

***EMPLOYEE***

***PERSONNEL POLICIES AND PROCEDURES***

***OUR SAVIOR LUTHERAN CHURCH, SCHOOL AND CHILDCARE***

## CHANGE RECORD PAGE

Revision Number	Revision	Name	Date
A00	<i>Accepted / approved sections: 1000 – 1004.8</i>	<i>Mark De Young</i>	<i>September 10, 2009</i>
A01	<i>Accepted/approved sections: 1004.9 – 1005.1</i>	<i>Mark De Young</i>	<i>July 08, 2010</i>
A02	<i>Accepted/approved sections: 1005.2 – 1007.12</i>	<i>Kelly Williams</i>	<i>July 20, 2010</i>
A03	<i>Accepted/approved sections:</i>	<i>Kelly Williams</i>	<i>27 July 2010</i>
A04	<i>Accepted/approved sections:</i>	<i>Kelly Williams</i>	<i>17 August 2010</i>
A05	<i>Accepted/approved sections:</i>	<i>Kelly Williams</i>	<i>31 August 2010</i>
A06	<i>Accepted/ approved sections</i>	<i>Kelly Williams</i>	<i>11 November 2010</i>
A07	<i>Accepted/ approved sections: Appendix A</i>	<i>Kelly Williams</i>	<i>10 February 2011</i>
A08	<i>Accepted/ approved sections: 1005.13 and 1005.20</i>	<i>Kelly Williams</i>	<i>11 August 2011</i>
A09	<i>Accepted/approved sections: 1005.21 and Appendix A</i>	<i>Kelly Williams</i>	<i>13 October 2011</i>
A10	<i>Reorganized 1008 as Appendix B</i>	<i>Betty Ressel</i>	<i>1 January 2012</i>

Table of Contents

1000	PREAMBLE.....	5
1001	EMPLOYMENT STATUS .....	6
1002	EMPLOYMENT RELATIONSHIP .....	7
1002.1	EQUAL EMPLOYMENT OPPORTUNITIES .....	7
1002.2	IMMIGRATION REFORM AND CONTROL ACT OF 1986.....	8
1002.3	ENTRY PERIOD.....	8
1002.4	BEGINNING THE EMPLOYEE’S OSL EMPLOYMENT .....	9
1002.5	EMPLOYEE CLASSIFICATION.....	10
1002.6	PAYMENT FOR CONTRACTUAL PERIOD OF EMPLOYMENT .....	12
1002.7	LENGTH OF SERVICE.....	13
1002.8	EMPLOYMENT OF RELATIVES .....	14
1002.9	GRIEVANCE PROCEDURE & POLICY.....	16
1003	TERMINATION OF EMPLOYMENT AT OSL.....	18
1003.1	SEPARATION CLASSIFICATIONS.....	18
1003.2	REDUCTION IN FORCE (RIF).....	20
1003.2.1	PREAMBLE.....	20
1003.2.2	CONDITIONS.....	21
1003.2.3	PROCESS.....	21
1003.2.4	APPEALS .....	23
1003.3	SEPARATION PROCEDURES.....	24
1004	PERSONNEL RECORDS.....	25
1004.1	THE EMPLOYEE’S PERSONNEL FILE .....	25
1004.2	ACCESS TO PERSONNEL FILES .....	27
1005	OSL’S EXPECTATIONS OF ITS EMPLOYEES.....	28
1005.1	CHRISTIAN ATTITUDE AND CONDUCT .....	28
1005.2	DEVELOPMENT OF CHRISTIAN RELATIONSHIP WITH CO-WORKERS .....	29
1005.3	RELATIONSHIP WITH THE EMPLOYEE’S SUPERVISOR.....	30
1005.4	JOB DESCRIPTIONS/EXPECTATIONS.....	31
1005.5	ANNUAL PERFORMANCE REVIEW .....	32
1005.6	ATTENDANCE POLICY .....	34
1005.7	ACCESS TO OSL/CHURCH PROPERTY .....	35
1005.8	USE OF TELEPHONES, EMAIL AND COMPUTERS.....	36
1005.9	BUILDING KEYS.....	37
1005.10	TOBACCO USE POLICY.....	38
1005.11	SUBSTANCE ABUSE POLICY .....	39
1005.12	SEXUAL HARASSMENT POLICY .....	40
1005.13	DRESS CODE .....	42
1005.14	OSL AND SCHOOL SUPPLIES AND EQUIPMENT .....	43
1005.15	OUTSIDE EMPLOYMENT.....	44
1005.16	SOLICITATIONS AND DISTRIBUTIONS.....	45
1005.17	FIREARMS AND WEAPONS.....	46

1005.18	CHILD ABUSE .....	47
1005.19	BLOOD BORNE PATHOGEN PROCEDURES .....	48
1005.20	GANG FREE ZONE .....	49
1005.21	EMPLOYEE USE OF SOCIAL MEDIA.....	50
1006	WHAT EMPLOYEES CAN EXPECT FROM OSL.....	53
1006.1	WORKER BENEFIT PLANS: MEDICAL COVERAGE .....	53
1006.2	WORKER BENEFIT PLANS: RETIREMENT PLAN.....	56
1006.3	WORKER BENEFIT PLANS: DISABILITY & SURVIVOR PLAN .....	58
1006.4	WORKER BENEFIT PLANS: ACCIDENT INSURANCE PLAN .....	60
1006.5	COMPENSATION .....	61
1006.6	PAY INCREASES .....	62
1006.7	GENERAL EMPLOYEE BENEFITS.....	63
1006.8	INCLEMENT WEATHER .....	65
1006.9	GARNISHMENTS.....	66
1006.10	WORK SCHEDULE: FULL-TIME AND PART-TIME STAFF .....	67
1006.11	OVERTIME/COMP TIME .....	68
1006.12	DISABILITY COMPENSATION .....	69
1006.13	OPPORTUNITIES FOR PERSONAL DEVELOPMENT .....	70
1006.14	EMPLOYEE RECOGNITION.....	72
1006.15	OPEN DOOR POLICY .....	74
1006.16	EMPLOYEE SAFETY AND HEALTH .....	75
1006.17	BULLETIN BOARDS .....	76
1007	HOLIDAYS, VACATIONS, SICK DAYS, PERSONAL DAYS, LEAVES OF ABSENCE .....	77
1007.1	HOLIDAYS AND BREAKS .....	77
1007.2	VACATION POLICY AND ELIGIBILITY .....	79
1007.3	SICK DAYS .....	82
1007.4	PERSONAL DAYS.....	83
1007.5	DISABILITY/MATERNITY LEAVE .....	84
1007.6	FAMILY LEAVE .....	85
1007.7	PERSONAL LEAVE OF ABSENCE.....	86
1007.8	FUNERAL LEAVE .....	87
1007.9	JURY DUTY/ELECTION DUTY .....	88
1007.10	MILITARY LEAVE .....	89
APPENDIX A:	ORGANIZATION CHART AND REPORTING MATRIX.....	90
APPENDIX B:	EMPLOYEE ACKNOWLEDGMENT OF RESPONSIBILITY .....	92

## **1000 PREAMBLE**

This Personnel Manual (Manual) does not constitute an employment contract between Our Savior Lutheran Church, School and Child Care (OSL) and any employee, nor a summary of the content of any such contract. Rather, this Manual contains current OSL personnel policies. The provisions contained in this Manual supersede any and all contrary statements or writings concerning OSL policies that it has issued, except as contained in any employment contract. No employee, supervisor, or other person has the authority to enter into any employment agreement on behalf of OSL for any specified period of time, pursuant to any particular condition, or to make any agreement contrary to the terms expressed in this manual. This Manual should not be relied upon as the exclusive or absolute reflection of OSL's policies or of each employee's rights.

OSL reserves the right, in the sole discretion of its Church Council, to amend, delete, or change the benefits, compensation, practices and policies outlined in this Manual, and the Manual itself. Changes are effective as of the date of their issuance.

### **SCOPE**

Welcome to OSL! We consider employees to be a gift from God and look forward to a long and rewarding working relationship with employees as a member of our ministry team. We appreciate employees and the gifts and talents employees bring to this ministry and are committed to helping each employee achieve their highest level of service for the Lord in this ministry.

Each employee of OSL represents the ministry to both the church, school and child care family and the community in the employee's private life as well as the employee's work life. For that reason, it is expected that employees will conduct themselves in such a manner as to give witness to the faith they profess. In both word and action employees are to give testimony of the employee's relationship with Christ and the employee's belief in the objectives of this Christian organization.

### **AUDIENCE**

*All OSL Full-time, part-time, and contract Employees.*

Effective: August 31, 2010  
Supersedes All Others

## **1001 EMPLOYMENT STATUS**

**OSL is an at-will employer.** With the strict exception of Called Employees (as defined herein), and employees who are contracted for specified periods of time, all employment relationships are indefinite, and can be terminated at any time by either employees or by OSL Management or the OSL Church Council, with or without cause and with or without advance notice, except as otherwise provided in this Manual.

Called Employees within the term of employment specified by their employment contract may only be removed from their position by the Voters Assembly.

Effective: September 10, 2009  
Supersedes All Others

## **1002 EMPLOYMENT RELATIONSHIP**

### ***1002.1      EQUAL EMPLOYMENT OPPORTUNITIES***

OSL is an equal opportunity employer that supports and subscribes to a policy of nondiscrimination in all aspects of employment. OSL does not discriminate against any individual on the basis of race, color, national or ethnic origin, sex (with the exception of the pastoral office), marital status, age, disability or any other reason prohibited by applicable laws. As a religious institution, OSL requires Called and commissioned employees be members of the Lutheran Church-Missouri Synod.

This policy pertains to all terms and conditions of employment, and it is the responsibility of every individual concerned with personnel action, including recruiting, hiring, promotion, termination, compensation, benefits, and school sponsored training, education and tuition assistance, to administer these related activities without discrimination, and in accordance with OSL's nondiscrimination policy.

OSL will make reasonable accommodations that do not pose an undue hardship on it or its other employees to qualified individuals with disabilities.

Effective: September 10, 2009

Supersedes All Others

## **1002.2      *IMMIGRATION REFORM AND CONTROL ACT OF 1986***

OSL is committed to full compliance with Federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As a condition of employment, employees will be required to complete a federal I-9 form and provide documentation verifying the employee's identity and legal authority to work in the United States within 72 hours after hiring.

Failure by employees to complete the I-9 form or produce genuine and sufficient documents within the time period required above will result in ineligibility for continued employment.

Effective: September 10, 2009  
Supersedes All Others

## **1002.3      *ENTRY PERIOD***

All non-Called Employees are subject to an Entry Period of 90 days during which their performance, conduct and compliance with policies will be monitored by their supervisor. Before completion of the Entry Period, the employee's performance and conduct will be analyzed and a decision made whether to place the employee on full or part time status, extend the Entry Period, or discontinue employment. Employees are subject to Termination without notice or cause if performance, conduct or compliance with policies are not satisfactory at any time during or following completion of the period. As OSL is an at-will employer, employees who satisfactorily complete the Entry Period are not guaranteed continued employment with OSL.

Effective: September 10, 2009  
Supersedes All Others

## **1002.4 BEGINNING THE EMPLOYEE'S OSL EMPLOYMENT**

### 1. Position Types.

1.1 The Divine Call. Divine calls (Calls) are extended by OSL to ordained or commissioned ministers on the roster (Synod Roster) of the Lutheran Church Missouri Synod (LCMS) when the position at OSL requires a called worker (Called Employee). Only such candidates who are well qualified for their ministry, and profess acceptance of, and pledge faithful adherence to the confessions of OSL as set forth in Article II of the Articles of Incorporation of OSL shall be Called Employees and elected to serve as pastor, principal, teachers, or ministers.

The right to Call the pastor, principal, director of Christian education, teachers or other staff is vested in the Voters Assembly of OSL.

1.2 Contract Position. Contract employees include those Professional Staff (as defined herein) that either are not on the Synod Roster, or whose position at OSL does not require synodical certification. The base pay of those employees in positions requiring synodical certification, but who are not certified, will be based on the "Not Roster" Pay Schedule.

1.3 General Hire. Support Staff (as defined herein) employed to fill existing vacancies, either full- or part-time, to fill a new position previously approved by the Church Council, or which fall within approved budget guidelines may be hired by the principal in consultation with School and Child Care Ministry Board. The Church Council must approve hiring of Support Staff employees who do not meet these qualifications.

2. All Calls and newly established positions must be submitted to the Church Council prior to issuance to make certain they are in agreement with established guidelines set by OSL.

Revised September 10, 2009  
Supersedes All Others

## **1002.5      EMPLOYEE CLASSIFICATION**

Below are the major classifications of OSL employees.

1.     Professional Staff. There are three (3) classifications of professional staff employees (collectively Professional Staff), with employees within these classifications identified by job title as follows:

1.1    Professional Staff—Ordained. Ordained pastors whose names appear on the Synod Roster and who are Called by OSL to serve on its ministry staff (collectively Professional Staff—Ordained), including:

- Pastor
- Minister in a Specific Area of Service.

1.2    Professional Staff—Commissioned. Commissioned teachers, ministers, or other OSL professionals who are certified by the Lutheran Church-Missouri Synod for professional ministry within the church (collectively Professional Staff—Commissioned), including, but not limited to:

- Principal;
- School teachers;
- Director of Christian Education;
- Other positions certified by LCMS.

1.3    Professional Staff—Specialist. Teachers or other Professional Staff in positions that require expertise and/or training in a specific area (collectively Professional Staff—Specialist), including, but not limited to:

- Teacher (non-commissioned);
- Daycare Center Director;
- Worship and Music Director;
- Librarian;
- Business Manager;
- Director of Youth Ministry.

2.     Support Staff. There are two (2) classifications of support staff employees (collectively Support Staff), with employees within these classifications identified by job title as follows:

2.1    Support Staff—Full-Time. Employees who provide support services for the ministries of OSL, specifically secretarial and custodial staff (collectively Support Staff—Full-Time).

a. The custodial staff is classified as follows:

- Custodial, Light Duty;

- Custodian;
- Custodian, with some Maintenance Duties;
- Custodian with Maintenance Duties;
- Head Custodian/Maintenance.

b. The secretarial staff is classified as follows:

- Reception / telephone;
- Reception / telephone / typist / clerical;
- Clerical / special skills;
- Secretarial / clerical;
- Secretarial / clerical / special skills / administrative duties.

