

Employee Handbook

Elk River Lutheran Church - ELCA

January 2022

Table of Contents

Chapter 1 — Mission and Organizational Structure

ERLC Mission

History

Chapter 2 — Employment Related Policies

Code of Conduct

Employment at Will

The Church's Expectations

Confidentiality

Job Responsibilities

Supervisor- Employee Communications

Job Performance Appraisal

Working Hours

Attendance/Punctuality

Employee Appearance

Employment Separation

Chapter 3 – Church Policies

Equal Opportunity Policy

Employment of Immediate Family Members and Relatives

Harassment Free Workplace

Sexual Harassment Policy

Non-Retaliation Policy

Drug and Alcohol Use

Chapter 4 — Compensation

Employee Classifications for Pay Practices

Salary Reviews

Chapter 5 – Employee Benefits

Paid Holidays

Sick Leave

Adjustments to daily work schedule

Vacation Leave

Bereavement Leave

Parental Leave

Medical Leave

Personal Leave

Jury Duty

School Related Activity Leave

Simple IRA Retirement Program

Sabbatical Policy

Chapter 6 — Health and Safety

On-the-Job Safety

Violence in the Workplace Policy

Worker's Compensation

Chapter 7— General Guidelines

Media Guidelines

Company Resources

Information Security

Right to Search Company Systems and Property

Reimbursement for Expenses

Keys to the Church

Employee Handbook Acknowledgement

Welcome to
Elk River Lutheran Church - ELCA

Welcome to Elk River Lutheran Church (ERLC)! Thank you for choosing ERLC as your employer. We will do our best to make your job rewarding and enjoyable.

In order for you to put your best thought, skill, and effort toward your job, you need to know how the Church operates in employment matters, what you can expect from the Church, and what is expected from you. This handbook is provided to inform you of the ERLC personnel policies and procedures and guide you during your employment with us.

If you have any questions not answered in your handbook, please discuss them with your supervisor, the Pastor, and/or a member of the church Council.

Sincerely,

Congregation Council

DISCLAIMER

This handbook is intended to serve as a summary of the Elk River Lutheran Church personnel practices and is not a contract for employment or the policy and procedure manual. If a discrepancy or conflict should arise between this handbook and any succeeding official policy, the terms of the policy will prevail.

This lack of guarantee and lack of employment contract also applies to other benefits, working conditions, and privileges of employment with ERLC.

This handbook supersedes and revokes all prior versions of a handbook or any memo, bulletin, policy or procedure, on any subject discussed in this handbook that has been issued prior to the date noted on the cover page.

ERLC has the right to depart from or change any policy contained in this Employee Handbook at any time, with or without notice, except that changes to an employee's at-will status may only be made in a separate writing, signed by an officer of the ERLC.

Chapter 1 - Mission and Organizational Structure

Mission Statement

The Elk River Lutheran Church Mission is:

Trusting in God's grace, an Accepting, Joyful Community Serving God & Neighbor

History of ERLC

Elk River Lutheran Church has a brief, but busy history. We have worshiped in four locations with four different pastors (two of whom came as temporary leaders while we searched for our current pastor).

In December of 2009 a group of approximately 100 people, who would ultimately become Elk River Lutheran Church, gathered for their first worship service. This group of people were committed to forming an ELCA (Evangelical Lutheran Church in America) congregation in Elk River to preach a message of God's grace, joy, and acceptance. As we experienced rapid growth, we called Pastor Cynthia (Cyndi) Ganzkow-Wold and relocated from Holy Trinity Episcopal Church in Elk River, to Lincoln Elementary School, to a storefront (lovingly referred to as Unit 5), before finally moving to 729 Main St NW, the former site of First National Bank of Elk River. Pastor Nathan Mugaas, our current pastor, came in the fall of 2016.

We continue to be committed to our mission: *Trusting in God's grace, an accepting, joyful community, serving God and neighbor.* We would love to have you join us.

Chapter 2 – Employment Related Policies

Code of Conduct

As an employee, you are expected to carry out the values of integrity, respect, trust, compassion and stewardship in all of your actions. The Code of Conduct sets forth the commitments that will help you to carry these out.

