

Bethlehem Evangelical Lutheran Church STAFFING HANDBOOK

Table of Contents

	Page
Purpose	2
Nature of Employment	2
Employment Applications	3
Equal Opportunity Employment	3
Nondiscrimination For Medical Conditions	3
Organization Structure	4
Categories Of Employment	4
Called Staff	5
Full Time	5
Part Time	5
Temporary	5
Independent Contractors	5
Introductory/Probationary Period	5
Performance Appraisals	6
Payroll	6
Hourly (Nonexempt)	6
Salaried (Exempt)	6
Payment Of Wages	7
Other Wages Considerations	7
Reimbursement	7
Standard Work Schedule	8
Inclement Conditions	8
Dress Code	8
Employment Of Relatives	9
Conduct In The Workplace	9
Outside Employment	10
Computer Use	10
Safety and Security	10
Safety	10
Background Check	10
Reporting Inappropriate/Illegal	10
Behavior	11
No Smoking	11
Substance Abuse Screening	11
Harassment	12
Retaliation	13

	Page
Benefits	13
Holiday Pay	13
Vacation	14
Vacation Pay	14
Separation	14
Unpaid Leave	15
Sick Leave	15
Funeral Leave	15
Medical Leave of Absence	15
Time to Vote	16
Military Leave	16
Jury Duty	16
Medical Insurance	16
Retirement Program	16
Continuing Education/Training	16
Insurance/Licenses/Permits	17
Resignation	17
Termination	17
Work-related Injuries	18
Other Policies and Procedures	18
Confidentiality	18
Employee Acknowledgement Form	19
Accident/Incident/Unsafe Working Condition/Complaint (AIUSWCC) Form	20

Bethlehem Evangelical Lutheran Church Staffing Handbook

Bethlehem Evangelical Lutheran Church ('the Church' or BELC) has a vital mission as described in Matthew 28: 18-20:

All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, to the close of the age.

Further, the Church believes all things should be done in an orderly way (see 1 Corinthians 14:40). Therefore, it desires discipline, consistency, fairness, and grace in the management of its employees according to the expectations of the Congregation Council ('the Council'). BELC is determined to develop and maintain a culture of the Gospel, one of honest and accountable stewardship and opposition to misconduct.

PURPOSE

The purpose of this Staffing Handbook is to provide current and prospective employees a summary of the staff-related policies that govern employment with the Bethlehem Evangelical Lutheran Church (BELC). This Handbook and the policies contained herein were approved by the BELC Congregation Council and may be amended or cancelled at any time, at the Council's sole discretion. Staff will be notified of such changes to the Handbook as they occur. This BELC Staffing Handbook shall be maintained by the Office and Business Manager – subsequent revisions/changes unless grammatical or clarifying in nature shall be approved by the Congregation Council.

No staffing handbook can anticipate every circumstance or question about policies. The provisions of this Staffing Handbook have been developed at the discretion of the Council and may be amended or cancelled at any time, at the Council's sole discretion. The Senior Pastor, in consultation with Council, has the authority to waive application of any provision of the Staffing Handbook as deemed necessary in carrying out the day-to-day operations of the Church. Any such waivers will be in writing.

Staff are required to acknowledge they have read this Handbook and understand and accept its provisions by signing the last page and providing a copy to the Office and Business Manager.

NATURE OF EMPLOYMENT

Employment with BELC is voluntarily entered into, and anyone is free to submit their resign at will at any time. Similarly, BELC may terminate the employment relationship

at will at any time for any reason that does not violate applicable federal or state law. The hiring of any person does not guarantee employment for any specified period of time, nor does it require any formal process, whether administrative or judicial, internal or external, to sever the employment relationship. Policies set forth in this Handbook are not intended to create a contract of employment between BELC and any of its staff.

The terms of employment for each staff member is included either in a Letter of Call or other hiring document.

EMPLOYMENT APPLICATIONS

BELC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other information presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information may result in exclusion from further consideration for employment or termination of employment.

EQUAL OPPORTUNITY EMPLOYMENT

Because BELC is a non-profit religious organization, we are not legally bound by all Equal Opportunity laws and guidelines, but it is our practice to afford equal opportunity to qualified individuals, regardless of race, color, national origin, age, disability, or gender, and to conform to all applicable laws. However, certain positions carry a bona fide occupational qualification which requires the hiring of Lutherans due to the unique ministerial nature of the work to be performed. The Senior Pastor shall identify these positions and document this requirement in the job description. This policy of nondiscrimination does and will apply equally to recruitment, selection, placement, transfers, promotions, demotions, layoffs, recalls, separations, training benefits, rates of pay, and other conditions of employment.