2.2 Support Staff—Part-Time. Supportive positions with more limited responsibilities, primarily, part-time secretarial and custodial staff, and teacher aides (collectively Support Staff—Part-Time), including but not limited to:

- Business Manager;
- Teacher Aide;
- Child care worker;
- Cook;
- Cook's Assistant

3. Fee for Service Staff—Part-Time. Positions that have limited, and defined responsibilities, and are paid a specified amount for performing a recurring service, primarily, organists, accompanists, and specialty teachers (collectively Fee for Service Staff—Part-Time), including but not limited to:

- Organist;
- Specialty teacher;
- Accompanists

Effective: November 11, 2010  
Supersedes All Others

**1002.6 PAYMENT FOR CONTRACTUAL PERIOD OF EMPLOYMENT**

Salaried employees who serve less than twelve months a year, such as teachers, may elect to have their yearly salary paid over a twelve-month period of time and will sign an election form which will be retained in the employee's permanent personnel file.

This election can be changed at the employee's discretion once per fiscal year.

Effective: November 11, 2010

Supersedes All Others

**1002.7      *LENGTH OF SERVICE***

Retirement, Resignation, and Termination (as defined herein) will break length of service. Family and medical leave, maternity leave, and sabbatical leave do not break length of service. Personal unpaid leaves are subject to review by the Church Council as these could break the length of service. Refer to Leave of Absence policies for a detailed explanation.

Effective: November 11, 2010

Supersedes All Others

## **1002.8      EMPLOYMENT OF RELATIVES**

This policy statement is intended to set general guidelines on the hire or placement of individuals known to be a relative of an employee of OSL. For purposes of this policy statement, a relative is defined as a spouse, parent (biological, adoptive, foster parent, or legal guardian), child, sister, brother, aunt, uncle, niece, nephew, grandparent, grandchild, in-law, or step-relative. This policy is applicable to all full-time and part-time positions.

It is recognized that while these guidelines are necessary to avoid or at least minimize reporting and/or working relationships that could be compromising or detrimental to the well being of OSL and/or one or more of the employees involved, the guidelines must also be flexible and administered in a manner that is in the best interest of OSL and the development of its ministry.

In situations where it is known that an applicant is related to a current employee of OSL, the following guidelines will be followed.

1. As a general rule, an applicant for a position in which his or her relative would have a supervisory relationship should not be considered for that position, nor should such a relationship be created through the reassignment or promotion of a current employee. Exceptions to this guideline can be recommended to the Church Council for consideration and action. The Church Council must approve an exception prior to the scheduling of an interview with the applicant.
2. In the interview process, the applicant must be evaluated solely on the basis of his or her qualifications and experience for the job position.
3. A current OSL employee will not be a part of the interview process should an applicant be his or her relative, nor should such an employee be a part of the final decision making process regarding the calling or hiring of a relative. If that employee's input is necessary in the interview process it may be conveyed to the interview committee in written form or through an unrelated representative designated by the Church Council. This representative would serve in an ex-officio capacity only.
4. Should an applicant be called or hired into a position in which a relative is his or her direct supervisor, the annual evaluation/review process will be delegated by the Church Council to another appropriate supervisor. Should it become necessary to terminate such employment, the supervisory relative will be excluded from the process of termination.
5. A family relationship created within the staff of OSL by the marriage of an individual currently employed by OSL will not affect the status of his or her employment at OSL. However, the evaluation and termination process outlined herein will apply to this individual as

well as to any family relationship currently existing on the staff of OSL or which may be present in the future.

Effective: November 11, 2010

Supersedes All Others

## **1002.9 GRIEVANCE PROCEDURE & POLICY**

### Definitions:

- **Grievance:** any event or situation that affects the continued employment of the employee or any event or situation that affects the conditions or circumstances under which the employee works.
- **Employee:** this term includes any individual, general hire, contracted or called.
- **Party of Interest:** the person(s) making the claim and any person(s) who might be required to take action, or against whom action might be taken in order to respond to the grievance.
- **Supervisor:** the person or team charged with the responsibility for evaluating the employee's performance, as described in the congregational organization chart and employee matrix.
- **Chain of Command:** the reporting hierarchy, as described in the congregational organization chart and employee matrix, which begins with the employee's immediate supervisor, and ends with the Church Council.
- **Governance Team:** The Church Council, which includes the chairs of the boards and ministry coordinators with oversight responsibility, as designated by the congregation bylaws.

The Grievance Procedure exists for the purpose of resolving disputes resulting from an event, situation, or action that affects the employee. The primary function of the Grievance Procedure is to settle disputes as soon and as close to the source as possible following Matthew 18: 15-18. Hearsay and involvement of unrelated parties is prohibited. (See [http://resolvechurchconflict.com/church\\_discipline.htm](http://resolvechurchconflict.com/church_discipline.htm)) The early and clear formulation of disputed issues is critical to this important function. The Grievance Procedure will serve as a channel of focus of communication.

Grievances shall be presented and addressed according to the following procedure:

1. Initially an employee with a grievance shall meet with his or her immediate supervisor and verbally present the situation.
2. If the situation is unable to be resolved with the informal meeting then the employee with a grievance shall contact the immediate supervisor and set forth in writing the action or policy that is the basis for the grievance.
3. The immediate supervisor is responsible for solving the problem and making the initial determination within thirty (30) calendar days.
4. If the employee does not agree with the initial determination, he or she and the immediate supervisor will refer the written grievance through the chain of command as stated in the congregational organization chart and employee matrix.
5. As the grievance moves up the chain of command to the appropriate administrator, board, or committee these individuals or groups may, after reviewing the situation,;

- a. refer the matter with a determination back to the employee or immediate supervisor for resolution.
  - b. set a meeting with the employee, individuals or board within the chain of command and other appropriate parties.
6. The supervisor, administrator, board, or committee chair will communicate their decision in writing, together with supporting reasons, to all parties of interest.
7. The employee, upon receiving the decision may submit a request for mediation in writing to the congregational president. A Hearing Committee will be called to action by the congregational president. The Hearing Committee will meet with the employee, the immediate supervisor, administrator, the board or committee and other parties as appropriate. After reviewing the situation, the Hearing Committee will issue its decision to the employee.
8. If the employee does not agree with the decision of the Hearing Committee, or if the employee reports directly to Church Council, the employee may request that the evidence be presented to the full OSL Church Council for reconsideration.
9. The Church Council will consider the matter and issue a final decision. This is the final step in the grievance process for anyone not reporting directly to Church Council. For those reporting directly to the Church Council, the matter may be taken to the Voters Assembly for final resolution.

In administering this policy:

1. No reprisals of any kind will be taken by any party to this procedure against any party in interest, any witness, or any other participant in the procedure.
2. The procedure above is the sole and only course available to any aggrieved person.
3. All parties concerned will treat the grievance as confidential information.
4. All grievances will be processed as rapidly as possible.

Effective: July 08, 2010

Supersedes All Others

## **1003 TERMINATION OF EMPLOYMENT AT OSL**

Employees and OSL have much to gain from a long working relationship. Nevertheless, that relationship will end at some point in time. Either employees or OSL may unilaterally terminate the employment, or there may be a mutual agreement to end the relationship. It is important for employees to know how the employee's separation is classified because the separation classification has a direct bearing on the employee's eligibility for health and pension benefits.

### **1003.1 SEPARATION CLASSIFICATIONS**

1. Retirement. Employees may voluntarily retire at any age (Retirement). The employee's age and credited number of years of employment at Retirement will affect the level of the employee's Retirement benefits. For this reason, employees should consult with the Social Security Administration and review the documentation for the Concordia Retirement Plan, which will provide information on the level of Retirement benefits available under varying sets of circumstances.

2. Resignation. A separation is classified as a resignation (Resignation) if:
- a. Employees resign from OSL; or
  - b. Employees do not report to work for two (2) consecutive workdays following the end of an approved leave of absence and in accordance with the terms of the leave policy.

3. Acceptance of a Call. The acceptance by an ordained or commissioned Professional Staff member of a Call to another LCMS congregation, or body is another type of separation. The right to release a staff member that accepts a Call is vested in the Voters Assembly.

4. Termination. A termination is the discharge of employment for personal conduct or non-performance of an employee's duties such that his or her continued employment would not be in the best interests of OSL. Except as specifically provided for herein and in each employment contract, OSL is an at-will employer, and reserves the right to dismiss any employee or otherwise terminate any employment with or without cause (Termination). Such determinations are in the sole discretion of OSL. Reasons for Termination include but are not limited to the following:

- a. dishonesty;
- b. unsatisfactory performance of assigned duties;
- c. substance abuse;
- d. willful violation of OSL policies as stated in the current OSL handbooks, this Manual and the Articles of Incorporation and By-laws;
- e. insubordination;
- f. falsification of time cards, records or reports, oral or written;
- g. excessive tardiness, regardless of reason;
- h. excessive absenteeism, regardless of reason;

- i. failure to report for scheduled work or to notify the employee's supervisor regarding an absence within one (1) hour after the employee's starting time for two (2) consecutive days, or for three (3) non-consecutive days, within a rolling 12-month period;
  - j. use of, or impairment by alcoholic beverages, drugs or other intoxicants while on OSL property, in OSL vehicles or in personal vehicles used for OSL business.
  - k. violating safety rules or common safety practices;
  - l. engaging in disorderly conduct;
  - m. disclosure of confidential student/employee information to non-authorized individuals;
  - n. engaging in abusive, profane or offensive language;
  - o. workplace violence (which may include) fighting, threatening, intimidating or attempting bodily harm or injury or interfering with any other person on OSL property or while on OSL business;
  - p. possession of weapons of any kind, including but not limited to concealed handguns;
  - q. repeated improper dress or unsafe wearing apparel;
  - r. soliciting or receiving gratuities, tips or personal gifts from vendors or members of OSL;
  - s. engaging in physical, verbal or visual sexual harassment;
  - t. inappropriate use of OSL property, computer systems, telephones or emails; or
  - u. conduct reflecting negatively on OSL, even if it occurs away from the job and during off-duty time.
5. Appeal. The OSL Church Council's Hearing Committee will serve as the appeals committee for any faculty or staff member who contests the determination to release such member.
- A. A written appeal must be filed with the appropriate Board, committee or Church Council within fifteen (15) calendar days of the notification to terminate. Failure to file the appeal within the stated time period shall constitute a waiver of the hearing. A hearing shall be scheduled at a mutually convenient time within sixty (60) calendar days. Within seven (7) calendar days after the hearing, the committee shall make a recommendation to the OSL Church Council as to whether the procedural provisions of this policy have been met.
- B. The OSL Church Council will affirm the decision of the termination or give direction regarding this situation if the Hearing Committee finds the criteria did not exist or was not properly applied.

Effective: July 08, 2010  
 Supersedes All Others

## **1003.2      *REDUCTION IN FORCE (RIF)***

### **1003.2.1 PREAMBLE**

- A. Because needs change over time, it may be necessary for a religious institution to decrease or change its workforce. A well-designed reduction in force (RIF) policy should ensure that decisions are made carefully, compassionately, and equitably when it has been determined by the institution that a RIF or reorganization is necessary in order to protect the overall best interests and ensure the financial viability of the institution.
- B. While the rights of faculty and staff members must be defined and protected by a RIF policy, it is equally important to define and to protect the rights of the institution as it adjusts the size or mix of its faculty and staff in the face of changing needs.
- C. This RIF Policy outlines the process for reducing the number of called, contracted, full- or part-time faculty or staff in an area or department as OSL's needs change. It is intended to establish an objective set of criteria and standardize the methodology for selecting individual employees for inclusion in a RIF, and is non-discriminatory in accordance with the laws of the United States.
- D. Ongoing employment does not mean that OSL will continue to employ a called, contracted, full- or part-time faculty or staff member to the date of his or her retirement without consideration being given to the extent to which such employment serves to meet specific institutional needs. When it has been determined by OSL to implement a RIF plan in accordance herewith, however, it shall follow the procedures set forth by this RIF Policy prior to dismissing any faculty or staff member.
- E. A RIF is a process for terminating the employment of competent called, contracted, full- or part-time faculty and staff members whose services, for financial reasons and/or programmatic needs, are no longer required or economically feasible. The RIF process is not designed to remove from the faculty or staff persons who are considered to be incompetent, for reasons referred to in the Synodical Handbook or otherwise. Removal for any of these reasons shall be dealt with through procedures outside the RIF Policy, and, in general, OSL remains free to discharge or dismiss any employee for any reason outside the scope of this RIF Policy or the implementation of a RIF plan, in accordance with established procedures.
- F. A RIF will not target any individual or discriminate based on age, race, disability, national origin, gender or experience and will not eliminate positions based solely on the cost including pension.
- G. A RIF will be based on a predetermined set of criteria established by the appropriate Board or committee and ratified by the Church Council. For pastors and other called

ministers of the word, approval of the Voters Assembly is required.

- H. All faculty and staff, including full- or part-time called/commissioned and continuing contracted faculty members, are included in and subject to the RIF Policy. A faculty or staff member whose position is terminated upon expiration of a contract shall have no further rights under the RIF Policy.

### **1003.2.2 CONDITIONS**

- A. Reduction in Force. The determination to effectuate a RIF shall be recommended by the appropriate Board, and approved by the Church Council, except in the case of pastors and other called ministers of the Word which must be approved by the Voters assembly, for one or more of the following reasons:
  - 1) Discontinuance of an area or program.
  - 2) Reduction of the size of staff in order to maintain the financial viability of OSL or an OSL program.
  - 3) A state of financial emergency.
  - 4) Declining enrollment or membership.

### **1003.2.3 PROCESS**

The following procedure for reduction of OSL faculty and staff, including called/commissioned and continuing contract faculty, shall be implemented when the appropriate Board, committee or Church Council in consultation with the administrators, determines that a RIF is necessary.

- A. On the basis of reasonable cause, including, but not limited to, declining enrollment or membership, program changes, or budget constraints, the appropriate Board or Church Council shall formally determine that a RIF is necessary and shall communicate such to the affected faculty and staff.
- B. The appropriate Board or Church Council, in consultation with the administrators, shall determine the affected areas, programs, and/or positions that should be considered for reduction and report the recommended reductions to the OSL Church Council. Recommendations of the appropriate Board or Church Council shall be reasonably related to the conditions under which it is determined that the RIF is necessary.
- C. The appropriate Board or Church Council and administrators shall pursue alternatives to termination, such as reduction in hours, staff reassignments due to a vacancy caused by resignation, retirement, etc., or other reorganization. When any such reassignment may affect the assignments of other employees, changes shall be made by consensus and mutual consent to the extent possible. However, the best interests of OSL shall be the overriding concern. The final decision regarding reassignments shall be made by the appropriate Board or Church Council after hearing the recommendation of the administrators.