You have a responsibility to read the Code of Conduct and commit to living the values. In addition, you are responsible for:

- upholding the values in your everyday work
- speaking up when you have a question or concern
- listening to questions and concerns raised by your co-workers
- reporting conduct that is inconsistent with the values

INTEGRITY

We live our values and mission in our decisions and actions. We match our actions with our words. We are honest and just in everything we do. We hold ourselves accountable to each other and the communities we serve.

RESPECT

We treat everyone with honor, dignity and courtesy. We respect the values, cultures, beliefs and traditions of others. We value the skills, talents and dedication of everyone with whom we work. We are committed to working collaboratively with one another. We demonstrate cooperation and teamwork in all our actions.

TRUST

We commit to meet the expectations and act in the best interests of our visitors, members communities and one another. We are thoughtful and purposeful in all our actions. We strive to foster an internal community of mutual trust.

COMPASSION

We are dedicated to creating a caring environment and supporting the emotional, physical and spiritual well-being of all. We recognize and honor the individual needs of our members.

STEWARDSHIP

We commit ourselves to using our resources wisely and distributing them with utmost care and consideration. We commit ourselves to being thoughtful stewards of our time, energy and talent. We hold ourselves accountable for good financial management that enables us to provide for the present and future needs of our visitors, members, employees and communities.

Employment at Will

Employment with Elk River Lutheran Church is considered “employment at will,” which means that either you or ERLC may terminate the employment for any reason, at any time, with or without prior notice or warning. Should you decide to end your employment, you are requested to provide a signed written notice that includes the date, expected last day of work, and reason(s) for leaving. ERLC encourages non-exempt (hourly) employees to provide two weeks written notice and exempt (salaried) employees to provide four weeks written notice prior to their expected last day. Ordained clergy must comply with Synod guidelines.

Just as you reserve the right to terminate your employment with the ERLC at-will, ERLC reserves the right to terminate your employment at-will. No contract of employment other than “at will” is expressed or implied, either by this Employee Handbook or by any oral and written statements made prior to or after the issuance of this Handbook. No circumstances arising out of your employment will alter the “at will” employment relationship unless specifically expressed in writing and signed by you and Congregation Council.

The Church’s Expectations

Elk River Lutheran Church expects all staff to conduct themselves in a professional and appropriate manner as representatives of the Church, specifically:

- Performing responsibilities competently and with a focus on service to congregation and larger community;
- Treating others respectfully;
- Demonstrating honesty, integrity, and discreet judgment.

Confidentiality

All employees are expected to respect confidential information regarding church members and visitors including any financial or personal information including, but not limited to names, addresses, telephone numbers or photos of congregation members or employees. Personal information is not to be discussed with others without the individual’s permission except as required by your position. Counseling by a pastor is confidential.

Employment with Elk River Lutheran Church assumes an obligation to maintain confidentiality, even after you leave our employ. You may not disclose or use any Elk River Lutheran Church confidential information, either during or after your employment.

Additionally, our members, visitors and other contacts entrust ERLC with important information relating to their ministries, businesses or lives in general. The nature of these relationships

requires maintaining confidentiality. In safeguarding the information received, ERLC earns the respect and trust of all with whom we interact.

If you are questioned by someone and are concerned about the appropriateness of sharing information, you are not required to answer and should politely inform the other party that you will refer his/her request to your supervisor, the Pastor, or a Council member.

Employees are not permitted to remove or make copies of any confidential church records, reports or documents without prior supervisory approval. Disclosure of confidential information is subject to disciplinary action, up to and including termination of employment.

Job Responsibilities

An employee is expected to review and understand his/her job description and to ensure the description remains current. Most jobs will require flexibility and willingness to take on new or other duties as assigned due to changes in the Church over time. Questions regarding job responsibilities and revisions to your job description should be discussed with your supervisor. Employees are expected to limit personal activities and the use of personal equipment such as telephones, smart phones and personal computers during working hours.

Supervisor – Employee Communications

ERLC encourages open communication between supervisors and staff members. Your supervisor should be the first person you talk to regarding most questions or concerns. Your supervisor can explain Church operations and procedures and/or refer you to resources or others for additional information.

