

**KIMBALL MEMORIAL LUTHERAN CHURCH
PERSONNEL MANUAL**

2015

**Approved
May 3, 2015**

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1.0 Introduction

It is the desire of KIMBALL MEMORIAL LUTHERAN CHURCH (KMLC) of Kannapolis, NC, to provide fair, equitable treatment and reasonable conditions of employment for all members of the church staff.

Each job is important in the work and goals of KMLC and its membership. We are engaged in the most important business in the world, to bring the healing love of the Gospel to all people, and each staff member is an integral part of it. Each staff member has a place of responsibility, some serving in program capacities and some in administrative capacities. Every job is necessary for an efficient operation.

No effort has been made to supply a rule or benefit for every conceivable contingency. The letter of any rule is, of course, important, and it is expected that each staff member will follow the rule set forth. More important, however, is carrying out the spirit of the rule. Any staff member who conscientiously endeavors to follow the spirit of the rule should have no difficulty selecting the proper course of action.

Although this document contains rules, procedures, and job descriptions in some detail, it is not and should not be construed to be a contract of employment.

KMLC reserves the right on the recommendation of the Mutual Ministry Committee and the approval of the Congregation Council to modify or discontinue at any time any allowance or privilege provided for in this manual. Any proposed change to this policy manual will be presented at least one month in advance of the desired effective date at a regular Council meeting.

2.0 Authority

Adoption of these personnel policies by the Church Council is granted by the general authority in the Constitution and Bylaws of KMLC. Nothing in these personnel policies shall conflict with the ELCA Constitutions, Bylaws, and Continuing Resolutions.

3.0 Statement of Welcome and Non-Discrimination

Accepting those whom Christ has already accepted, Kimball Memorial Lutheran Church affirms that all people, regardless of gender, race, national origin, sexual orientation, or economic status, are unconditionally welcome to our community of faith and are invited to join us in worship, fellowship, and ministry.

4.0 General Principles and Requirements

The purpose of KMLC is to be a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming and sanctifying activity in the world.

The entire program to carry out this objective shall be planned and coordinated under the direction and leadership of the Lead Pastor. Staff members have the right and privilege to disagree, but shall recognize and accept the authority of the Lead Pastor and Council to make any final decision.

Staff members are expected to work together in a harmonious and cooperative spirit as a team. Because of his or her position, a staff member loses the privilege of working contrary to an adopted policy or program of the church. When the church has acted regarding a matter, it is the responsibility of a staff member to maintain a cooperative attitude.

Staff members are expected to set an example in Christian Stewardship, and to maintain the highest standards of conduct and morality.

5.0 Employees - General

At the time of hire new employees will receive and sign an employment agreement containing salary and benefits detail, a job description, and a copy of the Personnel Manual.

Employee Classifications All employees are classified as either regular or temporary. Regular employees are employees hired without a specific termination date. Temporary employees are employees whose position at the time of hire is for a short-term period. Terms of employment will depend on KMLC's needs. An employee may change classification, dependent on KMLC's needs and the employee's desire, only as documented in a new mutually agreed upon written Employment Agreement.

Employees are also classified as either exempt or non-exempt according to the provisions of the Fair Labor Standards Act.

Rostered Staff Employees are ordained clergy, AIMs, Deacons, Deaconess and other employees rostered by the ELCA and may serve KMLC in a part-time or full-time capacity. KMLC commits itself to following ELCA and NC Synod guidelines for compensation and other benefits.

Regular Full-Time Employees are those employees who work not less than 35 hours per week and are eligible for benefits.

Regular Part-Time Employees are those employees working at least 20 hours but less than 35 hours per week. Part time salaried employees are eligible for all fringe benefits and earn sick leave and vacation at a rate proportionate to the hours they work. Regular part-time employees that work less than 20 hours per week are not eligible for benefits.

Temporary Employees are those employees who are paid hourly under an Employment Agreement for a specified period of time. Temporary employees are not eligible for benefits.

Independent Contractors are those people hired for a specific time period and for a specific set of tasks. A contract will be developed and executed by KMLC and the independent contractor before any work commences. Independent contractors are required to carry and provide annual evidence of adequate and appropriate liability and other insurance. Independent contractors are not employees of KMLC and are not eligible for any KMLC benefits.