BELC does not discriminate on the basis of citizenship or national origin. Federal law hiring policies require that each new employee, including re-hired employees, complete the Employment Eligibility Verification Form I-9 and present documents establishing identity and employment eligibility, as a condition of employment.

Any person with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their Supervisor.

NONDISCRIMINATION FOR MEDICAL CONDITIONS

Employee medical conditions are treated with dignity and confidentiality.

Qualified persons seeking employment with BELC shall not be discriminated against on the basis of a medical condition. Employees with medical conditions may continue to work as long as they are able to perform the required duties, and they do not present a

direct and certifiable medical threat to other employees or those with whom they come in contact.

Employment shall not be terminated on the basis of a medical condition, unless the nature and extent of the illness reasonably precludes the requirements of such employment. Employees are assured of complete confidentiality consistent with applicable laws, when seeking counseling or medical referral assistance. BELC will take reasonable efforts to maintain confidentiality.

ORGANIZATION STRUCTURE

The Senior Pastor is the spiritual head of the BELC parish family and may be assisted by additional ordained and/or lay members under a specific call to BELC, and other hired staff. The Senior Pastor shall have ultimate supervisory responsibility for all BELC staff. This responsibility may be delegated to others as appropriate. General business operations are managed by the BELC Office and Business Manager, who is under the direct supervision of the Senior Pastor. Other positions approved by Council may exist for the overall benefit of the Church. Services to BELC such as custodial support may be provided via subcontract. All BELC employees are under the employment jurisdiction of the Senior Pastor or his designee. The Personnel Committee, which is appointed jointly by the Congregation Council and the Senior Pastor (generally includes the sitting and past Congregation Presidents, and the Senior Pastor as a minimum), acts on behalf of the Congregation Council to review and analyze both the operations and BELC structure, and recommends adjustments as necessary. Further, this Committee and the Mutual Ministry Committee is available to employees to address confidential personnel issues.

Other organizational elements, e.g. teams, committees, and ad hoc groups are authorized by the BELC Constitution and/or By Laws, and operate for the benefit of the Church.

CATEGORIES OF EMPLOYMENT

The Fair Labor Standards Act (FLSA) covers such employment matters as hours of work, minimum wage, overtime compensation, and other conditions of employment. Many provisions of this law cover BELC. The FLSA establishes specific criteria for determining non-exempt jobs that require pay for overtime hours worked, and exempt jobs that do not require compensation for overtime.

Every position at the Church must be designated by the Personnel Committee as exempt or non-exempt for purposes of compliance with the FLSA. This information is included on your job description. If you have a question concerning whether a position is exempt or non-exempt, you should contact the Office and Business Manager.

For purpose of eligibility to participate in various employee benefit programs, employees are identified by four (4) general classifications:

Called Staff: Called staff are employees who have received a call from the BELC congregation. This includes the Senior Pastor, any Associate Pastors, Associates in Ministry, and any other position whose ministry is defined by a Call. The Called staff, including the Senior Pastor, shall serve at the pleasure of the BELC congregation who issues the Call. Salaries and benefits are established using guidelines from the Evangelical Lutheran Church in America (ELCA) as promulgated through the Rocky Mountain Synod and are documented in the specific Letter of Call. However, this Staffing Handbook does apply to all Called staff for provisions that are not specifically addressed in their respective Call, e.g. computer usage.

Full Time Staff: Regular, full-time employees are those who work full time, i.e. 40 hours per week. These employees are eligible for all benefits as described throughout this Staffing Handbook.

Part Time Staff: Regular, part-time employee are those who regularly work less than 40 hours per week. These employees are eligible for pro-rated benefits as described throughout this Staffing Handbook.

Temporary Staff: Temporary or seasonal employees such as summer help who may work up to 40 hours per week are eligible for overtime pay after 40 hours per week; however, they are not eligible for any other benefits as described throughout this Staffing Handbook.

Independent Contractors: Independent contractors are individuals or business entities that perform labor or services to the Church pursuant to a contract that meets certain legal criteria. Independent Contractors are not employees, are not processed through the regular payroll system, and are not entitled to benefits. All Independent Contractors must fill out a W-9 form, provide their own Worker's Compensation insurance, and pay their own taxes.

INTRODUCTORY/PROBATIONARY PERIOD

All new employees not under a Letter of Call participate in an introductory/probationary period of 6 months. Performance of each employee will be periodically reviewed by his/her supervisor and with the Senior Pastor or his designee. Upon completion of the 6-months period, the employee will be evaluated to determine if the employee has performed satisfactorily in the assigned job. Throughout the 6-months period, the employee will be given guidance on any necessary adjustments to improve performance and meet supervisor expectations. Based upon this evaluation, the employee may i) be placed on permanent status consistent with one of the employee categories listed above, ii) have their probationary period extended, or iii) discharged.

