Central Lutheran
MINNEAPOLIS

# Central Lutheran Church
# Human Resources Policy and Procedure Manual
# January 2026

**You are welcome. No exceptions.**

Central Lutheran Church experiences God's expansive love and strives to share it abundantly. We affirm all people without regard to age, race, biological sex, housing status, ethnicity, sexual orientation, immigration, refugee or migration status, gender identity or expression, socioeconomic status, and physical or mental health or ability. All are a part of God's family, created in God's image.

We strive to practice radical hospitality with all people and work toward racial equity. Everyone is invited to immerse themselves in the life of this community of faith as we explore the promise of God for all.

*- Welcome statement, adopted by the congregation January, 2019*
*and amended by council November, 2025*

## Introduction

The policies and procedures contained in this manual are intended to provide employees of Central Lutheran Church with guidelines on the governance of employment relationships, conditions of work and employment practices of Central Lutheran Church. Exceptions to these policies and procedures may be incorporated into specific offer letters and Letters of Call. Where the offer letter or the Letter of Call is silent, the Policy and Procedure Manual will prevail. These policies and procedures are subject to periodic review and revision and should not be considered all-inclusive or as part of an offer letter. All employees who are not covered by a Letter of Call are considered employed at will by Central Lutheran Church. This means that Central Lutheran Church retains the right to terminate your employment or change any term or condition of your employment at any time with or without any cause or prior notice. Likewise, employees are free to terminate their employment at any time with or without cause or prior notice.

Central Lutheran Church seeks to attract and retain staff that is qualified for open positions and intentionally provides opportunities to consider applicants from diverse backgrounds. Central Lutheran Church holds as a fundamental belief that there shall be no discrimination against any applicant or employee in personnel actions including: recruiting, hiring, upgrading, training and promotion as well as in areas of compensation, benefits, reductions in the workforce, and social and recreational programs. Employment decisions for qualified candidates will be based on the principles of equal employment opportunity. All qualified applicants for open positions will be equally considered.

## Human Resources Authority

The Personnel Committee is authorized and governed by the Constitution, Bylaws and Continuing Resolutions of Central Lutheran Church. Adoption of policies and procedures in this manual are approved by the Congregation Council of Central Lutheran Church.

## Scope of the Policy and Procedure Manual

All employees are governed by the policies and procedures in this manual. Employees with offer letters and Letters of Call should refer to those agreements initially to see if a human resources issue may be covered by their agreement. When the offer letters are silent, the interpretation of policy and procedure defaults to the Human Resources Policy and Procedure Manual. Employee benefits are subject to the summary plan description policies and procedures described in the official plan documents.

## Severability

The provisions of this manual shall be deemed severable and the invalidity or unenforceability of any one or more provisions hereof shall not affect the validity and enforceability of the other provisions hereof.

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# EMPLOYMENT POLICIES

## Policy 1.1 - Staffing Positions at Central Lutheran Church

When a new position is recommended or when a current position is substantially revised, the following steps will be taken to ensure that the process is conducted in an orderly and equitable manner.

1. The Senior Pastor recommends to the Congregation Council that a new position be created or that an existing position be revised before filling. Prior to Council authorization, the Treasurer reviews the budget and considers the financial impact of the position. The Council authorizes the new position or the filling of an existing position.
2. The supervisor or the Senior Pastor creates a position description to support the position replacement or the creation of a new position.
3. The Personnel Committee reviews the position description and approves the qualifications and the classification of the position.
4. The Committee recommends the salary range for the position based on the position classification and the position qualifications.
5. The Committee sends the approved position description, qualifications, classification of the position and the salary range to the Council as information.
6. The position is posted internally and may be advertised externally. Internal candidates will be considered if they meet the minimum requirements of the position.
7. Resumes and applications are received for the position and reviewed and screened by the supervisor and the Senior Pastor or his/her designee.
8. Interviews will be conducted by a minimum of two people including the supervisor and a second interviewer approved by the Senior Pastor.
9. Once the interview process is completed, the supervisor will meet with the Senior Pastor and develop a job offer for the final candidate. The job offer will include a compensation offer as well as the provisions of the employee benefit program. The candidate will initially be contacted and offered the job orally. The candidate must be informed that the offer is contingent on the results of a background check as described in Policy 1.2 The offer will also be communicated in a job offer letter to the candidate. The offer letter constitutes the official record of the terms and conditions of the offer.
10. It is the intention of this policy to give all qualified candidates equal access for application to new or replacement positions.

## Policy 1.2 – Background Investigation Check

It is the policy of Central Lutheran Church to conduct background checks on all candidates who are offered employment.

Offers of employment will be extended contingent upon satisfactorily passing the background records check. If the check indicates that the applicant does not qualify for employment, the offer of employment may be withdrawn. Background checks will be coordinated by an individual designated by the Senior Pastor.

