



# **Elk River Lutheran Church - ELCA**

## **Employee Handbook**

*(For Salaried and Non-Exempt Staff)*

*October 2012*

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## **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 (the "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 the Church.*

*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.*

*The Church 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 Church.*

## **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 (hereinafter "ERLC") is a mission-start congregation of the ELCA. Formed on the first Sunday in Advent, 2009, the congregation is located in the northwest suburb of the Minneapolis area synod. ERLC currently has over 400 members, and has been one of the fastest-growing mission-start congregations of the ELCA.

## **Chapter 2 – Employment Related Policies**

### **Employment at Will**

Your 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, the Church 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; and
- 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.

Your 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 Elk River Lutheran Church 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, Elk River Lutheran Church 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**

Each 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.

### **Professional Development**

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/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 each 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.

Poor attendance and punctuality may result in disciplinary action up to and including termination of employment.

### **Employee Appearance**

All ERLC employees are expected to dress professionally and appropriately for a church setting. Professional appearance expectations apply during work hours, both at the church and off site, while representing the Church. Casual attire may be appropriate for certain events or projects; check with your supervisor for guidance.

### **Employment Separation**

As stated above, your employment with Elk River Lutheran Church is considered “employment at will,” which means that either you or the ERLC may terminate the employment for any reason, at any time, with or without prior notice or warning. (Ordained clergy must comply with Synod guidelines and the Church’s Constitution.) Employment separation may be initiated by you or the Church, as follows:

#### **Employee Initiated**

- **Resignation:** When an employee initiates his/her employment separation for any reason. Employees who resign are urged to give their supervisor no less than two weeks (four weeks for exempt-salaried staff) written notice prior to the effective date to allow the Church to plan a transition.
- **Retirement:** When an employee terminates their employment in accordance with provisions of the Church’s retirement plan.

#### **Church Initiated**

The Church has the right to terminate the “employment at-will” relationship. Examples of church initiated action may include, but are not limited to:

- **Layoff/Position Elimination:** Due to restructuring or financial constraints. Every effort will be made to give reasonable advance notice.
- **Employment Termination:** Employment separation for cause such as poor performance, misconduct, violating church policy, etc.

## **Chapter 3 – Church Policies**

### **Equal Opportunity Policy**

Elk River Lutheran Church has a policy that prohibits discrimination in any form on the basis of age, creed, race, color, religion, sex, national origin, disability, veteran status, sexual orientation, or other legally prohibited criteria, unless the job description requires support and knowledge of ELCA theology. This policy of nondiscrimination applies to employment practices and procedures including:

- Recruitment, transfer and promotion
- Compensation Administration
- Opportunities for training/professional development
- Disciplinary action, layoff, and termination of employment
- Use of Church facilities and participation in Church activities, and

If you feel that you are being subjected to discrimination, you have the right to immediately report such behavior to your supervisor, the 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 Pastor or Church Council about a discrimination concern so Elk River Lutheran Church can take appropriate action. No one will be permitted to retaliate against you for reporting a concern.

### **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. Elk River Lutheran Church 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.

If two employees are dating and/or marry and these conditions result, reasonable effort will be made to transfer or reassign one of the employees. If that is not possible, other options will be explored.

### **Offensive Behavior/Harassment**

Elk River Lutheran Church strives to maintain a working environment free from offensive or degrading remarks or conduct; therefore, any offensive behavior/harassment of any employee will not be tolerated. Offensive behavior/harassment can include inappropriate remarks or actions that are offensive to another, based on sex, race, age, religion, color, creed, sexual orientation, disability, marital status, national origin, or any other legally protected class. Offensive behavior may also involve requests to engage in illegal, immoral or unethical conduct, or it could include inappropriate physical contact.

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 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 the Church can take appropriate action. No one will be permitted to retaliate against you for asking someone to stop offensive behavior or for reporting a concern.

### **Sexual Harassment Policy**

Elk River Lutheran Church will not tolerate any act of sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or 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 continued employment.
- Submission to or rejection of such conduct by an individual is used as a basis for future employment decisions affecting that individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Here are some examples of conduct that are likely to or do constitute sexual harassment (this list is not meant to be all inclusive):

- Use of offensive or demeaning terms that have a sexual connotation.
- Objectionable physical closeness, behavior, actions or contact.
- Unwelcome suggestions regarding, or repeated invitations to, social engagements or work-related social events.
- Any indication, expressed or implied, that an employee's job security, job assignment, conditions of employment, or opportunities for advancement may depend on the granting of sexual favors.
- Any action relating to an employee's job status which is in fact affected by consideration of the granting or refusal of social or sexual favors.
- Deliberate or careless creation of an atmosphere of sexual harassment or intimidation.
- Deliberate or careless jokes or remarks of a sexual nature to or in the presence of any employee who may find such jokes or remarks offensive.
- Showing or sending materials that have a sexual content or are of a sexual nature (such as cartoons, articles, pictures, etc.), either by email, interoffice mail, Internet, or otherwise, to employees who may find such materials offensive.

