

**HUMAN RESOURCES POLICY MANUAL**  
Adopted by RLC Congregation Council on November 18, 2008  
Last Amended on April 21, 2020

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**INTRODUCTION**

This Human Resources Policy Manual applies to all employees of Resurrection Lutheran Church, Grand Canyon Synod – ELCA, and its Child Development Center, except for ordained pastoral staff. It is intended to provide guidelines and summary information about the Church’s human resources policies, provisions, benefits, and rules of conduct. This Policy Manual is not a contract, nor does it create any legally enforceable obligations on the part of the Church or its employees. This policy manual does not create any duty or cause of action against this Church not otherwise provided by law.

It is important that all employees read, understand, and become familiar with this manual and comply with the standards that have been established. It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that addresses or answers every possible question. Therefore, the Church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary and appropriate. Every employee shall be governed by any new policy, benefit, or provision, and shall not be entitled to the continuation of any policy, benefit, or provision that previously applied during the employee’s period of employment. The information in this manual supersedes and replaces all previously-approved personnel policies, benefits, and rules of conduct.

All human resources policies and procedures of Resurrection Lutheran Church, referred to hereafter as RLC or the Church, reflect the mission of the church “to be the presence of Christ in our daily lives”.

**PART 1 - RECRUITMENT AND EMPLOYMENT**

**1.1 Human Resources Officer and Human Resources Committee**

The Director of Parish Operations is the Human Resources Officer. The Human Resources Officer is responsible for administering the human resources policies and practices of the Church in a fair and consistent manner. This includes overseeing recruitment, staffing, training and development, performance management, compensation and benefits, employee relations and all other areas of the human resources function.

The Human Resources Committee serves as an advisor to the Human Resources Officer and provides counsel and oversight to the administrative practices relating to personnel. In the absence of a Human Resources Committee, the Executive Committee of the Congregation Council will serve as the Human Resources Committee. Persons related to an employee by blood or marriage are not eligible to serve on the Human Resources Committee.

Any exceptions to the Human Resources Policies must have the prior input and recommendation of the Human Resources Committee and written approval of the Human Resources Officer. The Congregation Council shall annually review the positions, titles, and structure of the organization. No new position shall be created and filled without prior Congregation Council approval.

In the event of any personnel matter in which the Human Resources Officer may be directly involved or affected by the resolution of the matter, the Human Resources Officer shall immediately refer the matter to the Congregation Council for all action, except in the event of an immediate emergency which has the substantial likelihood of imminent bodily harm to any representative or employee of the Church. In such cases, the Senior Pastor may handle the matter.

## **1.2 Interview and Approval Process**

New, unbudgeted positions must be approved by the Human Resources Officer, Human Resources Committee, Finance Committee and Congregation Council before the new hire process is initiated.

For budgeted staff positions, whether part time or full time, interviews for the position will be conducted by the immediate supervisor and/or a search committee, followed by review by the Human Resources Officer. No offer of employment may be made without the approval of the Human Resources Officer.

A condition of employment for all positions will include a criminal background investigation and a signed copy of the "Employee Statement of Acknowledgement" which is attached to this Manual.

An applicant who has been offered a position of employment at RLC will be required to consent to a criminal background investigation. The specific components of the investigation may vary based on the nature of the position to be filled. The investigation will be conducted by an outside agency that specializes in conducting such investigations.

Any applicant who refuses to consent to any form of required background investigation or who provides false or misleading information in regard to their criminal record or the background investigation will not be considered for the position for which they applied.

The presence of a criminal conviction in a background investigation report will not automatically disqualify a candidate from employment. Upon receipt of a criminal background investigation report that includes one or more convictions (a verdict, guilty plea or no contest plea), the Human Resources Officer, in consultation with a member of the Human Resources Committee, will determine the applicant's eligibility for employment based on the following:

- An applicant with no felony convictions for drug use or distribution in the ten years immediately preceding the submission of their application for employment may be eligible.
- In all other circumstances where convictions are found, the job-relatedness of the convictions will be determined by the Human Resources Officer, in consultation with a member of the Human Resources Committee, and will take into consideration the following factors in determining eligibility for employment:
  - Whether the conviction was revealed on the application;
  - The nature and seriousness of the offense;
  - The time that has elapsed since the conviction and/or completion of the sentence and any other remediation; and
  - The nature of the position to be filled.

Any applicant failing the criminal background investigation will be notified in writing. The letter will state that the applicant might not be considered for the position, include a copy of the report, and give the applicant five days to respond to the report. An applicant who disagrees with the accuracy of the information found in the background investigation process may submit additional information in writing to the Human

Resources Committee. The final hiring decision will not occur until the five-day period has elapsed. Any applicant submitting additional information will be notified in writing of the final decision.

An applicant with a personal or familial relationship with an employee of the Church will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters.

### **1.3 Employment-at-Will Agreement**

Employment is determined by the mutual consent of the employee and the Church. Both the employee and the Church have the option to terminate the employment relationship at any time, with or without cause. This employment-at-will constitutes the entire agreement between the employee and the Church on the subject of termination, and it supersedes all prior agreements. Other Church policies and procedures may change from time to time; however, this employment-at-will agreement will remain in effect throughout the employee's employment with the Church. This employment-at-will agreement may not be modified by any oral or implied agreement. Employment shall be considered as being day to day. In no event shall employment be considered for a specific period by reason of an annual compensation figure, payment frequency, or implied period of duration, including by reason of any express or implied promise, representation or understanding.

All employees serve at the discretion of the Congregation Council.

### **1.4 Equal Employment Opportunity**

The Church is committed to equal employment opportunity for all qualified individuals, without discrimination based upon race, ancestry, national origin, sex, age, physical disability, veteran status, marital status, sexual orientation or sexual identity to the extent required by law. This Church expects all employees to show respect, demonstrate sensitivity, and maintain integrity toward all others. This policy of nondiscrimination governs all aspects of employment including job selection, compensation, discipline, termination, and access to benefits and training. Each employee is expected to demonstrate a commitment to the Church's equal opportunity and fair treatment objectives. Violation of this policy may result in corrective action, up to and including termination.

