



# **Prince of Peace Lutheran Church and Preschool Personnel Manual**

*“For there is a proper time and procedure for every matter . . .”*

Ecclesiastes 8:6

**Approved by Congregation June 14, 2009  
Revised Section 3.000, Approved by Congregation July 17, 2011**

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**5/8/2009**

**TO: ALL EMPLOYEES**

The following pages contain policies and procedures established for Non-called individuals employed by Prince of Peace Lutheran Church and Preschool.

Please read this handbook carefully. Although this does not constitute a contractual agreement, we hope it will provide guidance and answer your questions. Any further questions may be directed to your supervisor.

May God bless you in all you do.

Sincerely,  
The Church Council

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# POPLC PERSONNEL MANUAL

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## SECTION 1.000

### INTRODUCTION

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## **1.1: WELCOME!**

Welcome to Prince of Peace Lutheran Church and Preschool. We consider you to be a gift from God and look forward to working with you as a member of our ministry team. Your gifts and talents, which you bring to your position, are most appreciated. We are committed to working together with you in service to our Lord through this ministry.

As an employee of the Church, you represent this ministry in both your work life and private life. Our hope is that you would always be sensitive to how others may see you as you live out your daily life. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the Church's Mission Statements.

We pray that you will look to your Lord daily as you are about your work in a way that is suggested in this portion of a prayer from "The Lutheran Book of Prayer."

*"Grant that I may day by day put forth efforts which are pleasing to Thee, helpful to my fellow men, and sufficient to provide for my daily needs. Keep me mindful that my service must be done not merely to men but to Thee. Help me to remember that in all things, my sufficiency is of Thee and that whatever I do is to be done to Thy glory. Give me joy in my labor; sincerity in my service, and unselfishness in all my striving. Help me to be faithful in all things, for the sake of Him who died for me." Amen*



## **1.2: INTRODUCTORY STATEMENT**

This personnel manual applies to employees of both Prince of Peace Lutheran Church and Prince of Peace Preschool. Because of differences in laws and regulations that apply to the various categories of employees of the Prince of Peace Lutheran Church and Prince of Peace Preschool. To help specify when policies apply to only one group, the following abbreviations will be used throughout the manual: employees of Prince of Peace Lutheran Church (POPLC), employees of Prince of Peace Preschool (POPP). When a statement that applies to both POPLC and POPP employees needs to be specified, then the abbreviation POPLCP may be used. It is important that all employees understand which portions of this manual apply to them. Any questions regarding this manual should be directed to the Personnel Committee.

The following pages contain a general overview of procedures and policies established by our congregation for its employees, as well as an explanation of certain benefits provided with this employment. While Policies and Procedures must be in place, the members of POPLC want you to feel a sense of participation as fellow servants in our ministries. We hope you will find joy in your work and friendship among your co-workers.

It is important that you read, understand, and become familiar with the handbook and comply with the standards that have been established. Please talk with your supervisor if you have any questions or need additional information.

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the Church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate. However, at all times, the congregation will comply with all applicable laws.

If there is a conflict between the provisions, benefits, and policies in this employee handbook and those set forth in the terms of a staff member's call or contract, the terms of the call or contract shall prevail provided they do not conflict with federal and state laws, the POPLC bylaws or constitution of the Synod.

## **1.3: POPLC MISSION STATEMENT**

*Members of Prince of Peace Lutheran Congregation, we are agents on a mission for God. We have been sent to bring God's salvation, with all that word means in Holy Scripture, to people in need of God's love. We have been sent to bring deliverance from sin and evil, healing, renewal, release from the prisons of life, wholeness and quality of life. This task is given to the Church, God's people, and therefore to everyone who is a member of the Body of Christ, to each and everyone of us who has been baptized into Jesus Christ. God's mission is to reach out to the whole world, therefore the local gathering of God's people must be reaching inwardly to minister to its own members, and then outwardly to minister to the local community, then the greater community, and finally the whole world must be included in our concern and effort. All that we do as Prince of Peace Lutheran Congregation must be focused on accomplishing this mission.*

#### **1.4: POPLC Doctrinal Standard**

- A. This congregation acknowledges and accepts all the canonical books of the Old Testament and the New Testament as the revealed and inerrant Word of God, verbally inspired, and submits to them as the only infallible authority in all matters of faith and life.*
- B. This congregation acknowledges and accepts all the confessional writings of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, as true and genuine expositions of the doctrines of the Bible. These confessional writings are the three Ecumenical Creeds (Apostles, Nicene, and Athanasian), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Luther's Large and Small Catechisms, and the Formula of Concord.*

#### **1.5: POPP MISSION STATEMENT**

**The mission of Prince of Peace Preschool is to provide a Christian school for preschool-age children of the congregation and local community. Our faith in Christ is the basis for our understanding of child development, teaching strategies, and curriculum content.**

#### **1.6: POPP VISION STATEMENT**

Learning in the preschool years form the foundation for the remainder of life. The purpose of Christian Education is to enable all children to develop their God-given potential

#### **1.7: YOUR PLACE IN THE PRINCE OF PEACE FAMILY**

The Staff must always portray the missions and visions of Prince of Peace Lutheran Church and Preschool. Some of the ways this can be accomplished are by:

- Being a positive role model of the Christian life for all adults and children.
- Speaking to all in a positive, supportive way.
- Encouraging each individual's creativity and individuality.
- Speaking and acting in a way that promotes self-esteem.
- Providing a loving and caring environment.
- Maintaining open and positive communications with all families.
- Following the leadership of the administrative staff.
- Using daily prayer.

