

PERSONNEL GUIDELINES

OF

ZION LUTHERAN CHURCH

ELCA

IOWA CITY, IOWA

Approved by the Zion Lutheran Church Council on October 15, 2019.

PERSONNEL GUIDELINES
OF ZION LUTHERAN CHURCH,
SOUTHEASTERN IOWA SYNOD – ELCA

PREFACE

Zion Lutheran Church, of the Southeastern Iowa Synod Evangelical Lutheran Church of America, is a people “Gathered in Christ’s name to grow in faith, love and obedience to the will of God; sent by the Holy Spirit to let God’s love shine in word and deed.”

The employees of Zion Lutheran Church (Zion Lutheran Church is hereafter referred to as the Congregation) shall carry out the duties to which they are assigned, in faithfulness to the gospel and mission of the congregation.

The Congregation Council (hereinafter referred to as the “Council”) oversees the personnel guidelines for the church. The Council shall be responsible for the implementation and evaluation of the personnel guidelines. The Council has established a Personnel Committee to oversee and implement personnel guidelines and make recommendations regarding salaries, benefits, fair practices, staff position descriptions, and training.

These personnel guidelines have been prepared in order that every employee of the Congregation may know the terms of employment that will govern his/her relationship with the Congregation. Supervisors are to administer these guidelines with respect to persons in the employ of the congregation.

These personnel guidelines do not create, imply, or express a promise of continued employment to any employee by the Congregation. Employment at Zion Lutheran Church is “at-will”, and employee may voluntarily terminate their employment or may be terminated by Zion at any time and for any reason, unless the employee has an expressed written agreement of employment or the terms of a call of a specified period of time executed by the President or the Council. All other oral and written statements to the contrary are hereby expressly disavowed.

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1.0 GENERAL

1.1 Authority

Nothing in these personnel guidelines shall conflict with the Constitution and Bylaws of Zion Lutheran Church.

1.2 Scope

These personnel guidelines apply to all staff of the Congregation, except where the Council has expressly granted an exception. Exceptions to these personnel guidelines may be granted from time to time by the Council when it is judged that such exceptions are in the best interest of both this congregation and the employees concerned. No exception will be valid unless it is recorded in the minutes of the Council.

1.3 Distribution of Personnel Guidelines

The Congregation's Personnel Guidelines and amendments, as approved by the Council, are to be reviewed with and distributed to all staff by the Office Manager. A record of issuance found on page 16 should be retained in each staff member's personnel file.

1.4 Amendments

The Council will formulate, review and revise the guidelines as necessary. Any such changes shall apply both to persons employed at the time the change is adopted and to persons employed thereafter, unless the Council's action specifically provides to the contrary.

2.0 DEFINITION OF TERMS

2.1 Employee

As used herein, the term "employee" shall apply to any person in the employ of the congregation who performs work for compensation.

The term "employee" does not include a volunteer; or a person employed through an outside agency or serving under a contract, which specifies that the person is an independent contractor. Such a person is not eligible for employee benefits and these personnel guidelines do not apply.

2.2 Rostered Employee

A Rostered Employee is one who is on the official roster of the Southeastern Iowa Synod of the ELCA. Rostered employees shall be covered by and expected to adhere to these guidelines except where ELCA Church-wide and/or Board of Pension policies apply.

2.3 Full Time

As used herein, the term "full-time" shall mean 40 hours per week.

3.0 POSITION CLASSIFICATIONS

All employees are considered staff of the Congregation and the underlying organizational principles shall be that of a unified work force. Where law requires it, distinctions will be made between those positions considered exempt and non-exempt.

3.1 Exempt v. Non-Exempt Positions

Positions are classified as exempt or non-exempt as it pertains to overtime (as per federal law). Non-exempt positions shall be paid one and one-half times their regular hourly rate of pay, for hours worked in excess of 40 hours per week. Ordinarily, non-exempt positions are paid on an hourly basis. Non-exempt positions must report their daily hours on the approved form.

Exempt positions are paid on a salary basis, meaning that they will receive a predetermined amount of compensation for each pay period. The compensation is based on duties and responsibilities not on the number of hours worked per week. The amount of pay does not vary with the number of hours performed within a work week. Exempt status is defined in federal employment law. Exempt positions will not be paid additional compensation for hours in excess of 40 hours in a week. Exempt positions may be required to report hours as directed by their supervisor.