### **1.5 Americans with Disabilities Act**

The Church is committed to full compliance with the American with Disabilities Act (ADA), as amended, and will not discriminate against applicants and individuals with disabilities. When needed, the Church will provide reasonable accommodations including unpaid leave, unless such leave creates an undue hardship on the Church, to applicants and employees who are qualified for a job so that they may perform the essential job duties of the position. It is the Church's policy to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidelines issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the Church's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

### **1.6 Immigration and Reform Act of 1986**

This Church is committed to full compliance with federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, employees are required to provide documentation verifying identity and legal authority to work in the United States, which documentation shall be kept in a separate locked cabinet away

from other personnel files. It is the employee's responsibility to notify the employer of any change in employment status in a timely manner.

## **1.7 Introductory Period**

All new employees must successfully complete a 90-day introductory period to determine whether they meet basic job skills necessary to achieve short and long-term performance goals. A written appraisal will be conducted by the immediate supervisor or the Human Resources Officer at the end of the introductory period. At the discretion of the supervisor, the introductory period may be extended, and a second appraisal may be conducted upon the completion of an additional 90 days of employment.

## **1.8 Position Descriptions**

Each employee will be given a position description prior to beginning employment. A position description summarizes the essential duties of that position and gives the employee important information about the position and work environment. Position descriptions will be periodically reviewed for accuracy. The Church reserves the right to revise and update position descriptions as it deems appropriate. No employee has a vested right in a particular position, title, or area of responsibility.

## **1.9 Personnel Files**

The Human Resources Officer maintains a personnel file, an Employment Eligibility Verification Form I-9 file, and a separate medical file for each Church employee, with the exception of employees of the Child Development Center, hereafter referred to as CDC. The Director and Assistant Director of the CDC maintain a personnel file and a separate medical file for each of its employees on the premises of the CDC.

The personnel file contains documentation regarding all aspects of the employee's time with the Church, such as employment history, performance appraisals, and corrective-action notices. The medical file contains documentation such as worker's compensation and medical leave information.

Supervisors are responsible for forwarding documents to the Human Resources Officer or the Director or Assistant Director of the CDC, as appropriate, for inclusion in the personnel files of those employees assigned to their area. The Human Resources Officer and the Director or Assistant Director of the CDC must approve materials for inclusion in their respective personnel files.

All personnel files will be maintained in a secure location to prevent the unwarranted invasion of the individual employees' personal privacy.

Information that must be placed in a personnel file includes, but is not limited to, the following:

- A signed and dated copy of the Employee Statement of Acknowledgement;
- Employment application;
- A copy of the employee's job description, which includes the employee's signature and acknowledges that the employee has received a copy of the description;
- Documents and correspondence which relate to the employee's training and development, accreditations and certifications, professional activities, etc.;
- Documents and correspondence which relate to the employee's benefits;
- Written performance appraisals and related documentation;
- Emergency contact information; and

- Any other personnel documents which are, have been, or are intended to be used in determining the employee's qualifications for employment, promotion, transfer, additional compensation, discharge or other corrective action.

Verification of Employment Eligibility I-9 forms and/or records will be kept in a separate file.

Supervisors may also maintain a limited personnel file while the employee is under their supervision. If maintained, examples of items the supervisor's personnel file may contain are:

- Copies of emergency contact information;
- Copies of documents of all formal corrective actions, including supporting documentation; and
- Copies of performance appraisals.

Personnel files shall be kept confidential except as required by applicable law or governing body. During the normal course of employment, only the Human Resources Officer or the Director or Assistant Director of the CDC, as appropriate, the Senior Pastor, the Human Resources Committee, the Church's attorney and internal and external auditors shall be permitted access to personnel files. The employee's supervisor is also authorized to review their employees' files as needed.

To ensure that personnel files are up to date at all times, employees should notify their supervisor, the Human Resources Officer or the Director or Assistant Director of the CDC, as appropriate, of any changes in name, telephone numbers, home address, marital status, number of dependents, beneficiary designation(s), scholastic achievements, emergency contacts, and other similar information. If the information is reported to the supervisor, the supervisor must, in turn, notify the Human Resources Officer or the Director or Assistant Director of the CDC, as appropriate, of the changes.

Employees may inspect their personnel file to ensure accuracy and completeness of the file. To inspect their file, employees should submit a written request to the Human Resources Officer or the Director of the CDC, as appropriate. The Human Resources Officer or Director of the CDC must be present when a file is reviewed.

An employee may not remove documents from their personnel file. An employee may submit a written statement for inclusion in their personnel file if they believe that any of the included materials requires correction and/or clarification.

All personnel files are the property of the Church, and copies may not be given to the employee. The lone exception to this is that employees may have copies of any document they have signed.

### **1.10 Performance Appraisals**

Each employee should receive a performance appraisal at the end of the introductory period. At the discretion of the supervisor, a second appraisal may be conducted upon the completion of an additional 90 days of employment. After the initial appraisal(s), performance appraisals of all employees will be conducted at least annually by the employee's immediate supervisor. Completed performance appraisals will be reviewed by the Human Resources Officer prior to the supervisor's meeting with the employee to discuss the appraisal. The performance records of each employee shall be kept as a part of the employee's personnel file. A performance appraisal is intended to assess the performance of the employee in the context of their job description and the mission and ministry of this Church. Performance appraisals that "Meet Expectations" or are "Above Expectations" may or may not result in an increase in pay.

## **PART 2 - EMPLOYEE CLASSIFICATIONS**

### **2.1 Full-Time Employees**

Full-time employees are those scheduled to work a minimum of 40 hours per week. Each full-time employee schedules their time with the approval of their supervisor to ensure that responsibilities and duties are adequately performed.

### **2.2 Part-Time Employees**

Part-time employees are those scheduled to work fewer than 40 hours per week. The work of part-time employees will be scheduled by the Human Resources Officer, the Director or Assistant Director of the CDC, as appropriate, or by the immediate supervisor.

