

POLICY and PROCEDURE
St. Luke Lutheran Church of Sacramento, California

Number: P&P-2005-2
Title: Personnel Policies, Procedures, & Guidelines
Board/Committee: Executive Committee
Effective Date: August 16, 2005, Revised October 1, 2020
Voided Date:

References: Constitution/Bylaws – C4.04, C5.03(j), C9.05, C12.04(d)(f), C12.05(a), C12.05.01(a), C12.08, C13.17.02, C13.17.07, C14.01, C15(all); Policy & Procedure – P&P-2005-3, P&P-2005-4.

POLICY: The Congregation Council adopts the following personnel policies, procedures, and guidelines for paid employees.

Federal/State Laws: All personnel policies, procedures, guidelines, actions, and definitions shall conform to the applicable federal and state laws and regulations. If any policy, procedure, guideline, or definition in this Policy and Procedure (P&P) conflicts with a federal or state law/regulation, the policy, procedure, guideline, action, or definition is voided.

Administration: The Executive Committee shall be responsible for all personnel matters, including employing staff, terminating staff, developing personnel policies, and ensuring such adopted policies are observed, except “direct supervisory” responsibilities. Direct supervisory duties shall be the responsibility of the Board/Committee assigned to that position. See “Direct Supervisory Assignments,” below.

The employment and termination of pastors shall follow the provisions of Constitution/Bylaws.

Revisions: This P&P shall be reviewed and revised as necessary by the Congregational Council.

Applicability: These policies, procedures, and guidelines are applicable to all paid employees, including pastors, unless specifically stated otherwise in this document.
If any part of this P&P conflicts with the Letter of Call for a pastor, the Letter of Call shall apply.

Distribution: This P&P shall be distributed to all paid employees. In addition, paid employee applicants shall be provided a copy of this P&P when appropriate.

Selection and Employment of Employees:

- a. Employment Application: All existing paid employees and new employee applicants shall complete and submit an “Employment Application.” See Attachment 1.
- b. Reference Checks: Prior employment, volunteer service, and personal references shall be checked for each employee applicant. At a minimum, two references checks shall be completed for each applicant. It is preferred that references are of an institutional nature (i.e., former employers or other organizations at which the applicant has worked or volunteered) as opposed to personal friends or relatives.

- c. Background Check Authorization and Disclosure: Prior to performing a background check (technically called an “Investigative Consumer Report”) on any person, the individual shall have a completed background check authorization and disclosure form on file. The form shall be provided by the investigating agency that performs the checks for St. Luke’s and shall conform to the requirements specified by Federal and State laws.
- d. Background Checks: National criminal and statewide sexual offender background checks (searches) shall be performed on all existing paid employees and new employee applicants, including pastors. At a minimum, sexual offender checks shall be made in each state that the person has resided during the last seven years. Checks for paid employee applicants shall be completed before being employed.
- e. Personnel Interviews: Standard interview questions shall be developed and used for all candidates for each paid-employee position.
- f. Required Training: All existing paid employees and new paid employees, including pastors, shall complete the required sexual harassment and child abuse training, as specified in P&P 2005-3 and 4, respectively. Existing employees shall complete such training within 90 days after the adoption of this P&P. New employees shall complete the required training within 30 days after beginning work.

Personnel Records: A separate personnel file shall be maintained for each paid employee and employee applicant.

- a. This file shall contain all job/employee-related documents for the specific individual, such as employment application, background check authorization/disclosure, documentation of reference checks, interview documentation and results, “employee duty statement,” and annual performance/salary reviews. Upon request, a person may review his/her record of background checks in accordance with Federal and State law. Before taking an adverse action against an employee or new employee applicant, a copy of the background check report and a summary of individual rights shall be provided to the person.
- b. Personnel files should not contain information which does not relate to the individual’s job performance, unless the information demonstrates a clear conflict of interest. Examples of information that should not be included are garnishments, arrests (unless related to sexual misconduct), political affiliations, type of military discharge, employment of spouse, and non-job-related medical history.
- c. All personnel records shall be kept in a locked, confidential filing cabinet. Access to such records shall be limited to the applicable paid employee, St. Luke’s Pastor(s) and Church President (Executive Committee Chairperson).
- d. Personnel files of paid employees shall be retained for a period of three years following the last date of employment. Personnel files for employee applicants shall be retained for a period of three years following the application date. Files not required to be retained shall be destroyed.
- e. All personal information voluntarily disclosed, the results of background and reference checks, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements shall be maintained in the strictest of confidence.