Employees are expected to treat their church colleagues and members of the congregation with respect at all times.

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

You have the right and the responsibility to inform your supervisor or any of the previously mentioned parties about any concern so Elk River Lutheran Church can take appropriate action. No one will be permitted to retaliate against you for telling someone to stop harassing behavior or for reporting a concern.

### **Americans with Disabilities Act Policy**

Elk River Lutheran Church complies fully with the Americans with Disabilities Act, as well as state laws, which require that the Church make efforts to provide reasonable accommodations for qualified individuals with a disability. ERLC is committed to treating individuals with a physical or mental disability without discrimination in any area of work, including pre-employment, application, hiring, supervision and evaluation. ERLC treats all medical information and records as strictly confidential.

If you are an individual with a disability, you have a right to request a reasonable accommodation in order to perform the essential functions of the job. To make this request, provide written notice to your supervisor.

### **Drug and Alcohol Use**

ERLC values a safe and healthy work environment for its employees, volunteers and guests. It is the policy of ERLC to maintain a workplace free from the use of illegal drugs and abuse of drugs and alcohol and will not tolerate an employee reporting to work under the influence of unlawful drugs or alcohol; selling, purchasing, transferring, possessing or promoting the use of non-prescription illegal drugs during work time or while on Church business or property, including the parking lot. Prescription drugs, prescribed by a licensed physician or health care provider for the individual holding the prescription and taken in the prescribed amounts, are allowed, unless by taking them they create an undue burden or risk of harm, or otherwise prevent an employee from performing the essential functions of his/her job.

Employees who engage in any of the above mentioned activities are subject to disciplinary action up to and including termination of employment.

### **Smoking and Other Tobacco Products**

The ERLC building and grounds are smoke-free.

## **Chapter 4 - Your 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** includes pastors, directors, supervisors, office managers and professional staff. These positions are generally not eligible for overtime pay.
- **Hourly Non-exempt** includes clerical personnel, secretaries, janitorial staff and similar positions. These employees are eligible for overtime pay provided overtime is approved in advance by the supervisor.

ERLC will establish which jobs are classified exempt and non-exempt based on the Fair Labor Standards Act,. A job evaluation process can be conducted to determine whether a job is exempt or non-exempt if questioned by either the supervisor or the employee.

### **Salary Reviews**

Elk River Lutheran Church's salary administration program is designed to provide financial rewards that are competitive and consistent with job performance. Your performance will be monitored and evaluated by your supervisor throughout the year. Normally, your 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.

### **Time Sheets**

To fulfill federal wage-and-hour requirements, all non-exempt employees must report all hours worked and hours absent due to illness, holidays, or vacations. In order to ensure timely payment, it is the employee's responsibility to ensure his/her time sheet or diary is provided to the supervisor for review and approval in accordance with the payroll schedule. Salaried exempt employees must submit a work-time/leave diary for every pay period.

### **Paid Overtime (Non-Exempt – Hourly Paid Employees)**

- 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.

Salaried exempt employees are paid on the basis of their assigned responsibilities, not on the number of hours worked each week, and are therefore not subject to the overtime pay provisions.

## **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 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 seven paid holidays: New Years Day, Easter Monday, Memorial Day, Independence Day (July 4<sup>th</sup>), Labor Day, Thanksgiving Day, and Christmas Day.—

Non-exempt employees will receive the seven paid holidays listed.

Exempt employees are eligible for paid holidays when the holiday occurs on a regularly scheduled work day.

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**

Your 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 you are 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 7 days sick leave at their average weekly hours.

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

Sick leave may not be carried over to the next year and 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. Sick leave may be used in one-hour time blocks.

#### **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 .... 1 hour for every 26 hours worked**

**Fifth through ninth year... 1 hour for every 17.33 hours worked**

**Tenth year and beyond...1 hour for every 13 hours worked**

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

Ordained clergy will follow Synod guidelines.

When you reach the anniversary of your date of hire and complete the fourth or ninth year of service, the following month you will begin to accrue vacation at the next higher level.

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

#### **Bereavement Leave**

If a death occurs in your immediate family, exempt and full time non-exempt employees may be excused for up to three days with pay to make any necessary arrangements and to attend the funeral. 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.

