discrimination of our employees in any form by management team members, co-workers, pastors, parishioners, visitors or suppliers. One specific type of illegal behavior is that of sexual harassment. No employee, male or female, will be subjected to verbal, visual or physical harassment. Sexual harassment is not limited only to sexual comments or innuendoes, flirtations or propositions.

Sexual harassment includes any action, conduct or communication that is viewed as harassment, including unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct or communication is made, either explicitly or implicitly, a term or condition of an individual’s employment; or

- Submission to or rejection of such conduct or communication by an individual is used as a factor in employment decisions affecting any individual; or

- Such conduct or communication has the purpose or effect of substantially interfering with an individual’s employment and work performance, or creates an intimidating, hostile or offensive work environment.

If you believe you have been discriminated against, or subjected to harassment or reprisal, or have witnessed sexual harassment or retaliation towards other employees, you are encouraged to report it to the Service Coordinator, Director of Operations, or the Board of Trustees. No retaliation will be taken against any employee for reporting harassment.

The Board of Trustees will investigate all allegations of sexual harassment or offensive behavior in a timely and discreet manner. The facts will determine the response of each complaint. Each situation will be handled confidentially, to the extent possible and still allow for a complete investigation to be conducted.

If the investigation concludes that harassment occurred, disciplinary action will be taken which could include a verbal or written warning, suspension, or immediate termination. If the harasser is a pastor or other non-employee, the Board of Trustees will take the necessary action within its control to ensure the harassment stops.

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This policy applies to all employees regarding their actions and activities both in and away from the work location.

**Attendance Guidelines and Office Hours**

*All employees* are employed by the Board of Trustees, and are responsible to one another, as well as the faith community we serve, in the time spent performing our duties and responsibilities. Because of the various roles and job requirements, including travel, phone calls, email and other duties, this does not necessarily translate to what are considered “regular” business hours. Accountability for your time allows those managing the office during “normal” office hours to better respond to day-to-day inquiries as well as emergency situations.

**Work Week Defined**
Generally, the office hours of LCMC are Monday through Friday, 8:00 am – 4:30 pm, Eastern Time Zone. Based on the expectations and responsibilities of each employee, it is likely that work will be conducted outside the normal office hours.

**Hours Worked**
Work time is defined as the ACTIVE completion of the duties and responsibilities assigned to your job within your job description. This includes travel, office work, meetings, attending weekend services to fulfill your program role, workshops, district gatherings, or leading events.

**Absences**
Our philosophy is that absenteeism is generally controllable. Therefore absence control is best achieved through individual treatment aimed at the irresponsible, chronic absentee.

“Call-in” requirements: If you are unable to work because of illness or personal circumstances, your supervisor, and/or administrative staff should be notified as early in the day as possible. Ideally, this should be done prior to the time you would normally begin your day. This provides the opportunity to discuss what work will be interrupted by your absence. If your supervisor is not available, you should leave a message in their voicemail box or send an e-mail.

LCMC may require written confirmation from your doctor to support absences exceeding three (3) consecutive workdays. For absences exceeding five (5) days, a work release form is required.

Unreported absences will be considered unexcused absences. An unreported absence of two (2) consecutive scheduled days will be considered job abandonment and disciplinary action may follow. This may lead to the consideration that you have voluntarily resigned your position.

**Background Checks**

As a protection to the members of our church community, both the congregation and the church staff, background checks will be performed as a condition of employment and on a three year renewal basis.
Employees will be notified prior to the check being performed, and will be allowed to sign an authorization form at the time of renewal.

**Cell Phone Usage**

Cellular telephones can cause distraction if used while driving. For safety reasons, while employees are on ministry business they are not to use cell phones to make calls while driving unless they use a hands-free device. If they receive a cell phone call while driving, the employee should only answer it using a hands-free device or pull off the road to a safe location as soon as possible. Employees are not to send or read text messages while driving. Employees should not use a cell phone – even hands-free – when transporting children, while driving in heavy traffic, or during hazardous weather conditions.

**Communication and Electronic Media**

LCMC provides a variety of electronic systems and services to improve the effectiveness of communication and information flow. Electronic media means any electronic program, access, or services, including but not limited to, any computer hardware or software, electronic mail, and the Internet.