The probationary period may be extended for up to an additional 6 months by the supervisor upon approval of the Senior Pastor. The supervisor will advise the employee of required performance adjustments and evaluate the employee's performance regularly

(normally once a week) during the extension. During this extended period, an employee may be discharged with/without cause or advance notice at the discretion of the Congregation Council.

New staff are eligible to accrue benefits during their introductory/probationary period, however use of these benefits (e.g. vacation and sick leave) during this period shall comply with the requirements listed below.

PERFORMANCE APPRAISALS

Each employee's performance shall be appraised in conjunction with the completion of the introductory/probationary period and annually thereafter. Performance appraisals are performed by the employee's supervisor with input from the Senior Pastor and will be based on the job description and such factors as quality and quantity of work, job knowledge, satisfaction of pre-established goals, judgment, team work, initiative, and creativity demonstrated on the job. Input for the appraisal may also be solicited from the congregation.

The Supervisor may establish goals and objectives needed to enhance the employee's performance. PRIOR to discussing the performance appraisal with the employee, it shall be discussed with the Senior Pastor (if he/she is not the supervisor). After the performance appraisal is discussed with the employee, the employee may meet with the BELC Personnel Committee. The performance appraisal is a part of the employee's personnel file. The Office and Business Manager will manage the appraisal process, e.g. coordinate appraisal dates and schedule appointments for all employees.

Annual salary adjustments, if any are made; depend primarily on the performance appraisal, i.e. performance and accomplishments of the employee during a specific period and the fiscal health of BELC. Job content, enhancement of skills, and current salary (relative to the local applicable job market) also are factors considered in an employee's annual salary adjustment.

PAYROLL

Hourly (non-exempt) Staff: Hourly staff, also identified as *non-exempt* employees, are those employees who are paid on an hourly basis and are eligible to receive overtime pay only for work in excess of 40 hours per week in accordance with federal and/or state wage and hour statutes.

Salaried (exempt) Staff: Salaried staff, also identified as *exempt* employees, are paid an annual salary and are assigned to positions designated as exempt by the Congregation Council. Such employees are not eligible for overtime pay. All Called staff are normally considered exempt.

PAYMENT OF WAGES

Paychecks are normally distributed bi-weekly (i.e., every two weeks) on Friday morning. All hourly staff are required to prepare a timesheet for the two-week pay period (Saturday to Friday) and submit to the Office and Business Manager by noon on Tuesday of the week following the pay period.

The timesheet, prepared by the employee, is the basis on which pay is computed. Payment of wages is made the Friday following the pay period, i.e. a week after the end of each pay period. All information should be verified to assure that correct payment is made. Failure to submit the timesheet by the established time may result in delay of the paycheck.

BELC complies with all statutory Federal and State withholdings and payments required by law.

Salary adjustments are made by the Congregation Council with input from the Senior Pastor and Office and Business Manager based upon factors described above.

OTHER WAGES CONSIDERATIONS

When required by local, State, and/or Federal law, BELC will process garnishments of an employee's earnings.

In emergency situations, a salary advance may be issued to an employee (not to exceed the amount of the next paycheck) if approved by the Senior Pastor or his/her designee. This practice will only be allowed in very unusual circumstances and is not to become a regular practice. A written agreement between the employee and BELC shall be signed by the employee and the Office and Business Manager providing details for reimbursement.

Employees shall reimburse BELC in a prompt manner for any facilities, resources, or equipment utilized that are not job related (e.g. long distance telephone calls, special services for mail delivery, printing, etc.). The employee is responsible for proper use of BELC resources, property, and vehicles.

REIMBURSEMENTS

The Church will reimburse a staff member for approved, reasonable, and budgeted job-related out of pocket expenses. The employee must fill out a Payment Request form, attach receipts, and obtain approval by the applicable Ministry Team leader or the Office and Business Manager for administrative expenses. Any unbudgeted purchase requires approval in advance of the purchase.

STANDARD WORK SCHEDULE

Hourly employees are only paid for time worked. Work hours may vary throughout the BELC organization due to the demands of different functions. In general, the normal office hours are 9:00 a.m. to 4 p.m. Monday through Thursday, and 9:00 a.m. to 1 p.m. on Friday. Employees are granted 30 minutes of unpaid time for lunch. Work week deviations from this standard (including working from home or while away from the office) must be approved in writing by the employee's supervisor unless otherwise authorized as part of the employee's job description.