3.2 Temporary or Short-term Employment

Temporary employment includes any employment classified as such by the Council, including, but not limited to, extra-help, summer, and irregular part-time, or seasonal workers. Temporary positions are not eligible for any of the benefits provided under these guidelines. However, temporary positions are subject to standard withholding as required by law.

4.0 RECRUITMENT AND EMPLOYMENT

4.1 Inclusiveness in Employment

This congregation is committed to both the spirit and the applicable legal requirements of Equal Employment Opportunity and Affirmative Action. Consistent with this commitment, the continuing policy of this congregation is to afford equal employment opportunity to qualified persons in all aspects of the employment relationship, including hiring, compensation, promotion, demotion, transfer, selection for training opportunities, layoffs, discharges, and retirement, without regard to race, age, color, sex, marital status, national origin, sexual orientation, gender identity, or disabilities.

4.2 Change in Personnel Status and Compensation

The Council shall approve all changes in personnel status and compensation. This includes but is not limited to the following: transfers, promotions, demotions, terminations, salary, and benefit determinations.

4.3 Employee Personnel Files

Employee personnel files are maintained in a centralized location with the Parish Administrator and are the property of Zion. Employees may not remove materials from the files, but have the right to copies of all documents in the file. Review of individual's personnel file and documents contained therein, at a time mutually convenient to the employee and the Parish Administrator.

4.4 Attire Policy

Zion's casual dress guidelines are in place to allow employees to work comfortably. They are meant to be practical for your work in your context, but not distracting to others.

Zion depends on its employees to project an image of professionalism and competence. All employees should be particularly conscious of maintaining dress, grooming, and hygiene standards appropriate for the conduct of the church. They represent their ministry area and the image desired by and consistent with the doctrine of the church.

On the day of worship, including Saturday, Sunday and weekday services such as those during Advent and Lent we need to present ourselves with a professional image to members and visitors. Additionally, this would apply at times of special worship services such as weddings or funerals as well as any other special worship or activity times.

During business hours, employees are expected to present a clean and neat appearance. Zion reserves the right to use the disciplinary process to correct violations or to ask the individual to return home to change into a more appropriate outfit for work and the period of absence will be treated as unpaid leave.

The following are articles of clothing that are prohibited; mini-skirts (skirts that are higher than the finger-tips of the employee), tube tops, spaghetti straps, shirts with profane images or wording, clothing with holes, and any other articles of clothing deemed inappropriate by the management team. Make-up, perfume and cologne should be used sparingly. It is important to remember it may be overpowering.

Smoking. Be aware that the smell of cigarette smoke may be offensive to members and visitors. Take extra precaution to ensure that you and your clothing do not smell of smoke.

Your clothing should be in keeping within the context in which you are working. If you are at Camp or VBS, it is reasonable that what you are wearing will be different from what you wear on Sunday morning.

5.0 PERFORMANCE REVIEW

5.1 Performance Evaluations

In order to evaluate and assess mutual compatibility and satisfaction and to provide an opportunity for the open exchange of communication, employees will receive a written performance evaluation from their supervisor approximately three (3) months after their hire date. Thereafter, employees will receive annual written performance evaluations by September 15 or as otherwise announced. Additional written evaluations may be conducted at the discretion of the supervisor or the request of the employee.

The Personnel Committee will monitor the schedule for performance evaluations. A copy of the the performance evaluation will become a part of the employee's personnel file.

5.2 Progressive Corrective Action

Generally it's expected that the supervisor shall call the employee's attention to short comings in on-the-job performance. In certain cases, an employee's performance may not meet the standards or expectations necessary for acceptable performance of the job, but the shortcomings may be of a nature that may be correctable. In dealing with performance problems, a progressive corrective approach should be considered. In certain situations however, such an approach may not be appropriate.

With a progressive corrective approach, there shall be a cooperative effort between the supervisor, a representative from the Personnel committee and the employee in setting explicitly defined and attainable goals and actions to be taken by the employee and the supervisor to resolve work-related problem(s). The counseling shall also be put in writing including a description of the work related problem(s), the course of corrective action to be taken, and the amount of time in which the employee and the supervisor shall resolve the problem(s). The employee shall be given a written set of expectations and a specified time within which to resolve the performance problem(s). The summary of the conversation should include a specific statement that failure to resolve the work-related problem(s) may lead to termination.