Working with God's children of all ages is a sacred task that we at Prince of Peace Lutheran Church and Preschool have been called to do. It is our privilege to be guided by the Holy Spirit to assist each person to grow spiritually, emotionally, physically and intellectually. In order to

ensure that our staff strives to fulfill this call, it is vital that each member of the staff lives a God-centered life and makes every effort to follow basic Christian precepts.

### **1.8: STATEMENT OF PURPOSE AND EXPECTATIONS**

This statement of purpose shall be considered a part of the agreement between Prince of Peace Lutheran Church, Preschool and the employee. The “employee” is defined to include all paid staff. Prince of Peace Lutheran Church, a nonprofit association holding membership in the Lutheran Church-Missouri Synod, operates Prince of Peace Preschool.

Prince of Peace Preschool is an important, long-term Christian Education and outreach mission to the community as a ministry of Prince of Peace Lutheran Church. Children enrolled will be from families in the parish, from families that attend other churches and from families that are un-churched. Children will be immersed in a Christian environment, surrounded by teachers and administrators whose very presence is a Christian witness to the Christian faith and way of life. It is the ministry of the preschool to nurture the whole family.

Prince of Peace Lutheran Church and Preschool expects that all its employees will be Christians. Any employee that lives a life contrary to the Word of God, promotes beliefs that are not Biblical, or in any other way undermines the Christian atmosphere of the church and preschool will be subject to immediate dismissal.

# POPLC PERSONNEL MANUAL

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## SECTION 2.000

### EMPLOYMENT

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## **2.1: EMPLOYMENT**

### **2.1.1: Employment At Will**

A non-rostered or non-contracted employee of POPLCP has a “mutual consent” employment relationship with POPLCP. The employment relationship is terminable at the will of the employee or POPLCP. That is, either the employee or POPLCP may end this relationship at any time, with or without cause.

### **2.1.2: Contracted and Called Workers**

The employment relationship between POPLC and contracted or called workers is defined by the contract or call the congregation extends. If not provided for in either contract or call, the Personnel Manual will apply. These workers will also be known as “professional workers”.

## **2.2: EQUAL EMPLOYMENT OPPORTUNITY**

POPLCP is in full agreement with the intent of the Civil Rights Laws. It is our firm belief that the basis of employee selection for hiring, promotion, transfer, training, job assignment, hours of work, rate of pay, and working conditions should be according to ability, not age, race, color, national origin, ancestry, gender, disability, or any other factors not considered pertinent to performance.

Because we are a Church body, certain positions demand extensive understanding of and commitment to the doctrinal view of The Lutheran Church. For such positions, it is necessary for us to seek out individuals with specific religious training and/or synodical recognition. In addition to the extent allowed by State Law for all positions, the congregation may give preference in hiring on the basis of religion, including persons who are members in good standing of a Lutheran Church congregation.

The position of pastor, associate pastor and assistant pastor or positions identifying ordained clergy status as a requirement at POPLC are required to be held by ordained ministers of The Lutheran Church. Based on religious belief, only males are ordained ministers in The Lutheran Church. Therefore, for those positions, females will not be considered for employment.

## **2.3: IMMIGRATION REFORM AND CONTROL ACT OF 1986**

The Church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As a condition of employment, all employees will be required to provide documentation verifying their identity and legal authority to work in the United States, which includes the completion of Form I-9, Employment Eligibility Verification.

## **2.4: NEW HIRE ACT**

By federal law, all employers are required to report newly hired employees to the designated state agency in the state where the employees are hired within 20 days of the hire date. This requirement is the result of legislation designed to improve child support enforcement by locating parents who have neglected to pay support.

## **2.5: EMPLOYMENT OF MINORS**

For employees less than 18 years of age, the hours of employment and working conditions strictly follow the regulations set forth by federal and state laws.

## **2.6: EMPLOYMENT OF RELATIVES**

Normally, relatives of individuals who are in a supervisory position will not be offered permanent employment with us. Requests for exceptions may be made to the Personnel Committee and, after careful consideration, the POP Personnel Committee will make recommendations to the Church Council for approval. A relative is defined as a person related to the employee by blood, marriage, or adoption.

