

# Lutheran Church of the Master

## Human Resources Policies and Procedures

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## Human Resources Policies and Procedures

<b>TITLE:</b>	<b>Paid Time Off</b>
<b>EFFECTIVE DATE:</b>	November 26, 2002
<b>PURPOSE:</b>	LCM provides a Paid Time Off benefit to cover short-term planned and unplanned absences resulting from vacation, sickness, medical appointments and other personal needs.
<b>APPLIES TO:</b>	Nonpastoral staffs who receive paid compensation.
<b>POLICY STATEMENT:</b>	<p>Paid Time Off is earned by full time employees at an initial rate of 12 hours per month worked for a total of 144 hours per annual.</p> <p>A total of 144 hours can be accrued in a calendar year and up to one-half i.e., 72 hours of unused time may be carried over to the following year. Employees are encouraged to utilize their earned days each year.</p> <p>The accrual rate increases to 14 hours per month, 16 hours per month, and 18 hours per month worked after completion of five (5) years, ten(10) years, and twenty (20) years of continuous service, respectively.</p> <p>Part Time employees accrue Paid Time Off on a prorated basis as a percentage of the full time benefit. (For example, a staff member with less than 5 years of service scheduled for 20 hours per week would accrue 6 hours per month worked, etc.)</p> <p>Upon separation from employment, an employee will be paid for days accrued.</p>
<b>PROCEDURES:</b>	<p>Paid Time Off begins accruing from the first full month worked but may not be used until 3 consecutive full months of employment have been completed.</p> <p>Time off should be taken in minimum increments of half days (4 hours) and should be scheduled with the employee's immediate supervisor far enough in advance to allow for the employee's job tasks to be covered by other employees during the period of absence.</p> <p>In case of an unplanned absence, the employee is expected to notify his immediate supervisor as soon as practical and ideally prior to the employee's normal starting time.</p> <p>A written record of the employee's Paid Time Off accrual and usage will be maintained by the employee's immediate supervisor or designee.</p>
<b>OTHER:</b>	The years of service for current on-staff employees at the time of policy approval, will be decided as the first full month employment began.
<b>STATUS:</b>	<p>Drafted: LCM Staff Support Committee, September 2002</p> <p>Reviewed: Trustees, October 2002</p>

Approved by the Church Council on: November 26, 2002

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## Human Resources Policies and Procedures

<b>TITLE:</b>	Civic Leave
<b>EFFECTIVE DATE:</b>	January 29, 2003
<b>PURPOSE:</b>	Establishes the compensation and benefit considerations for an employee's participation in activities related to civic responsibilities.
<b>APPLIES TO:</b>	All employees of LCM
<b>POLICY STATEMENT:</b>	LCM recognizes and honors an employee's individual responsibilities for the purposes of serving on jury duty or as an election official. Employees called to serve on jury duty or as an election official will be compensated at the difference between pay rate received for serving and their customary LCM wages.
<b>EXCEPTIONS:</b>	None
<b>PROCEDURES:</b>	<p>An employee's intent to be absent during their workweek to fulfill a civic responsibility should be scheduled with the employee's immediate supervisor in advance of the absence.</p> <p>An employee serving as a juror or election official should submit a copy of compensation document provided as soon as practical so that LCM's portion of the employee's total wage can be calculated appropriately.</p> <p>Part time employees are reimbursed based on the number of hours in their normal scheduled workweek. (For example, a part time employee working a twenty-[20] hour work week would receive reimbursement for up to twenty [20] hours of jury duty).</p>
<b>OTHER:</b>	Not applicable
<b>STATUS:</b>	Drafted: LCM Staff Support Committee, Nov 2002 Reviewed: Trustees, December 19, 2002

Approved by the Church Council on: **January 29, 2003**.