Job Performance Appraisal

ERLC will conduct an initial performance appraisal review after 90 days. The performance appraisal process provides an opportunity for you and your supervisor to review your work and discuss personal and professional goals. A written appraisal will be conducted annually thereafter, with additional performance meetings held throughout the year as deemed appropriate by your supervisor. The performance appraisal process provides an opportunity for you and your supervisor to review your work and discuss personal and professional goals. You are encouraged to discuss your professional goals with your supervisor to explore ways you may plan for professional development.

Working Hours

Work hours are set by the supervisor/Senior Pastor to meet the needs of the Church. ERLC may change your work hours from time-to-time to better meet its needs or the needs of its members. All overtime for non-exempt staff requires pre-approval.

Attendance/Punctuality

Reliability is valued and important. Employees are expected to report to work on time and work to the end of their scheduled workday. If you are unable to report to work or to report on time, you must personally notify your supervisor as soon as possible.

The attendance policy applies to both exempt and nonexempt employees. Employees with unsatisfactory attendance and punctuality may be subject to disciplinary action up to and including termination of employment. Unsatisfactory attendance will also affect performance evaluations and/or salary increases.

Employee Appearance

All ERLC employees are expected to dress appropriately for the church setting. Check with your supervisor for guidance.

Employment Separation

Employees should provide written notice of their resignation via letter, e-mail, or other written communication. The notice should include the reasons for leaving and the effective date.

If you fail to report to work for three (3) consecutive workdays without providing proper notice, you will be considered to have voluntarily resigned your employment as of your last day worked.

Chapter 3 – Church Policies

Equal Opportunity Policy

Elk River Lutheran Church will not discriminate against any employee or applicant for employment on the basis of any legally protected classification such as race, color, creed, religion, national origin, sex, sexual orientation, gender identity, disability, age, marital or familial status, covered veteran status or status with regard to public assistance or membership or activity in a local human rights commission unless the job description requires support and knowledge of ELCA theology.

This commitment applies to all employment practices including, but not limited to, hiring, promotion, demotion, transfer, recruitment, advertising, selection, layoff, corrective action, termination, recreational activities, rates of pay or other forms of compensation, selection for training and use of the Church facilities and participation in church activities.

If you feel that you are being subjected to discrimination, you have the right to immediately report such behavior to your supervisor, the Senior Pastor and/or a member of the Church Council. An employee who engages in discrimination will be subject to disciplinary action up to and including termination of employment.

You have the right and the responsibility to inform your supervisor, the Senior Pastor or Church Council about a discrimination concern so ERLC can take appropriate action. Retaliation of any kind against an employee or applicant for reporting in good faith a suspected incident of discrimination or for participating in the investigation process is prohibited.

Employment of Immediate Family Members and Relatives

Elk River Lutheran Church permits the hiring of qualified relatives of employees if their employment does not create a real or perceived conflict of interest. ERLC does not permit relatives to work in positions of direct supervisory relationships. For purposes of this policy, “relative” means any individual related to an employee or an employee’s spouse, by blood or by law.

Harassment Free Workplace

Elk River Lutheran has a zero tolerance policy for any type of harassment, including sexual harassment, by employees or other workforce members. All conduct that violates this policy is prohibited, whether or not such conduct is intended to be offensive or harassing. Offensive behavior that violates this policy is prohibited in any form at the workplace, at work-related functions or outside of work if it affects the workplace.

Examples of conduct prohibited by this policy include, but are not limited to:

- slurs, negative stereotyping, or discriminatory words or stories related to a protected characteristic
- unwelcome sexual flirtation, advances or propositions
- verbal comments directed to someone because of an individual's race, color, creed, religion, national origin, sex, sexual orientation, gender identity, disability, age, marital or familial status, covered veteran status or status with regard to public assistance or other status protected by applicable law
- explicit or degrading verbal comments about another individual on his/her appearance
- the display or distribution of sexually suggestive pictures or objects in any workplace location including, but not limited to, transmission or display via computer
- any sexually offensive or abusive physical conduct
- the taking of or the refusal to take any personnel action based on an employee's submission to or refusal of sexual overtures
- displaying cartoons or telling jokes which relate to an individual's age, race, gender, color, creed, religion, national origin, sex, sexual orientation, gender identity, disability, age, marital or familial status, covered veteran status or status with regard to public assistance or other status protected by applicable law

Sexual Harassment

Sexual harassment is prohibited. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment
- submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment

If you feel that you are being subjected to offensive behavior, you have the right to immediately ask the other party to stop no matter who the individual is or his/her position of authority in the Church. At the same time, you have the right to, and should immediately report such behavior to your supervisor, the Senior Pastor, and/or a member of the Church Council. Employees who engage in offensive behavior/harassment will be subject to disciplinary action up to and including termination of employment.

