Personnel Policy and Procedure Manual
Of
St. Peter's Evangelical Lutheran Church
Allentown, Pennsylvania

Revised & Approved

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see page 12

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DISCLAIMER

This manual does not supersede Federal, State, or Local laws nor does it supersede the Constitution of St. Peter's Evangelical Lutheran Church.

APPLICABILITY

The policies detailed in this Personnel Policy and Procedure Manual and any future revisions shall apply to all lay employees of St. Peter's Evangelical Lutheran Church who are employed on the date this manual is approved or hired after it is approved by the Congregational Council.

Policies regarding the employment of ordained clergy are stipulated in the Letter of Call and/or the Constitution and By-laws of St. Peter's Evangelical Lutheran Church.

The Director of Music is covered by a separate contract.

The salary exempt employees are the Financial secretary, Treasurer, and the Director of Music, and are paid a fixed amount per year and participate in benefits as described in this manual.

The nonexempt/hourly employees are the Parish Coordinator and the Sexton and participate in benefits as described in this manual.

EQUAL EMPLOYMENT OPPORTUNITY

St. Peter's Evangelical Lutheran Church does not discriminate because of race, creed, age, gender, color, national origin, religion, physical/mental handicap, marital status. sexual orientation, or political affiliation in its procedures of employment, upgrading, demotion, recruitment, termination, selection for training, rates of pay or other compensation, or any other benefit.

AT WILL EMPLOYER

This Personnel Policy Manual provides formal, written guidelines that are necessary to effectively conduct the business of St. Peter's Evangelical Lutheran Church. In addition, this policy manual explains the benefits provided to the valued employees of the Church. Please note that the Commonwealth of Pennsylvania is an "At Will Employer" State and thus, St. Peter's Evangelical Lutheran Church is an At Will Employer.

PROVISIONAL PERIOD

All newly hired employees will have a ninety (90) calendar day provisional period. During this time, they will become acclimated to the position and their skills and abilities to perform the job requirements will be evaluated. The employee will meet with their accountable supervisor and the Chairperson of Personnel at least once per month during the employee's provisional period. At the conclusion of the provisional period the employee will meet with the Chairperson of the Personnel Committee, their accountable supervisor, and the Pastor to review their job performance.

Any time during the provisional period, the newly hired employee may be dismissed without prior notice or obligation. The termination shall be considered as without prejudice unless the reason for dismissal warranted documentation. Employees may also elect to terminate their employment voluntarily during the provisional period. Termination during this time will be without prejudice and cause no negative action to be applied against the employee except in circumstances where the actions warrant notice.

HIRING/ACCOUNTABILITY

The Pastor(s) is(are) called to the congregation according to the procedures established by the Evangelical Lutheran Church in America and the Northeastern Pennsylvania Synod. Other staff members are hired by the Congregational Council.

The Pastor(s) is(are) accountable to the Congregational Council in all matters. All other staff report to the Pastor and are accountable to the Personnel Committee and the Congregational Council..

The Director of Music is accountable to the Pastor(s), the Congregational Council, and the Worship and Music Committee.

The Financial Secretary and Treasurer are accountable to the Congregational Council and to the Finance Committee.

The Parish Coordinator is accountable to the Pastor(s) and to the Congregational Council.

The Sexton is accountable to the Congregational Council and to the Property Committee.

EMPLOYEE CLASSIFICATIONS

St. Peter's Evangelical Lutheran Church defines employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Unless otherwise required by law, these classifications are subject to change at the discretion of the Congregational Council. As required by the Fair Labor Standards Act, all employees will be designated as either nonexempt or exempt for purposes of overtime pay.

Nonexempt employees will receive overtime pay at the rate of one-and-one-half times their regular rate for hours worked in excess of 40 during a single workweek. The workweek begins on Sunday at 12:01 a.m. and ends the following Saturday at midnight. Exempt employees are not entitled to overtime pay.

The following positions are considered exempt: Director of Music, Financial Secretary, and Treasurer.

The following positions are considered non-exempt/hourly: Parish Coordinator and Sexton.