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## Human Resources Policies and Procedures

<b>TITLE:</b>	<b>Employee Classifications</b>
<b>EFFECTIVE DATE:</b>	January 29, 2003
<b>PURPOSE:</b>	Identifies the classifications of employees at LCM for compensation and benefit purposes.
<b>APPLIES TO:</b>	All employees who receive direct compensation and/or benefits.
<b>POLICY STATEMENT:</b>	Positions are classified based on the content of the knowledge, skills and duties as documented in the employee's Job Description. Individuals hired/called to fill a particular position are classified based on the terms of the offer made at the time of employment.
<b>EXCEPTIONS:</b>	None
<b>PROCEDURES:</b>	<p>Each position at LCM will be designated with an appropriate classification.</p> <p><b>Pastoral employee:</b> an employee who has received training from a wider church body institution and is in good standing on a call roster or list of a wider church body recognized by LCM and has received a call from LCM. Terms of employment including compensation and benefits are defined in the employee's call document.</p> <p><b>Non-pastoral employee:</b> an employee serving on an employment-at-will basis either full or part time. Initial terms of employment are defined by the offer letter at time of hire and can be modified by action of the LCM Board of Trustees.</p> <p><b>Full time/Part time employee:</b> a full time employee works forty (40) hours in a defined work week while part time employees work less than forty (40) hours in a defined work week.</p> <p><b>Exempt position:</b> positions that are paid on a salaried basis and are not eligible for overtime pay.</p> <p><b>Non exempt position:</b> positions that are paid for actual hours worked and eligible for overtime pay.</p>
<b>OTHER:</b>	Not applicable
<b>STATUS:</b>	<p>Drafted: LCM Staff Support Committee, Dec 2002</p> <p>Reviewed: Trustees, January 15, 2003</p>

Approved by the Church Council on: January 29, 2003

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## Human Resources Policies and Procedures

<b>TITLE:</b>	<b>Funeral and Bereavement Leave</b>
<b>EFFECTIVE DATE:</b>	January 29, 2003
<b>PURPOSE:</b>	Benefit provision for paid leave following the death of an immediate family member.
<b>APPLIES TO:</b>	All LCM employees
<b>POLICY STATEMENT:</b>	LCM recognizes the death of an immediate family member as an important family event and desires to support the impacted employee.
<b>PROCEDURES:</b>	<p>Up to three (3) work days of paid leave for travel, funeral preparation and bereavement will be considered.</p> <p>Paid leave for funeral and bereavement purposes applies to the death of an immediate family member which includes spouse, parents, children, brothers, sisters, in-laws, grandparents, grandchildren, and others at the discretion of the Senior Pastor.</p> <p>Full time employees will be provided with up to twenty-four (24) hours of paid leave. Part time employees are paid for funeral and bereavement leave based on the number of hours in their normal scheduled workweek. (For example, a part time employee working a twenty [20] hour workweek would receive pay for up to twelve [12] hours of leave).</p> <p>The employee's immediate supervisor should be notified as soon as practical of the family member's death, ideally before the employee's next scheduled work period.</p> <p>If additional leave is desired, it can be taken from the employee's Paid Time Off balance or without pay.</p>
<b>OTHER:</b>	Not Applicable
<b>STATUS:</b>	Drafted: LCM Staff Support Committee, Nov 2002 Reviewed: Trustees, December 19, 2002

Approved by the Church Council on: January 29, 2003

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<b>TITLE:</b>	<b>Paid Holidays</b>
<b>EFFECTIVE DATE:</b>	January 29, 2003
<b>PURPOSE:</b>	Benefit that identifies specific holidays for which LCM provides time off with pay.
<b>APPLIES TO:</b>	All LCM employees
<b>POLICY STATEMENT:</b>	<p>The following six (6) days are recognized as paid holidays:</p> <ul style="list-style-type: none"> <li>• New Year's Day</li> <li>• Memorial Day</li> <li>• Independence Day</li> <li>• Labor Day</li> <li>• Thanksgiving Day</li> <li>• Christmas Day</li> </ul>
<b>EXCEPTIONS:</b>	None
<b>PROCEDURES:</b>	<p>LCM employees will be provided time off and pay at a rate equivalent to their base pay for the specified holidays. Part time employees will receive time off and pay prorated based on a percentage of the full time benefit (For example, a part time employee working a twenty (20) hour work week would receive four (4) hours of time off and pay at their base rate).</p> <p>Holidays falling on Saturdays will be observed the previous Friday and those falling on Sunday will be observed the following Monday.</p> <p>If an exempt employee is required to work on a recognized holiday, the employee is awarded an equivalent amount of time off with pay taken at a time mutually agreed to by the employee and the employee's immediate supervisor.</p> <p>To be eligible to receive holiday pay (time and one-half pay), nonexempt employees are required to work all their regularly scheduled hours the work day preceding and the work day following the holiday.</p>
<b>OTHER:</b>	Not applicable
<b>STATUS:</b>	<p>Drafted: LCM Staff Support Committee, Sep 2002</p> <p>Reviewed: Trustees, December 19, 2002</p>

