



St. Andrew LUTHERAN CHURCH

Employee Handbook

Effective 01/01/2022

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St. Andrews Lutheran Church
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SECTION 1: GENERAL

Welcome

Welcome to St. Andrew Lutheran Church! We are pleased to have you on staff and wish you every success in your new position. We pride ourselves on hiring and retaining individuals who have a strong ethic of service and who contribute to the growth and success of our ministries, both of this congregation and of the wider church. We hope that you will take pride in being a member of our ministry team.

This handbook is designed to familiarize you with St. Andrew, providing you with information about working conditions, employee expectations, and some of the policies affecting your employment. If you have questions or concerns about any of the material within this handbook, we urge you to discuss them with your immediate supervisor.

Upon receipt of this handbook, please sign the *Acknowledgment & Release Form* included at the back, acknowledging that you received a copy of the *Employee Handbook* and that you will read and familiarize yourself with its contents and follow the policies and rules indicated.

No handbook can anticipate every situation or question about all of our policies and terms of employment. St. Andrew Lutheran Church reserves the right to add new policies and to change or cancel existing policies at any time. We will notify you of any changes to this handbook as they occur.

This handbook supersedes all previous handbooks and management memos that may have been issued on the subjects covered.

Welcome to St. Andrew Lutheran Church. We hope that your experience here will be challenging, enjoyable, and fulfilling.

About St. Andrew Lutheran Church

St. Andrew is a congregation of the Evangelical Lutheran Church in America (ELCA). Our local synod is the Oregon Synod of the ELCA.

Our congregation was established in September of 1952, when 38 adults and 15 children participated in the first worship service. From that modest beginning has grown a congregation that today numbers more than 500.

At the core of the Evangelical Lutheran tradition is the good news of the abundant grace of God in Jesus Christ. St. Andrew seeks to embody that grace in our ministry and mission.

Here you will:

- discover a place where you can come to give thanks, to pray, and to celebrate together in word and music.
- encounter fellowship, care, and love provided by people committed to each other, to their community, and to God.

- find a place of comfort and a place to find your way again when you may have lost the path. St. Andrew offers the opportunity to minister to others and to respond together to the challenges of our times, be it hunger, homelessness, joblessness, environmental degradation, natural disaster, war, or racism.
- discover and nurture your talents in service to God.
- find a place for spiritual growth, education, and renewal. You will find a journey of discovery that begins with our community at baptism and extends to the community beyond our walls and often beyond our borders.

Here you will find a Place of Grace.

Core Values

God Care

Praising, giving thanks, and confessing to God and interceding on behalf of God's people and creatures in worship, prayer, and daily life.

Earth Care

Recognizing the earth as our home and all God's creatures as our kin, confessing where we have contributed to ecological destruction, and seeking to renew the earth and all its inhabitants.

Community Care

Partnering with other organizations in the community to provide for the well-being of individuals and the community as a whole.

Neighbor Care

Providing mercy and seeking justice for our neighbor, especially for the least of these among us, and building person-to-person relationships.

Self Care

Seeking physical, emotional, social/interpersonal, intellectual, vocational, financial, and spiritual well-being for our self.

Mission Statement

- We are people of God called to **proclaim**, **serve**, and **nurture** through the Good News of Christ Jesus.
- We **proclaim** Christian faith through God-centered worship, prayer, and community life.
- We **serve** through community ministry outreach and Christian education for all ages.
- We **nurture** those in need by being sensitive and compassionate, creating supportive relationships, and sharing God's grace and our love.

Affirmation of Welcome Statement

This Welcome Statement was adopted by the congregation on December 2, 2012:

At St. Andrew Lutheran Church, we strive to be a loving and welcoming community of faith. We are centered in the Good News of Jesus Christ, who calls us to reconciliation and wholeness in a world of alienation and brokenness.

All are welcome, without exception, regardless of ethnicity, gender, gender identity, sexual orientation, age, and physical or mental ability, education, income, or family status.

All are welcome here to worship God, receive the sacraments, and share in fellowship, leadership, and service. We commit to treasuring one another's similarities and differences as one body in Christ.

We are called to provide a safe space in the community as we break down the barriers of isolation. We will continue to discover what it means to be "Reconciling in Christ."

*"Welcome one another therefore,
just as Christ has welcomed you,
for the glory of God."*

Romans 15:7

Organizational Structure

St. Andrew is a congregation of the ELCA. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to be witness to God's creative, redeeming, and sanctifying activity in the world.

Congregation Council

The St. Andrew Congregation Council, as defined by the St. Andrew Constitution, is made up of 9-15 members of the congregation and the pastors. Among other things, the Congregation Council shall:

- have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America.
- be responsible for the employment and supervision of the staff of this congregation.

Executive Management (as of October 2021)

Lead Pastor – Mark S. Brocker, PhD

Parish Manager – Carol Harker

SECTION 2: EMPLOYMENT

Equal Employment Opportunity Policy

St. Andrew Lutheran Church is an equal opportunity employer and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, color, religion, sex/gender, age, sexual orientation, national/ethnic origin, ancestry, military or veteran's status, marital status, physical or mental disability, or any other basis prohibited by applicable state, federal, or local laws.

Accordingly, St. Andrew Lutheran Church will hire, train, and promote individuals in accordance with this Equal Employment Opportunity Policy; make decisions according to the principle of equal opportunity by imposing only bona fide occupational qualification requirements for employment opportunities; and administer all personnel practices and programs (including, but not limited to, compensation, benefits, transfers, and training) in accordance with this Equal Employment Opportunity Policy.

Americans with Disabilities Act

St. Andrew Lutheran Church is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but can still perform the essential functions of the job.