## **2.7: EMPLOYMENT CLASSIFICATION**

There are seven classifications of employees as follows:

**REGULAR FULL-TIME PROFESSIONAL** – Any worker who qualifies as a salaried exempt employee who works more than 30 hours a week for a period of more than 5 months a year.

**REGULAR PART-TIME PROFESSIONAL** – Any worker who qualifies as a salaried exempt employee who works less than 30 hours a week for a period of more than 5 months in a year.

**REGULAR FULL-TIME** - Any worker who works more than 30 hours a week for a period of more than 5 months per year.

**REGULAR PART-TIME** - Any worker who works more than 20 hours a week, but less than full-time, and no more than 30 hours a week for a period of more than 5 months in a year.

Unless specifically noted, these categories are referred to only as “regular full-time” or “regular part-time.”

The following categories are not eligible for benefits. Employees may be asked to sign a statement recognizing their part-time or temporary status and that they, therefore, are not eligible for benefits.

**PART-TIME** - Any worker who works fewer than or up to 20 hours a week, for a period of more than 5 months in a year.

**TEMPORARY** - Any worker employed fewer than five months or less per year.

**OUTSIDE CONTRACT EMPLOYEE** - A 1099-MISC contracted worker who has agreed to follow all applicable procedures and policies herein.

### **2.7.1: Overtime and Minimum Wage**

Certain job positions are exempt from coverage under the **Fair Labor Standards Act (FLSA)**, which governs the payment of minimum wage and overtime. Although job titles do not control classification as exempt or non-exempt from the FLSA, some of the types of positions that are exempt from the FLSA are those of a managerial or professional nature.

Salaried Exempt position is managerial and/or professional in nature and is exempt from mandatory overtime payments. Salaried Exempt positions perform technical and/or specialized work or office work related to management operations. These positions will exercise discretion, have latitude in judgment and be comprised of minimal routine work.

Salaried Non-Exempt is position of a clerical or service nature and covered by provisions for overtime payments. All overtime must be approved by the employee's immediate supervisor.

See Section 5.400 for further information on Overtime Wages.

### **2.8: POPLC and POPP STAFF QUALIFICATIONS**

#### **Personal Qualities**

- Recognize themselves as children of God with a unique calling to express the Christian faith and exemplify Christ-like living.
- Understand ministry as servanthood.
- Continuously seek opportunities to grow spiritually and professionally.
- Participate in church worship and fellowship activities.

#### **Relational Qualities**

- Listen with an open mind and accept the individuality in others.
- Communicate effectively.
- Act as team members by being cooperative, enthusiastic and patient
- Build friendships by being cooperative, trustworthy, trusting, gentle, and forgiving.
- Demonstrate fairness, consistency and the ability to establish appropriate boundaries.

**Professional Qualities**

- Respect the dignity of each person as a child of God.
- Love, accept, appreciate and tenderly care for all children.
- Believe that everyone can learn and will truly try to do their best.
- Reflect openness to new ideas and change.
- Encourage creativity.
- Pursue excellence.
- Integrate faith into all activities.
- Demonstrate enthusiasm in the commitment to ministry.

**Knowledge**

- Demonstrate knowledge of and the ability to apply the principle stages of child development to classroom teaching strategies.
- Know, understand and articulate the developmental stages of faith of children and incorporate this knowledge into classroom activities.
- Use methods of instruction that incorporate Biblical principles, subject matter content, and an understanding of curriculum.
- Demonstrate knowledge of how to plan, organize, structure and assess activities compatible with the needs, interests and abilities of children.
- Use love and discipline in guiding children's behavior.

**Behavior**

- Exhibit professional demeanor and appropriate dress.

**2.9: JOB DESCRIPTIONS**

A job description summarizes duties and responsibilities and gives the employee important information about the job. Each employee is responsible for reading and studying the job description carefully. The employee should discuss any questions with the appropriate supervisor.

The Church reserves the right to revise and update an employee's job description from time to time, as it deems necessary and appropriate.

See Appendix 2.700 (POPLCP individual job descriptions).



## **2.10: PERFORMANCE EVALUATIONS**

Based on actual work performance, a review will be conducted with the employee by his/her supervisor on a predetermined date. This is a formal and documented review. Casual and undocumented discussions with his/her supervisor will also be a part of the employee's performance evaluation. For POPP there will be both a formal and informal review for teachers and assistants.

**PURPOSE:** All employees participate in a performance review session, at least annually, with their supervisor. This review is intended to provide support for the individual; to improve the performance of the individual by providing meaningful, constructive feedback on the adequacy of performance; and to assist in the development and fulfillment of professional and personal growth goals, as well as the ministry plan of the congregation. Your signature on the review form will serve as notice that the review has taken place and not whether you agree or disagree with the contents.

### **2.10.1: Initial Performance Review**

In order for you to become acquainted with your new position and for your supervisor to be assured that you are suited to your new position, all new regular employees will have an initial performance review during the first three months after commencing work. Additional reviews may be conducted if performance warrants. Approximately one year after initial review(s) are conducted, annual reviews will be conducted.