If after this process performance does not meet expectation disciplinary action up to and including termination can follow.

6.0 COMPENSATION

6.1 Pay Periods

Pay periods for employees will be semi-monthly or monthly, based on the position. Payment will be made on the 15th and/or the last day of the month. If a normal payday falls on a non-working day, paychecks will be issued on the last working day preceding the non-working day.

6.2 Garnishments and Wage Assignments

The congregation must honor wage assignments, as they represent a legal order to withhold and pay out a specified amount of employee earnings. If wages are attached, the employee will be notified immediately and must seek a release of the court in order to prevent deductions from being made.

7.0 REIMBURSABLE TRAVEL EXPENSES

7.1 General Principle

Employees of the congregation who are authorized to travel in connection with the performance of their work will be reimbursed for reasonable transportation, food and lodging expenses, at a level pre-approved by the Pastor(s). The employee must submit a request for reimbursement within sixty (60) days of incurring the expense to the Parish Administrator using the appropriate form. Request for reimbursement submitted beyond the sixty (60) day time frame will not be paid.

When authorized, reimbursement will be made for the mileage driven at the maximum allowable IRS rate.

8.0 WORKING HOURS AND HOLIDAYS

8.1 Working Hours

A standard work week will be considered beginning Sunday and ending Saturday.

A) Employees in Exempt Positions

Employees in Exempt Positions are to organize their time schedules within the limits of effective performance of their duties, subject to the approval of their supervisor.

Variations in the established hours for individual employees may be made by the supervisor to adjust for particular considerations which might prevail, provided such variations do not conflict with the efficient operation of the church.

B) Employees in Non-Exempt Employees

Employees Non-Exempt Positions are to work a schedule that is determined with their supervisor within the limits of effective performance of their duties.

8.2 Overtime

A) Exempt Positions

Employees in Exempt Positions are not eligible for overtime compensation. See Section 3.1.

B) Non-Exempt Positions

Employees in Non-Exempt Positions are eligible for overtime compensation. Hours worked in excess of a non-exempt employee's regular schedule whether full-time or part-time must be approved by the employee's supervisor. Employees will be paid at their regular hourly rate up to 40 hours per work week. Hours worked by all full-time and part-time non-exempt employees in excess of forty (40) hours per work week will be paid at 1 ½ times the current hourly rate.

8.3 Attendance Records

Attendance records suitable for payroll purposes and for meeting appropriate wage and hour requirements will be submitted to the employee's immediate supervisor for approval. See section 3.1. The Parish Administrator will maintain all payroll records.

8.4 Holidays

- A. The church office will be closed on the following official holidays:

New Year's Day	Labor Day
Martin Luther King Jr's Birthday	Thanksgiving Day
Easter Monday	The day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	The day after Christmas

- B. All employees who are at 50% time over the last 12 months on a rolling basis or greater are eligible for holiday pay.

- C. Holiday Pay will be equal to one regularly scheduled workday.

- D. Holidays falling on Saturday or Sunday
When a designated official holiday falls on a Saturday the church office will normally be closed on the preceding day. If the holiday falls on a Sunday, the Congregation office will normally be closed on the following day.

- E. Holidays Falling on a Regularly Scheduled Day Off
Employees whose regularly scheduled day off falls on a holiday are to designate with their supervisor an alternate day off within a two-week period of the holiday.

- F. Holidays Falling on Required Work Day
Employees whose position requires them to work on a holiday are to designate with their supervisor an alternate day off within a two-week period of the holiday.

9.0 EMPLOYEE BENEFITS

9.1 Eligibility

Employees are eligible for benefits as defined in each of the following sections.

9.2 Social Security

The Congregation will pay one-half of the self-employment Social Security tax for Rostered staff members, the other half will be paid by the Rostered Staff member. The Congregation will pay the employer's share of Social Security tax for non-rostered employees.

9.3 Worker's Compensation

The Congregation provides Worker's Compensation Insurance coverage for all employees, at no cost to the employee, consistent with state law requirements.

9.4 Pension and Retirement Benefits

The Congregation provides a pension and benefit plan in accordance with the ELCA Board of Pensions Plan for Rostered Positions. The amount is 12% of salary.

9.5 Health Benefits

Rostered Positions and exempt and non-exempt full-time positions will have health insurance provided through the ELCA Board of Pensions.

