

EMPLOYEE HANDBOOK



PEACE LUTHERAN MINISTRIES
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INTRODUCTION

WELCOME!

Welcome to Peace Lutheran Ministries (also referred to as “Peace” in this document)! We consider you to be a gift from God and look forward to working with you as a member of our ministry team. Your gifts and talents which you bring to your position are most appreciated. We are committed to working together with you in service to our Lord through this ministry.

As an employee of Peace, you represent this ministry in both your work life and private life. Our hope is that you would always be sensitive to how others may see you as you live out your daily life. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in Peace’s Mission, Core Values, and Vision. Please see Addendum A “Guidelines for Leaders” for additional information regarding expectations and the general procedures and flow of ministry at Peace.

We pray that you will look to your Lord daily as you are about your work in a way that is suggested in this portion of a prayer from “The Lutheran Book of Prayer.”

“Grant that I may day by day put forth efforts which are pleasing to Thee, helpful to my fellow men, and sufficient to provide for my daily needs. Keep me mindful that my service must be done not merely to men but to Thee. Help me to remember that in all things, my sufficiency is of Thee and that whatever I do is to be done to Thy glory. Give me joy in my labor; sincerity in my service, and unselfishness in all my striving. Help me to be faithful in all things, for the sake of Him who died for me.” Amen

The Employee Handbook is a compilation of Peace Lutheran Ministries’ policies, office procedures, miscellaneous services, and benefits. It is designed as a resource for employees of Peace.

This handbook is not and should not be considered an employment contract. It serves to define general expectations and responsibilities; the policies should not be construed to create any contract of any kind as it is not intended to alter the at-will employment relationship between Peace and any employee. At-will employment means that an employee may end his or her employment at any time for any reason, and that Peace similarly may dismiss an employee at any time with or without cause or notice.

Although Peace will normally endeavor to adhere to the policies expressed in this handbook, it reserves the right to depart from its handbook policies and/or make modifications at the discretion of the Ministry Leadership Team (Lead Pastor, School Administrator, and Childcare Director) also referred to as the “MLT.”

Employees with questions about any handbook information should discuss them with their supervisor.

MISSION STATEMENT

As followers of Jesus Christ, our purpose is to strengthen each other in Him so that we share His love and Good News with everyone.

CORE VALUES

Biblical Authority – is the basis of truth and sound doctrine.

Christ-Centered – All Peace ministries center on Jesus as Lord and Savior.

Christian Education – growing disciples of Jesus from cradle to grave.

Relationships – are built within our church and community.

Outreach – to our community and world with the Gospel.

Organization – is important for effective ministry

Quality – leadership, programs, facilities and technology.

VISION STATEMENT

Peace will nurture and educate families in our community, beginning with children, so that they live abundant lives in Christ.

STATEMENT OF FAITH

Peace Lutheran Ministries is a member congregation of the Lutheran Church – Missouri Synod (LCMS). Christian beliefs as understood and taught in the LCMS are important to everything that is done at Peace.

Staff members who are a member of Peace Lutheran Church or another LCMS church are expected to believe and confess the doctrines of our church body. Staff members who are not LCMS members are not required to confess LCMS teachings, but they are expected to live a lifestyle in harmony with the Bible as defined by LCMS teachings, and to show respect for these teachings.

We believe that the Holy Scriptures differ from all other books in the world in that they are the Word of God. They are the Word of God because the men of God who wrote the Scriptures wrote only that which the Holy Spirit communicated to them by inspiration (2 Tim. 3:16; 2 Peter 1:21). Since the Holy Scriptures are the Word of God, it goes without saying that they contain no errors or contradictions, but that they are in all their parts and words the infallible truth, also in those parts which treat of historical, geographical, and other secular matters (John 10:35). The Holy

Scriptures are the sole source from which all doctrines proclaimed in the Christian Church must be taken.

We believe the article of the Holy Trinity; that is, we believe that the one true God (Deut. 6:4; 1 Cor. 8:4) is the Father and the Son and the Holy Spirit, three distinct persons, but of one and the same divine essence, equal in power, equal in eternity, equal in majesty, because each person possesses the one divine essence entire (Col. 2:9, Matt. 28:19).

We believe that God has created heaven and earth, and that in the manner and in the space of time recorded in the Holy Scriptures, especially Genesis 1 and 2, namely, by His almighty creative word, and in six days.

We believe that God created man in His own image (Gen. 1:26, 27; Eph. 4:24; Col. 3:10). We furthermore teach that sin came into the world by the fall of the first man, as described in Genesis 3. By this Fall not only he himself, but also his natural offspring have lost the original knowledge, righteousness, and holiness, and thus all men are sinners already by birth, dead in sins, inclined to all evil, and subject to the wrath of God (Rom. 5:12, 18; Eph. 2:1-3).