Consistent with this policy of nondiscrimination, St. Andrew Lutheran Church will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made St. Andrew Lutheran Church aware of the disability, provided that such accommodation does not constitute an undue hardship on St. Andrew Lutheran Church.

Anti-Harassment and Non-Discrimination

St. Andrew Lutheran Church values all its staff members and the gifts they bring to the church's ministries. St. Andrew Lutheran Church wants to provide all employees a work environment that is free from harassment and discrimination. Therefore, it shall be St. Andrew Lutheran Church's policy to prohibit discrimination or harassment of employees based on race, religion, color, gender, age, national/ethnic origin, citizenship, physical or mental disability, marital status, sexual orientation, pregnancy, or any other basis protected by state, federal, or local laws.

St. Andrew Lutheran Church expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment. Sexual harassment typically is **serious offensive conduct** directed towards an individual because of gender and is **unwelcome** by the individual. Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature.

Federal Law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal, or physical conduct of a sexual nature when:

- (1) submission to such conduct is made a term or condition of employment; or
- (2) submission to or rejection of such conduct is used as basis for employment decisions; or
- (3) such conduct interferes with an individual's work performance; or
- (4) conduct creates an intimidating, hostile, or offensive work environment.

The following list provides some examples of conduct that *could be viewed as* sexual harassment. This list does not cover every type of behavior that could constitute sexual harassment. It is meant to provide employees with some idea of the type of conduct that is prohibited under this policy.

- Sex-oriented verbal “kidding,” “teasing,” or jokes
- Foul or obscene language or gestures
- Physical contact such as patting, pinching, or brushing against another’s body
- Pressuring someone to go on a date
- Comments about an individual’s sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, or cartoons
- Unwelcome leering, whistling, body gestures, suggestive or insulting comments
- Inquiries into one’s sexual experience and discussion of one’s sexual activities.

Communication of any harassing material by email, social media, voicemail, organization bulletin boards, or otherwise is a violation of St. Andrew Lutheran Church’s policy against harassment.

Reporting Harassment

St. Andrew Lutheran Church encourages employees to report any problems they experience or observe concerning harassment, including sexual harassment, discrimination, or retaliation. Employees should report harassment **before** it becomes severe or pervasive.

- Any employees who believe they have been subjected to objectionable conduct prohibited by this policy are encouraged (but not required) to let the offending person know immediately and firmly that the behavior is offensive.
- Any employees who believe they have been subjected to objectionable conduct prohibited by this policy must report it to their immediate supervisor or a member of management if the supervisor is the offending individual.
- Every reported incident of unlawful harassment or discrimination will be investigated.
- Individuals reporting complaints or providing information in good faith in connection with an investigation will not be retaliated against for their participation in this procedure.

Investigation

St. Andrew Lutheran Church will promptly undertake an investigation of all complaints of harassment, discrimination, or retaliation. The investigation will include a private interview with the person filing the complaint, and with witnesses if applicable. The person alleged to have engaged in harassment will also be interviewed.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action.

Responsive Action

Employees found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

No employee will be disciplined or otherwise retaliated against for filing a complaint or participating in the investigation of a bona fide complaint; however, an individual who brings a false or frivolous complaint is subject to discipline up to and including termination.

Violence-Free Workplace

St. Andrew is committed to providing a safe and secure working environment for our employees. Violence or threat of violence on church premises, at church events, or in the course of conducting church business is unacceptable and will be immediately subject to corrective action, up to and including termination of employment.

Ethics Policy

Ethics are integral to the successful achievement of our mission at St. Andrew Lutheran Church. Employees are expected to comply with this policy and to hold to the highest ethical standards. By understanding this policy, employees will recognize the situations and activities that must be strictly avoided and those that require disclosure or prior approval. Employees must treat all St. Andrew pastors, staff, co-workers, lay leaders, church members, community members, ministry participants, and external parties with honesty, integrity, and fairness in all regards.

Confidential Information

“Confidential Information” is defined to mean confidential information of St. Andrew Lutheran Church, including, but not limited to, St. Andrew Lutheran Church’s existing and contemplated ministries and services; procedures of distributing, pricing, selling, and marketing ministries and services; confidential and proprietary information related to current, former, and prospective church members, staff, and ministry participants; confidential and proprietary information related to vendors and suppliers; trade secrets and proprietary information; treatments, applications, procedures, and testing methods; marketing, business and financial plans; proprietary literature and publications; and other confidential and proprietary information of St. Andrew Lutheran Church, all of which are unavailable or not known to the general public or to individuals or entities working in the same or similar industry.

Rules pertaining to the use and disclosure of confidential information are listed below:

- Information entrusted to employees must be treated as confidential and privileged, and must not be disclosed to anyone at any time, either inside or outside St. Andrew Lutheran Church, who does not have a legitimate need for the information.
- Confidential financial information about St. Andrew Lutheran Church must not be disclosed to outsiders at any time.
- Using confidential information for personal gain is strictly prohibited at any time.
- The expectation of confidentiality continues even after an employee ends employment with St. Andrew for any reason.

Conflicts of Interest

Employees must manage their personal financial and business affairs to avoid conflicts of interest or the appearance of a conflict of interest. A conflict of interest arises when an employee’s personal interest in a transaction, or an obligation owed to someone else, comes into conflict with the employee’s obligation to St. Andrew Lutheran Church or its members or ministry participants.

If an employee is confronted with a conflict of interest, that employee must disclose the conflict to the employee’s manager, describe the facts giving rise to the conflict, and be excused from any deliberation or decision with respect to the transaction.

Employees must not accept anything of value from members, ministry participants, suppliers, or others in return for any business, service, or confidential information of St. Andrew Lutheran Church.

Employees must not accept any gift of significant value from members or ministry participants.