9.6 Professional Development

Funds for and enrollment in all professional development programs must be approved by the employee's supervisor. Participation in such programs should be directly related to the employee's position.

Professional Development is a part of the Performance Review Process for non-rostered employees.

At that time, professional development needs will be discussed and developmental training will be identified. The supervisor will request that funds for training be budgeted for during the annual budget process. Upon approval by the Senior Pastor, enrollment in the training will commence.

9.7 Cellular Phone Allowance

All full-time staff who are required to have a cellular phone for the business of Zion will receive a monthly stipend of \$50.00.

10.0 ABSENCE FROM WORK

Employees who find they will be absent from work shall inform their supervisor, in a timely manner, as to the nature and duration of their absence. An absence of three consecutive workdays without proper notification from the employee as to the reason for the absence will constitute voluntary termination of employment by the employee.

10.1 Sick Leave

A) All employees who are at 50% time over the last 12 months on a rolling basis or greater are eligible for sick leave. Employees who are under 50% will not receive sick leave except as specifically authorized by the Council. Full-time employees will accrue sick leave on a monthly basis. Eligible employees less than full-time will accrue sick leave on a monthly basis at a prorated rate of the full-time rate of accrual.

B) Sick Leave

Sick leave is available to be used during an absence due to personal illness and cannot be used toward any other type of absence except as set out below:

Employees eligible to receive benefits will begin to accrue sick leave at the rate of 8.0 hours per month, commencing on the first day of employment. Employees less than full-time are eligible to accrue sick leave on a pro-rated basis.

The employee's supervisor may require a physician's statement for utilization of sick leave as appropriate. Failure to provide such a statement will result in the absence(s) being considered as time without pay.

Unused sick leave may be carried over from year to year, but may not exceed one hundred twenty (120) working days.

C) Family Illness

In the event of an illness in the immediate family (spouse, children, parents, brother, sister, grandparent, grandchildren, mother in-law, father in-law, or legal guardian or members of the employee's household) that requires the employee's presence, accrued sick leave may be utilized. Time taken should be identified on the employee's attendance sheet as "Family Illness."

D) Family Leave

Zion will be sensitive to family needs such as extraordinary illness of children and parents of the employee and arrange proper leave time for these circumstances.

E) Compassionate Leave

In the event of a death in the immediate family (to include spouse, children, parents, brother, sister, grandparents, grandchildren, mother in-law, father in-laws, and legal guardians or members of the employee's household) an employee will be allowed twenty-four (24) working hours with pay to attend the funeral and to deal with family affairs. In cases where there is a special need, up to a total of forty (40) working hours may be granted by the supervisors. Leave for employees less than full-time will be prorated.

10.2 Vacation

- A) All employees who are at 50% time over the last 12 months on a rolling basis or greater are eligible for vacation. Employees who are in positions under 50% will not receive vacation except as specifically authorized by the Council. Full-time employees will accrue vacation on a monthly basis. Eligible Employees less than full-time, and eligible for vacation will accrue time on a monthly basis at a prorated rate of the full-time rate of accrual. Vacation accrual may only occur for days in pay status.
- B) Newly hired employees may utilize their vacation after the first month's accrual.
- C) The congregation will provide a minimum of 4 weeks per year (encompassing 4 Sundays) of vacation with full pay for full-time Rostered Staff.
- D) Eligible full-time non-rostered employees who are regularly required to work weekends will accrue vacation at the rate of:
 - 0 years – 5 years: 10 hours/month, up to 15 working days per year
 - 6 + years 14 hours/month, up to 20 working days per year
- E) Non-rostered Employees not required to work weekends will accrue vacation on a monthly basis in accordance with the following schedule:
 - 0 years – 5 years: 8 hours/month, up to 10 working days per year
 - 6 years – 10 years 10 hours/month, up to 15 working days per year
 - 11+ years: 14 hours/month, up to 20 working days per year
- F) Calculation of the accrual of service time is made from the employee's date of hire. Employees will advance to the next accrual rate on the anniversary of their date of hire.
- G) Vacation days may only be taken with the approval of the employee's supervisor and are to be recorded on a vacation-use form.
- H) Unused Vacation
 - 1) Employees are encouraged to use their vacation in the calendar year in which it is earned. No more than five (5) accrued, unused vacation days may be carried over to be used in the next calendar year.
 - 2) At the time of separation from this Congregation, after a minimum of 180 days of employment, an employee will be paid for accrued vacation.

