

Staff Handbook

Christ the King Lutheran Church
and
Children's World Early Learning
Center

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INTRODUCTION

The congregation of Christ the King Lutheran Church welcomes you to the ministry of the staff. We offer you our support, prayers and encouragement as you share in the mission and ministry of this Christian community.

This Handbook has been approved by the Congregation Council and describes the employment practices and philosophy of Christ the King Lutheran Church. We hope that it will be a helpful reference for any question in relation to your service in the congregation. If you have any questions or concerns about these employment practices, please speak to your immediate supervisor.

The Handbook gives a summary of staff benefits. Official documents, such as healthcare reimbursement plan information, are kept on file. In the event of an inconsistency between the Handbook and such documents, the official documents shall prevail.

In response to the changing needs of staff, the congregation and legal requirements, this Handbook continues to be reviewed and revised. Staff shall be informed of any such changes as soon as possible. The Church Administration team invites your constructive comments and suggestions for improvement of the Handbook and our employment practices.

God's blessings upon your service in the church of Christ.

CHRIST THE KING LUTHERAN CHURCH

Christ the King Lutheran Church is a congregation of the Rocky Mountain Synod of the Evangelical Lutheran Church in America. We serve our community, the church at-large, and missions around the world.

MISSION STATEMENT

“To love and serve God by proclaiming Christ's gospel, strengthening worship, deepening discipleship, and serving our congregation, community and world.”

STAFF MINISTRY VALUES STATEMENT

The congregation's basic priorities and guidelines for staff ministry are as follows:

- Jesus Christ is the head of the church, and all authority in the church derives from that of Christ. Staff ministry is one of serving Christ through the staff, congregation, community and the world.
- The staff shall build up the whole ministry of the congregation by being examples of working together mutually and effectively as a unified team.
- Staff shall individually and corporately strive for excellence in the quality of their service. The congregation encourages initiative, creativity and innovation for the sake of effective, responsive ministry.
- Staff shall exercise faithful stewardship of the resources that God has given for the sake of witness to the Good News of Jesus Christ, including spiritual gifts, creativity, professional abilities, time, money, recreation and self-care.
- Staff shall pursue a path of spiritual and professional growth, toward ongoing development of each staff person's ministry.
- As a learning organization, this congregation commits to ongoing renewal of its corporate life, in part through ongoing and constructive feedback with and between staff members, allowing time for learning and growth, and encouraging enrichment through continuing education.
- This congregation encourages and rewards innovation, especially as it engages and empowers the community to use their gifts in ministry.

EMPLOYMENT POLICIES

GENERAL INFORMATION

This Staff Handbook is designed as a reference summarizing most of the policies and benefits of Christ the King Lutheran Church (hereafter referred to as “this congregation”, “the congregation”, “CtK”, “The Church Administration Team”, or “the employer”). It is a guide to help you understand the congregation, its purpose and your role in fulfilling its purpose. This document allows for addendums to cover situations unique to Children’s World that do not conflict with this document.

This staff handbook, as a statement of policy, is not intended to create and shall not be construed to create a contract between employees and the employer, either express or implied. Policies may be changed at the discretion of the employer without prior notice to or approval by employees.

These policies cannot be changed by oral representation. Policy modifications must be in writing and approved by the Congregation Council of Christ the King Lutheran Church. No supervisor or other individual, except the President or Pastor(s) of the congregation with the approval of the Congregation Council, is authorized to modify the terms of these policies either verbally or in writing. This Staff Handbook repeats and replaces all prior staff handbooks, employment policies and prior verbal or written statements to the extent they relate to the subjects covered by this Handbook and modify, amend or conflict with the policies stated in this Handbook.

EMPLOYMENT AT-WILL

All employment is at-will, meaning that either the employee or the employer may terminate the employment relationship at any time with or without cause or prior notice.

No policy contained in this Handbook is intended to change or can be interpreted as changing this basic nature of the employer-employee relationship, nor can the verbal or written statements by supervisors or other members of The Church Administration Team, except by the written statement of the Congregation Council or its authorized representative, change this basic nature of the employment relationship. In order for the President of the Congregation Council to waive the congregation’s employment at-will rights, the written statement must promise employment for a specified period of time and must state that during this period the employee cannot be discharged except for breach of contract or other conduct delineated in the document. The Congregation President’s signature to such an agreement must be approved by the Congregation Council.

EMPLOYMENT ELIGIBILITY

All employment offers are contingent upon the employee being eligible to work in the United States in accordance with the Immigration Reform and Control Act of 1986. An I-9 Form (employment Eligibility Verification Form) must be completed at the time of hire. The employer will require new employees to provide documentation establishing identification and employment eligibility within three regular working days from the date of hire. If documentation has been lost or misplaced, the new employee must produce within this period a receipt showing that he or she has applied for the documentation. If the employee cannot produce the actual documents required within ninety (90) calendar days of hire, the person’s employment shall be terminated.

ACCURACY OF EMPLOYMENT APPLICATION INFORMATION

The employer relies upon the representations of applicants prior to employment in deciding whether to make a job offer. If false or misleading information is provided on the application for employment, resume, pre-employment interview or otherwise in the hiring process, upon the employer's discovery of the falsification, regardless of when this occurs, the employee will most likely be discharged.

EQUAL EMPLOYMENT OPPORTUNITY

Christ the King Lutheran Church is dedicated to both the letter and the spirit of equal opportunity employment laws. All applicants and all employees shall be reviewed on the basis of their ability, competence, and performance of the essential functions of their positions.

This congregation and its staff shall not discriminate on the basis of race, gender, national origin, age, disability, sexual orientation, marital status, or any other classification which may be protected by federal, state, or local laws. This congregation welcomes applicants of all religious persuasions for staff positions. As a Christian religious organization, this congregation reserves the right to consider the compatibility of various religious beliefs and experience as they directly affect the performance of particular staff duties.

In compliance with the Americans with Disabilities Act, we specifically offer equal opportunity for all applicants and employees who may have a physical or mental disability. Such persons shall be hired on the basis of their ability to perform the essential functions of the position in question. Likewise, their work shall be evaluated on their performance of these essential functions. The congregation shall offer reasonable accommodation to individuals with disabilities, to the extent that congregation resources allow without undue hardship.

As part of our equal employment opportunity policy, there shall be no wage differentials based on gender, between men and women employed in the same establishment; in positions that require equal skill, effort, and responsibility; and which are performed under similar working conditions.

SAFETY

Your safety in the workplace is of utmost importance to the congregation and all of the staff. Please do your part to ensure your own safety and that of your co-workers. When appropriate, specific training materials and safety procedures relevant to your position shall be provided by your supervisor. Reading, understanding, and complying with these instructions are a requirement for your continued employment with the congregation. Violation of safety regulations or procedures is grounds for discipline and/or termination.