JOB DESCRIPTIONS AND EVALUATIONS

1. There shall be job descriptions for each position listing the duties and assignments required of the specific position.
2. At the time of employment, the employee shall receive a copy of the Personnel Policy and Procedural Manual, job description, and compensation agreement. The Chairperson of Personnel shall have the newly hired employee sign a form indicating the employee has read the manual. Copies of these documents will also be maintained in the employee's file in the church office.
3. Within ninety (90) days of employment each new employee shall confer with the Personnel Committee for evaluation of performance, expectations, and effectiveness.
4. The Personnel Committee shall be responsible for conducting annual evaluations of each exempt and non-exempt/hourly employee with their accountable supervisor. Evaluations are to occur in the fall of each year and be completed no later than October 15 of each year.

HOURS OF EMPLOYMENT

The Congregational Council, after consultation with the Personnel Committee, shall establish the hours each employee is expected to work to achieve effective performance of job responsibilities.

COMPENSATION AND BENEFITS

Salaries

Salaries and increments are determined annually by the congregation at the November annual meeting. Salaries will be recommended by the Personnel Committee to the Finance Committee no later than October 31 each year as part of the preparation of the annual financial budget.

Pay Periods and Pay Days

Pay periods are the first of the month through the fifteenth (15th) of each month and the sixteenth (16th) of the month through the end of the month.
Paydays will normally be the fifteenth (15th) and the last day of each month. Should this day fall on a weekend, the Friday immediately preceding will be the day paychecks will be available.
The pay day of the fifteenth (15th) will cover the pay period of the sixteenth (16th) through the end of the month from the prior month. The pay day of the end of the month will cover the pay period of the first of the month through the fifteenth (15th) of the month for the current month.

Time Sheets

All non-exempt/hourly employees shall complete and submit time sheets for the hours they have worked at the conclusion of each pay period.
The Chairperson of the Property Committee will sign the time sheet for the sexton.

The Pastor shall sign the time sheet for the Parish Coordinator. If there is no Pastor, the President of the Congregational Council shall sign the time sheet. The Treasurer shall track the work time, vacation, sick time/excused absence, and holiday pay, for the Sexton and Parish Coordinator.

Vacation

The following schedule will be applied for use of vacation for non-exempt/hourly employees. Any time not used within the calendar year will not be carried over to the following calendar year, and thus, will be forfeited.

Date of hire to end of calendar year	# of hours equivalent to three of the longest workdays
After year 1	# of hours equivalent to # of hours worked weekly
After year 3	# of hours equivalent to # of hours worked in 2 weeks
After year 10	# of hours equivalent to # of hours worked in 3 weeks
After year 15	# of hours equivalent to # of hours worked in 4 weeks

Use of Vacation

1. The Treasurer and Financial Secretary are permitted time off with the permission of the Congregational Council. This time shall be without pay when the absence of such employee prevents the fulfillment of his/her major responsibilities.
2. Sexton is permitted time off with the permission of the Chairperson of the Property Committee.
3. Parish Coordinator is permitted time off with the permission of the Pastor. If there is no Pastor, permission shall be granted by the President of Council.
4. Director of Music is permitted time off with the permission of the Pastor. If there is no Pastor, permission shall be granted by the President of Council.
5. Tentative & finalized vacation schedules of all staff are to be posted in the office.
6. Vacation shall not normally be taken during the seasons of Advent or Lent.
7. Accrued vacation for that calendar year shall be paid to an employee in the event of termination of employment.
8. All vacation time is non-cumulative.

Sick Leave/Excused Absence

The following schedule will be applied for use of sick time//excused absence is for non-exempt/hourly employees.

Date of hire to end of calendar year	# of hours equivalent to three of the longest workdays
After year 1	# of hours equivalent to # of hours worked weekly

1. Unused sick/time excused absence may be carried over to the following calendar year until a maximum of two (2) weeks' time is accrued.
2. Sick time/excused absence is allowed for the following circumstances
    a. Employee is sick or suffers a non-related work injury
    b. Employee doctor appointments
    c. Other time, not considered vacation, as permitted by the respective supervisor for events such as, but not limited to, transportation for medical appointments for spouse, dependent, or parent,
3. After three (3) consecutive workdays of sick time, a doctor's note is required to return to work.
4. Unused sick time/excused absence will not be paid at termination of employment.