It is the policy and practice of Central Lutheran Church to comply with provisions of the federal Fair Credit Reporting Act. If the results of a background investigation include potentially disqualifying information, the candidate will be provided with an "adverse action letter" and provided reasonable opportunity to refute or correct inaccurate information before a final decision to rescind an offer is made.

## Policy 1.3 – Employment Offer and Probationary New Hire Period

1. The offer of employment shall be communicated orally to the final candidate.
2. The offer of employment shall be communicated in writing to the final candidate through the use of a standardized offer letter.
3. The offer of employment will be communicated by the supervisor after authorization by the Senior Pastor.
4. The letter shall include the following information:
   a) The position title
   b) The position description
   c) The number of hours of work for the position
   d) The salary or hourly pay
   e) The date that the job begins
   f) Details of Employee Benefit eligibility
   g) The employment at will statement
   h) Any other information required by statute.

**Probationary New Hire Period**

All employees will be hired on a probationary status for a 60-day period commencing on the first day of employment. At the end of the 60-day period, a determination will be made whether employment will continue. Employees will not be eligible for Medical or Pension Benefits until completion of the 60-day probationary period. Employees will begin to accrue vacation beginning with the first day of employment; however, they are not eligible to take vacation days until completion of the 60-day period.

## Policy 1.4 – Position Description

A position description shall be created for each position at Central Lutheran Church. The position description shall include information about the required and preferred qualifications of the position as well as the responsibilities and duties that are required of the position. Position descriptions are used to assist the supervisor in the appraisal of an employee's performance and therefore, will be reviewed annually with the employee at the

time that annual performance objectives are established. Position descriptions are used to compare all positions within Central Lutheran Church for both position classification as well as compensation classification purposes.

## Policy 1.5 – New Employee Orientation

All new employees shall receive an orientation to Central Lutheran Church from their supervisor and the Senior Pastor. The orientation shall include a review of the Policy and Procedure Manual. The employee will be asked to sign a statement that acknowledges the receipt and reading of the manual and will state that the employee agrees to follow the policies and procedures of Central Lutheran Church.

The orientation shall include a review of the compensation and benefit programs that are available to the employee. The letter of offer will be reviewed to ensure that the terms and conditions expressed in the letter are mutually agreeable and understood by both parties.

The position description is reviewed, and the annual performance process is explained during the orientation with the supervisor.

## Policy 1.6 – Corrective Action Regarding Job Performance

In certain cases, an employee's performance may not meet the standards or expectations necessary for acceptable performance of the job, but the shortcomings may be of the nature that may be reasonably viewed as correctable. In dealing with performance problems, Central Lutheran Church will follow a progressive action policy in order to give a clear format for both supervisors and employees.

There shall be a cooperative effort between the supervisor and employee in setting explicitly defined and attainable goals and actions to be taken by the employee and the supervisor to resolve work-related problems.

The process for progressive corrective action will be as follows:

Step 1: The supervisor should orally call the employee's attention to shortcomings in on-the-job performance. The supervisor shall attempt to make the employee aware of his or her expectations for performance and of his or her willingness to work with the employee in resolving the work-related problem. The employee and supervisor should agree on an action plan to address the performance deficiency(s). The supervisor will make note of the date of discussion and the nature of the concern.

Step 2: If the same or similar performance issues continue over time, the supervisor shall again counsel with the employee. This time, however, the coaching shall also be put in writing and a copy shall be given to the employee and a copy placed in the

employee's personnel file. The employee shall be given a reasonable time within which to resolve the performance problem.

Step 3: If the problem is not satisfactorily resolved, the employee may be placed on a Performance Improvement Plan (PIP). Before placing an employee on a PIP, a supervisor must consult with his or her manager and the Senior Pastor. The meeting with the employee to present the PIP shall be documented, including the date of the meeting, a description of the work-related problem(s), the course of corrective action to be taken, and the amount of time in which the employee and the supervisor shall resolve the problem.

Performance Improvement Plans may be established for 30, 60, or 90 days.

The PIP document should include a specific statement that failure to resolve the work-related problem may lead to termination. If the employee fails to perform specific acts set forth in the Performance Improvement Plan, termination may come before the end of the PIP period.

The final Performance Improvement Plan, including its timetable, must be approved by the Senior Pastor before being implemented by the supervisor. A copy of the Performance Improvement Plan shall be given to the employee, which the employee must sign.

Step 4: If the conditions of the Performance Improvement Plan are not met, the employee is subject to further disciplinary action up to and including termination of employment.

## Policy 1.7 – Grievance Procedure

Central Lutheran Church encourages communication and collaboration to successfully resolve conflicts. Grievances should initially be discussed with the employee's immediate supervisor or the Senior Pastor. Every effort should be made to settle the matter through such discussion. In addition, Central's formal grievance procedure offers employees a way to raise issues and address disputes.

The grievance procedure is outlined below:

1. First, the employee should state the grievance in writing and discuss with his/her direct supervisor in an effort to resolve the issue. If the employee's supervisor is personally involved in the grievance, the employee may begin with Step 2.
2. The employee should state his/her grievance in writing and bring it to the attention of the Senior Pastor. The Senior Pastor or his/her designee will contact the employee for further information, investigate the matter and suggest a resolution.