Vendors are companies and organizations providing goods and services to KMLC. Independent contractors are required to carry and provide annual evidence of adequate and appropriate liability and other insurance. Individuals doing work for the vendor are not employees of KMLC and are not eligible for any KMLC benefits.

Employment Agreements Specific terms of employment are documented in each employee's Employment Agreement, the terms of which may differ from and supersede those of this Personnel Manual.

Job Description To clarify job or ministry duties, a job description will usually be provided for every member of the church staff or clergy.

Background Checks References, criminal and DMV records checks are required for all full or part time employees. Drug testing is required for all full or part-time employees.

Orientation Whenever possible, "on the job" training shall be provided for all new employees. Each employee will receive a copy of this Personnel Manual. Additional copies of this manual will be kept in the church office.

Initial Probationary Period All non-rostered employees will have a 90-day probationary period. At the conclusion of the probationary period, the Lead Pastor will prepare a performance review. After the performance review is given to the employee the Lead Pastor provide a report to Congregation Council. If the performance review is satisfactory the employee will be given permanent status.

Employee Files Employee files will be kept in a secured file cabinet. Employees have access to their files at all times. The files contain the following information:

- W-4 Form or W-9 Form, as appropriate
- Proof of Citizenship
- Drivers License copy
- Emergency Contact Information
- Job Descriptions
- Reviews and Evaluations

- Disciplinary action records
- Annual Leave requests and approvals
- Continuing Education Certificates
- Commendations, or letters of appreciation
- A Bio for media presentation, with permission to release from staff
- Background check report
- Signed acknowledgement of receipt and review of KMLC Personnel Manual
- Any other information as may be deemed appropriate by the Lead Pastor, Mutual Ministry, or the Congregational Council

Employment References When KMLC receives a request for information from another person or entity about an employee, either during employment or after the employee's employment has ended, it is KMLC's general policy to provide only the following:

- a. Dates of employment
- b. Last job title
- c. Whether they were terminated for violation of church policy.

Only the Lead Pastor or Congregation President are authorized to respond to reference inquiries.

In general, KMLC's policy is not to furnish any other information about work performance or employment, unless the employee specifically directs it to do so and signs a release prepared by KMLC which authorizes it to do so. If an employee does not authorize KMLC to furnish any additional information, it will advise the requesting person or entity that, absent a release, KMLC's policy is to provide only the information set out in a, b and c above.

Outside Employment Employees who are on a "full-time" basis are expected to give full-time attention to their church position. Employment on other jobs, either on off-days or after hours, is discouraged.

6.0 Compensation and Reviews

Salary Persons employed by KMLC in a part-time or full-time capacity, except those persons in non-exempt positions, will receive a salary negotiated at the time of recruitment that will not be based on an hourly wage.

Paycheck Schedule Employees are paid on a semi-monthly basis, based on the 15st and 30th of the month.

Overtime Staff members who are employed on an hourly basis and/or who are nonexempt under the applicable federal law will be paid overtime if they work more than forty (40) hours in a work week. Overtime hours must be approved by the Lead Pastor prior to the work being performed. On occasion, work-hour requirements may allow some schedule flexibility for exempt salaried employees, any such time to be approved by the Lead Pastor. Staff members employed on an hourly basis and non-exempt salaried employees are not eligible for compensatory time off in accordance with federal law.

Mileage Staff members who do not receive a budget car allowance will be reimbursed when church business warrants the use of their personal vehicle. Each individual wishing this reimbursement will log each trip and submit this record monthly to the financial secretary.

Periodic Reviews To ensure that a new employee begins his/her service at KMLC as smoothly and effectively as possible, the Lead Pastor will conduct a series of performance reviews with the new employee. These performance reviews will be held at least annually. After each performance review, the Lead Pastor will provide a written summary of its findings to the Congregation Council, maintaining the necessary confidential nature of the reviews. The staff member will be asked to sign an acknowledgement of this review. The Lead Pastor will maintain a secure personnel file for each staff member. The Mutual Ministry team will perform performance reviews if the Lead Pastor is unable or unavailable to do so.

