

NORTH CAPE LUTHERAN CHURCH

EMPLOYEE HANDBOOK

Adopted December 13, 2018

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North Cape Lutheran Church of Franksville Wisconsin

North Cape Lutheran Church in Franksville is a member of Evangelical Lutheran Church of America (ELCA) and the Greater Milwaukee Synod of the ELCA.

Mission Statement: Gathering together through worship and fellowship; Growing in faith through discipleship and scriptures; Going into the world reaching out to our neighbors in Jesus name. **We exist to grow committed followers of Jesus Christ.**

General Purpose: In order to establish a uniform system of personnel administration, North Cape Lutheran Church, in connection with the North Cape Lutheran Church Board, has compiled the following Personnel Policy Manual. This manual is intended to provide you with an understanding of North Cape Lutheran's personnel policies. You are encouraged to familiarize yourself with its contents, as it will answer many questions concerning your employment at North Cape Lutheran Church.

In order for us to have the necessary flexibility to respond to our rapidly changing work environment, we retain the option to change, revise, or stop any of the policies or benefits described in this handbook at any time we feel it is necessary to do so.

If you have any concerns related to this handbook, you are encouraged to discuss them with the senior pastor or a member of the personnel committee.

Responsibility: The North Cape Lutheran Church Board is responsible for setting personnel objectives and issuing the policy statements which apply to all employed at North Cape Lutheran Church. The senior pastor is responsible for the implementation and maintenance of these policies. The senior pastor has the authority to interpret established personnel policies, or request clarification from the Board/personnel committee as to the intent of the policy.

Applicability: This statement of policies and procedures applies to all persons employed by North Cape Lutheran Church. The senior pastor is subject to these policies in addition to other items outlined in the employment contract.

Enforcement: The senior pastor is responsible for ensuring all employees are in compliance with the provisions contained herein as well as applying these procedures. Non-compliance is to be considered a severe infraction of the standards of employee conduct, and appropriate disciplinary measures will be the penalty for non-compliance.

Employing Authority: The senior pastor has the authority to manage and discipline all employees. The North Cape Lutheran Church board has the authority to manage and discipline the senior pastor.

Supervising Authority: Should the senior pastor be unavailable, the personnel committee shall fulfill the obligations for the senior pastor as they pertain to employees of NCLC.

Open Door Policy: We are committed to promoting and practicing “open door” communication among all our employees at North Cape Lutheran Church. We recognize that whenever a group of individuals works together there are bound to be some differences of opinion and problems that arise occasionally.

If you have a question, concern, or problem related to your employment here, you are strongly encouraged to openly and honestly discuss the situation directly with your supervisor. We want and need your involvement and participation in problem solving. Nursing a concern in silence or discussing it with other employees who do not have the authority to deal with it can be very frustrating, for both you and your supervisor. We cannot work towards correcting a problem we do not know about. Please discuss problems or concerns with your supervisor or the senior pastor as soon as they arise.

Employment “At Will”: The employment relationship that exists between NCLC and each of its employees is “employment at will”. Under this relationship, any employee is free to end his or her employment with NCLC at any time, for any reason, with or without prior notice. Likewise, North Cape Lutheran Church may, at any time, decide to end an individual’s employment with or without cause or prior notice, at its sole discretion.

Neither this manual nor any other written or verbal communication by a supervisor or management are contracts of employment or promises of any kind by North Cape Lutheran Church. Only the church board can make representations altering the “at will” relationship and such representations must be in writing. North Cape Lutheran Church reserves the right to terminate an individual’s employment at any time and for any reason.

Equal Employment Opportunity: North Cape Lutheran Church supports, and is committed to, equal employment opportunity for all personnel. This means that North Cape Lutheran Church will make all employment decisions, including the decisions to hire, recruit, train, or promote, based on its determination of whether an individual has the required skill, ability, experience, or other qualifications to perform the essential job functions. As a church, NCLC may consider religious factors in making personnel decisions.

