

# ZION LUTHERAN CHURCH

## PERSONNEL POLICIES

### MANUAL

(9/18/2008)

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## **Zion Lutheran Church of Superior Wisconsin**

**Zion Lutheran Church** in Superior is a member of Evangelical Lutheran Church of America (ELCA) and the Northwest Synod of Wisconsin.

**Mission Statement**: Gathering together through worship and fellowship; Growing in faith through discipleship and scriptures; Going into the world reaching out to our neighbors in Jesus name.

**General Purpose**: In order to establish a uniform system of personnel administration, Zion Lutheran Church, in connection with the Zion Lutheran Church Council, has compiled the following Personnel Policy Manual. This manual is intended to provide you with an understanding of Zion Lutheran's personnel policies. You are encouraged to familiarize yourself with its contents, as it will answer many questions concerning your employment at Zion Lutheran Church.

In order for us to have the necessary flexibility to respond to our rapidly changing work environment, we retain the option to change, revise, or stop any of the policies or benefits described in this handbook at any time we feel it is necessary to do so.

If you have any concerns related to this handbook, you are encouraged to discuss them with the senior pastor or a member of the personnel committee.

**Responsibility**: The Zion Lutheran Church Council is responsible for setting personnel objectives and issuing the policy statements which apply to all employed at Zion Lutheran Church. The senior pastor is responsible for the implementation and maintenance of these policies. The senior pastor has the authority to interpret established personnel policies, or request clarification from the council/personnel committee as to the intent of the policy.

**Applicability**: This statement of policies and procedures applies to all persons employed by Zion Lutheran Church. The senior pastor is subject to these policies in addition to other items outlined in the employment contract.

**Enforcement**: The senior pastor is responsible for ensuring all employees are in compliance with the provisions contained herein as well as applying these procedures. Non-compliance is to be considered a severe infraction of the standards of employee conduct, and appropriate disciplinary measures will be the penalty for non-compliance.

**Employing Authority**: The senior pastor and the church council have the authority to manage and discipline all employees. The church council has sole authority to hire employees.

**Supervising Authority:** Should the senior pastor be unavailable, the personnel committee shall fulfill the obligations for the senior pastor as they pertain to employees of Zion.

**Conflict of Interest:** Paid staff, including pastors, and close family members serving on the church council will be required to leave church council meetings when certain personnel matters are discussed. Discussions pertaining to budget and pay rates of Zion paid staff are included in such personnel matters. Furthermore, they will not be allowed to vote on motions concerning personnel.

**Open Door Policy:** We are committed to promoting and practicing “open door” communication among all our employees at Zion Lutheran Church. We recognize that whenever a group of individuals works together there are bound to be some differences of opinion and problems that arise occasionally.

If you have a question, concern, or problem related to your employment here, you are strongly encouraged to openly and honestly discuss the situation directly with your supervisor. We want and need your involvement and participation in problem solving. Nursing a concern in silence or discussing it with other employees who do not have the authority to deal with it can be very frustrating, for both you and your supervisor. We cannot work towards correcting a problem we do not know about. Please discuss problems or concerns with your supervisor or the senior pastor as soon as they arise.

**Employment “At Will”:** The employment relationship that exists between Zion and each of its employees is “employment at will”. Under this relationship, any employee is free to end his or her employment with Zion at any time, for any reason, with or without prior notice. Likewise, Zion Lutheran may, at any time, decide to end an individual's employment with or without cause or prior notice, at its sole discretion. Neither this manual nor any other written or verbal communication by a supervisor or management are contracts of employment or promises of any kind by Zion Lutheran. Only the church council can make representations altering the “at will” relationship and such representations must be in writing. Zion Lutheran reserves the right to terminate an individual's employment at any time and for any reason.

**Equal Employment Opportunity:** Zion Lutheran supports, and is committed to, equal employment opportunity for all personnel. This means that Zion Lutheran will make all employment decisions, including the decisions to hire, recruit, train, or promote, based on its determination of whether an individual has the required skill, ability, experience, or other qualifications to perform the essential job functions. As a church, Zion may consider religious factors in making personnel decisions.