We believe that all human life is sacred. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139:1-18).

We believe that God wonderfully and immutably creates each person as male or female at conception and that these two distinct, complementary genders together reflect the image and nature of God (Gen. 1:27). We believe that God created marriage to be exclusively the lifelong union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union (Matt. 19:6, 1 Cor. 6:18).

We believe that God Himself entered into His creation by taking on human flesh in the person of Jesus Christ. Jesus Christ is therefore "true God, begotten of the Father from eternity, and also true man, born of the Virgin Mary." Out of His unconditional love, Christ died for the sins of all mankind therefore reconciling the world to God. Therefore faith in Christ is the only way for men to obtain personal reconciliation with God, that is, forgiveness of sins, as both the Old and the New Testament Scriptures testify (Acts 10:43; John 3:16-18, 36). We cannot be saved by our own efforts, but by grace, through faith in Christ Jesus (Eph. 2:8-9).

We believe that all men, since the Fall, are dead in sins (Eph. 2:1-3), and inclined only to evil (Gen. 6:5; 8:21; Rom. 8:7). Because men regard the Gospel of Christ as foolishness (1 Cor. 2:14), faith in the Gospel is the work of the Holy Spirit and is given as an undeserved gift from God to sinful man (Rom. 6:23).

We believe that God would have us to be rich in good works (Titus 2:14). Good works never precede faith, but are always the result of faith in the Gospel. The only means by which we Christians can become rich in good works is through the working of the Holy Spirit (Gal. 5:16-18).

It is impossible to produce truly good works by the compulsion of the Law or through human efforts (Isa. 64:6).

We believe that the means of grace are the actions of God by which He offers forgiveness of sins, life, and salvation to all who believe. These means of grace are the Word of the Gospel and the Sacraments of Holy Baptism and of the Lord's Supper. The Word of the Gospel promises and applies the grace of God, works faith and thus regenerates man, and gives the Holy Spirit (Acts 20:24; Rom. 10:17; 1 Pet. 1:23; Gal. 3:2). Baptism is applied for the forgiveness of sins and is a washing of regeneration and renewing of the Holy Spirit (Acts 2:38; 22:16; Titus 3:5). The Lord's Supper is given for forgiveness of sins through the eating and drinking of Jesus' true body and blood in, with, and under the bread and wine. (Luke 22:19, 20; Matt. 26:28, 1 Cor. 10:16). It is the work of all Christians to confess the faith here described in words and actions, both public and private, for "we must obey God, rather than man." (Matthew 5:13-16, Acts 5:29)

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of humankind, is the sole and final source of all that we believe. As a Lutheran congregation, we subscribe to the Confessions of the Lutheran Church, contained in the Book of Concord of 1580. For purposes of the faith, doctrine, practice, policy, and discipline of Peace Lutheran Ministries, our Lead Pastor is the final interpretive authority on the Bible's meaning and application.

Adapted from "A Brief Statement of the Doctrinal Position of the Missouri Synod" (www.lcms.org/doctrine/doctrinalposition).

EMPLOYMENT

EMPLOYMENT CATEGORIES

Employment at Will

For any employees of Peace that are not synodically rostered and called by Peace, the employment relationship is one of mutual consent. The employment relationship is terminable at the will of the employee or Peace Lutheran Ministries, that is, either you or Peace may end this relationship at any time, with or without cause.

Contracted Staff

Some positions at Peace are contracted positions renewable yearly. Contracts will be prepared and approved by the School Administrator, Childcare Director or Lead Pastor. Staff must return these contracts either signed or unsigned by the date stated in the contract. Both parties must

abide by the terms of the contract.

Called Staff

For all called staff (professional church workers on the synodical roster of the LCMS and duly called by the voters assembly of Peace Lutheran Church), note provisions in the constitution and bylaws of the congregation as well as synodical procedures regarding called workers.

EQUAL EMPLOYMENT OPPORTUNITY

Peace Lutheran Ministries is in full agreement with the intent of the Civil Rights Laws. It is our firm belief that the basis of employee selection for hiring, promotion, transfer, training, job assignment, hours of work, rate of pay, and working conditions should be according to ability, not age, race, color, national origin, ancestry, gender, disability, or any other factors not considered pertinent to performance.

Because we are a Church body, certain positions demand understanding of and commitment to the doctrinal view of The Lutheran Church-Missouri Synod. For such positions, it is necessary for us to seek out individuals with specific religious training and/or synodical recognition. In addition to the extent allowed by Law for all positions, Peace may give preference in hiring on the basis of religion, including persons who are members in good standing of a Lutheran Church--Missouri Synod Church. All employees, as a condition of employment at Peace Lutheran Ministries agree to not speak or act contrary to the "Mission Statement," "Core Values," "Vision Statement," and the "Statement of Faith" described above, while carrying out their duties as employees. We require all employees of Peace to sign this employee handbook affirming that they will uphold these foundational statements, as well as the various expectations of employment and the Code of Conduct described in this handbook.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

Peace is committed to full compliance with the 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 a condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States, which includes the completion of Form 1-9, Employment Eligibility Verification.