Approved by the Church Council on: January 29, 2003

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## Human Resources Policies and Procedures

<b><i>TITLE:</i></b>	Severe Inclement Weather
<b><i>EFFECTIVE DATE:</i></b>	January 29, 2003
<b><i>PURPOSE:</i></b>	Establishes how the situation of severe inclement weather is handled with respect to the operation of LCM and the effect on its employees and members.
<b><i>APPLIES TO:</i></b>	All employees, members of LCM, and members of "side-door" ministries.
<b><i>POLICY STATEMENT:</i></b>	Consideration for the safety of LCM employees and its members is paramount during periods of severe inclement weather. Judgement must be made balancing the desirability of continuing LCM's operation against the potential risk to the safety of its employees and members.
<b><i>EXCEPTIONS:</i></b>	None
<b><i>PROCEDURES:</i></b>	<p>In the case of severe inclement weather, the Senior Pastor or his designee will determine if the church office will open or remain open. Prior to closing the office, the church's voice mail message will be changed to reflect the closing of the office. Generally, all church related activities are called off if the Omaha Public Schools cancel activities.</p> <p>If the office is closed due to severe inclement weather, nonexempt employees will be credited with time worked equal to their regularly scheduled work hours for the day. These hours will not be counted against the employee's Paid Time Off balance.</p>
<b><i>OTHER:</i></b>	Not applicable
<b><i>STATUS:</i></b>	Drafted: LCM Staff Support Committee, Nov 2002 Reviewed: Trustees, December 19, 2002

Approved by the Church Council on: January 29, 2003

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## Human Resources Policies and Procedures

<b>TITLE:</b>	<b>Computer Usage and Internet Access</b>
<b>EFFECTIVE DATE:</b>	May 28, 2003
<b>PURPOSE:</b>	To establish guidelines to ensure responsible and productive computer usage and Internet access.
<b>APPLIES TO:</b>	All LCM employees and pre-authorized volunteers.
<b>POLICY STATEMENT:</b>	All data that is composed, transmitted or received via LCM computer communications systems is considered part of the official records of LCM.
<b>EXCEPTIONS:</b>	None
<b>PROCEDURES:</b>	Employee abuse of computer usage and Internet access provided by LCM in violation of law or LCM policies will result in disciplinary action. Employees and volunteers may also be held personally liable for any violations involving criminal activity.
<b>OTHER:</b>	<p>All materials composed, transmitted or received via LCM computer are subject to disclosure to law enforcement or other third parties upon proper request. It is the computer user's responsibility to ensure that the information contained in Internet e-mail messages and other transmissions are accurate, appropriate, ethical and lawful.</p> <p>The equipment, services and technology provided to access the Internet is the property of LCM. As such, supervisors have the right to monitor Internet access including e-mail, and retrieve and read any data composed, sent, or received through LCM online connections and stored in LCM computer systems.</p> <p>Data that is composed, transmitted, accessed or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any employee or other person.</p> <p>The unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material is expressly prohibited.</p> <p>Computer users are not authorized to remove or disable anti-virus software present on the computer before downloading or copying any file.</p> <p>LCM computers are intended for the primary use of LCM employees and regular volunteers who have been made aware of this policy. Casual use of the computers by others is not permitted.</p> <p>While computer usage and Internet access is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.</p>
<b>OTHER:</b>	Not applicable
<b>STATUS:</b>	Drafted: LCM Staff Support Committee, February 2003 Reviewed: LCM Trustees, April 2003