Holidays

1. All employees are expected to schedule their workload around the holidays, and when necessary, arrange for volunteer replacement services should any absence cause a significant loss of necessary services.
2. Salaried exempt employees receive a fixed amount per pay and will not receive additional pay for working holidays
3. Paid holidays for the Non/exempt hourly employees are New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. If a holiday falls on a Saturday, the prior Friday is the paid holiday. If the holiday falls on a Sunday, the following Monday is the paid holiday. The number of hours paid for any holiday is equivalent to the number of hours normally worked on that respective day of the week.

Bereavement

Employees will be granted up to three (3) days leave with pay for the funeral of an immediate family member, one day being the day of the funeral if it falls on a scheduled workday. Employees will be granted one (1) day leave with pay for an aunt, uncle, or cousin.

Additional leave without pay may be granted as needed.

For the purposes of this policy, immediate family is defined as any of the following: spouse, significant other/domestic partner, children, stepchildren, foster children, parents, stepparents, parents-in-law, siblings, stepsiblings, sibling-in-law, grandparents, or grandchildren.

Extended Medical Leave

There is no extended medical leave for non-exempt/hourly employees,

Continuing Education

The Director of Music and Parish Coordinator shall be granted time off, with the pre-approval of the Congregational Council, to pursue continuing education opportunities in accordance with funds provided in the budget. Continuing Education is defined as classes or seminars which are for the benefit and betterment of St. Peter's Evangelical Lutheran Church.

Leave of Absence

A leave of absence may be granted to non-exempt/hourly employees at the discretion of the Congregational Council for such reasons as jury duty, mandatory service due to military reserves or guard membership, etc.

An employee required to serve on a jury will continue to receive their normal pay during the period of such service and may retain payments made by the court associated with such service. If dismissed from jury duty and normal work hours are still in effect, the employee must report for work.

Leaves of absence, properly granted, shall not constitute a breach of continuity of service in the computation of vacations or other benefits.

Family Medical Leave

Because St. Peter's Evangelical Lutheran Church has less than 50 employees, Family Medical Leave is not required and will not be provided.

Maternity/Paternity Leave

Up to six (6) weeks unpaid leave will be granted based upon medical need.

WORK RELATED INJURIES AND WORKERS' COMPENSATION

St. Peter's Evangelical Lutheran Church provides workers' compensation insurance coverage for all employees. Workers' compensation laws are designed to protect employees and their families from the financial consequences of accidental injury, disease, or death arising out of and in the course of employment. Workers' compensation laws vary from state to state, but in general they pay for medical expenses and a percentage of lost income while the employee is disabled, as well as death benefits and rehabilitation benefits. A waiting period will apply before income benefits are paid. The length of the waiting period depends on the state.

Employees who sustain work-related injuries or illnesses, no matter how minor, must inform their supervisor promptly. If necessary, an employee reporting an injury will be sent for medical treatment. The Sexton must notify the Chairperson

of Property and the Parish Coordinator must notify the Pastor. If there is no Pastor, then the Parish Coordinator shall notify the President of Council. All necessary documentation must be completed in a timely manner and sent promptly to the Congregational Council.

The employee is responsible for providing the workers' compensation insurer with the treating physician's name and contact information and other information requested, such as medical bills and related information. The employee must also keep their supervisors informed of any temporary work restrictions and current medical status. Workman's Compensation Forms may be found in the church office.

HARASSMENT

Harassment of employees or applicants for employment is prohibited. Harassment is defined as persistently bothering, disturbing, or tormenting another person. Harassment may be based on a variety of factors, such as race, color, religion, sex, national origin, disability, or personal dislike. The reason for the harassment does not matter. The ELCA prohibits all forms of harassment, including but not limited to:

- Verbal and electronic communication harassment, such as making derogatory statements, epithets, or slurs to or about another person or group.
- Visual harassment, such as displaying offensive posters, cartoons, or drawings.
- Physical harassment, such as threatening, assaulting, or physically interfering with another person or making other inappropriate or unwelcome physical contact.