- D. The following criteria consistently applied, shall be used in identifying and selecting faculty and staff that will best help to carry out the vision and ministry plan and those whose positions are to be eliminated, as applicable:
- 1) The current and reasonably anticipated future membership or enrollment at various grade levels either throughout OSL or at individual grade levels
  - 2) Status of the faculty or staff member with The Lutheran Church-Missouri Synod, with retention priority given in the following order within each certified area: called/commissioned, contracted lay teacher (Lutheran), and contracted lay teacher (non-Lutheran).
  - 3) Length of service/seniority (as measured in six month increments) of the faculty or staff member within each of the preceding subcategories, first with OSL, and secondly with other Lutheran religious institutions.
  - 4) Faculty or staff member's expertise necessary for the program (i.e. certification).
  - 5) Faculty or staff member's professional training and degrees.
  - 6) Ability of other faculty or staff members to assume the duties and functions currently performed by the employee whose position is being eliminated.
  - 7) Ability to perform and efficiently carry out the specified employment duties and functions.
- E. Priority of the foregoing criteria shall generally be in the order specified, but such shall not necessarily be determinative if certain criteria outweigh others, and all criteria shall be taken into consideration in each case.
- F. Final determination to implement a RIF plan and approve specific faculty and staff to be reduced shall be recommended by the Church Council and approved by the OSL Voters' Assembly in regard to all called/commissioned employees and by the appropriate Board regarding all other employees.
- G. Faculty and staff impacted by the RIF will be notified of the RIF in writing at least 30 calendar days in advance of the RIF date. At a minimum, the formal notification letter shall include the following:
1. The last day of employment
  2. The date through which benefits will remain in effect, and information pertaining to benefit continuation options, if any
  3. Information about severance packages, if applicable
  4. Information regarding the treatment of leave balances.
- H. This formal notification can be presented personally, in conjunction with a meeting with the affected staff, or may be sent via certified mail with return receipt requested.
- I. A copy of the signed formal notification, noting the date and manner of delivery, shall be retained in the employee's permanent personnel file.

#### **1003.2.4 APPEALS**

A. The OSL Church Council's Hearing Committee will serve as the appeals committee for any faculty or staff member who wishes to contest the determination to release such member. The issues in the hearing shall include only the following:

- a) Did one or more of the criteria for RIF exist?
- b) Were the criteria properly applied?

B. A written appeal must be filed with the appropriate Board, committee or Church Council within fifteen (15) calendar days of the notification to terminate. Failure to file the appeal within the stated time period shall constitute a waiver of the hearing. A hearing shall be scheduled at a mutually convenient time within sixty (60) calendar days. Within seven (7) calendar days after the hearing, the committee shall make a recommendation to the OSL Church Council as to whether the procedural provisions of this policy have been met.

C. The OSL Church Council will affirm the decision of the RIF or give direction regarding this situation if the Hearing Committee finds the criteria were not found or properly applied.

Effective: July 20, 2010.

Supersedes all others

### **1003.3 SEPARATION PROCEDURES**

1. Notice. OSL is an at-will employer. As such, resignation in good standing requires the employee to give a 14 calendar day advance notice to their supervisor, work throughout the notice period, and comply with all policies, rules and procedures during this time period.
  
2. Health Insurance. Employees who are enrolled in OSL's health insurance program at the time of their termination may be eligible to continue coverage at their own expense under the group plan following the termination of their employment under provisions of the Concordia Benefit Plans. (Refer to the Concordia Benefits Plans Description at <http://www.concordiaplans.org/default.aspx> for further information.) Since OSL is a non-profit employer, the provisions of COBRA insurance do not apply to employees.
  
3. Steps in the Separation Process.
  - 3.1 The employee is requested to submit a written letter of Resignation or Retirement, or a copy of the official document accepting a Call to another Christian congregation to be placed in his or her personnel file. If the separation is due to Termination, the employee will be provided written notice of this action.
  - 3.2 The employee must return all keys to OSL property in their possession.
  - 3.3 The employee must return all business cards and any other badges or materials that would identify the individual as a member of the OSL faculty or staff.
  - 3.4 If the employee has access to any computer systems or storage devices, all files should be saved to a storage device and turned over to the administrator in charge; the administrator shall verify that all software, data and files in the control of the employee are saved and secured prior to separation and be responsible for disabling all passwords at the time of separation.
  - 3.5 All church/school property must be returned, including any books, materials, equipment, etc. purchased with OSL funds for the employee's work.
  - 3.6 All debts must be settled with OSL.
  - 3.7 A forwarding address must be given to the Business Manager for mailing of any final paychecks and/or annual Wage Statements.

Effective: November 11, 2010  
Supersedes all others

## **1004 PERSONNEL RECORDS**

### **1004.1 THE EMPLOYEE'S PERSONNEL FILE**

An employment file will be maintained on each full-time and part-time employee of OSL. This file will contain, among other things, the following current and historic materials:

#### Payroll and Withholding

- Declaration of Intent to Hire (PT vs. FT)
- Personnel Action Form
  - Decision to Hire
  - Merits, Promotions, and Salary Increases
  - Status Changes (i.e., changes from full-time to part-time, etc.)
  - Termination
- OSL Salary Committee Letters
- W4 Forms
- Authorization for Other Payroll Withholding
- Teacher Election of 12/10 Month Salary Payments

#### Performance

- Job Description
- Performance Plans or Work Assignments
- Annual Performance Evaluations
- Commendations and Disciplinary Reports

#### Benefits

- Insurance and Pension Information
- Requests/Approvals for Extended Medical or Personal Leave
- Medical-related Information
- Leave records

#### Training

- Copies of college transcripts
- Copies of special certifications
- Child care related forms
- Acknowledgement Forms (i.e., Personnel Policies, Handbooks, Internet Use Policy, etc.)

#### Employment

- Original Application for Employment, as applicable
- Call Documents, as applicable
- Contracts or Statement of Work Documentation
- Emergency Contact Information
- Copy of Criminal History Check

- Confidentiality Declaration (Employee does or does not want SSN, home address and phone number released to public)

#### Termination Information

- Letter of Resignation/ Retirement
- Letter Documenting Notice of Termination (delivered via mail or hand delivered)
- Personnel Action Form
- Employee Clearance Checklist

It is important that OSL have current information on each of its employees. Please inform the business manager of any change in name, address, phone number, marital status, dependent status, etc. If for some reason employees need to change their names and/or social security numbers, employees will be asked to provide **original** documentation authorizing the change.

A staff emergency form is to be completed by each employee and updated annually. These forms will be kept in the church office.

Effective: July 20, 2010

Supersedes All Others

## **1004.2      ACCESS TO PERSONNEL FILES**

OSL will permit current employees to examine their personnel files upon written request to the OSL Business Manager. A copy of this request will be maintained in the personnel file showing the date when access was granted. If employees wish to examine their files, they may do so under the direct supervision of the Business Manager or a designated official. The review can only occur during normal office hours, provided that it does not interfere with the employee's assigned duties. Employees may also make arrangements to examine their files before or after regular working hours, as long as proper supervision can be arranged.

Employees may request copies of documents in their files. The request must be submitted in writing and copies will be made by the Business Manager or his or her designee, and provided to the employee within seven (7) calendar days. A copy of the request listing each item copied, who made the copies, and the date when the copies were provided will be retained in the employee's personnel file.

Former employees will not be given access to or copies of their personnel files.

Access to personal employee information is limited to those with a legitimate need for such information as a part of the performance of their job duties. Information about employees will not be released outside OSL without the employee's consent, with the exception of information which must be disclosed by law, court order, or upon request of an appropriate governmental authority, and information necessary to confirm employment, dates of employment and job position for employment references.

Effective: July 20, 2010  
Supersedes All Others

## **1005 OSL'S EXPECTATIONS OF ITS EMPLOYEES**

### ***1005.1 CHRISTIAN ATTITUDE AND CONDUCT***

An organization's reputation is built on the actions of its people, and OSL owes its present high standing within the church and community to all of its employees, past and present. Employees play an important role in building and maintaining OSL's reputation by conducting themselves in a God-pleasing manner. It goes without saying that in all of the employee's relationships at OSL employees should use discretion in confidential matters, deal fairly and honestly with fellow employees, and respect the rights and dignity of all persons with whom employees come in contact, within or outside OSL.

It is important when considering the issue of Christian conduct of a professional church worker to take into consideration the office of the ministry and the Scripture's reference to it. It should be recognized that they are called by God to do God's work. Pastors, called employees, teachers, and support staff who share in OSL's ministry are to "prepare God's people for works of service, so that the body of Christ may be built up..." (Ephesians 4:11-12). In summary, the members of the staff of OSL are called by God to be servants, leaders, counselors, caregivers, teachers, listeners, evangelists, and stewards to OSL. As part of the ministry team at OSL, employees are encouraged to be faithful in this high calling and to encourage the same in the employee's co-workers.

Members of OSL's staff are expected to adhere to a high standard in Christian worship attendance and the Lord's Supper, in participation in private and group Bible study and in their stewardship of time, talents, and treasure.

Effective: July 20, 2010  
Supersedes All Others

## **1005.2      *DEVELOPMENT OF CHRISTIAN RELATIONSHIP WITH CO-WORKERS***

Beyond the responsibility to conduct themselves in a Christian manner, there are many other things employees can do which will help employees to develop a productive and satisfying relationship with the employee's co-workers, the employee's supervisor, and OSL.

Primary among these is the development of a firm commitment to dedicate time to the study of Scripture and the teaching/preaching/living thereof. OSL staff members should exhibit a positive attitude in caring for people in an open and thoughtful way. They should see their role in the ministry as a calling and not as just a job. That means using good judgment, seeking opportunities for ministry, seeking means to meet the needs of others, anticipating problems and taking the initiative to prevent them, and offering ideas on how to effectively use the talents of the OSL staff.

Cooperation and loyalty comprise yet another set of responsibilities. By being helpful to others and supporting the ministry of OSL, employees will build a positive image and reputation for OSL.

Effective: November 11, 2010

Supersedes All Others

### **1005.3      *RELATIONSHIP WITH THE EMPLOYEE'S SUPERVISOR***

Relationships and responsibilities are, of course, a two way street. OSL knows that if employees are to do their jobs effectively, they need the support of a knowledgeable supervisor. Supervisors at OSL will provide employees with coaching, mentoring, counseling, recognition, and constructive assistance when it is needed. The employee's supervisor will also take time to be a good listener when employees have questions or concerns about the employee's work, the employee's career, or any other aspect of the employee's work life.

Effective two-way communication is an important tool to help employees and supervisors meet their responsibilities and develop a strong working relationship. There are two formal tools that are designed to facilitate this communication: the Annual Performance Review and the Open Door Policy.

Effective: July 20, 2010  
Supersedes All Others

#### **1005.4      *JOB DESCRIPTIONS/EXPECTATIONS***

The responsible supervisor, Board, or the Church Council will develop a written job description for every employee, within 30 calendar days of employment. The job description will incorporate the terms and conditions of a Call document for Called workers, and will enumerate, in detail, the key functions and expectations of the job for all employees.

The job description will be signed by both the employee and the supervisor, Board or Church Council representative and a copy will be kept in the employee's personnel file. The job description will provide the basis for the annual evaluation.

Effective: July 20, 2010  
Supersedes All Others

## **1005.5 ANNUAL PERFORMANCE REVIEW**

Within 30 calendar days of employment, each employee will be given a job description listing the key functions and expectations of the job. All employees will receive an annual performance evaluation based on that job description or work assignment list.

Typically, the immediate supervisor, as outlined in the OSL reporting matrix, will conduct the evaluation and discuss it with the employee. After reviewing the evaluation, the supervisor will ask that the employee sign the evaluation to acknowledge that the supervisor has discussed it with employees and that employees have had an opportunity to review it. Signing the document does not mean that employees agree with the review findings.

The evaluation should inform employees of the aspects of their performance and conduct which are commendable and areas where improvement is needed, and should help them to set goals for future performance.

New employees will, at a minimum, be given a six-month performance review, in addition to the annual performance review.

Various types of evaluation tools have been developed for use with the various classifications of employees at OSL.

1. A goal-based evaluation form will be used with the appropriate Board, principals, and teachers.
2. A second evaluation tool may be used with a school teacher that measures teaching skills, classroom performance, and effectiveness as an educator.
3. A performance based evaluation tool will be used with members of the support staff.

In addition to the regular performance evaluation, all new school teachers will be observed a minimum of one time during the first calendar quarter of their employment and a second time during the spring. All other teachers will be observed by the principal a minimum of once each year.

- Pre-observation conferences will be scheduled between the teacher and principal. A written evaluation will be prepared and discussed with the teacher at the post-observation conference. This written evaluation will include overall strengths and weaknesses of the teacher and an overall evaluation based on the teacher job description. Note: Performance Standards and Deviations will determine performance rating.

All evaluations will be signed by the evaluator and co-signed by the next level of supervision, Board Chair or Congregational President. A copy of the annual performance review will be kept in the personnel file of the employee.

Effective: November 11, 2010

Supersedes All Others

## **1005.6      ATTENDANCE POLICY**

It is expected that employees of OSL will be at work every day, and on time. In those staff positions where there is greater flexibility in office hours, it is still expected that employees will deal honestly with OSL in the time spent on the job and that they will fulfill the responsibilities of their office.

Employees are reminded that their attendance and punctuality is an important consideration in determining their capacity for more responsibility, and it will have a definite effect on their relationships with co-workers. Excessive absenteeism or tardiness, regardless of the reason, will result in disciplinary action, up to and including Termination.

If illness or other emergencies prevent employees from reporting for work, they will inform their supervisors prior to the beginning of the scheduled start time so that the responsibilities can be covered by other employees. If it is necessary for employees to leave the building during the workday, they will inform their supervisor or their designee that they are leaving and when they expect to return.

Failure to report for scheduled work or to notify the supervisor regarding an absence within one (1) hour after the starting time for two (2) consecutive working days, or for three (3) non-consecutive working days, within a rolling 12-month period, will result in Termination from employment.