### **2.3 Exempt Employees**

An exempt employee is an employee who meets the conditions for exemption from coverage by the Fair Labor Standards Act. Exempt employees are not required to record or report hours worked unless requested to do so by their supervisor for a specific purpose.

### **2.4 Non-Exempt Employees**

A non-exempt employee is an employee who is covered by the Fair Labor Standards Act. Non-exempt employees are required to report hours worked using the payroll time and attendance application.

## **PART 3 - WORKING HOURS**

### **3.1 Core Hours**

For payroll purposes, the official start of the workweek is Monday at 12:01 a.m.

Non-exempt employees working outside their normal hours must have their time approved in advance by the appropriate supervisor. Non-exempt employees will be paid for all hours worked.

Employees are entitled to an unpaid lunch period of a minimum of 30 minutes. The lunch break is not work time and is therefore not part of the workday.

Vacation, Earned Paid Sick Time, Personal Days, Holidays and Other Leaves of Absence are calculated and compensated on a prorated basis, using a 40-hour work week.

### **3.2 Overtime**

A non-exempt employee who works more than 40 hours in a work week is entitled to overtime pay at the rate of one and one-half times the regular rate of pay for all hours over 40 hours worked that week. The Human Resources Officer or supervisor must approve in writing all overtime requests in advance of the overtime hours being worked. Overtime pay shall be paid at the next pay period.

## **PART 4 - COMPENSATION AND BENEFITS**

### **4.1 Compensation**

The Church strives to pay rates which are competitive with those paid in the relevant job market. The pay rate of an employee shall be communicated by the Human Resources Officer or the supervisor of the employee at the time of employment. Pay periods for employees are bi-weekly with payment distributed every other Friday. Music Ministry accompanists will receive payment on the next regular payroll after receipt of a Payment Request Form. No employee shall be entitled to receive a paycheck at an earlier time than any other employee receives a paycheck, except in the case of an involuntary separation.

The Church complies with all requirements for the Federal Insurance Contributions Act, Worker's Compensation Insurance, and Unemployment Insurance.

### **4.2 Payroll Deductions**

Various payroll deductions are required by law, such as federal income tax, state income tax, and Medicare and Social Security taxes. Any other payroll deductions from an employee's paycheck must be authorized in writing, with the exception of court-ordered garnishments and/or assignment of wages. The Church complies with applicable state and federal laws regarding the garnishment and assignment of wages.

Paycheck vouchers will itemize amounts that have been withheld.

### **4.3 Medical Insurance**

Employees who work 40 or more hours per week are entitled to participate in and become eligible for health, vision and dental insurance coverage. Coverage will be effective on the first day of the month following the first 30 days of employment. The Human Resources Officer will provide coverage information and submit the appropriate forms to the insurer. The terms, conditions, coverage, deductibles, co-pays, providers, and benefits provided to employees may be changed from time to time, with or without notice to the employee. Employees do not have a vested or permanent right to the continuation of coverage with a particular insurer, or to any particular benefit, term, or coverage, even if a change in health insurers results in a reduction or difference in benefits or coverage.

### **4.4 Simple IRA**

Employees who are qualified under eligibility requirements defined by federal regulations may elect to participate in the Church-sponsored Simple IRA program, beginning with the first day of employment. The Church will match the employee's contribution, up to a maximum of 3%.

### **4.5 Flexible Spending Account**

The Church offers optional flexible spending accounts (FSAs) as established by section 125 of the Internal Revenue Service Code. Employees working 20 or more hours per week are eligible to participate in FSAs. Flexible Spending Accounts allow employees to set aside money for future medical and child care costs on a pre-tax basis. A medical FSA can be used to pay for eligible medical expenses such as insurance deductibles, co-payments and co-insurance, prescriptions, and dental and vision expense. A dependent-care FSA can be used to cover eligible dependent care expenses such as preschool tuition, summer day camp fees, after-school program costs, and the cost of adult day care. Contribution limits and other FSA regulations are established by the Internal Revenue Service

## 4.6 Pay Adjustments

Periodically, across-the-board salary increases are approved if within the Church’s budget. Employees who were rated as “Meets Expectations” or “Exceeds Expectations” on their most recent performance appraisal would be eligible to receive these increases.

A salary increase may be warranted for any number of other reasons such as an increase in assigned responsibilities, market adjustment or merit. A written request for such an increase must be submitted to the Human Resources Officer. The request must include the amount of increase recommended, the justification for the increase, and other appropriate documentation. The request must be approved by the Human Resources Officer, the Senior Pastor, the Human Resources Committee, the Finance Committee, and Congregation Council.

## 4.7 Vacation

Vacation is a benefit that is provided to offer employees the opportunity to rest and refresh themselves physically, mentally, and spiritually. Vacation is considered earned at the completion of each month of employment but may not be taken, paid, or payable until an employee has completed their initial six months of continuous service. From time to time, at the discretion of the Human Resources Officer, vacation benefits for exempt employees may reasonably deviate from the schedule noted below.

Vacation accruals are based on hours worked and length of employment in accordance with the following schedule:

Years of Service	Maximum Prorated Days Accrued	Hourly Accrual Rate	<i>EXAMPLE 1 Full-time Employee based on 80 hours in a payroll</i>	<i>EXAMPLE 3 Part-time Employee based on 70 hours in a payroll</i>
6 months – 1 year	5 days	.0192 x payroll hrs*	<i>.0192 x 80 hrs = 1.54 hrs accrued</i>	<i>.0192 x 70 hrs = 1.34 hrs accrued</i>
1 year – 5 years	10 days	.0385 x payroll hrs*	<i>.0385 x 80 hrs = 3.08 hrs accrued</i>	<i>.0385 x 70 hrs = 2.70 hrs accrued</i>
6 years – 10 years	15 days	.0577 x payroll hrs*	<i>.0577 x 80 hrs = 4.62 hrs accrued</i>	<i>.0577 x 70 hrs = 4.04 hrs accrued</i>
11 years or more	20 days	.0769 payroll hrs*	<i>.0769 x 80 hrs = 6.15 hr accrued</i>	<i>.0769 x 70 hrs = 5.38 hrs accrued</i>

\*Exclusive of overtime

Part-time employees must work a minimum of 20 hours per week (1,040 hours annually) to be entitled to vacation days, which will be awarded on a prorated basis. As such, a week of vacation equals the part-time employee’s average work week hours.

