

Long Lake Lutheran Church
EMPLOYEE HANDBOOK

2007

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WELCOME!

Welcome to Long Lake Lutheran Church! We consider you to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to this ministry and are committed to helping you achieve your highest level of service for the Lord in this ministry.

We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the church's Mission statement.

The support and care of the church staff should be in an atmosphere of Christian love and expressed in the greatest possible way. The values we uphold as a staff include: team work, concern, compassion, praying for each other and love of the church, its members and the community.

MISSION STATEMENT

**"Following Christ's
example of love and forgiveness,
we open our hearts and doors
to reach out to all people
as we proclaim the gospel
and grow in
Christ's love"**

EQUAL EMPLOYMENT OPPORTUNITY

Long Lake Lutheran Church will comply with all applicable laws governing equal employment opportunities. This policy extends to all applicants and employees and to all aspects of the employment relationships including but not limited to, the following: hiring, promotions, recruitment, selection, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training. Long Lake Lutheran Church will not discriminate on the basis of race, sex, color, religion, creed, national origin, disability, age, sexual orientation, marital status, or receipt of public assistance.

Because we are a church body, certain positions require an understanding of and commitment to the doctrinal views of the Evangelical Lutheran Church of America (“ELCA”). For such situations, it is necessary for us to seek out individuals, who are, or willing to become, active members of the ELCA and who demonstrate evidence of a Christian faith in harmony with the practice and teachings of the ELCA.

HOURS OF WORK

Long Lake Lutheran needs to have the flexibility to schedule people when needed. We try to accommodate individual needs as much as possible and still meet the needs of the organization. It may, however, be necessary to ask staff to work at times other than their regularly scheduled times.

Should it be necessary for you to be absent from or late for work for any reason, please notify the office. Written confirmation of all absences must be given to the Senior Pastor. Unreported or excessive tardiness or absences may, at Long Lake Lutheran's discretion, affect your pay or result in discipline. Your duties may need to be performed by someone else when you are absent or late.

Overtime is work in excess of 40 hours per week. **Overtime requires PRIOR authorization by your supervisor.** "Nonexempt" employees will be compensated for these approved hours at one-and-one-half times their normal hourly rate. "Exempt" employees are not paid for overtime. Your supervisor will notify you as to your status as "exempt" or "nonexempt," and the procedures for obtaining prior authorization for overtime.

EMPLOYEE CLASSIFICATIONS

Long Lake Lutheran classifies employees in a number of different ways, as follows:

Full Time Employee – you are considered to be a full time employee if your average hours of work each workweek is at least 40 or more.

Part Time Employee – you are considered to be a part time employee if your average hours of work each workweek is less than 40.

Nonexempt Employee – nonexempt employees are eligible to receive overtime pay, if applicable, in accordance with the provisions of state and federal law.

Exempt Employee – exempt employees are not covered by the overtime provisions of state and federal law and are therefore not eligible for overtime pay.

Ordained Clergy – any pastor called by Long Lake Lutheran Church under a Letter of Call and according to the Constitution and By-Laws of Long Lake Lutheran Church and the Minneapolis Area Synod of the ELCA.

Contract Employee – as agreed upon within the signed contract.

EMPLOYMENT OF RELATIVES

Relatives of employees will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matter. However, related employees may not be permitted to work in the same department or under the direct supervision of each other. In addition, the church may require a related employee to transfer or resign if there is a conflict of interest or problem that cannot be resolved.

LEAVES OF ABSENCE

Unpaid leaves of absence for illness, injury, or personal reasons, may be granted at the discretion of Long Lake Lutheran. The terms will vary with each leave and are subject to review and approval of the Council. Please make your request, in writing, as far in advance as possible.

Vacation and sick leave do not accrue during a leave of absence. Extensions will be granted only at the discretion of Long Lake Lutheran.

FAMILY LEAVE ACT

Long Lake Lutheran has established a Family Leave policy according to the Family and Medical Leave Act of 1993. Find more information on the US Department of Labor's web site:

<http://www.dol.gov/dol/esa/fmla.htm>.

TIME OFF FOR SCHOOL CONFERENCES

In accordance with Minnesota law, unpaid time off – up to a maximum of 16 hours annually – is available to all employees who have worked at least one-half time for the previous 12 months, for attendance at school conferences, classroom activities, and preschool activities which cannot be scheduled during nonworking hours.

TIME OFF TO VOTE

Employees are encouraged to vote and permitted the necessary time off. You will be allowed a reasonable period of time to vote in the morning in case you are unable to vote before or after working hours.