The purpose of the performance evaluation is to let you know how you are doing. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement.

You will have the opportunity to discuss your performance evaluation with your supervisor. Although you should not wait for formal reviews to ask questions, this is a good time to ask questions and clarify important points. Performance evaluations help the Church make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a pay increase nor does it alter, modify, or amend the employment-at-will relationship between you and the Church.

## **2.11: PROBATIONARY PERIOD**

All new employees must complete a ninety (90) day probationary period, at the end of which time the employee shall achieve Full-time, Part-time, or Temporary status (see 2.500: Employment Classifications) or shall be terminated. The employee may then become eligible for paid holidays, sick days, bereavement days and health benefits, as appropriate to their employment classification.

During this period the employee will be evaluated on attitude, attendance, punctuality, overall job performance, ability to promote the Mission of POPLCP and ability to interact as a member of the POPLCP staff family.

# POPLC PERSONNEL MANUAL

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## SECTION 3.000

### BENEFITS

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### **3.1: INTRODUCTION**

The congregation maintains a benefit program to help meet the needs of its employees. The following information in this section outlines benefits as an employee of the Church and Preschool. The benefits program may change periodically.

### **3.2: VACATION (Compensatory time)**

Vacation time is not available to employees, with the exception of the Church Secretary. See the OTHER LEAVES section of this manual for descriptions of other absences and leaves. Personal/sick time off for Preschool Teachers is addressed under the Personal/Sick Leave subsection of this manual.

The Church Secretary receives two weeks of paid vacation each year, equal to the total number of hours worked in a normal two week period (32 hours for a 16-hour work week, 40 hours for a 20-hour work week, etc.).

Compensatory time, which is time taken off for working extra hours during the same week, is not allowed for non-exempt (hourly) employees. Exempt (salaried) employees make take compensatory time if approved by their supervisor.

Requests for vacation time must be made in writing and should be submitted to the appropriate supervisor for approval at least one (1) month in advance for vacations of at least five (5) days. At the supervisors' discretion, shorter notice may be allowed for vacations of four (4) days or less, provided they do not interfere with scheduled work. Supervisors' discretion will apply when more than one person requests the same vacation day(s).

Vacation is a reward for faithful service. The Church Secretary is encouraged to use all of his or her vacation time as a means of rest and recuperation. Vacation time expires at the end of each employee anniversary, does not carry over into the following year, and may not be shared with other employees.

Holidays that fall during a scheduled vacation will be paid as holidays and will not be charged against the employee's vacation, except as provided in subsection 3.3

Upon termination of employment, the Church Secretary will receive prorated pay for the current year's unused vacation time.

### **3.3: HOLIDAYS**

All regular full-time employees who are scheduled to work on an observed holiday will receive regular pay (agreed work hours per day) for holidays. POPP will follow the City of Virginia Beach School system observed holidays, except Christmas and Easter breaks will not count as paid holidays.

The following general provisions apply to holiday pay for regular full-time, regular part-time professional, and regular full time professional employees:

1. Holidays will be observed on the calendar day designated by the Church for observance.
2. An employee will not receive Holiday pay when his or her normal work week does not include that day of the week. For example, if an employee normally works on Tuesdays and Thursdays, the employee will not receive holiday pay for holidays that are observed on Mondays, Wednesdays or Fridays. If an employee normally works Mondays, Wednesdays, and Fridays, he or she will not receive holiday pay for holidays that are observed on Tuesdays or Thursdays.
3. Holidays falling on Saturday will be observed on Friday and holidays falling on Sunday will be observed on the following Monday.
4. A holiday that falls on a scheduled vacation day or on an employee's time off for sickness or personal time off will be recorded as holiday time.
5. An unexcused absence the day before or the day after a holiday will result in loss of holiday pay.
6. Workers who are required to work on any of the designated holidays may be permitted to substitute another day as a day off, if approved by their supervisor.

Paid holidays are not granted to the Church Secretary, Custodians, Music Directors, Musicians, Nursery Attendants, and Preschool Assistant Teachers. These employees are expected to take the holiday off without compensation or pay.

### **3.4: BEREAVEMENT PAY**

Time off with pay for regular full-time and part-time employees may be approved in the event of a death in the employee's family.

If death should occur in the immediate family or that of a close relative (spouse, child, parent, parent-in-law, son-in-law, daughter-in-law, grandparent, brother, brother-in-law, sister, sister-in-law), up to three (3) days may be approved by the employee's supervisor to attend the funeral.

If additional time off is needed and approved, the additional time taken can be charged to personal/sick time or forfeited as an approved leave of absence.