No vacation benefits are earned on overtime pay.

When an employee reaches the anniversary of their date of hire and has completed their first, fifth or tenth year of service, the employee will begin to accrue vacation pay at the next higher level accrual rate on the first day of the month of their anniversary date. (For example, beginning with their sixth year of service, the employee will move from 10 days of annual vacation to 15 days, or, beginning with their eleventh year of service, the employee will move from 15 days annual vacation to 20 days.)

Earned vacation may be used in increments of not less than one-half workday. Holidays observed by the Church that occur during an employee’s vacation do not count against the employee’s vacation allotment.

An employee may carry over up to five days of unused vacation into the following calendar year. The maximum number of vacation days taken in any calendar year may not exceed 25 days. A part-time employee is entitled to carry over vacation days on a prorated basis.

Persons who have previously been employed by RLC within a five-year period preceding their current employment with the Church, shall have 100% of that service counted for purposes of determining the amount of vacation they will annually accrue.

Upon termination or resignation of the employee, earned-but-unpaid vacation time shall be paid as of the end of the last full pay period before the termination. No employee shall be entitled to receive vacation pay, nor shall vacation pay be payable, unless and until the employee shall have completed six full months of continuous employment.

#### **4.8 Earned Paid Sick Time**

All employees are expected to be at work except when actually ill or when their absence is specifically approved for some other valid reason. Earned paid sick time may be used for personal reasons or when the employee's presence is required in the event of an illness in the immediate family (spouse, partner, children, parents, brothers, sisters, grandparent, grandchildren, mother-in-law, father-in-law or legal guardian). Children include not only the employee's biological, adopted or foster children but also legal wards, and step-children for whom the employee provides care and financial support on a daily basis. Earned paid sick time may be used for the following reasons:

- An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
- Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
- Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease; or
- Absence necessary due to domestic violence, sexual violence, abuse or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member:
  - Medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse or stalking;
  - Services from a domestic violence or sexual violence program or victim services organization;
  - Psychological or other counseling;
  - Relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or

- Legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse or stalking.

Earned paid sick time shall be provided upon the request of an employee. When possible, the request shall include the expected duration of the absence. When the use of earned paid sick time is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time in advance of the use of the earned paid sick time and shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the operations of the Church. The Church does not require, as a condition of an employee's taking earned paid sick time, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned paid sick time.

Earned paid sick time may be used in hourly increments. For earned paid sick time of three or more consecutive workdays, the Church requires reasonable documentation that earned paid sick time has been used for a purpose covered above. Absences for personal use of earned paid sick time in excess of five working days require a statement from a medical practitioner releasing the employee to return to work.

Earned paid sick time is accrued for all employees regardless of average hours worked. Employees will accrue nine days of earned paid sick time annually at the rate of .0347 per hour in each payroll period commencing on the first day of employment. No earned paid sick time benefits are earned on overtime hours. Part-time employees will accrue earned paid sick time days on a prorated basis.

Earned paid sick time may accrue up to a maximum of 30 working days and may be carried over from year to year, but may not exceed 30 working days. Employees will not be paid for accrued earned paid sick time upon separation from employment.

#### **4.9 Personal Day**

One paid personal day will be offered each calendar year. The new employee is eligible for a personal day after one year of employment. An unused personal day does not accrue and may not be carried over into the following year. Persons leaving the employ of RLC will not be reimbursed for unused personal days.

A personal day may be used in increments of not less than one-half workday.

Part-time employees who work a minimum of 20 hours per week or 1,040 hours annually are entitled to a personal day on a prorated basis. As such, a personal day equals the part-time employee's average workday hours.

#### **4.10 Reporting Time Off**

Requests for the use of vacation, earned paid sick time or a personnel day must be submitted and approved in advance. Such requests will be made and approved using the payroll time and attendance application.

#### **4.11 Holidays**

All regular full-time and part-time employees who work a minimum of 20 hours per week or 1,040 hours annually will receive the following holidays off with their proportionate pay:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Presidents' Day	Friday after Thanksgiving Day
Monday after Easter	Christmas Day
Memorial Day	Day after Christmas Day
Independence Day	

For a holiday falling on a Saturday or a Sunday, the holiday observance will be designated by the Church as either the Friday before the holiday or the Monday following the holiday.

If an employee's religion requires the observance of a holiday other than those listed above and the employee is scheduled to work that day, appropriate arrangements may be made on a case-by-case basis.

Employees who normally work other than a Monday-through-Friday schedule, and who are not scheduled to work on a recognized holiday, will receive, as operations permit, either a day off with pay on the scheduled workday nearest the holiday or an additional day's pay at a rate proportionate to their percentage of employment.

Part-time employees who work a minimum of 20 hours per week or 1,040 hours annually are entitled to holiday pay on a prorated basis. As such, a holiday equals the number of the employee's normally scheduled hours for that day. No holiday pay will be paid to a part-time employee who would not normally have worked on the day the holiday is observed.

A day in lieu of the designated holiday, or applicable portion thereof, may be taken if an employee is required to work on a holiday. In-lieu days must be approved by the supervisor and taken within 30 days following the holiday worked.

With the approval of the Human Resources Officer, the CDC may adopt different holidays (than those listed previously) to coincide with the local school calendar. However, the total number of holidays per year may not exceed eleven.

Holidays observed by RLC that occur during an employee's vacation do not count against the employee's vacation allotment.

#### **4.12 Tuition Discount for CDC**

All Church employees are eligible for a tuition discount for their children to attend the CDC in accordance with the CDC policy.

#### **4.13 Leaves of Absence**

Extended Leave Without Pay. Extended leave without pay may be granted to an employee for personal reasons at the discretion of the Human Resources Officer. Service credit and benefits do not accrue during such periods.

Compassionate Pay. In the event of a death involving a person with whom the employee has had a close and long-standing relationship, the employee may be granted up to five workdays off with pay at the discretion of the Human Resources Officer.