**Electronic Media Use Policy**

- LCMC’s electronic media and services have been developed and maintained for the specific use of ministry correspondence and communication. For employees’ convenience and expediency, electronic media may be used for incidental, personal communication and purposes. Good judgment should be used to limit the amount and frequency of such use.
- These systems, including the equipment and the data stored in the systems, are the property of LCMC. Thus, all electronic data or documents created, sent, received, or stored in the systems are this organization’s property.
- Employee communications transmitted by the company systems are not considered private. LCMC has the right to access, monitor, inventory, review, audit, delete, and disclose, with or without notice, for any reason, including time and content, all information sent, communicated or stored on company systems, whether or not they are communications. Additionally, routine system maintenance or trouble-shooting by system administrators may result in electronic messages being accessed.
- The association is not responsible for any privately owned equipment used for ministry purposes.
- No equipment or software, including calendaring devices, may be attached, installed or added to company systems without prior approval from the Director of Operations. The association reserves the right to remove software, licensed or unlicensed, from any ministry-owned equipment at any time.
- All other LCMC policies, including but not limited to harassment and confidentiality policies, apply to the use of electronic media.
**Passwords**
Access to electronic media is limited to those employees with proper authorization and may require the use of a password. Employees must keep all passwords confidential and out of public view. Care should be taken in setting passwords to avoid making them easily discoverable. Passwords should not be shared.

**Software Use**
- LCMC will provide necessary software for use on ministry computers in accordance with federal copyright and applicable licensing agreements.
- LCMC does not condone the unauthorized reproduction of copyrighted computer software or documentation.
- Employees are not permitted to install, execute, run or load personal software on ministry computers without permission from the Director of Operations.
- If an employee, with approval, used personal software on company computers, the employee is responsible for keeping licenses for his or her software.
- LCMC has the right to access, monitor, inventory, review, audit, delete, and disclose, with or without notice, for any reason, including time and content, all information or software sent, communicated or stored on ministry systems.
- The ministry reserves the right to remove software, licensed or unlicensed, from any ministry-owned equipment at any time.
- Every employee with access to electronic media is responsible for taking the appropriate security measures to prevent loss, misuse and damage, including damage caused by computer viruses. Any unexplained loss or alteration of data should be reported immediately to the Director of Operations.

**Unacceptable Uses**
Unacceptable uses of electronic media include, but are not limited to, the following:
- Use for any purpose that violates state or federal laws.
- Use to transmit or access information that is disruptive to the operation of the ministry.
- Use to transmit or access content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, or disrespectful.
- Use to create or host any blog that is not approved by LCMC.
- Use to falsify the sender’s or author’s identity or to misrepresent another person.
- Use to transmit or access confidential information to individuals who are not authorized to receive such information.
- Use to transmit non-critical, non-business broadcast mail/data, distribution of chain letters or other mass distributions that cause stress on any computer or network system or disrupt the operation of the ministry.

Abuse of any electronic media or services or violation of this policy, through excessive personal use, or use in violation of the law or other LCMC policy, will be subject to immediate review and may result in disciplinary action up to and including immediate termination of employment and/or legal action.
Compensation / Payroll

Periodically a compensation survey or market analysis for each job will be performed. The purpose will be to determine if adjustments are required to maintain external equity. Requirements for adjustment will be based upon survey results and other pertinent information and will be presented at budget time to the Board of Trustees.

Overtime
Occasionally an excessive volume of work accumulates or an emergency arises that requires a non-exempt employee to work overtime. Overtime will be required only when necessary, but employees are expected to work overtime when asked to do so. Non-exempt employees are not to work overtime without prior permission of the Director of Operations.

Pay Periods
You will receive, on each payday, a pay stub reflecting the pay earned for the current pay period.
- Coordinators, Program and Administrative Support staff paydays are the 15th of the month and the last day of the month (or if that day falls on a weekend or holiday, the business day preceding). LCMC directly deposits paychecks into the employee’s designated personal accounts.

Payroll Time Sheets
All employees are responsible for completing time sheets. Time sheets will be submitted on a semi-monthly basis. Your time sheet should be completed accurately and submitted to your supervisor for approval.
- Non-exempt employees should report all time actually worked. Time sheets should also indicate all vacation, sick, or other time away from the office. If your position is classified as non-exempt, you are eligible for overtime pay. Overtime must be approved in advance by your supervisor. Paid-time-off (PTO) incurred by non-exempt employees may be taken in 15 minute increments.
- Exempt employees should record only absences from work, not actual number of hours worked in a pay period. If your position is classified as exempt, you are not eligible for overtime. Paid-time-off (PTO) must be taken in a minimum of one-hour increments.