SEXUAL HARASSMENT

Sexual harassment is unwelcome conduct of a sexual nature, including sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a term or condition of employment.
- Submission or refusal to submit to such conduct is used as the basis for a tangible employment action.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or work environment. Sexual harassment is prohibited. Individuals cannot be forced to submit to sexual

harassment as a basis for any employment decision. In addition, the ELCA attempts to prevent and promptly eliminate any conduct that creates an intimidating, hostile, or offensive work environment for our employees.

EXAMPLES OF PROHIBITED CONDUCT

The following conduct, when occurring in the workplace or when it may adversely affect the work environment, will be considered to be harassment or inappropriate behavior:

- Sexually suggestive or off-color comments or jokes.
- Sexual flirtation, innuendo, advances, or propositions, or other sexual activities.
- Unprofessional touching, such as massages, or inappropriately putting an arm around another employee.
- Repeated and unwelcome invitations for social interactions outside of the workplace.
- Sexual or racial slurs, derogatory remarks, or offensive gestures.
- Swearing or loud yelling.
- Displaying or distributing sexually explicit or otherwise off-color materials, including books, magazines, articles, pictures, greeting cards, photographs, drawings, cartoons, and email messages.
- Including or excluding any individuals from workplace activities, assignments, or responsibilities based on their refusal to participate in or tolerate sexual or other forms of harassment or based on other factors not related to job performance or legitimate reasons.

This list is not intended to be exhaustive.

A consensual relationship does not justify inappropriate displays of affection or other sexual statements or activities during working hours or at work-related functions.

Any questions about whether particular conduct is prohibited under this policy should be discussed with the appropriate supervisor or the Chairperson of the Personnel Committee.

REPORTING HARASSMENT OR OTHER INAPPROPRIATE BEHAVIOR

If an employee believes that any sort of sexual or other harassment or other inappropriate conduct is interfering with their work or creating an intimidating, hostile, or offensive work environment, they are urged to contact the Pastor, President of Church Council, or the Chairperson of the Personnel Committee and

make a report. The employee may be asked to sign a written complaint or other summary of the information reported. Employees receiving a threatening telephone call or voicemail at work should attempt to get a caller ID number and as much information as possible about the caller, and promptly notify their supervisor. Employees receiving threatening emails, text messages, or letters should promptly notify their supervisor and save copies of all such communications. Whenever threats are received by any means, reports may be made to law enforcement authorities.

Investigation and Follow-Up Complaints of harassment will be promptly and thoroughly investigated, and the reporting employee will be advised of the results of the investigation. St. Peter's Evangelical Lutheran Church understands these matters are sensitive and will therefore attempt to keep all employee complaints and communications, such as interviews and witness statements, in confidence. The council may take appropriate disciplinary action, up to and including discharge, against any employee who engages in sexual or other harassment or who otherwise violates this policy. Further, the organization may correct any adverse employment action any employee experienced due to conduct forbidden by this policy. If an individual involved in harassing or inappropriate conduct is not employed by St. Peter's Evangelical Lutheran Church, the individual will be informed of our policy and appropriate action will be taken in an attempt to prevent further misconduct. In all cases, St. Peter's Evangelical Lutheran Church will make follow-up inquiries to confirm that the inappropriate behavior has stopped. If an employee is not satisfied with the results of the investigation or follow-up action, or if further harassment or other unacceptable conduct occurs, they should contact the President of the Congregational Council.

RETALIATION

St. Peter's Evangelical Lutheran Church will not tolerate retaliation against any employee who in good faith complains of sexual or other harassment or who provides information in connection with any such complaint. If an employee believes that they have been retaliated against for bringing a complaint or providing information related to a complaint, the employee should report this to the President of the Congregational Council..

EMPLOYEE RESPONSIBILITIES

Employees of St. Peter's are responsible for:

- Behaving courteously and professionally toward fellow employees.
- Reading this policy and understanding fully its requirements.

• Refraining from conduct forbidden by this policy.
• Reporting promptly any incidents of sexual or other harassment or other inappropriate behavior; and
• Cooperating in any investigation conducted under this policy by providing accurate and complete information about any incidents with which an employee is familiar.