7.0 Work Schedule

Hours: Standard office hours shall normally be from 8AM to 4PM Monday thru Friday. Volunteer coverage shall be arranged, to the greatest extent possible, whenever the office will be left unattended during normal office hours.

Given the wide range of different duties and tasks and various ministry calendars, individual work schedules are defined in individual job descriptions, employment agreements and in consultation and agreement with the Lead Pastor.

When anticipating absences which can be scheduled, such as vacation, personal time, etc, staff members should obtain the Lead Pastor's agreement.

Tardiness: Repeated tardiness is unacceptable and is to be avoided except in emergency situations. Chronic tardiness is of great concern and can lead to probationary action or termination of employment.

8.0 HOLIDAYS, VACATIONS and LEAVES

Vacations Vacation is intended to serve as a time for rest, care for self and soul, and time away from the issues and needs of Kimball. Kimball will make every attempt to respect and not interfere with employee vacations.

All employees are expected to take the annual vacations they are entitled to in their entirety. Otherwise, the benefits and purposes of the vacation period will not be realized by the staff member or the church.

Employees are asked to observe the rules of courtesy, indicating their vacation preferences well in advance by clearing and coordinating the dates with the Lead Pastor and in regard for the church calendar. Every reasonable effort will be made to accommodate vacation requests, though the needs of KMLC take priority.

So that major trips or other special vacation plans may be made possible one-week (5 days) of vacation may be carried over from one year to the next. The request for deferral and the general plan for the extended vacation desired are to be communicated to and approved by the Lead Pastor.

In extraordinary situations, additional days off may be granted, but without pay. Such requests shall be made through the Lead Pastor.

Holidays All staff shall be allowed the following 12 holidays off with pay:

- New Year's Day
- Martin Luther King Day
- President's Day
- Easter Monday
- Memorial Day
- Independence Day or the day it is observed
- Labor Day
- Thanksgiving Day and day after
- Christmas Day and two (2) weekdays following

If a full-time employee's job requires him or her to work part or all of one of the above days, other hours or another day off shall normally be given.

When New Year's Day, Independence Day, or Christmas Day fall on a Sunday, the following day shall be considered the official holiday. When these holidays fall on a Saturday, the preceding Friday shall be considered the official holiday.

Special Leaves The Lead Pastor may grant an occasional day off or additional hours off without interruption of pay for the purpose of a personal nature or as a reward for exceptional work.

Sick Leave Sick leave is granted to staff members to protect them from endangering their health and that of their fellow workers. It is to be used only in case of actual need (illness) and never should be considered as a "benefit" to be used whenever wanted. Sick leave may be granted for personal illness, physical disability, or for medical, dental or optical treatment or examination, when approved by the Lead Pastor.

Church staff should report an illness as soon as possible, and no later than 9:00 a.m. the day of the illness. The nature of the illness and expected date of return to service shall be provided so that plans can be made.

Normally, sick leave will be paid up to a maximum of ten (10) days/two-weeks per year for a full time (40 hours or more) year round employee. All other employees will be prorated according to their work schedule.

Verification from the staff member's health care provider or physician may be required before sick leave is paid. The Congregation Council will consider regular compensation in cases of extended illness.

All such returns to work must be on a full duty basis except as may be mutually agreed upon by staff member and the Lead Pastor.

Rostered Staff Sick Leave Policy As per the NC Synod recommendation, Rostered Staff are provided up to two (2) months of sick leave at full salary and social security/Medicare, providing coverage until the ELCA Portico Benefits disability plan begins coverage. If a housing allowance is provided, it is continued.

Leave of Absence A leave of absence of up to a maximum of 90 days may be considered by the Lead Pastor, to be approved by Congregation Council. Such leaves include those instances where

an employee's physician determines that the employee is temporarily unable to perform his or her duties as a result of injury, illness, surgery or where an employee seeks maternity leave. Up to six weeks leave with pay may be granted for such leave. A physician's note or verification may be required prior to approval of such leave. Approved leaves with pay can also include earned vacation and accrued sick leave, but the total time off, including any unpaid leave time, cannot exceed 90 days in one calendar year. The question of whether such leave would be with or without pay will be determined by the Congregation Council.