NEW HIRE ACT

By federal law all employers are required to report newly hired employees to the designated state agency in the state where the employees are hired within 20 days of the hire date. This requirement is the result of legislation designed to improve child support enforcement by locating parents who have neglected to pay support.

EMPLOYMENT OF MINORS

For employees less than 18 years of age, the hours of employment and working conditions strictly follow the regulations set forth by federal and state laws.

HIRING PROCESS

Peace's intent is to give qualified members of Peace Lutheran Ministries preference over others

when filling job openings within Peace. Openings should be announced to the congregation prior to advertising in the community, if possible. However, because of the experience, skills, and educational requirements of many jobs, promotions from within Peace are not always possible.

EMPLOYMENT CLASSIFICATION

Full-time Employees: Full-time is classified as employees (Called or Uncalled) regularly scheduled to work more than thirty (30) hours each week for more than five months of the year.

Part-time Employees: Part-time is classified as employees who are regularly scheduled thirty hours or less for more than 5 months of the year.

Temporary Employees: Those employees hired for and/or schedule to work 5 months or less in a fiscal year.

Salaried Employees: Salaried employees are those full-time employees paid a salary for specified work to be done. Salary will not be affected should the hours worked fluctuate, either more or less.

Hourly Employees: Hourly employees are those paid based on a rate per hour worked. Covered employees shall be paid for all hours worked in a workweek. In general, "hours worked" includes all time an employee must be on duty, required to be on employer's premises, or required at any other prescribed place of work.

Peace will abide by the Fair Labor Standards Act of 1938 with regard to wages and salaries.

JOB DESCRIPTIONS

In order to mutually understand what is expected of an employee and for what the employee will be held accountable, a job description is typically utilized.

Employees will typically be given a job description before they start working. A job description summarizes your duties and responsibilities and gives you important information about your new job. Please read and study your job description carefully and discuss it with your supervisor if you have any questions.

Peace reserves the right to revise and update job descriptions from time to time, as it deems necessary and appropriate.

PERFORMANCE EVALUATIONS

Based on actual work performance and job description, a review will be conducted by the employee's supervisor on a predetermined date. This is a formal and documented review. Casual and undocumented discussions with the supervisor may also be a part of the performance evaluation.

Purpose: All employees will participate in a performance review session, at least annually, with their supervisor. This review is intended to provide support for the individual; to improve the performance of the individual by providing meaningful, constructive feedback on the adequacy of performance; and to assist in the development and fulfillment of professional and personal growth goals, as well as the ministry plan of Peace. The employee's signature on the review form will serve as notice that the review has taken place and not whether the employee agrees with the contents.

Initial Performance Review

All new regular employees will have an initial performance review during the first three months after commencing work. Additional reviews may be conducted if performance warrants. Approximately one year after initial review(s) are conducted, annual reviews will be conducted.

The purpose of the performance evaluation is to let the employee know how things are going. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement.

Employees will have the opportunity to discuss their performance evaluation with their supervisor. Although employees should not wait for formal reviews to ask questions, this is a good time to ask questions and clarify important points. Performance evaluations help Peace make important decisions about job placement, training and development, and compensation. A satisfactory performance evaluation does not guarantee a pay increase nor does it alter, modify, or amend the employment-at-will relationship between an employee and Peace.

COMPENSATION

INTRODUCTION

Peace has adopted compensation policies for all staff. These policies are divided into two groups:

Ministry Staff – Are salaried professional staff who have been called or contracted to engage in specific ministries. These include pastoral ministry and Lutheran teaching ministry.

Support Staff – Are hourly or salaried workers who work in support of the various ministries of Peace.

See Addendums B & C, "Compensation Policy for Ministry Staff" and "Compensation Policy for Support Staff."

PAYDAY

Peace Lutheran Ministries has adopted the following pay schedule:

Hourly employees are responsible for completing their time sheets and turning them in to their supervisor for signature. The supervisor will forward the time card to the Financial Operations Manager so that it will be included in the payroll.

Employees' pay will be deposited directly into a bank of your choice and an itemized pay statement will be provided by the Financial Operations Manager. Employees should review their paychecks for accuracy. If there is a mistake or an item is not understood, please report it to the Financial Operations Manager.

Termination Checks: Termination checks shall be released upon return of all building keys and other Church property which may have been entrusted to the care of the employee.