North Cape Lutheran Church does not discriminate against applicants or employees because of disability, race, creed, color, national origin, ancestry, age, gender, marital status, sexual orientation, arrest or conviction record, liability or service in the Armed Forces of the United States, or any other category protected by applicable law. This policy applies to all terms and conditions of employment, including, but not limited to, recruiting, hiring, training, promoting, termination, leave of absence, compensation and benefits and all other personnel actions and conditions.

Harassment and Discrimination Policy and Complaint Procedure:

North Cape Lutheran Church has zero tolerance for harassment and discrimination of any kind directed toward anyone associated with North Cape Lutheran Church, including but not limited to church members, community partners, and employees.

North Cape Lutheran Church prohibits discrimination, mistreatment, and/or harassment of individuals based on disability, race, color, national origin, ancestry, age, gender, marital status, sexual orientation, arrest or conviction record, liability for service in the armed forces of the United States, and any other category protected by applicable law.

Unlawful discrimination, mistreatment or harassment of anyone in any way associated with NCLC is prohibited. Because NCLC takes allegations of unlawful discrimination, mistreatment and harassment seriously, we will respond promptly to complaints of such behavior by conducting an investigation and, where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary.

Please note that while this policy sets forth our goals of promoting a workplace that is free of unlawful discrimination, misconduct, and harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definitions set forth in this policy.

- **Complaints of Discrimination, Mistreatment or Harassment:** If anyone complains to you, or you believe you have been subject to, or witnessed unlawful discrimination, mistreatment or harassment in the workplace, you must immediately contact the senior pastor and/or a personnel committee member and advise him/her of the situation so that, if necessary, action to alleviate an immediate problem can be taken. A written report of the situation is required and the personnel committee notified of such a report for their review.
- **Non-Retaliation:** Retaliation against an individual who has reported unlawful discrimination, mistreatment, or harassment, and retaliation against individuals for cooperating with an investigation of such a report is unlawful and will not be tolerated by North Cape Lutheran Church.
- **Investigation:** When we receive a written report of unlawful discrimination, mistreatment or harassment, we will promptly conduct an investigation. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation typically will include a private interview with the person filing the report, the alleged victim of the behavior, and may include interviews with other witnesses. We will also typically interview the person alleged to have committed the offense. When we have completed our investigation, to the extent appropriate, we will inform the person filing the report, the alleged victim and the person alleged to have committed the conduct of the results of the investigation.
- **Disciplinary Action:** If it is determined that an employee has engaged in conduct prohibited by this policy, we will take appropriate action which may include disciplinary action up to and including termination.

Sexual Harassment Violations: An employee who experiences or witnesses sexual or other unlawful harassment in the workplace should report it immediately to the senior pastor. If the senior pastor is unavailable or it is believed it would be inappropriate to contact that person, a personnel committee member should be contacted. There is no retaliation for good faith complaints, or reports about, or participation in an investigation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, the employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

Employee Reviews and Wage Adjustments: Each employee shall participate in at least an annual job performance evaluation. All employees will

be evaluated by the senior pastor. The completed evaluation shall become part of the employee's personnel records. In the case of the ordained staff the Board shall perform the annual performance evaluation.

Salary adjustments shall be based on merit and/or changes in cost of living. No increases shall be automatic.

North Cape Lutheran Church shall strive to align ordained staff compensation with Minimum Compensation Guidelines of the Greater Milwaukee Synod.

Personnel Files: NCLC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Personnel files are the property of NCLC. Employees who wish to review their own file should contact the senior pastor. With reasonable advance notice, employees may review their own personnel files on their own time (eg. lunch). In the presence of the senior pastor, employees may copy documents maintained in the file.

Attendance and Punctuality: North Cape Lutheran Church's successful operation in large part depends on the regular attendance of each of our employees. You have an important job here, and we need you to be reliable and punctual in reporting for scheduled work.

Unscheduled absenteeism and tardiness, whatever their cause, are disruptive and place a burden on your fellow employees and people we serve. It also makes it difficult for us to operate effectively.

If you are unavoidably late to work or absent, please call the office before your scheduled start time if possible. For absences of longer than a day, please contact the senior pastor each day you will not be able to work, unless your doctor has given you a written excuse indicating the day you will be able to return. We will request a doctor's excuse for absences of three or more days in a row.