Prompt and regular attendance is essential. If a staff member is unable to arrive at or begin work as required, the employee (or someone on the employee's behalf), should phone and speak directly to the Office and Business Manager as soon as possible, but no later than the employee's scheduled start time. If the Office and Business Manager is not available, the employee should speak directly with a co-worker working that day.

INCLEMENT CONDITIONS

All staff are expected to be at work at the appointed time; however, in the event of inclement conditions (weather, fire, site emergency, etc.) it may be impossible to be at work on time. Therefore, BELC will follow the Los Alamos National Laboratory (LANL) recommendations for delays or closures (including recommended start and release times) affecting BELC work hours and other parish activities. Staff should listen to local radio/television stations and/or laboratory communications for announcements of delays and/or closures.

In the event of inclement conditions during the workday, a decision to close BELC facilities and cancel other parish activities will be made by the Office and Business Manager in consultation with the Senior Pastor and other affected staff as necessary. Employees will receive regular pay for the time they were scheduled to work when BELC is closed due to inclement conditions.

If there is no delay and/or official closure of LANL but an employee finds they are unable to travel due to inclement conditions, the employee may opt to take unpaid leave or vacation time. In such cases, the employee must notify their supervisor as soon as possible and ensure their time card accurately reflects the option taken.

DRESS CODE

Since we are a Christian organization and many people visit our facilities, employees are required to maintain a professional appearance while at work. All staff shall use good judgment, model modesty and discretion at all times. They shall dress appropriately for the nature of their assignments (indoor/outdoor/work with children/office, etc.). Staff that violate the following guidelines may be asked to change and/or be sent home.

- The general rule for office dress is business casual.
- All attire, including jeans, must be clean, neat, and in good condition at all times.
- Attire must be modest and appropriate at all times. Some attire may be too revealing for the BELC setting, and any clothing that reveals cleavage, back, chest, stomach, or underwear is not appropriate.
- T- Shirts with logos or sayings (except for Christian faith-based T-shirts), worn-out shoes, etc. are prohibited.
- Beards, hair, and mustaches must be neatly trimmed and groomed.
- Body odor, bad breath, cigarette smoke, and perfume or cologne can be offensive to co-workers. Please take precautions with personal hygiene and be considerate of others.
- Employees who have tattoos or body piercings must make sure that they are appropriately covered both in the office and when the employee is representing BELC in the community.
- Employees are to use good judgment and model modesty and discretion at all times.

EMPLOYMENT OF RELATIVES

The employment of immediate relatives of staff (parents, grandparent, spouse, child, grandchild, sister or brother and including all such relationships that may exist through marriage) is discouraged. However, if a position requiring specific and unique skills can not be otherwise filled by an unrelated person, the supervisor may hire a relative of an employee but must assure there is no supervisory relationship between relatives.

CONDUCT IN THE WORKPLACE

BELC requires all employees to adhere to the highest standards of professional conduct and will presume that employees will not engage in activity contrary to the interests or beliefs of the Church or that interfere improperly with the rights of other persons, their property, or the property of BELC. Additionally, standards for professionalism extend to appearance, behavior, language, and mannerisms, and should be adhered to at all times when representing BELC, whether on BELC's premises, on official travel, or in the community. Please keep in mind that as a representative of our Church, you are inherently a role model for the children and families we serve.

Staff are not to bring dependents (or pets) to the workplace without prior permission of their supervisor. Also, employees are to minimize personal telephone calls or conduct of personal business during the workday. The use of BELC property (including vehicles) is prohibited except for official business. For the protection of BELC property, employees are not permitted to duplicate any key(s). All requests for keys will be processed through the Office and Business Manager who will maintain a log of who possesses what keys.

OUTSIDE EMPLOYMENT

Any non-BELC work must not present a conflict of interest to the Church, must not interfere with the efficient performance of the staff's BELC job duties and responsibilities, and must not falsely represent BELC in the community. In addition, outside employment cannot be of a type that would reasonably give rise to criticism of BELC. As a general rule, non-BELC employment shall be restricted to time off and shall be communicated to the Supervisor. Exceptions will be considered on a case-by-case basis.

COMPUTER USE

BELC's IT resources are to be used for official business only. Employees must read and sign the BELC Computer, Internet, eMail, and Digital Network Use Agreement (attached to BELC's Computer, Internet, eMail and Digital Network Usage Policy) before access to any of BELC's computer resources will be granted. Occasional personal use of the BELC information technology resources and internet access by staff and other users is allowed subject to that limitations found in the policy.