COMPENSATION DETERMINATIONS

The wage and benefit structures for employees of Peace are reviewed and proposed by the Compensation Ministry Team. A recommendation from the Compensation Team for changes to the base salary, benefits, or Compensation Policies is made to the MMT for approval during the yearly budgeting process. See Addendums B & C. Final approval of the budget, which includes the total amount of all compensation for a given fiscal year is made at the June Voters meeting of Peace Lutheran Ministries.

Employee compensation reviews may be held in conjunction with performance reviews. Reviews and changes to the compensation packages of individual employees are made by the MLT working in conjunction with the Financial Operations Manager and with guidance from the yearly North Wisconsin District Compensation Guidelines for called workers, among other factors.

Any employee who is hired by Peace (either hourly or salary) shall not compare or disclose salaries with other co-workers. This may be grounds for dismissal if violated.

PAYROLL DEDUCTIONS

Employees who are not Ministers of the Gospel for tax purposes must have various deductions taken from their pay. These deductions include federal and state income taxes and Social Security and Medicare taxes. The Internal Revenue Service and each state Department of Revenue publish withholding tables annually based on personal earnings and the number of exemptions claimed by each worker to satisfy income tax withholding requirements. The employee, by use of the W-4 Form, states the number of exemptions claimed and any additional dollars wished withheld beyond the amount indicated in the tax withholding tables. The amounts withheld for Social Security and Medicare taxes are at a fixed percentage of earnings.

Compensation Advances: All staff members are encouraged to be good stewards of their finances and to administer them accordingly to sound budgetary principles. Therefore, salary advances will not be given to employees.

Commented [f1]: Not sure about this one.

Garnishment: Peace will comply with all legally authorized orders to garnish wages for the requested amount and time. Employees may not be discharged for garnishment wages.

OVERTIME

Overtime compensation will be paid to non-exempt employees for all hours worked in excess of 40 hours in a seven-day workweek. The overtime rate of pay is one and one-half times the regular hourly rate of pay. Overtime is to be worked only when specifically requested by the supervisor. Exempt employees are not eligible for overtime pay. Overtime pay will not be routinely authorized.

PERSONNEL STATUS

TARDINESS AND ABSENCE

Introduction

It is important that employees are present at the start of their day to promptly begin work. Other staff and Church members rely on workers being at their assigned tasks at scheduled times so that the work of ministry can be carried out smoothly.

Absences: Employees should contact their supervisor as soon as it is determined that they will be unable to report to work as scheduled. In the case of an absence due to illness, calling the supervisor at home the night before or prior to the scheduled start of the workday allows adequate time to arrange a replacement.

Tardiness: Tardiness or absence is considered "excused" only when the employee calls ahead of time and the tardiness or absence is for a compelling reason. If contact or a call cannot be made ahead of time due to physical limitations, earliest contact is required. Peace shall determine what constitutes a compelling reason for an absence or tardiness. Tardiness or absence for a non-compelling reason, and failing to call the supervisor, will be considered "unexcused".

A consistent pattern of absence or tardiness, whether excused or unexcused, may lead to disciplinary action, up to and including termination.

An employee, who fails to call in or report to work for 3 consecutive days, may be considered to have abandoned their job and may be terminated.

TERMINATION

The employment relationship between Peace and its employees (excluding called and contracted

workers) is of an at-will nature. This means that the employee is hired for an indefinite period of time. Thus, the employee is free to leave at any time he or she believes it is in his/her best interest. Similarly, Peace may terminate the employment relationship whenever it deems appropriate.

Resignation: We hope that your employment with Peace Lutheran Ministries is mutually rewarding, but we understand that circumstances change that may cause employees to voluntarily resign. Should these circumstances occur, we encourage you to provide a minimum of two weeks notice in writing to assist Peace in providing time to find a replacement.

Reduction in Staff: When conditions dictate that Peace must reduce staff through a layoff, Peace at its sole discretion will determine which employees shall be laid off. Layoffs will be communicated to affected employee(s) at the earliest reasonable time to allow for productive transition. If such reduction in staff may include called workers, the Reduction In Force policy will be followed (see Addendum D).

Exit Interview: An exit interview with the employee conducted by the MLT member overseeing that area of ministry will be held shortly after notice of resignation or termination. This opportunity will be used to clarify, as necessary, the circumstances for leaving, review any accrued benefits to be paid, checkout procedures, and final pay details.

TIME RECORDS: SIGNING IN AND OUT

An employee should not sign in until they are ready to begin work. Employees should not mark or sign the time record of another employee or knowingly allow someone else to mark or sign their time record.

Employees may not sign in or begin work early or sign out or work late unless the immediate supervisor has approved this extra time for purposes of pay.

Any change or correction made in or on a time record should be initialed by both the employee and their supervisor.

Violations of this policy may result in disciplinary action, up to and including termination.