Poor attendance and excessive tardiness will have a negative impact on your performance evaluation and on consideration for pay increases and promotions and may result in disciplinary action up to and including termination. Any employee who does not report to work and does not notify us within 48 hours after the start of their scheduled shift shall be considered to have voluntarily terminated their employment with NCLC.

Confidentiality: Most of our employees need access to confidential church and member information and records in order to do their jobs. While an open

climate of information sharing is most often desirable, there is a need to safeguard the security of information that could be detrimental to the church, our church members or community partners.

During your employment, as well as subsequent to your employment, the information and activities you deal with in your job at North Cape Lutheran Church is confidential.

Information acquired during the course of employment, except as specifically authorized to do so by senior pastor, will not be discussed, copied, or in any way disclosed. This includes, but is not limited to the names of people you encounter and financial and gift information. Any confidential information you may have in your possession when your employment at NCLC ends must be returned to NCLC immediately.

Any current or former employee who discloses any confidential information will be subject to disciplinary action up to and including termination and legal action.

Outside Employment: Because an additional job can affect your performance at NCLC, we ask that you inform your supervisor if you are thinking about seeking outside employment. The outside job should not interfere with your ability to satisfactorily perform the responsibilities of your job at NCLC.

Personnel Data Changes: It is your responsibility to promptly notify your supervisor of any changes in personal information such as home mailing address, telephone number, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, beneficiary changes, and other such status reports. Please do not assume that we "just know" when these changes occur.

Employment Reference Checks: NCLC will respond to telephone inquiries from third parties asking to verify dates of employment and positions held by its current or former employees. NCLC will respond in writing only to those reference check inquiries that are submitted in writing and accompanied by a written authorization and release signed by the individual who is the subject of the inquiry. We will verify only such factual employment information as is available to us in the employee's personnel file and are pursuant to state and federal guidelines and ELCA guidelines. All requests for a reference check are to be directed to the senior pastor

Incident Reporting

All employees are required to complete an Incident Report in the case of any accident or injury to self or others.

Workers Compensation Insurance: We carry a comprehensive workers compensation insurance program as required by state law. This program covers almost all injuries or illnesses sustained in the course of your employment that require medical, surgical, or hospital treatment. Workers compensation insurance provides partial income replacement benefits after a short waiting period or, if you are hospitalized, immediately.

If you sustain a work related injury or illness, you must inform the senior pastor immediately, no matter how minor an on-the-job injury may appear. Every injury/illness must be reported on the day it occurs. Failure to report the injury or illness on the day that it occurs may result in disciplinary action.

Neither the employer nor the insurance carrier will be liable for the payment of workers compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by NCLC.

Senior Pastor should report the injury to the insurance company within 72 hours.

Timekeeping: Federal and state laws require that we keep an accurate record of time worked by our non-exempt employees. All the time you actually spend on the job performing assigned duties or other work-related projects is considered to be time worked. Non-exempt employees must accurately record the following daily:

- Beginning and ending work time.
- Beginning and ending time of any split shift or other personal departures from work.

Time sheets are provided for our non-exempt employees to record work time and any paid or unpaid absences from work. Time keeping rules are as follows:

- You may record only your own time worked. Tampering, altering, or falsifying time records or recording time on another employee's time-sheet is not allowed and may result in disciplinary action up to and including termination.
- If you are late to work, record the time you actually started work. Tardiness will be reflected in your paycheck, so it pays to be on time to work. Excessive tardiness is cause for disciplinary action.

Pay Periods / Pay Days: All employees are paid every two weeks. We take reasonable steps to ensure that our employees receive the correct amount of

pay in each paycheck and that employees are paid promptly on the scheduled payday. Late time reports and other corrections will be reflected on the next regular paycheck.

Payroll Deductions: Federal and state income taxes, and social security payments, all required by law, are deducted from your earnings. Often these deductions may change as they are affected by changes in the amount you earn, by legislation, and by the number of dependents you declare.