3. If the employee with a grievance is not yet satisfied with the results of the investigation, the next step is to notify the chair of the Personnel Committee, who will make every reasonable effort to see that the matter is investigated and resolved. Depending on the nature and severity of the grievance, the Personnel Committee may engage external resources, such as professional conflict mediation experts.

## Policy 1.8 – Policy Against Harassment

Central Lutheran Church has a no-tolerance policy for all forms of harassment and intends to follow all federal and state laws and local ordinances that prohibit discrimination and harassment in the workplace. Harassment and discrimination are prohibited when based on any of the following attributes:

- Race
- Color
- Ethnicity
- Creed
- Religion
- Ancestry
- National Origin
- Gender
- Gender Identity
- Sexual Orientation
- Disability
- Marital Status
- Familial Status
- Status with regards to public assistance
- Veteran Status
- Age

Sexual harassment is a particular form of employment discrimination in which an employee is made the target of unwelcome sexual advances as a condition of employment or advancement, or in which sexual jokes, images, innuendoes or the like have the effect of creating a hostile and intimidating work environment.

Bullying is a form of harassment that is characterized by overbearing mistreatment and domination of others. It is an attempt to exercise real or perceived power or strength to intimidate. Bullying can be physical and/or verbal. It may occur only once or be a repeated behavior. Some examples of bullying include: threats, public humiliation, slander, insults, making an individual the butt of jokes, abusive or offensive remarks, unwanted physical contact and public reprimands.

All employees of Central Lutheran Church are responsible for helping to ensure that the workplace is free from harassment. Supervisors are responsible for ensuring that the workplace is free from harassment and/or discrimination. Employees may be subject to the

disciplinary process up to and including termination of employment for harassment and discrimination. Harassment may include, but is not limited to, offensive, abusive, or degrading comments or other verbal behavior, slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing, as well as written or pictorial materials. It also may include behavior that is personally offensive and interferes with work effectiveness.

Employees who think they are being discriminated against or harassed are encouraged to voice their concern to the alleged harasser if they feel safe in doing so. Employees are encouraged to tell the harasser that their conduct is unwelcome and that if it persists, the employee will report the harassment to their supervisor and the Senior Pastor for resolution. If the Senior Pastor is the alleged harasser, the employee is encouraged to explain to the Senior Pastor that the behavior is unwelcome. If the behavior persists, the employee should direct their concern to the Personnel Committee. If the employee does not feel comfortable addressing the issue with the alleged harasser, they may report the alleged harassment directly to their supervisor, the Senior Pastor or the Chair of the Personnel Committee.

An investigation of the alleged harassment shall be conducted. Written documentation will be made. All claims of harassment or discrimination shall be reviewed by the Personnel Committee and the Congregation Council. Employees who bring forth a good faith claim of harassment shall not be retaliated against for bringing the claim forward.

This policy applies to employees, applicants for employment, temporary contract workers, suppliers, vendors, visitors, elected officers and all members of Central Lutheran Church, including rostered leaders.

## Policy 1.9 – Restriction on Dating and Intimate Relationships

No staff member may enter into or carry on a romantic or sexual relationship with any member of Central Lutheran Church or participant in programs conducted by Central. This restriction includes persons on the roster as regular members of the congregation, as well as non-member volunteers and program participants.

This restriction does not apply if the relationship existed prior to the employee's date of hire at Central, or if an existing employee begins a relationship with a person not affiliated with Central, and that person later becomes a member, volunteer or program participant.

Pastoral staff should also be aware of their obligations and responsibilities as defined by Minnesota Law, i.e. Minnesota Statute 604.20 (previously Statute 148A).

## Policy 1.10 – Personnel Records

When an employee joins the staff at Central Lutheran Church, the Senior Pastor or his/her designee shall establish personnel files for that employee. The personnel file shall include:

- A completed Application for Employment
- Offer letter or Letter of Call
- W-4 Form
- Performance Evaluations
- Salary Record
- Time off Forms
- Any Licensure Documents
- References
- Performance Issue Documentation
- Background Check Summary

A physically separate file shall be maintained for relevant benefit information, including documents related to leaves of absence. A separate file will also be maintained for completed I-9 Forms.

All personnel records are confidential. These records are the property of Central Lutheran Church and access to the information contained is restricted to those with a legitimate business need to know. As provided for in Minnesota statute, employees have the right to review their individual personnel file at intervals no more frequent than once every six months at a time mutually convenient to the employee and the designated representative of the employee's supervisor, the Senior Pastor or the Personnel Committee. The review will take place in a private office or conference room. Nothing may be removed from the file during this review. A photocopy of any or all documents included in the file will be provided to the employee upon request.

At any time, if an employee wishes to add a document to their file, they may provide the document to their supervisor with the request that it be added.