If you observe any violations of safety procedures or regulations, or any unsafe conditions, it is your obligation to report it to your direct supervisor immediately so that the problem can be brought to the Church Administration Team and the violation or unsafe condition can be remedied as soon as possible.

ON-THE-JOB ACCIDENTS OR INJURIES

You may be entitled to medical payments and/or other compensation if you are injured on the job. The Church Administration Team shall explain to you any such programs that have been provided for you. Notices are posted regarding Workers Compensation coverage for employees. Any benefits or compensation applicable to on-the-job injuries shall not apply to any voluntary activities that are not considered a part of the employee's required work duties.

Any staff member who observes or is involved in any accident or injury involving anyone on church property or while conducting church business must report the incident to the Church Administration Team immediately (i.e. as soon as it occurs) so that appropriate action can be

taken.

If an injury occurs to an employee during a regular workday, the injured employee shall be paid for that full workday. If such an incident occurs on church property or while on church business outside of regular office hours, it is still the responsibility of the injured employee to contact their direct supervisor immediately, to describe the circumstances and be instructed as to how to proceed. You shall be given instructions as to how to contact your direct supervisor outside of regular business hours in an emergency. In the event you are unable to contact your direct supervisor, the following emergency numbers are:

Church Administrator (480) 307-0222

Pastor (970) 426-9681

Do not delay reporting an incident in order to wait and see if there are any serious or long-term physical symptoms that arise. Report it to The Church Administration Team immediately, and follow any instructions you are given at that time. Prompt reporting is essential, in order for us to properly document any such incidents and take appropriate action. Failure to report an accident or injury immediately, or failure to follow your direct supervisor's or the Church Administration Team's instructions following the incident, may be cause for discipline and may make the employee ineligible for any medical payments or other compensation related to the incident.

If a workplace accident or injury does occur, your direct supervisor, under guidance from the Church Administration Team, has the right to request that all individuals involved submit to immediate testing for the presence of drugs or alcohol. This is for your protection, as well as that of the congregation. If these substances were not a factor in the incident, you will want these tests as evidence in your behalf.

SAFE HAVEN POLICY

All staff and volunteers working with children and youth at Christ the King Lutheran Church, ELCA, shall **read and abide** by this congregation's *Safe Haven Policy*, **read** *The "Why" of Safe Haven* document and **sign** the *Safe Haven Covenant*. Additional covenants may be required for special activities.

SUBSTANCE ABUSE

To protect the safety and well-being of Christ the King Lutheran Church, its staff, and community, this congregation prohibits any and all of the following:

- Use, possession, sale or transfer of alcohol or drugs while on church property or while performing work-related duties.
- Being under the influence of alcohol or drugs while on church property or performing work-related duties.
- Use of alcohol or drugs, on or off Christ the King Lutheran Church property, when it affects the employee's work performance, the employee's or other workers' safety, or the employer's position in the community.

DEFINITIONS - DRUGS

ILLEGALLY USED CONTROLLED SUBSTANCES OR DRUGS

Any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.1S. This includes,

but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the US Drug Enforcement Administration or the US Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs.

LEGAL DRUGS

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance that carries a warning label that indicates that mental functioning, motor skills or judgment may be adversely affected must be reported to supervisory personnel and medical advice must be sought by the employee, as appropriate, before performing work-related duties.

A legally prescribed drug means that individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing business is prohibited.

DEFINITIONS - ALCOHOL

ALCOHOL

The use of beverages containing alcohol or substances including any medication, mouthwash, food, candy, or any other substance such that alcohol is present in the body while performing transportation business is prohibited. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath-testing device.

Employees should not report for work or attempt to perform work-related duties while under the influence of alcohol or drugs. If an employee's appearance or behavior indicates a reasonable possibility that he or she is under the influence of alcohol or drugs, the direct supervisor shall take whatever steps are necessary to protect the safety of the employee and others who might be affected.

The members of Christ the King Lutheran Church, its staff, and the community must not be subjected to dangerous conditions created by others who are impaired as a result of ingesting harmful substances. Any employee who violates the above policies concerning alcohol or drugs shall be subject to disciplinary action, up to and including the possibility of termination, with or without warning, depending on the employee's performance record and the seriousness of the infraction. Compliance with these prohibitions under "Substance Abuse" is understood and accepted by all employees as a specific condition of employment with Christ the King Lutheran Church.

DRUG AND ALCOHOL TESTING

This congregation does not regularly conduct drug or alcohol testing for employees or applicants for staff positions. However, The Church Administration Team reserves the right to do so if circumstances warrant. Such testing may be conducted among applicants, all employees, a random sample of employees, or certain specific employees, if there is a legitimate reason to do so. We may require immediate testing for alcohol or illegal drugs if an employee is involved in a work-connected accident or injury, or if an employee's behavior suggests that he or she is under the influence of drugs or alcohol. Cooperation with such testing, if requested by The Church Administration Team, is a condition of your employment here. Refusal to submit to such testing shall

be considered a voluntary termination without good work-related cause.

HARASSMENT

Christ the King Lutheran Church strictly prohibits the harassment of any other person on any basis. This includes discriminatory actions in relation to race, gender, national origin, religion, age, disability, sexual orientation, marital status, or any other personal characteristics. Harassment is defined as any behavior (verbal, physical or visual) that is reasonably considered unwelcome or offensive to another employee and/or creates an intimidating, hostile, or offensive work environment for any other employee.

Specifically prohibited is any form of sexual harassment, i.e. subjecting another person to sexually provocative materials or comments, unwelcome or inappropriate physical contact, insistence on an unwelcome personal relationship, lewd or suggestive personal comments, and any other verbal, physical or visual behavior which is considered unwelcome or offensive to another employee and/or which creates an intimidating, hostile, or offensive work environment for any other employee.

People have different standards as to what type of behavior or conversation is appropriate and in good taste, or what sort of humor is amusing versus offensive. It is possible that a person may not realize that his or her behavior is considered unwelcome or offensive to others. Therefore, if you are ever treated by another person in a way that you believe might constitute harassment, it is your responsibility to immediately inform the other person that such behavior is unwelcome and offensive.

One instance of inappropriate behavior might be considered a misunderstanding, hence the importance of directly declaring the nature of the offense. Repetition of such behavior after being so informed shall be considered harassment and shall result in The Church Administration Team action to correct the situation and prevent any further occurrence. If you wish, you may inform your supervisor or anyone in The Church Administration Team when the first incident occurs, so that it can be documented. The privacy and confidentiality of everyone involved shall be protected. If you believe that the first incident was a misunderstanding and not harassment, no further action shall be taken unless you request it. If the offensive behavior is repeated, it is your obligation to promptly report it to your direct supervisor or the Church Administration Team so that corrective action can be taken to prevent any further occurrence.