SAFETY AND SECURITY

Safety: All employees are expected to support and observe safety policies, practices, and regulations and to use safeguards and safety equipment provided for their protection as documented in BELC's Safety Policy. Employees are expected to report any potentially unsafe working condition or safety violation of the BELC Safety Policy to their supervisor, the Office and Business Manager, or the Senior Pastor using the *Accident/Incident/Unsafe Working Condition/Complaint* form found at end of this handbook. If an employee is involved in an accident on BELC premises or one involving BELC equipment or vehicle, it is the responsibility of the employee to report the accident immediately to the supervisor. No employee is authorized to operate a church vehicle without following the BELC Vehicle Use Policy.

Background Checks: All prospective employees will be subject to a criminal background check that includes fingerprinting and uses both State and Federal sources of data. Unless there are extenuating circumstances as determined by the Congregation Council (e.g. verified errors), employment is contingent upon receipt of a 'no records found' result. Periodic checks of employees may be required to affirm no criminal activity after employment begins. This information is gathered in a confidential manner, and is necessary to protect BELC. Failure to comply with this requirement may result in termination of employment or a decision not to hire. Initial and subsequent criminal background checks of employees will be paid by BELC.

Reporting Inappropriate/Illegal Behavior: This policy is intended to provide a safe process for reporting of illegal activity or the misuse of the Church's assets by a staff member or other individual associated with BELC.

If an employee suspects illegal conduct or conduct involving misuse of assets, the employee may report it, anonymously using a partially filled out *Accident/Incident/Unsafe Working Condition/Complaint* form found at the end of this handbook. The employee will be protected against any form of harassment, intimidation, discrimination, or retaliation for making such a report in good faith. Staff may make a report to the Office and Business Manager and/or the Senior Pastor. Situations involving persons in these positions should be reported to the Congregational President. The Office and Business Manager (or other appropriate person and/or persons, e.g. Council) will promptly investigate matters reported, keeping the informant's identity as confidential as possible consistent with applicable legal requirements.

Individuals making allegations without a reasonable basis for the allegations or with reckless disregard for their truthfulness may be subject to disciplinary action.

Further, any arrest of a BELC employee shall be self-reported to their Supervisor. If the Senior Pastor is arrested, he/she shall report to the Congregational President as soon as practical.

No Smoking: Smoking has been determined to adversely affect the medical well being of people exposed to cigarette, pipe, or cigar smoke in a closed environment, including vehicles. Smoking is prohibited on the premises of the Church.

Substance Abuse: BELC has vital interest in the safety and well being of our staff, the congregation, and the public. It is well recognized that substance abuse jeopardizes not only the user, but all who may even remotely come into contact with the substance user. BELC promotes a safe and secure work environment free of illicit drugs and/or alcohol (except for communion); therefore, a policy of zero tolerance is promoted within all BELC facilities and property. [Note: serving of alcohol at a BELC-sponsored event is governed by its Facility Use Policy]. It is not the intent of BELC to interfere with the personal lives of the staff except to the effect that illicit drugs and/or alcohol use may affect the parish. The following are prohibited:

- Being under the influence of or possessing illegal drugs and/or alcohol while on duty;
- Using or being under the influence of legal drugs that are being used illegally;
- Using or being under the influence of legal drugs or legal substances whose use can adversely affect the ability to work safely and think clearly unless specifically prescribed by a licensed physician in which case the employee may be asked to take time off from work;
- Buying, selling, soliciting to buy or sell, transporting, or possessing illegal drugs or alcohol (except for communion) while on BELC property or on official BELC business;

- Refusing to submit to be tested for drugs and/or alcohol as directed by the supervisor

Employees shall remain in periodic contact with their Supervisors while awaiting resolution of any of the issues listed above.

If an employee is suspected of being under the influence of a prohibited substance, the Office and Business Manager should be notified immediately followed by filling in a *Accident/Incident/Unsafe Working Condition/Complaint* form found at end of the handbook. The Office and Business Manager may order drug and/or alcohol testing of the individual by a local qualified laboratory. Testing shall be paid for by BELC. After verification of test results, any employee found to have violated any of the above will be subject to immediate termination.

All prospective employees may be required to participate in pre-employment substance abuse screening. If the results of the screening show a verified positive (i.e. verified no risk of a 'false positive') for substance abuse the individual will not be hired. Upon receipt of an acceptable result (negative for substance use) the individual may be hired.

Harassment: Harassment, including sexual harassment, is defined as unsolicited, offensive behavior that inappropriately asserts control over the personal dignity of another person. When it occurs in the workplace, harassment can threaten a person's livelihood and/or cause severe mental anguish.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Harassment does not include reasonable management action taken in a reasonable way in connection with employment. Harassment also does not generally include occasional differences of opinion, conflicts and problems in working relationships. Generally, petty slights, annoyances, and isolated incidents (unless extremely serious), will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to a reasonable person.