**Records Retention**

Employee records for terminated employees will be kept in accordance with all laws. At a minimum a record will be maintained for a period of three years following an employee's termination.

## Policy 1.11 – Electronic Communication and Social Media

**Electronic Communication**

It is the policy of Central Lutheran Church that employees should become knowledgeable in the use of the available Central Lutheran Church electronic resources that will assist them in their jobs. Employees shall be responsible for the appropriate use of such technology and use it only for purposes related to their work responsibilities. Employees who fail to abide by these regulations will be subject to disciplinary action.

Central Lutheran Church reserves the right to access, monitor, and disclose the use of its

systems and the contents of the files and communications created, sent or received on the organization's system at any time to determine whether there have been any breaches of policy including the misuse of the system. Employees should make no assumption of privacy regarding any documents, images or messages created or stored on the computer and communication systems of Central Lutheran Church. Inappropriate use of communication systems will be subject to discipline up to and including termination.

**Use of Social Media**

Social media plays an increasingly important part in most employees' day-to-day lives. It is imperative that employees use social media responsibly.

**False or Malicious Statements**

No employee may publish or post any statement (including a photograph or other visual image) about Central Lutheran Church that damages the reputation of Central Lutheran Church if:

a) the employee knows the statement is false or reasonably should have known the statement was false; or
b) the employee is acting maliciously and without any legitimate purpose protected by law.

No employee may publish or post anything that a church member, community member or another employee of Central Lutheran Church would reasonably consider to be hostile, offensive, threatening, or intimidating.

**Unauthorized Statements on Behalf of Central Lutheran Church**

If employees electronically publish anything that discloses their association with Central Lutheran Church, they must never write or post anything that leaves readers with the impression they are speaking on behalf of Central Lutheran Church, unless authorized to do so. When publishing personal opinions, employees should use appropriate disclaimers, such as "The postings on this site are my own and don't necessarily represent the positions, strategies or opinions of Central Lutheran Church."

**Responsibility and Accountability**

Employees who choose to go public with activities and/or opinions are legally responsible for their commentary. Individuals may be held personally liable for any content found to be defamatory, obscene, proprietary, or libelous. For these reasons, employees should use common sense and exercise caution with regard to content, exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, illegal activities and derogatory remarks or characterizations.

# COMPENSATION POLICIES

## Policy 2.1 – Compensation Policy

Central Lutheran Church believes that it is in the best interest of both the church and its employees to fairly compensate employees for the value of the work provided. It is the intention of the church to use a compensation system that will determine the current market value of a position based on the skills, knowledge and behaviors required of a fully competent employee. Actual employee compensation will be in line with market value to the extent that funding permits. Efforts will be made to ensure that the system is objective and non-discriminatory and will operate under the following criteria:

**Criteria:**

1. The compensation system will use local and industry-specific market data where it is available, including synod compensation guidelines for rostered leaders.
2. The market data will primarily include not-for-profit organizations and will address significant specialized job differences.
3. The system will evaluate external equity, which is the relative marketplace worth of jobs directly comparable to similar jobs in the local economic market place and/or within the church.
4. The system will evaluate internal equity, which is the relative worth of each job when comparing the required level of competencies, formal training and experience, responsibility and accountability of one job to others in the church.

**Administration**

1. The Senior Pastor, along with each manager or supervisor, makes recommendations for individual salary actions for each of their team members.
2. The recommendations are submitted to the Executive Committee and the chair of the Personnel Committee for review and approval. This group is charged with the responsibility of ensuring fairness and equity.
3. The Congregation Council has the responsibility to approve the overall package as part of the overall Personnel budget.
4. Once the personnel budget is approved, the Director of Finance is responsible for implementing all salary adjustments.

**Pay Periods**

Employees receive their pay bi-weekly with one week's pay in arrears.

## Policy 2.2 – Disclosure of Employee Compensation

Central Lutheran Church keeps compensation information confidential from employees or congregation members, with the exception of those with a legitimate business need to know, such as members of the Congregation Council and the Personnel Committee.

Under Minnesota law, employees have a right to disclose and discuss their wages with others, including fellow employees. Central Lutheran Church will not discriminate or retaliate against employees who exercise this right. (The right to discuss wages does not apply to employees who gain access to information regarding compensation of other employees as part of their job duties.)

For external requests for compensation information, the church will provide information to organizations who are conducting anonymous surveys for similar organizations. In return for the information, the church may request a copy of the survey.

## Policy 2.3 – Compensation and Performance Evaluation

1. Performance Evaluations will be performed annually for each employee, conducted by the employee's supervisor.
2. Performance Evaluations will evaluate the performance of the employee for the prior year based on job expectations recorded in the position description and accomplishment of goals established at the last performance evaluation.
3. Goals for the coming year will be established at the time of the annual performance evaluation.
4. Salary adjustments will be based on performance evaluations as well as budgeting and salary administration principles established by the church.
5. Salary increases will be effective at the beginning of the first full pay period in July, for all employees with at least one year of service to Central Lutheran Church. Others with less than one year of service may receive prorated increases based on the number of months they have been employed.
6. A review of the position description and the goals and objectives should be included in the performance evaluation discussion.