JURY DUTY

Long Lake Lutheran will compensate full-time employees at full salary, less jury pay, for time spent on jury duty, up to six weeks per year.

MILITARY LEAVE

Regular full-time employees required to attend mandatory “summer or winter training” in the National Guard or Reserves may take an approved leave without pay for training purposes. Employees may also apply for and receive pay for any accrued PTO (Paid Time Off) time for this period.

FUNERALS

When death occurs in the immediate family, a full-time employee may request up to three days off with pay. Unusual circumstances, such as extended travel or other complications, may warrant additional time off, at the discretion of the church. The immediate family is considered to include the employee’s spouse, children (step), parents (step), parent-in-laws, grandparents, and siblings (step).

Time off to attend the funeral of other relatives or close friends may be requested. Prior approval by the Senior Pastor is required. The time may be granted without pay at the discretion of the Senior Pastor.

PAID TIME OFF

Long Lake Lutheran provides paid time off (PTO) for all full-time employees who have worked at Long Lake Lutheran for 90 days. We believe that this time off from work is beneficial to the health and welfare of our employees. Each employee can carry over 5 days of PTO per year.

PTO is earned at the following rate for full-time employees:

Year 1-5	10 days
Years 6-10	21 days
Years 11 and after	26 days

Paid time off includes holiday pay and suggested holidays are as follows:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve – ½ Day
Christmas Day

ADDITIONAL PASTORAL STAFF DAYS OFF

Long Lake Lutheran Church recognizes that full time Pastors are responsible for the spiritual life of the congregation. Because of the dedication of these Pastors on a 24 hours a day/7 days a week work schedule, full time Pastors will receive semi-annually an additional Sunday of rest. These days should be scheduled through the Council to eliminate the possibility of conflicts.

HEALTH INSURANCE

Full time employees are eligible for health insurance coverage benefits. Eligibility for the plan is available the first day of the calendar month following the first 30 days of employment in a full time position. The church will cover up to \$500.00 per month for coverage after proof of policy.

MILEAGE REIMBURSEMENT

An allowance for Long Lake Lutheran employee's mileage reimbursement for expenses incurred for Long Lake Lutheran will be set at the current IRS guideline per mile based on actual miles driven when submitted on approved expense report.

LONG-TERM DISABILITY

Long Lake Lutheran Church will make reasonable accommodations, in accordance with all legal requirements, to allow full time employees with disabilities to perform the essential functions of their jobs. Time off to accommodate illness will be managed in accordance with Long Lake Lutheran's Long-Term Sick Leave Policy. Long Lake Lutheran's congregation will supply a long term disability insurance policy to all full time employees.

Medical information on individual employees is treated with confidentiality. Long Lake Lutheran Church will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about disabilities are encouraged to contact the Senior Pastor for information and referral to appropriate services and resources.

PASTORAL SABBATICAL POLICY

Long Lake Lutheran Church offers a pastoral sabbatical policy in order to provide extended study and renewal time to equip pastors to better serve the congregation's future mission and ministry. Sabbatical time shall be used for study and learning, renewal and reflection, and attention to wellness issues.

The sabbatical plan will be submitted to the church council for approval. The program may include travel, prayer, writing, reading and /or study.

Out of respect to the entire staff and congregation, planning for a sabbatical shall begin 12 months prior to the expected beginning of the sabbatical and a proposed plan shall be approved by council 6 months prior to the expected beginning of the sabbatical. In addition, only one pastor can be on sabbatical at a time.

Pastoral staff is eligible for a 3 month sabbatical every 7 years. Full salary and benefits will be continued during the sabbatical. Any additional expenses related to the sabbatical are the responsibility of the individual taking sabbatical. Annual continuing education funds may be applied to the sabbatical expenses. The cumulative value of two years of continuing education funds is the maximum that may be applied. Pastors are encouraged to pursue additional grants from appropriate sources.

Remaining members of the pastoral staff will be expected to cross-over duties and obligations of the pastor on sabbatical. In addition, gifts and skills of lay members of Long Lake Lutheran shall be utilized. In this way, the anticipated budget impact for Long Lake Lutheran Church of a pastor sabbatical should be revenue neutral.

Following completion of the sabbatical period, the pastor agrees to serve the congregation for at least one additional year.

Within 90 days of completion of the sabbatical, the pastor will share with the Church Council reflections from his/her sabbatical.