One type of harassment that shall not be tolerated under any circumstances is for anyone in a supervisory or position to threaten, state, or imply that an employee's position or future employment with the congregation may be either helped by participation in a sexual or personal relationship, or harmed by the refusal to participate. Continued employment and advancement in Christ the King Lutheran Church is based strictly on merit and work performance and does not require any physical, sexual, or personal relationship outside of the specific performance of one's work duties. Any suggestion to the contrary by any supervisor or manager shall be considered a form of harassment and shall not be tolerated.

If someone in a supervisory position ever harasses you, it is your obligation to report it to the Church Administration Team immediately the first time such an incident occurs. The Church Administration Team must be informed so that we can take immediate action to eliminate this behavior.

The Church Administration Team, any employee, manager, or supervisor found guilty of harassment shall be subject to disciplinary action, up to and including termination without further warnings. Under certain circumstances the congregation may allow employees to take a leave of absence without pay. Unless required by law, the granting of a leave of absence is at the discretion of the direct supervisor or the Church Administration Team, and all relevant circumstances shall be taken into account in making this decision. Written request for leave should be submitted to your direct supervisor at least thirty (30) days in advance, whenever feasible. Sufficient advance

notice will enhance our ability to grant your request. Unless otherwise agreed upon in writing, during your absence, you must contact your supervisor every two weeks regarding your status and to confirm your plans to return to work. Unless otherwise designated by law, if you do not contact your supervisor as required or do not return to work at the agreed upon time, without securing written approval for an extension, this shall be considered a voluntary termination, without good work-related cause. When on a leave of absence, any accrued paid personal days and paid vacation shall be applied first, before the unpaid period begins. Unless otherwise required by law, further paid holidays, personal days, paid vacation, or seniority shall not accrue during an unpaid leave of absence.

PERSONAL OR MEDICAL LEAVES NOT REQUIRED BY LAW

Even if not required by law to do so, Christ the King Lutheran Church shall make efforts to grant leaves of absence for personal or medical reasons whenever possible, giving full consideration to the needs of the employee as well as the congregation. Refer to the **Benefits** section of this handbook for more detailed information about leave. Unless mandated by law, the length of leave granted and the conditions upon return shall be based on individual circumstances.

Whenever possible, your direct supervisor or the Church Administration Team shall consider other alternatives to meet your needs, such as a shortened work week, part time work, job sharing, or flexible work schedules. The feasibility of such arrangements will depend on many factors: the specific requirements of your position, the ability to meet Congregation needs, the cost of additional training or administration, and possible effects on co-workers or members and community. Because the requirements of each are unique, CtK will not be able to offer exactly the same arrangements to all employees. CtK shall, however, attempt to accommodate everyone, considering all of the circumstances. For this kind of flexible approach to succeed, all employees must take mature, responsible, and cooperative attitude. If The Church Administration Team finds that a flexible approach causes problems rather than solving them, a stricter approach may become necessary.

MILITARY LEAVE

Federal law governs certain requirements regarding granting of leave, compensation, and reinstatement for veterans and reservists who are away from their regular employment to perform military service. These laws may change. If military leave is required, the Church Administration Team shall confer with legal counsel regarding the regulations applicable to your specific situation.

UNACCEPTABLE PERFORMANCE

Christ the King Lutheran Church is obliged to clearly communicate to employees the expectations and performance standards members of the staff are obliged to satisfy as essential to his or her position. These Employment Policies are established to ensure that employees understand what is expected of them and are given every opportunity to meet these expectations.

If there is a problem with an employee's performance, the supervisor is expected to give the employee verbal counseling identifying the specific nature of the problem, precisely where performance is deficient, and what action is necessary to bring the performance up to an acceptable level. Notes of this verbal counseling may also be documented in the employee's file.

If the required improvement is not achieved after a reasonable length of time, the employee shall be given additional counseling and a written warning. This also shall be documented in the employee's personnel file. If, after this additional counseling and warning, the required improvement is not achieved, the next step shall depend on The Church Administration Team's judgment as to the action needed. The next action shall be an additional warning, probation, suspension or termination, depending on the circumstances and the seriousness of the problem.

In an exceptional case of misconduct that is clearly contrary to policy or threatening to the

well-being of Christ the King Lutheran Church, Children's World Early Learning Center, or members of the church staff or community, disciplinary action including termination may be taken without preliminary warnings.

TERMINATIONS

This congregation strives to maintain a satisfying work environment that encourages and rewards long-term employment. Termination is an undesirable outcome for both the employee and this congregation, but may become necessary if a member of the staff is unable or unwilling to function satisfactorily in their position.

Unless a written employment contract states otherwise, there is no obligation on the part of either Christ the King Lutheran Church or any employee to continue the employment relationship for any guaranteed or specified time. No member of the staff or congregation has the authority to make any promise or guarantee of permanent employment on behalf of Christ the King Lutheran Church.

You are free to resign your position at any time you wish, with or without notice, and for any reason you deem appropriate. As a matter of courtesy, the congregation would appreciate two weeks advance notice prior to the resignation taking effect. A leave of absence may be explored as an alternative to termination, if you so desire.

Be assured that it is the practice of this congregation to avoid layoffs or terminations insofar as that is possible. The congregation does, however, have the right to terminate an employee at any time, with or without notice, for any reason not excluded by specific contractual or legal requirements.

Christ the King Lutheran Church recognizes and understands the desire for secure employment. No organization has the power, however, to guarantee a lifetime position to anyone. Christ the King Lutheran Church believes the best way to achieve continued success and security is through the joint efforts of The Church Administration Team and all employees to continually and effectively serve the community and the world.

OPERATING POLICIES

PURPOSE

Christ the King Lutheran Church's Operating Policies exist for the sake of optimum effectiveness of staff ministry and to preserve a positive work environment for staff and volunteers. These include mostly commonsense rules of courtesy and responsibility that are necessary for the common good.

Staff and members of the church community are expected to treat each other with courtesy and respect. Further, the staff is expected to put forth their best efforts in performing their work and to contribute in making Christ the King Lutheran Church a pleasant and rewarding environment in which to work.

These operating policies are not intended to interfere with anyone's personal freedom or desire for individual expression. However, in any group situation, there are certain considerations that must be observed out of respect for others and for the good of the entire organization.

ETHICAL STANDARDS

The congregation is committed to conducting its operations in an exemplary way with each other and within the broader community that we serve. Staff members are therefore expected to exhibit integrity, honesty, and fairness in all of their work and interactions, and to abide by the law. The staff is enjoined not to do anything in the course of Christ the King Lutheran Church business that violates the law or one's own personal ethics, nor should you be asked to do so. If

you become aware of a situation that you believe violates legal or ethical standards, please discuss it with your supervisor or another person in The Church Administration Team so that an attempt may be made to resolve it. Your privacy and confidentiality shall be respected.