## Policy 2.4 –Garnishments and Other Third Party Withholding Orders

When Central Lutheran Church receives notice of a garnishment or other third party withholding order, the employee will be notified immediately. Central Lutheran Church will cooperate with any garnishments that are processed by the appropriate jurisdiction.

The garnishment will remain confidential, except as required to administer it. There will be no retaliation against an employee who has a garnishment or other withholding order in place.

## Policy 2.5 – Mileage Reimbursement

Central Lutheran Church provides mileage reimbursement for employees using their personal vehicles for the conduct of approved church-related business. Mileage reimbursement is also payable in connection with approved continuing education events. Reimbursement is based on the IRS rate.

Requests for reimbursement are required to be made within 90 days and should be fully documented. Documentation should include dates, purpose of trip and number of miles driven.

Employees who drive on church business must maintain a valid driver's license and an acceptable driving record and must maintain insurance on their vehicle.

This policy is applicable to all Central Lutheran Church employees.

## Policy 2.6 – Other Expense Reimbursement

**Cell phone reimbursement**

For those employees who are required to be "on call" outside of normal working hours, Central Lutheran Church will provide a cell phone reimbursement not to exceed the employee's actual cost of maintaining a cell phone. Eligibility for cell phone reimbursement is based on the requirements of the job and will be determined by the Senior Pastor. The employee may be asked to periodically provide documentation of the cost of their cell phone plan.

**Credit and/or debit cards**

Central Lutheran Church shall maintain a limited number of credit/debit cards to facilitate the orderly conduct of the business of the church. Use of the credit and debit cards is limited to the Director of Finance and the Director of Facilities. Rostered leaders and other staff shall use their personal credit or debit cards when necessary, and submit a request for reimbursement within 90 days.

Individuals who use the cards are required to submit receipts and any other required documentation to the Director of Finance no less frequently than weekly. The Congregation Treasurer shall be responsible for verifying the appropriateness of all charges made to the church's credit and debit cards.

At least one per year, the Congregation Treasurer shall perform an audit of the credit and debit card accounts.

**Entertainment Expense reimbursement**

Employees who are provided a budget allocation of professional expense funds shall only use such funds in the course of fulfilling their ministry duties and not for personal entertainment or enrichment.

## Policy 2.7 – Unemployment Compensation

As a religious, not-for-profit organization, Central Lutheran Church is not required to, nor does it, participate in an unemployment compensation insurance program. Therefore, employees separated from employment with Central Lutheran Church are not eligible to receive regular unemployment compensation benefits from the State of Minnesota or from Central Lutheran Church.

## Policy 2.8 – Severance Pay

Employees who are terminated due to job elimination shall receive one week of pay for each year of service up to a maximum of 12 weeks. Provision of severance pay is contingent upon execution of a standard agreement and release. Severance benefits will be paid out in bi-weekly amounts each pay period. An employee's medical and dental insurance benefits continue during the severance period.

Employees who are re-employed by Central Lutheran Church during the severance will lose any remaining severance benefits.

# HOURS OF WORK

## Policy 3.1 – Hours of Work for Salaried Staff

Rostered leaders and full-time salaried staff are required to complete the requirements of their position without regard for the number of hours worked. Salaried staff are generally required to work as many hours as is necessary to meet their job expectations, therefore hours of work may be flexible.

## Policy 3.2 – Hours of Work for Hourly Staff

Full-time hourly staff are those individuals who are regularly scheduled to work 30 hours per week or more. Time in excess of 40 hours must be approved by their supervisor and will be paid at a rate of 1.5 times the hourly wage. Hourly employees are prohibited from working "off the clock." All hours worked must be reported.

## Policy 3.3 – Hours of Work for Part-Time Staff

Regular part-time employees are hired and regularly scheduled to work less than 30 hours per week. A request to work a day other than scheduled must be approved by the supervisor in advance.

# GROUP EMPLOYEE BENEFITS

## Policy 4.1 – Group Employee Benefits

Central Lutheran Church participates in Portico Benefit Services, a Ministry of the Evangelical Lutheran Church in America. These benefits are available to employees who work 30 or more hours per week. Employees who work less than 30 regularly scheduled hours per week are not eligible for group benefits.

It is Central Lutheran Church policy that the church pays the premium for health coverage under the ELCA Plan for Employee-Only coverage and for Employee/Spouse or Employee/Partner coverage. Employees pay the additional premium for Employee/Family coverage.