### **3.5: OTHER LEAVES**

#### **3.5.1: Introduction/Leave of Absence**

The Church may offer leaves of absence without pay available to employees who have completed at least one year of continuous service, for any length of time up to a maximum number of days that is recommended by the Personnel Committee. Written requests must state the reason for the leave, as well as the beginning and ending dates. Requests for leaves will be granted at the sole discretion of the Church, based on the facts and circumstances surrounding each individual request. Employees who return to work at the end of a leave of absence will normally be returned to their former job classification if an opening exists. If there

is no such opening, they will be considered for a comparable position if one is available. Leaves of absence are also granted where state and/or federal law mandates. In particular, the Church complies with leaves for jury duty and in situations where the State Family Care and Medical Leave Act or the Federal Family and Medical Leave Act apply. In any situation regarding leaves of absence, the employee should notify the appropriate supervisor at the earliest possible date to discuss the leave.

### **3.5.2: General Provisions**

The following general provisions apply to all leaves of absence:

1. When possible, a request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
2. Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.
3. When applicable, existing coverage under the Church's group employee benefit plans will be continued for 30 days and thereafter, if approved by the Personnel Committee. Employees may be required to pay the entire premium for continued coverage during extended leaves.
4. Employees will not accrue length of continuous service for the portion of a leave of absence in excess of thirty (30) days, unless otherwise provided by law.
5. Employees on leave of absence will be subject to lay off on the same basis as employees who remain in an active employment status with POPLCP.
6. Employees on leave of absence must communicate with their supervisor on a regular basis, at least once each month, regarding their status and anticipated return to work date.
7. Employees on leave of absence who seek or accept other employment without the Church's prior written approval may be subject to disciplinary action, up to and including possible termination.
8. Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including possible termination.
9. Unless specifically covered elsewhere, a leave of absence must be approved in advance and in writing, by the Personnel Committee.

### **3.5.3: Personal/Sick Leave**

It is the employee's responsibility to contact their supervisor as soon as possible, preferably within 12 hours of, but no later than 8:30 AM on the first affected workday, when unable to report for work. A physician's certification is required for any illness beyond 3 working days.

Personal/Sick Leave - An absence (short term) or leave of absence (long term, greater than one week) for personal reasons, such as doctor, dentist, and other personal appointments. Long term personal/sick leave may be granted at the supervisor's discretion, without salary or pay, to any employee.

The number of paid personal/sick leave days is stipulated in the employee's work agreement with POPLC or POPP, expires at the end of each employee anniversary, does not carry over into the following year, and may not be shared with other employees.

### **3.5.4: Jury Duty**

Jury Duty - A leave of absence to serve on jury duty.

All employees will be granted an unpaid leave of absence to serve on jury duty, as required by law.

Upon completion of jury duty, Verification of Attendance Form must be presented to the Church. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

### **3.5.5: Military Leave**

Military Leave - A leave of absence for required active or reserve military service. This leave should be referred to the Personnel Committee.

### **3.5.6: Workers Compensation Leave**

Workers Compensation Leave - A leave of absence because of work-related illness or injury.

The Church complies with applicable state and federal law concerning leaves for work-related illness or injury. It is important that the employee report any work-related injury to the appropriate supervisor as soon as it happens so an accident report form can be completed. Employees on leave because of work-related illness or injury will be reviewed on an individual basis by their immediate supervisor.

### **3.5.7: Family and Medical Leave**

**Please Note: POPLCP is not currently covered under the "Act", but may become FMLA employer in the future.**

### **3.600: GROUP EMPLOYEE BENEFIT PLANS**

**At this time Prince of Peace Lutheran Church and Preschool does not participate in a group benefit program.**

### **3.7: WORKERS COMPENSATION INSURANCE**

POPLC maintains Worker's Compensation coverage in compliance with applicable law. Employees should report any work-related injury/illness to his or her appropriate supervisor within 48 hours of the incident or as soon as possible.

### **3.8: UNEMPLOYMENT COMPENSATION, FEDERAL AND STATE**

Should the employee decide to leave the employment of the Church or be involuntarily terminated, he or she is not eligible for either state or federal unemployment claims. THIS IS DUE TO THE CHURCH BEING EXEMPT FROM FEDERAL UNEMPLOYMENT TAX AND BEING EITHER EXEMPT OR OPTING NOT TO PARTICIPATE IN THE STATE UNEMPLOYMENT TAX PROGRAM.

### **3.9: CONTINUING EDUCATION ASSISTANCE AND PROFESSIONAL MEMBERSHIPS**

Where it can be demonstrated that the congregation or preschool will benefit from an employee's participation in a job-related program or professional organization, the related expenses may, upon the supervising Board's or Committee's approval, be authorized for full or partial reimbursement, provided sufficient funds have been allocated in the approved, annual budget or spending plan or approved by Council. Requests for reimbursement of authorized expenses related to the educational program or professional organization must be approved in advance of the expenditure, preferable during development of the annual budget or spending plan.