You have the right and the responsibility to inform any of the previously mentioned parties about offensive behavior so appropriate action can be taken. No one will be permitted to retaliate against you for asking someone to stop offensive behavior or for reporting a concern.

Non-Retaliation Policy

You will not be retaliated against because you, in good faith, report unethical behavior or violations of law, regulations, or company policy. This means that Elk River Lutheran Church will not take any adverse employment action against you or any associated third-parties for calling attention to illegal or unethical acts involving ERLC.

Drug and Alcohol Use

Elk River Lutheran Church values a safe and healthy work environment for its employees, volunteers and guests. As an employee, you may not use, possess, distribute, manufacture, sell, transfer, or be under the influence of alcohol, medical cannabis or illegal drugs during work time or while on Church business or property, including the parking lot. Employees who engage in any of the above mentioned activities are subject to disciplinary action up to and including termination of employment.

This policy does not prohibit the moderate consumption of alcoholic beverages at Elk River Lutheran Church sponsored events, if any, where the church has authorized alcoholic beverages to be served. Employees are not considered to be within the scope of their employment while attending these events and participation in them is completely voluntary. Employees are expected to act responsibly, use good judgment and obey legal and reasonable limits. If an employee consumes alcohol at a church-sponsored event, he or she is encouraged to make use of alternative transportation when leaving. If an employee exhibits improper behavior at a church-sponsored event due to alcohol consumption, Elk River Lutheran Church will require the employee to leave the event immediately and will make transportation arrangements home for that individual.

Chapter 4 - Employee Compensation

Employee Classifications for Pay Practices

The Fair Labor Standards Act (i.e., Wage and Hour Law) requires classification of employees according to the work they perform. These classifications determine how an employee is paid, eligibility for overtime pay, and how certain Elk River Lutheran Church practices may affect your employment.

Elk River Lutheran Church employees are grouped into two classifications:

- **Salaried Exempt:** You are classified as an exempt employee based on whether you are paid on a salary basis in accordance with state and federal requirements, and your job duties meet one or more of the following exempt classifications as defined by federal law including executive, administrative, professional or computer professional. These positions are generally not eligible for overtime pay.

Please note: If you work 16 hours or less per week, you will automatically be paid as an hourly non-exempt employee regardless of whether your job would otherwise be classified as exempt.

Comp time for salaried employees may be available at the discretion of the supervisor.

- **Hourly Non-exempt:** If your job is not classified as exempt, your job is considered to be non-exempt. All non-exempt employees are required to keep accurate records of all hours worked. Non-exempt employees are eligible to receive overtime pay at time and one half for all hours worked beyond 40 hours in a workweek. Hours excluded from an overtime pay calculation include sick leave, vacation leave and holidays.

Non-exempt employees asked to work on a designated holiday will receive time-and-one-half pay for work performed on that recognized holiday. Overtime must be approved in advance by your supervisor.

Salary Reviews

Elk River Lutheran Church's salary administration program is designed to provide financial rewards that are competitive and consistent with job performance. Performance will be monitored and evaluated by your supervisor throughout the year. Normally, salary will be reviewed yearly; however, the salary adjustment intervals may be based on your performance, the annual Church budget, Synod guidelines and comparable positions.

Chapter 5 - Employee Benefits

Elk River Lutheran Church offers ELCA Pension, Medical, Dental, and Long-Term Disability benefits through Portico to full-time employees (averaging 40 hours/week during a 12 month period). Elk River Lutheran will negotiate a salary and benefits package and may offer part-time employees (averaging 20 hours/week for at least a six month period) ELCA Pension, Medical, Dental and Long-Term Disability benefits through Portico as determined by Portico's allowable access.

Paid Holidays

Elk River Lutheran Church recognizes the following eight (8) paid holidays: New Years Day, MLK Jr. Day, Easter Monday, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day, and Christmas Day.