OPEN DOOR POLICY

The staff shall be dedicated to proactively resolving problems through open, constructive communication. If you have a question, concern, problem or complaint, we urge you to discuss it with your supervisor as soon as is warranted. It is the obligation of supervisory staff to listen and respond to employee concerns in an open-minded manner and to work with you toward an appropriate solution.

GRIEVANCE POLICY

Christ the King Lutheran Church wishes to provide a comfortable, productive, legal, and ethical work environment. To this end, CtK wants you to bring any grievances you have about the workplace to the attention of your supervisor and, if necessary, to the Church Administration Team. In light of these concerns, CtK has instituted the following grievance procedure:

If you feel that there is inappropriate conduct or activity on the part of church, any supervisor, its employees, vendors, or any other persons or entities related to the church, we request that you bring this concern to the immediate attention of your direct supervisor. Please try to approach your supervisor at a time and place that will allow the supervisor to properly listen to your concerns. If you have discussed this matter with your supervisor previously and you do not believe that you have received a sufficient response, present your concerns to your supervisor in writing. Please indicate what the problem is, those persons involved in the problem, and any suggested solution you may have to the problem.

If you do not receive a sufficient response to your complaint within five working days from providing it to your supervisor, or if your supervisor is the problem, contact the Church Administration Team. If you consider the matter an emergency or a legal, ethical or safety issue, use your best judgement to expedite the complaint process. The Church Administration Team may have a conference with you and your supervisor, or with both of you individually. If the matter is not resolved after that conference, and you believe it still merits attention, it is requested that you immediately place your concerns in writing to the Church Administration Team.

It is the purpose of this grievance procedure to help maintain a positive work environment with respect and responsibility towards each other. The grievance procedure is also intended to avoid unnecessary employee claims and legal exposure. Christ the King Lutheran Church cannot promise that your specific grievance or complaint will result in the action you request or that you will be satisfied with the outcome of the grievance procedure.

SUGGESTIONS AND FEEDBACK

The congregation is dedicated to continually improving its ministries and community life and welcomes any input from employees that can help to do so. You are encouraged to communicate to other staff any suggestions that might improve our ministries, relationships, effectiveness, productivity, policies or working conditions. You are also urged to seek feedback from the congregation as to how staff can better serve the community, and to respond accordingly and/or to discuss this input with supervisory staff.

SMOKE-FREE WORKPLACE

In consideration of the health and comfort of church staff and visitors, the church building is a smoke-free environment. Smoking is allowed only outside the building, in designated areas, which shall be explained to you by your supervisor. Employees should not permit "smoke breaks" to delay or interfere with the timely completion of their work.

DRESS CODE

The wearing of appropriate clothing tends to reflect an attitude of professionalism and

dedication to this organization. We ask you to dress appropriately for the sake of positive contact with the public and for the duties of your position. Professional appearance is especially important for those of us who have contact with visitors to the church building. Please use good judgment and good taste, remembering that rightly or wrongly, people do judge this organization in part on the appearance of its employees.

WORK SCHEDULE

The regular workweek, the basis on which overtime is determined, begins on Sunday at 12:00a.m. and ends on Saturday at 11:59p.m. Your supervisor shall negotiate with you your specific hours of work. Your personal needs as well as the demands of your position shall be considered in setting your work schedule. Please note the following practices regarding work:

FLEXIBLE SCHEDULING

Every effort shall be made to accommodate personal scheduling needs of employees. Some staff positions and types of work offer more opportunity for flexibility in work hours than others. Please talk with your supervisor if you would like something other than a standard work schedule to be considered.

OVERNIGHT WORK

Hourly employees required to attend overnight events, such as retreats, lock-ins, or events requiring distant travel, shall be paid for up to ten (10) hours per day worked.

LUNCH BREAKS

Employees are entitled to a lunch break of either an hour or a half an hour. For hourly staff, this break shall be paid if the employee remains in his/her work area or is available to continue work when needed. Lunch breaks taken off the church premises are unpaid, unless staff business is conducted throughout. Such paid lunch breaks are subject to your supervisor's prior approval. Depending on the requirements of your particular position, you may choose the lunch time that is most convenient for you, giving consideration to how it may impact other staff.

WORKING OFF-SITE

Most staff positions require that the majority of work be done at or near one's regular work area. For efficiency of work and coordination with other staff, the standard expectation is that most of your work shall be done on church property. If you require or would prefer other arrangements, this is subject to prior approval by your supervisor.

ABSENTEEISM AND TARDINESS

Once your particular work schedule has been determined, you are expected to be at work on time and to work the full number of hours scheduled. Every employee must assume this responsibility, in fairness to coworkers and the church community. Some positions require that an employee be at his/her workstation during a specified time frame. In such cases, being at your workstation during this time is an essential function of your employment. Other positions simply require the production or completion of certain assignments to meet a deadline, and there can be flexibility as to completion of certain assignments to meet a deadline, and there can be flexibility as to when and where the work is produced. The requirements of your specific position are negotiated with your supervisor.

Your supervisor should approve planned absences as far in advance as possible. If you are unable to give advance notice but find you must be absent from work for any reason, please call your supervisor as soon as possible. Repeated violation of the attendance requirements of your position shall be cause for written warnings, discipline and/or termination.

COMMITMENT TO CONFIDENTIALITY

Christ the King Lutheran Church has developed, collected, and stores certain information that is an important part of our work. It is essential for all employees to realize that this information

is proprietary and is the property of Christ the King Lutheran Church. It is a violation of staff responsibility to Christ the King Lutheran Church for any employee to share such information with any other party or to use it for your own purposes. Keeping this information confidential is a specific condition of your employment with Christ the King Lutheran Church. Violation of this commitment to confidentiality shall lead to discipline, including termination and /or legal action.

EMPLOYEE PRIVACY

Employee communications and activities outside of the performance of your work are not monitored. Part of this congregation's employment philosophy is that your personal life is your business, but activities during work hours, on church property, or that affect Christ the King Lutheran Church are our concern and our responsibility.

By law, an employer has the right to monitor communications and activities in the workplace and to inspect anything stored on Christ the King Lutheran Church property so long as employees are given advance notice. We hereby reserve the right to conduct whatever monitoring or inspections The Church Administration Team deems necessary for adequate supervision of the conduct of business or quality control. Please remember that monitoring or requesting a search is not an accusation of wrongdoing. However, your cooperation, if requested, may be a condition of continued employment.

Please understand that your work time, church equipment and church property are for the purpose of conducting business of Christ the King Lutheran Church. Any files (electronic or otherwise) on church premises are expected to relate to Christ the King Lutheran Church business, not to personal matters. Any matters or items that you wish to remain private should be kept outside of business hours and stored outside of the church property.