All staff who work directly with children at Prince of Peace Preschool shall annually attend a minimum of 12 hours of professional development activities that shall be related to child safety and development and the function of the Preschool. In-Service training may include up to two hours of training in first aid or cardiopulmonary resuscitation.

#### **3.9.1: In-Service Training**

Regardless of previous education and experience, POPP employees shall be expected to continue the study of (and training in) preschool techniques and early childhood education practices, in order to keep abreast of new research and knowledge. This continued study and training might occur outside regular working hours, as recommended by the Director. Training methods may include, but are not limited to, in-service training at the preschool, study of current professional education books and literature, attendance at recommended professional conferences and meetings, membership in recommended professional organizations, and enrollment in pertinent courses offered at nearby colleges and universities.

# POPLC PERSONNEL MANUAL

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## SECTION 4.000

### PERSONNEL STATUS

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## **4.1: TARDINESS AND ABSENCE**

### **4.1.1: Introduction**

It is important that employees are present at the start of their day to promptly begin work. Schedules that outline an employee's work schedule will be provided by their supervisor. Other staff and congregation members rely on workers being at their assigned tasks at scheduled times so that the work of ministry can be carried out smoothly.

### **4.1.2: Tardiness**

Tardiness or absence is considered "excused" only when the employee calls ahead of time and the tardiness or absence is for a compelling reason. If contact or a call cannot be made ahead of time due to physical limitations, earliest contact is required. The Personnel Committee and employee's supervisor shall determine what constitutes a compelling reason for an absence or tardiness. Tardiness or absence for a non-compelling reason, and failing to call the supervisor, will be considered "unexcused."

A consistent pattern of absence or tardiness, whether excused or unexcused, may lead to disciplinary action, up to and including termination.

An employee who fails to call in or report to work for two (2) consecutive days may be considered to have abandoned his or her job and may be terminated.

A record of tardiness will be maintained in the individual's personnel file.

### **4.1.3: Absences**

Employees should contact their supervisor as soon as it is determined that they will be unable to report to work as scheduled. In the case of an absence due to illness, calling the supervisor at home the night before or prior to the scheduled start of the workday allows adequate time to arrange a replacement.

Attendance records will be maintained in the individual's personnel file.

## **4.2: TIME RECORDS: SIGNING IN AND OUT**

All POPLC non-exempt employees (as defined in 2.505) must complete a "time-sheet" and have it approved by their supervisor at the end of the pay period to receive a payroll check.

All POPP employees and nursery staff, exempt and non-exempt, (as defined in 2.505) are required to complete a "time-sheet" and have it approved by their supervisor at the end of the pay period to receive a payroll check.

Violations of this policy may result in disciplinary action, up to and including possible termination.

### **4.3: BREAKS AND MEAL PERIODS**

Employees who work at least 5 hours a day may receive an unpaid meal period of thirty minutes. However, employees who do not work more than 6 hours a day may voluntarily waive their right to a meal period.

Meal periods are scheduled in consultation with the supervisor so that the normal operation of the organization is disrupted as little as possible.

### **4.4: TERMINATION**

The employment relationship between the congregation and its employees (excluding called and contracted workers) is of an at-will nature. This means that the employee is hired for an indefinite period of time. Thus, the employee is free to leave at any time he or she believes it is in his/her best interest. Similarly, the Church may terminate the employment relationship whenever it deems appropriate.

#### **4.4.1: Resignation**

When an employee voluntarily resigns, a two-week notice of an employee's intent to leave employment is generally desired, but not required. Written notice should include the following: the reason for leaving, the last day of work and an address where the employee can be reached in the future. This notice must also be signed and dated by the employee.

#### **4.4.2: Involuntary Termination**

An employee may be involuntarily terminated when the Church determines that continued employment will not be to the benefit of the employee or the Church. Since the employment relationship of employees (excluding called and contracted workers) and the congregation is of an at-will nature, an employee can be dismissed without notice.

#### **4.4.3: Layoff**

When conditions dictate that the Church must reduce staff through a layoff, the Church, at its sole discretion, will determine which employees shall be laid off. Layoffs will be communicated to affected employee(s) at the earliest reasonable time to allow for productive transition.

It is important that the employee have a clear understanding of their non-eligibility for unemployment benefits based on their employment with the congregation. In Virginia, Churches are not required to pay unemployment tax for their workers and therefore the worker is not eligible for benefits based on their service to the congregation.

#### **4.4.4: Exit Interview**

An exit interview with the employee conducted by a member or designee of the Personnel Committee and will be held shortly before or after resignation or termination. This opportunity will be used to clarify, as necessary, the circumstances for leaving, review any accrued benefits to be paid, checkout procedures, and final pay details.

#### **4.5: PERSONNEL RECORDS**

Personnel may review their records upon request. The contents of personnel records are confidential and access to them is limited to those directly involved in the supervision, retention or audit of the individual employee records.

The Church needs to have complete and accurate information on each of its workers. This includes all professional, contracted, full-time and part-time employees. The Personnel Committee will, at a minimum of once each year, review the completeness of all personnel records during their annual audit.