PERSONNEL RECORDS

Peace needs to have complete and accurate information on each of its workers. This includes all employees of Peace Lutheran Ministries. The contents of personnel records are confidential and access to them is limited to those involved in the supervision and/or retention of the individual employee.

It is important that Peace always have current contact information about its employees. Employees should immediately notify Peace of changes in name, address, phone number, or marital status, etc. If for some reason there is a need to change a name and/or Social Security number, original documentation authorizing the change should be reviewed.

Access to Personnel Files

Upon written request, employees may inspect their own personnel files up to two times a year. Requests will be granted within seven working days of the request. Inspections will be held during working hours and at the place of employment. If employees disagree with any data in the records and no correction can be agreed upon, employees may submit an explanatory statement that will be attached to the records. The right to inspect does not apply to certain information as allowed by state law. Employees have the right to receive a copy of the records.

DISCIPLINE AND GRIEVANCE

DISCIPLINE AND TERMINATION PROCEDURES

Disciplinary Action

The following progressive action will be taken when disciplinary action is required, either for a violation of some rules previously defined or other violations that require disciplinary action.

First Violation: Depending on the act, a verbal warning will be given and noted in the personnel file of the employee. Employee will be verbally counseled about the problem with the intent of clearing up any misunderstanding, and establishing behavioral expectation.

Second Violation: A written warning will be issued and noted in the personnel file of the employee. Further guidance and clarity will be given by the employee's supervisor.

Third Violation: Typically this will result in termination of employment.

These steps, if taken, will be recorded in the personnel file of the employee. It should be noted that one or all of the steps may be bypassed or repeated based on the nature and severity of the situation.

Exceptions

It is important to note that the severity of the offense may warrant not following a sequence of reminder-warning-reprimand-penalty, and that the disciplinary action taken may begin at any level. A reprimand, for example, could be given for a serious first offense, and your immediate dismissal could result without prior warning or suspension in the case of significant acts of misconduct or serious dereliction of duty as determined by Peace in its sole discretion.

Non-Renewal of Contract

If you are a contract employee, Peace Lutheran Ministries may choose not to renew your contract for any reason in its sole discretion including changes in fiscal or personnel circumstances.

GRIEVANCE PROCEDURE

Peace recognizes that occasionally employees may become dissatisfied with its practices, policies, or other work situations. Peace encourages a quick and reasonable resolution of any such situations, difficulties, or complaints. The following steps are guidelines for the employee to ensure that the situations, difficulty, or complaint is most effectively and efficiently handled.

1. Whenever possible the employee is to first orally bring the grievance to the supervisor's attention. This is in accord with the teaching of Jesus in Matthew 18:15-17 regarding sin. A full discussion and understanding of the matter by both the employee and supervisor is essential at this step. The matter should be put in writing by the supervisor at this time.
2. If the grievance is still not resolved between the employee and the immediate supervisor, the employee should then set up an appointment with their immediate supervisor and Lead Pastor.
3. If the grievance is still not resolved, the employee will put the grievance in written form and send it to the Chairperson of the School Leadership Team (if a school teacher, aide, or kitchen staff) or the Chairman of the MMT (if any other position on the staff), who will convene a meeting with the employee, Chairperson, and MLT supervisor to discuss the grievance. The respective Chairperson will seek appropriate counsel and respond to the employee within a reasonable amount time. Reasonable attempts will be made to respond within 7 – 14 days after the meeting between the committee and the employee.
4. If the grievance is still not resolved the appropriate Chairperson will call a meeting of the whole SLT or MMT to deal with the matter. Following this meeting, a reasonable attempt will be made to respond with a decision within 7 – 14 days after the meeting.

In all instances, employees are eligible to take full advantage of their rights in accordance with the Synod's Bylaws, including the Synodical Dispute Resolution.

WORKING TOGETHER – CODE OF CONDUCT

INTRODUCTION

At Peace Lutheran Ministries it is important that all employees work together as a team so that the rights and interests of both Peace and employees are assured. Common sense, good judgment and acceptable personal behavior on the part of all employees will make Peace a desirable place to work.

TEN COMMANDMENTS

The command of Christ is that His mission for Peace should be carried out according to His will, and that in doing so, we maintain decency and order in our personal and professional lives. No practice or behavior inconsistent with or in conflict with individual moral and ethical conduct

required by Scripture shall be tolerated from employees. Any failure to maintain these ethical and moral standards may be grounds for counseling and/or immediate dismissal from employment.

Persons who hold positions of responsibility or positions that put them and Peace Lutheran Ministries in the public eye are often regarded as role models of Christian leadership. These persons may be held to a stricter standard of behavior and practice than other employees in both their work and their personal lives. Counseling may be required, and these employees may face dismissal for behavior and practices deemed by Peace Lutheran Ministries to be inappropriate to fulfilling their function as role model and leader in carrying out Christ's mission on earth.