Non-exempt employees will receive the eight (8) paid holidays listed.

Exempt employees are eligible for all paid holidays. A holiday that falls on a weekend is observed on the **closest weekday** (e.g. a holiday falling on a Saturday or Sunday is observed on the succeeding Monday).

When exempt employees are scheduled to work on a holiday, their supervisor will schedule an alternate paid day off within one month of the holiday.

Part-time non-exempt employees will receive time-and-one-half pay for working a holiday.

Sick Leave

Presence on the job is critical and is a primary responsibility of each employee. Elk River Lutheran Church expects employees to be at work on each day they are scheduled to work. However, we recognize there are occasions when employees may be unable to work due to illness or injury. If unable to work, notify your supervisor prior to the start of your workday. Let your supervisor know the reason for your absence and the expected date of return. It is your responsibility to communicate with your supervisor and keep absences to a minimum.

Elk River Lutheran Church reserves the right to request and receive further information from the employee, the employee's physician, or to get a second opinion from a physician designated by Elk River Lutheran Church in order for sick time benefits to continue.

- Staff (averaging 20 hours/week or more) eligible for 10 days sick leave at their average weekly hours.

- Part-time staff (averaging below 20 hours/week) are not eligible for these additional benefits.
- Up to five (5) days of sick leave may be carried over to the next year and total sick days available cannot exceed 15 days. Unused sick leave will not be paid out upon termination or retirement.
- Sick leave can be used for personal illness, the illness of a spouse, children, parents or for doctors appointments.

Adjustments To Daily Work Schedule

Any adjustments to the daily work schedule must be pre-approved by the employee's supervisor.

Vacation Leave

All employees 20 hours per week or more are eligible to accrue vacation leave upon hire. Vacation days are accrued for time worked. Vacation leave must be approved in advance by your supervisor.

Employees will accrue vacation in accordance with the following schedule:

- First through fourth year - One (1) hour for every 26 hours worked
- Fifth through ninth year - One (1) hour for every 17.33 hours worked
- Tenth and beyond - One (1) hour for every 13 hours worked

Part-time staff (averaging below 20 hours/week) are not eligible for paid vacation leave.

Five vacation days may be carried over to the next employment year with approval of your supervisor.

Ordained clergy will follow Synod guidelines.

Bereavement Leave

In the unfortunate event of a death in the family, exempt, full time non-exempt, and part-time non-exempt employees may be excused for up to three days with pay to make any necessary arrangements and to attend the funeral.

Covered family members, for the purpose of this policy, shall be defined as spouse and the employee and/or spouse's children, mother, father, brothers, sisters, grandparents, grandchildren. Others not already listed but who played a similar role to those named may be deemed as a "covered family member" (e.g. an aunt that raised the employee).

Requests for additional time away should be approved by your supervisor and vacation leave, if available, may be used. Time off to attend a funeral for someone other than an immediate family member must be approved by your supervisor and vacation leave, if available, may be used.

Parental Leave

Subject to Church needs and supervisor approval, all employees who have worked a minimum of 1040 hours in the prior 12 months are eligible for a parental leave of up to six (6) weeks with full pay to care for a child after birth or adoption. The compensated parental leave may be complemented with an additional six (6) weeks of unpaid leave.

Part-time non-exempt staff (averaging below 20 hours/week) are not eligible for parental leave.

Medical Leave

All employees working 20 hours per week or more, who have worked a minimum of 1040 hours in the prior 12 months are eligible for a medical leave for their own serious health condition of up to six (6) weeks of unpaid leave.

Part-time non-exempt staff (averaging below 20 hours/week) are not eligible for these additional benefits.

Personal Leave

Personal leaves are reviewed and approved on a case by case basis. However they are unpaid and benefits do not continue unless specified in writing. Employees who do not return at the expiration of a leave will be assumed to have resigned and their employment will be terminated.

Jury Duty

Elk River Lutheran Church considers jury duty an important civic obligation. If called for jury duty, inform your supervisor so that he or she can make appropriate arrangements during your absence. If paid a salary (exempt), you will be paid your full daily salary during the time you are serving on jury duty less your jury pay, not to exceed eight hours per day. If paid by the hour (non-exempt), you will receive pay for the hours that you are regularly scheduled to work at the time you go out for jury duty less your jury pay. At the end of your jury duty assignment, you are required to submit your statement of jury service and pay. This document is issued by the court.