Payroll Deductions
LCMC is required by law to make regular deductions for taxes imposed by governmental units. These deductions must be made from all paychecks and the amounts deducted are turned over directly to the applicable governmental units. Additionally, this organization will make certain deductions from your paychecks as you request.

Under the Social Security Act, your yearly taxable earnings are reported to the Social Security Board and your benefits are computed upon them. This organization is required to deduct the tax on your salary. The amount deducted is sent to the federal government for credit to your account. The act provides a monthly income for workers and their families when the worker is retired or disabled and for certain payments to survivors in case of death.
This organization will provide, by January 31 of each year, a W-2 statement showing the total amount of taxable earnings in addition to all deductions taken from your pay during the previous year.
Conditions of Employment

It is the policy of LCMC that all of its employees are subject to certain conditions of employment expressed on the Conditions of Employment Form. You are required to read, understand, sign and date the Conditions of Employment Form during your orientation period. Your signed form will be placed in your personnel file. A new Conditions of Employment Form is to be completed whenever a status changes, such as part-time to full-time, or in the case of a promotion or job title change. A copy of this form can be found in the Appendix of this Handbook.

Confidentiality and Proprietary Integrity

The protection of confidential business information is vital to the interests and success of this organization. Confidential information means information disclosed to or known by you as a consequence of your employment with this organization that is not generally known to people outside the organization, information entrusted to this organization in confidence by third parties, and information defined as “trade secrets” under the Uniform Trade Secrets Act.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

Conflict of Interest

Each staff member has a fundamental duty to avoid placing himself or herself in a position which creates, leads to, or could lead to a conflict of interest or appearance of a conflict of interest.

Hiring and supervision of relatives, handling of funds, offerings and gifts, gratuities, incurring expenses and secondary employment are examples of potential areas where a conflict may arise.

Conflict Resolution

LCMC encourages an open channel of communication for the express of employee concerns. There may be circumstances where an employee has unsuccessfully attempted to resolve concerns or complaints. Every effort should be made to resolve difficulties and misunderstandings on the basis of Scripture. Consequently, the grievance procedures to be followed are based on Matthew 18: 15-17. With the exception of sexual or other illegal harassment, each step must be taken before proceeding to the next level. If you have a concern, follow these procedures:

• “If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over.” The first step is to go directly to the person with whom you have a concern. Attempt to resolve the matter without involving other people.

• “But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’” The next step is to take the matter to your direct supervisor. If the problem involves your supervisor, you should contact his or her direct supervisor.

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“If they still refuse to listen, tell it to the church.” If, after you consult your supervisor, the matter is still unresolved, you may take your complaint to the Board of Trustees. The Board of Trustees will address within four weeks of receiving a written request for a hearing. The Board of Trustees is the final arbitrator in resolving complaints.

LCMC strives to ensure fair and honest treatment of all employees. Pastors, supervisors and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism. Only through understanding and discussion of mutual problems can employees and staff develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone’s job security.

**Disciplinary Guidelines**

This disciplinary guideline has been established for the common good of all employees. You are expected to perform your job duties satisfactorily and conduct yourself on the job in an appropriate manner at all times. However, on occasion your supervisor may find it necessary to take disciplinary action. Your direct supervisor, Service Coordinator, Director of Operations or Board of Trustees, either separately or in conjunction, may determine what is satisfactory performance and appropriate behavior, and make the final decision on disciplinary action to be taken in any given situation. Some situations will warrant immediate termination.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action up to and including termination of employment.

- Sexual or unlawful or unwelcome harassment.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sales or transfer of illegal drugs in the workplace while on duty or while operating employer owned vehicles or equipment.
- Smoking outside designated areas.
- Excesses of absenteeism or an absence without notice.
- Unauthorized disclosure of confidential information.
- Violation of safety or health rules.
- Theft or inappropriate removal or possession of property.
- Fighting or threatening violence in the workplace.
- Insufficiency or abusive language to association members, staff members or visitors.
- Possession of dangerous or unauthorized materials such as explosives or firearms in or on church property.
- Unsatisfactory performance or conduct.