Flexibility: Each employee of NCLC has a job description that outlines the duties and responsibilities of the position held. As a new employee, you will receive a copy of your job description when you are hired. As jobs change, the descriptions are updated.

Although we feel our job descriptions are thorough, they are not intended to specify every detail of the work you will or may be expected to do.

It is not possible (nor is it desirable) to describe everyone's job duties in great detail. Out of necessity, we need to maintain a great deal of flexibility in the specific duties each of us performs. People get sick, move to other jobs, get promoted, etc. We have special needs, new computer systems, and other predictable and unpredictable events that require us to respond quickly and efficiently. You will, to a certain extent, need to know something about the jobs that others do so you can help out when the need arises (and vice versa).

Children in the Workplace: Children are welcome to visit employees at the office for such purposes as lunch, a brief visit to a workstation or for special occasions when they are specifically invited. The hosting employee is responsible for the children during such visits and should remain with them at all times.

Children should not be brought to the work site as a substitute for other childcare arrangements. If an employee is faced with an unforeseen circumstance where childcare arrangements have been disrupted, the supervisor may grant an exception if the following conditions are met: alternate arrangements are being made and the time the child will be in the work area is brief, the child is accompanied by the employee at all times, and the employee is able to perform his or her regular job duties at all times.

Commitment to Safety: Establishment and maintenance of a safe work environment is the shared responsibility of everyone here at NCLC. You are expected to obey safety rules and to exercise caution in all work activities. You are asked to immediately report any unsafe conditions to the senior pastor.

All accidents that result in injury must be reported to the senior pastor regardless of how insignificant the injury may appear. Such reports are necessary to comply with laws and initiate insurance and workers compensation procedures.

It shall be the responsibility of every employee to contribute to maintaining a safe and environmentally sound workplace. Failure to follow safety procedures will result in disciplinary action up to and including termination.

Use of Equipment: The equipment we use in our workplace is expensive and may be difficult to replace. When using church equipment, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Notify the senior pastor or your supervisor if any office equipment, machines, or tools appear to be damaged, defective, or are in need of repair. Prompt reporting of these situations could prevent deterioration of equipment and possible injury to yourself or others. The senior pastor or your supervisor can answer any questions about your responsibility for maintenance and care of equipment used on your job.

Use of Office Machines, Phones, and Supplies: NCLC has a limited number of phone lines available and they are needed for conducting business. Outgoing and incoming personal phone calls are to be kept to a minimum, and we prefer that they only be made during break periods.

A pleasant telephone personality is greatly appreciated. Please answer incoming calls in a professional and courteous manner.

Electronic Media: NCLC provides and maintains the following forms of electronic media: internal and external electronic mail (email), telephone voice mail, Internet access, computer hardware, and use of various business applications software. As a condition of providing these resources to our employees, it is necessary for us to place certain restrictions on their use in the workplace.

The internal communications systems, as well as the equipment and data stored are, and remain at all times, the property of NCLC. Accordingly, all messages and files created, sent, received, and stored within the system will remain the property of North Cape Lutheran Church.

North Cape Lutheran Church maintains the option to retrieve and review any message or file composed, sent, or received. It should be noted that although a message or file is deleted or erased, it is still possible to recreate the message. Therefore, ultimate privacy of messages cannot be assured to anyone. Although electronic mail and voice mail may allow the use of

passwords for security, confidentiality cannot be guaranteed. It is possible for messages to be retrieved and viewed by someone other than the intended recipient. All passwords shall be kept on file with the senior pastor as the system may need to be accessed in the absence of an employee.

The content of email, voice mail messages, or computer files may not contain anything that would reasonably be considered offensive or disruptive to any employee.

Offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender specific comments that would offend someone on the basis of their age, sex, sexual orientation, religious or political beliefs, national origin, or disability (or other status protected by law). Deliberate sending, receipt, storage, transfer, or printing of such material on NCLC's equipment or time is prohibited by this policy.

While we encourage employee use of the Internet for business purposes, its use is restricted to the following:

- To communicate with employees, church members or community partners regarding matters within an employee's assigned duties.
- To acquire information related to, or designed to facilitate the performance of, regular assigned duties.