BELC will not tolerate any kind of harassment of or by its employees. If you believe you have been harassed by a manager, co-worker, vendor, visitor, or other outside party in the workplace, or if you have observed harassment in the workplace, you are encouraged to address the harasser, identify the offensive behavior, and request that it stop, in addition to reporting it to a manager. If you are unable to address the matter directly with the harasser, or if you do and the behavior continues, you should report the behavior to the Office and Business Manager or Senior Pastor using the *Accident/Incident/Unsafe Working Condition/Complaint* form found at end of the handbook. If the allegations are against one of these two individuals, they can be registered with the President of the Congregation, anyone on the Personnel Committee, and/or the Rocky Mountain Synod office. An investigation of each complaint will be undertaken immediately by BELC. Following a complete and appropriate investigation, any employee who has been

determined to have harassed another employee will be subject to appropriate disciplinary action ranging from a verbal warning (followed by a written warning) up to and including termination.

False accusations of harassment will also not be tolerated. This statement is not intended to discourage any person from coming forward with any complaint. Some claims may be difficult to prove or support, or may not in fact be found to rise to the level of seriousness necessary to constitute harassment. These are not the types of claims considered to be false accusations. Instead, anyone found to have purposefully and intentionally brought allegations that he/she knows to be untrue will be deemed to have made false accusations, and will be subject to immediate disciplinary action, up to and including termination of employment.

Retaliation: BELC prohibits retaliation or adverse action against any employee or other person who acts in good faith to report a concern about harassment or other inappropriate behavior. Retaliatory action shall be regarded as a separate and distinct cause for complaint and/or immediate disciplinary action, up to and including termination of employment.

BENEFITS

Holiday Pay: Employees are granted eleven (11) paid holidays a year to coincide each year with those established by the Los Alamos National Laboratory (does not include scheduled winter lab closure days). For purposes of pay, paid holidays are considered as normal work days, i.e. employees are paid their normal daily wages. Part-time employees receive pro-rated benefits based upon the number of hours in their normal workweek. For example, if the employee is scheduled to normally work 30 hours (75% of full time) per week, the employee will be granted 6 hours (75%) of holiday pay. A holiday occurring during an employee's scheduled vacation will be considered a holiday not a day of vacation time. If the holiday falls on a Saturday or Sunday, then the paid holiday shall be Friday or Monday, respectively. The Office and BusinessManager in consultation with the Senior Pastor shall in a timely manner determine any changes to the planned paid holidays for the upcoming year.

Normally holidays are:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

If required to work on a holiday, hourly employees are paid for 150% of their regular effective hourly rate for the hours worked. Employees who are not scheduled to work on a holiday will receive no pay.

Vacation: Vacation time, along with maximum allotment for Called staff is documented in their Letter of Call but may be adjusted by the Congregation Council as necessary.

For non-Called employees, vacation is earned at the following rates and prorated based upon hours worked:

Years of Employment	Rate (hours)
0 - 2	80
3	120
4	160

All employees, including Called staff, will receive their vacation days for the coming year beginning January 1st. Earned vacation time can be used in increments of 1 hour after the introductory/probationary period. No vacation time may be used during the introductory/probationary period for new employees. A maximum of twenty-six (26) pay periods shall be used to calculate vacation earned in any given year. All employees, including Called staff, may carry over a maximum of 80 hours of earned vacation into the next year. Under special circumstances approved by the supervisor in consultation with the Senior Pastor and the Congregation Council more vacation may be carried over. Excess accumulation must be used as soon as possible.

In general, vacation time must be coordinated and approved with the supervisor. In cases of extended vacations (>5 days) a request should be submitted to the supervisor at least two weeks in advance to allow for proper substitute arrangements (if needed).

Employees earn benefits while on vacation, on sick leave, or while on leave due to a job-related injury, court leave, or military service.

Vacation Pay: Vacation pay shall be calculated on the basis of one hour of pay for each hour of vacation earned. The rate to be used for calculating vacation pay shall be the regular hourly rate of pay of each employee. To be eligible for overtime pay during a regular work week, a non-exempt employee may take no vacation or personal time during the 40 hours, i.e., the employee is not entitled to overtime pay if the employee has taken either vacation or personal time during the 40 hours.

Separation: Upon separation from employment, employees who have completed their 6-months introductory/probationary period will be paid accumulated vacation earned but not used. Any vacation used, but not earned shall be paid back to BELC upon separation

Unpaid Leave: Staff are discouraged from taking unpaid leave, other than under the Family and Medical Leave Act. Typically, taking unpaid leave puts an additional burden on other staff. Requests for up to 5 days of unpaid leave must be submitted in writing and approved in writing by the Office and Business Manager in consultation with the Senior Pastor at least 30 days prior to the leave date.