The Ten Commandments provides a summary of the lifestyle to which Christians are called. Staff members are expected to live in accord with the following commandments of God:

1. **You shall have no other gods.**
 - I will show honor, worship, and respect to the Triune God, the one and only true God.
2. **You shall not misuse the name of the Lord your God.**
 - I will not curse, swear, lie or deceive others.
3. **Remember the Sabbath day by keeping it holy.**
 - I will seek to worship God regularly.
 - I will make time to rest, that I might be fruitful in my serving.
4. **Honor Your father and your mother.**
 - I will honor my parents.
 - I will respect and honor those in authority over me including obeying the laws of the land that do not conflict with God's law.
 - I will respect and honor those in authority over me including my supervisor and others with whom I work.
5. **You shall not murder.**
 - I will do no harm to others, whether physical, spiritual, or emotional.
 - I will seek to help others, physically, spiritually and emotionally.
6. **You shall not commit adultery.**
 - I will live a sexually pure and decent life, refraining from all sexual immorality. (Sexual immorality includes all intimate sexual contact outside of the marital union of one man and one woman, as well as the use of pornography.)
 - (For those who are married) I will love and honor my spouse, with love, service and faithfulness.
 - I will honor God's design for sexuality, including dressing in conformance with my biological sex and using the restrooms, locker rooms, and changing facilities conforming with my biological sex.
7. **You shall not steal.**
 - I will not steal or harm the property of others.

- I will seek to improve and protect the property of others.

8. You shall not give false testimony against your neighbor.

- I will not tell lies about others, slander them or hurt their reputation.
- I will speak well of others and seek to resolve conflict according to Matthew 18:15-17.

9. You shall not covet your neighbor's house.

10. You shall not covet your neighbor's wife, or his manservant or maidservant, his ox or donkey, or anything that belongs to your neighbor.

- I will not covet that which is my neighbor's.
- I will strive for contentment with the blessings that God has given in my marriage, family, and possessions.

Peace Lutheran Ministries expects that staff members will not undermine, engage in conduct reflecting a poor role model, or otherwise demean its religious beliefs and mission by promoting personal conduct or beliefs that violate the teachings of the Bible as understood by the LCMS or otherwise weaken the Christian atmosphere.

Final Authority for Matters of Belief and Conduct

The Statement of Conduct does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of humankind, is the sole and final source of all that we believe. As a Lutheran congregation, we subscribe to the Confessions of the Lutheran Church, contained in the Book of Concord of 1580. For purposes of the faith, doctrine, practice, policy, and discipline of Peace Lutheran Ministries, our Lead Pastor is the final interpretive authority on the Bible's meaning and application.

Contracted Services

At times Peace will contract outside companies to do various kinds of work. Though not technically employees of Peace, these contracted employers will be responsible for the behavior (including words and actions) of their employees, being mindful of this Code of Conduct.

HARASSMENT

The Church will not tolerate any form of harassment including sexual harassment or hazing. A supervisor who harasses or solicits favors (including sexual favors) from an unwilling subordinate in return for promotions, increased wages, continuance of the job, or any similar purpose will be disciplined, which may include termination of employment.

Likewise, unwelcome sexual propositions between employees may also constitute sexual harassment and will not be tolerated.

If an employee feels he or she is being harassed and cannot for whatever reason discuss the problem with the appropriate supervisor, a discussion should take place between them and a member of the MLT.

A report of sexual or other harassment will be treated seriously, and a thorough investigation will be conducted. An employee who files a complaint will be treated fairly and courteously at all times, and will not be retaliated against for making such report. Confidentiality will be honored for all parties involved to the degree possible.

See Addendum E "Sexual Harassment Policy."

ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

The use, sale, possession of, or being "*under the influence*" of alcohol, illegal drugs, or illegal controlled substances when on duty is prohibited (Exceptions include the sacrament of Holy Communion, any ministry function which may include alcohol, and receiving of legal gifts.) In addition, off duty conduct that may adversely affect the reputation or interests of Peace is prohibited. "*Under the influence*" for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety or wellbeing of the affected employee, other co-workers, the public, or Church property.

Violation of this policy may result in disciplinary action, up to and including possible termination.

EMPLOYEE NOTIFICATION

Employee will notify staff as soon as possible, but no later than next business day, when: employee has been convicted of a crime; has been or is being investigated by a government agency; has a substantiated governmental finding; or has a professional license denied, revoked, restricted or otherwise limited.

WORKPLACE SAFETY

Peace Lutheran Ministries is committed to providing a safe environment for employees and visitors. In order to provide a safe work place, access to our work area may be limited to those with a legitimate business interest.