If an employee will be out of the building, he or she should leave information with the appropriate office regarding how he or she might be contacted in case of an emergency.

Effective: July 20, 2010  
Supersedes All Others

## **1005.7      ACCESS TO OSL/CHURCH PROPERTY**

It is important that OSL property, as well as other records, documents, and files, be accessible at all times to the proper, designated OSL authorities. As such, designated OSL authorities shall have the right to access, inspect and search offices, work stations, filing cabinets, desks, and other OSL property at their discretion, with or without advance notice. By accepting employment with OSL employees consent to such searches. No individual, either OSL member or staff member, will inspect or search such areas unless accompanied by their supervisor and a member of the OSL leadership team (e.g., pastor, principal, board chair or ministry coordinator, etc.) Access to these areas or materials by unauthorized persons is strictly forbidden.

OSL also reserves the right to conduct searches and inspections of employees and their personal effects, such as purses, packages and motor vehicles that are brought onto school/church property or used in performing school/church business. Such searches and inspections of employees and their personal effects may be conducted at OSL's discretion from time to time without prior announcement. By entering onto school/church property or conducting school/church business, employees consent to such searches and inspections. A person of the same gender will conduct any personal search of an employee or his or her clothing.

Employees who refuse to cooperate and/or submit to a search or inspection of school/church property, their person or personal effects will be subject to disciplinary action up to and including Termination.

School/church property, records, documents, and/or files are not to be removed from the building without prior permission from a supervisor.

Effective: July 20, 2010  
Supersedes All Others

## **1005.8 USE OF TELEPHONES, EMAIL AND COMPUTERS**

From time to time it may be necessary for employees to make and receive personal calls on church or school phones. These calls should be limited to no more than ten (10) minutes in length, and should be made, whenever possible, during scheduled breaks or meal periods. Personal long distance calls and the use of directory assistance (411) should be avoided whenever possible. If it is absolutely necessary to make a personal long distance call or to access directory assistance (411) from a church or school telephone, the call is to be recorded (date, telephone number and location called, and person making call), and the employee will be expected to pay the charges for the call. The employee must obtain written permission from his or her supervisor prior to making any personal long distance calls. School and childcare staff may not use business or cell phones while children are in their care unless they are calling for assistance or there is an emergency. Incoming parent calls should be handled quickly and professionally; if extended conversations are required the worker should request additional supervision in the classroom.

Likewise with the exception of the Pastor who may for confidentiality reasons require a single email address for both personal and professional correspondence, OSL employees with an *assigned* OSL email address should exclusively use that email address for the performance of their duties. Staff should ask all acquaintances, friends and family members to direct personal email to the employee's personal email address. If employees receive personal or unsolicited emails that are not related to their official duties, they should politely but firmly explain that the OSL email address is to be used exclusively for OSL business. If the employee is not assigned an OSL email address, they may use the internet to access their personal email account, but should restrict use to OSL business during business hours. Email accounts may be periodically monitored for compliance.

Under no circumstances should OSL employees use OSL computers to access personal email accounts, social media sites such as Face Book, or any personal sites for acquaintances, friends or family members at any time before, after or during working hours. Downloading information from the Internet should only be done with the express consent of knowledgeable staff or Council Members, as downloads are a primary source of viruses and worms that can destroy data and systems. Computers may be periodically monitored for compliance.

Accessing pornography or any internet site that would be viewed as unchristian or inappropriate for children in our school or child care will be grounds for disciplinary action up to and including Termination.

Effective: July 20, 2010  
Supersedes All Others

## **1005.9 BUILDING KEYS**

The designated office staff member will issue interior building keys needed by employees for the performance of their assigned duties.

For security reasons, distribution of grand master keys for all exterior doors and codes to the alarm system will be limited to those employees recognized by OSL as having need of them. Employees may request a different level key if they are willing to abide by the following conditions:

1. The key is to be kept in the possession of the person to whom it is issued. It is not to be given or lent to any other person, including a family member or other staff member, **at any time**.
2. The key will be used only within normal business hours
3. If key holders are inside the building at or after the scheduled closing time or are aware that an event requires them to remain in the building, it will be their responsibility to personally inform the facilities representative that they have a need to be in the building after closing so that the alarm can be reset accordingly. Special provisions will be made to work with event coordinators (i.e. youth lock-ins, required after hours maintenance crews) to reset the alarms to meet the group needs. If, for some reason, the facilities representative must close the building earlier than the scheduled time, an effort to contact those in the building will be made.
4. Any person inadvertently setting off the alarm will be responsible for any charges imposed for a false alarm by the monitoring company, police department or other agency.
5. Failure to abide by these conditions will result in forfeiture of the employee's key and/or disciplinary action up to and including Termination.

If employment with OSL terminates, employees must return all keys to the designated office staff member or immediate supervisor at the time of termination.

Effective: November 11, 2010  
Supersedes All Others

**1005.10 TOBACCO USE POLICY**

State Minimum Guidelines, as published by the Texas Department of Protective and Regulatory Services, prohibit the use of tobacco products at the childcare center, on the premises, on the playground, in transportation vehicles, or during field trips. *Therefore, the use of any tobacco product is prohibited at all times and at any place on OSL property, including the grounds and parking lot.*

Effective: July 20, 2010  
Supersedes All Others

## **1005.11      *SUBSTANCE ABUSE POLICY***

1.      No Alcohol or Drug Rule. It is the intent of OSL to provide a drug-free, safe and secure environment for all students, employees, and visitors. To ensure a safe and efficient workplace, OSL will strictly enforce the following rules:

- 1.1      No employee shall possess, distribute, use, or be impaired by alcohol, inhalants, controlled substances, or illegal drugs on OSL property, while on school/church business, or during working hours.
- 1.2      No employee shall be impaired by prescription or over-the-counter drugs while on OSL property, on school/church business or during working hours.
- 1.3      Any employee who violates either of the foregoing rules may be subject to disciplinary action up to and including Termination.
- 1.4      Any employee who is taking a prescription or an over-the-counter drug that could possibly impair working ability must notify his or her supervisor of its use and possible effect before commencing work. Employees have a duty to know if the legal prescription or non-prescription drugs they are taking may impair working ability.

2.      Searches. OSL reserves the right to search any employee, their work area and vehicle, and any purses, packages and other personal items on school/church property. Refusal to cooperate in or consent to these searches or inspections may result in disciplinary action up to and including Termination.

Effective: July 20, 2010

Supersedes All Others

## **1005.12      *SEXUAL HARASSMENT POLICY***

OSL will not tolerate sexual harassment of or against any employee. This policy applies to all employees and any other individuals who represent or serve OSL in any capacity.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature constitutes harassment when:

1.      Submission to the conduct or communication is made either an explicit or implicit term or condition of employment;
2.      Submission to or rejection of the conduct or communication by an individual is used as a factor in an employment-related decision affecting the individual; or
3.      The conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or performance, or of creating an intimidating, hostile, or offensive work environment.

Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments, off-color language or jokes of a sexual nature, slurs or verbal, graphic, or physical conduct relating to an individual's sex, touching someone in a suggestive way and display of sexually explicit pictures, greeting cards, articles, books, photos, or cartoons.

Any employee or applicant who believes this policy may have been violated shall report the incident to the appropriate Board, supervisor or to any other appropriate representative of management of OSL. OSL will not permit or tolerate any form of reprisal or retaliation against an employee or applicant reporting any incident of claimed harassment made in good faith.

It is each employee's responsibility to eliminate all forms of prohibited harassment. It is particularly the responsibility of each supervisor to prevent such behavior. It is the responsibility of every employee of OSL to report all incidents of harassment immediately so that a complaint can be quickly and fairly resolved.

Complaints of sexual harassment will be promptly and carefully investigated. An investigation may include interviews of possible witnesses, including the person claiming the harassment occurred and the person or persons claimed to be involved.

The privacy of the person issuing the complaint and of the person accused, as well as information as to the steps taken in the investigation, will be protected to the extent possible, except that OSL will report its findings to the person making the complaint and to the person or persons who are claimed to be involved.

If OSL's investigation establishes that the complaint is valid, immediate and appropriate corrective action will be taken to stop the harassment, make the victim whole and prevent the misconduct from recurring. This may include disciplinary action against the offending employee up to and including Termination, depending on the severity of the conduct.

Effective: July 20, 2010  
Supersedes All Others

## **1005.13 DRESS CODE**

All employees are expected to dress appropriately for work. The specific duties of the employee will determine what dress will be considered appropriate. Staff should keep in mind that this is a Christian organization and that should be reflected in the manner of dress.

Staff may wear the following:

- Shorts or pants that are no shorter than the top of the knee (during the summer months only)
- Clean, proper fitting, blue jeans in good repair
- Skirts, dresses, or jumpers no shorter than knee length
- T-shirts, polo shirts or other shirts with the OSL or other Christian logos
- Footwear appropriate to the job responsibilities

Staff will avoid wearing the following:

- Dresses or tops with low cut necklines
- Excessively tight fitting clothing
- Clothing displaying improper logos
- Ragged clothing or clothing in disrepair
- Shorts that are higher than the top of the knee
- Dirty or wrinkled clothing
- Clothing that results in the display of a bare midriff or visible skin above or below the waist
- Tank tops, spaghetti straps, or backless clothing
- Flip-flops or shoes that don't strap to the foot

Clothing determined by the Principal, Childcare Director or Pastor to be inappropriate must be corrected immediately.

For safety (for both staff and children) and aesthetic reasons, jewelry worn in piercings, including the tongue, should be limited to the ears only. All other jewelry, pins, bars, balls, etc. used in piercings must be covered or removed during work hours. Ear gauges and plugs are prohibited.

All employees should be aware of the image they are presenting to members of OSL and to the general public, by the way they dress. All clothing worn should be neat, clean, and in good taste. Employees not in compliance with the dress code will be sent home, without pay for the time away from OSL, to change into suitable attire and will be expected to promptly return to work.

Effective: August 11, 2011  
Supersedes All Others

## **1005.14 OSL AND SCHOOL SUPPLIES AND EQUIPMENT**

Office and/or classroom supplies, custodial supplies, teaching materials, A-V equipment and supplies, reference or library materials, office or classroom equipment, etc., purchased with OSL funds remain the property of OSL. These supplies are not intended for personal use, and equipment is not to be removed from the property without permission of the employee's supervisor. If such permission is granted, the employee will assume responsibility for the loss of or damage to OSL-owned property taken out of the building.

Employees must also treat OSL property used within the building with care, and are responsible for the loss of or damage to such property due to his or her negligence. If property is worn or damaged through normal use, the employee should request repair or replacement through his or her supervisor.

If the employment with OSL ceases, all OSL-owned property must be returned at the time of separation from employment. This includes any materials purchased with OSL funds for the employee's personal use on the job.

Annually, staff will participate in the conduct of an inventory of all controlled assets.

Effective: July 27, 2010

Supersedes All Others

## **1005.15      *OUTSIDE EMPLOYMENT***

Full-time employees of OSL are expected to devote their primary work efforts to OSL and to the ministry to which they have been assigned. It is, therefore, mandatory that they refrain from engaging in other employment that:

1.      Could be inconsistent with the principles and/or interests of OSL;
2.      Could have a detrimental impact on the image of OSL either by the members of the congregation or by the general community;
3.      Could require devoting a level of time and effort such that the employee's work performance would be adversely affected; or
4.      Would interfere with activities and/or responsibilities connected with employment at OSL.

All employees of OSL must request in writing, the approval of their direct supervisor, which could include an administrator, the appropriate Board or the Church Council, prior to engaging in any other employment, and must advise their supervisor of any change in the working hours and/or days of the week of any such approved employment. The outside employment request and subsequent approval or disapproval will be maintained in the employees personnel file.

Effective: July 27, 2010  
Supersedes All Others

## **1005.16 SOLICITATIONS AND DISTRIBUTIONS**

With the exception of OSL officially sanctioned fundraisers, sales of commercial products and services, solicitation of funds and charitable contributions, and distribution or posting of advertising materials, leaflets or petitions are prohibited at all times on OSL property unless prior approval has been obtained from the appropriate supervisor, Board or the Church Council, or unless specifically permitted by law.

Solicitations permitted by law or by the appropriate supervisor, Board or the Church Council may only be conducted by employees who are on authorized non-work time, such as lunchtime. Such solicitation shall not interfere with the principal mission of OSL or with other employees who are on working time.

No solicitations or distributions by organizations or individuals who are not employees will be permitted on OSL property at any time without the prior written authorization of the appropriate supervisor, Board or the Church Council, unless specifically permitted by law.

Employees who violate these rules will be subject to disciplinary action up to and including Termination.

Effective: July 27, 2010  
Supersedes All Others

## **1005.17 FIREARMS AND WEAPONS**

OSL prohibits the possession, carrying and/or use of any types of firearms or weapons on OSL property unless the owner is a law enforcement official who is trained and certified to carry a firearm on duty. This prohibition includes any concealed weapons. For the purpose of this policy, OSL property includes buildings, classrooms, offices, places of worship, grounds, grass and sidewalk areas, OSL vehicles, personal vehicles in use for OSL business, and other locations where employees are conducting OSL business, acting within the course and scope of their employment, or acting on behalf of OSL. Violation of this policy will result in Termination from employment.

Effective: July 27, 2010  
Supersedes All Others

**1005.18 CHILD ABUSE**

Texas law requires an individual to make a verbal report to the appropriate Health and Human Services regulatory agency or a law enforcement agency immediately upon learning of or suspecting the likelihood of abuse or neglect. The report must be made within 48 hours.

Any suspected incidence of child abuse/neglect (physical or sexual) must be reported to the appropriate Health and Human Services regulatory agency. The first person to have this suspicion or the first person to whom the child relates the incident is the one to make the official report (both written and verbal). The program administrator should always be notified of the report. **Parents are not to be notified of the report.**

Since the child's teacher, childcare worker or office staff are frequently the first person to become aware of the incident, it is essential that he or she be well informed of proper procedures.