Confidential, Proprietary and Other Nonpublic Information

The protection of confidential information and proprietary inventions is vital to the interest and the success of St. Andrew Lutheran Church. Such confidential information includes, but is not limited, to the following:

- Donor, member, ministry participant names/information
- Employee data, including information covered under HIPAA
- Financial information
- Research and development initiatives
- Pending projects and proposals

The disclosure of St. Andrew Lutheran Church's confidential, proprietary, or other nonpublic information, whether intentional or unintentional, will be subject to disciplinary action (up to and including possible discharge), even if the employee does not actually benefit from the disclosed information.

Substance-Free Workplace

Based upon the Drug-Free Workplace Act of 1988, the following is prohibited:

- Reporting to work under the influence of alcohol, legal or illegal drugs or substances, including the illegal use of prescription drugs;
- The illegal use, sale, manufacture, distribution, or possession of drugs while on church business or premises and while operating vehicles on church business;
- The use, sale, possession, transfer, or purchase of alcoholic beverages on church premises or while performing church business, except in connection with church-authorized events; and
- Working under the influence of prescription or nonprescription drugs that could impair judgment or motor functions and potentially place persons or property in jeopardy.

St. Andrew Lutheran Church will not condone criminal activity on its property, or on property under its direct control, and will take appropriate action up to and including terminating an employee or requiring that employee to participate in a drug abuse assistance or rehabilitation program.

As a condition of employment, employees must abide by the terms of this policy and must notify St. Andrew Lutheran Church of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

St. Andrew Lutheran Church has the right to conduct a search of all church-owned property (desks, cabinets, etc.) and employee property on the facilities, such as handbags and briefcases, if there is reasonable suspicion to believe that a violation of the substance abuse control policy has occurred. St. Andrew Lutheran Church may, but is not required, to obtain the employee's consent when property belonging to or used by an employee is to be searched.

Background Checks

St. Andrew Lutheran church requires all personnel to undergo a background check every three years. Ordinarily, any person with an adult criminal conviction is not eligible to serve. For compelling reasons, upon an applicant's written request, an exception may be made. Each staff person is responsible for notifying St. Andrew Lutheran Church of any change in background information that might render that employee ineligible for service.

Employment Classification

All employees are classified as either "exempt" or "non-exempt" from overtime compensation according to the overtime provisions of state and federal laws. Nonexempt employees are entitled to overtime pay. Exempt employees are not.

In addition, employees will be classified as the following:

Full-time: An employee who is normally scheduled to work a standard thirty-hour workweek.

Part-time: An employee who is normally scheduled to work less than thirty hours per week, and is not temporary.

Regular: An employee who has completed an Introductory Period (see definition below).

Temporary: An employee who is hired to temporarily supplement the work force or to assist in the completion of a specific project. Employment beyond the initial stated period does not in any way imply a change in employment status.

At-Will Employment

Employment with St. Andrew Lutheran Church is "at-will," meaning that either the employee or St. Andrew Lutheran Church may terminate the employment relationship at any time with or without a reason or notice.

Statements or promises, information in this Employee Handbook, or in any other publications cannot modify this at-will employment relationship. Only a written and signed contract by the Congregation Council President and Lead Pastor can change an individual's at-will employment status.

Introductory Period

The first 90 days are considered the Introductory Period. Either the employee or the employer may end the employment relationship at will at any time during or after this period, with or without cause or advance notice.

The Introductory Period is intended to give new employees the opportunity to demonstrate their ability to achieve a level of performance acceptable to St. Andrew Lutheran Church and to determine whether the new position meets their expectations. Similarly, St. Andrew Lutheran Church uses this period to evaluate the employee's capabilities, work habits, and overall suitability for the job.

The completion of the Introductory Period does not represent a guarantee of continued employment, as employment is always at-will.

Personal Data Changes

To help keep record and benefits program information accurate, please notify St. Andrew Lutheran Church of any changes to your personal information, such as: mailing address, marital status, dependents, emergency contacts, and other possible relevant information.

Personnel Files

Personnel files are considered to be confidential and are stored in a locked cabinet in a double-locked location. Upon written request to the Parish Manager or the Human Resources Committee, an employee can schedule a mutually convenient time to review that employee's own file. A limit of one year is placed on the amount of time that an item can be held in an employee's official file without action.

Open Communication

Work-Related Issues

Employees should share their concerns, provide input, seek information, and resolve work-related issues by professionally discussing them with their supervisors. The simplest, quickest, and most satisfactory solution is often reached at this level. If discussion with the employee's supervisor is not able to resolve the matter, the concern then may be presented to the next level of management. A representative(s) of the HR Committee may also be included.

Co-Worker Related Issues

When concerns or conflicts arise with another employee, the first step to resolution is to professionally discuss the issue with said employee. If resolution is not reached, the next step is to continue the discussion with the addition of the immediate supervisor(s). If the matter is still not resolved, the concern then may be presented to the next level of management. A representative(s) of the HR Committee may also be included.

Ministry Review/Performance Evaluation

Supervisors and employees are encouraged to discuss job performance and goals informally, as needed (see "Open Communication," above). A formal written performance evaluation may be conducted at the end of an employee's introductory period.

Formal ministry reviews (performance reviews) are conducted annually with all St. Andrew staff to:

1. Establish practical and measurable goals and objectives for the upcoming evaluation year that are consistent with the vision and mission of St. Andrew.
2. Review and evaluate the success in meeting past year's goals.
3. Recognize the past year's achievements.
4. Identify areas of improvement.
5. Identify professional development and personal growth needs.
6. Promote dialogue and feedback in a supportive environment.