Parental Leave. Employees who work 30 or more hours per week may take up to a total of 12 weeks off without pay, but without loss of service credit, in connection with the birth or the adoption of a child. Earned paid sick time and vacation time do not accrue during such leave.

Jury Duty. Employees called to jury duty will be granted time off with full pay for up to two weeks, and any fees received as a juror may be retained by the employee. If a trial enters the third week, the Human Resources Officer may review and adjust the compensation at their discretion. Employees are expected to work on days the court is not in session, as well as on any days they have been dismissed from jury service prior to 12:00 noon.

Continuing Education. Employees are encouraged to attend seminars and conferences that relate to their work or professional development. Compensated days and monetary allowance for continuing education may be granted at the discretion of the Human Resources Officer.

Military Leave. Resurrection Lutheran Church grants military leave to employees who perform military service on a part-time and regularly occurring basis or who perform military service on a full-time but temporary basis. An employee with a military obligation should notify their supervisor and submit copies of military orders as soon as practical. Resurrection complies with the requirements of the federal Uniformed Services Employment and Reemployment Rights Act, as applied to churches and religious organizations.

Worker's Compensation Leave. The Church complies with applicable state and federal law concerning leaves for work-related illness or injury. Employees must report work-related illness or injury to their supervisor or the Human Resources Officer, and complete appropriate worker's compensation forms as soon as practical.

The following general provisions apply to all leaves of absence:

- All leaves of absence must be approved in advance, in writing, by the Human Resources Officer.
- The Church will continue to contribute toward premiums for group insurance plans for only the first two months of an approved leave of absence. After two months, premiums will be wholly the responsibility of the employee.
- Employees must make arrangements with the Church to pre-pay their share of group insurance premiums before going on leave of absence.
- With the exception of parental leave and military leave, employees will not accrue length of continuous service for the portion of a leave of absence in excess of 30 days.
- Employees on leave of absence must communicate with the Church on a regular basis, at least once each month, regarding their status and anticipated return to work date.
- A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave and when appropriate must be accompanied by a statement from a medical practitioner that certifies the need for the extension.
- Employees who return to work from a medical or workers' compensation leave of absence may be required to submit to a physical examination, at the Church's expense, to determine fitness for duty.
- An employee returning from an approved leave on a timely basis may be reinstated to the same or an equivalent position.
- Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.

- Employees on a leave of absence who seek or accept other employment without the Church's prior written approval may be subject to corrective action, up to and including termination.
- Employees who falsify the reason for their leave of absence may be subject to corrective action, up to and including termination.

## **PART 5 – EMPLOYEE CODE OF CONDUCT**

### **5.1 Representatives of the Church**

Employees of a Christian organization should exemplify the highest standards of personal honesty, integrity, truthfulness, candor, citizenship, and service. Employees of this Church shall make every reasonable effort to ensure that their conduct, during working hours and at other times, reflects well on the Church. Off-duty or after-hours conduct, on the Church's property or elsewhere, that is illegal, unethical, immoral, or that would tend to bring the mission, ministry, or integrity of the Church into disrepute will be considered as a serious breach of the employment relationship, and may subject the employee to corrective action, suspension, or termination, as provided in this Manual.

### **5.2 Speaking on Behalf of Resurrection Lutheran Church and Use of Social Media**

Unless specifically instructed or authorized, employees are restricted from speaking to the news media or others while purporting or appearing to represent RLC.

Employees are responsible for ensuring that all information they share on any social networking site, such as Facebook, Twitter, YouTube, work-related internet discussion groups, chat rooms or blogs, is accurate and that any personal opinions they express are clearly identified as personal and not attributed to RLC. When using social media, employees will:

- Use their own names;
- Understand that they represent RLC's ministry and that postings they make be appropriate to the ministry;
- Keep all confidential and sensitive information private and not post such information; and
- Consult the Senior Pastor in instances where there is any question, uncertainty or concern about the proper nature of a posting.

Annually, employees will be required to sign an acceptance of RLC's social media policy and guidelines.

All inquiries regarding employment and job-related performance of current or past employees must be forwarded to the Human Resources Officer or the Director of the CDC, as appropriate. No other employees, including supervisors, are authorized to respond to such inquiries.

Nothing in this policy shall prevent the employee from exercising their rights under the National Labor Relations Act.

### **5.3 Confidential Nature of Work**

The nature of the work performed by the Church employees necessarily involves contact with sensitive and confidential information of many kinds. It is an express condition of employment that each employee agrees to keep all Church-related business confidential at all times. Information obtained during the course of employment is not to be discussed or revealed to any unauthorized individual. No employee shall be permitted to keep personal files that relate to the nature of their work, so that all documents and records shall remain

under the supervision and control of the Church. Intentional disclosure of confidential information shall be grounds for immediate termination, regardless of whether actual damage or harm occurred.

Employees are expected to respect and protect the confidentiality of persons who seek counseling, spiritual guidance, confession and other benefits of consulting with an ordained clergy person. This includes protecting confidentiality about the nature and extent of their particular issues, the fact, or frequency of meeting and other material facts. Such meetings and visits are protected by law.

Many laws restrict the nature and extent to which confidential medical information may be shared with others. No disclosure or announcement about the medical condition of any person shall be made, in writing, by electronic mail or orally to anyone other than Church employees without first obtaining the consent of the person who has the condition.

#### **5.4 Reporting of Child or Elder Abuse**

Employees are required to bring to the immediate attention of their supervisor any suspicions of child or elder abuse either witnessed or reported by a victim. The supervisor is required to provide this information to the Human Resources Officer and/or the Senior Pastor. Certain employees responsible for the care of children or elderly persons are legally mandated to report suspected abuse to appropriate legal authorities.

#### **5.5 Computer Use**

Employees who use the electronic files of the Church are responsible for maintaining the security of stored information. All work product created on RLC's computers, including emails, is Church property.

Individual users to whom passwords and other types of security authorizations have been assigned must obey any express restrictions of disclosure of such authorizations to others. No otherwise authorized disclosure may be made until the proposed recipient of the disclosure has demonstrated familiarity with the security requirements for usage of the authorizations and agreed to comply with them.

