

# HOLY TRINITY LUTHERAN CHURCH

Littleton, Colorado

## PERSONNEL POLICIES

Latest changes approved by the Congregational Council, September 25, 2012

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### *PERSONNEL POLICY OBJECTIVES*

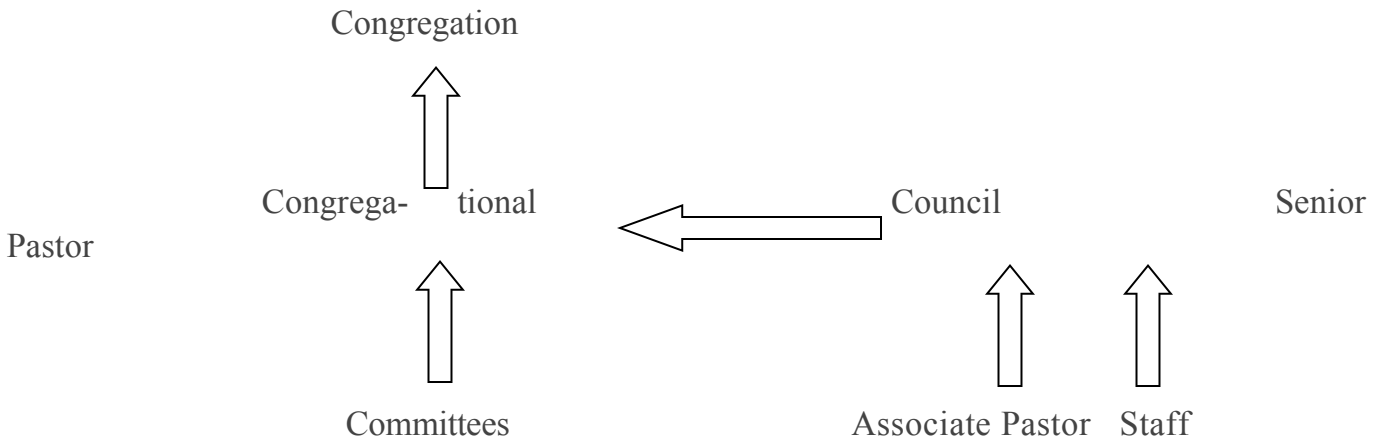
*It is the desire of the congregation of Holy Trinity Lutheran Church to:*

- 1. Have and place in each job the most qualified person available, without regard to sex, race, or national origin, except to require that every staff member be a professing active member of a Christian church.*
- 2. Provide fair and equitable personnel policies.*
- 3. Pay salaries commensurate with the work performed.*
- 4. Provide healthful, safe and pleasant working conditions.*
- 5. Encourage and provide opportunities for personal growth.*

# POLICY AND PROCEDURES

## Staff Organization

- A. Staff members, rostered and nonrostered, are engaged to perform specific tasks as outlined in their job descriptions. The following is the organizational chart for all personnel:



- B. Full-time staff is defined as those persons who are required to work 37 1/2 hours or more per week.
- C. Part-time staff are those persons who work less than 37 1/2 hours per week or whose part-time status is specified in their job descriptions.
- D. The term "roster personnel" as used in this document refers to individuals serving under *Letters of Call*.
- E. The word "Council" as used in this document refers to the Congregation Council of Holy Trinity Lutheran Church, also known as the Church Council.

## II. Employment

- A. Policy: All staff shall be employed in the following manner:

1. The pastors shall be called according to the Constitution and Bylaws of the congregation and the guidelines of the Rocky Mountain Synod of the Evangelical Lutheran Church in America and the Evangelical Lutheran Church in America.
2. Other rostered personnel shall be called by the congregation at the recommendation of the Council and the senior pastor and, where appropriate, with the recommendation of the Call Committee. This shall be done in accordance with the Constitution, Bylaws and Guidelines of the Rocky Mountain Synod of the Evangelical Lutheran Church in America and the Evangelical Lutheran Church in America.
3. Other staff persons shall be hired by the Council and, where appropriate, with the recommendation of the Personnel Committee.

## **B. Procedures:**

1. Before hiring any staff member who is not rostered, a written job description shall be prepared by the Personnel Committee and approved by the Council.
2. When there is an opening for a position, the president of the congregation, in conjunction with the senior pastor, shall notify the Personnel Committee. This committee, after consulting with the representatives of the committees to which the staff member will relate, the Council and the senior pastor or the senior pastor's designee, shall conduct a search, interview and recommend a person to be employed.
3. When a non-staff person is engaged to perform a specific function, an employment contract shall be prepared by the Personnel Committee in conjunction with the senior pastor or the senior pastor's designee. The contract may be entered into only with the approval of the Council.
4. Appropriate background checks shall be conducted on prospective new employees by the Personnel Committee or its designee. The intent of the background checks is to ensure that staff members have backgrounds free of criminal activity. The Holy Trinity Lutheran Preschool director shall conduct those record checks necessary to maintain compliance with the Colorado Department of Human Services. (See Appendix 1.)
5. In compliance with federal law, each new employee must complete Immigration and Naturalization Service form 1-9 within 3 working days after starting work. The purpose of the form is to document that the new employee is eligible to work in the United States. The assistant to the treasurer is responsible to see that the 1-9 is completed, that the form is kept in a secure file and is available for cause from the church office.