Maternity leave As per NC Synod guidelines, mothers are provided up to six (6) weeks of maternity leave and fathers two (2) weeks of parental leave at and immediately after the birth of a child. Full salary and benefits are typically continued, in consideration of length of service with the congregation, vacation time available, housing costs, and the hardship to the employee or the congregation.

Compassionate Leave Employees of KMLC shall be granted up to three working days with pay due to a death in their immediate family (mother, father, sister, brother, spouse/partner, children, in-laws, grandparent, and grandchildren). The Lead Pastor will consider special cases on an individual basis.

Jury Duty This type of leave is required to comply with the law. Staff members who are called to serve and must miss work shall continue to receive full pay from the Church with the understanding that they are to be on their regular job at any time not required by the court.

Military Duty Employees absent on their annual two-week reserve or National Guard duty shall be considered on an excused leave of absence and may elect one of the following options related to their pay:

- The employee may take their vacation and retain their military pay.
- The employee may surrender their military pay to the Council, receive their regular salary and take their vacation at a later date.
- The employee may take unpaid leave and retain their military pay.

An employee called up to active duty is allowed an unpaid leave of absence to meet her/his military responsibilities.

9.0 Continuing Education, Renewal and Sabbaticals

Purpose A commitment of time and funds is essential for effective ministry and benefits both employees and the congregation. Pastors, Associates in Ministry and Ministry Staff persons are expected and encouraged to discipline their schedules in order to include continuing education.

Guidelines Normal continuing education proposals with cost estimates will be presented to the Lead Pastor, and considered in regard to the church calendar and KMLC's needs. Approval of the request will be made by the Lead Pastor and/or Church Council.

Time and Expenses The amount of time and funds provided toward continuing education are governed by each staff member's employment agreement. Time committed to Continuing Education is not counted as vacation time.

Spiritual Renewal – As per NC Synod recommendation, all Rostered leaders under call are given annual time for spiritual renewal which is not classified as vacation or educational leave.

Three (3) days per year may be spent at a retreat center or facility where she/he is able to fully focus on "renewal," with the cost of such a center or facility to be divided 2/3-1/3 between the congregation and the rostered leader.

Sabbatical Leave - As per North Carolina Synod recommendation, an extended period of time away from the parish for study, personal growth, and reflection may occasionally be important for rostered leaders; to provide this, the congregation may grant the privilege of sabbatical leave.

Guidelines:

- Rostered leaders and congregations or agencies should consult with the Bishop early in the process.
- Sabbatical leaves are intended for in-depth study on one or two topics directly related to the appointment of the rostered leader, and should include time for personal and familial reflection.
- Sabbatical leaves will normally be for a period of not less than three (3) months and not more than twelve (12) months. Sabbatical leave shall be in lieu of, and not in addition to, any two (2) week continuing education leave to which the rostered leader may become entitled during the year(s) in which the sabbatical is taken.
- Any rostered leader who has a minimum of seven (7) years in the ministry, and who has served in his/her current appointment for a minimum of five (5) or more years may present a proposal for a sabbatical leave. A proposal for sabbatical leave shall include:
 - A rationale for the sabbatical, including personal goals and potential value for the congregation.
 - A detailed outline of the intended courses of study and use of time.
 - An outline of financial implications for the sabbatical.
 - An indication of the use of vacation time during the sabbatical. At least one half (1/2) of the period normally granted as annual vacation leave shall be designated as sabbatical leave when the sabbatical leave is three (3) to six (6) months in duration. Where the sabbatical leave is proposed for seven (7) to twelve (12) months, the entire annual vacation leave shall be included in the sabbatical.
 - Proposals for sabbatical leaves shall be presented to the Congregation Council not less than six (6) months prior to the beginning of the leave.
- Careful consideration shall be given to all aspects of the proposal and implications for the congregation or agency and the rostered leader.
- The congregation may give sabbatical leaves as merit benefits.
- The details of the financial consideration for the sabbatical shall be negotiated by the rostered leader and the congregation. Per NC Synod recommendation, the salary, housing and the Portico Benefits Program be maintained at the current budget level, with the rostered leader assuming responsibility for all other personal and family expenses.
- When an extended study is granted, the rostered leader shall agree to serve the congregation for a minimum of one (1) year following completion of the study.
- Within six (6) weeks of the completion of the sabbatical leave, the rostered leader shall present to the congregation and the bishop a detailed reflection on the experiences of the leave.