School Related Activity Leave

Elk River Lutheran Church encourages its employees to attend school related activities for their children or legal dependents. However, ERLC requires that you notify your supervisor 24 hours in advance and either request to use vacation time to be paid for the time missed or take the time off unpaid.

Simple IRA Retirement Program

From the beginning of their employment, employees who are expected to earn \$5000 or more in the year are eligible to participate in Elk River Lutheran Church's Simple IRA retirement

program. The church will match contributions up to 3%. While contribution is not required, it is strongly encouraged.

Sabbatical Policy (From Minneapolis Area Synod)

1. Eligibility

A sabbatical leave of three months may be granted to $\frac{3}{4}$ to full-time rostered staff and lay professionals after five continuous years of service at one ministry site. Support staff may also be granted a leave of three weeks after four years of continuous service at the same site.

Congregations with multiple staff shall identify additional priorities for eligibility when two or more staff members have similar service longevity.

2. Goals and Objectives

Goals and objectives for the sabbatical, plus the potential benefits to the individual and congregation, need to be discussed and established early in the planning process.

3. Duration of the Sabbatical

Up to three consecutive months of sabbatical leave may be granted after five years of continuous service in the congregation. The length of sabbatical leave needs to be discussed and stated in the plan, including beginning and ending dates.

4. Compensation and Replacement

During the sabbatical, the congregation is expected to provide full salary and benefits to the individual. Car allowance may be a negotiated item. Accrued continuing education funds may be used by the individual for a sabbatical.

The congregation will need to make arrangements for ministry during the sabbatical period. This can range from full-time replacement to supply preaching. A sabbatical leave is also an excellent opportunity for lay leadership to take on some aspects of replacement ministry.

In terms of meeting the above costs, it would be wise for both the congregation and the individual to budget for these several years in advance, if possible.

5. Return

A sabbatical leave is intended to benefit both the congregation and the individual. Therefore, upon return, at least one year of additional service is expected following a three-month sabbatical, and at least six months of service following sabbaticals of two months or less.

A written, personal report will be submitted to the Congregation Council within 90 days upon completion of a sabbatical. The report will include, among other items, material on (a) the value of the sabbatical for personal and professional growth, and (b) the potential impact on the individual's service to the congregation.

Chapter 6 - Health and Safety

On the Job Safety

Maintaining a safe working environment is a condition of employment at Elk River Lutheran Church. As an employee, you are expected to contribute to the safety of yourself and your co-workers by following all safety precautions. Unsafe job performance will lead to disciplinary action up to and including termination. Accidents and injuries must be reported immediately to your supervisor. In case of an emergency, call 911.

Violence in the Workplace Policy

Elk River Lutheran Church is committed to providing its employees with a safe, non-violent workplace and atmosphere.

No employee or other workforce member may engage in any verbal or physical conduct which causes or threatens to cause harm to persons or property. This includes conduct which has the effect of threatening others, regardless of the intent of the individual.

Harmful behavior prohibited by this policy includes, but is not limited to:

- Making statements that cause another to fear for personal safety, unwanted touching or physical harm
- Touching or hitting another in a threatening or unwanted manner
- Possession of firearms or any other weapon while on Elk River Lutheran Church premises or while engaged in Church functions off premises. This prohibition applies to all employees, including those who have a valid permit to carry a handgun.
- Threatening with a firearm or weapon, or any device used in a weapon-like manner
- Threatening, obscene, or harassing phone calls, voicemails or e-mail messages depicting or threatening violence
- Any other conduct or acts which management believes represents an imminent or potential danger to workplace safety/security.

If you witness violence against an employee, members, visitors or other person, you should immediately report the matter to your supervisor/Senior Pastor. Other conduct and circumstances that should also be reported include:

- Statements or communications by others that imply physical harm
- Harassing, obscene phone calls
- E-mail messages that are violent, offensive or threatening
- Weapons or discussions about weapons
- Pushing, shoving or horseplay
- Suspicious or unfamiliar people in your work area
- Trespassers or solicitors

Sometimes, employees may receive threats of violence from persons who are not employed by Elk River Lutheran Church or may become aware of co-workers who receive similar threats of violence from persons who are not employed by ERLC. If you believe that these threats may result in harm to you, other ERLC employees, members or visitors, or to Church property, then you should immediately report such threats to your supervisor/Senior Pastor.