## **III. Supervision**

### **A. Policy**

1. The senior pastor is responsible to the Council.
2. The senior pastor shall be responsible for the supervision of all staff persons.

### **B. Procedures:**

1. All staff persons shall be responsible to the senior pastor and others, as designated in their job description.

2. The Personnel Committee shall consult with and advise the senior pastor regarding supervisory responsibilities.

**IV. Pay Procedures**

- A. Policy: Staff members shall be paid once a month.
- B. Procedures:
  1. The pay period shall begin on the first day of each month.
  2. Staff members shall be paid by check on the last working day of the month. Exceptions may be made by the senior pastor.
  3. Salary may be paid at the beginning of the vacation period if the regular pay day falls during the vacation period.
  4. Each employee shall receive a statement of earnings and compensation for the year by January 31 of the subsequent year.
  5. Salary deductions for federal and state income tax shall be made from each pay check. Other deductions shall be made per statute or per *Letters of Call*.
  6. All full-time employees shall be covered by Workmen's Compensation Insurance. Absence because of covered injuries shall not be deducted from sick leave.

**V. Hours of Work**

- A. Rostered staff members shall schedule and adjust work hours to accomplish their duties. Normally, this schedule shall include some evenings with two (2) days off each week.
- B. Days off for staff members shall be agreed upon with the approval of the senior pastor or the immediate supervisor.
- C. If circumstances require unusually long hours of work at certain times, a staff member may be allowed to adjust their hours to compensate for this situation. Such adjustment shall be made in consultation with the senior pastor.
- D. The church office hours will be determined by the Council.

## **VI. Paid Holidays**

**A.** Policy: The holidays to be observed by the full-time staff are as follows:

1. New Year's Day
2. Martin Luther King's Birthday
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving Day
8. Christmas Day
9. Two discretionary days, subject to prior approval by supervisor

**B.** Procedure:

1. If a holiday falls on a staff member's regularly scheduled workday, they shall normally not work on the holiday except as necessary for participation in worship services.
2. If a holiday falls on Sunday or on a full-time staff member's regular day off, it may be observed at another time, subject to prior approval by the staff member's supervisor.

## **VII. Vacations**

**A.** Policy: paid vacations to staff members:

1. Vacation provisions for rostered staff shall be stated hi their *Letters of Call*.
2. Full-time personnel:
  - a. Two weeks (10 working days) per year for the first five years of continuous service.
  - b. Three weeks (15 working days) after five years of continuous service.
  - c. Four weeks (20 working days) after ten years of continuous service.
3. Part-time personnel are entitled to vacation days based on their pro-rata share of a full-time position if this benefit is included in the position's approved job description.
4. A staff member shall accrue vacation by pay period and is eligible to take accrued vacation after 90 days, no vacation having accrued if employment is terminated within the first 90 days.

**B.** Procedure:

1. Vacation may be taken at any time mutually satisfactory to the staff member and the senior pastor. In case of conflicting vacation requests by staff members, length of service shall determine priority.
2. Vacations shall not be allowed to accumulate from calendar year to calendar year except in exceptional cases and only with written approval by the senior pastor.
3. The Senior Pastor or designee is to keep records of each employee's vacation.
4. Earned and unused vacation shall be paid on termination on a pro-rata basis using the salary rate at the time the vacation was earned, not to exceed one year's vacation.

**VII. Jury Duty**

- A.** When a staff member is called for jury duty, their regular salary shall be paid.
- B.** A staff member on jury duty shall perform any pressing duties after jury hours, if practical. The individual shall perform regular duties on any normal working days when not required to report for jury duty.

**IX. Sick Leave**

- A.** Policy: Full-time staff members shall be paid for justified absences due to disability because of illness or accident, up to the limits specified below.
- B.** Procedure:
  1. All full-time staff members shall accrue ten (10) sick leave days each year at the rate of one (1) day per month up to the ten (10) days, with the unused portion carried forward to succeeding years to a maximum of forty-eight (48) days.
  2. Disability absences of staff members which are of a longer duration than the accrued sick leave shall be referred to the Council for consideration with recommendations by the senior pastor and/or the Council president.
  3. The Senior Pastor or designee is to keep records of each employee's sick leave.
  4. At termination, including resignation, no reimbursement shall be made for unused sick leave.

## **X. Insurance, Pension, Retirement Benefits**

- A. Health insurance benefits shall accrue to full-time staff, unless excluded by an employment agreement in writing. These benefits are provided at the discretion of Council and may change from time to time. No insurance benefits shall be provided to part-time staff unless specified in their written employment agreement.
- B. Pension or retirement benefits are to be those required in a *Letter of Call* or those required in the church pension or retirement package for full-time employees or those eligible for benefits in such a package unless excluded in an employment agreement. No such benefits are to be provided to part-time staff unless included in a written employment agreement.