Effective: July 27, 2010  
Supersedes All Others

## **1005.19 BLOOD BORNE PATHOGEN PROCEDURES**

1. All employees will wear latex gloves when dealing with any body fluids (blood, vomit or other body fluids that may contain blood). Gloves are to be readily available in each room. When the supply of gloves is low, employees are to notify the Principal or Childcare Director.
2. All employees will thoroughly wash their hands after handling any body fluids and before handling any food.
3. Gloves and materials that come in contact with body fluids will be disposed of in leak-proof double bags.
4. Areas affected by body fluids will be disinfected as stated below.
  - a. Wear disposable, waterproof gloves.
  - b. Dispose of the gloves in a plastic bag or lined trash can.
  - c. Wash hands for 30 seconds with soap and warm water after disposing of gloves.
  - d. If gloves are not available, wash hands and other affected skin for 30 seconds with soap and warm water after direct contact has ended.
  - e. Disinfectant should be used to clean all body fluid spills. This should be a solution of 1/4 cup bleach to one gallon of water or another registered germicide disinfectant.
5. All employees who are exposed (body fluid to direct skin) to body fluids while at work are required to notify the principal or the childcare director. All employees have the option of receiving the Hepatitis B vaccination (HBV) series. OSL will pay for these shots which must be administered by a licensed healthcare professional.
6. Toddler employees may have the risk of being exposed daily through the changing of diapers. The risk is greatly minimized if the above procedures are followed. All Toddler employees must either sign a consent form to receive the HBV vaccination series or a form declining the shots.

Effective: November 11, 2010

Supersedes All Others

**1005.20      GANG FREE ZONE**

Under the Texas Penal Code, any area within 1,000 feet of a childcare center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. Our Savior Lutheran Church, School and Childcare is a Gang Free Zone.

Effective: August 11, 2011

Supersedes All Others

## **1005.21 EMPLOYEE USE OF SOCIAL MEDIA**

We realize that social media (such as MySpace, Facebook, YouTube, Twitter and related resources such as blogs and other web-based discussion forums) bridges both the work life and personal life of employees - and thus, some crossover and conflict of responsibilities may occur. The congregation's interest is in defining the work-related contexts of social networking and blogging, for the protection of our employees, church members, school and childcare families and the community as a whole.

### **Key Principles**

Interacting on-line in a work environment is no different from interacting with these individuals or groups face-to-face. Employees are required to maintain the principles of respect, dignity, prudence, and professionalism reflected in HR Policy 1005.1 Christian Attitude and Conduct.

With specific regard to social media, all employees must:

- understand that they are accountable for their postings and other electronic communications that are job related, particularly online activities conducted with a congregation e-mail address, networks, or resources.
- recognize that:
  - adult behavior is used as a model;
  - social media activities may be visible to current, past, or prospective employees, church members, school and childcare families and the community as a whole;
  - serving as a role model is a critical aspect of their work for the congregation; and thus each employee must exercise appropriate discretion when using social networks (even for personal communications) when those communications can impact their role as an OSL employee.

Please be aware that OSL considers discretion and prudent judgment in social networking activities to be a serious matter with regard to protecting the congregation and employees. As such, violation of this policy may lead to corrective action, up to and including termination of employment.

### **Guidelines**

#### **1. Professional Use of Social Media**

Employees are expected to limit the use of social media to age-appropriate or educationally appropriate online tools (including social networks and blogs).

New social media tools and features are being continually introduced which may or may not be appropriate for course use. If a social media tool appears to be useful in your program or activity, contact your immediate supervisor or the appropriate board or committee and request approval of the tool prior to using it.

#### **2. Use of Social Media for Marketing/Development/Public Relations Purposes**

The congregation may choose to establish a social media presence (e.g., Facebook page) for development, public relations, internal marketing, or other congregation-related purposes. All postings to this site will be initiated under the direction of the OSL technology committee and the Church Council.

### **3. "Friending"**

Do not initiate or accept social media relationship requests (also known as "friend" or "contact" requests) from anyone under the age of 18.

Administrators may set up a Facebook page to communicate congregation-related matters (special events, meetings, etc.) This page should be created separate from a personal Facebook page.

Terminology describing the building of relationships on-line varies from site to site. "Friending is meant to include "following," "subscribing," "connecting," "adding as contact," or any other terms meaning establishing an on-line relationship between two people.

### **4. Congregation-Related Friends (co-workers, supervisors, and subordinates)**

Employees are asked to use good judgment when making and/or accepting "friend" (link or connection) requests to or from OSL colleagues. Employees in supervisor/ subordinate relationships are particularly encouraged to use caution, due to the potential for both parties to feel pressured to accept the request, potentially impacting the work relationship (as well as raising conflict of interest, unequal treatment, discrimination, or similar concerns).

### **5. Non-OSL Related Friends**

Remind all other members of your network of your position as an OSL employee whose profile may be accessed by members. Please ask them to monitor their posts to your network accordingly. This includes, but is not limited to, being "tagged" in photos on the sites of friends or others, especially where the photos may imply activities not appropriate for a religious organization.

### **6. Groups in Your Social Network**

All employees are asked to use good judgment in visibly and publicly associating only with social networking groups consistent with the mission and reputation of the congregation. At the same time, this provision is not intended to limit valid intellectual discourse on a wide variety of subjects or viewpoints. (See "Posting To Blogs" provision, below, for further details).

### **7. Posted Content**

Exercise care with personal profile data and posted content, to ensure that this information does not reflect poorly on your ability to serve as a role model or otherwise create a conflict of interest. Content should be placed thoughtfully and periodically reviewed. Social media sites are increasingly interconnected (i.e., linked to one another in ways that may be largely outside the direct control of the users on any given site.) Exercise caution regarding posting of inappropriate content to any networks.

### **8. Privacy Settings**

On most sites, privacy settings can be changed at any time to limit access to profiles and searchability. Employees must be prudent in allowing access to your content. Changes should be made whenever necessary.

### **9. Time on Social Sites**

Employees must refrain from using social media or blogging sites for personal use during work hours. In no case may use of social media interfere or impede the employee's completion of his/her job duties and responsibilities to OSL.

#### **10. Online Identity and Posting To Blogs**

As a religious community, we encourage active engagement in a range of activities, intellectual pursuits, causes, and the like-including social, political, religious, and civic-oriented groups, blogs, etc. At the same time, an individual's right to participate in these groups must be balanced with the congregation's right to manage public communications issued in its name or on its behalf. When posting messages to blogs (i.e., meant to broadly include a variety of online discussion forums), employees may not state or imply their connection to OSL in any way without the prior written consent of the appropriate supervisor, board or committee. Similarly, when making personal, non-work related posts to blogs, employees may not use their OSL e-mail address in the message or for reply purposes, to avoid implying approval of the message's content by OSL.

#### **11. Protecting Confidential Information**

All confidential information must be protected and disclosed only pursuant to congregational policy or as otherwise required by law. No social media or blog posts may communicate any confidential information.

#### **12. Use of Logos, Trademarks, and Intellectual property**

Employees are not permitted to use the OSL's logo, trademarks, official photographs, and all other intellectual property or proprietary materials in any postings without the written consent of the appropriate supervisor, board or committee.

#### **13. Use of Social Network Sites in Background Checking**

Specific state and federal regulations govern background checks, and as such can create a variety of risks and liabilities for OSL if not handled properly. No employee is permitted to engage in freelance checks of any type. OSL maintains very specific background-checking procedures, under the direction of the Business Manager.

#### **14. Acceptable Use and Monitoring of Electronic Activities**

Employees are prohibited from engaging in illegal activities or accessing Web sites with illegal or otherwise prohibited content when using OSL networks or equipment on or off OSL property, during or after working time, or while directly or indirectly representing OSL in any way. OSL reserves the right to monitor employee electronic communications and activities that are transmitted through OSL networks and/or using OSL equipment.

For further reference, please see HR policy 1005.8 Use of Telephone, Email and Computer.

## **1006 WHAT EMPLOYEES CAN EXPECT FROM OSL**

### **1006.1      *WORKER BENEFIT PLANS: MEDICAL COVERAGE***

OSL has established a health/medical insurance program through Concordia Health Plans (Concordia Plan Services). All full-time employees (working in excess of thirty (30) hours per week) and their qualified dependents are eligible for this coverage upon completion of the Probationary Period.

#### **DECLARATION OF INTENT**

- a. According to the terms and conditions of the Concordia Health Plan, any employee who works more than 30 hours per week for five consecutive months must be offered the opportunity to participate in the health plan.
- b. At the time of employment, the administrator must declare their intent to hire the individual as a full-time or part-time employee and whether the position is temporary or permanent. The Business Manager will record the intent at the hire date and track the expiration of the temporary period if not a permanent position.
- c. If the employee is hired to work full-time (more than 30 hours per week) for a position that is considered "temporary" (specifically five months or less), then the hiring administrator must clarify in writing that the intent is to reduce their hours or let them go at the end of the temporary period.
- d. Under no circumstances should an employee be allowed to casually enter full-time status (working more than 30 hours per week for five consecutive months) without the express consent of the board to which the individual reports and also the Church Council.
- e. To avoid such casual entry into full-time status, the Business Manager will provide the appropriate board and the Church Council 30-day warning reports of employees in danger of meeting the full-time eligibility requirement.

#### **PROBATIONARY PERIOD**

- a. Unless otherwise waived, OSL will observe a 90 day probationary period for all full-time employees (working in excess of thirty (30) hours per week) and their qualified dependents. Under the requirements of Concordia Plan Services, this probationary period does not apply to called workers.
- b. Neither the employee nor their dependents will be enrolled in the health plans until the probationary period expires, which the Business Manager will track.
- c. At or before the end of the probationary period, or at the time that the Church Council elects to waive the probationary period, the Business Manager will offer eligible employees an opportunity to enroll in the health insurance program.

#### **LATE ENTRY**

- a. If at the time that temporary position ends, it is determined that an employee should be hired to continue to work on a permanent full-time basis (of more than 30 hours per week), the appropriate board and the Church Council will offer the employee health coverage.
- b. The effective date of enrollment would be the first of the month following the one in which the employee was hired to work on a "regular basis of more than 30 hours per week".
- c. The enrollment will not be made retroactive to the date they were initially hired to work a position that was considered "temporary". However, the probationary period still applies and will expire 90 days from the initial hire date.
- d. A completed Enrollment Form must be received by Concordia Plan Services within 60 days of the worker's initial eligibility date (defined as the first day of the calendar month following expiration of the probationary period); otherwise enrollment in the Concordia Health Plan will not be available to the worker until the next annual Open Enrollment Period.
- e. A worker will not earn any benefits or have a right to any benefits under any Concordia Plan until enrollment is completed. This includes no accrual of creditable service towards a future retirement benefit, no payment of a death or disability benefit, and no coverage for medical or dental expenses.

#### EMPLOYEE COVERAGE

- a. OSL will pay for an enrolled employee's health plans.

#### DEPENDENT CHILDREN COVERAGE

- a. OSL does not pay for dependent children's coverage.
- b. Dependent children may be added to the plan at 100 percent employee expense.

#### SPOUSE

- a. OSL does not pay for spouse coverage.
- b. A spouse may be added to the plan at 100 percent employee expense.

#### JANUARY ADJUSTMENTS TO HEALTH PLAN COSTS

Health plans are reviewed annually and subject to change annually in January. Concordia Plan Services usually increases costs of the health plan in January of each calendar year. This increase may affect the amount an employee is required to pay for health insurance for their dependents for the remainder of the Contract/Commitment.

#### EMPLOYEE PAYROLL DEDUCTIONS FOR HEALTH PLANS

OSL will initiate a payroll deduction with enrolled employees to cover the cost of dependent coverage.

#### PLAN OPTION

Effective January 1, 2007 OSL elected the Concordia Plan Option B - \$300 individual deductible maximum, \$600 family deductible maximum, \$20 copay.

Effective each January, OSL may choose to elect a new plan. Employees will be notified of cost changes, if any, on or before the end of the calendar year. In addition to health/medical coverage, Concordia Health Plan includes medical, prescription drug, mental health, dental, and vision coverage.

After Retirement, coverage can be continued through the Concordia Plan Services program at the individual's own expense if they meet the terms set out by Concordia Plan Services.

Each employee participating in the health/medical insurance program will receive a summary booklet from Concordia Plan Services. Additional information may be obtained from the Business Manager.

Effective: July 09, 2009  
Supersedes All Others

## **1006.2      WORKER BENEFIT PLANS: RETIREMENT PLAN**

All eligible full-time employees (working in excess of twenty (20) hours per week) are enrolled in the Concordia Retirement Program (CRP).

The CRP provides a lifetime income in the form of a monthly check beginning when employees reach retirement age. There are provisions for pensions beginning as early as age 55 and after age 65, and for benefits in case of premature death or termination after an employee is vested in the program. A summary plan description is available from the Business Manager.

Self-employed "ministers of religion" who were enrolled in the CRP prior to January 1, 1982 may participate on a "full" basis. Those enrolled after January 1, 1982 must be enrolled in what is termed the "regular" basis. Please refer to the plan summary for additional details.

Employees receive an annual statement of their retirement account from the CRP.

### **DECLARATION OF INTENT**

- a. According to the terms and conditions of the Concordia retirement Plan, any employee who works more than 20 hours per week for more than five consecutive months must be offered the opportunity to participate in the retirement plan.
- b. At the time of employment, the administrator must declare their intent to hire the individual as a full-time or part-time employee and whether the position is temporary or permanent. The Business Manager will record the intent at the hire date and track the expiration of the temporary period if not a permanent position.
- c. If the employee is hired to work full-time (more than 20 hours per week) for a position that is considered "temporary" (specifically five months or less), then the hiring administrator must clarify in writing that the intent is to reduce their hours or let them go at the end of the temporary period.
- d. Under no circumstances should an employee be allowed to casually enter full-time status (working more than 20 hours per week for five consecutive months) without the express consent of the board to which the individual reports and also the Church Council.
- e. To avoid such casual entry into full-time status, the Business Manager will provide the appropriate board and the Church Council 30-day warning reports of employees in danger of meeting the full-time eligibility requirement.

### **Probationary PERIOD**

- a. Unless otherwise waived, OSL will observe a 90 day probationary period for all full-time employees (working in excess of twenty (20) hours per week). Under the requirements of Concordia Plan Services, this probationary period does not apply to called workers.
- b. During this probationary period, which the Business Manager will track, the

- employee will not be enrolled in the retirement plan.
- c. At or before the end of the 90 day probationary period, or at the time that the Church Council elects to waive the probationary period, the Business Manager will enroll the employee in the retirement plan.
  - d. A worker will not earn any benefits or have a right to any benefits under any Concordia Plan until enrollment is completed. This includes no accrual of creditable service towards a future retirement benefit, no payment of a death or disability benefit, and no coverage for medical or dental expenses.