For Internet and email access and usage, we expressly prohibit the following:

- Dissemination or printing of copyrighted materials, including articles and software in violation of copyright laws.
- Sending, receiving, printing, or otherwise disseminating proprietary data, trade secrets, or other confidential information of NCLC in violation of agency policy, or proprietary agreements.
- Offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs (or other status protected by law).
- Sending or soliciting sexually oriented messages or images.
- Operating a business, usurping business opportunities, soliciting money for personal gain, or searching for jobs outside of North Cape Lutheran Church.
- Gambling or engaging in any other activity in violation of local, state, or federal law.

Smoking / Tobacco Use: Because we wish to provide a healthy environment for all of our staff, volunteers, church members, and community partners, smoking is prohibited throughout the church building.

Drug and Alcohol Use: NCLC is committed to maintaining a work environment free from drugs and alcohol that is safe for our employees,

church members, community partners, and the public. We believe that misuse of alcohol and controlled substances can have a negative effect on an individual's health, work, and personal life and that a drug and alcohol program can help protect our employees and the public from those negative consequences.

Drug and alcohol use in the workplace is highly detrimental to the safety and productivity of our employees. No employee may be under the influence of any illegal drug or alcohol, nor may they possess, consume, distribute, transfer, purchase, or sell alcohol or illegal drugs while on church premises. Any such activity will lead to disciplinary action up to and including termination.

We also recognize that some employees must take physician-prescribed medications. However, if these medications adversely affect job performance, personal safety, or the safety of other individuals in the workplace, you will not be allowed to work while under their influence. It is your responsibility to report your use of any potentially impairing drugs to the senior pastor.

Exemption for communion-nothing in this section shall be construed as to prohibit the taking or giving of communion wine.

Dress Code: First impressions are very significant in our relationships with our members and the community. Therefore our expectation is that all employees report to work in clothes that are neat, clean, wrinkle free, without stains, and free from holes or tears. In the event that an employee's appearance does not meet our dress guidelines, the employee may be asked to return home to change.

All employees should be well groomed at all times. Hairstyles should be businesslike, professional and kept neat and clean. Attention should be spent on good grooming habits to avoid offensive odors. Heavy use of colognes and perfumes should be avoided, as many coworkers and clients are sensitive to these fragrances. Items considered inappropriate are as follows: visible undergarments, sport tank tops, strapless tops, jogging suits, workout clothes, midriff exposed sures, short shorts, clothing advertising drugs or alcohol, clothing with inappropriate or offensive messages. Generally, employees should report to work in clothes appropriate to the activity.

Paid Holidays: The following are paid legal holidays which are granted to employees working an average of at least 20 hours per week:

- New Years Day

- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

These holidays are paid time off (maximum of 8 hours per holiday) for employees who have completed their first 30 days of employment. The number of hours is prorated dependent upon the average number of hours worked in a week. (i.e. Employees who work 32 hours per week are eligible for 6.4 hours of holiday pay; employees who work 20 hours per week are eligible for 4 hours of holiday pay). Holidays that fall on a weekend will not be a paid holiday. If a holiday falls on an employee's scheduled day off, the employee can take one floating day off within 14 days.

Vacation: Non-pastoral full time and part time employees working at least 10 hours per week are eligible for paid vacation time off. Vacation benefits are calculated on your anniversary date. Your anniversary date may be adjusted to reflect the length of any unpaid leaves of absence.

Employees who have satisfied the eligibility requirements may submit vacation requests to the senior pastor. Requests will be evaluated based upon various factors, including anticipated operating requirements and staffing considerations during the proposed period of absence.

Employees must take earned vacation during the benefit year following its being earned or it is forfeited. Pay in lieu of vacation time is not permitted after the benefit year.

Length of Service Vacation Available

1 st Year	1 week equivalent
2 nd -5 th Year	2 week equivalent
6 th - 9 th Year	3 week equivalent
10 or more Years	4 week equivalent

Vacation earned is prorated based on the number of hours worked in a week. (i.e. Employees who work 20 hours per week at one year anniversary would earn 20 hours of vacations; employees who work 32 hours per week at one year anniversary would earn 32 hours of vacation.)