## **XI. Unpaid Leave of Absence**

- A. Policy: A staff member may receive unpaid leave of absence for a justifiable reason, at the discretion of the senior pastor for five (5) days or less, or by the senior pastor and the Council for six (6) or more days. A senior pastor's leave of absence must be with the approval of the Council.
- B. Procedure:
  - 1. A request for a leave of absence must be in writing
  - 2. An unpaid leave of absence shall not be granted for a period longer than thirty (30) calendar days.
  - 3. A staff member on an unpaid leave of absence at the time of a holiday shall not receive pay for the holiday.
  - 4. Vacation and sick leave will not accrue during the unpaid leave.

## **XII. Performance Reviews and Merit Increases**

- A. Policy: Each staff member's performance and salary shall be reviewed at least annually.
- B. Procedure:
  - 1. The performance and salaries of all staff members shall be reviewed by August 31<sup>st</sup> of each year.
  - 2. It is the responsibility of the senior pastor or designated supervisor to conduct written reviews of staff personnel who do not serve under *Letters of Call*, receiving appropriate input from committees and other personnel prior to the time of the review. The senior pastor shall be reviewed by the

Personnel Committee. Other rostered personnel shall be reviewed by the senior pastor in consultation with the Personnel Committee.

3. A verbal summary of the written review shall be presented by the chairperson or designee of the Personnel Committee to the Council at its September meeting. Recommended salaries for the succeeding year shall be furnished to the Finance Committee by the Personnel Committee not later than October 1.
4. All reviews shall be kept in each staff persons personnel file.

### **XIII. Resignation, Termination or Dismissal**

#### **A. Policy:**

1. Rostered personnel shall submit a letter of resignation giving thirty (30) days notice.
2. Other staff members shall give two weeks written notice prior to the termination date requested.
3. When employment with Holy Trinity Lutheran Church is terminated by the Church, that termination shall be effective immediately.
4. An exit interview of exiting rostered or lay staff will be held upon receipt of their resignation or termination.

#### **B. Procedures:**

1. Notice of intent to resign by any staff member shall be directed to the senior pastor, or in the case of a senior pastor, to the president of the Church Council.
2. Termination of rostered staff shall be made only as provided by the Constitution.
3. Termination of staff members shall be made by the senior pastor only after consideration of all facts and after consulting with the Council, the synod office if needed, and the Personnel Committee.

### **XIV. Continuing Education: Seminars/Short Courses**

**A. Policy:** Staff members are encouraged to broaden their technical backgrounds and improve their professional skills by participating in seminars and short courses in fields directly related to the staff member's primary responsibilities.

#### **B. Procedures:**



1. A staff member shall submit in writing a request to enroll or register for a course or seminar to the senior pastor for approval, and for a stipend if appropriate.
2. The senior pastor shall obtain council approval for educational assistance or leave for continuing education.

## **XV. Continuing Education: Sabbatical Leaves**

### **A. Policy:**

1. Full-time rostered staff members may request a sabbatical leave of up to three full months duration after the first full six years of service to Holy Trinity Lutheran Church. A second similar sabbatical may be requested after the next full five years. A third and subsequent sabbatical can be requested after four years. Part-time (50% or more) rostered staff can avail themselves of the same leave. The amount of time requested will be pro-rated from the full-time three month maximum. In other words, a half-time person would be limited to one and a half months.
2. Sabbatical leaves must be approved by the council.
3. Persons on sabbatical leave shall receive full salary and benefits during their leave.
4. It is expected that the person taking the sabbatical will remain with Holy Trinity Lutheran church for at least another year after returning from the sabbatical.

### **B. Procedures:**

1. Sabbatical proposals must be presented to the Council no later than October 15 of the year preceding the date of the requested sabbatical leave. The Council shall approve or deny the request by the following February 1.
2. The stated goals of the sabbatical proposal shall include a description of the activities which are proposed and will indicate how those activities relate to the needs of the individual and to the role of the individual in the ongoing ministries of Holy Trinity Lutheran Church.
3. Within 60 days following the completion of the sabbatical leave, the recipient of the sabbatical shall submit a brief written report to the Council. The report should summarize the sabbatical leave and evaluate it in terms of its stated goals.
4. Rostered individuals may carry forward and accumulate up to three years of their annual continuing education budget to help cover their sabbatical education expenses. Funds accumulated and not used prior to the individual's termination shall revert to the general fund.

Policy approved by Congregational Council: May 15,1990 Vacation policy revision approved by Council: May 21,1996  
Policy revisions and addition of sabbatical leaves approved by Council: Feb. 17,1998 D: Job Descriptions: Personnel Policy.doc  
Holiday Procedure revision (V.B.1) approved by Congregational Council: September 25, 2012.  
Sabbatical Leave Policy revision (XV.A.1) approved by Congregational Council: September 25, 2012.