# TIME AWAY FROM WORK

## Policy 5.1 – Paid Time Off (PTO)

1. Central Lutheran Church offers a paid time off (PTO) plan through which employees may accrue and receive time off with pay for a variety of reasons, including time for vacation, sick days, medical appointments or attending to any other personal business during the normal workday.
2. As provided by Minnesota statute, employees may use PTO time to attend to illness or injury of the following family members: child, foster child adult child, legal ward, child for whom employee is legal guardian or child to whom the employee stands or stood in loco parentis: spouse of registered domestic partner, sibling, stepsibling or foster sibling, biological, adoptive or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child, grandchild, foster grandchild or stepgrandchild, grandparent or stepgrandparent, a child of a sibling of the employee, a sibling of the parents of the employee or a child-in-law or sibling-in-law, any of the family members listed in clause (1) of the Minnesota statute of a spouse or registered domestic partner, any other individual related by blood or whose close association with the employee is the equivalent of a family relationship and up to one individual annually designated by the employee.
3. Central's PTO plan is intended as a qualifying leave plan under the terms of the State of Minnesota Sick and Safe Time statute. PTO may be used for any of the purposes stipulated in the statute.
4. Part-time employees who are not eligible for PTO shall accrue "Sick and Safe Time" (SST) hours in compliance with the state statute.
5. Accrued SST hours are not paid out in the event of a termination.
6. Paid time for recognized holidays, maternity or paternity leave, funeral leave, jury duty or continuing education is not included in the PTO plan and is provided as explained elsewhere in this document.
7. Vacation and sick time benefits stipulated in existing Letters of Call or offer will continue to be honored.
8. Rostered leaders who join Central Lutheran after July 1, 2016 will receive PTO in accordance with their Letter of Call.
9. For all other staff joining Central Lutheran after July 1, 2016, the Senior Pastor must approve any exceptions to the PTO schedule specified below in writing.
10. Employees may carry over up to 10 days of PTO from one year to the next. The carryover days must be used within the next 12 months, or they will be forfeited.
11. PTO accrues on a biweekly basis, at rates equivalent to the number of days shown in the earned PTO schedule below. Enforcement of the carryover limitation will occur as of June 30 each year.
12. For employees who are granted Continuing Education Hours (in addition to PTO), the annual allotment of Continuing Education Hours refreshes on July 1.
13. There will be no PTO payout if an employee terminates with less than one year of service.
14. Employees who voluntarily resign with less than two weeks' notice are not eligible for a PTO payout.

15. When the need for PTO is foreseeable, it must be scheduled and approved in advance by an employee's supervisor.
16. With prior approval from an employee's supervisor, the employee may borrow from future PTO accruals, i.e. the current PTO balance may go negative. Employees may not borrow more PTO than they accrue in the course of a year. If an employee terminates with a negative PTO balance, a deduction will be made from their final paycheck.
17. Employees are not allowed to take payment in cash in lieu of PTO.
18. Part-time employees working 20 hours per week or more will be granted pro-rated PTO, subject to the same Earned PTO Schedule as full-time staff.

**Earned PTO Schedule**

| Years of Service | PTO Accrual rate |
|---|---|
| 0-4 years | 3 weeks or 15 workdays |
| 5-10 years | 4 weeks or 20 workdays |
| 11-20 years | 5 weeks or 25 workdays |
| 21+ years | 6 weeks or 30 workdays |

## Policy 5.2 – Temporary Disability Benefit (TDB)

1. The ELCA benefits plan includes a long-term disability benefit. Benefits payable under this plan begin after 60 calendar days of disability. To assist in bridging a potential income gap that might otherwise exist between the onset of a disability and the start of benefits payable from the ELCA plan, Central provides employees with an additional form of paid time off called the Temporary Disability Benefit (TDB).
2. Accrued TDB time may be used to continue pay after 5 workdays of continuous absence from work following the onset of a medically certified illness or disability. Once eligibility has been established, the employee may use accrued TDB time to receive regular pay retroactive to the fourth workday following the onset of the medically certified illness or disability.
3. Payment from the bank of accrued TDB time continues until the earliest of the following events:
   a) The employee recovers and is able to return to work.
   b) The employee's accrued TDB hours are exhausted.
   c) Benefits from the ELCA plan become payable.
4. TDB time may only be used to continue an employee's pay in the event of their own illness or disability, (not the illness of a family member).
5. Employees accrue TDB time beginning with their start date.
6. TDB time accrues at the rate of one day per month, with accrual prorated for benefit-eligible part-time employees.
7. The maximum amount of TDB time that may accrue is 42 days (336 hours).
8. Employees may carry over all accrued TDB from year to year up to the 42 day limit.
9. Accrued TDB time is not paid out in the event of resignation, retirement or other termination of employment.
10. Employees are required to submit medical certification of their ability to return to work following the illness or disability.

## Policy 5.3 – Paid Holidays

Central Lutheran Church recognizes the following paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Easter Monday
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Christmas Day

If a holiday falls on a Saturday or a Sunday, the holiday will normally be observed on the following Monday.

Employees will be granted two additional personal holidays. The employee's supervisor must approve the personal holiday requested by the employee in advance. Unused personal holidays are not paid in the event of termination. No other holidays shall be granted beyond those recorded here.