- Realizing the parish or agency will be without the services of its regularly called rostered leader during the extended study, the rostered leader and the congregation shall seek the counsel and consent of the bishop before finalizing the agreement.

10.0 Church Property and Equipment

Church property, equipment, and machines are for specific use and purpose and are not to be used for personal use, or for business other than that of KMLC.

Church property, equipment, and machines are not to be moved or removed, without permission from the Lead Pastor or the Property Team.

All work or repairs to church property, equipment, and machines must not be performed without the approval of the Property Team.

Keys KMLC uses both keys and digital door codes. Employees provided digital door codes are to keep them secure by not sharing the code with others and taking care to assure that their code is not compromised during their own use. Employees who are issued keys are expected to maintain possession of them at all times. They must never be given to others, copied, or left in the desks overnight. A log of all keys must be kept by the church. Loss of keys must be reported at once.

Vehicles Requests for use of a church vehicles for ministry in an employee's area of service should be made well in advance and only those on the church's approved driver list may operate the vehicles.

11.0 Fiduciary Responsibility

All employees, staff, contractors and vendors have a responsibility to engage in an honest and transparent manner in budget preparation tracking, expense accounting, purchasing, etc.

Budgetary Expenditures Depending on the position, staff are given authority to make purchases on behalf of KMLC. All staff are expected to manage their expenses to within their area of authority and within the congregationally approved budget. Disbursements and purchases that would exceed the staff member's budget require advance approval from Lead Pastor and/or Council, depending on the amount and circumstance. Employees will provide all necessary documentation to Treasurer, Lead Pastor and others as appropriate.

KMLC Credit Cards Staff may be issued a KMLC credit card on which reasonable and appropriate expenses for their ministry at KMLC may be charged. Staff accept responsibility for the card, keeping it secure and insuring it is used only for KMLC ministry needs.

Reimbursements Staff (and unpaid staff/volunteers) may also, as necessary, incur reasonable and appropriate expenses, pay for those from their own funds, and submit those expenses for reimbursement.

Expense Documentation Staff and volunteers shall cooperate with the Treasurer on reconciliation and cost accounting, including retaining and providing to the Treasurer adequate and complete documentation (receipts, packing slips, etc) as well as any necessary approval s from ministry leaders for all expenses, regardless of the method of purchase (standing accounts, direct billing, KMLC credit cards, reimbursements, etc).

12.0 Personal Conduct

Employee Relationships The success of ministry depends in large part upon the respect and confidence each staff member shows each other and church members.

Staff accept the responsibility to avoid negatively discussing other staff and members, and endeavoring to maintain positive relationships.

When concerns or misunderstanding arise, maintain appropriate confidentiality and follow the procedure outlined in Matthew 18:15-17. If, after going to the "offending" staff member personally or a supervisor, the problem is still not resolved then go to one of the pastors; and if that is not practical or feasible, take the matter to the Mutual Ministry Team, who will treat the matter in an appropriate and confidential manner. In any case, never leave a conflict unresolved, for it can destroy relationships and effectiveness individual employees and the staff "team".

Dual Relationships A dual relationship is one in which an employee has both a professional and a romantic and/or sexual relationship with a congregant to whom the employee is not married. Even when such relationships appear to be mutually consensual, the inherent inequality of power and status between employees and congregants can easily create unacceptable conflicts of interest. Hence, employees should avoid establishing dual relationships with congregants.

Confidentiality Staff members are expected to maintain confidences and to refrain from discussing confidential matters apart from its proper context. The confidential relationship between a staff member and those they serve is absolutely necessary. Business transactions, records of contributions, and need for counseling or office visits, marital difficulties, or problems of any kind, known by the staff, should not be shared with anyone (even spouse or family members). This also applies to the confidentiality of all staff members and relationships, including personal problems and the like.

Dress All staff members are expected to dress in professional apparel or in appropriate apparel to the type of work performed.

General Misconduct Where conduct does not meet expectations, disciplinary action, which could include termination, will take place.