10.3 Jury Duty

An employee who is required to serve on a jury shall be entitled to full pay during the period of such service. If an employee chooses to receive full pay, fees paid to him/her for serving on jury duty are to be given to the Congregation.

10.4 Leave Without Pay

Leave without pay may be granted in writing by the Council for personal reasons, after due consideration has been given to the work requirements of the church office. Leave without pay may be granted for a period of up to three months. In exceptional circumstances, an employee may be granted a leave without pay for up to one year.

The Council, if possible, will hold an employee's position open for the leave period, while s/he is on an approved leave without pay. If the incumbent is unable to return to work at the conclusion of the leave period, s/he may apply for an extension of the leave. The decision to extend the leave will be made on a case-by-case basis by the Council.

If the employee fails to return to his/her position within three working days after the expiration of his/her leave without pay or fails to notify the supervisor regarding his/her status, such failure will be regarded as a voluntary termination by the employee.

If the individual has been on a leave without pay for medical reasons, s/he must obtain a medical release from his/her medical provider to indicate that s/he is well enough to return to work and must submit it to the supervisor.

10.5 Military Leave

Employees will receive time off to participate in active military service, not to exceed two weeks during a calendar year, and will receive compensation in an amount so as to make their military pay equal their regular pay, provided the employee furnishes the supervisor with a certified copy of their order to active duty and a pay statement from the military disbursing office. Time off in excess of the amount noted above will be without pay. In cases of military emergency situations, an employee will be entitled to a maximum of 180 days leave without pay.

Federal statutes define holding positions for those called to active duty.

10.6 Parental Leave

Purpose:

To permit parents who have care giving responsibilities to have time off to spend with a child newly added to the family and, to the extent permitted by state law, to be paid during such leave.

To adapt an employee's work schedule and/or duties to help reduce conflict with parental obligations.

Entitlement to Leave:

- Biological mothers are entitled to leave for any period of pregnancy-related temporary disability, to be charged against accrued sick leave. Based on current medical practice, a leave of six weeks or less would not require the employee to provide disability documentation. If an employee's accumulated sick leave is insufficient to cover the period of disability, the employee will, at the employee's request, be granted a leave of absence to be charged to vacation time, or a leave of absence without pay. Any request for absence beyond the period of disability is considered as a leave of absence without pay or as vacation.
- Biological fathers are entitled to one week (5 days) of paid leave to be charged against accrued sick leave. Time not charged to accrued sick leave may be charged to accrued vacation or taken as leave without pay. To the extent applicable, where the father's presence is required at home, he may use family illness time as outlined in 10.1.C.
- A newly adoptive parent, is entitled to one week (5 days) of paid adoption leave to be charged against accrued sick leave. Time not charged to accrued sick leave may be charged to accrued vacation or taken as leave without pay.

10.7 Sabbatical or Extended Study Leave

A) Preface

An extended study leave of twelve weeks may be granted to the Rostered employees from normal duties in order to devote time to study and renewal. Based on the biblical concept of 'Sabbath time,' this gift of rest, renewal and hope from God prevents burn out and develops new energies. The benefits to the Congregation include opportunities to expand volunteer ministries; expand the Congregation's sense of mission; and having the services of a renewed and invigorated returning staff.

B) Policy

- 1) An extended study leave of twelve weeks may be granted to Rostered employees after they have served for six (6) or more continuous full time years with the Congregation and each six (6) years thereafter. Two (2) Rostered staff members will never be granted extended study leaves during the same year.
- 2) The Rostered employee may discuss the type of program with the Mutual Ministry Team who can assist in applying for grants. The Rostered employee should submit a request to the Council for approval.
- 3) The leave will be requested by the Rostered staff member at least six (6) months in advance with the general plan of content and schedule to be acted on by the Council.

- 4) The Rostered staff member is expected to return and serve the Congregation for a minimum of one (1) year after the extended leave. Any continuing education time not used prior to separation is lost.
- 5) Full compensation will continue during the study leave. Except for grants, loans and continuing education funds, any remuneration received for other work by the staff person will be applied against compensation.
- 6) The Council and staff will arrange for coverage during the absence. Costs for interim staff will be budgeted.
- 7) In the year of the extended study leave, vacation time shall not be included as sabbatical time. Vacation leave will not be contiguous with study leave unless agreed to by the Council.
- 8) Continuing education funds may be saved toward use during the extended study leave. A 'Sabbatical Fund' may be established to which congregation members may make contributions, but the staff member is primarily responsible for funding the study programs.
- 9) Within one (1) month after returning, the Rostered staff member will submit a report of the extended study leave activities to the Council to be forwarded to the Congregation.