#### LATE ENTRY

- a. If at the time that temporary position ends, it is determined that an employee should be hired to continue to work on a permanent full-time basis (of more than 20 hours per week), the Business Manager will enroll the individual in the retirement plan.
- b. The effective date of enrollment would be the first of the month following the one in which the employee was hired to work on a "regular basis of more than 20 hours per week".
- c. The enrollment will not be made retroactive to the date they were initially hired to work a position that was considered "temporary". However, the probationary period still applies and will expire 90 days from the initial hire date.

Effective: July 27, 2010  
Supersedes All Others

### **1006.3      WORKER BENEFIT PLANS: DISABILITY & SURVIVOR PLAN**

The Concordia Disability and Survivor Plan (CDSP) is designed to meet two major needs: to pay a monthly income benefit when a qualified member becomes totally disabled, and to pay benefits (income, lump sum, or both) to the survivor(s) when a qualified member dies before reaching retirement age. In addition, the CDSP pays a benefit at the death of a covered dependent.

OSL pays the entire cost of the CDSP for all of its eligible full-time employees, as a percentage of income. A summary plan description for the disability plan is available from the Business Manager.

#### **DECLARATION OF INTENT**

- a. According to the terms and conditions of the Concordia disability and survivor plan, any employee who works more than 20 hours per week for more than five consecutive months must be offered the opportunity to participate in the disability and survivor plan.
- b. At the time of employment, the administrator must declare their intent to hire the individual as a full-time or part-time employee and whether the position is temporary or permanent. The Business Manager will record the intent at the hire date and track the expiration of the temporary period if not a permanent position.
- c. If the employee is hired to work full-time (more than 20 hours per week) for a position that is considered "temporary"(specifically five months or less), then the hiring administrator must clarify in writing that the intent is to reduce their hours or let them go at the end of the temporary period.
- d. Under no circumstances should an employee be allowed to casually enter full-time status (working more than 20 hours per week for more than five consecutive months) without the express consent of the board to which the individual reports and also the Church Council.
- e. To avoid such casual entry into full-time status, the Business Manager will provide the appropriate board and the Church Council 30-day warning reports of employees in danger of meeting the full-time eligibility requirement.

#### **PROBATIONARY PERIOD**

- a. Unless otherwise waived, OSL will observe a 90 day probationary period for all full-time employees (working in excess of twenty (20) hours per week). Under the requirements of Concordia Plan Services, this probationary period does not apply to called workers.
- b. During this probationary period, which the Business Manager will track, the employee will not be enrolled in the disability and survivor plan.
- c. At or before the end of the 90 day probationary period, or at the time at the Church Council elects to waive the probationary period, the Business Manager will enroll

the employee in the disability and survivor plan.

- d. A worker will not earn any benefits or have a right to any benefits under any Concordia Plan until enrollment is completed. This includes no accrual of creditable service towards a future retirement benefit, no payment of a death or disability benefit, and no coverage for medical or dental expenses.

#### LATE ENTRY

- a. If at the time that temporary position ends, it is determined that an employee should be hired to continue to work on a permanent full-time basis (of more than 20 hours per week), the Business Manager will enroll the individual in the retirement plan.
- b. The effective date of enrollment would be the first of the month following the one in which the employee was hired to work on a "regular basis of more than 20 hours per week".
- c. The enrollment will not be made retroactive to the date they were initially hired to work a position that was considered "temporary". However, the probationary period still applies and will expire 90 days from the initial hire date.

Effective: July 27, 2010  
Supersedes All Others

**1006.4      WORKER BENEFIT PLANS: ACCIDENT INSURANCE PLAN**

All-Cause Accident Insurance coverage is available for all insured employees through Concordia Plan Services at the employee's own expense. A payroll deduction will be established for employees who choose this additional coverage.

Information regarding additional health care coverage or other benefits is available through the Business Manager.

Effective: July 09, 2009

Supersedes All Others

## **1006.5      COMPENSATION**

1.     Paydays. All employees will be paid on the 15<sup>th</sup> day of the month and the last day of the month. Should a payday fall on a nonworking day, employees will be paid the last working day prior to the scheduled date. If an employee will be out of the building on a scheduled payday, it will be the responsibility of that employee to make arrangements with the school office if there is special need for an alternative way of delivering that paycheck. OSL encourages enrollment in direct deposit and does not grant payroll advances to employees.
  
2.     Timecards. Hourly employees will be issued a badge at orientation to be used for punching in and out of the time clock. The Childcare Supervisor will review the timecards in the time and attendance software periodically during and at the end of the pay period (the 9<sup>th</sup> and the 24<sup>th</sup> of each month). The Childcare Supervisor will authorize the timecards prior to payroll processing and notify the Business Manager when complete. If an hourly employee does not report to the Childcare Supervisor (i.e. janitor, office staff), the Business Manager will provide a printed timecard for approval from the appropriate supervisor.

Timecard Changes. If an employee needs to make a change to the timesheet, they will submit an "Hourly Worker Timecard Change" Form to their supervisor for approval. The supervisor will make the approved change in the time and attendance software or provide the change to the Business Manager.

3.     Salaries Paid Over Twelve Months. Full time, salaried members of the school staff who are employed on a ten or eleven month per year basis may elect to have their salary spread over twelve months.

Effective: July 27, 2010

Supersedes All Others

## **1006.6      *PAY INCREASES***

Responsibility for the recommendation of annual pay increases for groups of hourly waged, and individual contract and called workers is vested in the Salary Committee of the Church Council.

Recommendations of the appropriate Board and the administrative team must be approved by the Church Council and are voted upon by the Voters Assembly as a part of OSL's annual budget process.

Pay increases are not automatic. The appropriate board or committee with the approval of the Church Council may withhold a salary action based on an employee's job performance. OSL is committed to working toward the compensation guidelines that have been established by the Texas District of the Lutheran Church Missouri Synod.

OSL operates on a fiscal year that begins on July 1 and ends on June 30. Salary increases are effective August 1 for all salaried OSL personnel, depending on the employee's position and Church Council approval. Hourly employees are given pay increases on the anniversary of their hire date.

OSL reserves the right to change compensation, pay ranges, and compensation policies, including this pay increase policy, at any time.

Effective: July 27, 2010  
Supersedes All Others

## **1006.7 GENERAL EMPLOYEE BENEFITS**

Employee benefits according to each classification are as follows:

1. Permanent Full-Time Staff (Called, Contracted and works more than 30 hours per week)
  - 1.1 Mileage. Use of a personal vehicle for work-related purposes will be compensated at the current per-mile rate specified by the Internal Revenue Service.
  - 1.2 Health, Retirement and Disability Benefits. Offered in accordance with Concordia Plan Services procedures. 1.3 Moving Expense Compensation. All reasonable costs incurred in moving to this community to begin work at OSL will be paid. Note: this applies to called employees only.
  
2. Permanent Part -Time Staff (Called, Contracted or Hourly and works less than or equal to 30 hours per week)
  - 2.1 Mileage. Use of a personal vehicle for work-related purposes will be compensated at the current per-mile rate specified by the Internal Revenue Service.
  - 2.2 Health, Retirement and Disability Benefits. Offered in accordance with Concordia Plan Services procedures.

### **REGISTRATION AND TUITION FEES**

Below is a breakdown of the discounts and benefits employees of OSL receive if they choose to have their children in the school or childcare program. These benefits are tax free to employees who are required to spend an average of at least 25 percent of their work time dealing with School and Childcare responsibilities as specified in their call documents or job description. All others may receive these benefits but it will be considered as taxable compensation.

Staff will pay all Registration Fees for School and Childcare.

Part-Time Staff:

1. Free before- and after-school care while working at OSL.

2. 50% discount on infant/toddler childcare.
3. 50% discount on summer program tuition.

Full-Time Staff:

1. All benefits provided to Part-Time Staff.
2. 50% discount on tuition for PK3 through 5<sup>th</sup> grade.

10-month Called Workers:

2. Free before- and after-school care while working at OSL.
3. Free tuition for PK3 through 5<sup>th</sup> grade.
4. 50% discount on infant/toddler childcare

12-month Called Workers:

1. All benefits provided to 10-month Called Workers.
2. 50% discount on summer program tuition.

Effective: July 27, 2010

Supersedes All Others

**1006.8      *INCLEMENT WEATHER***

In cases of exceptionally bad weather the church, school and childcare will observe the same scheduled closings as the Pflugerville Independent School District. In addition to observing the same schedule as the Pflugerville Independent School District, Our Savior Lutheran School and Childcare will also attempt to place notification on the OSL Web site and the following radio and television stations:

KASE 101 FM	KVET 98.1 FM
KHFI 96.7 FM	KLBJ 590 AM
KEYE 42	KTBC Fox 7
KVUE 24	KXAN 36

Staff will observe the same schedule, and report to work based on the information shown above unless they are contacted and asked to modify the existing schedule. Hourly waged employees will not be paid for time missed due to inclement weather closings.

Effective: November 11, 2010  
Supersedes all others

**1006.9      GARNISHMENTS**

OSL must comply with all writs of garnishment it receives. Employees will be notified before any deductions are taken from the employee's paychecks if we receive a writ of garnishment requiring us to withhold and pay a portion of the employee's wages to a court. Information about the garnishment will be held in confidence to the extent possible to comply with the garnishment order.

Effective: July 27, 2010  
Supersedes All Others

**1006.10      WORK SCHEDULE: FULL-TIME AND PART-TIME STAFF**

The “workday” begins each day at 12:00 a.m. The “workweek” begins each Sunday at 12:00 a.m. The employee’s eligibility for overtime pay, if any, is based on the employee’s non-exempt wage status under federal and state laws, and these definitions of workday and workweek. Hourly waged employees will be eligible for overtime pay for hours worked in excess of 40 hours per week. All salaried employees are considered exempt, and as such will not be paid overtime.

Employees who work eight (8) consecutive hours will receive a paid 15 minute break. All employees in the classroom may call the office for a quick restroom break as needed.

“Lunch periods” will be scheduled by the employee’s supervisor and may differ with job classifications. Full time school and childcare teachers may eat their lunch with their students or during their 15 minute break. Under no circumstances can breaks or lunch periods be taken or relinquished in violation of state Child Care guidelines.

Effective: November 11, 2010  
Superseded All Others

## **1006.11 OVERTIME/COMP TIME**

From time to time, employees may be asked to work more than the employee's scheduled number of hours per week. The employee's supervisor will give employees as much advance notice as possible when extra work is required. Employees are **not** to put in extra time without first obtaining the approval of the employee's supervisor.

Part-time employees working in excess of their scheduled hours but less than 40 hours for a given week will be compensated for their extra hours at their normal rate of pay.

All hourly and non-exempt salaried employees will receive 1.5 times normal rate of pay for hours worked in excess of 40 hours per work week under approved procedures for hourly and salaried overtime pay. Only hours actually worked are counted in determining if employees are entitled to overtime pay. Overtime hours may only be compensated with extra pay and may not be accrued as "comp time".

Called and contract employees are considered exempt from overtime, and do not accrue time or overtime for extra hours worked.

Effective: November 11, 2010  
Supersedes All Others

## **1006.12      *DISABILITY COMPENSATION***

OSL offers disability insurance through Concordia Plan Services for eligible employees at no cost to employees. Disability insurance becomes effective after fourteen (14) consecutive missed days and covers illness, accident, or other conditions that result in a "qualifying disability" which prevents employees from working.

A "qualifying disability" by OSL's definition is a total disability. However, total disability has two different meanings. For the first two years of disability, a total disability is one which keeps the employee from being able to perform every duty of his or her occupation. After two years, a total disability is one that keeps the employee from being able to engage in any substantial, gainful activity for which he or she is qualified by training, education, or experience.

For the first fourteen days of disability, OSL will continue to pay the employee 100 percent of his or her regular salary. During this 14 day period, employee vacation, sick leave and personal days will be used. If there is no leave available, employees will be placed on leave without pay. Disability income from Concordia Plan Services begins the fifteenth day of disability at 70 percent of the employee's monthly compensation at the time the disability began. At the employees request, OSL will consider paying the additional 30 percent for up to a maximum of six weeks so that the employee will be compensated at a 100 percent level. Any remaining sick leave or personal days will be used during this time. Starting at the seventh week, OSL's 30 percent contribution, if approved, will cease. Additional changes and adjustments to the disability payment will be made according to the guidelines of the Concordia Disability and Retirement Plan and the laws governing Social Security.

If employees should become disabled, they must contact the Business Manager in order that the proper contacts may be made with the Concordia Disability and Retirement Plan office. Employees can find additional information regarding disability compensation in the booklet employees receive from Concordia Plan Services. Contact the Business Manager for a summary plan booklet.

Effective: July 27, 2010  
Supersedes All Others

## **1006.13      *OPPORTUNITIES FOR PERSONAL DEVELOPMENT***

### **1.      Training Philosophy.**

OSL is very interested in the employee's personal development and encourages the employee's continued growth through seminars, workshops, clinics, institutes, conferences, graduate courses, and the reading of relevant books journals, publications and the like.

Training is a continuing process designed to increase the employee's effectiveness as an individual so together we can contribute to the OSL mission and implement its goals and objectives, as well as those of the employees own.

Beginning with the 2002-2003 school year, each faculty member must earn 150 workshop hours or ten (10) graduate credits every five (5) years and recognition will be given to Texas District sponsored events having designated training credit. For the purpose of this policy, the year runs from July 1 through June 30. Tuition assistance may be requested through the principal, and is limited to available funds.

All training must be pre-approved by the administrator, Board or Church Council within approved budgetary guidelines.

If the individual fails to attend a workshop or drops a course, he/she will be required to reimburse OSL for any money provided. Each individual will be required to turn in a grade slip or certificate of completion at the end of the course. All staff are expected to share with colleagues the new knowledge gained from courses and workshops.

To help reach these goals and objectives, OSL has made a commitment to continually assess the employee's training and development needs and to make funding available to meet those needs. With the approval of the appropriate administrator, Board or the Church Council, expenses for tuition, books, and other special training needs will be partially or fully funded by OSL. The process is outlined below.

OSL reserves the right to suspend educational assistance at any time due to budgetary constraints or other limiting issues.

### **2.      The Educational Assistance Plan Eligibility.**

All Professional Staff—Ordained and Professional Staff—Commissioned personnel are eligible immediately upon commencement of their employment with OSL.