Zion Lutheran does not discriminate against applicants or employees because of disability, race, creed, color, national origin, ancestry, age, gender, marital status, sexual orientation, arrest or conviction record, liability or service in the Armed Forces of the United States, or any other category protected by applicable law. This policy applies to all terms and conditions of employment, including, but not limited to, recruiting, hiring, training, promoting, termination, leave of absence, compensation and benefits and all other personnel actions and conditions.

**Harassment and Discrimination Policy and Complaint Procedure:** Zion Lutheran has zero tolerance for harassment and discrimination of any kind directed toward anyone associated with Zion Lutheran Church, including but not limited to church members, community partners, and employees.

Zion Lutheran prohibits discrimination, mistreatment, and/or harassment of individuals based on disability, race, color, national origin, ancestry, age, gender, marital status, sexual orientation, arrest or conviction record, liability for service in the armed forces of the United States, and any other category protected by applicable law.

Unlawful discrimination, mistreatment or harassment of anyone in any way associated with Zion is prohibited. Because Zion takes allegations of unlawful discrimination, mistreatment and harassment seriously, we will respond promptly to complaints of such behavior by conducting an investigation and, where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary.

Please note that while this policy sets forth our goals of promoting a workplace that is free of unlawful discrimination, misconduct, and harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definitions set forth in this policy.

- **Complaints of Discrimination, Mistreatment or Harassment:** If anyone complains to you, or you believe you have been subject to, or witnessed unlawful discrimination, mistreatment or harassment in the workplace, you must immediately contact the senior pastor and/or a personnel committee member and advise him/her of the situation so that, if necessary, action to alleviate an immediate problem can be taken. A written report of the situation is required and the personnel committee notified of such a report for their review.
- **Non-Retaliation:** Retaliation against an individual who has reported unlawful discrimination, mistreatment, or harassment, and retaliation against individuals for cooperating with an investigation of such a report is unlawful and will not be tolerated by Zion Lutheran.

- Investigation: When we receive a written report of unlawful discrimination, mistreatment or harassment, we will promptly conduct an investigation. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation typically will include a private interview with the person filing the report, the alleged victim of the behavior, and may include interviews with other witnesses. We will also typically interview the person alleged to have committed the offense. When we have completed our investigation, to the extent appropriate, we will inform the person filing the report, the alleged victim and the person alleged to have committed the conduct of the results of the investigation.
- Disciplinary Action: If it is determined that an employee has engaged in conduct prohibited by this policy, we will take appropriate action which may include disciplinary action up to and including termination.

**Sexual Harassment Policy and Complaint Procedure:** Zion specifically prohibits workplace sexual harassment. Workplace or work related sexual harassment of employees is unlawful and will not be tolerated by Zion. To achieve our goal of providing a workplace free from sexual harassment, we have included in this policy definitions and examples of conduct which will not be tolerated and have provided a procedure by which employees who believe they have encountered sexual harassment can formally complain. Because Zion takes sexual harassment seriously, we will respond promptly to complaints of sexual harassment by conducting any investigation and, where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

**Definition of Sexual Harassment:** Sexual harassment is defined as unwanted sexual advances, or unwelcome visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment with a person of the same sex as the harasser.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

**Sexual Harassment Violations:** An employee who experiences or witnesses sexual or other unlawful harassment in the workplace should report it immediately to the senior pastor. If the senior pastor is unavailable or it is believed it would be inappropriate to contact that person, a personnel committee member should be contacted. There is no retaliation for good faith complaints, or reports about, or participation in an investigation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, the employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

**Employee Reviews and Wage Adjustments:** Each employee shall participate in at least an annual job performance evaluation. All non-ordained employees will be evaluated by a representative of the Zion Lutheran Personnel Committee and the senior pastor. The completed evaluation shall become part of the employee's personnel records. In the case of the ordained staff the mutual ministries committee shall perform the annual performance evaluation.

Salary adjustments shall be based on merit and/or changes in cost of living. No increases shall be automatic.

**Personnel Files:** Zion maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Personnel files are the property of Zion. Employees who wish to review their own file should contact the senior pastor. With reasonable advance notice, employees may review their own personnel files on their own time (eg. lunch). In the presence of the senior pastor, employees may copy documents maintained in the file.

**Attendance and Punctuality:** Zion's successful operation in large part depends on the regular attendance of each of our employees. You have an important job here, and we need you to be reliable and punctual in reporting for scheduled work.