The personal computer user must be aware of computer viruses and other destructive computer programs, and take steps to avoid being either their victim or propagator by using up-to-date antivirus software.

Use of computers by employees implies that they accept responsibility for protecting any information (processed and/or stored under directories or systems assigned to them) which is derived from restricted or proprietary information.

Computing and networking resources may be used only in accordance with accepted Church practice. Examples of inappropriate and unacceptable use of computing and networking resources include (but are not limited to):

- Harassment of others;
- Destruction or damage to equipment, software, or data belonging to the Church;
- Violations of computer system security;
- Unauthorized use of access codes or passwords assigned to others;
- Use of computers for personal or business purposes unrelated to job responsibilities.
- Attempting to access data or information without proper authorization regardless of the means by which this access is attempted or accomplished;
- Giving another individual the means to access data or information they are not authorized to access;
- Obtaining, possessing, using, or attempting to use passwords or other information about someone else's data;

- Tapping phone or data lines;
- Accessing gaming or pornographic sites; and
- Inspecting, modifying, distributing or copying data, mail messages, or software without proper authorization, or attempting to do so.

E-mail users should exercise the same restraint and caution in drafting messages that they would when writing a formal memorandum using Church letterhead and assume that their messages will be saved and may be seen by someone other than the original addressee.

Electronic mail may be disclosed to others with a need to know under law and Church policy. Examples include (but are not limited to) disclosure to auditors and disclosure to computer technicians during maintenance or repair procedures.

Violation of the policies for use of computing resources will result in corrective action, up to and including termination. Additionally, violation of these policies may result in loss of computer privileges. Illegal acts involving the use of the Church's computing and networking resources may also be subject to prosecution by state and federal authorities.

Nothing in this policy shall prevent the employee from exercising their rights under the National Labor Relations Act.

## **5.6 Use of Church Telephones and Mail Systems**

From time to time it may be necessary for employees to make and receive personal calls on Church phones. These calls should be kept brief in length and should be made, when possible, during meal periods. Employees are expected to use good judgment and common sense when it comes to personal phone calls. Additionally, the use of Church-paid postage for personal correspondence is prohibited.

Employees who violate this policy may be subject to corrective action, up to and including termination.

## **5.7 Access to Church's Property**

It is important that the Church have access at all times to Church property, including records, documents, files, and emails. As a result, the Church, through its designated supervisors, has the right to access and inspect the offices, work stations, filing cabinets, desks, computers, computer files, voice mail, electronic mail, and any other property owned by the Church and assigned to an employee. The access and inspection may occur at any time, at the discretion of the supervisor, with or without advance notice or the employee's consent. The employee understands and agrees that they have no right of privacy to any property, space, books, records, or equipment owned by the Church.

Accordingly, the Human Resources Officer or any authorized agent or representative of RLC may inspect property, space, books, records or equipment owned by the Church, as well as any articles found within them, at any time, with or without prior notice. Equipment, documents, records or other property belonging to the Church may not be removed from the Church for any reason without advance permission.

## **5.8 Personal Property**

Employees should not bring large sums of money, jewelry, or other valuables to work. The Church will not be responsible for personal property that is lost, damaged, stolen, or destroyed.

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

## **5.9 Weapons Policy**

All employees of RLC are prohibited from bringing deadly weapons of any type into any buildings owned or leased by the Church. A deadly weapon is defined by state law as any weapon designed for lethal use. This includes, but is not limited to, a loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. This prohibition includes knives of any kind. This general prohibition includes visible and concealed weapons, even those for which the owner has a valid permit.

To ensure that prohibited weapons are not present on its property, RLC reserves the right to inspect work areas, desks, and personal belongings of employees (including, but not limited to, items such as employee packages, purses, backpacks, and lunch bags) when it has a reasonable suspicion of possession of prohibited weapons.

Employees who observe or have knowledge of any violation of this weapons policy by other employees shall immediately report it to any supervisor. Any suspicious activity accompanying the discovery of a prohibited weapon shall be immediately reported to any supervisor or law enforcement personnel.

## **5.10 Vehicle Use and Insurance**

Employees who use their personal vehicles for RLC-related business must first provide proof of adequate insurance coverage and maintain the appropriate driver's license. Such employees must promptly inform the Human Resources Officer of any restriction or revocation of their driver's license and of any cancellation or modification of their personal vehicle insurance coverage. Employees are reimbursed for mileage in accordance with the Administrative Guidelines.

## **5.11 Non-Smoking Work Environment**

Employees of the Church are not permitted to smoke in any of the Church buildings and offices. If an employee wishes to smoke, they must smoke outside, no closer than 20 feet from all entrances, open windows or ventilation systems.

## **5.12 Alcohol, Drugs and Controlled or Illegal Substances**

The unauthorized use, sale, transfer, possession, or being "under the influence" of alcohol, drugs or controlled or illegal substances during regular working hours, on Church property, in Church vehicles, or at off-site church-related activities, is expressly and unconditionally prohibited. In addition, employees may be required to submit to random drug testing. If the supervisor and the Human Resources Officer have reasonable grounds to believe that an employee is or may be under the influence of such substances during regular working hours, the employee may be requested to provide an immediate blood or other sample of bodily fluid necessary to submit for independent testing. If the employee refuses such testing, the employee will be subject to immediate termination. If the employee is found to have been under the influence of such substances, the employee will be subject to termination procedures outlined in this Manual.

To ensure that alcohol, drugs, and/or controlled or illegal substances are not present on its property, RLC reserves the right to inspect work areas, desks, and personal belongings of employees (including, but not

limited to items such as employee packages, purses, backpacks, and lunch bags) when it has a reasonable suspicion of their presence.

It should be noted that use or possession of controlled substances which have been prescribed by a medical practitioner and are being used as prescribed are not a violation of this policy.