10.8 Absence Due to Weather Related Travel Conditions

In the case of inclement weather, the Pastor(s) will decide whether or not to close the church. As a guideline, if the Iowa City Community Schools cancel due to weather, Zion will likewise be closed. Should the church officially close, employees will not forfeit pay. Exempt staff can come to work if they want or need to; the non-exempt staff is not expected to report to work, but will be paid for their regularly scheduled hours for that day. If the church remains open, employees who do not report to work must use a vacation day.

11.0 SEPARATION FROM EMPLOYMENT

Employees of the Congregation are at-will employees and may be separated from employment for any lawful reason or no stated reason. In addition separation may occur under the provisions of this section.

11.1 Completion of Specific Term

Employees of this congregation, who are employed via a call or have a written employment agreement for a specific time, will be separated from employment at the end of the contracted period, unless re-employment or another call occurs.

11.2 Separation after Progressive Corrective Action

In the event an employee does not meet explicitly defined and attainable goals as described under section 5.2 (Progressive Corrective Action), that person may be subject to termination.

11.3 Separation for Other Reasons

No employment policy can cover the entire range of possible work-related matters. It may be in the interest of the Congregation to handle certain separations on a case-by-case basis, skipping or eliminating progressive corrective action when it might otherwise have been considered. No case-by-case termination shall occur without the prior concurrence of the Pastor(s) and the Council.

11.4 Resignation

An employee need not remain in a position beyond the time that s/he believes s/he can make a contribution to this congregation. Employees who wish to terminate their employment are expected to give a two-week notice, unless their call provides otherwise. Employees who resign will receive payment for the time they have worked since the last pay period and for their unused accrued vacation time as outlined in these personnel guidelines.

12.0 POLICY AGAINST HARASSMENT

Zion Lutheran Church will not tolerate harassment of any kind.

12.1 Policy

The Congregation strictly prohibits harassment based upon race, color, religion, sex, sexual orientation, national origin, age, gender identity, marital status, disability or veteran's status. Any infraction of this policy will be a serious violation and will result in disciplinary action, up to and including termination.

12.2 Sexual Harassment

Sexual harassment in the workplace is prohibited as illegal and as against Congregational policy. Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act, as well as various state and local statutes.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

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

Potential sexual harassment conduct includes, but is not limited to: Unsolicited verbal sexual comments, suggestive comments, gestures, or repeated propositions; remarks about a person's body or sexual activities; patting, pinching, or unnecessary touching; physical assault; unwanted staring or leering; demanding sexual favors, accompanied by implied or overt threats concerning an individual's employment; or granting employment benefits or opportunities because of any individual's submission to sexual advances or requests for sexual favors.

12.3 Processing Complaints

The Congregation provides the following guidelines for handling a harassment complaint:

- A) All harassment complaints must be reported as soon as possible, either to the Senior Pastor or Congregational President. In the event the Senior Pastor is on leave, or is the subject of the complaint, the report shall be made to the President of the Congregation. Any complaint received by the Senior Pastor or Congregational President must be reported to the Council.
- B) The Congregational President or the President's designate will promptly and thoroughly investigate all harassment complaints. Confidentiality will be maintained. The investigation will be objective and complete; all those with pertinent information on the subject will be interviewed. When deemed appropriate, the investigation will be conducted in consultation with the Southeastern Iowa Synod Bishop.
- C) The complainant and the respondent will have the right to the presence of an advisor at any and all proceedings regarding the complaint.
- D) No employee will suffer reprisals for the reporting of harassment, whether sexual or otherwise, or any other unlawful conduct, or for initiating or assisting in any action or proceeding regarding unlawful harassment or discrimination. Any incidence of further harassment or retaliation should be reported immediately to the Senior Pastor or Congregational President.
- E) As an outcome of the investigation the Congregational President or designate will make a report to the Council of the finding. Results of the findings will be communicated to the complainant, the alleged harasser, and when deemed appropriate, the others directly concerned. The results will also be communicated to the Southeastern Iowa Synod Bishop. If harassment is proven, prompt and effective remedial action will result. Such remedial action includes:

- 1) the harasser will be disciplined, up to and including termination and the complainant notified of the action;
 - 2) steps will be taken to prevent any further harassment; and
 - 3) other appropriate remedial action will be taken.
- F) Any harassment complaint found to be frivolous, malicious, or based upon false information will be a serious violation and may result in disciplinary action, up to and including termination.

