



## GRACE LUTHERAN CHURCH

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### **Grace Lutheran Church Personnel Policy updated February 2022**

#### 1. Introduction.

##### 1.1. Mission.

- Our Mission Statement: We are a community of believers in Christ called to be servants to all people.

##### 1.2. Personnel Committee.

- The Executive Committee serves as the Personnel Committee for Grace Lutheran Church, providing overall supervision of employees.
- The Executive Committee is comprised of the President of the Congregation, the Vice President of the Congregation, the Secretary of the Congregation, and the Pastor.
- The Executive Committee is responsible for establishing this Personnel Policy, and all other personnel policies.
- Recommendations for modifications to this policy should be addressed to the Executive Committee, and should include the rationale for the change.

#### 2. Employee Benefits

##### 2.1. Paid Time Off

- Compassionate Leave – An employee who must be absent because of the death of a member of the employee's immediate family may be allowed a paid absence of up to five (5) working days. Immediate family members are the employee's spouse, partner, children, parents and parents-in-law, siblings, grandparents, grandchildren, and minors for whom the employee is the legal guardian. The employee's children include not only the employee's biological, adopted, or foster children, but also, legal wards, and children and stepchildren for whom the employee provides care and financial support on a daily basis. The Executive Committee, based on the overall circumstances, will determine the length of the paid leave.
- All Federal Holidays—New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples' Day, Veterans Day, Thanksgiving Day, Christmas Day—will be observed. A holiday falling on Saturday will normally be observed on the preceding Friday. A holiday falling on Sunday will normally be observed on the following Monday. No holiday pay will be paid to a part-time employee who would not normally have worked on the day the holiday is observed.

- Jury Duty – An employee who is required to serve on a jury will continue to receive his or her normal pay during the period of such service and may retain payments made by the court associated with such service.
- Sick Leave/Vacation – The number of days of yearly sick leave and yearly vacation days is established during the hiring process, is reviewed annually as part of the compensation review prior to the annual congregational meeting in November, and is documented during the annual performance appraisal.
- Parental Leave—Grace Lutheran Church follows the parental leave policy of the Virginia Synod of the ELCA, as outlined in their annual compensation guidelines.

## 2.2. Leaves-of-Absence

- Family and Medical Leave-of-Absence – full-time employees who have worked for one year are entitled up to twelve (12) weeks of job-protected, unpaid leave.

## 2.3. Sabbatical

- Grace Lutheran Church follows the sabbatical policy of the Virginia Synod of the ELCA, as outlined in their annual compensation guidelines.

## 3. Employment Policies

### 3.1. Compensation

- Staff compensation is reviewed annually, prior to the annual congregational meeting in November.
- The executive committee establishes a recommended compensation level, subsequently approved or modified by the congregation as part of the annual budget approval process at the annual congregational meeting.
- Specific compensation levels, including annual salary, hourly rate, vacation days, and observed Federal Holidays, are included in the position descriptions for each staff member, updated annually, coincident with the annual performance appraisal.

### 3.2. Confidentiality

- Certain information must be held in confidence by all employees, including allegations of misconduct under investigation; financial matters; medical, psychological, and family matters pertaining to congregational members; and other sensitive information.
- All such confidential information is not to be discussed or divulged to anyone, within or outside of the church, unless disclosure is required by law or limited disclosure is made for a compelling reason.

### 3.3. Email

- If provided with a church email account, personnel are expected to:
  - Use the account in a manner consistent with good stewardship and the mission and ministry of the church,
  - Be responsible, professional, and legal,

- Not compromise security or confidentiality,
- Only use the account when representing Grace Lutheran Church.

#### 3.4. Expense Reimbursements

- Legitimate expenses incurred in the conduct of work will be reimbursed. To be legitimate, the following guidelines apply:
  - Expenses within a congregationally approved budget line item and within the approved spend plan will be reimbursed using the reimbursement form, signed by the individual incurring the expense and an approving official from the Executive Committee.
  - Unplanned expenses, or expenses exceeding the congregationally approved budget line item and spend plan, shall be approved by a member of the Executive Committee prior to making the purchase or incurring the expense.
- Signed reimbursement forms should be placed in the Treasurer's mail box in the church office.
- Reimbursements will normally be provided within ten (10) calendar days of the submission of the reimbursement form. If expedited reimbursement is desired, contact the Treasurer directly.