Approved by the Church Council on: May 28, 2003

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<b>TITLE:</b>	<b>Employee Conduct</b>
<b>EFFECTIVE DATE:</b>	May 28, 2003
<b>PURPOSE:</b>	To communicate expectations concerning specific employee behaviors that have an impact on the integrity, safety, financial, legal or work environment aspects of LCM.
<b>APPLIES TO:</b>	All LCM employees.
<b>POLICY STATEMENT:</b>	Employees are to uphold Biblical principles as reflected in their everyday behaviors in the workplace.
<b>EXCEPTIONS:</b>	None
<b>PROCEDURES:</b>	Failure to adhere to acceptable employee conduct will result in disciplinary steps up to and including termination of employment. In particularly serious circumstances, immediate termination may occur.
<b>OTHER:</b>	<p>The following defined behaviors are illustrative and not all inclusive:</p> <p><b>Confidentiality</b> – Employees who become aware of private information concerning congregation members or other employees should not share this information with anyone other than the pastoral staff unless the affected individual has given permission.</p> <p><b>Freedom from Harassment</b> – Inappropriate verbal or physical behavior directed at a person because of their gender, race, color, religious beliefs, ethnic origin, age, physical or mental disability, veteran status, and marital and sexual harassment which includes unwelcome sexual advances or offensive comments, gestures or intimate physical contact interpreted by another as unwanted will not be tolerated.</p> <p><b>Non-Solicitation</b> – Employees will not use their position within LCM either directly or indirectly to solicit other employees or congregational members for support of personal business ventures or associations.</p> <p><b>Conflict of Interest</b> – When an employee recognizes actions they are considering or have already taken could be construed to provide material benefit for themselves, a relative, or an acquaintance, the employee will notify their immediate supervisor to discuss the situation. Examples of possible conflict are awarding of business contracts to a firm involving a family member, influencing the hire of an employee who is related as a family member, or obtaining surplus church property at less than market value.</p> <p><b>Respect for Authority</b> – Employees are expected to acknowledge receipt of corrective job performance actions, comply with reasonable orders, or accept</p>

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	<p>a reasonable assignment from an authorized supervisor or member of the pastoral staff.</p> <p><b>Job Efficiency</b> – Employees are expected to perform their job functions in an efficient, competent and careful manner. Employees are expected to report to work as scheduled, obtain approval for planned absences in advance and not display a chronic unplanned absence pattern.</p> <p><b>Drug Free and Non-Smoking Environment</b> – Possession or use of alcohol, possession or abuse of drugs, or smoking is not permitted within LCM’s facility. Smoking is permitted outside of the facility but away from the entrances as long as materials are properly extinguished and disposed.</p> <p><b>Safe Workplace</b> – Employees will conduct themselves in a manner that does not create hazards to themselves or others within the church facility. Employees will assist with the evacuation of the building in case of fire or other life-threatening situation. If an employee becomes aware of a potential safety hazard, it should be reported to a member of the church maintenance staff.</p> <p><b>Appropriate Dress</b> – LCM’s employees are encouraged to dress in clean and well-maintained attire appropriate to their specific position in the church. Positions having regular contact with the public should dress in business casual attire. For specified events occurring at LCM (eg funerals, weddings, conferences), the Senior Pastor may designate attire appropriate for the occasion. In all cases, an employee’s attire should reflect a positive image to the church.</p> <p><b>Church Equipment and Supplies</b> – LCM provides equipment and supplies to employees to support performance of their job functions. Some examples are telephone, computer, Internet access, copiers, and office supplies. These resources will be used only for the benefit of LCM’s mission and not for personal gain.</p>
<b>STATUS:</b>	<p>Drafted: LCM Staff Support Committee, December 2002  Reviewed: LCM Trustees, April 2003</p>