The ministry review process is an opportunity for open communication and dialogue on your personal performance. If you are not satisfied with your review or have areas you would like to discuss further, you are encouraged to provide a written response and request a follow-up meeting with your supervisor to review your comments. If you are uncomfortable speaking with your supervisor, you may request to meet with a member of the Human Resources Committee.

Disciplinary Process

The Disciplinary Process provides both the employee and St. Andrew with a vehicle for addressing and resolving problems, such as instances of unacceptable behavior or poor job performance. The following procedures are general guidelines and in no way indicate a set step of procedures. Each case requires individual action depending on the circumstances.

Verbal Reminder

The supervisor will discuss the problem informally with the staff member. The reminder will give the employee the opportunity to correct the problem within a specified time frame.

Written Reminder

If the situation does not improve in the agreed upon time period or resumes following the verbal reminder, the supervisor will give the staff member a written warning identifying the problem, emphasizing the seriousness of the problem, and the need for the problem to be corrected immediately.

Decision-Making Leave

If the performance does not improve, or resumes following the written reminder, the employee is placed on decision-making leave. Decision-making leave is a one-day paid disciplinary suspension away from work to be spent deciding whether to correct the immediate problem or to resign and terminate employment with the church.

Separation

St. Andrew terminates employment because of an employee's resignation, discharge, retirement, or a reduction in the work force. All employment with St. Andrew is "at-will," meaning that both the employee and the employer reserve the right to terminate the employment relationship at any time, for any reason, with or without prior notice. While employees generally will be counseled concerning job performance issues, St. Andrew reserves the right to terminate employment, with or without notice, whenever it considers such action appropriate. Refer to St. Andrew's Employee Separation Process for more details.

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment. While the law does not require advance notice, St. Andrew Lutheran Church requests at least two weeks' written resignation notice from all employees in non-management positions, and four weeks written resignation notice for management positions.

Involuntary Termination

Involuntary termination may be initiated for reasons including, but not limited to: poor performance; violation of church employee guidelines, expectations, or policy; excessive absenteeism; actions or conduct detrimental to the church, congregation members, or other employees; or reduction in force. St. Andrew reserves the right to determine grounds for termination.

If termination is being considered, the supervisor must consult with Human Resources to ensure that documentation is complete and in accordance with applicable laws and policies.

Reductions in Force

Reductions in the work force may be necessary due to business need; e.g., decreases in workload, decreases in congregational revenues, reorganizations, restructuring of programs, ministries, or projects.

The Congregation Council will evaluate and determine appropriate staffing levels. When it is determined that a reduction is necessary, the Congregation Council, in consultation with Human Resources, will develop a reduction plan.

Employees may be given notice prior to a reduction in force if administratively possible. If notice is given, the notice period may range from two (2) weeks to 60 days.

SECTION 3: Schedules, Compensation & Absences

Work Schedules

St. Andrew Lutheran Church retains the right to vary work schedules according to its needs. Staffing needs and operational demands may necessitate amendments in start and end times, as well as variations in the total hours that may be scheduled each day and week.

Your supervisor will inform you of your expected work schedule and when/if amendments are needed.

Job Descriptions

All staff members will be provided with a written job description when they begin employment. The employee's supervisor, in consultation with the Human Resources (HR) Committee, may revise these descriptions as necessary. Revisions to job descriptions require approval by the HR Committee.

Recordkeeping

All hourly employees are responsible for accurately recording the hours they work. You must accurately record the time you begin and end work, as well as the beginning and ending time of each meal period. You should also record the beginning and ending time of any departure from work for personal reasons. Your supervisor must always approve overtime work before it is performed.

All employees (including exempt employees) are required to record any and all PTO and/or sick time taken.

Altering, falsifying, or tampering with pay records is strictly prohibited and shall result in disciplinary action, up to and including termination.

Breaks/Lunch for Hourly Staff

St. Andrew Lutheran Church does not have a defined break policy in which operations stop for a specified period of time. St. Andrew recognizes, however, the importance of breaks during the workday. The time and occasion of such breaks will be at the discretion of the supervisor and the taking of short breaks is not against St. Andrew Lutheran Church's regulations.

Non-exempt staff do not have to "sign out" for breaks, providing the break is no longer than 20 minutes in length.

All hourly employees who work more than five consecutive hours will have at least a 30-minute unpaid lunch or eating period. Working through break/lunch period is not allowed for hourly employees.

Workweek & Payroll

St. Andrew Lutheran Church's normal office hours are Tuesday – Friday from 9:00am – 4:00pm.

Payday is on the 15th and the last day of the month. In the event a regularly scheduled payday falls on a holiday, employees will receive pay on the business day prior. There is up to a one-week delay in the payment of wages after they are earned to accommodate payroll processing.

Direct Deposit

Employees have the option of having paychecks deposited electronically into their credit union or bank account.

Payroll Deductions

St. Andrew Lutheran Church is required by law to deduct federal, state and local withholding taxes, social security taxes, and any court-ordered withholding such as garnishments or child support payments from your paycheck. These amounts, which are designated on your paycheck stub, are forwarded directly to the appropriate entity.

St. Andrew Lutheran Church will also make other deductions that have been authorized by you, such as your elected insurances and other benefits.

Staff Meetings, Team Ministry Meetings, and In-Service Events

Staff are expected to attend all Staff Meetings, Team Ministry Meetings, and In-Service Events as requested by the immediate supervisor. Employees will be paid their regular rate of pay for the hours in attendance.

Overtime

When operating requirements or other work plan needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. However, in instances where an insufficient number of employees volunteer, a supervisor may require employees to work overtime. All overtime work must receive the supervisor's prior authorization.

Exempt employees are not eligible for overtime. Overtime compensation is paid to all non-exempt employees in accordance with prevailing federal and state laws. Overtime pay is based on actual hours worked. Time off on sick leave, PTO leave, closures, holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Working overtime without prior authorization from your supervisor may result in disciplinary action up to and including termination.