#### 3.5. Internet Use

- Internet access is available within the building, and may be used in the conduct of church business.
- Internet access may be used for personal business during work hours for short-durations and on a not-to-interfere basis.
- Violating any law, statute, regulation, or ordinance is prohibited at all times.
- Accessing sexually explicit content is prohibited unless specifically authorized for an investigation or other extraordinary, work-related purpose.

#### 3.6. Job Description

- Written position descriptions are provided to each employee describing basic requirements for employment and general responsibilities for the position.
- The content of the position description is reviewed and updated by the Executive Committee annually, prior to the annual performance appraisal.
- Each staff member acknowledges the position description annually during the annual performance appraisal.
- The Pastor's job description is documented in the Call Letter, the Congregational Constitution, and the Congregational Bylaws.

#### 3.7. Performance Appraisals

- Performance appraisals will be made annually by the Executive Committee.
- A face-to-face personal meeting with the President is normally conducted in July to review the performance appraisal.

### 3.8. Hiring Process

- Per the Bylaws of this congregation, the Council has the final authority on the hiring or termination of all paid lay workers.
- All employees will be subject to a background check at the time of hiring.

## 4. Employee Conduct

### 4.1. Attendance

- Office Hours. Our office hours are posted on the Grace Lutheran Website ([www.gracelutheranchesapeake.org](http://www.gracelutheranchesapeake.org)), normally Monday through Thursday, 9:15am to 12:15pm. Changes to the published office hours due to weather or other disruption will be communicated via email, text, and telephone to all affected employees.
- Absenteeism and tardiness place a burden on other employees and volunteers. Grace Lutheran Church expects employees to be reliable and punctual in reporting for scheduled work and, except for prior authorization or a legitimate reason, to remain throughout the scheduled shift.
- Employees who cannot avoid being late to work or who are unable to work as scheduled must notify their supervisor promptly, normally before their scheduled starting time.
- Acceptable attendance is an essential requirement of every job, and absenteeism and tardiness problems are performance issues. Depending on the circumstances, an employee who is absent five (5) or more consecutive workdays may be required to present a statement from a health care provider before returning to work.

### 4.2. Conflict Resolution

- Grace Lutheran Church employees are expected to treat each other with mutual respect and to offer positive and constructive criticism.
- Conflict resolution at Grace Lutheran Church is guided by Matthew 18:15-17, and is documented in the Constitution (C.15.01).
  - Conflict should first be handled one-on-one between the parties.
  - If not resolved, at least one member of the Executive Committee shall be included in a conversation, and a written record of the conversation will be made.
  - If the conflict is still not resolved, the Executive Committee will meet to determine a course of action.

4.3. Prevention of Sexual Harassment – All employees are to adhere to the Prevention of Sexual Harassment Policy adopted by the Grace Lutheran Church Congregational Council in February 2018.

### 4.4. Personal Appearance, Grooming, and Fragrances

- Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image Grace Lutheran Church presents to the public.

- During work hours or when representing the church, employees are expected to present a professional appearance and to dress according to the requirements of their positions and accepted social standards.
- Employees should also be aware that other individuals may be chemically sensitive in the sense that they suffer reactions to fragrances found in cologne, after-shave lotion, perfume, perfumed hand lotion, fragranced hair products, air fresheners and similar items. Therefore, employees are expected to be considerate and to refrain from using any particular products that are irritating to other employees or visitors.

4.5. No Use of Tobacco Products in the Workplace - Smoking or the use of tobacco products is not allowed in the workplace.

4.6. Selling and Solicitation - In an effort to provide a productive and harmonious work environment, persons not employed by Grace Lutheran Church may not solicit or distribute literature in the workplace at any time for any purpose. The for-profit sale of any items is prohibited in the workplace.

4.7. Safety - Each employee is expected to obey safety rules, to exercise caution in all work activities, and to report promptly any unsafe condition to the Pastor and President.