Immediate family, 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.

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 one (1) week with full pay to care for a child after birth or adoption. The compensated parental leave may be complemented with an additional five (5) 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.

### **Military Leave**

If you take a military leave for extended active duty, you will be eligible for reinstatement under requirements of the Universal Military Service Training Act. If you are in the military reserves, Elk River Lutheran Church will supplement up to two weeks active duty pay so that you receive total compensation equal to your daily base salary. In addition, you will be paid for time off needed to complete pre-induction examinations required by draft boards. For more information, contact the Director of Administration.

### **Personal Leave**

Personal leaves may be approved in some instances, but are unpaid and benefits do not continue unless specified in writing. No personal leave may exceed six (6) weeks, no matter what reasons or circumstances. Employees who do not return at the expiration of a leave, or after six (6) weeks if no return date is specified, 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 you are called for jury duty, inform your supervisor so that he or she can make appropriate arrangements during your absence. If you are 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 you are 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, Elk River Lutheran Church 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.

## **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.

In addition, the following precautions should be taken by all employees:

1. All doors will be locked when not in use. If you leave your work space for a period longer than an hour and the main office is closed, lock your door.
2. When you leave the building after office hours, please let others in the building know that you are leaving. Inform them if you have locked the front doors, turned off lights, etc. If you have a cell phone, it is a good practice to carry your cell phone with you as you walk the building.
3. Please keep purses and wallets in a secure location in your work space. Do not leave them unattended and in the open.
4. Checks or cash received as offerings, tuition, donations, registration fees, etc will be deposited into the drop safe located in the business office. No checks or cash should be kept in employee offices.
5. Unless you are expecting someone, please do not open the door after business hours, or use your best judgment.
6. If you are alone in the building or it is after business hours, please stay alert to your surroundings. If there is a stranger in the building or something does not seem right, go to an office and close the door, then CALL 911. There is no charge for calling 911.

**NOTE:** In the event 911 is called, please contact the Council President and Building/Facility Chair after 911 has been called to inform him/her of the current situation.

### **Violence in the Workplace Policy**

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

The possession, carrying, or use of a firearm of any kind or other weapon while on Elk River Lutheran Church premises or while engaged in a Church function off premises is strictly prohibited. This prohibition applies to all employees, including those who have a valid permit to carry a handgun.

Employees have a responsibility to help keep Elk River Lutheran Church safe and free of violence. If you are aware of co-workers, members, visitors or other individuals who carry, possess, or use a firearm or other weapon while on Elk River Lutheran Church premises or while engaged in a Church function off premises, you should immediately report the conduct at issue to your supervisor or to the Director of Administration.

If you receive a threat of violence or physical or other harm from a co-worker or from others who are on Elk River Lutheran Church premises or engaged in a Church function, or if you become aware of such a threat, you should also immediately report the threat to your supervisor or to one of the persons listed above, even if you think the threat is only a “joke.”

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 Elk River Lutheran Church. If you believe that these threats may result in harm to you, other Elk River Lutheran Church employees, members or visitors, or to Church property, then you should immediately report such threats to your supervisor or to the Director of Administration.

Elk River Lutheran Church 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 you are injured in any way on the job, you must immediately report the injury to your supervisor or the Director of Administration. 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**

### **Providing References**

Only the Director of Administration is authorized to respond to outside requests for information on current and former employees. Current employees are prohibited from giving reference related information to outside inquirers. All such inquiries should be referred to the Director of Administration who will confirm only the following information: hire date, termination date, job position title, status of employment (whether full-time, part-time or temporary), and salary level.

### **Search of Personal Property Policy**

Elk River Lutheran Church has an obligation to protect its own property and the possessions of employees, members, and visitors while on our premises. In addition, Elk River Lutheran Church has an obligation to maintain a workplace free of illegally-held goods and harassing material.

Therefore, Elk River Lutheran Church reserves the right to inspect all possessions of employees, members, and visitors, including but not limited to such items as lunchboxes, handbags, purses, packages, computer carrying bags, and briefcases, cell phones, laptop or iPad computers carried into or from Church premises. Elk River Lutheran Church may also search an employee's desk, files, locker or any other area or employee possession on Church premises and Elk River Lutheran Church may conduct such inspections at any time, at its discretion.

If an employee is involved in a situation where members and/or visitors refuse to cooperate in inspections under this policy you may refuse entrance to or remove them from the Church premises. Employees who refuse to cooperate with inspections under this policy will be subject to discipline up to and including termination.