Vacation may not be taken in advance of that which is earned. Vacation hours earned and available will be noted on paycheck on the last check of each month.

Vacation must be requested in advance of your vacation dates and approved by senior pastor.

Vacation requests during the first six weeks of employment should be negotiated at the time of hire.

Upon termination of employment, employees will be paid for vacation benefits that have been earned through the last day of work.

Bereavement Leave:

For full time and part time employees of North Cape, up to three days paid bereavement time for the death of an immediate family member are provided. This time does not have to be taken consecutively so that the employee can deal with the affairs of the deceased family member. The immediate supervisor should be notified as soon as possible. At the discretion of the supervisor, additional unpaid days can be taken when needed.

Sick Leave: Non-pastoral full time and part time employees working at least 10 hours per week are eligible for sick leave. Employees accrue one day per month of sick time beginning on their hire date. Sick leave earned can be carried over from year to year to a maximum of 120 hours. We strongly encourage you to bank your hours, as you never know when a serious illness may occur

Sick leave earned is prorated based on the number of hours worked in a week. (i.e. Employees who work 20 hours per week earn 4 hours of sick per month; employees who work 32 hours per week earn 6.4 hours per month.) Sick leave earned and available will be noted on paycheck on the last check of each month.

Sick leave is intended to provide you with some income protection in the event of a temporary illness or injury you may have. It may also be used:

- To attend to the illness or injury of a family member.
- For medical appointments such as doctor, dentist, optometrist, etc.

If you are unable to report to work due to an illness or injury, notify your supervisor before your scheduled starting time. Employees who utilize three or more consecutive days of sick time may be required to provide a doctor's excuse. Employees may be asked to provide a physician's statement if, in the senior pastor's opinion, sick leave absences show a pattern of unusual frequency or length.

Because sick leave benefits are intended to provide you with some income protection in the event of an actual illness or injury, they cannot be used for any other paid absence and are not paid out at employment termination.

Leave Request Forms

North Cape Lutheran Church believes that it is important for employees to be accountable for hours and days that are worked and for leave time that is used. All staff, including pastoral staff, shall fill out a leave request form. A vacation request shall be filled out as soon as possible prior to the leave. A sick leave form shall be filled out on the next day that the employee works. All leave request forms shall be kept in the

employee's personnel file. A copy of the leave request form is attached to this addendum.

Grievance Process

Effective communication is essential for productive working relationships. To that end, employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

*The employee should present any complaint or grievance to the Senior Pastor and, together discuss the problem, applicable rules or policies, and possible resolution. If the matter is resolved in that manner, no action needs to be documented except as desired by the Senior Pastor.

*If the discussion with the Senior Pastor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Senior Pastor. A copy of the grievance will be provided to the Personnel Committee for reference. The Senior Pastor will provide a written response to the employee within ten working days. A copy of the written response from the Senior Pastor will be provided to the Personnel Committee.

*If the matter is still not resolved, the employee may request a hearing with the Personnel Committee. When a request for a hearing is received by the Personnel Committee, a hearing will be held within ten working days.

*The Personnel Committee will notify the employee and the Senior Pastor in writing of the time and place of the hearing at least two working days before the hearing.

*The employee and the Senior Pastor are required to be present at the hearing. Although both parties are required to be present at the hearing, a request can be made to speak to the Personnel Committee in private without the other person present.

*The Senior Pastor would not be serving as an active Personnel Committee member but rather as a participant in the hearing and someone involved in the grievance process. The hearing will be closed to the public.

*The employee may choose to have an advocate present at the hearing.

*The Personnel Committee will provide a written response to the grievance within five days of the hearing conclusion. The Personnel Committee will have the final decision in the grievance process. If there is a tie on the decision, the President will step out and the final decision will reside with the three members-at-large.

Note: Allegations of sexual harassment, misconduct, and/or abuse are serious matters and will be handled under separate policy rather than through the standard grievance process.