### **5.13 Medical Marijuana Cards/Use**

Employees who have been legally issued medical marijuana cards will not be discriminated against in the workplace. However, employees may not be under the influence of marijuana to the extent they are impaired in the workplace. Smoking or possessing marijuana during work hours on the Church's premises is strictly prohibited. Should an employee exhibit signs of impairment, the situation will be treated under the Drug and Alcohol procedures outlined in these policies. Being impaired in the workplace may lead to termination of employment.

### **5.14 Outside Employment**

Employees may not accept outside employment that will conflict with their present job responsibilities. Employees considering outside employment must request approval in writing from the Human Resources Officer in advance of accepting such employment. Employees may not conduct other business or employment during Church business hours, on Church premises, or utilizing Church offices or equipment. Such inappropriate outside employment includes employment that interferes with the efficient performance of the employee's duties or creates a conflict of interest. Failing to disclose outside employment or continuing to work at an outside job that interferes with employment with RLC may be determined to be a conflict of interest for purposes of Section 5.14 Conflicts of Interest.

### **5.15 Conflicts of Interest**

It is the policy of RLC that every pastor, officer, Congregation Council member, CDC Board member, Finance Committee member, Human Resources Committee member or employee of the Church who has the ability to impact the financial or personnel decisions of the Church shall abstain from involvement, whether by voting or otherwise participating in the decision-making process, in those situations where they have or may have a conflict of interest with regard to business conducted in the name of the Church.

Conflicts of interest may arise when a person has the ability to influence a decision of the Church that could result in personal benefit to the person or a related party. A related party is defined as the person's spouse, partner, any family member, or the person's business interest or associates.

The fact that a conflict exists does not necessarily mean that the conflict is objectionable, or material enough to be of practical importance, or that it is necessarily contrary to the interests of the Church or its charitable purposes. However, it is the policy of the Church that the possible existence of any conflict must be disclosed before any transaction or action is carried out. Disclosure should be made in writing to the Director of Parish Operations at the earliest date. Though there may not be an actual conflict, even the appearance of a conflict is adverse to the interests of the Church. Therefore, the abovementioned people should make every effort to avoid even the appearance of a conflict.

### **5.16 Personal Relationships at Work**

The employment of relatives or individuals in a family, partnership, or personal relationship may cause conflicts and problems with favoritism – real or imagined – and employee morale. In addition to claims of par-

tiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

Relatives of current employees may not occupy a position in which they will directly supervise, or be supervised by their relative. Additionally, individuals involved in a personal relationship with a current employee will not be permitted to supervise or be supervised by that employee. The Church reserves the right to take appropriate action if an actual or potential conflict of interest arises involving relatives or individuals in a personal relationship.

If a relative relationship or personal relationship exists between employees who are in a supervisory situation as described above, the supervisor and the supervised employee involved in the relationship must disclose the existence of the relationship to their supervisor and the Human Resources Officer.

If a conflict or potential conflict arises because of a relationship between employees, even if there is no supervisory relationship, the employees may be separated by reassignment or terminated from employment.

### **5.17 Harassment**

This Church is committed to providing a work environment that is reasonably safe and free of discriminatory or unprofessional conduct. In keeping with this commitment, the Church maintains a strict policy prohibiting unlawful harassment, including sexual harassment. Each employee is expected to conduct themselves in a professional, dignified, and appropriate manner, consistent with the Christian ideals that are consistent with the mission, ministry, and purpose of this Church. It is important for each employee to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others, and are not appropriate in this workplace under any circumstances. Unlawful sexual harassment includes any sexual advances; requests for sexual favors; unnecessary, inappropriate and unwelcome touching of an individual; comments about an individual's body (whether intended in a complimentary manner or not); any display in the workplace of sexually suggestive objects or pictures; or other verbal, visual or physical conduct of a sexual nature when:

- Submission to the conduct is a condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

If an employee believes that they are being or have been harassed in any way, they are expected to report the facts of the incident(s) to their supervisor immediately. If the supervisor is the perpetrator of the alleged harassment, the facts should be reported to the Human Resources Officer or the Senior Pastor without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated. Violation of this policy may result in corrective action, up to and including possible termination.

### **5.18 Retaliation**

Resurrection Lutheran Church will not tolerate retaliation against any employee who in good faith complains of sexual or other harassment or who provides information in connection with any such complaint. If an employee believes that they have been retaliated against for bringing a complaint or providing information related to a complaint, the employee should report it to the Senior Pastor.

## **5.19 Grounds for Corrective Action and/or Termination**

Employees who fail to fulfill their job responsibilities or follow the reasonable directions of their supervisors or who conduct themselves on or off the job in ways that affect their effectiveness on the job may be subject to corrective action or termination. Behavior, conduct, or action which provides sufficient cause may warrant corrective action or termination. Such behavior, conduct, or action may include but is not limited to: incompetence; misappropriation or misuse of Church property; neglect of duty; insubordination; conviction/guilty plea of any crime which adversely affects the employee's ability to perform the job; malfeasance, misconduct; inability to perform job functions; willful violation of Church policies and procedures or laws and regulations; mistreatment, abuse or assault of fellow workers, Church members, or members of the public; conflict of interest; intentional disclosure of confidential information; abuse of leave policies; refusal to accept a change in job duties; sexual harassment; verbal abuse, physical abuse or sexual misconduct; manufacture, possession, distribution, sale or being under the influence of alcohol, controlled, illegal, addictive or harmful substances including anabolic steroids; conduct (whether on the job or off the job) that has a substantial negative impact on performance; refusal to undergo drug testing; mental or physical inability to perform the essential job duties; intemperance; intentional discrimination; vulgar speech or actions; use of habit forming drugs without pharmaceutical prescription from a medical practitioner licensed to practice in the state of Arizona; use of alcoholic beverages on the job; or use of Church supplies and equipment for personal betterment or financial gain or other improper purposes.

## **5.20 Progressive Discipline**

Corrective action ordinarily follows counseling by the supervisor and may call for any of four steps – verbal warning, written warning, suspension with or without pay, and termination of employment – depending on the severity of the problem and the number of previous occurrences.