CONFIDENTIALITY

Full and Part-time Employees

As the result of your employment at Long Lake Lutheran Church, you will acquire and have access to confidential information belonging to the church of a special and unique nature and value, relating to such matters as the church's personnel and compensation information; accounting and bookkeeping practices; office policies and practices; financial information, date records and reports; confidential reports; litigation and other legal matters, as well as information specific to the members of the church.

As a condition of employment, you must agree that all such information is the exclusive property of the church, and that you will not at any time divulge or disclose to anyone, except in the responsible exercise of your job, any such information, whether or not it has been designated specifically as "confidential".

PERFORMANCE EVALUATION

The primary objective of performance evaluation is to provide information to employees concerning their success in accomplishing the responsibilities of their jobs. To meet this objective, open and ongoing communication between supervisors and staff members is needed. In general, Long Lake Lutheran's goals are to conduct a performance review of each new employee during the sixth month of employment, after one year of service, and once per year thereafter.

See Exhibit A: Performance Evaluation Form

EMPLOYEE CONCERNS AND SUGGESTIONS

At Long Lake Lutheran, effective communication is essential to maintain a productive working relationship. This is especially true with employees' complaints or grievances. If there is a misunderstanding about your job or the church's policies, talk it over with the Senior Pastor/supervisor or Council President so that they may effectively address your concerns.

In addition, recognizing that on-the-job work experience is the best source of suggestions for improvement in the workplace, management welcomes and solicits ideas from all employees.

Suggestions concerning the church's operation, general maintenance, facilities, services, or other matters should be made to the Senior Pastor/supervisor or Council President.

We encourage all employees to bring their concerns directly to the church. Concerns that are expressed only to co-workers or to persons outside the church are not likely to be given the attention they deserve and may violate confidentiality considerations.

SEXUAL HARRASSMENT

It is the policy of Long Lake Lutheran Church that any unwelcome sexual advance, request for sexual favor and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment;
- Submission to or rejection of such conduct is used as a factor in any employment decision affecting any individual; or
- Such conduct has the purpose or effect of unreasonably interfering with any employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment is a serious offense and will not be tolerated. Likewise, retaliation against an employee who makes a charge of sexual harassment will not be tolerated.

Anyone found guilty of sexual harassment or retaliation will meet with appropriate sanctions, which may include suspension without pay and/or discharge.

If you believe that you have been the victim of sexual harassment, take the following steps:

- Discuss the matter with your Senior Pastor/supervisor
- If you believe your Senior Pastor/supervisor to be the source of or a party to the sexual harassment, talk to the Council President

The church will investigate and attempt to resolve your complaint promptly. If, for any reason, you believe this has not occurred within a reasonable period of time, refer the problem to any Long Lake pastor or the Council President.

TERMINATION OF EMPLOYMENT

VOLUNTARY TERMINATION

We recognize that you may choose to terminate your employment with Long Lake Lutheran Church. If you elect to terminate your employment, please make every effort to give the church a notice of two weeks. At the discretion of the church, you may be asked to leave before the expiration of the notice. In this event, you will be paid as if you had worked during the entire notice period, and the effective date of termination will be the last paid day.

INVOLUNTARY TERMINATION

Involuntary termination is termination of employment at the will of the church. Long Lake Lutheran Church retains the right to discharge or release any employee at any time, with or without cause. However, unless you are dismissed for “cause”, you will be entitled to receive a notice of two weeks in advance of termination.

“Cause” means any act, such as breach of professional ethics, dishonesty, willful negligence, sexual harassment, or other grossly unacceptable behavior which Long Lake Lutheran, in its sole discretion, deems harmful to its business.

Except as provided above and in the provisions of this handbook dealing with vacation, employees of Long Lake Lutheran Church are generally not entitled to receive severance pay upon termination of employment.

INTERNET USAGE POLICY

A. POLICY GUIDELINES

Long Lake Lutheran Church provides certain employees access to the vast information resources of the Internet with the intention of increasing productivity and enhancing church-related communication. While this access has the potential for employees to do their jobs faster or smarter, there is justifiable concern that it can also be misused. Such misuse can waste time, potentially violate laws, ordinances or other Long Lake Lutheran Church policies, garner negative publicity for the church and potentially expose it to significant legal liabilities. This Internet usage policy, which applies to all employees, is designed to facilitate understanding of the expectations for the use of these resources.

The underlying philosophy of this policy is that Internet access from Long Lake Lutheran Church is primarily for church-related purposes including communicating with congregation members and colleagues, researching relevant topics and obtaining useful business information. In addition, all existing laws and Long Lake Lutheran Church policies apply to an employee's conduct on the Internet, especially those that deal with intellectual property protection, privacy, misuse of Long Lake Lutheran Church resources, sexual harassment, information and data security, and confidentiality.