All full time Professional Staff—Specialist and Support Staff personnel must have at least one year of continuous, uninterrupted employment with OSL prior to requesting educational assistance.

3. Procedure for Requesting Assistance.

All Professional Staff must receive prior written approval from the appropriate supervisor to qualify for educational assistance. The recommendation from the supervisor should be turned into the appropriate administrator, Board or the Church Council for final approval. Requests may be denied based on budgetary constraints or other limiting factors.

All Support Staff personnel must receive prior written approval from the appropriate administrator, Board or the Church Council to qualify for educational assistance.

Effective: July 27, 2010

Supersedes All Others

## **1006.14      EMPLOYEE RECOGNITION**

The appropriate administrator, Board or the Church Council will inform respective supervisors at the beginning of the calendar year when individuals under their supervision have service anniversaries to be recognized. Certificates of service and service plaques, along with a small gift will be presented to the individuals on the date of recognition.

1. Starting at 10 years of service in the Lord's work at OSL, and at every succeeding 5 year interval, the following recognition of such employment will be made, in addition to the special recognition for the specified service intervals otherwise set forth herein:
  - 1.1 A special announcement, including photograph, will be placed in the newsletter.
  - 1.2 Special recognition will be given to the employee at an appropriate OSL or school event along with presentation of a certificate of recognition.
2. For 10 years of service in the Lord's work at OSL, the employee will be presented a suitable plaque acknowledging the event, and an honorarium consisting of one day's salary.
3. For 25 years of service in the Lord's work at OSL, the employee will be presented a suitable plaque acknowledging the event and an honorarium consisting of one week's salary.
4. For 40 years of service in the Lord's work at OSL, the employee will be presented a suitable plaque acknowledging the event and an honorarium consisting of two week's salary.
5. Upon Retirement of one of the Lord's servants, the Church Council or appropriate committee should plan a social gathering, appropriate for the length of service, where the employee can be properly recognized.
6. If a member of OSL's Professional Staff accepts a Call to another parish, the Church Council or appropriate committee should plan a suitable observance based on the individual's length of service. This celebration could include: flowers for the staff member and his or her spouse, special recognition including a photograph in the worship folder and newsletter, special prayers offered in services on that weekend, and/or special recognition at a OSL event. Additional provision should be made to receive notes, cards, or special gifts with which members might like to bid farewell to the staff person.
7. OSL may offer a cash gift to a staff member accepting a Call based on the number of years of service the staff member has given to OSL.
8. The Business Manager will review the service records prior to each budget year and request that funding for the recognition awards are included in the OSL budget.

9. Any additional recognition may be scheduled at the discretion and expense of the Church Council or appropriate committee to honor the individual with a dinner or similar event. Care should be taken so that staff members are treated equally and that division is not created among the staff. For this reason **any additional plans should be communicated well in advance to the appropriate Board for review and input.**

Effective: July 27, 2010

Supersedes All Others

## **1006.15 OPEN DOOR POLICY**

OSL's policy is to have an open channel of communication at all levels when an individual has a question, concern, suggestion or complaint. It is extremely important to remember that all staff members, no matter what position or office they hold, have a responsibility to follow the dictates of Matthew 18 in resolving problems. It is also important to follow the instructions of the eighth commandment to neither listen to nor spread gossip or dissension. If someone comes to employees with a complaint, direct them to the source of the problem. If employees have a complaint, it is the employee's Christian responsibility to take the problem to its source. Staff members must recognize the tremendous responsibility they have to model Christian behavior to each other, their school, and to the community.

An employee's question, concern, suggestion, or complaint should be brought to the attention of the employee's immediate supervisor for resolution as illustrated in the OSL Reporting Matrix. If the matter is not resolved to the employee's satisfaction, employees can proceed to bring it to the next higher level of authority. Decisions will be based upon the current Church Council-approved policy.

Incidents or complaints of harassment must be immediately brought to the attention of the employee's immediate supervisor, appropriate Board or Church Council as illustrated in the OSL Reporting Matrix.

Effective: August 17, 2010

Supersedes All Others

## **1006.16      EMPLOYEE SAFETY AND HEALTH**

OSL is committed to protecting the safety and health of every employee. To be effective, every employee has a responsibility to use common sense and comply with procedures and guidelines established by OSL.

OSL will comply with all federal and state safety and environmental regulations. Some of these regulations specify and require certain protective clothing or equipment. For example, all employees are to wear disposable gloves when applying first aid or dealing with materials contaminated by body fluids. Contaminated areas are to be cleaned with appropriate disinfectants and all waste disposed of following state and federal guidelines. Likewise, any employee handling potentially harmful chemicals for any use, including custodial supplies, and materials used for classroom activities, must wear proper protective clothing.

Every injury, no matter how minor, must be reported immediately to the employee's supervisor and the business manager.

Employees are not to remove or modify any equipment or devices installed for safety reasons. Common sense safety rules are to be followed in the use of all equipment within the OSL facilities.

Every employee is responsible to assist OSL in establishing and maintaining a safe working environment. Employees are expected to report to a supervisor or custodian any condition that may be unsafe or unhealthy, unless the employee is able to safely resolve the issue without further assistance.

Employees should also be aware of state and federal regulations regarding health and safety such as the "Right-to-Know" Act, which entitles an employee to information concerning the chemical composition of hazardous substances used in and around the employee's workplace, or the policies relating to blood borne pathogens. Questions related to these or other health and safety related policies should be directed to the employee's supervisor and the business manager.

Effective: August 17, 2010  
Supersedes All Others

**1006.17 BULLETIN BOARDS**

Employee bulletin boards are located in the workroom in the school facilities. The bulletin board will contain required notices as set forth by the Texas Workforce Commission at <http://www.twc.state.tx.us/ui/lablaw/posters.html>.

Notices of events or changes that may affect individuals or the entire staff will be posted on these bulletin boards. It is the employee's responsibility to check these bulletin boards on a regular basis for important notices and current events.

Only materials that have been approved in advance by the appropriate administrator, Board or the Church Council may be posted on the bulletin boards.

Effective: August 17, 2010  
Supersedes All Others

## **1007 HOLIDAYS, VACATIONS, SICK DAYS, PERSONAL DAYS, LEAVES OF ABSENCE**

### **1007.1 HOLIDAYS AND BREAKS**

1. School Breaks. If the School and Child Care Ministry Board approves the closure of the school for days other than stated holidays, all classroom school teachers, whether commissioned or contracted, are released from work-related responsibilities during school breaks, except as specified by the needs of administrative duty. Other employees may request vacation or unpaid leave subject to approval by the immediate supervisor.

2. Childcare Breaks. If the School and Child Care Ministry Board approves the closure of the childcare for days other than stated holidays, childcare employees working more than 30 hours per week and part-time salaried childcare employees are eligible for pay based on the normal hours worked per day. All other employees will not be paid for childcare breaks.

3. Holiday Pay. Employees working more than 30 hours per week and part-time salaried employees are eligible for holiday pay based on the normal hours worked per day. All other employees will not be paid for holidays. Eligible employees, who have completed the scheduled workday immediately prior to the holiday and have completed the scheduled work day immediately after the holiday, shall receive holiday pay at the current employee's wage rate. If approved by the immediate supervisor and confirmed by the next level of supervision, an employee may take leave before or after a holiday and receive holiday pay. If an employee is ill on the day before or after a holiday, the employee will be required to provide a physician's statement describing the nature of the illness in order to receive holiday pay.

4. Paid Holidays. Paid holidays are as follows:

- a. New Year's Day;
- b. Good Friday;
- c. Memorial Day;
- d. Independence Day;
- e. Labor Day;
- f. Thanksgiving Day and the following Friday;
- g. Christmas Eve;
- h. Christmas Day;
- i. New Year's Eve.

Should a holiday fall on Saturday or Sunday, an appropriate day will be designated as the holiday when possible and practical.

5. Personal Days. Personal days may not be taken the day before or the day after a scheduled holiday or break unless approved by the immediate supervisor, appropriate Board or Church Council. In the event that the supervisor approves a day off, however, holiday pay will be forfeited.

Effective: August 17, 2010

Supersedes All Others

## **1007.2 VACATION POLICY AND ELIGIBILITY**

Twelve month employees working more than 30 hours per week and part-time salaried employees are eligible for vacation pay based on the normal hours worked per day. Part-Time hourly employees are not eligible to receive vacation benefits.

All full-time 12-month employees will be granted 10 working days of vacation leave each year. Those with more than ten years of service will be granted 15 working days of vacation leave and those with more than 15 years of service will be granted 20 working days of vacation leave each year. Vacation leave may not be taken until 90 days after the employee's hire date with Our Savior Lutheran School and Childcare unless special permission for paid or unpaid leave is granted by the appropriate Board or Church Council.

Employees with vacation benefits may apply to take their vacation at any time during the year with the exception of the first 20 days of the school year and the last 10 days of the school year. Requests must be made in writing to the immediate supervisor, appropriate Board or the Church Council at least two weeks in advance of the leave. Requests should be made as far in advance as possible. The immediate supervisor, appropriate Board or the Church Council may deny the request if granting it would leave the church, school or child care without someone to replace the teacher, secretary, or full-time employee. If the immediate supervisor, appropriate Board or the Church Council sees fit to deny a request for vacation leave the immediate supervisor, appropriate Board or the Church Council will make every effort to work with the individual to secure a more acceptable date for leave.

For called employees years of experience for purposes of vacation accrual will include all years in the LCMS ministry. For all others years of experience for purposes of vacation accrual will be calculated based on number of years of service with OSL.

Vacation days are accrued on the employees hire date and each subsequent anniversary date, according to the following table. Days can be carried over to the next year, but no more than the current accrual plus one year rollover of vacation time can be accumulated (e.g. no more than 20 days for 0-9 years experience). If two years worth of vacation is accrued, no more vacation will accrue until the employee takes vacation and brings their total back under 2 years.

The following are general vacation policies for all OSL employees:

1. Eligible employees may receive pay in exchange for unused vacation days upon their separation:
  - 1.1 When employment is terminated for any reason other than Termination for cause, that employee shall receive vacation pay for any unused vacation days.

Resignation by an employee without providing the requested notice to OSL, failure to work through the end of the notice period, or Termination for violation of policies, rules or procedures after providing notice to OSL will result in the forfeit of all accrued and unused vacation benefits. Vacation benefits may not be used in lieu of notice of Resignation, or after notice is provided to OSL unless approved by the immediate supervisor, appropriate Board or Church Council.

- 1.2 If employment is terminated for cause, accrued and unused vacation will be forfeited.
- 1.3 Upon separation, vacation accrual will be retroactively calculated based on the table below and adjustments to pay will be made.
- 1.4 OSL reserves the right to pay unused vacation as a lump sum on separation or per the regularly scheduled pay dates.
2. Employees shall be paid their current wage for vacation pay.
- 3 Vacation time **may not** be waived by an employee for extra pay received.
4. When a holiday is observed by OSL during an employee's scheduled vacation, that day or days shall not count against the employee's allotted number of vacation days for the year.
5. Vacation may be used in lieu of sick leave, however, sick leave may not be used for vacation.
6. Employees will not be paid for leave in excess of their total vacation/sick/personal leave balance.

<i>Month since Hire Anniv.</i>	<i>0-9 years experience (0.83 days/month)</i>	<i>10-14 years experience (1.25 days/month)</i>	<i>More than 15 years experience (1.66 days/month)</i>
Same	Accrue 1 day	Accrue 1 day	Accrue 2 days
First	1 day	2 days	1 day
Second	0 days	1 day	2 days
Third	1 day	1 day	2 days
Fourth	1 day	1 day	1 day
Fifth	1 day	2 days	2 days
Sixth	1 day	1 day	2 days
Seventh	1 day	1 day	1 day
Eighth	0 days	1 day	2 days
Ninth	1 day	2 days	2 days
Tenth	1 day	1 day	1 day
Eleventh	1 day	1 day	2 days
Total	10 days	15 days	20 days

In addition to the policies noted above, the following are specific vacation policies for the called leadership positions of Pastor, Principal, Director of Christian Education and Childcare Director:

1. At least two weeks prior to a scheduled vacation, the administrator shall make arrangements for appropriate coverage for all key functions during the vacation period and shall notify the appropriate Board or the Church Council of how this coverage will be provided.
2. Where possible, the administrators will coordinate their vacations so that acceptable levels of supervision are available at all times.
3. If paid substitutes are required to cover for vacation periods, the pay must be pre-approved by the Church Council and within the approved budget set forth by the Voters Assembly.

Effective: August 17, 2010

Supersedes All Others

### **1007.3      SICK DAYS**

Ten and Twelve month employees working more than 30 hours per week and part-time salaried employees are eligible for ten (10) days of sick pay based on the normal hours worked per day. Part-Time hourly employees are not eligible to receive paid sick leave. Sick days are accrued on the employees hire date and each subsequent anniversary date. If the employee uses all sick leave, they may use existing vacation or personal leave balances. If all leave balances are exhausted, the employee may take leave without pay. Five (5) sick days may be carried over to the next year. Any sick leave balances remaining at the time of termination are forfeited.

Sick leave may be used for the employee's illness or doctor's appointment or that of the employee's immediate family. Immediate family is defined as an employee's spouse, or an employee's or spouse's parent, grandparent, child, sibling, or a person who permanently resides in the employee's home.

If an employee is required to take time off due to illness or injury, the employee, or their designee if the employee is physically unable to make the call, must call the employee's immediate supervisor and report to them the reason that the employee is unable to work. The employee must keep the employee's supervisor informed of the employee's condition on a daily basis, unless other specific arrangements have been made, and advise them of when the employee will be returning to work.

If an employee is out sick for three consecutive workdays, the employee will be required to provide a physician's statement describing the nature of the illness and the physician's statement releasing the employee to return to work, or indicating when the employee will be released to return to work. Under no circumstances will an employee be allowed to return to work after a three or more day illness without a doctor's release.

Sick days may be taken in one-quarter ( $\frac{1}{4}$ ) day increments. If an illness or injury causes an employee to miss fourteen (14) consecutive days (10 work days), the sick day policy changes according to the disability policy.

An excessive number or a regular pattern of sick days may indicate abuse of OSL's sick day policy. In such circumstances, the supervisor may require a physician's note describing the nature of the illness and the physician's statement releasing the employee to return to work, or indicating when the employee will be released to return to work.