North Cape Lutheran Church Policy and Practice #1-1: Conflict of Interest

Date Accepted: January 15, 2015

Date Revised:

Policy Statement:

North Cape Lutheran Church (NCLC) Board, Ministry Leaders and Congregation will operate following all policies, practices, and our constitution reflecting on solid Christian morals and best practices to reduce potential for conflict of interest within all business and decision making situations on behalf of the church.

Conflict of Interest description:

Any situation where a decision or agreement between church members and/or a third party entity drives a potential financial, moral, political or theological action that benefits someone inappropriately either individually or as part of an organization.

Examples include the following:

- **A) Outside Interests.**
 - i) A Contract or Transaction between NCLC and a Responsible Person or Family Member.
 - ii) A Contract or Transaction between NCLC and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.
- **B) Outside Activities.**
 - i) A Responsible Person competing with NCLC in the rendering of services or in any other Contract or Transaction with a third party.
 - ii) A Responsible Person having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to; an entity or individual that competes with NCLC in the provision of services or in any other Contract or Transaction with a third party.
- **C) Gifts, Gratuities and Entertainment.**

i) A Responsible Person accepting gifts, entertainment or other favors from any individual or entity that:

Practice:

- does or is seeking to do business with, or is a competitor of NCLC; or
- has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from NCLC.

If a church member believes that a conflict of interest might exist with a Responsible Person, Family Member, or Organization as defined in the conflict of interest policy, they should:

- **A) If the member is on the church board or a ministry leader: (See form below)**
 - i) Notify the board of directors in writing
 - ii) Name the party and specify the conflict of interest that is alleged to exist

- iii) Sign the letter legibly (the board will not review anonymous notifications)
- B) If the member is part of the broader congregation only and they believe a conflict of interest exists they should report their concerns verbally in strict confidence to the Pastor or Board President.
- C) If a board or church member believes their influence of decision in a particular situation may have a conflict of interest as outlined they should excuse themselves immediately from the decision making process verbally.

The NCLC Board and Pastor will then review each circumstance and report results back to the individual who suggested that a conflict of interest might exist.

If any conflicts of interest are alleged and then found to exist, the board and/or Pastor will take appropriate action on a case by case basis. Any review of a suggested occurrence of a conflict of interest may involve legal advice, if needed. A report of any actions and situation will be documented and reviewed at the next board meeting.

The result of a conflict of interest could require a cancellation of contract, member expulsion from church or reprimanding of the individuals as well as potential legal litigation if required.

Conflict of Interest Information Form (2014)

This Form refers to and supports the attached Policy on Conflicts of Interest and Disclosure of Certain Interests for North Cape Lutheran Church

Name: _____ Date: _____

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in the policy of North Cape Lutheran Church).

Situation/examples:

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of North Cape Lutheran Church that is currently in effect.

Signature: _____

Date: _____

** Form should be completed and submitted to Pastor or Board President.

Policy and Practice No 2-1: Sexual Harassment:

Date Accepted: _____

Date Revised: _____

Policy Statement: North Cape Lutheran Church and its employees, board members, and general membership are committed to providing an environment that fosters mutual respect and working relationships free of harassment. All members are responsible for disclosing to the Pastor and/or Board any harassment witnessed in the workplace or within church functions. If such harassment is found, the Pastor and/or Board President must be contacted so that appropriate corrective action can be taken.

Definition of "Sexual Harassment":

The following is a consensus definition of sexual harassment as used by government agencies and the courts:

Sexual Harassment is conduct relating to an individual's sex, which has the purpose or effect of:

*Creating an intimidating, hostile, or offensive work environment.

*Unreasonably interfering with an individual's work performance, or

*Adversely affecting an individual's employment opportunity.

Sexual Harassment has been further defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

*Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

*Submission to or rejection of such conduct by an individual is used as a basis for employment, promotion, demotion, or other personnel decisions affecting such an individual; or,

*Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

*Samples of improper conduct include:

*Verbal Harassment- such as epithets, derogatory comments, demeaning jokes, slurs, etc.

*Physical Harassment- such as assault, unnecessary touching, impeding or blocking movement, physical interference with normal work or movement, etc.