Approved by the Church Council on: May 28, 2003

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<b>TITLE:</b>	<b>Performance Review</b>
<b>EFFECTIVE DATE:</b>	May 28, 2003
<b>PURPOSE:</b>	To establish a formal performance review process to discuss job performance and to identify goals.
<b>APPLIES TO:</b>	All LCM Employees
<b>POLICY STATEMENT:</b>	Formal annual performance reviews will be conducted to provide an opportunity for the employee and supervisor to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive approaches for meeting goals.
<b>EXCEPTIONS:</b>	None
<b>PROCEDURES:</b>	<p>A standardized Employee Performance Evaluation (EPE) form will be made available to employees at least one week prior to the evaluation date.</p> <p>The employee will independently complete the EPE form and return the form to their immediate supervisor.</p> <p>During the employee self evaluation period, the supervisor will do an employee assessment using the standardized Supervisors Performance Evaluation (SPE) form</p> <p>Upon receipt of the completed EPE form from the employee, the supervisor will schedule a meeting with the employee at a mutually convenient time for a formal performance review.</p> <p>At completion of the formal performance review, the SPE form prepared by the supervisor will be given to the employee for review and a signature. The employee will be given the opportunity to comment on the SPE at this time. An employee's signature documents receipt of the review and do not acknowledge an agreement or disagreement with contents of the SPE form.</p> <p>The completed and signed SPE form will be maintained in the personnel files at LCM, with a copy given to the employee for their own personal records.</p>
<b>OTHER:</b>	<p>Although employees are encouraged to discuss job performance and goals on an informal, day-to-day basis, formal reviews will be conducted on an annual basis or at the end of an employee's initial 90-day period in any new position.</p> <p>Formal performance reviews will be scheduled to precede the annual budgetary process.</p>
<b>STATUS:</b>	<p>Drafted: LCM Staff Support Committee, December 2002</p> <p>Reviewed: Trustees, April 2003</p>

Approved by the Church Council on: May 28, 2003

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## Human Resources Policies and Procedures

<b><i>TITLE:</i></b>	<b>Employment Procedure – Non-pastoral Employees</b>
<b><i>EFFECTIVE DATE:</i></b>	September 24, 2003
<b><i>PURPOSE:</i></b>	Describes policies used to carry out the hiring process for approved non-pastoral job positions.
<b><i>APPLIES TO:</i></b>	All non-pastoral positions to include employees serving on an employment-at-will basis either full- or part-time e.g., support staff positions and ministry coordinators.
<b><i>POLICY STATEMENT:</i></b>	LCM desires to hire and retain individuals who are best qualified and most capable for the positions offered while honoring all applicable laws and statutes required of an employer.
<b><i>EXCEPTIONS:</i></b>	None
<b><i>PROCEDURES:</i></b>	<p>The identification, interviewing and selection process for employment of individuals in approved non-pastoral positions will consistently follow a documented procedure.</p> <p>Funding for non-pastoral positions is authorized through the annual budget process.</p> <p><b>Congregation</b> – sets the overall compensation as part of the annual budget approval process or by action of a special congregational meeting.</p> <p><b>Board of Trustees</b> – initiates the hiring process for an approved position resulting from a vacancy in an existing position or for a newly created position authorized by the annual budget process. Prior to posting a vacancy, ensures a job description and associated compensation range is available. Determines compensation terms for all job offer recommendations e.g. salary and work hours.</p> <p><b>Staff Support Committee</b> – creates job description drafts and helps in the overall coordination of the hiring process.</p> <p><b>Interview Team</b> – composed of LCM members and staff as designated by the Operations Manager and/or the Senior Pastor in consultation with the Staff Support Committee Chairperson. Screens written applications to identify an initial pool of qualified candidates. Conducts interviews with the most qualified candidates using the structured interview process. When appropriate, identifies a slate of final candidates and coordinates follow up interviews. In consultation with the Operations Manager and/or the Senior Pastor, identifies the most qualified candidate for an open position.</p> <p><b>Operations Manager</b> - in consultation with the Interview Team, identifies the most appropriate candidate for a support staff position (excludes ministry coordinator). Following collaboration with the Board of Trustees to</p>

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	<p>determine compensations terms, is given the authority to extend an offer of employment.</p> <p><b>Senior Pastor</b> - in consultation with the Interview Team, identifies the most appropriate candidate for a ministry coordinator position or the Operations Manager position. Following collaboration with the Board of Trustees to determine compensation terms is given the authority to extend an offer of employment.</p> <p><b>Position Applicants</b> – applies for open position by completing employment application and submitting requested documents appropriate to the position (resume, prior work experience, compensation history, etc.). Attends scheduled interviews as requested by the Interview Committee.</p>
<b><i>OTHER:</i></b>	<p>Use of an employment sourcing firm requires prior approval of the Board of Trustees.</p> <p>Before an employment offer is extended, a candidate’s criminal and character background check will be performed.</p>
<b><i>STATUS:</i></b>	<p>Drafted:            LCM Staff Support Committee, February 2003.  Reviewed:           Board of Trustees, August 2003</p>