Employee Duty Statement: Each paid employee, except pastors, shall have a written “employee duty statement” signed by the employee, Chairperson of the Board/Committee assigned as the employee’s direct supervisor, and the Executive Committee Chairperson. The employee duty statement (original) shall be filed in the employee’s personnel file. A fully signed copy shall be given to the employee and to the applicable supervising Board/Committee.

- a. At a minimum, the employee duty statement shall include the following:
 - i. Starting date of employment.
 - ii. Starting salary.
 - iii. Hours of work (describe if not a fixed period each day).
 - iv. Employee benefits, if any, such as medical/dental insurance, retirement contributions, paid vacation, paid holidays, and paid sick leave.
 - v. Description of duties.
 - vi. A note stating that adjustments in salaries and hours of work, if any, are provided to the extent included in the adopted annual Budget.
- b. On an annual basis, each “employee duty statement” shall be reviewed and updated as noted under “Performance/Salary Reviews.”
- c. The Constitution provides that similar information is to be included in each pastor’s Letter of Call. See the Constitution for details.

Direct Supervisory Assignments: Direct supervisory assignments of paid employees (day-to-day supervisory responsibilities) shall be as follows:

- a. Pastor: Executive Committee
- b. Secretary: Pastor
- c. Music Director/Organist/Choir Director: Worship and Music Board
- d. Custodian (if an employee): Property Board
- e. Landscape Maintenance Person (if an employee): Property Board

Direct supervisory responsibilities for other positions shall be determined by the Congregational Council.

Performance/Salary Reviews: Each paid employee, including pastors, shall receive a performance and salary review on an annual basis. The reviews shall be performed by the Board/Committee assigned as the employee’s direct supervisor and shall be completed in October of each year. During the annual review, the Board/Committee also shall review and update the employee’s duty statement.

- a. Factors considered in the performance review shall include job performance, length of service, responsibilities, and duties performed.
- b. As part of the employee’s annual review, the supervising Board/Committee shall develop a salary adjustment recommendation for the Executive Board to be presented to the Finance Board. Such recommendations shall be based on the performance review and the financial strength of the Church. Salary adjustments, if any, shall become effective as specified in the adopted annual Budget.
- c. Written notes regarding each annual performance and salary review shall be prepared by the Board/Committee performing the review. The written notes (original) shall be filed in the employee’s personnel file. A copy of the written notes shall be given to the employee.

Paid Holidays: Paid employees, except for the Music Director/Organist/Choir Director, shall observe the paid holidays designated in his/her “employee duty statement.” If a paid holiday falls on a Saturday or Sunday, the following Monday shall be a paid day off.

Pay Periods: All paid employees, with the exception of the Music Director/Organist/Choir Director, will be paid on the 15th and last day of the month or the preceding work day, when the 15th or last day of the month falls on a non-work day. The Music Director/Organist/Choir Director will be paid monthly on the last day of each month.

Educational Opportunities: All paid employees, including pastors, are encouraged to improve their technical and professional skills.

- a. Educational efforts shall be paid for by the Church only to the extent provided by the adopted annual Budget. Leave time for “funded” educational opportunities shall be commensurate with the funds provided by the adopted annual Budget. Funded educational efforts that require more than one day absence from the Church office shall be approved, in advance, by the Board/Committee assigned as the employee’s direct supervisor. No leave time shall be provided for “unfunded” educational opportunities, unless specifically approved in advance by the Congregational Council.
- b. All paid educational funds provided by the Church shall be expended in the year in which the adopted annual Budget provided the funds.

Termination of Paid Employees (Except Pastors): When employment of a paid employee (except pastors) is to be terminated, either by the Church or employee, the party that initiates the termination shall normally provide a two-week notice. The Congregation Council may provide payment in lieu of the normal notice length.

See the Constitution for provisions regarding termination of pastors.

- a. The notice of intent to resign by a paid employee shall be directed to the Chairperson of the Board/Committee assigned as the employee’s direct supervisor.
- b. The determination to dismiss or to terminate the employment of a paid employee shall be approved by the Congregation Council before the dismissal/termination is initiated.

Vacation and Sick Leave: Vacation and sick leave shall be provided only to extent provided in the paid employees “employee duty statement” and the Letter of Call for pastors.

- a. Vacation days may be carried over from year to year, providing the maximum vacation hours available do not exceed 200 hours on January 1.
- b. Sick leave days may be carried over from year to year in accordance with the specific duty statement.
- c. The Pastor shall keep record of the vacation and sick leave days taken and accrued for the Office Secretary.
The Worship & Music Board Chairperson shall keep record of the vacation and sick leave days taken and accrued for the Music Director/Organist/Choir Director.