We have no fixed set of graduated disciplinary steps that are required to be adhered to in all instances. The discipline taken could result in an oral warning, written warning, and/or suspension from work with or without pay, or termination. Disciplinary action taken will be documented on a Disciplinary Action Statement and will be placed in your personnel file. The type of discipline taken will be based on the individual circumstances, which may include reviewing the seriousness of the offense or violation, impact
on LCMC operations or its members, prior discipline, previous warnings, your work record and your overall attitude. You should make every effort to resolve any issues directly with your supervisor. You may request a meeting with the Service Coordinator, Director of Operations, or Board of Trustees member, whichever is appropriate, if you feel a desire to do so.

### Outside Inquiries

Occasionally, a representative from the media might contact an employee regarding a ministry issue. No employee is to give media interviews without prior approval of the Director of Operations or the Service Coordinator. If contacted by a representative of the media, employees should forward any inquiries to the Director of Operations or the Service Coordinator. This policy will ensure that accurate information will be given for those matters that are appropriate for public knowledge.

All written or verbal inquiries regarding the work performance of present or former employees or written or verbal requests for employment recommendations should be directed to the Director of Operations.

### Ownership of Work Product

All development relating to LCMC, or capable of beneficial use by LCMC, including, but not limited to, object code, source code, marketing, confidential and trade secret information, techniques, slogans, designs, artwork, and writings, compositions, which an employee conceives, makes, develops, or acquires, either solely or jointly with others, during his or her employment, in whole or in part on LCMC time, and shall immediately become and remain the sole and exclusive property of LCMC.

All employees agree to grant and assign to LCMC any and all rights, title, or interest now existing or that may come into existence throughout the world that employees may have in any developments as described in the above paragraph.

Developments include, but are not limited to, inventions discoveries, improvements, ideas, software, formulas, and processes conceived by an employee.

### Performance Appraisal / Review

It is our policy to review and evaluate each employee’s job performance based on an objective, consistent and uniform performance appraisal system. We encourage you to continually strive for personal and professional improvement in all areas of your job.

Employee reviews will be regularly conducted by the direct supervisor of that employee. In the case of the Service Coordinator, the Board of Trustees will conduct the review. These reviews are conversational in nature, and are completed with the use of a mutual review form. Upon completion, they will be filed in the employee’s file.
This is intended to be a method of communication between you and your supervisor summarizing your past job performance, what you need to do during the next appraisal period and any additional training that may be needed. While your supervisor will critique your performance, it is equally important for you to provide your supervisor with constructive feedback on how you feel your performance could continue to improve. Individual appraisals will primarily reflect competence in the performance of assigned duties and sustained performance in the accomplishment of those duties. Completion of an appraisal/review is not a guarantee of an increase in pay or job continuation.

**Personal Appearance**

Dressing, grooming and personal cleanliness standards contribute to the morale of all employees and affect the image LCMC presents to the congregation, community and visitors. During business hours, and in their roles in ministry, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions, however Converse High Tops are encouraged.

In following the trends of modern fashion, it is difficult to determine the limits of good taste in church attire. Staff members have every freedom to wear fashions of current style, which are in good taste for a church environment, and in this case, Converse High Tops are recommended.

Consult your supervisor if you have questions as to what constitutes appropriate attire.

**Personnel Records**

Your personnel file will be maintained by either the Director of Operations or the Service Coordinator. This file will include information such as your completed employment forms, salary/pay history, commendations and/or disciplinary letters, job descriptions and periodic performance appraisals. In order to review your personnel/payroll records, please present a written request to your supervisor.

In order to properly communicate employment information and administer employee benefits, LCMC must maintain current and accurate records on all employees. Consequently, it’s important that you notify the Director of Operations whenever changes occur to any of the following personal information: Name, address, phone number(s), marital status, change in dependent status, emergency contacts, physician or hospital preference, insurance beneficiary, military status, death of immediate family member, jury duty assignments, planned resignation, planned retirement, personal injury or illness sustained while on the job, accommodations for temporary or permanent disability, or leaves of absence.
Position Classifications

The following definitions have been established to standardize terminology and provide common understanding in our references to employees.

- Coordinator/Director: Those who are employed by LCMC on a full- or part-time basis throughout the year, and if clergy will be deployed by an LCMC congregation to the position.

- Administrative Support Staff: Non-ordained employees who report to the Director of Operations.

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<td>Coordinator/Director</td>
<td>Yes</td>
<td>Yes</td>
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<td>Full Time</td>
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<tr>
<td>Admin Support</td>
<td>Yes</td>
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There is no guarantee that you will remain in your current job classification for any specified period of employment. You may be reclassified at the discretion of the Director of Operations, the Board of Trustees or when in an exempt position, your duties no longer meet the guidelines for exemption status. It is the responsibility of the Service Coordinator, the Director of Operations, or the Board of Trustees to establish, and review, job classifications for employment positions.