### **E-Mail and Computer Access/Usage Policy**

Elk River Lutheran Church must protect its electronic information. Every employee (User) having access to electronic mail and the Internet through computers and software owned by Elk River Lutheran Church is required to follow this policy as a condition of such access. Misuse of the Church's computer system is grounds for disciplinary action up to and including termination.

- E-mail/Internet access will be used solely for purposes related to Elk River Lutheran Church's operations.
- Users must treat all information on Elk River Lutheran Church's computer system as confidential and take steps, as appropriate, to maintain its confidentiality.
- Users will be given access to certain areas and services of Elk River Lutheran Church's computer system and must restrict use of Elk River Lutheran Church's Computer System to such areas. The users shall not attempt to access areas other than those specifically granted access to by Elk River Lutheran Church.
- Elk River Lutheran Church reserves the right to inspect, monitor, review, retain, disclose, and use (collectively referred to as "monitor") computers, e-mail (both incoming and outgoing) and/or data in its sole discretion, notwithstanding any employee's use of passwords. Computers, e-mail, and data are not private or confidential, and employees should have no expectation of privacy in them. Elk River Lutheran Church may disclose and use any e-mail or data accessed by it as

it deems appropriate. Such monitoring by Elk River Lutheran Church may occur without User(s) knowledge. A User on a network should not assume that messages on a network are confidential. System administrators, with their privileges, can view any message on the system.

- Elk River Lutheran employees should not normally clear the browser history on their computer unless instructed to do so.
- Users are responsible for usage of Elk River Lutheran Church's Computer System and shall maintain the secrecy and security of accounts, access privileges, and password(s) and prevent others from using accounts, access privileges and passwords(s).
- Users shall not load or run any software on Elk River Lutheran Church's computer system that has not been authorized by the Computer Commission.
- Users should not access the accounts of others with the intent to read, browse, modify, copy or delete files and directories unless they have given you specific authorization to do so.
- Users are prohibited from making or using illegal copies of licensed or copyrighted software.
- The E-mail/Internet systems are not to be used to create or view any offensive or disruptive documents. Among those which are considered offensive are any documents which contain sexual implications, racial slurs, gender-specific comments or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, disability, or other classes protected by law.
- If a user receives such an E-mail passed to them by another user or external source, they must immediately delete the subject matter. Users who save and/or pass on the material to another party are inappropriately using the Elk River Lutheran Church computer system.
- All hardware, software, supplies and documentation are the sole property of Elk River Lutheran Church. They must not be removed from Elk River Lutheran Church without proper authorization.
- Avoid any activity around your workstation that may result in damage to Elk River Lutheran Church's computer system.
- It is the intent of this policy to provide a broad outline of what behaviors involving computer resources are prohibited by Elk River Lutheran Church. Because an activity is not expressly prohibited in the policy does not make it appropriate for an employee to engage in such activity.
- Users should immediately report security violations.

Please note that electronic information should be treated like other documents.

### **Telephone, Voicemail and Fax Communications Policy**

All telephonic communication systems such as telephone, fax, and voicemail, and all information transmitted, received or stored in these systems, is the property of Elk River Lutheran Church. Voicemail and fax messages may not be private communications and the content of fax messages can be intercepted and made public. Therefore, it is important that you take necessary precautions to ensure message security if you are to transmit confidential information in fax transmissions. Never transmit by telephone,

voicemail or fax, statements or opinions that are libelous, slanderous, defamatory, discriminatory, offensive, pornographic, inflammatory, threatening, or harassing.

Delete all received voicemail messages after listening to them to protect the security of the voice mail system.

You are not to listen to voicemail messages or read fax transmissions other than your own or those which you are authorized to open by your supervisor or by the person to whom the message was intended. You are not to alter sent or received telephonic communications in the workplace.

An employee who disregards or violates this policy is subject to discipline up to and including termination.

**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.

**Telephones and Mail for Personal Use**

Efficient telephone and mail services are essential to the Church. Therefore, please make personal telephone calls during breaks or lunch periods only. If you need to make personal calls, only local calls are allowed. Church postage is for church use only.

**Keys to the Church**

As an employee, you will be given a key to the building. This key will open all doors in the building. It is your responsibility to ensure the key is in your possession or in a safe location at all times. You are not permitted to borrow your key 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 to the Business Office.

# 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 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.

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Date

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Employee Signature

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Print or Type Name

## **Policy & Procedure for Sexual Misconduct**

I have read and understand the Policy & Procedure for Sexual Misconduct provided by Elk River Lutheran Church Lutheran Church through its Employee Handbook.

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Date

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Employee Signature