Unscheduled absenteeism and tardiness, whatever their cause, are disruptive and place a burden on your fellow employees and people we serve. It also makes it difficult for us to operate effectively.

If you are unavoidably late to work or absent, please call the office before your scheduled start time if possible. For absences of longer than a day, please contact the senior pastor each day you will not be able to work, unless your doctor has given you a written excuse indicating the day you will be able to return. We will request a doctor's excuse for absences of three or more days in a row.



Poor attendance and excessive tardiness will have a negative impact on your performance evaluation and on consideration for pay increases and promotions and may result in disciplinary action up to and including termination. Any employee who does not report to work and does not notify us within 48 hours after the start of their scheduled shift shall be considered to have voluntarily terminated their employment with Zion.

**Confidentiality:** Most of our employees need access to confidential church and member information and records in order to do their jobs. While an open climate of information sharing is most often desirable, there is a need to safeguard the security of information that could be detrimental to the church, our church members or community partners.

During your employment, as well as subsequent to your employment, the information and activities you deal with in your job at Zion Lutheran Church is confidential. Information acquired during the course of employment, except as specifically authorized to do so by senior pastor, will not be discussed, copied, or in any way disclosed. This includes, but is not limited to the names of people you encounter and financial and gift information. Any confidential information you may have in your possession when your employment at Zion ends must be returned to Zion immediately.

Any current or former employee who discloses any confidential information will be subject to disciplinary action up to and including termination and legal action.

**Outside Employment:** Because an additional job can affect your performance at Zion, we ask that you inform your supervisor if you are thinking about seeking outside employment. The outside job should not interfere with your ability to satisfactorily perform the responsibilities of your job at Zion.

**Personnel Data Changes:** It is your responsibility to promptly notify your supervisor of any changes in personal information such as home mailing address, telephone number, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, beneficiary changes, and other such status reports. Please do not assume that we "just know" when these changes occur.

**Employment Reference Checks:** Zion will respond to telephone inquiries from third parties asking to verify dates of employment and positions held by its current or former employees. Zion will respond in writing only to those reference check inquiries that are submitted in writing and accompanied by a written authorization and release signed by the individual who is the subject of the inquiry. We will verify only such factual employment information as is available to us in the employee's personnel file and are pursuant to state and federal guidelines and ELCA guidelines. All requests for a reference check are to be directed to the senior pastor.

**Workers Compensation Insurance:** We carry a comprehensive workers compensation insurance program as required by state law. This program covers almost all injuries or illnesses sustained in the course of your employment that require medical, surgical, or hospital treatment. Workers compensation insurance provides partial income replacement benefits after a short waiting period or, if you are hospitalized, immediately.

If you sustain a work related injury or illness, you must inform the senior pastor immediately, no matter how minor an on-the-job injury may appear. Every injury/illness must be reported on the day it occurs. Failure to report the injury or illness on the day that it occurs may result in disciplinary action.

Neither the employer nor the insurance carrier will be liable for the payment of workers compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Zion.

**Timekeeping:** Federal and state laws require that we keep an accurate record of time worked by our non-exempt employees. All the time you actually spend on the job performing assigned duties or other work-related projects is considered to be time worked. Non-exempt employees must accurately record the following daily:

- Beginning and ending work time.
- Beginning and ending of each unpaid meal period.
- Beginning and ending time of any split shift or other personal departures from work.

Time sheets are provided for our non-exempt employees to record work time and any paid or unpaid absences from work. Time keeping rules are as follows:

- You may record only your own time worked. Tampering, altering, or falsifying time records or recording time on another employee's time sheet is not allowed and may result in disciplinary action up to and including termination.
- If you are late to work, record the time you actually started work. Tardiness will be reflected in your paycheck, so it pays to be on time to work. Excessive tardiness is cause for disciplinary action.
- Time sheets must be delivered to the senior pastor by each Monday following the end of the pay period.

**Pay Periods / Pay Days:** All employees are paid semi-monthly. We take reasonable steps to ensure that our employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. Late time reports and other corrections will be reflected on the next regular paycheck.

**Payroll Deductions:** Federal and state income taxes, and social security payments, all required by law, are deducted from your earnings. Often these deductions may change as they are affected by changes in the amount you earn, by legislation, and by the number of dependents you declare.