In determining exempt vs. non-exempt status, we apply the tests provided by the Department of Labor and the Fair Labor Standards Act. Non-exempt employees may be paid in either an hourly wage or salary. All non-exempt employees (hourly or salaried compensation) must keep records of their time worked. (see section on Compensation, Payroll Time Sheets).
BENEFITS

Paid Time Off (PTO)

What is Paid-time-off (PTO)?
PTO is time away from the employee’s regular schedule, and is most often used in the cases of vacation, personal leave or illness.

For full-time exempt employees only - if you take time off during the work week that can be made up before the end of that same week, you do not need to record PTO hours. If, however, the time cannot be made up prior to Sunday, PTO must be recorded.

What is not considered PTO?
Paid holidays, bereavement, mission trips, and continuing education are addressed separately from PTO. Please see the sections particular to those types of leave.

Who is eligible for PTO?
Both full-time and part-time employees are eligible for PTO, based on their regularly scheduled hours.

- One day of PTO for a full-time employee equals eight (8) hours.
- One day of PTO for a part-time employee is equal to their average hours worked per week over the previous 12 months, divided by five (5).

How PTO is earned?
From the first day of employment, one day of PTO is earned on the last day of the month. When the employee reaches January 1st of the following year, they will receive 15 days of PTO. From then on, PTO will be awarded based on the chart below.

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<th>January following start date for X years</th>
<th>PTO Awarded</th>
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<tr>
<td>1-4</td>
<td>15 days</td>
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<td>5-9</td>
<td>20 days</td>
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<td>10+</td>
<td>25 days</td>
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Unused PTO days do not carry over into the next calendar year.

While vacation days are available on January 1, the number of vacation days available for pay-out upon separation from this organization will be pro-rated based on the months of service in that year.
Paid Holidays

Lutheran Congregations in Mission for Christ observes seven (7) paid holidays per year. The dates recognized are designated at the Director of Operation’s discretion.

1. New Year’s Day
2. Memorial Day
3. Independence Day (July 4)
4. Labor Day
5. Thanksgiving Day
6. Friday following Thanksgiving Day
7. Christmas Day

You are eligible for holiday pay, following your first day of employment if you are scheduled to work, at least thirty-two (32) hours per week. All eligible employees will be paid on a pro-rata basis, with forty (40) hours per week being full holiday pay.

Holiday pay is at your regular hourly wage or the equivalent if you are salaried. You must work your regularly scheduled day prior to and following the holiday to get holiday pay.

Holidays may be taken consecutively with PTO days, if approved prior to the holiday by your supervisor.

If your job duties within LCMC require you to work on one of the specified holidays, or the holiday falls on your regularly scheduled day off, you will be given a “floating holiday” to be used during the coming thirty (30) day timeframe. The “floating holiday” time cannot be accumulated and used as PTO.

PTO Requests must be made and approved at least one week in advance, except in the case of sickness or bereavement.

Other Types of Leave

Bereavement
All regular full-time and regular part-time employees will be granted bereavement leave as follows:

a. For a death in the immediate family, up to three (3) consecutive days may be granted. Immediate family includes: spouse, child, parent, brother or sister of the employee (including step-) and in-laws.

b. For the death of an extended family member, two (2) consecutive days may be granted. Extended family includes: grandparents, grandchildren, aunts, uncles and cousins.

c. For acting as a pallbearer, or for attending the funeral service of another employee or close friend, your immediate supervisor must approve the absence of not more than one (1) day.

Bereavement leave is paid time off and does not count against an employee’s PTO. Additional leave may be granted through arrangements with the immediate supervisor.
Continuing Education
Conferences/Seminars/Classes
Staff members are encouraged to use up to ten (10) days per calendar year to participate in seminars, classes or conferences that will enrich their personal, spiritual or professional growth. These ten days may be scheduled consecutively or broken into segments, and include travel days associated with attending these events. See the section titled “Reimbursement of Other Expenses” for travel and related conference expenses.

Educational
A member of the staff may request leave for continuing their education. The Service Coordinator (or his designee) will review the request and bring his recommendation to the Board of Trustees for final approval. Educational leave will be considered in relation to the program schedule of the association, as well as the wishes of the employee.