Effective: August 31, 2010  
Supersedes All Others

#### **1007.4      PERSONAL DAYS**

OSL recognizes that there may be an occasional need for time away from work to conduct personal business. Personal time is not to be used to extend vacations or holidays, or for conducting business which can be conducted during non-working hours.

Ten and Twelve month employees working more than 30 hours per week and part-time salaried employees are eligible for two (2) days of personal leave based on the normal hours worked per day. Part-Time hourly employees are not eligible to receive paid personal leave. Personal days are accrued on the employees hire date and each subsequent anniversary date. If all leave balances are exhausted, the employee may take leave without pay. Personal days will not be carried over to the next year. Any personal leave balances remaining at the time of termination are forfeited.

If employees need to take time off for personal business, employees should ask the immediate supervisor, appropriate Board or Church Council for the time off at least one week in advance. The immediate supervisor, appropriate Board or the Church Council may grant the time off, if it does not cause undue problems or conflict with other scheduled absences. It is strictly at the discretion of the supervisor, appropriate Board or the Church Council whether or not the personal day can be granted. If the privilege is abused, or if the supervisor judges the reason for the request to be questionable, he or she may deny the time off, or allow the time off without pay.

Time away from work for family emergencies, jury duty, illness, pregnancy, etc. are not covered by this policy.

Personal days may be taken in one-quarter ( $\frac{1}{4}$ ) day increments. For the teaching staff, personal days are **any** two (2) days, other than sick days, taken between August 1 and May 31 of the contract year.

Effective: August 31, 2010  
Supersedes All Others

## **1007.5      *DISABILITY/MATERNITY LEAVE***

This policy applies to ten and twelve month employees working more than 20 hours per week.

If a licensed medical physician certifies that an employee is unable to work due to physical or mental condition, that employee may request a leave of absence. The request for the leave of absence must be substantiated by a licensed medical physician stating the nature of the disability and the anticipated date of return. Length of disability leave will be determined on an individual basis by the immediate supervisor, appropriate Board or the Church Council in consultation with the employee. A leave of absence request for the purposes of pregnancy will be treated as a disability according to the Concordia Disability and Survivor Plan. If circumstances require more time following the birth of a child, the immediate supervisor, appropriate Board or the Church Council will make decisions based on current policy on a case-by-case basis.

An employee on leave of absence will be expected to communicate with his or her principal throughout the duration of the leave regarding his or her condition. The employee will be allowed to return to work when the doctor provides a full or limited release for the employee to return to work. If the release is for limited duty, the immediate supervisor, appropriate Board or the Church Council will review and approve the limited return to work.

If the employee is unable to return on the date that the approved leave expires, the employee may apply for an extension. The request for the extension must be presented at least three (3) days before the leave is to expire, and it must be accompanied by a certificate from the physician stating the reason for the extension and expected duration of the continued disability. Decisions on extensions of such leaves will be made on an individual basis.

Throughout disability/maternity leaves, pay will continue as long as vacation, personal days and sick leave are available.

Disability income benefits begin through the Concordia Disability and Survivor Plan on the 15th consecutive calendar day of disability. More information about income benefits can be found on the Concordia Plans Services website at <http://www.concordiaplans.org/detailpage.aspx?Id=128>. The Church Council may approve supplements to income benefits provided through Concordia if requested. These supplements, however, are subject to budgetary limitations and will be considered on a case by case basis for a prescribed period of time as determined by the Council.

Effective: November 11, 2010  
Supersedes All Others

## **1007.6      FAMILY LEAVE**

Under current law, OSL will be required to follow the Family Medical Leave Act (FMLA) once we reach fifty (50) employees. Until such time, OSL's compliance with FMLA is discretionary.

FMLA provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12-month period to eligible, covered employees for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, child, parent) who has a serious health condition; or 3) care of the employee's own serious health condition. The FMLA is administered by the Employment Standards Administration's Wage and Hour Division within the U.S. Department of Labor.

The request for the leave must be in writing and should be presented to the employee's immediate supervisor, appropriate Board or the Church Council at least thirty (30) days in advance of the requested departure date when practical. Employees who are requesting the leave for health reasons must provide medical certification of the need for the leave and the probable duration of the leave on the appropriate forms found at <http://www.dol.gov/compliance/laws/comp-fmla.htm#etools>. Eligible employees are entitled to a total of 12 work weeks or a total of 480 hours of leave during each twelve (12) month period.

FMLA also requires that employee's group health benefits be maintained during the leave, therefore, OSL will continue group health coverage for those employees who are covered under OSL's medical insurance at the time of the leave, but if the employee fails to return to work following the leave, he or she may be required to repay the insurance premiums paid by OSL on behalf of the employee during the leave. Employees on family leave will not continue to accumulate service time while on leave.

Employees may substitute any accrued paid leave for unpaid FMLA leave as set forth in this Section, except in such situations where OSL policy does not otherwise normally allow leave for the purpose specified. If an employee does not so choose, OSL may require the employee to substitute accrued paid leave for unpaid FMLA leave. In either case, the leave will be counted as running concurrently for purposes of both FMLA leave entitlement and the accrued paid leave.

Effective: November 11, 2010  
Supersedes All Others

## **1007.7      *PERSONAL LEAVE OF ABSENCE***

OSL recognizes that there may be compelling personal reasons for an employee to request an unpaid leave of absence. An employee who has worked for OSL for at least twelve (12) months may request a personal leave of absence for up to ninety (90) days. A request for a personal leave of absence will be granted at OSL's discretion, depending upon the circumstances of the request and the needs of OSL at that particular time.

A request for a leave of absence must be in writing and must be presented to the appropriate administrator, Board or the Church Council at least thirty days in advance of the requested departure date. If granted, the leave will be without pay, and accumulated service time will not continue during the leave. A personal leave of absence may not be taken to search for or work at other employment. Employees who have medical insurance coverage through OSL may continue that coverage during the leave if the employee pays the required premiums.

Copies of the approved request and time reports for the leave period documenting that the employee is on unpaid leave will be maintained in the employee's personnel file.

Effective: November 11, 2010

Supersedes All Others

## **1007.8 FUNERAL LEAVE**

In the event that a death occurs in a full-time employee's immediate family, that employee will be granted time off with pay to make arrangements for and attend the funeral, and/or to take care of family business related to the death. The length of time granted will be determined by the circumstances and needs of the employee after consultation with the immediate supervisor, appropriate Board or the Church Council, but may not exceed five (5) days except in special circumstances. Full-time employees are defined as working more than 30 hours per week on a permanent basis. Part-time employees will be granted excused funeral leave, following the same process, but will not be paid for the time.

Immediate family is defined as an employee's spouse, or an employee's or spouse's parent, grandparent, child, sibling, or a person who permanently resided in the employee's home.

In the case of deaths outside the immediate family, as defined above, arrangements for time off to attend a funeral should be discussed with the immediate supervisor, appropriate Board or the Church Council. Such time may be granted to full-time employees, with or without pay, depending on the circumstances; part-time employees may also be granted such time without pay, depending on the circumstances.

Effective: November 11, 2010  
Supersedes All Others

## **1007.9      *JURY DUTY/ELECTION DUTY***

Our Savior Lutheran Church encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees must show the jury duty summons to the immediate supervisor, appropriate Board or Church Council as soon as possible so that arrangements can be made to accommodate the employee's absence. Proof of jury service and verification of any payment must be provided to the immediate supervisor, appropriate Board or Church Council upon completion of duty.

A regular, full-time or part-time employee who is called to serve and does serve on jury duty or election duty shall be paid their normal pay (for hourly employees this would be their normal scheduled hours for the days of jury duty) for up to ten (10) working days. If released by the court before noon, employees should contact the office for instructions about returning to work.

When an employee is identified for jury duty, but is not scheduled for attendance at court, the employee shall report for work and be available for assignment.

Effective: November 11, 2010

Supersedes All Others

**1007.10      *MILITARY LEAVE***

Employees who are called into military service will be granted time off to satisfy these obligations without pay and will be reinstated to employment in compliance with applicable laws. The entire period of the leave is included in computing length of service to OSL.

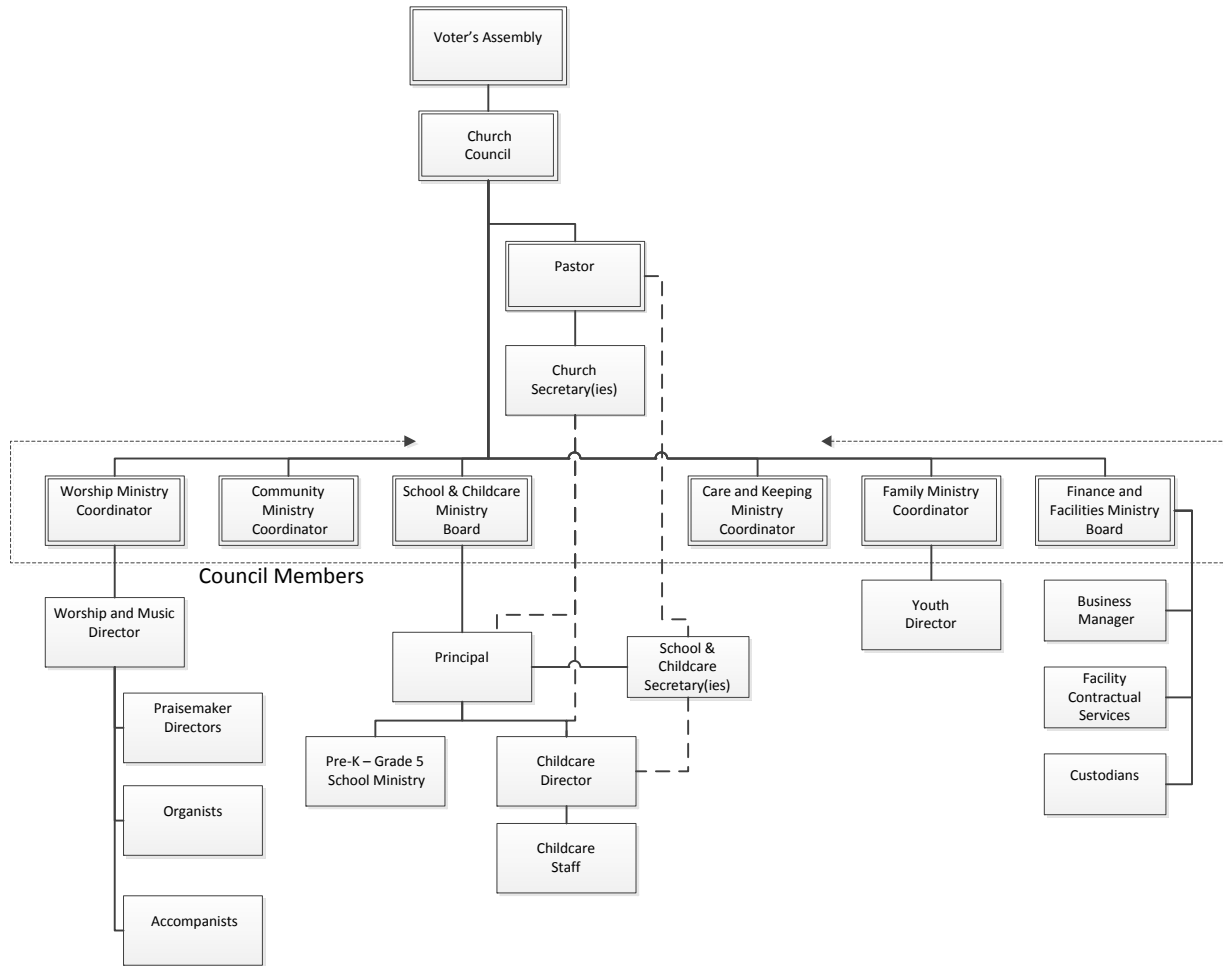
Employees who require a leave to satisfy military service obligations should inform the immediate supervisor, appropriate Board or the Church Council as soon as they receive their orders. A copy of the orders will be maintained in the employee's personnel file.

Effective: November 11, 2010

Supersedes All Others

# APPENDIX A: ORGANIZATION CHART AND REPORTING MATRIX

## OSL Reporting Matrix



Effective October 13, 2011  
Supersedes All Others

Each employee reports to and is evaluated based on the Reporting Matrix, and chain of command as follows:

Position	Reports To/ Evaluated By	Next Reporting Level
Pastor	Church Council	Voter's Assembly
Church Secretary(ies)	Pastor (in cooperation with Principal and Childcare Director)	Church Council
Principal/Childcare Director	School and Childcare Ministry Board	Church Council
Childcare Director (If other than Principal)	Principal	School and Childcare Ministry Board

<b>Position</b>	<b>Reports To/ Evaluated By</b>	<b>Next Reporting Level</b>
School & Childcare Secretary	Principal (In cooperation with Pastor and Childcare Director)	School and Childcare Ministry Board
Worship and Music Director	Worship Ministry Coordinator	Church Council
Youth Director	Family Ministry Coordinator	Church Council
Business Manager	Finance and Facility Ministry Board	Church Council
Facility Contractual Services	Finance and Facility Ministry Board	Church Council
Pre-K Through Grade 5 Teachers and Aides	Principal in cooperation with the Childcare Director, as appropriate	School and Childcare Ministry Board
Childcare staff	Childcare Director	Principal
Custodian	Finance and Facility Ministry Board	Church Council
Organists, Praisemaker Directors, Accompanists	Worship and Music Director	Worship Ministry Coordinator

Effective: October 13, 2011  
Supersedes All Others

## **APPENDIX B: EMPLOYEE ACKNOWLEDGMENT OF RESPONSIBILITY**

This is to acknowledge that I have received a copy of the OSL Personnel Policies and Procedures Manual. I understand that it provides guidelines and summary information about OSL's personnel policies, procedures, benefits, and conduct of employees. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the policies, rules and procedures established by OSL, including but not limited to those set out in this Personnel Manual. I further understand that OSL reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate. In any situation not specifically addressed in the manual, OSL reserves the right to have a decision made by the immediate supervisor, appropriate Board or the Church Council.

I also acknowledge that both OSL and I have the right to terminate the employment relationship at any time, with or without cause or advance notice, unless my position is a Called position or I am under contract for a specified duration of time. I also understand that the at-will status of my employment with OSL will remain in effect throughout its duration unless specifically modified by written agreement, and may not be modified by any oral or implied agreement.

---

Employee's Name (Please Print)

---

Employee's Signature

---

Date

Effective: August 31, 2010  
Supersedes all others