Closed Days

When the church office is closed (other than Paid Holidays), PTO hours will be used. The number of PTO hours used will be equivalent to the number of hours the employee is normally scheduled to work on that day. Employees with a PTO balance of zero hours will not receive pay for closed days.

An employee may work on closed days if the work is clearly defined and pre-approved by the immediate supervisor. Employees will be paid their regular pay for hours worked. If hours worked are less than hours an employee would have worked on that day, if not for the closure, PTO hours will be used to fill in total hours.

Expense Reimbursement

Employees must maintain accurate documentation of any business-related expenses incurred on behalf of St. Andrew Lutheran Church that need to be reimbursed. Receipts and detailed explanations of expenses must accompany all reimbursement requests. Submit these to the Parish Manager within two weeks after incurring the expense.

Errors in Pay

If you become aware of an error in your pay or deductions, bring it to the attention of your supervisor so that it can be corrected as soon as possible.

Absences & Late Arrivals

Regular, consistent, and predictable attendance is an essential requirement of all jobs at St Andrew. All employees are expected to be at work and ready to work at their designated starting time, and to return from breaks and meal periods on time. Regular attendance is a condition of employment.

You should report any anticipated late arrival or absence to your supervisor ahead of time. In an emergency, let your supervisor know as soon as possible the reason for your late arrival or absence and when you expect to return.

Unexcused late arrivals and absences are subject to immediate discipline up to and including termination.

If you are absent from work for three consecutive days **without** advising your supervisor, you may be terminated. If you are absent for five consecutive working days and do not notify your supervisor, you will be considered to have abandoned your job and you will be terminated.

Emergency Conditions

Emergency conditions, such as severe weather, power outages, or fire can disrupt operations and interfere with work schedules, as well as endanger employees. These extreme circumstances may require the closing of the work facility.

When operations are closed due to an emergency, the time off from scheduled work will be paid for regular full-time and regular part-time employees up to a reasonable limit as determined by the Congregation Council. In the event of an emergency or severe weather your supervisor will notify you of any schedule changes or closures.

Employees who come in late, leave early, or are absent because of an emergency or severe weather situation must notify their supervisor immediately. Failure to notify your supervisor may result in the time being charged against available PTO leave balances. Please check with your supervisor to learn more about these policies for your specific job responsibilities.

SECTION 4a: BENEFITS for Non-Ordained Staff

St. Andrew reviews employee benefits annually. This is done through the annual budget process which is finalized by vote at the Annual Meeting of the Congregation.

Holidays

Regular full-time and part-time employees, who have regularly scheduled hours of 20 or more per week, are eligible for paid holidays. According to applicable restrictions, St. Andrew Lutheran Church will grant paid holiday time off to all eligible employees immediately upon hire. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would have worked on that day.

Paid holidays are as follows:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- July 4th
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Day

To be eligible for holiday pay, you must have worked your scheduled hours the days before and after the holiday. If a recognized holiday falls during an eligible employee's paid absence (e.g. PTO, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. If a recognized holiday falls during an eligible employee's unpaid absence (e.g. unpaid leave of absence), no holiday pay will be provided.

Additional Compensatory Time Off

The Lead Pastor shall approve any other compensatory time off.

Health & Disability Insurance

St. Andrew Lutheran Church reviews employee benefits plans annually during the budgeting process. Currently St. Andrew offers the following insurance options to eligible employees:

Health Insurance:

Medical benefits are offered to regular, full-time staff. The employee may be required to pay a portion of the premium (calculated annually through the budget process). The employee may choose coverage of spouse, partner and/or dependents at the employee's own expense. Medical benefits become effective after a 30-day waiting period.

To waive these health benefits, you must have other valid health coverage such as through a spouse's employer or individual coverage purchased through a public health insurance exchange for which you receive a subsidy (federal premium tax credit). If you don't provide documentation of a valid health benefits waiver or enroll in St. Andrew's health benefits within 30 days of eligibility, you will not be eligible to enroll in St. Andrew's health benefits for the current calendar year. The next opportunity to enroll in St. Andrew's health benefits will be during Annual Enrollment for the following calendar year.

Eligible employees who waive St. Andrew coverage are eligible for compensation to cover any out-of-pocket premium costs up to the dollar amount paid for St. Andrew monthly insurance premiums. Proof of other insurance and associated premium cost must be provided annually.

Disability Insurance:

Short and Long-Term Disability insurance is provided to regular staff working 30 hours/week or more. The employee may be required to pay a portion of the premium (calculated annually through the budget process). Disability benefits become effective after a 30-day waiting period.

Workers' Compensation Insurance

St. Andrew Lutheran Church provides a workers' compensation insurance program to our employees. The workers' compensation program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment.

If you are injured or think you have been injured while working, no matter how slightly, you must report the injury immediately to your supervisor to protect your eligibility for compensation and alert St. Andrew Lutheran Church to any potential workplace hazards.

Workers' compensation is intended to cover only work-related injuries and illnesses. Because of this, neither St. Andrew Lutheran Church nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that might occur during employees' voluntary participation in off-duty recreational, social, athletic, or community-based activities sponsored by St. Andrew Lutheran Church.

Social Security

You are required by law to contribute a set amount of your weekly wages/salary to the trust fund from which Social Security benefits are paid. St. Andrew as your employer is required to deduct this amount from each paycheck you receive. In addition, St. Andrew pays the employer's rate as required by law.

403(b) Contributions

A percentage of salary may be computed and contributed to a 403(b) plan for regular, full-time staff. The percentage contributed by St. Andrew Lutheran Church will be calculated annually during the budget process and finalized by vote at the Annual Meeting of the Congregation.