It is important that the Church always have current information about its employees. Employees should immediately notify the congregation of changes in name, address, phone number, or marital status, etc. If for some reason the employee requests a change in name and/or Social Security number, he or she must submit appropriate documentation with that request to validate the change.

#### **4.6: PROMOTION AND TRANSFER**

The Church's intent is to give qualified employees preference over others when filling job openings within the Church. Openings should be announced to existing staff and sufficient time allowed for existing staff to respond prior to advertising the opening to the Church-at-large or the general public. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the Church are not always possible.

An employee's past performance, experience, qualifications, and potential are factors that will be considered in making promotion and transfer decisions. The individual's personnel records shall be the official source of information.

Ordained and Commissioned Ministers are called/appointed/contracted to different position through procedures and practices established by the Lutheran Church Missouri Synod. Guidelines may be obtained through the district office.

# POPLC PERSONNEL MANUAL

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## SECTION 5.000

### COMPENSATION

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## **5.1: PAYDAY**

POPLC and POPP have adopted the following pay schedule:

Employees are responsible for completing their time cards (or time sheets) and having their supervisors sign them. The supervisor will forward the time sheet to the proper congregational officer so that it will be included in the payroll.

Each month is divided into two pay periods. Earnings are paid on the 15<sup>th</sup> and the last day of each month for POPLC employees and on or before the 20<sup>th</sup> and 6<sup>th</sup> for POPP employees due to the inability of submitting time before the 15<sup>th</sup> and end of month to the payroll company. If either date falls on a holiday or weekend, paychecks will be issued on the last full working day prior to these days.

Prince of Peace offers direct deposit at no cost and for the convenience of our staff or checks may be distributed during the workday or mailed to the employee's home.

### **5.1.1: Advances**

Salary advances are not permitted without the approval of the Personnel Committee Chairman, Business Manager for POPP staff and Treasurer for POPLC staff.

### **5.1.2: Termination Checks**

Termination checks shall be released upon return of all building keys and other congregational property that may have been entrusted to the care of the employee.

## **5.2: WAGE AND SALARY REVIEWS**

The wage and salary structure for employees of the congregation are proposed by the supervisor, reviewed by the responsible governing committee or Personnel Committee and approved by the Church Council.

Individual wage and salary reviews may occur at least once each year for every employee. Employee salary reviews may be held in conjunction with performance reviews, but salary increases may or may not result from such performance reviews.

### **5.3: PAYROLL DEDUCTIONS**

Employees who are not “Ministers of the Gospel” for tax purposes must have various deductions taken from their pay. These deductions include federal and state income taxes and Social Security and Medicare taxes. The Internal Revenue Service and each state Department of Revenue publish withholding tables annually based on personal earnings and the number of exemptions claimed by each worker to satisfy income tax withholding requirements. The worker, by use of the W-4 Form, states the number of exemptions claimed and any additional dollars wished withheld beyond the amount indicated in the tax withholding tables. The amounts withheld for Social Security and Medicare taxes are at a fixed percentage of earnings.

#### **5.3.1: Garnishment**

Garnishments are court-ordered repayments of financial obligations by an individual. When so ordered, the employer must deduct the amount from an employee’s pay and remit it to the designated entity.

### **5.4: OVERTIME**

Overtime compensation will be paid to non-exempt employees (as defined in 2.505) for all hours worked in excess of 40 hours in a seven-day workweek. The overtime rate of pay is one and one-half times the regular hourly rate of pay. Overtime is to be worked only when specifically requested by the supervisor. Part-time workers will receive straight time pay for hours worked over their normal hours when approved by their supervisor.

Exempt employees are not eligible for overtime pay.

Overtime pay will not be routinely authorized.

Supervisors should insure that employees work only scheduled hours. If employees choose to work in a volunteer status, that status must be clearly stated and understood by the immediate supervisor and agreed upon by the employee.

# POPLC PERSONNEL MANUAL

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## SECTION 6.000

### DISCIPLINE AND GRIEVANCE

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## **6.1: DISCIPLINE AND TERMINATION PROCEDURES**

Employment is with the mutual consent of the employee and the Church. Consequently, both the employee and the Church have the right to terminate the employment relationship at any time, with or without cause or advance notice. (See Employment At Will, paragraph 2.105)

### **6.1.1: Disciplinary Action**

Employee's who fail to follow the church's policies regarding job performance and conduct are subject to disciplinary action, including termination of employment. For other than major infractions, which can result in immediate termination, employees will normally first be verbally counseled about the problem with the intent of clearing up any misunderstanding and establishing behavior expected in the future. Disciplinary action will be documented noting the type of disciplinary action taken, the date, and the subject matter addressed. Violation of policies can result in ineligibility for merit increases, probation, suspension, or termination of employment.