Approved by the Church Council on: September 24, 2003

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<b>TITLE:</b>	<b>Employment Procedure - Pastoral</b>
<b>EFFECTIVE DATE:</b>	September 24, 2003
<b>PURPOSE:</b>	Describes procedures used to carry out the call process for approved pastoral job positions.
<b>APPLIES TO:</b>	All pastoral candidates.
<b>POLICY STATEMENT:</b>	LCM desires to call and retain individuals best qualified and most capable for pastoral positions while honoring all applicable laws and statutes required of an employer.
<b>EXCEPTIONS:</b>	None
<b>PROCEDURES:</b>	<p>The identification, interviewing, and selection process for employment of an individual in a pastoral position will follow a consistent procedure (changes to this process may be made to address particular requests by the Church Council).</p> <p>Funding for pastoral positions is authorized through the annual budget process.</p> <p><b>Congregation</b> –sets the overall compensation package as part of the annual budget process or by action of a special congregational meeting.</p> <p><b>Church Council</b> – initiates the call process for an approved position resulting from a vacancy in an existing position or for a newly created position authorized by the annual budget process. Prior to posting a vacancy, ensures a job description and associated compensation package is available in consultation with members of the Board of Trustees. Appoints a chairperson, who recruits a Call Committee subject to Council approval and who manages the overall call process. Members of the pastoral staff and the Church Council President are also members of the Call Committee.</p> <p><b>Call Committee</b> –identifies candidates through various means. A standardized interview form will be used during all candidate interviews. Screens initial applications to identify the most eligible candidates. Coordinates the initial screening interviews by telephone with each qualified candidate to identify a subset of candidates for personal interviews. Conducts interviews using the standardized interview process. Submits a candidate recommendation to the Church Council.</p> <p><b>Board of Trustees</b> - determines compensation package for a candidate recommended to the Church Council.</p> <p><b>Church Council</b> – considers the candidate recommended by the Call Committee for presentation to members of the congregation for approval. Sets the date for the special congregational meeting to vote on approval of</p>

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	<p>the offer for call. Compiles the letter of call for the congregation-approved candidate.</p> <p><b>Congregation</b> - attends a special congregational meeting to vote on approval of call for a Church Council-recommended candidate according to the church bylaws.</p> <p><b>Senior Pastor</b> - along with the Council President, collaborates with the Church Council-recommended candidate between the period of Council recommendation and the vote of the congregation for approval.</p> <p><b>Council President</b> - along with the Senior Pastor, collaborates with the Church Council-recommended candidate between the period of Council recommendation and the vote of the congregation for approval. Following congregational approval extends the letter of call from the Church Council to the new pastor.</p>
<b><i>OTHER</i></b>	<p>Utilization of employment sourcing firm that would incur fees requires prior approval of the Board of Trustees.</p> <p>Before a call is extended, a candidates criminal and character background check will be performed. Employment will be contingent on the results of this check.</p>
<b><i>STATUS:</i></b>	<p>Drafted: LCM Staff Support Committee, February 2003          Reviewed: Board of Trustees, August 2003</p>

Approved by the Church Council on: September 24, 2003

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<b>TITLE:</b>	<b>Employee Benefits Package</b>
<b>EFFECTIVE DATE:</b>	
<b>PURPOSE:</b>	Identifies benefits available to eligible employees of LCM.
<b>APPLIES TO:</b>	All employees of LCM.
<b>POLICY STATEMENT:</b>	Programs such as Social Security, Workers' Compensation, and State Disability and Unemployment Insurance cover all employees in the manner prescribed by law. The benefit package includes these, as well as other benefits as a condition of employment.
<b>EXCEPTIONS:</b>	None
<b>PROCEDURES:</b>	<p>Specific procedures are outlined for each benefit program.</p> <p>Employees may be eligible for the following benefit programs (includes both pastoral and non-pastoral staff unless specified) based on Employee Classification:</p> <ul style="list-style-type: none"> <li>• Birth or Adoption of a Child Leave</li> <li>• Civic Leave</li> <li>• Family Leave</li> <li>• Funeral Leave</li> <li>• Medical Insurance</li> <li>• Holiday Leave</li> <li>• Life Insurance (pastoral staff only)</li> <li>• Long-term Disability (pastoral staff only)</li> <li>• Military Leave</li> <li>• Paid Time Off</li> <li>• Pension Plan (pastoral staff only)</li> </ul>
<b>OTHER:</b>	Not applicable.
<b>STATUS:</b>	<p>Drafted: LCM Staff Support Committee, February 2004</p> <p>Reviewed: Board of Trustees, June 2004</p>