ELECTRONIC COMMUNICATIONS

RESPONSIBLE USE OF EQUIPMENT, EMAIL, AND INTERNET

Any computer hardware, software, email, voice mail, internet, or other electronic equipment or service made available to employees is expected to be used solely for the conduct of church business during work hours. Any use of such equipment for personal purposes of any kind must be approved in advance by your supervisor, done on your own time, and conducted in a responsible manner. It shall not result in any additional expense, potential embarrassment, or harm to Christ the King Lutheran Church, nor shall it cause any loss in productivity with regard to your work.

Specifically, if Christ the King Lutheran Church subscribes to any electronic services on an unlimited usage basis, we do not object if you use these services for personal business before or after work hours or during your lunch break so long as you have the approval of your supervisor and do so in a responsible manner. However, if the church is charged in any way for time used, you may not use these services for anything other than Christ the King Lutheran Church business. Under no circumstances should you use these facilities for any personal purpose during the hours you are expected to be working. You may not use Christ the King Lutheran Church email or internet address for personal messages, which might mistakenly be interpreted as statements from Christ the King Lutheran Church.

PROHIBITED CONTENT

Use of all electronic systems shall be held to the same standard as other business communications, including compliance with our anti-discrimination and anti-harassment policies. Remember that what one person finds humorous might be offensive to others. Also, do not send any materials of a sensitive or confidential nature, which might be intercepted by third parties. Do not put anything in an electronic message that you would not want published or made part of a permanent record. You should notify The Church Administration Team of any inappropriate materials that you receive or observe.

COPYRIGHTED MATERIALS

The illegal use of any type of copyrighted material is specifically prohibited—i.e., without purchasing it or securing written permission from the copyright owner. Examples are music, videos, software, or any type of printed, audio or visual materials that you do not have the legal right to use. Such illegal use or even possession can create serious liability for both you and Christ the King Lutheran Church.

NO EXPECTATION OF PRIVACY

Please understand that The Church Administration Team may intercept, monitor, copy, review or download any communications of files that are sent, received, or stored on our systems. Compliance with these policies is a condition of your employment, Failure to comply is grounds for discipline, up to and including termination. Check with your supervisor for details of your specific situation.

SECURITY SYSTEM AND PROCEDURES

It is part of every employee's responsibility to follow whatever security procedures have been established to protect Christ the King Lutheran Church's property and the safety of its employees. These procedures may be incidental to your staff position or an important part of your duties. In any case, Christ the King Lutheran Church's security procedures are to be taken seriously, followed, and maintained by all employees. Failure to follow these procedures responsibly can lead to disciplinary action, up to and including termination, depending upon the seriousness of the situation.

TELEPHONE USAGE

It is essential for any business to keep the phone lines open for the purpose of conducting business. You may make personal local calls when necessary, but please keep these calls brief and to a minimum. Please remind friends and family to limit their calls to you. Personal long distance calls on Christ the King Lutheran Church phones are not normally permitted.

POLITICAL ACTIVITY

This congregation encourages your active participation in the political process. However, it is essential that political activity must not interfere with the conduct of the church's ministry. To maintain tax-exempt status as a non-profit religious organization, the church is prohibited from conducting political campaigns or endorsing particular candidates for political office. In order to avoid such potential conflict of interest, political displays shall not be permitted on church property. At no time should you present your own political views as representative of Christ the King Lutheran Church.

SOLICITATION FOR OUTSIDE CAUSES

Employees have the right to participate in causes that you believe in, as long as such activity does not interfere with your work, interrupt another employee's work, or pressure other employees to support or participate in this activity. Therefore, soliciting for contributions, sales on behalf of any organization and distribution of any literature during work hours or on church property are prohibited. Any exceptions to this policy must have specific Church Administration Team approval in advance.

You are free to solicit your fellow employees outside of work hours, but please use restraint and good judgment, and try not to allow your outside activities to cause any strain between you and your co-workers. If you observe a situation that you believe may cause conflict, you are urged to discuss it with your supervisor or someone in The Church Administration Team so that it may be resolved.

IMPROPER PERSONAL CONDUCT

Certain unacceptable behavior can lead to disciplinary action, ranging from a warning to suspension or termination. Certainly, common sense and good judgment should prevent any such situation, but some are listed here to avoid misunderstanding. The following actions shall not be

tolerated on church premises and may be cause for termination without warning and potential criminal charges:

- Possession of weapons or any kind of explosives or other hazardous materials
- Fighting or using abusive, offensive, or threatening language
- Stealing or willfully damaging Christ the King Lutheran Church property or another person's equipment or personal property
- Performing any type of immoral or indecent acts
- Providing false or misleading information on employment application
- Falsifying verbal, written, or electronic communications
- Intentional illegal discrimination
- Harassment
- Use or possession of alcohol or illegal drugs during work hours, on church property, or while conducting Christ the King Lutheran Church business
- Refusal to submit to test for alcohol or illegal drugs if required by Christ the King Lutheran Church
- Violation of safety or security requirements
- Disclosure of confidential church information
- Violation of electronic communications policies
- Refusing to comply with a directive from a supervisor
- Any other actions that threaten the well-being or safety of a co-worker or visitor

COMPENSATION POLICIES

EMPLOYEE CLASSIFICATIONS

There are two types of employees, as defined by Federal law. This classification determines who is or is not eligible for overtime pay, and it depends primarily on the nature of your staff position. Talk with your supervisor if you have any questions as to your specific staff classification. Below are descriptions of the two types of employees.

EXEMPT EMPLOYEES

People in executive, managerial, professional, or outside sales positions are considered exempt employees. People in these positions spend 80% or more of their time supervising others, handling policies or management, or doing work that requires special training or study. Exempt employees are paid on salary. Exempt employees are not eligible for overtime pay.

NONEXEMPT EMPLOYEES

All hourly workers are nonexempt. Salaried workers whose positions do not fit the requirements for exempt employees are nonexempt employees. Nonexempt employees shall be paid overtime for properly authorized work in excess of 40 hours in a given week.

OVERTIME

From time to time, employees may be asked to work beyond the standard workday or

workweek. Every attempt shall be made to avoid the need for overtime, through planning and organization of the workload and staff schedules. Any necessary overtime shall be scheduled with consideration for employees' personal needs as well as the needs of the church community.

The congregation is required to compensate nonexempt employees for overtime in accordance with federal and state law. Exempt employees are not eligible for overtime pay. Nonexempt employees are entitled to be paid overtime for all properly authorized work in excess of 40 hours any given week. Nonexempt employees must receive advance authorization from their supervisor or manager for overtime work requiring additional compensation. The overtime rate is one-and-one-half times the regular rate of pay, in compliance with Federal law.

While exempt employees are not eligible for overtime pay at a scheduled rate or for compensation of extra time on a one-to-one ratio, recognition shall be given to any extra efforts as a part of the employee's overall performance evaluation. At The Church Administration Team's discretion, exempt employees who work significant amounts of overtime may be given some time off in appreciation, if the work schedule allows.