PROHIBITION OF VIOLENCE

It is the policy of Peace Lutheran Ministries that there will be zero tolerance for violence in the workplace. This includes, but is not limited to, intimidating, threatening, or hostile behaviors; physical abuse; vandalism; arson; sabotage; use of weapons; carrying weapons of any kind onto Church property regardless of possession of a lawful permit; or any other aggressive act, which, in management's opinion, is inappropriate to the workplace. If violence in the workplace is displayed or threatened, the person responsible for such conduct will be subject to immediate disciplinary action. In addition to the appropriate disciplinary action, the employee and/or other parties involved may be subject to criminal proceedings as appropriate. Peace Lutheran Ministries reserves the right to review incidents and expand on what may be considered violence.

All employees are to assist in preventing violence in the workplace. You can help by reporting incidents that could indicate a coworker is in trouble. All reports will be investigated.

OUTSIDE ACTIVITIES

All employees are prohibited from engaging in outside employment, private business, or other

activity, which might have an adverse effect on, or create a conflict of interest with, Peace.

CONFLICT OF INTEREST

Peace Lutheran Ministries is fully committed to conducting its responsibilities in a manner reflecting the highest degree of integrity and honesty. The success of Peace Lutheran Ministries in conducting its affairs is the sum efforts of each individual—board, ministry team, and committee member, officer, and employee—in executing his or her responsibilities with good judgment and in an ethical manner.

- Staff persons who receive honoraria or payments for sales or services rendered to Peace shall disclose such information.
- Activities shall not be entered into which may be knowingly detrimental to the interests of Peace.
- Information acquired in the course of carrying out Peace business shall not knowingly be used in any way that would be detrimental to the welfare of the Synod and its entities or agencies.
- No employee or officer of Peace shall vote on any transaction in which the individual shall receive a direct or indirect financial gain.
- Gifts, entertainment or favors in excess of \$100 per person per year from any individual or outside concern that does or seeks to do business with Peace shall not be accepted.
- Responsibilities shall be conducted in a manner reflecting the highest degree of integrity and honesty consistent with the Scriptures, the Lutheran Confessions, the Synodical Handbook, Peace Lutheran Ministries policies and civil laws.

CONFIDENTIALITY

It is essential that every staff member and volunteer leader of Peace Lutheran Ministries respect and maintain the confidential nature of Church business.

Transactions, correspondence, conversations, and negotiations involving our staff members, Church members, students and families must not be discussed with other persons or made public in any way. Information in Peace Lutheran Ministries files is equally confidential and may be used only in accordance with established procedures. Information about Peace's internal activities should also be treated confidentially.

If there is a question of whether certain information is considered confidential, staff member or volunteer leader should check with his/her immediate supervisor and/or the Lead Pastor.

This policy is intended to alert staff members and volunteer leaders of Peace Lutheran Ministries to the need for discretion at all times and is not intended to inhibit normal business communications.

Violation of this policy may result in disciplinary action for staff members up to and including termination of employment, and may result in restriction and/or revocation of the volunteer leader's involvement within Peace.

ELECTRONIC COMMUNICATION POLICY

1. Ownership of Messages

The electronic communications systems of Peace, which include, but are not limited to, the telephones, electronic mail, voice mail, facsimiles, computers, ipads and all information stored on them are the property of Peace Lutheran Ministries and are provided at Peace's expense. All information and messages that are created, sent, received, accessed, downloaded, or stored on these systems belong to Peace.

2. Business Use

The electronic communications systems are to be used primarily to conduct PLM business. Reasonable personal use of such systems is permitted, but must not interfere with productivity. Personal use should be limited to breaks, lunch and other non-working hours. The electronic communications systems may not be used for political causes; football pools or other sorts of gambling; illegal activities; seeking/inquiring about job opportunities outside of the organizations; list serves for non-work purposes; solicitations or advertisements for unrelated work purposes; or creating, possessing, uploading, downloading, accessing, transmitting, or distributing materials of a sexual nature. Employees may not use Peace electronic communications systems to post non-work related information, opinions, or comments to internet discussion groups and other such forums and they are prohibited from passing off their views as representing those of Peace.

3. No Presumption of Privacy - Right to Monitor Messages

Although employees are expected to use passwords to access some of the electronic communications systems, such communications are not private and security cannot be guaranteed. In surfing the internet, employees should remember that all connections and sites visited may be monitored and recorded. Employees should assume that any communications – whether business-related or personal – that they create, send, receive, or store on their company's electronic communications systems may be read or heard by someone other than the intended recipient. In particular, highly confidential or sensitive information should not be sent through e-mail or the internet. Peace reserves the right to keep an employee's e-mail address active for a reasonable period of time following an employee's departure to ensure that important business communications are received.

4. Message Restrictions

Electronic communications may not contain content that a reasonable person would consider to be defamatory, offensive, harassing, disruptive, or derogatory, including but not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, gender, national origin, political beliefs, or disability.