Approved by Church Council on: June 30, 2004

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<b>TITLE:</b>	<b>Medical Insurance – Non-Pastoral Employees</b>
<b>EFFECTIVE DATE:</b>	
<b>PURPOSE:</b>	Benefit provision for medical insurance coverage.
<b>APPLIES TO:</b>	Non-pastoral employees (0.75 full-time equivalent [FTE] or greater).
<b>POLICY STATEMENT:</b>	LCM provides the opportunity for non-pastoral employees to participate in group medical care policy coverage on a voluntary basis.
<b>EXCEPTIONS:</b>	None
<b>PROCEDURES:</b>	<ol style="list-style-type: none"> <li>1. The specific coverage available with LCM’s policy and enrollment conditions are outlined in the current Summary Plan document provided by LCM’s insurance carrier.</li> <li>2. LCM will offer group coverage for a covered single full-time (1 FTE) employee at 75% of the single rate premium. The remaining 25% will be paid by the employee</li> <li>3. Part-time employees (&lt;1 FTE and ≥ 0.75 FTE) are covered at a pro-rated single rate premium based on the level of employment e.g., 0.75 FTE, 56.25% of the total premium cost; 0.8 FTE, 60% of the total premium cost; and 0.9 FTE, 67.5% of total premium cost. If the employee desires coverage for a spouse and/or other family dependents, the employee is responsible for the entire additional premium required by the insurance carrier.</li> <li>4. An eligible employee may enroll for coverage effective the first day of the month following the waiting period as referenced in the insurance policy plan. Enrolling for coverage at a time other than initial date of employment is subject to the terms of the insurance carrier. An employee who declines coverage will not be reimbursed for LCM’s portion of the insurance premium.</li> <li>5. The employee will be responsible for notifying the immediate supervisor for issues affecting family status.</li> <li>6. LCM’s medical insurance coverage and the financial participation by LCM and its employees will be reviewed on an annual basis by the Trustees.</li> </ol>
<b>OTHER:</b>	Not applicable
<b>STATUS:</b>	Drafted: LCM Staff Support Committee, February 2004 Reviewed: Board of Trustees, June 2004

Approved by the Church Council on: June 30, 2004

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## Human Resources Policies and Procedures

<b>TITLE:</b>	<b>Medical Insurance – Pastoral Employees</b>
<b>EFFECTIVE DATE:</b>	
<b>PURPOSE:</b>	Benefit provision for medical insurance coverage.
<b>APPLIES TO:</b>	Pastoral employees
<b>POLICY STATEMENT:</b>	LCM provides the opportunity for pastoral employees to participate in group medical care policy coverage on a voluntary basis.
<b>EXCEPTIONS:</b>	None
<b>PROCEDURES:</b>	<ol style="list-style-type: none"> <li>1. The specific coverage available with LCM’s policy and enrollment conditions are outlined in the current Summary Plan document provided by LCM’s insurance carrier.</li> <li>2. LCM will offer group coverage for a full-time (1 FTE) pastoral employee at 100% of the rate premium. Coverage for a spouse and/or other family dependents will be included in this rate premium.</li> <li>3. An eligible employee may enroll for coverage effective the first day of the month following the waiting period as referenced in the insurance policy plan. Enrolling for coverage at a time other than initial date of employment is subject to the terms of the insurance carrier. An employee who declines coverage will not be reimbursed for LCM’s portion of the insurance premium.</li> <li>4. The employee will be responsible for notifying the immediate supervisor for issues affecting family status.</li> <li>5. LCM’s medical insurance coverage and the financial participation by LCM and its employees will be reviewed on an annual basis by the Trustees.</li> </ol>
<b>OTHER:</b>	Not applicable
<b>STATUS:</b>	Drafted: LCM Staff Support Committee, February 2004 Reviewed: Board of Trustees, June 2004

Approved by the Church Council on: June 30, 2004