VEHICLE USE AND INSURANCE

Employees who use their personal vehicles for church related business must first provide proof of adequate insurance coverage and maintain the appropriate driver's license. Such employees must promptly inform the Congregational Council of any restriction or revocation of their driver's license and of any cancellation or modification of their personal vehicle insurance coverage.

TERMINATION OF EMPLOYMENT

1. Termination of employment is by the employee or the Congregational Council. Whoever initiates the action shall give the notice in writing.
2. Dismissal by the Congregational Council shall be construed as discharge from employment due to unsatisfactory job performance, unprofessional conduct, unethical behavior, or any activity which reflects negatively upon St. Peter's Evangelical Lutheran Church.
3. Resignation shall be construed as termination of employment as the volition of the employee.
4. A person's employment with the congregation may be terminated as a result of discontinuation of his/her position due to financial constraints or other circumstances related to job performance. In such event, an employee shall be given thirty (30) days written notice of termination. Pay in lieu of notice may be granted at the discretion of the Congregational Council..

APPEAL PROCEDURE

Fair treatment of all employees is basic to St. Peter's Evangelical Lutheran Church's philosophy of employment. In the event an employee feels that any action taken is unfair and wishes to appeal for review, the following procedure should be followed:

Pastor(s):

The employee shall first consult the Mutual Ministry Committee. If this proves unsatisfactory or insufficient, the employee may then contact the Congregational Council for a review of the decision. The Congregational Council's decision shall be final.

Appeals shall be submitted in writing, setting forth specific facts pertaining to the grievance. Copies shall be submitted to the Pastor(s),

President of the Congregational Council, and the Chairperson of the Mutual Ministry Committee.

For all other employees:

The employee shall first consult the Personnel Committee. If this proves unsatisfactory or insufficient, the employee may then contact the Congregational Council for a review of the decision. The Congregational Council's decision shall be final.

Appeals shall be submitted in writing, setting forth specific facts pertaining to the grievance. Copies shall be submitted to the Pastor(s), President of the Congregational Council and the Chairperson of the Personnel Committee.

SECURITY

Upon leaving employment of St. Peter's Evangelical Lutheran Church all property (keys, loaned equipment, etc.) shall be returned to the Congregational Council before the final paycheck is issued.

BACKGROUND CHECKS

All employees who have contact with children under the age of 18 must have satisfactory background checks. St Peter's Evangelical Lutheran Church will pay the cost of such background checks. If the employee pays out of pocket for the background checks, he or she should submit the proper receipts to the Chairperson of Personnel for reimbursement. Background checks are to be renewed every five (5) years.

St. Peter's Evangelical Lutheran Church reserves the right to conduct thorough background checks and investigations on any and all potential employees in order to protect its members from potential abusers. Potential employees may be asked to provide certification from the Pennsylvania State Police regarding clearance from past criminal activity at his/her own expense. The right to require drug testing of potential employees at the expense of the said employee is also reserved by the church.

ADOPTION OF EMPLOYEE AND PROCEDURE MANUAL

Upon the recommendation of the Personnel Committee, the Congregational Council shall adopt all personnel policies and procedures.

RESERVATION OF RIGHTS

As the employer, St. Peter's Evangelical Lutheran Church Congregational Council (the "Church") retains all rights, powers, authorities, duties, and responsibilities conferred upon and vested in the Commonwealth of Pennsylvania and the United States of America., and by the directives of the Evangelical Lutheran Church of America.

These include, without limitation, all rights as to hiring, performance standards, supervision, discipline, and dismissal. This manual outlines the policies and procedures of the Church. The intent of this document is to articulate the personnel policies and procedures applicable to the management of human resources within the Church. These policies do not constitute a contract or agreement—of any type or form— between the Church and its employees. These provisions are to be interpreted in the context that the ultimate authority for administering the personnel policies rests with the Congregational Church Council. The Church reserves the absolute right to revise, amend, rescind, or otherwise update any and all policies and procedures which are outlined in this document—at any time and without prior notice. If the information in this manual differs from a more recent policy, procedure, or benefit, the more recent enactment will take precedence.

AMENDMENT

Effective January 2027, the Parish Coordinator and the Sexton positions accrue three personal days off with pay each calendar year to be used from January to December in the year which they accrue.