**Flexibility:** Each employee of Zion has a job description that outlines the duties and responsibilities of the position held. As a new employee, you will receive a copy of your job description when you are hired. As jobs change, the descriptions are updated. Although we feel our job descriptions are thorough, they are not intended to specify every detail of the work you will or may be expected to do.

It is not possible (nor is it desirable) to describe everyone's job duties in great detail. Out of necessity, we need to maintain a great deal of flexibility in the specific duties each of us performs. People get sick, move to other jobs, get promoted, etc. We have special needs, new computer systems, and other predictable and unpredictable events that require us to respond quickly and efficiently. You will, to a certain extent, need to know something about the jobs that others do so you can help out when the need arises (and vice versa).

**Children in the Workplace:** Children are welcome to visit employees at the office for such purposes as lunch, a brief visit to a workstation or for special occasions when they are specifically invited. The hosting employee is responsible for the children during such visits and should remain with them at all times.

Children should not be brought to the work site as a substitute for other childcare arrangements. If an employee is faced with an unforeseen circumstance where childcare arrangements have been disrupted, the supervisor may grant an exception if the following conditions are met: alternate arrangements are being made and the time the child will be in the work area is brief, the child is accompanied by the employee at all times, and the employee is able to perform his or her regular job duties at all times.

**Commitment to Safety:** Establishment and maintenance of a safe work environment is the shared responsibility of everyone here at Zion. You are expected to obey safety rules and to exercise caution in all work activities. You are asked to immediately report any unsafe conditions to the senior pastor.

All accidents that result in injury must be reported to the senior pastor regardless of how insignificant the injury may appear. Such reports are necessary to comply with laws and initiate insurance and workers compensation procedures.

It shall be the responsibility of every employee to contribute to maintaining a safe and environmentally sound workplace. Failure to follow safety procedures will result in disciplinary action up to and including termination.

**Use of Equipment:** The equipment we use in our workplace is expensive and may be difficult to replace. When using church equipment, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Notify the senior pastor or your supervisor if any office equipment, machines, or tools appear to be damaged, defective, or are in need of repair. Prompt reporting of these situations could prevent deterioration of equipment and possible injury to yourself or others. The senior pastor or your supervisor can answer any questions about your responsibility for maintenance and care of equipment used on your job.

**Use of Office Machines, Phones, and Supplies:** Zion has a limited number of phone lines available and they are needed for conducting business. Outgoing and incoming personal phone calls are to be kept to a minimum, and we prefer that they only be made during break periods.

A pleasant telephone personality is greatly appreciated. Please answer incoming calls in a professional and courteous manner.

**Electronic Media:** Zion provides and maintains the following forms of electronic media: internal and external electronic mail (email), telephone voice mail, Internet access, computer hardware, and use of various business applications software. As a condition of providing these resources to our employees, it is necessary for us to place certain restrictions on their use in the workplace.

The internal communications systems, as well as the equipment and data stored are, and remain at all times, the property of Zion. Accordingly, all messages and files created, sent, received, and stored within the system will remain the property of Zion Lutheran Church.

Zion maintains the option to retrieve and review any message or file composed, sent, or received. It should be noted that although a message or file is deleted or erased, it is still possible to recreate the message. Therefore, ultimate privacy of messages cannot be assured to anyone. Although electronic mail and voice mail may allow the use of passwords for security, confidentiality cannot be guaranteed. It is possible for messages to be retrieved and viewed by someone other than the intended recipient. All passwords shall be kept on file with the senior pastor as the system may need to be accessed in the absence of an employee.

The content of email, voice mail messages, or computer files may not contain anything that would reasonably be considered offensive or disruptive to any employee. Offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender specific comments that would offend someone on the basis of their age, sex, sexual orientation, religious or political beliefs, national origin, or disability (or other

status protected by law). Deliberate sending, receipt, storage, transfer, or printing of such material on Zion's equipment or time is prohibited by this policy.

While we encourage employee use of the Internet for business purposes, its use is restricted to the following:

- To communicate with employees, church members or community partners regarding matters within an employee's assigned duties.
- To acquire information related to, or designed to facilitate the performance of, regular assigned duties.