Sick Leave: All full-time employees (prorated for part-time) will receive 80 hours of Sick Leave beginning on the 1st of January for the coming calendar year. The number of hours charged against sick leave is proportional to the number of hours regularly scheduled per day. Sick leave for full and part-time employees hired after January 1st of each year will be prorated for the remainder of the year. Sick Leave is granted when i) an employee is unable to render service because of illness, or temporary disability including medical or dental appointments, ii) for illness of an immediate family member, or iii) in cases of bereavement. Sick Leave used for out-patient medical, dental, or eye appointments is limited to round trip travel and appointment time only. When possible, employees should notify their supervisor of their intent to take Sick leave at least twenty-four (24) hours in advance. Sick Leave may only be used during the introductory/probationary period with approval of the Supervisor. Vacation time may be used in place of Sick Leave. Sick Leave must be used in minimum increments of 1 hour. There are no limits to the amount of sick leave carried over year to year.

Funeral Leave: For non-salaried employees, time off to attend a funeral will be charged to the employee's annual or sick leave time.

Medical Leave of Absence: BELC recognizes that family needs (e.g. spouse, child, parent, adoption, foster care, etc.), or medical needs (e.g., maternity, serious injury, extended illness, surgery, emotional concerns, etc.) may preclude continuous employment by an employee. The Family and Medical Leave Act (FMLA) applies to employees of BELC.

To be eligible for FMLA leave, an employee must have worked for BELC a total of at least 12 months and at least 1,250 hours in the past year. The 12-month period within which an employee may take twelve (12) weeks of leave under the FMLA is considered to be a "rolling" 12-month period, measured backward from the first time FMLA leave is used. Employees are required to give 30 days' notice, or as much notice as possible, when requesting this type of leave.

If FMLA is to be used for one's own need, a doctor's certification is required for approval in advance of the leave; similarly, a doctor's full release to return to work to full duty must be provided at the end of the leave and before returning to work. The Office and Business Manager can provide assistance regarding FMLA leave and ensuring proper documentation as soon as possible.

Employees are required to use accrued vacation/sick leave for FMLA leave. In addition,

vacation/sick will continue to accrue while an eligible employee is on FMLA leave. Vacation/sick leave that is substituted for unpaid FMLA leave is included as part of the employee's 12-week FMLA leave entitlement.

During the time the employee is on paid leave, the employee will continue to receive health benefits and accrue vacation/sick time for which they are eligible that may also be used for compensation. The employee must pay the entire premium (i.e., BELC will not pay its usual share) for health benefits while on leave without pay.

Time to Vote: Employees are encouraged to exercise their right to vote in all elections. A maximum of two (2) hours of pay is granted if the employee is required to vote during their scheduled workday. Employees will not be granted time off to vote if their work day begins three (3) hours or more after the opening of the polls or ends three (3) hours or more before the polls close.

Military Leave: If an employee is called to active military duty, or is required to participate in Reserve, National Guard, or other military activities, they are eligible for military leave. The employee's right to reemployment is determined under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Jury Duty: Employees will be excused from work to perform jury duty. Jury duty includes the time spent by the employee with the court in deciding whether the employee will serve as a juror or be excused. When the hours of jury duty and the rules of the court permit, employees are expected to report for reasonable amounts of their normal work schedule. A non-exempt employee is paid at their normal hourly or equivalent hourly rate for hours served on jury duty that coincide with an employee's work schedule. These hours must be reflected on the employee's time sheet. Total compensation while on jury duty shall not exceed an employee's regular pay for the same hours worked. BELC will be reimbursed by the employee to the extent payments are provided by the court.

Medical Insurance: Medical insurance is provided through the ELCA to Called/Rostered staff. No comprehensive group medical insurance is provided to any other BELC employee. However, medical insurance may be available for purchase through the ELCA for other classes of employees.

Retirement Program: A retirement program is provided through the ELCA for Called/Rostered staff. No retirement program is provided to any other BELC employee. However, retirement benefits may be available for purchase through the ELCA for other classes of employees.

Continuing Education/Training: Continuing education benefits for BELC called staff are defined in their respective Letters of Call but may be adjusted by the Congregation Council based upon guidelines provided by the Rocky Mountain Synod. Training needs for other employees will be determined in consultation with the supervisor. Non-exempt

employees sent for training by their supervisor will be paid at their normal hourly rate for both travel and training time up to 8 hours per day.