STAFF MINISTRY REVIEWS

Supervisors are expected to maintain frequent communication with new employees regarding their duties and their performance, particularly during the first month of employment. All employees should feel free to ask their supervisors any questions they may have regarding their duties or their performance at any time. New employees shall receive a written ministry review at the end of six months. All employees shall receive a written ministry review annually in September. Additional reviews may be given at the discretion of your direct supervisor.

COMPENSATION REVIEWS

After the annual performance review, compensation shall be reviewed annually by the Congregation Council or in the case of Children's World employees, by the Children's World Board, in consultation with the employee's supervisor and the Church Administration Team in areas related to the staff position. Any increases granted shall take effect, pending approval of the budget, on the first pay period of the New Year or the first pay period after approval, whichever comes last.

Please note that a review shall not necessarily mean an increase in compensation. Merit increases of compensation are considered when an employee's productivity, performance, level of responsibility, or other contributions to the congregation have increased significantly during the time period being reviewed. Increases in compensation are contingent on the financial position of the congregation. Cost of living increases are considered, but not guaranteed, in compensation reviews.

PAYROLL DEDUCTIONS

Law requires certain payroll deductions, and others may be authorized or requested by the employee. The congregation is required by law to withhold certain minimum amount from non-ordained employee's wages for Social Security Tax (FICA), and any state or local income taxes where applicable.

If you request it, the congregation may withhold more than the minimum amounts for income taxes. Your employer is not allowed to withhold less than the required minimum. These requirements and options are explained on your form W-4. There are certain other legal situations which may require additional withholding, but these occur infrequently.

With your authorization, we may withhold additional amounts for certain purposes, such as insurance premiums, retirement or pension plans, charitable contributions, or other purposes by mutual agreement between The Church Administration Team and employee. The employee must authorize any deductions not required by law, in advance and in writing. You may ask your supervisor or the person in charge of payroll if you have any questions about your paycheck.

PAY PERIOD

Christ the King Lutheran Church offers two pay periods: one for Ministry and part-time staff, such as the pastor, musicians, custodian, soundboard operator, etc., and one for regular staff working a normal scheduled workweek. For Ministry and part-time staff, the pay period is monthly and runs from the 26th of one month to the 25th of the next. Pay checks are dated the 25th of that month. The pay period for the regular staff is bi-weekly. For purposes of computing this payroll, the standard workweek begins on Sunday and ends on Saturday. Bi-weekly payrolls are to be processed on the following Monday and checks will be dated the next Tuesday. Occasionally, the designated payday may fall on a holiday. In this case, paychecks shall be distributed one day later.

An employee who is terminated shall be paid in full within six (6) calendar days. An employee who resigns shall be paid on the next regularly scheduled payday.

PAYROLL ADVANCES

Paying for work before it has been performed creates an accounting burden and a financial hardship for the congregation. If an advance were to be granted for one employee, we would be obliged to offer it to all, and we simply cannot afford to do this. For this reason, we have adopted a uniform policy that we do not issue payroll advances to any employee.

WAGE GARNISHMENT

There are some situations where an employer is required by law to withhold certain amounts from an employee's paycheck and pass them on to a third party. This is called wage garnishment, and it occurs when you have certain types of unpaid debts, and a creditor has obtained a court judgment against you.

In some states, private creditors may not order garnishment of wages, but certain government agencies may. The state may require garnishment of wages if a parent is delinquent in child support payments; the federal government may order wages garnished for IRS tax levies or if a person is delinquent in payment of a federal student loan. In other states, other creditors may obtain such judgments.

This congregation does not wish to become involved in matters requiring wage garnishment, but we are required to comply with the law if ordered to do so.

SEVERANCE PAY

Normally, no employee shall receive severance pay if they leave employment voluntarily or are terminated. For regular employees, the congregation may choose to award severance pay or wages in lieu of notice under certain circumstances, such as a necessary reduction in staffing. Such awards shall be at the discretion of the Congregation Council, depending on individual circumstances, as well as the congregation's financial position. For Ministerial staff, the Congregation Council will utilize the guidelines established by the Rocky Mountain Synod Congregation Ministries Board, if deemed appropriate.

UNEMPLOYMENT COMPENSATION

Because the state does not require churches to pay into the Unemployment Insurance fund, employees of the Church are not covered by unemployment compensation.

STAFF BENEFITS

SUMMARY OF BENEFITS

Christ the King Lutheran Church acknowledges the great value of its staff and the work they do. The congregation also appreciates the increased contribution made through longevity in any staff position. Although the law does not require any employer to offer its employees paid

time off or other benefits, this congregation provides such benefits to qualified staff as a way of rewarding faithful service and encouraging loyalty.

Both salaried and hourly staff who work at least thirty (30) hours per week (three-quarter time) on a regular basis are eligible for benefits. The pastor(s) and directors will be covered under separate agreements made with the Congregation Council. Types of benefits include; paid holidays, vacation, personal days, bereavement leave, jury and witness duty leave, all of which are described in this section of the Staff Handbook. Any arrangements that differ from the stated policies of the congregation must be negotiated in advance and in writing.

HOLIDAYS

Regular office hours shall be suspended for the observance of certain holidays. The following are the days that shall be paid holidays for eligible staff at Christ the King Lutheran Church:

- New Year's Day (January 1)
- President's Day (third Monday in February)
- Memorial Day (the last Monday in May)
- Independence Day (July 4)
- Labor Day (the first Monday in September)
- Thanksgiving Day (the fourth Thursday in November)
- Friday after Thanksgiving
- Christmas Eve Day (December 24)
- Christmas Day (December 25)
- New Year's Eve Day (December 31)

Additional paid holidays may be given from time to time at the Congregation Council's discretion. If one of the above fixed holidays falls on a weekend, normally the weekday (Monday or Friday) nearest to the actual date of the holiday shall be the paid day off.

Hourly employees who are entitled to a paid holiday off and are asked to work on a listed holiday may take a compensatory day off when your work load allows. As with any other work requiring overtime pay, working on a holiday must be authorized in advance by your supervisor. If you wish take accrued vacation or personal time immediately before or after a paid holiday, your supervisor must approve this in advance. Depending on the circumstances, unapproved absences at these times may result in loss of pay for the holiday.

The congregation shall not pay salaried employees additional compensation if it is necessary to work on a holiday. Salaried employees who are required to work on a holiday may take a compensatory day off at another time (whenever his/her work load allows).