It is the employee's responsibility to open the 403(b) account at Thrivent Financial. 403(b) contributions will begin the first of the month after date of hire if the account is opened within 30 days of hire. If the 403(b) account is opened after 30 days of hire, contributions will begin in the pay period in which the account was opened and no retroactive calculations will be authorized.

Educational Assistance Plan

The Educational Assistance Plan provides educational benefits under Section 127 of the Internal Revenue Code to all employees who are eligible for health benefits. This benefit is provided in lieu of health insurance, so interested employees must be able to prove they have other valid health insurance coverage to accept this benefit. Talk to your supervisor and refer to the Educational Assistance Plan document for more details if you are interested.

Continuing Education

Half-Time or Equivalent Staff are eligible for Continuing Education support in an amount up to \$500 per year or as specified in your hiring letter. Continuing education dollars can only be accrued for three years, and must be spent on training relevant to the employee's job. Employees must get pre-approval from their supervisor prior to registering for Continuing Education.

Leave Provisions

The Family Medical Leave Act (FMLA)

St. Andrew Lutheran Church employs fewer than 50 people and therefore is not subject to provisions of the FMLA.

Jury Duty/Court Duty

Employees called for jury duty will normally be expected to serve during the period summoned. A copy of the subpoena shall be filed in their personnel file.

An employee will report any reimbursement from the court to the employer that will be deducted from your scheduled pay. The employer will reimburse the loss of scheduled pay for time spent in service as a juror. Excuse from jury duty may be requested by the employer where an adverse effect may occur upon the church's ministries. When the court obligation does not demand services for a full day, the employee must return to work.

Military Leave

St. Andrew Lutheran Church will grant military leave of absence in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994.

Unpaid Leave

Under limited circumstances, employees may be granted a leave of absence for emergency circumstances (where the employee does not have available other leave, such as sick leave, PTO leave, etc.). Generally, this leave is only for extraordinary circumstances, and the decision about whether an employee will be granted such a leave is at the sole discretion of the Lead Pastor or Parish Manager.

Sick Leave

Beginning January 1, 2016, in compliance with Oregon law, St. Andrew Lutheran Church provides paid sick leave to regular part-time employees working less than 20 hours per week. Sick leave accrues each pay period based upon the employee's classification and hours regularly scheduled to work each week. Temporary employees do not accrue paid sick leave. Sick leave is provided for the purpose of allowing employees to take time off for medical reasons. Acceptable medical reasons include the employee's own illness, injury, or health condition, or that of a family member (spouse, parent, parent-in-law, child, grandparent, or grandchild).

- All employees are responsible for recording sick leave used.
- A maximum of 40 hours of sick leave may be carried over from year to year.
- Employees who separate from St. Andrew Lutheran Church will forfeit any unused sick leave, unless state or local law requires otherwise.

Paid Time Off (PTO)

St. Andrew Lutheran Church provides PTO to all regular full-time and part-time employees working 20 hours per week or more. PTO hours accrue each pay period to the employee based on the employee's classification, hours regularly scheduled to work each week, and years of service. Employees will not accrue more than the maximum allocated accrual for any one pay period. PTO is provided for the purpose of allowing employees to take time off for a variety of reasons, including but not limited to vacation, bereavement, days off, illness, personal professional responsibilities, and other personal reasons. An employee will earn no PTO time during an unpaid leave of absence.

PTO pay will be calculated based on the employee's straight-time pay rate (in effect when PTO benefits are used) times the number of hours the employee would otherwise have worked on the day(s) of absence.

PTO pay does not include shift differentials, incentive pay, bonuses, or other special forms of compensation.

PTO benefits for exempt employees are based on their normal wages.

The employee's supervisor must approve PTO requests. Requests will be evaluated based upon various factors, including anticipated operating requirements and staffing considerations during the proposed absence.

Upon termination of employment, employees will be paid for PTO benefits which have accrued through the last day of work or as required by state law.

PTO benefits will be awarded to eligible employees according to the following schedules:

Length of Service	PTO Accrual Rate Full Time (40 hrs/wk)	PTO Accrual Rate Part Time (20 hrs/wk)
0 - 2 Years	120.00 hours per year	60.00 hours per year
3 - 5 Years	160.00 hours per year	80.00 hours per year
6 - 10 Years	200.00 hours per year	100.00 hours per year
11+ Years	240.00 hours per year	120.00 hours per year

SECTION 4b: BENEFITS for Ordained Staff

General Benefits

In addition to any benefits agreed to in the Letter of Call or any other employment agreement, the pastors are entitled to the following benefits:

- Vacation time of four weeks per year plus two weeks per year for continuing education purposes. A maximum of two weeks' vacation may be carried over from one year to the next. No more than two weeks of additional vacation time may ever be retained. Continuing education time may accumulate from year to year, but cannot be carried over more than three years.
- Sick leave of up to two months per year plus additional disability benefits that are provided by the ELCA. Sick leave does not accumulate from year to year.
- An annual housing allowance in an amount approved by the Council.
- Reimbursement for business expenses incurred by the pastors, including, but not limited to travel expenses, mileage, and official clothing expenses. Mileage is reimbursed at the current rate allowed by the Internal Revenue Service.
- Medical and dental benefits are provided to the pastors as agreed to in the Letter of Call or as required by the ELCA.
- Pastoral staff are entitled to retirement benefits in accordance with the standards of the Board of Pensions of the ELCA and as otherwise agreed to between the pastor and church.
- Pastoral staff are entitled to a Sabbatical leave as outlined in the Sabbatical Policy.

Sabbatical Leave

(Approved by the Congregation Council, February 2006)

Introduction

Sabbatical leave is a planned period of absence that has its roots in scripture and church tradition.