Workers Compensation: Workers compensation insurance is provided for all paid employees when performing church-related efforts. Employees are responsible for promptly reporting any work-related injuries or illnesses.

Sexual Harassment: See P&P-2005-3, “Prevention of Sexual Harassment.” All employees shall read, understand, and observe the policies and procedures included therein.

Child Abuse: See P&P-2005-4, “Prevention of Child Abuse.” All employees shall read, understand, and observe the policies and procedures included therein.

APPROVED:

Signature of Church Secretary (officer) *Date Approved*

VOIDED:

Signature of Church Secretary (officer) *Date Voided*

**P&P-2005-2
ATTACHMENT 1**

**St. Luke's Lutheran Church of Sacramento, California
EMPLOYMENT APPLICATION**

APPLICANT'S NAME (Last) (First) (M.I.)			SHEET NO. 1	TOT. SHEETS
MAILING ADDRESS (Number) (Street)		E-MAIL ADDRESS		SOCIAL SECURITY NUMBER
(City)	(State)	(Zip Code)		WORK TELEPHONE NUMBER
TITLE OF POSITION YOU ARE APPLYING FOR		FORMER (OR OTHER) NAME(S) USED		HOME TELEPHONE NUMBER
Have you ever been dismissed or terminated from any position for performance or other disciplinary reasons? <input type="checkbox"/> YES <input type="checkbox"/> NO If "yes," explain below.				

EDUCATION:

GRADUATE FROM HIGH SCHOOL? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NOT, POSSESS GED OR EQUIVALENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NOT, ENTER HIGHEST GRADE COMPLETED:		
POST HIGH SCHOOL EDUCATION <i>Name and Location of School</i>	COURSE OF STUDY	UNITS COMPLETED		DIPLOMA, DEGREE OR CERTIFICATE OBTAINED
		SEMESTER	QUARTER	DATE COMPLETED

LICENSES, CERTIFICATES, OR PROFESSIONAL OR VOCATIONAL COMPETENCE:

LICENSE OR CERTIFICATE NAME & NUMBER	DATE RECEIVED	EXPIRATION DATE	NAME OF RELEVANT MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS

PERSONAL REFERENCES: (2 minimum)

NAME (Last) (First) (M.I.)	E-MAIL ADDRESS
CURRENT MAILING ADDRESS (Number) (Street)	WORK TELEPHONE NUMBER
(City) (State) (Zip Code)	HOME TELEPHONE NUMBER
NAME (Last) (First) (M.I.)	E-MAIL ADDRESS
CURRENT MAILING ADDRESS (Number) (Street)	WORK TELEPHONE NUMBER
(City) (State) (Zip Code)	HOME TELEPHONE NUMBER

IMPORTANT NOTE: Before the hiring is finalized, the apparent successful candidate for the position shall submit a completed background check authorization and disclosure form (subsequently national criminal and statewide sexual offender background checks will be made and the results reviewed) and schedule the required sexual harassment prevention and child abuse prevention training as specified by St. Luke's Continuing Resolutions CR-2005-3 and 4.

APPLICANT'S SIGNATURE	DATE SIGNED

**P&P-2005-2
ATTACHMENT 1 (cont)**

**St. Luke's Lutheran Church of Sacramento, California
EMPLOYMENT APPLICATION (cont.)**

APPLICANT'S NAME (Last)	(First)	(M.I.)	SHEET NO.	TOT. SHEETS
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EMPLOYMENT HISTORY: Use and attach as many sheets as necessary. Begin with your most recent job. List each job separately. List all relevant jobs regardless of duration, including part-time and military service, during the **last ten years**. You should also list volunteer experience and jobs held more than 10 years ago if they relate directly to the job for which you are applying.

FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE		
HOURS PER WEEK	TOTAL WORK (Yrs/Mos)	COMPANY NAME	SUPERVISOR	
SALARY EARNED \$ _____ PER		ADDRESS		
DUTIES PERFORMED				
REASON FOR LEAVING				

FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE		
HOURS PER WEEK	TOTAL WORK (Yrs/Mos)	COMPANY NAME	SUPERVISOR	
SALARY EARNED \$ _____ PER		ADDRESS		
DUTIES PERFORMED				
REASON FOR LEAVING				

FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE		
HOURS PER WEEK	TOTAL WORK (Yrs/Mos)	COMPANY NAME	SUPERVISOR	
SALARY EARNED \$ _____ PER		ADDRESS		
DUTIES PERFORMED				
REASON FOR LEAVING				