INSURANCE/LICENSES/PERMITS

BELC maintains General Liability and Worker's Compensation coverage. Other than as specified herein, any insurance, licenses, and permits necessary for you to fulfill the terms of your employment shall be your sole responsibility. It is not BELC's responsibility to oversee compliance or pay for the acquisition of these items should they be required by local, state, or federal law. These include, but are not limited to, car insurance, business insurance, business license, and non-citizen work permits.

RESIGNATION

Employees must give at least two (2) weeks (10 working days) advance notice in writing of their intention to resign. Accrued, unused vacation, but not Sick Leave will be paid to the employee upon resignation. Reimbursement to BELC will be required for Vacation and Sick Leave used beyond the annual amount allowed for the current year prorated to the date of resignation.

Resignation of a pastor shall comply with the requirements of the BELC Constitution.

TERMINATION

Prior to completion of the introductory/probationary period the employee may be discharged without cause and without prior notice. In the event an employee is dismissed after the introductory/probationary period, the employee will normally be given the reason(s) for dismissal during the normal review process. However, dismissals are at the discretion of the Senior Pastor in consultation with the Congregation Council and the BELC Personnel Committee. Termination based upon any discriminatory, retaliatory, or otherwise impermissible reason is prohibited.

BELC is an "at will" employer, thus employees may be terminated by the Senior Pastor with the approval of the Congregation Council without cause. Depending upon the nature of the termination, the employee will be given two (2) weeks notice of termination date or payment in lieu thereof, unless the individual circumstances warrant otherwise.

Accrued, unused vacation, but not Sick Leave will be paid to the employee upon termination. Reimbursement to BELC will be required for Vacation and Sick Leave used beyond the annual amount allowed for the current year prorated to the date of termination.

Termination of a pastor shall comply with the requirements of the BELC Constitution.

WORK-RELATED INJURIES

Work related injuries must be reported to the supervisor as soon as practicable, including a description of the nature of the accident or injury, using the *Accident/Incident/Unsafe Working Condition/Complaint* form found at end of the handbook. Arrangements for emergency treatment will be provided.

If the employee requires a doctor, hospital, or clinical treatment because of a work-related injury, the treating institution should be informed that it is a work-related injury, the patient is an employee of BELC, and they are covered by the New Mexico Workers' Compensation Act. The entire premium for Worker's Comp is paid for by BELC. The Office and Business Manager can provide the employee with details of the applicable benefits and assist in processing claims, receiving payment, or any other questions.

OTHER POLICIES AND/OR PROCEDURES

All employees (including Called staff) are expected to comply with all applicable policies and procedures while at work and/or on BELC premises. A copy of the most current policies and procedures is retained in the office and is accessible by any employee. Employees should address any questions regarding BELC's policies/procedures to the Office and Business Manager.

CONFIDENTIALITY

BELC-related transactions conducted by employees may involve matters that are sensitive in nature; thus all employees are cautioned that any breaches of confidentiality are extremely serious. The maintenance of confidentiality is a strict condition of continued employment of all employees, and violations may result in immediate termination.

Revision	Revision Date	Review Date	Summary of Revisions
0	12/2011	2013	New

Bethlehem Evangelical Lutheran Church Staffing Handbook Acknowledgement

By my signature, which appears hereunder, I acknowledge READING the BELC Staffing Handbook. I agree to seek explanation from my supervisor of any portions that I do not understand. I will become thoroughly familiar with all changes or modifications to the Handbook as provided by the Office and Business Manager. I will observe all rules, regulations, and practices set out in the Handbook and all applicable BELC policies (all current policies are held in the BELC office by the Office and Business Manager).

I understand that the contents of this Handbook are presented as a matter of information only. Consistent with BELC's exclusive right to manage its manner of operations, BELC retains the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedure, in whole or in part at any time, with or without notice.

I acknowledge that this Handbook is neither a contract of employment nor a legal document.

Supervisor Name (Printed or Typed)

Signature of Employee

Employee Name (Printed or Typed)

Date _____

Bethlehem Evangelical Lutheran Church
Accident/Incident/Unsafe Working Condition/Complaint
(AIUWCC) Form

Please Clearly Print All Information! (Fill in information that applies.)

Date of AIUWCC _____ Time of AIUSWCC _____

Name of any injured person(s) _____

Address of any injured person(s) _____

Location of AIUWCC _____

Parents of any injured individual under 18 years of age _____

Name of person(s) who witnessed accident/incident:

Name _____ Name _____

Name _____ Name _____

Name _____ Name _____

Description of AIUWCC:

Actions (if any) taken:

Notification (to whom)/When _____

Name of person filing this report (may be anonymous) _____

Signature _____ Date _____