Time away from the office for educational leave is limited to four weeks per year. Educational leave is NOT considered paid time off. The employee may use accrued PTO time and continuing education allowance. Any time off for educational purposes beyond the employee’s PTO days and continuing education allowance will be considered unpaid leave. Educational leave must be approved by your supervisor prior to being away from work.

Any exception to the Educational Leave provisions may be granted only upon recommendation of the Service Coordinator to the Board of Trustees who have final approval.

Extended Leave of Absence
While continuous employment on the part of the employee is encouraged, it is also recognized that circumstances may occur which require an employee to be absent from work for an extended period of time. This type of absence is termed “Extended Leave of Absence” and is an unpaid absence.

Unless extenuating circumstances prohibit, an Extended Leave of Absence must be requested thirty (30) days in advance. In all cases, the maximum leave period is sixty (60) days. While on an unpaid Extended Leave of Absence (not covered by PTO), you will be billed for your portion of your employee benefit plan premiums. An employee on an approved Extended Leave of Absence is required to use all accumulated PTO before his/her leave would be unpaid.

Family and Medical Leave Act
Due to the number of employees at LCMC, FMLA is not applicable.

Jury Duty
Serving on a jury when called is a civic duty, and as such is fully recognized and supported by this association. The following policy governs the amount of time off and method of payment while serving on jury duty.

It is the employee’s responsibility to notify the Director of Operations as soon as a formal notice regarding jury duty is received. This will allow the Director of Operations to make arrangements for coverage during this time period. While serving, employees will be paid the difference between jury duty pay and their
regular pay. Employees scheduled to work while serving on jury duty should return to work after being excused from jury duty.

**Maternity Leave**

LCMC recommends the following: “Where other leave is not available, an employer shall not refuse to grant a pregnant employee an unpaid leave of absence for up to 8 weeks, as required by doctor’s orders”.

Maternity leave may be taken for the birth and care of a newborn child of the employee, and for placement with the employee of a child for adoption or foster care.

The following should be noted regarding Maternity Leave:

- In no case shall a pregnant employee be required to leave prior to the childbirth unless you are no longer able to satisfactorily perform the duties of your position as substantiated by written documentation by your healthcare provider.

- The disability period following childbirth and recovery relates only to that period of time when you are incapacitated from performing your job functions as restricted by your physician.

- As soon as you are told by your healthcare provider that you are pregnant, you should tell your immediate supervisor.

- How long you work before a maternity leave and how quickly you return to work must be decided with input from you and your healthcare provider. You are asked to give two (2) weeks notice before taking scheduled maternity leave and two (2) weeks notice before returning to work, if possible.

- Any limitations due to your pregnancy must be reported to your immediate supervisor. Maternity leave will begin and end only upon the advice of your healthcare provider. The maximum maternity leave will be sixty (60) calendar days. Six (6) weeks of paid leave will be available for maternity leave after one (1) year of employment. The Service Coordinator or Director of Operations may recommend additional leave (an extended Leave of Absence) without pay, which is approved by the Board of Trustees.

- To return to work after being under a healthcare provider’s care, you must present to your immediate supervisor a written release form from your healthcare provider which approves you to return back to work.

- If you are on maternity leave and not receiving a payroll check, you will be responsible for your portion of the monthly premium for employee benefit plan premiums. Please make payment arrangements with your supervisor.

**Paternity Leave**

Paternity Leave may be taken for the birth and care of a newborn child of the employee, and for placement with the employee of a child for adoption or foster care.
Five (5) additional days of paid leave will be available for paternity leave after one (1) year of employment. These additional days are to be used within the 30 days following the birth or adoption. The Service Coordinator or Director of Operations may recommend additional leave (an extended Leave of Absence) without pay, which is approved by the Board of Trustees.

**Military Reserve Training**
An employee who is a member of a military reserve unit requiring a normal two (2) week annual training period and who does not use regular paid leave time for such training will be granted the time required to your military reserve commitment, in addition to your normal paid leave period.

When fulfilling such a required period with additional time beyond their paid leave, LCMC will not pay the normal weekly pay of the employee, but will supplement the military pay received for that period with an amount that, when added to the military pay received, will equal the employee’s normal salary.

**Military Leave**
A military leave of absence will be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Re-employment Right Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required in Section 4317 of USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Payment of health insurance premiums will continue and will be based on health insurance premium payment for which the employee is currently eligible.