*Visual Harassment- such as derogatory or demeaning posters, cards, cartoons, graffiti, drawings, gestures, etc.

Practice:

Complaints and harassment of any type should be reported to the Pastor and/or the Board President.

After notification of the congregational member's or employee's complaint, a thorough, prompt, and confidential investigation will be made by the Pastor and/ or the Board President.

After the investigation has been completed, a recommendation by the investigating parties will be made to the church board. If warranted, disciplinary action, which may include termination of employment or membership, will be taken. These actions will be within constitutional guidelines. If serious, legal actions may be taken.

This policy also prohibits retaliation against employees who in good faith bring harassment charges or assist in investigating charges. Any church member or employee bringing such a complaint will not be discriminated against or discharged because of the complaint.

North Cape Lutheran Church

Policy and Practice No 2-8: Parental Leave

Date Accepted: 6-16-16

Date Revised:

Policy Statement:

North Cape Lutheran Church is firmly committed to protecting the rights of expectant mothers and complying with Title VII of the 1964 Civil Rights Act as amended by the Pregnancy Discrimination Act of 1978. Our policy is to treat women affected by pregnancy, childbirth or related medical conditions in the same manner as other employees unable to work because of their physical condition. North Cape Lutheran Church also fully recognizes eligible employees' rights and responsibilities under the Family and Medical Leave Act, applicable state and local family leave laws, and the Americans with Disabilities Act. Our policy is to treat women & men affected the birth of a child, placement of child for adoption or as pre-condition to adoption, or foster care placement equally in all employment aspects, including recruitment, hiring, training, promotion and benefits.

Practice:

Pregnant employees may continue to work until they are certified as unable to work by their physician. At that point, pregnant employees are entitled to receive benefits according to the short-term disability insurance plan. When the employee returns to work, she is entitled to return to the same or equivalent job with no loss of service or other rights or privileges. Should the employee not return to work twelve weeks after childbirth, or when released by her physician, whichever is longer, she will be considered to have voluntarily terminated her employment with North Cape Lutheran Church.

Employees can select the twelve week period within six months of the birth of a child, placement of child for adoption or as pre-condition to adoption, or foster care placement most conducive to their family situation but requires notice in writing and approval by the North Cape Lutheran Board and Senior Pastor. When the employee returns to work, he/she is entitled to return to the same or equivalent job with no loss of service or other rights or privileges. Should the employee not return to work at the end of the twelve week period, he/she

will be considered to have voluntarily terminated his/her employment with North Cape Lutheran Church.

A full time employee who has been employed by the church for at least one full year is entitled to leave for the birth of a child, placement of child for adoption or as pre-condition to adoption, or foster care placement for a maximum of six weeks with

pay. Up to six additional weeks may be taken without pay. The employee must use vacation leave and sick leave before going on unpaid leave during this latter period. Full time employees employed by the church for less than one full year are entitled to the same number of weeks leave. Pay during this period is negotiated between the church and the employee and requires formal request in writing for Church Board approval.

Employee Acknowledgment Form

I understand that this personnel policy manual describes important information about NCLC and that I should consult the senior pastor or my supervisor regarding any questions not answered in the manual.

I understand that the copy of the manual I received as noted on the date below supersedes all other employee manuals or employment policies and practices that may have been in use prior to this edition. Since provisions of this manual are subject to change, I further understand that revisions to it may supersede or eliminate one or more existing policies and/or benefits and that all such changes will be communicated through official notices.

Unless I have an individual written employment contract, I understand that my employment relationship with NCLC is voluntarily entered into, that I may terminate my employment at any time I believe such action to be appropriate and that NCLC retains the same right to terminate my employment when it believes such action to be appropriate, with or without cause of notice.

I acknowledge that this manual is neither a contract of employment nor a legal document. I have received, read, and understand the policies contained in this manual and will read any revisions made to it in the future.

Employee's
Signature _____ Date _____
Employee's Name (Please Print) _____
Date _____

Senior Pastor/Supervisor
Signature _____
Date _____

Employee Copy

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Church Copy