## Policy 5.4 – Medical and Parenting Leaves of Absence

As an organization with fewer than 50 employees, Central Lutheran Church is not subject to the provision of the federal Family and Medical Leave Act (FMLA). However, Central supports the intent of this legislation to offer employment protection when employees must miss work for an extended period of time due to a serious medical issue affecting themselves or members of their family. The FMLA does not require employers to provide any paid leave. Central goes beyond the requirements of the FMLA by offering paid leave to mothers and fathers for the birth or adoption of a child, as explained below.

As part of Central's voluntary adherence to the spirit of the FMLA, Central will provide eligible employees with up to twelve weeks of unpaid leave per twelve-month period for a "serious health condition" of the employee, or the employee's child, spouse or parent. Eligible employees are those who have worked at least 1,000 hours in the twelve-month period before the leave is requested. While the employee is on leave, Central will make all reasonable efforts to ensure that the employee is able to return to the same position they held before they went on leave, or a comparable position with the same rate of pay and benefit package.

If the employee has any PTO time available, it may be used during this twelve-week period to offset any unpaid time, however, it is not required to use PTO during this time. Available TDB time may be used only for a leave due to the employee's own serious health condition.

When the need for the leave is foreseeable, employees are requested to provide the Senior Pastor with as much advance notice as possible in order to facilitate planning for coverage of the employee's responsibilities during their leave.

Male and female employees will be provided with four weeks of paid maternity / paternity leave at the time of the birth or adoption of a child. The additional portion of a maternity / paternity leave will be unpaid, unless the employee has available PTO time that they wish to use to continue to receive pay.

In the case of pregnancy, a portion of the leave may be taken prior to the delivery of the child. Central will make all reasonable accommodations during pregnancy as required by Minnesota statute.

All other medical leaves will be unpaid, except to the extent that the employee has available PTO, TDB or SST time to use to continue their pay.

An employee's coverage in the ELCA's medical, dental and group term life insurance programs will be continued at Central's expense during the leave. No retirement plan contributions will be made during the unpaid portion of the leave. The employee will not accrue additional PTO or other leave time during the unpaid portion of the leave.

Prior to returning to work at the end of a medical leave, the employee must provide a certification from their health care provider of their fitness to return to work.

## Policy 5.4.2 Minnesota Paid Family Leave (MN PFL)

Members of Central staff may be eligible for Minnesota Paid Family Leave (MN PFL) in accordance with state regulations. In order to be eligible, employees must have a minimum of 1,250 hours of work in their role at Central and have been employed for at least one year. MN PFL is designed to provide qualifying staff members with paid time off to address family health needs, care for a new child, or support a loved one during serious health events. All applications for MN PFL will be handled confidentially and fairly, consistent with Minnesota law.

Employees requesting MN PFL must apply for benefits through the state of Minnesota (pl.mn.gov). Central will provide applicable employment information including pay history in order for benefits to be determined. Approved benefits include payment of 55-90% of base pay up to state limits. Employees may take up to 12 weeks of MN PFL for their own serious health condition (including pregnancy) or leave to care for a family member; employees who qualify for leave related to their own health condition and care for a family member may be eligible for up to 20 weeks of MN PFL in a one-year period. All aspects of employment including job protection and continuation of benefits apply consistent with Central's leave of absence policies.

## Policy 5.5 – Funeral Leave

1. After approval by their supervisor, funeral leave is granted to employees for deaths in the immediate family. Immediate family includes: spouse/partner, children, parents, brothers and sisters, brother or sister-in-law, mother or father-in-law, stepchildren, stepparents, grandparents, and grandchildren.
2. Funeral leave is paid at not more than three paid days for full-time staff.
3. Funeral leave is paid to regularly scheduled part-time staff on a prorated basis.
4. Leave to attend the funerals of other individuals may be granted at the supervisor's discretion or may be taken as PTO or unpaid time off.

## Policy 5.6 – Compensatory Time Off

An hourly employee may request compensatory time off to use in the week in which extra hours are worked. Compensatory time off must be approved by the supervisor. Compensatory time may not be carried over beyond the current pay week.

## Policy 5.7 – Jury Duty

1. Central Lutheran Church believes that employees should discharge their civic duties, including jury duty.
2. Central Lutheran Church will pay an employee for their time away from work for jury duty or to testify as a witness without any loss in pay.
3. During the service of jury duty, employees are expected to work their assigned time when they are not actively serving jury duty (i.e. serving jury duty on call).

## Policy 5.8 – Sabbatical Leaves

1. Sabbatical leaves will be limited to full-time rostered leaders called by this congregation.
2. Only one rostered leader can be on sabbatical at a time.
3. Study programs that involve moving to a new location should be encouraged to gain new experiences and perspectives.
4. Sabbatical leaves should not include conferences or seminars of a short-term nature. Those events are covered in the operating budget under the appropriate categories.
5. Sabbatical leaves are only available to full-time rostered leaders called by this congregation who have completed six years of service at Central Lutheran Church.
6. Sabbatical leaves cannot be offered more than once every six years.
7. Sabbatical leaves will be granted for no more than eight weeks, including Sundays.
8. Sabbaticals should provide for the individual's spiritual renewal and professional growth.
9. Written proposals must be submitted to the Congregational Council as it relates to the goal of the sabbatical. After review, Sabbatical leaves will be granted at the discretion of the Congregational Council only.