With respect to most performance problems, the four steps mentioned above will normally be followed:

- A first offense may call for a verbal warning with a notation placed in the supervisor's employee file;
- The next offense may be followed by a written warning which will be placed in the employee's personnel file;
- Another offense may lead to a suspension; and
- Still another offense may then lead to termination of employment.

By using such progressive discipline, the Church seeks to correct most employee problems at an early stage. Progressive discipline does not change the employment-at-will relationship. Depending on the severity of the policy or performance infraction, the Church may bypass any one or more of the progressive corrective steps. Problems that are serious enough to justify either a suspension or discharge will be dealt with accordingly even if counseling or warnings were not previously given.

Generally, in the administration of discipline, the Church will give primary consideration to the employee's corrective action record for the past two years. Depending on the frequency, pattern, and seriousness of previous violations, however, the Church may consider the employee's total employment record with the Church.

## **5.21 Personal Appearance**

The appearance of the employees of this Church reflects not only on the individual employee, but on the Church as well. The Church expects employees to take pride in their personal appearance, to dress appropri-

ately for the circumstances, and to strive to present a positive, appropriate, professional image when representing the Church.

## **5.22 Administrative Guidelines**

All employees are expected to fully comply with the provisions of the Administrative Guidelines, approved by the Congregation Council on September 18, 2007 and as amended. The Administrative Guidelines are set forth in the Standing Resolutions of RLC.

## **PART 6 – ENDING THE EMPLOYMENT RELATIONSHIP**

### **6.1 Resignation or Retirement**

Resignation or retirement is a voluntary decision on the part of the employee to terminate the employment relationship. The Church asks that employees give at least two weeks' notice. The last day of employment must be a day on which the employee is working.

If a change in job responsibility, position, pay, or title is adopted by the Congregation Council at the recommendation of the Senior Pastor or the Human Resources Officer, the employee shall have the right to accept or reject the assignment or reassignment. In the event of rejection by the employee of the newly-adopted responsibility, position, pay, title, or area of responsibility, the Church shall have no obligation to provide continued employment to the employee.

### **6.2 Termination Based on Performance or Behavior**

Subject to any applicable Church restrictions and procedures, there may be situations where the Church decides the employment relationship must be terminated for corrective action reasons. The Church's preference for progressive discipline does not alter the existence of an at-will relationship or preclude the imposition of termination if the organization determines termination is the appropriate action.

Resurrection Lutheran Church considers employment-related decisions on a case-by-case basis, and these Human Resources Policies cannot address every situation that may arise. Therefore, nothing in this document prevents the dismissal of an employee where dismissal is in the best interest of the Church. For example, personal misconduct by an employee that could adversely affect the Church's relationship with its Congregation, the Synod or the general public or the Church's ability to communicate its mission and message would lead to the prompt termination of employment.

All involuntary terminations must be approved by the Senior Pastor, the Human Resources Officer, and a representative of the Human Resources Committee. No severance benefit will be provided to employees being terminated for cause.

### **6.3 Termination for Other Reasons**

There may be situations where Resurrection decides to separate an employee or group of employees based on program changes, budgetary reasons having nothing to do with job performance, or educational program requirements. In such cases, RLC provides a severance benefit to eligible affected employees.

## 6.4 Severance Benefit

In the event of an involuntary termination of employment due to budgetary constraints, change in ministry direction or educational program requirements, employee death, or job elimination, the Church provides a severance benefit to eligible affected employees. No severance benefit will be provided to employees being terminated for cause or for refusal to accept a change in duties.

Except in the case of employee death, the severance benefit is offered to eligible employees upon condition of the employee signing a release agreeing to waive any and all claims against RLC. No benefit will be paid unless the employee signs the release.

Exempt and non-exempt, full-time and part-time employees are eligible to receive the severance benefit. Part-time employees will receive the severance benefit on a prorated basis in accordance with their regularly scheduled hours. The rate of the severance benefit is based on length of service with RLC.

Length of Service	Number of Weeks
Less than one year	2
One year to less than two years	3
Two years to less than three years	4
Three years to less than four years	5
Four years to less than five years	6
Five years to less than six years	7
Six years or more	8

The maximum allowed severance benefit is eight weeks. The severance benefit is calculated on base pay only, exclusive of overtime, additional hours, etc. The employee may elect to receive the severance benefit as a salary continuation benefit (continue payments on scheduled paydays) or in a lump sum at the time of termination. Accrued but unused vacation will be paid out at the time of termination and will no longer accrue after the termination date. Health and/or dental coverage, if applicable, end on the last day of the month in which the employee receives the severance benefit. Upon termination of coverage, COBRA notification will be provided.

## 6.5 Job Abandonment

If an employee fails to report to work or call their supervisor for two consecutive days when scheduled to work, the Church may determine the employee's job has been abandoned as of the first day of absence.

## 6.6 Rehire

Former employees are not guaranteed to be rehired.

## PART 7 - AMENDMENT/MODIFICATION

The policies and procedures expressed in this Manual are subject to change without notice by action of the Human Resources Officer in partnership with the Congregation Council. No employee shall be considered to have any vested right in a particular benefit in this manual but shall not lose any earned-yet-unused benefit as a result of changes in these policies.

## EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of this Church's Human Resources Policy Manual. I understand that it provides guidelines and summary information about the Church's Human Resources Policies, provisions, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that the Church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary and appropriate.

I also acknowledge that both the Church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. I understand that this employment-at-will agreement constitutes the entire agreement between the Church and the employee on the subject of termination and it supersedes all prior agreements. I also understand that, although other Church policies and procedures may change from time to time, this employment-at-will agreement will remain in effect throughout my employment with the Church unless it is specifically modified by a written agreement signed by me and the Senior Pastor or Human Resources Officer. I further understand that this employment-at-will agreement may not be modified by any oral or implied agreement.

A copy of the Administrative Guidelines is attached for information purposes.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print

Name \_\_\_\_\_

Address \_\_\_\_\_

Street Address/P.O. Box

\_\_\_\_\_  
City, State, Zip Code

Telephone Number/s \_\_\_\_\_(home) \_\_\_\_\_(cell)

1 copy for Employee

1 copy for Employee File

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04/21/2020