In accordance with Section 4318 of USERRA, pension and retirement contributions will be continued if the employee is currently eligible.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee’s return to active employment.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, including applicable annual pay increases.

If you do not return to work at the end of the scheduled military leave, you will be considered to have voluntarily resigned your position with LCMC as of the date your scheduled military leave of absence ended.
Mission Trips  
LCMC encourages and supports its employees’ participation in LCMC congregationally sponsored mission trips. Time off with pay will be granted for each employee to participate in one (1) short-term mission trip during a calendar year. The paid time off begins the day that the trip leaves, and ends the day the trip returns. If the employee needs time for preparation or recuperation they will need to use accrued PTO or take unpaid time-off. The cost of the trip is the responsibility of the employee.

Sabbatical Leave policy for the staff of LCMC  
Staff members of LCMC may be granted up to eight weeks of sabbatical leave, in addition to normal vacation time, after every seven full years of service. This leave is restricted to the summer months except in unusual circumstances. Requests for sabbatical leave shall be presented to the Board of Trustees for approval.

During a sabbatical, the staff member shall receive full compensation. If a sabbatical is not taken in the first year eligible, that eligibility remains with no further accrual until a sabbatical is taken. Unused sabbatical time relative to the eight-week maximum may not be carried over, saved, or sold back. Accrual toward a subsequent sabbatical does not begin until the present sabbatical has been completed. Unused sabbatical eligibility may not be sold back at termination of employment.

Staff members of LCMC are encouraged to take sabbatical leave as they become eligible, subject to the needs of the association. Planning should begin in the calendar year before the sabbatical so the association’s budget can allow for additional expenses.

A plan of study is recommended but not required. A plan of study is defined as a formal academic course or courses, attendance at a professional conference or symposium, or independent study approved by the Board of Trustees.

The staff member shall present a written report on the sabbatical to the Board of Trustees within two months of completion of the sabbatical.

Employee Benefits  
For the benefit of employees and this organization, LCMC provides certain employee benefits outlined within this handbook. All employee benefits are subject to change or elimination at any time at the discretion of LCMC. Benefits may also be modified in accordance with federal and state law.

Contact the Director of Operations with any questions regarding benefits.

Coordinator/Director Pension
Clergy Professionals are offered enrollment in a pension plan, wherein LCMC contributes 10 percent of his/her income.

**Retirement Savings Plan**
A retirement savings plan is available for non-ordained full-time and part-time employees. LCMC provides a retirement savings plan through which employees may elect to have pre-tax dollars invested for their retirement. LCMC will match a portion of the employee’s contribution up to 5% of the employee’s salary.

**Medical, Dental, Vision, Group Life and AD&D Insurance**
The Director of Operations can provide information regarding other types of insurance coverage available.

**Automobile Allowance**
Mileage reimbursement for employees using their own automobiles for work related purposes will be paid in accordance to the current IRS mileage rate. Mileage must be submitted monthly for reimbursement. The employee must substantiate on the Standard Mileage Form the amount, date, place and “business nature” of each expense before mileage will be reimbursed. See Standard Mileage Form.

**Reimbursement of Other Expenses**
Expenses attributable to association-related activities incurred by an employee will be reimbursed under an “accountable” reimbursement plan. The employee must account for or substantiate (with a receipt or other reliable written evidence) the amount, date, place and “business nature” of each before expenses will be reimbursed. These expenses must be submitted within 60 days of when the expense was incurred. See Expense Voucher Form.

**Work Place Safety**
It’s important that a safe, secure workplace be maintained for the benefit of LCMC’s employees in those cases where they are not working out of their home. Accordingly, any actual or potential threat to safety within the workplace will be promptly addressed. Any violence in the workplace, or threatened violence in the workplace, by an employee, will result in disciplinary action up to and including immediate termination. No talk of violence or any communication involving threats of violence will be tolerated.

“Violence” includes physically harming another, shoving, pushing, harassing, intimidating, coercing, displaying weapons, or threatening or talking of engaging in those activities. It’s the intent of this policy to ensure that everyone associated with LCMC, including employees and volunteers, can feel as secure as possible in this environment.
LCMC specifically prohibits the possession of weapons by any employee while on ministry property. Weapons include guns, explosives, and other items designed to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

If an employee notices a suspicious person or activity on the organization’s premises, the employee should immediately report the incident to the Director of Operations, or if necessary, local law enforcement.