5. Prohibited Activities

Employees may not knowingly upload, download, or otherwise transmit copyrighted, trademarked, or patented material; or other confidential, private, or proprietary information or materials in violation of any legal constraints. Employees may not knowingly upload, download or otherwise transmit any illegal information or materials. Employees may not

use Peace's electronic communications systems to gain unauthorized access to remote computers or other systems or to damage, alter, or disrupt such computers or systems in any way, nor may employees – without authorization – use someone else's code or password or disclose someone else's code or password, including their own. Employees may not enable unauthorized third parties to have access to or use the electronic communications systems, nor may employees otherwise jeopardize the security of Peace's electronic communications systems.

6. Message Creation

Employees must use the utmost care in creating electronic communications. Even when a message has been deleted, it may still exist on a back-up system, be recreated, be printed out, or may have been forwarded to someone else without its creator's knowledge. As with paper records proper care should be taken in creating electronic records, which may someday have to be produced in connection with legal and/or ministry needs.

7. Record Retention

As with paper documents created and received by an employee, it is each employee's responsibility to ensure that those electronic messages that should be retained are in fact saved. Those messages that need not be retained should be deleted.

8. Viruses and Tampering

Any files downloaded from the Internet and any computer disks received from non-Peace sources must be scanned with virus detection software before installation and execution. The intentional introduction of viruses, attempts to breach system security, or other malicious tampering with any of your employer's electronic systems are expressly prohibited. Employees must immediately report any tampering, or other system breaches to their supervisor.

9. Selling and Purchasing

The standard purchase procedures apply to all purchase and sales related activities conducted via the electronic communications systems.

10. Violations

Violations of this policy, including breaches of confidentiality or security, may result in suspension of some or all electronic communication privileges, disciplinary action, and even termination. Peace Lutheran Ministries reserves the right to hold the employee personally liable for any violations of this policy.

11. Social Media

With regard to use of social media either as an employee of Peace or outside of work, please see Addendum F "Social Media Policy."

PERSONAL APPEARANCE

Your appearance reflects not only on you as an individual, but on Peace as well. We expect you to take pride in your appearance and strive to achieve a positive Christ-like image when representing Peace. This includes clothing, shoes, jewelry, and the like. Inappropriate attire for

working on the staff of Peace includes: jeans with holes, sweatpants, exercise pants, leggings without tunic extending to mid-thigh, shorts, skirts or dress that are above mid-thigh in length, bib overalls, spandex, spaghetti-straps, halter tops, see-through clothing, midriff tops, low-cut or tight blouses, shirts with potentially offensive words or pictures. If you have questions about what is appropriate to wear to work, speak with your supervisor.

SMOKING

No tobacco use, electronic cigarettes, or similar devices are allowed on the premises.

ACCESS TO CHURCH PROPERTY

It is important that Peace have access at all times to Church property, as well as other records, documents, and files. As a result, certain management employees and officers of Peace reserve the right, but always respecting that information deemed to be of confidential nature (i.e., Pastor's confidential files, personnel files), to access employee offices, work stations, filing cabinets, desks, and any other Church property at its discretion, with or without advance notice or consent.

BUSINESS EXPENSE REPORTING

Employees will be reimbursed in accordance with Peace Lutheran Ministries reimbursement procedures for all approved business-related expenses. Employees are requested to submit these reports in a timely manner to ensure proper accounting and prompt reimbursement. Questions may be directed to the Financial Operations Manager.

USE OF PHONES

From time to time it may be necessary for employees to make and receive personal phone calls. However, these calls should be limited, and should be made, whenever possible, during scheduled break and meal periods. Employees are expected to use good judgment and common sense when it comes to personal phone calls. All costs for long distance calls must be reimbursed by you to Peace after receipt of bills if using a Peace phone.

EMPLOYEE PARKING

Employees park at their own risk and Peace will not be responsible for theft or damage to any vehicles parked on or near Church property. Also, Peace will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed. Please park in the east section of the south parking lot.

REFERENCES

Peace Lutheran Ministries will provide employment dates and position title to a potential employer.

EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

I have received a copy of the EMPLOYMENT HANDBOOK and have read or had it read to me carefully. I further understand all matters set forth in the EMPLOYMENT HANDBOOK and agree to abide by and adhere to Peace Lutheran Ministries policies during my employment, as they may be modified from time to time. I further understand and agree that any provision of the EMPLOYMENT HANDBOOK may be amended, revised, or eliminated at any time by Peace.

I understand that it is my responsibility to maintain and keep my manual updated as new policies are created and distributed and/or policies are deleted or changed.

I hereby acknowledge receipt of the EMPLOYMENT HANDBOOK.

Employee's Name (Please Print) _____

Employee' Signature _____

Date _____