ERLC reserves the right to search and inspect property and persons while on Church premises, or while engaged in a Church function off premises.

Employees who violate this policy will be subject to discipline up to and including immediate termination of employment.

Worker's Compensation

If injured in any way on the job, you must immediately report the injury to your supervisor/Senior Pastor. Even minor injuries can become severe, so all must be reported. Failure to do so may result in disciplinary action. Expenses incurred for an on-the-job injury as well as the worker's compensation form must be submitted for processing.

Chapter 7 - General Guidelines

Media Guidelines

The senior pastor, or his or her designee, is the official spokesperson for ERLC. If the senior pastor is unavailable or there is a conflict of interest then the council president will assume the role of spokesperson

Company Resources

Elk River Lutheran Church provides its company resources to facilitate the performance of company work. ERLC requires that all company resources (employees, equipment, electronic resources, email, facilities, etc.) be dedicated to company business. This means that non-business uses of any company resources may not occur unless the use is considered minimal personal use.

Responsible, Minimal Personal Use

You may use company resources for personal reasons, provided that such use is considered reasonable and minimal. In order to be considered reasonable and minimal use, it must:

- take place during non-working time (i.e. before or after work, during break time, or during lunchtime)
- be limited in scope such that it does not interfere with your job duties
- be appropriate in nature
- not interfere with the efficient use of the resource (e.g., no large attachments to an email)

Information Security

Elk River Lutheran Church uses computers, technology, and electronic communications to meet its business needs. You are responsible for maintaining the security of the information stored and transmitted by these systems.

Passwords are the fundamental safeguard of vital information. You are responsible for protecting the confidentiality of passwords. Unauthorized disclosure of a password, using another person's password, or attempting to determine or bypass another's password will result in corrective action.

Email Communication

It is important to use good judgment when composing and forwarding e-mail messages and attachments and opening e-mails. You should apply the same standards to your e-mails as you would any other type of business communication.

Right to Search Company Systems and Property

Elk River Lutheran Church expects that you will use systems, equipment and other property for ERLC purposes. ERLC reserves the right to monitor and record all internet/e-mail usage to search/retrieve all such property to determine whether any employee is using resources for an inappropriate purpose or is otherwise engaged in inappropriate behavior in violation of policy. (No employee or workforce member should have any expectation of privacy in his or her company systems and/or property usage).

Reimbursement for Church Purchases, Travel and Entertainment Expenditures

Elk River Lutheran Church will reimburse employees for reasonable expenses incurred for Church purchases and/or travel and entertainment with appropriate approval and receipt back-up. Employees may receive a church credit card, as approved by the supervisor, which can be used for the purchase of budgeted or council approved purchases. Receipts/invoices should be saved, coded, and turned into the church bookkeeper.

Keys to the Church

As an employee, you will be given keys to the portions of the building you need access to. It is your responsibility to ensure the keys are in your possession or in a safe location at all times. You are not permitted to borrow your keys to a member, visitor or volunteer. Such action will result in disciplinary action up to and including termination. At the end of your employment, the key must be returned.

Elk River Lutheran Church - ELCA

Employee Handbook Acknowledgement

Please read the following, sign and date below and return it to the Administrative Assistant

By signing below, I acknowledge that I have read and understand the policies outlined in the Elk River Lutheran Church Employee Handbook. I understand that the Handbook is intended only as a general reference and not a legal contract or a full statement of Elk River Lutheran Church's procedures. I also understand that the policies and benefits described in it are subject to change at the sole discretion of Elk River Lutheran Church at any time.

This Handbook is not an employment contract. All employees of Elk River Lutheran Church are employees "at-will". This means that no provision in the Handbook is intended to create an employment contract between Elk River Lutheran Church and any employee, or to limit the rights of Elk River Lutheran Church and its employees to terminate the employment relationship at will, at any time, with or without cause.

I agree to keep this book in my possession during my employment and to update it whenever provided with materials to do so.

Date

Employee Signature

Print or Type Name