For Internet and email access and usage, we expressly prohibit the following:

- Dissemination or printing of copyrighted materials, including articles and software in violation of copyright laws.
- Sending, receiving, printing, or otherwise disseminating proprietary data, trade secrets, or other confidential information of Zion in violation of agency policy, or proprietary agreements.
- Offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs (or other status protected by law).
- Sending or soliciting sexually oriented messages or images.
- Operating a business, usurping business opportunities, soliciting money for personal gain, or searching for jobs outside of Zion.
- Gambling or engaging in any other activity in violation of local, state, or federal law.

**Smoking / Tobacco Use:** Because we wish to provide a healthy environment for all of our staff, volunteers, church members, and community partners, smoking is prohibited throughout the church building.

**Drug and Alcohol Use:** Zion is committed to maintaining a work environment free from drugs and alcohol that is safe for our employees, church members, community partners, and the public. We believe that misuse of alcohol and controlled substances can have a negative effect on an individual's health, work, and personal life and that a drug and alcohol program can help protect our employees and the public from those negative consequences.

Drug and alcohol use in the workplace is highly detrimental to the safety and productivity of our employees. No employee may be under the influence of any illegal drug or alcohol, nor may they possess, consume, distribute, transfer, purchase, or sell alcohol or illegal drugs while on church premises. Any such activity will lead to disciplinary action up to and including termination.

We also recognize that some employees must take physician-prescribed medications. However, if these medications adversely affect job performance, personal safety, or the safety of other individuals in the workplace, you will not be allowed to work while under their influence. It is your responsibility to report your use of any potentially impairing drugs to the senior pastor.

**Exemption for communion**-nothing in this section shall be construed as to prohibit the taking or giving of communion wine.

**Dress Code**: First impressions are very significant in our relationships with our members and the community. Therefore our expectation is that all employees report to work in clothes that are neat, clean, wrinkle free, without stains, and free from holes or tears. In the event that an employee's appearance does not meet our dress guidelines, the employee may be asked to return home to change.

All employees should be well groomed at all times. Hairstyles should be businesslike, professional and kept neat and clean. Attention should be spent on good grooming habits to avoid offensive odors. Heavy use of colognes and perfumes should be avoided, as many coworkers and clients are sensitive to these fragrances. Items considered inappropriate are as follows: visible undergarments, sport tank tops, strapless dresses, jogging suits, workout clothes, spandex items, midriff blouses, short shorts, clothing advertising drugs or alcohol, clothing with inappropriate or offensive messages.

**Paid Holidays**: The following are paid legal holidays which are granted to non-pastoral employees working an average of at least 20 hours per week:

- New Years Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

These holidays are paid time off (maximum of 8 hours per holiday) for employees who have completed their first 30 days of employment. The number of hours is prorated dependent upon the average number of hours worked in a week. (i.e. Employees who work 32 hours per week are eligible for 6.4 hours of holiday pay; employees who work 20 hours per week are eligible for 4 hours of holiday pay). Holidays that fall on a weekend will not be a paid holiday.

**Vacation:** Non-pastoral full time and part time employees working at least 10 hours per week are eligible for paid vacation time off. Vacation benefits are calculated on your anniversary date. Your anniversary date may be adjusted to reflect the length of any unpaid leaves of absence.

Employees who have satisfied the eligibility requirements may submit vacation requests to the senior pastor. Requests will be evaluated based upon various factors, including anticipated operating requirements and staffing considerations during the proposed period of absence.

Employees must take earned vacation during the benefit year following its being earned or it is forfeited. Pay in lieu of vacation time is not permitted.

**Length of Service**

1<sup>st</sup> Year  
2<sup>nd</sup> -5<sup>th</sup> Year  
6<sup>th</sup>- 9<sup>th</sup> Year  
10 or more Years

**Vacation Available**

1 week equivalent  
2 week equivalent  
3 week equivalent  
4 week equivalent

Vacation earned is prorated based on the number of hours worked in a week. (i.e. Employees who work 20 hours per week at one year anniversary would earn 20 hours of vacations; employees who work 32 hours per week at one year anniversary would earn 32 hours of vacation.)

Vacation may not be taken in advance of that which is earned. Vacation hours earned and available will be noted on paycheck on the last check of each month.