10. A written report is to be provided to Congregational Council within 60 days of returning from sabbatical.
11. Only normal compensation will be provided; no additional stipend will be given.

## Policy 5.8.2 Sabbatical Leaves - Full-time Directors

1. Sabbatical leaves for non-clergy department / functional directors will be limited to full-time Directors for program areas of this congregation. Sabbatical leave shall be granted based on tenure.

2. Only one director-level staff member can be on sabbatical in a calendar year. Additionally, the timing of director sabbaticals cannot conflict with the approved sabbatical of any member of the clergy. If it's decided the leaves can occur during the same year, they should not occur at the same time so as not to cause the overall team to be short-staffed for an extended period of time.

3. Study programs that involve new experiences and perspectives are encouraged.

4. Sabbatical leaves should not include conferences or seminars of a short-term nature. Those events are covered in the operating budget under the appropriate categories.

5. Sabbatical leaves are only available to full-time director level staff who have completed six years of service at Central Lutheran Church.

6. Sabbatical leaves cannot be offered more than once every six years.

7. Sabbatical leaves will be granted for no more than four weeks, including Sundays.

8. Sabbaticals should provide for the Director's spiritual renewal and professional growth.

9. Written proposals must be submitted to the Congregational Council as they relate to the goal of the sabbatical. Director will work with their supervisor to ensure work duties are covered while the Director is away. After review, Sabbatical leaves will be granted at the discretion of the Congregational Council and the lead pastor.

10. A written report is to be provided to Congregational Council within 60 days of returning from sabbatical.

11. Only normal compensation will be provided along with regular benefits through the sabbatical period. No additional stipend will be given.

## Policy 5.9 – Continuing Education

1. Rostered leaders and managerial/administrative staff will be granted paid time off and paid for expenses incurred according to the provisions of the Letters of Call and the offer letters for eligible employees.
2. All other full-time staff may be granted paid time off and paid for expenses incurred for continuing education opportunities approved by their supervisor, not to exceed one week in any given fiscal year.
3. Requests for continuing education leaves shall be approved in advance by the employee's supervisor and the Senior Pastor.
4. All requests to take time off for continuing education are subject to the limitations of the budget and the approval of the supervisor and the Senior Pastor.

# RETIREMENT

## Policy 6.1 - Retirement

1. All employees are required to follow the rules and guidelines documented in the ELCA's retirement plan summary plan description.
2. Requests for and intention to retire should normally be submitted to the Senior Pastor three months in advance to facilitate an orderly succession.

# APPENDIX

## Personnel Committee - Operating Guidelines

The Personnel Committee is charged with advising the Congregation Council regarding staff matters, developing recommendations for Congregation Council action as required and requested, and ensuring that compensation and benefits of staff are reviewed annually.

Further, this Committee shall provide the Council annually with recommendations for personnel policies and procedure changes that are necessary to govern the relationship between employees and the organization. It is the intention of Central Lutheran Church that the Personnel Committee develops fair and equitable policies and procedures that provide for the consistent application of rules for all employees. The Committee will document all personnel practices and will work to ensure that the management staff within the church applies the policies and procedures in a manner consistent with the Congregation and Council's intent. Policies will include Employment policies, Compensation policies, Benefit policies, Hours of Work policies, Holiday policies, Time Off from Work policies, Severance and Retirement policies. In all policies, the Committee will follow all applicable laws. In the development of all policies, the Committee intends to support the Central Lutheran Church Mission Statement, and the Constitution and Bylaws of the Church.

## Membership, Elections and Terms of Office

A Personnel Committee consisting of the Congregation Council President and one other member of the Congregational Council and at least three at-large members from outside the Congregational Council shall be appointed by the Congregation Council. Congregation Council members should serve one-year terms (July 1 – June 30) and at-large members shall serve staggered three – year terms, and may be reappointed for one consecutive three year term. All members shall have personnel, staffing and/or management experience.

No one receiving payment for providing a service (1099) or employees of Central Lutheran Church (W-2) is eligible to serve as members of the Personnel Committee. Anyone with an immediate family member employed by Central Lutheran Church is also ineligible.

### Manual Distribution

Master copies of the current policy and procedure manual are kept in the Senior Pastor's office. Copies of the manual will be distributed to the Personnel Committee members and Congregation Council members. All employees receive a copy of the manual at the time of their hire. All policy updates will be communicated to employees and a copy of the policy will be sent to the employees to be included in their manual. From time to time the manual will be reviewed and revised, and new copies of the manual will be distributed. All employees are required to sign a statement that they have received a copy of the manual, have read the manual and agree to abide by the policies and procedures.