VACATION LEAVE

Paid Vacation Leave is intended as an incentive and reward for length of service with the congregation. Staff members who are eligible for paid vacation shall be paid for vacation time at the same rate as their regularly scheduled workweek. Vacation Leave is given to eligible staff as follows:

<u>Length of Service</u>	<u>Amount of Vacation</u>	<u>Hours Paid</u>
0-3 years	6 days each year	48
over 3 years	12 days each year	96

Vacation Leave is accrued from the beginning of employment in the congregation, and may be used after the first three months of continuous service. This time is accrued monthly at a rate of one-twelfth (1/12) of the annual Vacation Leave given, and is available for use on the monthly anniversary of continuous employment.

SPECIAL SITUATIONS

Some employees may work unconventional schedules, such as a compressed workweek, e.g., four (4) workdays of ten (10) hours each. In these situations, vacation days are calculated as though you were working a conventional schedule of five, eight-hour workdays per week. Vacation pay shall be at the same hourly rate as your normal workweek.

VACATION SCHEDULES

Vacations may be taken in whatever blocks of time you prefer, so long as your workload is adequately covered. Your supervisor must approve your vacation schedule in advance. Efforts shall be made to give you the vacation schedule you desire, but approval shall be determined by the workload and any other vacations or days off that have already been scheduled. It is to your advantage to get your vacation scheduled and approved as far in advance as possible.

MAXIMUM ACCRUAL

The maximum number of vacation days that can be accrued is fifteen (15) days.

UNUSED VACATION TIME

Any employee who is terminated or resigns voluntarily shall be paid at his/her regular rate for any unused Vacation Leave that has been accrued, unless the employee is discharged for gross misconduct (e.g., theft, embezzlement, or other serious actions harmful to Christ the King Lutheran Church).

PERSONAL LEAVE

Personal Leave takes the place of the more conventional "sick leave" where you get time off only if you are sick, or claim to be sick. Personal Leave gives employees more flexibility in their personal lives and allows better planning between employees and supervisors. Personal Leave can be used for any combination of illnesses, appointments, family business, childcare, or any other personal needs. They may even include personal "mental health" days as needed, to avoid suffering from excessive stress or burnout. In fact, we encourage you to use them in this way. Whenever you are away from work for a personal reason, the time missed shall be charged to your accrued personal time.

As with Vacation Leave, Personal Leave is accrued from the beginning of employment in the congregation, and may be used after the first three months of continuous service. Eligible staff shall accrue paid Personal Leave at the rate of one-half (½) workday per month worked, and is available for use on the monthly anniversary of continuous employment.

<u>Length of Service</u>	<u>Amount of Personal Leave</u>	<u>Hours Paid</u>
0-3 years	6 days each year	48
over 3 years	12 days each year	96

We urge you to use maturity and judgment in taking this leave for reasons other than illness. Try to take them at times when your workload allows it, so that your absence will not be an undue burden on your coworkers or cause problems for the staff or congregation. Please schedule these days off in advance with your supervisor whenever possible.

BEREAVEMENT LEAVE

In addition to any previously accrued Vacation or Personal Leave, you shall be granted a two-day leave of absence, with pay, in the event of a death in your immediate family (including spouse, children, parents, or grandparents). If more time is needed, you may use accrued Vacation or Personal Leave for this purpose.

JURY DUTY LEAVE

This congregation offers Jury Duty Leave as a contribution to the community so that juries may have access to those people who are regularly employed. In the event that you are selected for jury duty, the congregation shall permit you to serve and shall make efforts to see that this service does not impose a financial hardship on you. Please notify your supervisor as soon as you receive jury summons so that we can adjust your work schedule. Salaried employees shall continue to be paid their regular salary to a period of up to 90 days while you are serving jury duty, and you may keep the fee you receive for jury service. Longer periods of jury service are extremely rare, but shall be handled on an individual basis should they occur. Hourly employees shall have their work rescheduled and/or their wages supplemented, so that they do not lose substantial income through jury service. Exempt employees shall be paid for a full week whenever any work is performed during that week, regardless of the length of their jury service.

WITNESS DUTY LEAVE

If you are called to be a witness in a court procedure, you may take time off with pay for the length of time actually required in court. The period of paid leave is usually a few hours, but it shall not exceed one full workday. If the time involved exceeds one day, you may use accrued Vacation or Personal Leave for a paid leave of absence.

VOTING LEAVE

If you have the opportunity to vote in advance, under an "early voter" program, we encourage you to use this option in order to avoid standing in long lines or taking time off from work. If you do not take advantage of this option and need to vote on Election Day, the employer shall permit you to arrange your work schedule to have a two (2) hour period of paid time off to vote during the time the polls are open. Please arrange this in advance with your supervisor.

EDUCATION AND TRAINING

In order to encourage your professional development, the congregation shall make efforts to pay for a portion or all of the costs for courses, seminars, workshops, or training which you and your supervisor agree are likely to enhance your ability to perform your present work, prepare you for advancement within the congregation, or enhance your service to the congregation in another way.

The course content and potential value should be discussed in advance with your supervisor, in order to get approval for this expenditure. Approval shall depend on The Church Administration Team's judgment as to the usefulness of the course in relation to its cost and available funds.

Training specific to Children's World staff is addressed in Addendum A.

HEALTH REIMBURSEMENT PLAN

Recognizing the rising costs of health care, after three months of continuous employment, eligible staff members (working at least 30 hours per week) and their dependents are offered up to \$450 per month in health insurance reimbursement. This benefit is administered by a third party (details of which are included in the Health Reimbursement Plan ("HRP") in Addendum B). The congregation may reimburse for premiums for a Medicare Supplemental plan for those employees on Medicare, not to exceed \$450 per month and meeting the requirements of the HRP. The pastor(s) and directors will be covered under separate agreements made with the Congregation Council.

MEDICAL LEAVE

Medical Leave shall be granted to any qualifying employee, as defined under "Summary of Benefits" above, who has completed at least six (6) months of continuous qualifying employment, has not used medical leave within the preceding twelve (12) months, and who is unable to meet regular work responsibilities because of the employee's own serious health condition regardless of whether the condition is work related or non-work related. Pregnancy related illness and parental leave for either parent within three (3) months before or after the child's birth are also included. Before becoming eligible for Medical Leave, the employee must first use all accrued Vacation and Personal Leave benefits. Medical Leave is unpaid leave. It may be used to extend the period of absence from work because of illness, injury, or the birth of a child up to a maximum of six (6) consecutive workweeks. The total period of absence includes Vacation and Personal Leave used for the period of health or birth related absence. While on Medical Leave the employee shall not receive Health Reimbursements for which the employee is enrolled. No Holiday, Vacation or Personal Leave benefits shall accrue during any period of Medical Leave.

Christ the King Lutheran Church may replace the employee during Medical Leave but shall provide him or her with the same or an equivalent position upon return. If the employee is unable to return to work after Medical Leave is exhausted, the congregation may permanently replace the employee and terminate the employment relationship. If, at the employer's sole discretion, an extended Medical Leave is granted, there shall be no guarantee that the employee will return to the same or an equivalent position at the end of the extended absence. Christ the King Lutheran Church has the continuing right, during Medical Leave, to discharge an employee for cause or to eliminate the employee's position if this decision would have been made even if the employee were not on Medical Leave.