The following are examples of conduct that can result in disciplinary action:

- Poor job performance
- Tardiness
- Sexual or other forms of harassment
- Willful disregard of Church policies and procedures
- Disclosure of confidential information
- Possession, distribution, sale, or use of illegal drugs
- Misconduct (such as theft, falsification of records, etc.)
- Reporting to work under the influence of alcohol or other illegal drugs

The Church does not desire to interfere with the personal activities of its employees; however, an employee's off-church conduct may be a concern to the Church if it is inappropriate to or unbecoming the ministry of KMLC, has a negative impact on any employee's performance, the

performance of other employees or his/her relationship with the congregation. Conduct raised as a concern will be reviewed by the Lead Pastor, Mutual Ministry Committee and/or with Council, with appropriated action to follow.

Harassment KMLC is committed to providing a work environment that is free of harassment of any kind. Anyone who believes they may be the victim of harassment should promptly report it to the Lead Pastor or to the Council President. All complaints will be handled promptly and special privacy safeguards will be applied. All employees should be aware that the privacy of the charging party and person accused of harassment will be kept strictly confidential. No employee will be penalized for registering a harassment complaint.

Substance Abuse Employees needing help with a substance abuse problem are required to seek counsel of the Lead Pastor. Early recognition and treatment are critical to any program to curb abuse and to enhance the employee's ability to perform satisfactorily. KMLC finds that both the employee and the congregation will benefit greatly from early substance abuse recognition and treatment. No person will be penalized for seeking or accepting counseling or treatment for a substance abuse problem.

13.0 Job Termination

Employees have the right to terminate their employment at any time and KMLC reserves a similar right.

Upon termination, final pay and compensation will be held until all church keys, personnel manual, and any other Church property are returned.

Regardless of termination party or reasons, KMLC and staff both commit themselves to timely and cooperative resolution of church and personal property, transfer of applicable files and records, final submission and resolution of expenses, etc.

Resignation: The Lead Pastor and President of the Congregation Council are to be informed, by the staff member, in writing at least 30 days before termination will be effective. With 30-day notice and in good standing the staff member shall receive pay for any vacation that may have been earned and not yet used. No employee shall be compensated for any unused sick leave at the time of resignation.

The Lead Pastor and Executive Team of the Congregation Council will arrange an exit interview with anyone who terminates his or her employment.

Dismissal: The Mutual Ministry Committee and the Congregation Council shall consider any dismissal action jointly. The final decision of such action is the responsibility of the Congregation Council. In the event of a dismissal for cause or misconduct, severance pay, if any, will be determined by the Congregation Council, in its discretion.

The Congregation's Constitution prescribes the termination procedure for rostered employees

14.0 Progressive Discipline

The purpose of this policy is to state KMLC's position of administering equitable and consistent discipline for unsatisfactory conduct or performance in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership, fair supervision, and employees dedicated and committed to the mission of KMLC and to teamwork.

Our Church's best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with KMLC is based on mutual consent and KMLC has the right to terminate employment at will, with or without cause or advance notice, KMLC may use progressive discipline at its discretion.

All disciplinary action will be documented by the Lead Pastor and/or Mutual Ministry Committee and placed in the staff member's secured personnel file.

Disciplinary action may call for any of the four steps.

- Verbal warning – with summary of warning placed into the employee file

- Written warning – with mutually signed copy of warning placed into employee file

- Suspension with or without pay

- Termination

There may be circumstances when one or more steps are bypassed. Progressive discipline means that with respect of most disciplinary problems, these steps will normally be followed. KMLC recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or, in extreme situations termination of employment, without going through the usual progressive discipline steps.

15.0 Employee Appeals (Grievance Procedures)

The purpose of the employee appeal procedure is to provide a means for employees to resolve their work place concerns with management. All regular and temporary employees of KMLC may file a grievance under this section.

Definition of an Appeal A grievance shall be determined as an alleged misapplication of KMLC's personnel policies. This procedure represents intent to offer a dispute resolution mechanism to the employees of KMLC. Failure by KMLC to exactly follow this procedure shall not subject the Council to a breach of contract claim.

Timing for Appeals In order to qualify for processing under this section, an appeal must be filed no later than thirty (30) calendar days after the date on which the aggrieved condition commenced.