The best way to determine if use of the Internet is appropriate is to ask, "If I were doing this same activity in some other way (e.g., telephone, library, in person, by hand) would this activity be appropriate?" The two key tenants to this usage policy are:

Do not do anything with Long Lake Lutheran Church Internet access resources that would otherwise be considered illegal, grossly inappropriate, or offensive to the established value system expressed by Long Lake Lutheran Church as a Christian, non-profit organization. Viewing or downloading erotica, playing games, sending non-Long Lake Lutheran Church related mass mailings, and running a private business are obvious examples.

Do not waste Long Lake Lutheran Church time. There are plenty of fascinating sites to explore, but Long Lake Lutheran Church time should be spent conducting Long Lake Lutheran Church business. Employees may use their Internet facilities for non-business research or browsing during lunch and outside of work hours, provided that all other usage policies are adhered to.

B. DETAILED INTERNET POLICY PROVISIONS

1. Long Lake Lutheran Church's domain name will appear with every Internet post made by an employee. An employee may thus be viewed as a representative of Long Lake Lutheran Church while conducting business on the Internet. **During any Internet use, employees are required to refrain from any activity or communication that would have a negative impact on Long Lake Lutheran Church or the reputation of Long Lake Lutheran Church.**

2. User IDs and passwords help maintain individual accountability for Internet resource usage. Any employee who obtains a password or ID for an Internet resource must keep that password confidential. Company policy prohibits the sharing of user IDs or passwords obtained for access to Internet sites.

3. Each employee using Long Lake Lutheran Church's Internet facility shall identify himself or herself honestly, accurately and completely when corresponding or participating in interactive activities, and shall not send unsolicited mass electronic mail.

4. Only those persons who are duly authorized to speak to the media or public gatherings on behalf of Long Lake Lutheran Church on a particular subject may speak/write in the name of Long Lake Lutheran Church to any newsgroup or chat room. Other employees may participate in newsgroups or chats in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves and should make that clear in their communication. Only those persons who are authorized to speak to the media or public

gatherings on behalf of Long Lake Lutheran Church on a particular subject may grant such authority to newsgroup or chat participants.

5. Employees are reminded that the Internet is not a secure method of communication. Neither proprietary information nor any information received in confidence by Long Lake Lutheran Church, or the employee in the course of his or her employment, may be sent on the Internet unless prior approval is received from the Senior Pastor/supervisor.

6. The display of any kind of obscene image or document on any Long Lake Lutheran Church computing resource may be a violation of existing Long Lake Lutheran Church policy on sexual harassment and is prohibited. In addition, obscene material may not be archived, stored, distributed, edited, or recorded using Long Lake Lutheran Church network, printing, or computing resources. If you find yourself connected accidentally to a site that contains sexually explicit or offensive material, you must disconnect from that site immediately.

7. Freeware, shareware and commercial software from the Internet may be subject to computer viruses, may not work properly, or may be subject to copyright infringement laws. Employees may download only software with direct business use, and must arrange to have such software properly licensed and registered. Employees may not use Long Lake Lutheran Church Internet facilities to download entertainment software or games, or to play games against opponents over the Internet. No employee may use Long Lake Lutheran Church facilities knowingly to download or distribute pirated software or data. Any software or files downloaded via the Internet may be used only in ways that are consistent with their licenses or copyrights.

8. No employee may use Long Lake Lutheran Church's facilities to deliberately propagate any virus, worm, Trojan horse, trap-door, or back-door program code or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.

9. Long Lake Lutheran Church's Internet facilities and computing resources must not be used to knowingly violate the laws and regulations of the United States or any other nation, or the laws and

regulations of any state, city, province or local jurisdiction in any material way.

10. Employees should not have any expectation of privacy as to his or her Internet usage. It is possible to monitor Internet usage patterns and Long Lake Lutheran Church may inspect any and all files stored on Long Lake Lutheran Church resources to the extent necessary to ensure compliance with this Internet Usage Policy.

11. Infractions of these policies constitute a misuse of Long Lake Lutheran Church assets and are therefore considered a violation of Long Lake Lutheran Church's Personnel Policy. Any such infraction may result in termination or other disciplinary actions.

EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of the church's personnel policies and procedures handbook. I understand that it provides guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that the church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time. Addendums and changes to personnel policies will be given to employees to review and sign for their personnel file.

Employee's Name (*Please Print*)

Employee's Signature

Date

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