12.4 Appeals

If the complainant is not satisfied with the investigation made and/or action taken, the complainant may appeal to the full Council.

13.0 Worker's Compensation

When an employee receives an injury arising in the course of performing job duties assigned and authorized by Zion Lutheran Church, such injury shall be immediately reported to the employee's direct supervisor. Zion Lutheran Church shall provide worker's compensation benefits as required by Iowa law, and reserves the right to control and direct medical treatment for diagnosis and treatment of work-related injuries.

Employees shall obtain the name of the authorized treating physicians and health care providers from their supervisors.

14.0 Grievance Procedure

A grievance is a difference, complaint, or dispute regarding the interpretation or application of established guidelines and/or procedures governing terms of employment, working conditions, hours of work, or compensation. Decisions to terminate employment and general wage adjustments are excluded from the grievance procedure.

The mechanism for handling grievance proceedings is as follows:

- A) An aggrieved employee will notify his or her immediate supervisor in writing of the grievance, and the requested remedy. This notice must be given to the immediate supervisor within five (5) working days of the notice of the personnel decision. The immediate supervisor shall be responsible for establishing a grievance file that will be maintained until a resolution is reached or the employee fails to request additional review of the personnel decision. At the conclusion of the grievance procedure, the contents of the grievance file will be placed in the employee's personnel file.
- B) The employee's supervisor must respond in writing within five (5) working days of receipt of the grievance, either reversing or sustaining the original decision, including clarification of their reasoning.
- C) The employee has the right to request a review of the grievance and response from his or her immediate supervisor by submitting, within five (5) working days to the Senior Pastor, a request to review the original grievance and related supervisor's response. Within ten (10) working days the Senior Pastor will either sustain or reverse the personnel action. The grievance file shall be included with the request to the Senior Pastor for review of the grievance. The Senior Pastor will conduct an investigation of the matter as deemed appropriate.
- D) The employee's final grievance step will be to submit a request to the Personnel Committee for a review of the personnel action, along with all supporting documents related to the grievance steps previously taken. The Personnel Committee shall present the material to the Council who shall make a final decision to reverse, modify, or sustain the original personnel decision. This decision shall be provided to the employee within 30 days of their request to have the personnel decision reviewed. The decision of the Council is final.
- E) Employees who are supervised by the Senior Pastor will follow the same progressive grievance proceedings as outlined above. If the employee is not satisfied with the response received from the Pastor, he or she will move to step 4 of the process.
- F) An aggrieved employee whose grievance is against their supervisor shall file their grievance with the Personnel Committee and the Personnel Committee will follow the same steps as above.

15.0 Work Environment

Zion Lutheran Church strives to provide a positive work environment characterized by cooperative and mutually supportive interactions between staff, congregational members, and the general public. Employees are expected to make their supervisors aware of conditions that do not promote a positive work environment, including: undue pressures, offensive verbal comments, criticisms, or other behaviors on the part of congregation members or the general public that negatively impact the employee's performance. The supervisor will make the Senior Pastor aware of all employee complaints. The Senior Pastor will oversee an investigation into the allegations and identify a resolution. The Senior Pastor shall inform the Council of all employee complaints and the identified resolution. When requested by the Senior Pastor, the Council will assist in the investigation and identification of a resolution to the employee complaint. If employees who are directly supervised by the Senior Pastor are aware of problematic work environment conditions that are created by the Senior Pastor they will make the Council President aware of those conditions. The President will inform the Council, which will investigate the complaint and identify and implement a resolution.

RECEIPT FOR PERSONNEL GUIDELINES

I have received my own personal copy of the Zion Lutheran Church Personnel Guidelines.

I have reviewed the guidelines and understand that I may address any comments, questions, or concerns to my immediate supervisor and/or the Personnel Committee of the Zion Lutheran Church Council.

Signature

Date