Vacation must be requested in advance of your vacation dates and approved by senior pastor.

Upon termination of employment, employees will be paid for vacation benefits that have been earned through the last day of work.

**Sick Leave:** Non-pastoral full time and part time employees working at least 10 hours per week are eligible for sick leave. Employees accrue one day per month of sick time beginning on their hire date. Sick leave earned can be carried over from year to year to a maximum of 120 hours. We strongly encourage you to bank your hours, as you never know when a serious illness may occur

Sick leave earned is prorated based on the number of hours worked in a week. (i.e. Employees who work 20 hours per week earn 4 hours of sick per month; employees who work 32 hours per week earn 6.4 hours per month.) Sick leave earned and available will be noted on paycheck on the last check of each month.

Sick leave is intended to provide you with some income protection in the event of a temporary illness or injury you may have. It may also be used:

- To attend to the illness or injury of a family member.
- For medical appointments such as doctor, dentist, optometrist, etc.

If you are unable to report to work due to an illness or injury, notify your supervisor before your scheduled starting time. Employees who utilize three or more consecutive days of sick time may be required to provide a doctor's excuse. Employees may be asked to provide a physician's statement if, in the senior pastor's opinion, sick leave absences show a pattern of unusual frequency or length.

Because sick leave benefits are intended to provide you with some income protection in the event of an actual illness or injury, they cannot be used for any other paid absence and are not paid out at employment termination.

## **ADDENDUM TO PERSONNEL POLICY MANUAL**

2/18/11

### **Leave Request Forms**

Zion Lutheran Church believes that it is important for employees to be accountable for hours and days that are worked and for leave time that is used. All staff, including pastoral staff, shall fill out a leave request form. A vacation request shall be filled out as soon as possible prior to the leave. A sick leave form shall be filled out on the next day that the employee works. All leave request forms shall be kept in the employee's personnel file. A copy of the leave request form is attached to this addendum.



## Employee Acknowledgment Form

I understand that this personnel policy manual describes important information about Zion and that I should consult the senior pastor or my supervisor regarding any questions not answered in the manual.

I understand that the copy of the manual I received as noted on the date below supersedes all other employee manuals or employment policies and practices that may have been in use prior to this edition. Since provisions of this manual are subject to change, I further understand that revisions to it may supersede or eliminate one or more existing policies and/or benefits and that all such changes will be communicated through official notices.

Unless I have an individual written employment contract, I understand that my employment relationship with Zion is voluntarily entered into, that I may terminate my employment at any time I believe such action to be appropriate and that Zion retains the same right to terminate my employment when it believes such action to be appropriate, with or without cause of notice.

I acknowledge that this manual is neither a contract of employment nor a legal document. I have received, read, and understand the policies contained in this manual and will read any revisions made to it in the future.

Employee's Signature \_\_\_\_\_  
Date\_\_\_\_\_

Employee's Name \_\_\_\_\_  
Date\_\_\_\_\_

Approved 9/18/08

*Print or type name*

Personnel Committee Chair Signature \_\_\_\_\_ Date  
\_\_\_\_\_

Employee Copy

### **Employee Acknowledgment Form**

I understand that this personnel policy manual describes important information about Zion and that I should consult the senior pastor or my supervisor regarding any questions not answered in the manual.

I understand that the copy of the manual I received as noted on the date below supersedes all other employee manuals or employment policies and practices that may have been in use prior to this edition. Since provisions of this manual are subject to change, I further understand that revisions to it may supersede or eliminate one or more existing policies and/or benefits and that all such changes will be communicated through official notices.

Unless I have an individual written employment contract, I understand that my employment relationship with Zion is voluntarily entered into, that I may terminate my employment at any time I believe such action to be appropriate and that the Zion retains the same right to terminate my employment when it believes such action to be appropriate, with or without cause of notice.

I acknowledge that this manual is neither a contract of employment nor a legal document. I have received, read, and understand the policies contained in this manual and will read any revisions made to it in the future.

Employee's Signature \_\_\_\_\_  
Date \_\_\_\_\_

Employee's Name \_\_\_\_\_

Date \_\_\_\_\_

*Print or type name*

Personnel Committee Chair Signature \_\_\_\_\_ Date

\_\_\_\_\_

Church Copy