Christ the King Lutheran Church has the right to require, as a condition to granting Medical Leave, medical certification of the need for leave signed by the employee's physician. This certification must acknowledge the physician's awareness of the employee's work responsibilities, explain the reason leave is needed, state a date when the employee shall be able to return to work and list any medical restrictions that are anticipated upon return. The employer shall require a fitness-for-work certification from the health care provider before allowing the employee to return after Medical Leave. The fitness-for-work certification must acknowledge the physician's awareness of the employee's work responsibilities and state what, if any, limitations there are on performance of these duties as well as how long the limitations are expected to last. If the employer is not satisfied with the medical certification received from the employee's physician, the employer may require the employee to be examined by a physician selected by the employer, at the employer's expense, as a condition to granting leave or return from leave.

Medical Leave is intended to assist employees who need time off work for extended periods because of a serious health condition or the birth of a child. It is not intended for occasional one-day (intermittent) absences or partial-day (reduced schedule) absences. However, the employer shall consider a request for intermittent or reduced schedule leave due to a disability (physical or mental impairment that substantially limits a major life activity, as defined by the Americans with Disabilities Act) and shall provide reasonable accommodation for such needs where this can be done without undue hardship to the employer.

OTHER EXTENDED ABSENCES

In the event of an extended absence not described above, continued compensation and/or employment may become an issue. Pay for exempt employees cannot be docked for time off of less than a week. However, responsible use of time shall be a factor in every employee's performance review. When an extended period of absence from work is in effect, time away from work shall be dealt with in the following order:

1. Use of paid personal days accrued (until exhausted)
2. Use of paid vacation days accrued (until exhausted)
3. The discretion of Congregation Council shall be applied, depending on individual circumstances. Options may include: paid leave of absence, unpaid leave of absence, and/or termination of employment.

ADDENDUM A: ADDITIONAL POLICIES FOR CHILDREN'S WORLD EMPLOYEES

Employees of Children's World Early Learning Center (CW) will be held to all policies and procedures above, as well as to the following addenda:

PERSONNEL FILES

A separate personnel file will be maintained for every employee. A personnel file is confidential and is Christ the King Lutheran Church property. Employees wishing to review their file must contact the Church Administrator. Every employee's personnel file will contain:

- Completed employment application form
- Completed W-4 form
- Completed I-9 form
- Signed employee acknowledgement form for each specific position held
- Signed handbook acknowledgement
- Signed confidentiality agreement
- Documentation of completed Universal Precautions training (state-mandated)
- Documentation of completed 24 clock hours of training in child care/welfare as per licensing requirements
- Signed disclosure statement indicating no arrests or substantiated referral to Child Protective Services
- Colorado Bureau of Investigation background check results (or proof that check has been initiated)
- Training log documenting clock hours of training received
- Records/transcripts/certifications of training received prior to and during employment at Children's World
- Employee Evaluations
- Disciplinary documentation (when applicable)

- Any other documentation related to employment at Children's World/Christ the King Lutheran Church.

DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of each Children's World ("CW") employee to:

1. Arrive on the premises ready to work. Employees must report to work with enough time to prepare themselves for work, i.e. putting their personal belongings away, using the restroom, getting a drink. If an employee reports to work late and is not ready to work, she/he will be docked 15 minutes from her/his timesheet. Extra time worked cannot be applied to the next day's hours without prior CW Director approval;
2. Speak in a friendly, polite and sociable manner to all families, parents, children, visitors and other staff;
3. Greet anyone who comes into CW or the playground. If the person is unknown to you, ask for photo ID and the purpose of the visit. Refer the person to the Director if necessary.
4. Maintain sanitary conditions in all areas of the facility;
5. Ensure the safety, health and well-being of everyone in the facility during working and non-working hours;
6. Read and abide by the rules and regulations set forth by the state of Colorado regarding Child Care Facilities;
7. Be aware of Staff-to-Child ratios at all times;
8. Maintain a friendly and sociable relationship with all childcare facilities in our community;
9. Speak respectfully of CW families, staff and other childcare facilities;
10. Maintain confidentiality at all times and in all matters concerning CW and other child care facilities.

CHILDREN'S WORLD STAFF TRAINING

CW will provide training to staff as specified in the State of Colorado Child Care Rules and Regulations.

CW will not pay for wages or grant compensation to any employee for attending a training session outside of regular working hours unless the employee has been required by the CW Board of Directors or the CW Director to attend a specific class.

Employees who want CW to pay for a training class must request approval from the Director in advance. Requests will be evaluated on a case-by-case basis. If a training class is approved, employees may study for the class during the classroom's naptime, as long as job responsibilities directly related to the care of the children have been completed.

On-site training provided by Children's World is mandatory, even if the training is scheduled outside of an employee's regular working hours. Employees will be paid at their regular hourly rate for on-site training time. If a mandatory training session is missed, the training must be rescheduled elsewhere at the employee's expense.

HOURS AND DAYS OF OPERATION

Children's World is open Monday through Friday from 7:30AM to 5:30PM throughout the year with the exception of aforementioned holidays. The Director, with notice to the Children's World Board, has the discretion to close the center on other days deemed necessary for the safety of the children and staff. If 9-R schools are closed due to inclement weather,

CW will be closed on the same schedule. If CW is closed for this or another emergency reason, regular non-exempt employees will be paid at their regular hourly rate for the number of hours they were scheduled to work. Substitutes, on-call employees, and employees not scheduled to work on the day of the closure will not be paid.

ADDENDUM B: HEALTHCARE REIMBURSEMENT PLAN PURPOSE

The Christ the King Lutheran Church Healthcare Reimbursement Plan (the “Plan”) is adopted by CtK effective on the effective date specified in Exhibit 1. The purpose of the Plan is to allow Employees of CtK to obtain reimbursement of specified Medical Care Expenses on a nontaxable basis from the HRP account. CtK intends that the Plan qualify under Code Section 105 and regulations issued thereunder, and shall be interpreted to accomplish that objective. CtK intends that the Plan does not qualify as an Eligible Employer-Sponsored Plan (or Minimum Essential Coverage) as defined in Code Section 5000A and regulations issued thereunder and shall be interpreted to accomplish that objective. Furthermore, CtK intends that the plan does not provide health insurance coverage or other similar coverage for purposes of satisfying the Individual or Employer Shared Responsibility Payments of the Patient Protection and Affordable Care Act (PPACA), as modified. The Medical Care Expenses reimbursed under the Plan are intended to be eligible for exclusion from the Participant’s income for Federal Income Tax purposes under Code Section 105(b).

Further information regarding the Plan can be found in the Plan documents and can be provided by the employee’s supervisor.