Step One:

Any employee who is eligible may present an appeal to the Lead Pastor for discussion. The Lead Pastor shall have five (5) regular working days in which to respond to the relief requested. Should the Lead Pastor fail to respond within this time limit or if the employee finds the response unsatisfactory, the appeal may be reduced to writing, clearly specifying the policy allegedly misapplied, and the relief requested.

The appeal should be submitted to the Lead Pastor within five (5) regular working days from the time the first step answer was due or was given. The Lead Pastor should respond in writing within five (5) days of receipt and if the Lead Pastor fails to respond within this time, or if the employee finds the response unsatisfactory, the employee may proceed to Step Two.

Step Two:

The employee may submit an appeal in writing to the Mutual Ministry Committee if Step One has not resolved the issue. Upon receipt of a written appeal, the Mutual Ministry Committee will inform the Executive Committee and the Council President of the appeal. The Mutual Ministry Committee shall also convene a meeting or meetings wherein statements shall be taken from the appealing employee.

The Mutual Ministry Committee may also request statements from other employees. The Committee may refuse to grant the employee's request for appeal when the issues involved are minor in nature, or involve evaluations or judgments by management unless they appear to be contrary to policy, malicious or vindictive. The Mutual Ministry Committee shall have twenty (20) regular working days in which to respond to the employee in writing concerning the relief requested. If the Mutual Ministry Committee fails to respond within this time limit, the employee may petition the Council President. Failure on the part of the employee to petition the Council President within thirty-days of the result of Step Two shall result in the appeal being waived.

Step Three:

The Council President shall convene a meeting or meetings of the Executive Committee, with the aggrieved employee, the Mutual Ministry Committee Chair, the Lead Pastor, as applicable, either separately or jointly at the discretion of the President. The President may convene an executive committee meeting and within ten (10) working days shall respond to the grievant in writing with the final decision. In all instances, a thorough and fair investigation will take place, giving careful consideration to the rights and dignity of

the people involved. The Council President will report the grievance and the result at the next regularly scheduled Council meeting.

16.0 Accidents and Injuries

Employee Injuries Job-related injury must be reported at once through the supervisor to the Lead Pastor. A Notice of Injury Form must be completed. Workers' Compensation Insurance covers all full and part time employees.

Vehicle Accident An employee involved in an accident involving a church vehicle must report such accident to the Lead Pastor immediately. It is requested that all accidents be investigated by appropriate police authority before the vehicle is removed from the scene of the accident.

Accidents on Church Premises to Others Every reasonable and prudent effort shall be made by all employees to assist persons injured or ill on the church premises. The Lead Pastor should be notified at once. Emergency first aid supplies are in a variety of locations. If the injury or illness is serious, call an ambulance. If possible, have someone escort the patient to the hospital. Obtain information from witnesses as to what happened. Make a full written report of the accident or occurrence and provide same to the Lead Pastor.

17.0 Child Safety Policy

All staff are responsible for being familiar with, abiding by and assisting in the training and enforcement of KMLC's Child Safety Policy.

The Child Safety Policy (separately documented) defines the purpose and practices to protect children, staff and volunteers. The Policy includes practices to prevent abuse as well as reporting and investigation requirements.

18.0 General Policy Regarding the Responsibility of the Lead Pastor

The staff and congregation of KMLC is built around the Lead Pastor, "for the sake of good order", and to provide a high level of compatibility, collegiality, accountability, clarity of roles, longevity in the positions and a wide range of gifts needed by this congregation.

The Lead Pastor is responsible for the total operation of the Church. Responsibilities may be delegated by the Lead Pastor, however regardless of delegation, the Lead Pastor is responsible and accountable.

19.0 Employee Acknowledgement

I acknowledge that I have read and understood the policies outlined in this copy of Kimball Memorial Lutheran Church's Personnel Manual and the referenced Child Safety Policy. I understand that these policies provide only a general reference and are not a full statement of KMLC's procedure nor are they a contract. I will update these policies as I am provided with new materials, and I will return my copy of the Personnel Policies to KMLC upon termination of my employment

Employee Name (printed) _____

Employee Signature: _____

Date: _____