As a congregation, we expect our pastors to feed the spiritual needs of our membership and the community. In turn, we must also allow the pastor opportunity for personal spiritual fulfillment. A sabbatical leave of absence provides an intentional time set apart for renewal, reflection, rest, and reconnecting with the Holy Spirit.

Unlike vacation or regularly scheduled days off, a sabbatical allows the pastor to strategically disengage from regular and normal tasks in order to view ministry and mission from a new perspective as a result of this extended time of focus.

The Evangelical Lutheran Church in America strongly encourages congregations to support the ministry renewal and enrichment of its rostered leaders. Sabbatical leaves for study and personal renewal have been shown to have tremendous benefit for both clergy and congregation. When long-term ministry is revitalized and stimulated, all parties benefit – pastoral staff, congregation, and the church-at-large.

Purpose

It is the policy of St. Andrew Lutheran Church to provide a sabbatical leave of absence for its pastoral staff. This period of release from normal duties is intended to be used as a time of study, spiritual growth, reflection, and renewal.

Eligibility

All pastors (part-time and full-time) who have served St. Andrew for a minimum of five consecutive years are eligible for sabbatical leave.

For pastors involved in the First Call Theological Education Program, the five-year eligibility period begins upon completion of that program.

Frequency and Length

A sabbatical may be taken no more than once every five years for a duration of up to twelve weeks (including the two continuing education weeks normally granted). Vacation should not be included as sabbatical time.

If the requested period of leave is not consecutive, the remainder must be taken within one year of the initial start date.

Cost to the Congregation

Accrued continuing education dollars can be used for the educational costs of the sabbatical. Continuing education dollars can only be accrued for three years.

The congregation will continue to pay full salary and benefits for the period of approved leave. Car allowance/mileage (a ministry expense) is normally not paid during sabbatical leave.

The congregation will need to contract with an interim pastor to cover the duties of the pastor on leave. This coverage can range from full-time ministry to some level of part-time pastoral care and/or worship leadership. Coverage for other pastoral duties will also need to be considered, such as teaching, crisis counseling, weddings, funerals, etc. Expectations for interim coverage will need to be clearly defined by the Church Council to the synod office. Costs for the interim should be figured at the current rate for interims recommended by the synod.

A concerted effort should be made to have all interim sabbatical coverage and budgetary arrangements finalized by the Council at least three months prior to the intended start date.

The congregation is under no obligation to fund the sabbatical in any other way, but may assist as desired.

Planning the Sabbatical

At least one year prior to the proposed sabbatical, the pastor and the pastor's mutual ministers will begin a joint development of the sabbatical plan, with the goal of enriching and enhancing the pastor's personal ministry while concurrently promoting the ministry of St. Andrew and the church-at-large.

At least six months prior to the proposed sabbatical, the pastor's mutual ministers will attend a Church Council meeting to present the written proposal for sabbatical and to advocate on the pastor's behalf. After the Council has had an opportunity to review and discuss the plan, a vote will be taken for approval.

Commitment Following Sabbatical

It is St. Andrew's expectation that the pastor will remain in the current call for at least a year following return from the last period of sabbatical leave.

Within a month after return from each period of leave, the pastor will submit a brief written report and evaluation of the sabbatical to the Church Council. This report should clearly and specifically identify the resulting benefit of the sabbatical to future pastoral and congregational ministry at St. Andrew. A summary of the report will also be made available to the congregation-at-large using an appropriate communication channel.

Sabbatical Checklist

- ❑ Mutual Ministry supports and actively advocates St. Andrew's sabbatical leave policy.
- ❑ The eligible pastor and respective mutual ministers jointly develop a sabbatical plan that will benefit the pastor's personal ministry and promote the congregation's overall vision and mission.
- ❑ At least six months prior to the requested start date, the mutual ministers present a written proposal to the Church Council for discussion and approval.
- ❑ Council adjusts budget to allow for additional interim staff coverage.
 - Full-time/Part-time?
 - Regular office hours required?
 - Coverage for special pastoral needs (crisis counseling, weddings, funerals)?
- ❑ Council representatives partner with the synod office to identify an appropriate interim replacement.
- ❑ At least three months prior to the requested start date, all arrangements are in place and agreed upon by Council.
- ❑ The pastor taking the sabbatical makes all necessary arrangements for the particular course of study, travel, etc.

SECTION 5: EMPLOYEE CONDUCT

Use of St. Andrew Property

Computers

Use of St. Andrew Lutheran Church's computer and telecommunication resources and other organization equipment by a person who is not properly authorized is not permitted. All employees have the responsibility to use their assigned computer and telecommunication resources in an efficient, effective, ethical, and lawful manner and only to conduct church business as required by their position. All information and messages that are created, sent, received, accessed, or stored on these systems constitute church records.

Employees may not install software onto their assigned computers, telecommunication resources, or the network without management authorization to do so. Any duplication of copyrighted software, except for backup and archival purposes, is a violation of organization policy and federal law. St. Andrew Lutheran Church may delete unlicensed and personal software without notice.

Keys

Keys are issued to each employee as required by their position. Employees are not authorized to lend keys to others, make copies of the keys, or otherwise misuse the keys. All keys must be surrendered to the immediate supervisor upon termination of employment.

Church Van

All staff and volunteer drivers must be pre-approved by the church office. All drivers must note their use of the van in the logbook kept in the van. Van use must be pre-approved and scheduled through the church office.

Audiovisual Equipment

Use of St. Andrew audiovisual equipment must be pre-approved and scheduled through the church office.

Rooms

Use of St. Andrew rooms and outdoor spaces must be pre-approved and scheduled through the church office.