**Injury and Illness at Work**

LCMC carries workers’ compensation insurance on all employees for on-the-job accidents. We will comply with applicable workers’ compensation laws and regulations and will provide information to the workers’ compensation carrier, who will make benefit payments to injured or ill employees as provided by applicable workers’ compensation laws.

If a work-related injury or illness appears life threatening, the 911 emergency number should be called immediately, and directions should be followed. Otherwise, any employee who sustains an injury or illness that is job-related should report this immediately to his or her supervisor, who will report it to the Director of Operations. Non-emergency, work-related accidents require authorization forms, located with the Director of Operations.

All job-related accidents or injuries must be reported to the Director of Operations immediately, regardless of how minor the injury may appear. Accidents that are not reported promptly may result in the claim being denied. This also will enable us to quickly arrange medical care if needed, accurately investigate the cause, and/or correct any unsafe conditions.

**A Drug Free Environment**

We insist upon a drug free work environment for all employees. If we are to continue to fulfill our responsibility to provide a reliable and safe environment to our employees and our pastors, we must be physically and mentally fit to perform our duties in a safe and efficient manner at all times.

Possession, distribution, sales or transfer of illegal drugs in the workplace while on duty or while operating employer owned vehicles or equipment and the use or possession of alcoholic beverages and/or mood altering, nonprescription chemicals, and the abuse of prescription chemicals on the job or during working hours are not allowed. (Exception: Eucharistic use). Employees may not report for work under the influence of alcohol or illegal drugs.

We recognize addiction to alcohol and other chemicals directly affects an employee’s job performance, working relationships and mental awareness. Employees who appear to have a chemical dependence problem that interferes with the performance of their assigned duties will be encouraged and given an opportunity to pursue appropriate treatment.
If treatment is refused or is not successful and performance is not acceptable, termination will result. Seeking treatment, in and of itself, will not preclude disciplinary action for policy violations or performance issues which may have occurred or continue to occur.

An employee who suspects or has known facts that another employee may be a substance abuser or involved in illegally related activities, should report this information to the Service Coordinator, Director of Operations, or member of the Board of Trustees. No retaliation will be taken against employees who report such information.

Disciplinary action up to and including immediate termination may result from intoxication or being under the influence of non-prescription, mood-altering chemicals, or the abuse of prescription chemicals on the job, or on LCMC business, or from other types of violations of this policy. For questions or concerns about policy violations, contact the Service Coordinator or Director of Operations.

Smoking

Smoking, however, is permitted outside the facility but away from the entrances as long as materials are properly extinguished and disposed.

This policy applies equally to all employees, staff members and visitors.
All employees are employed-at-will. This means there is no guarantee of employment for a specific length of time, nor do the guidelines in this Employee Handbook create any express or implied contract rights. The Service Coordinator, the Director of Operations, or Board of Trustees is free to terminate the employment relationship at any time, with or without notice or cause. Employment may be terminated voluntarily or involuntarily.

When an employee ends employment with LCMC, the procedures listed below should be followed:

- Employees who voluntarily separate from this organization are requested to give at least 10 working days notice, excluding any vacation days, of their intention to terminate employment. Written notice should be given to your direct supervisor and Director of Operations.

- All employees are expected to meet with either the Service Coordinator or the Director of Operations for an exit interview. During the exit interview, employees will complete any necessary paperwork. The Director of Operations will advise employees of benefit issues and other issues that relate to separation from this organization.

- Employees shall return any ministry owned materials and equipment, including but not limited to off-site documents, equipment or supplies. Upon termination of employment, all access to the computer systems shall end.

- Unused PTO will be paid to an employee separating from employment in accordance with the PTO policy. An employee’s termination date shall be the last day of employment in which the employee was present and working. Unless otherwise prohibited by law, benefits shall cease on the employee’s termination date.

All information regarding an employee’s termination (voluntary or involuntary) is confidential. Release or discussion of such information by employees with other employees, association members, or other sources, without approval, may result in disciplinary action. Information may be released to investigative sources required by state or federal law; e.g. Civil Rights Commission, OSHA, Workforce Development, etc.

The Service Coordinator must approve the release of information to any other source, and requires a written request by the former employee.

**Former Employee/Employment Verification**

Verification of employment dates and positions held will be released to outside parties, (for example, lenders, financial institutions, and prospective employers). The former employee must authorize, in writing, all other requests for information before the information will be released.