Electronic Communication

All communications transmitted by, received from, or stored in St. Andrew Lutheran Church's computer systems are considered to be the property of St. Andrew Lutheran Church. This includes photographs. The following apply to use of St. Andrew Lutheran Church's computer and telecommunication resources and services:

- Employees must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
- Employees should not alter or copy files belonging to others without first obtaining permission from the owner of the file.
- No personal right of privacy exists in any file contained within or transmitted by St. Andrew Lutheran Church's computers. St. Andrew Lutheran Church reserves the right to

monitor the operation of these systems, to access all records within them, and to retain or dispose of those records as it deems necessary.

- Electronic communication (email, voicemail, Internet, social media, etc.) should not be used in any way that is disruptive, offensive to others, harmful to morale, fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, or unlawful. Specifically prohibited are sexually explicit materials, ethnic or racial slurs, or anything that may be construed as disparaging of others based on race, national origin, gender, age, disability, sexual orientation, or religious or political beliefs. This also applies to downloading, displaying, or storing of such materials in St. Andrew Lutheran Church's computers.
- The computer and telecommunication resources and services of St. Andrew Lutheran Church may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, or destructive programs (viruses and self-replicating code).
- Employees are prohibited from implying or stating that their personal views represent those of St. Andrew Lutheran Church, or St. Andrew ministries.
- While St. Andrew Lutheran Church understands that employees occasionally use their assigned computer and the Internet for personal use, such use should be kept to a minimum and should not interfere with the performance and completion of their job responsibilities or the job responsibilities of others when using shared computers.
- Employees are responsible for safeguarding their passwords for the system. Individual passwords should not be published, stored online, or given to others. Employees are responsible for all transactions made using their passwords.

Social Media

When an employee represents the congregation on any social networking site such as Facebook, YouTube, Twitter, or similar sites, the employee will:

- Use the employee's own name.
- Understand that staff members represent the congregation's ministry and all postings will be appropriate to the mission.
- Keep all confidential and sensitive information private and not post such information.
- Consult with the employee's supervisor before posting anything where there is a question, uncertainty, or concern about the proper nature of a posting.
- Have read and understood the congregation's policies on the use of the internet and social media.
- Protect members from fraud.
- Not post images of children without the consent of a parent or guardian.
- Not caption or "tag" photos with full names of children (even if there is consent).
- Not post members' email addresses, phone numbers.
- Use church computers appropriately.

Outside Employment

St. Andrew Lutheran Church expects that all of its employees will be professionally committed to their position and responsibilities. St. Andrew Lutheran Church also supports employees who wish to engage in outside employment or community-related activities, as long as such efforts do

not create a conflict of interest or interfere with the regular and punctual fulfillment of their work with St. Andrew Lutheran Church.

Employees who have questions regarding possible conflicts of interest should seek advice from their supervisor.

Personal Appearance

Employees have a direct impact on the image of St. Andrew Lutheran Church and should appear neat, clean, and dressed appropriately for the work being performed. In some cases, safety gear or uniforms are required. Please check with your supervisor for more information on workplace attire expectations and requirements in your area.

Personal Relationships

While St. Andrew Lutheran Church has no prohibition against hiring relatives of other employees, close family members such as parents, children, spouses, siblings, significant others, or in-laws will not be hired into, or transferred from, positions where they directly or indirectly supervise or are supervised by another close family member or significant other. In all cases, St. Andrew Lutheran Church reserves the right to determine if a close relationship exists to prohibit a supervisory relationship.

Phone Usage

Personal calls should be kept to a minimum and should not interfere with the employee's work. Excessive use of the church phones during work time will result in discipline.

Portable Electronic Device Usage

The use of portable electronic devices (including but not limited to smart phones, texting devices, tablets, etc.) should be kept to a minimum and should not interfere with the employee's work. Excessive use of such devices during work time will result in discipline.

Political Activity

Participation in political activities is permitted as long as it does not conflict with the employee's work performance and the employee makes it clear in such interactions that the employee is acting as a private citizen and is not representing St. Andrew Lutheran Church.

Smoke-Free Workplace

Smoking is prohibited on church property, both inside buildings and outside on the grounds. This ban includes traditional cigarettes and anything of like nature that produces secondhand smoke and/or potential nicotine or other drug addiction, including, but not limited to, e-cigarettes, vape devices, tobacco-less cigarettes, etc.

No additional breaks beyond those allowed under St. Andrew Lutheran Church's break policy may be taken for the purpose of using tobacco or similar products. Violation of this policy is subject to disciplinary action.

ACKNOWLEDGEMENT AND RELEASE FORM

(Employee's Copy – to Remain in Handbook)

I understand that I am an at-will employee, and I therefore understand that my employment may be terminated at any time, with or without prior notice, and with or without cause or reason by St. Andrew Lutheran Church. Likewise, I understand that I am free to resign at any time, for any reason. No employee, agent, or representative of St. Andrew Lutheran Church other than its executive officers has authority to enter into any agreement guaranteeing employment for any specified period of time, or to make any representations, promises or agreements contrary to the foregoing. I further understand that any such agreement authorized by executive officers shall not be enforceable unless it is in writing and signed by both an executive officer and myself.

No employee handbook can anticipate every circumstance or question about policies. As St. Andrew Lutheran Church changes, the need may arise to change policies described in this handbook. St. Andrew Lutheran Church reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion. As soon as practical, St. Andrew Lutheran Church will notify all team members of such changes. This Handbook supersedes any previous Employee Handbook.

Your signature below indicates that you have read and understood this statement and have received a copy of the Employee Handbook. Your signature further acknowledges and agrees that you will read and familiarize yourself with its contents and follow the policies and rules indicated.

Employee Printed Name

Employee Signature

Date