Procedure: The formal disciplinary process is progressive and cumulative, but can result in termination after the first offense in some cases. Committing successive offenses will result in the next step of disciplinary action.

1. Verbal Warning... For other than major infractions, which can result in immediate termination, the employee will first be verbally counseled with the intent of clearing up any misunderstanding and establishing behavior expected in the future. The supervisor will document this verbal warning, noting the discussion date and the performance issues discussed. Continued violation of policies will result in levels of written notification to the employee of unacceptable action, and can lead to ineligibility for merit increases, probation, suspension or termination.
2. Counseling/Written Warning... The second step in the counseling procedure will be a personnel memo/written warning. The personnel memo/written warning is a tool to help the Church communicate more effectively with the employee. It may be used to advise, warn or otherwise notify the employee of performance or conduct that is not acceptable. If the employee receives a personnel memo/written warning about unacceptable performance or conduct, the employee is encouraged to take advantage of the opportunity to improve in an effort to avoid the need for further disciplinary action. The employee will be asked to sign the memo indicating the employee's supervisor has discussed the memo with the employee. By signing the memo, the employee does not necessarily indicate agreement with the content, only that he/she has discussed the memo with their supervisor. If the employee does not agree with the content, the employee may so indicate in writing.



3. Final Warning.... Continued violation will necessitate the next step to be taken, which is disciplinary suspension. A Letter advising the employee of the reason and the length of suspension will be given the employee. The memo will also indicate that unless performance improves or compliance with policies is met, the next step will be termination. The employee will be asked to sign the memo.
4. Termination.... This is the final step. Without acceptable improvement, this most drastic step, the termination of employment, must be taken. It is hoped that the progressive counseling procedures as outlined above will assist the employee in developing and this step will not be necessary.

### **6.1.2: Exceptions**

It is important to note that the severity of the offense may warrant not following a sequence of reminder-warning-reprimand-penalty, and that the disciplinary action taken may begin at any level. A reprimand, for example, could be given for a serious first offense, and your immediate dismissal could result without prior warning or suspension in the case of significant acts of misconduct or serious dereliction of duty as determined by the church in its sole discretion.

### **6.1.3: Non-Renewal of Contract**

For contract employees, Prince of Peace Lutheran Church may choose not to renew their contract for any reason, including disciplinary action at its sole discretion.

## **6.2: GRIEVANCE PROCEDURE**

The Church recognizes that occasionally employees may become dissatisfied with its practices, policies, or other work situations. The Church encourages a quick and reasonable resolution of any such situations, difficulties, or complaints. To reduce the negative impacts or personnel conflicts, attempts should be made to resolve them at the lowest level possible. The following steps are suggested guidelines for the employee to ensure that the situations, difficulty, or complaint is most effectively and efficiently handled.

1. Where possible the employee is to first orally bring the matter to the supervisor's attention. (A full discussion and understanding of the matter by both the employee and supervisor is essential at this step.) The matter should be put in writing by the supervisor at this time, with a copy to the Personnel Committee and employee.
2. If the grievance is not resolved between the employee and the immediate supervisor or if an employee wishes to bypass a discussion with the immediate supervisor, the employee should then discuss the matter with the appropriate chairperson for the Board which supervises that area (i.e. Board of Christian Education for Pre School, Worship Committee for Music, etc.)

3. If the grievance is still not resolved, the employee will put the grievance in written form and send it to the president of the church congregation who will convene a meeting with the employee and Personnel chairperson to discuss the grievance.
4. If the council President is unable to achieve resolution with a meeting of the principals in a grievance, he or she may appoint an arbitration committee who's membership is agreeable to the principals. The committee will be chaired by the Personnel Director with one arbitrator selected by each principal in the grievance. The committee should be empowered to resolve the conflict and prepare any motions that need to be brought before the Council or Voters Assembly.

In all instances, employees are eligible to take full advantage of their rights in accordance with the Synod's Bylaws, Prince of Peace Lutheran Church's Constitution and Bylaws.

# POPLC PERSONNEL MANUAL

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## SECTION 7.000

### WORKING TOGETHER

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# POPLC PERSONNEL MANUAL

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## SECTION 7.000 CONT.

### WORKING TOGETHER

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## **7.1: INTRODUCTION**

At POPLCP it is important that all employees work together as a team so that the rights and interests of both the congregation and employees are assured. This allows the employee's and congregation to channel their efforts toward the church's mission. Common sense, good judgment and acceptable personal behavior on the part of all employees will make POPLCP a desirable place to work.

## **7.2: PRESCHOOL LICENSING STANDARDS**

Prince of Peace Preschool is licensed under a Commonwealth of Virginia Religious Exemption. We meet or exceed all state requirements. The facility is in full compliance with applicable laws and regulations pertaining to food service, health and sanitation, water supply, building codes and the Statewide fire prevention code. POPP is covered by public liability and accident insurance. All prospective employees, volunteers who qualify, our Pastor and those operating the Preschool will be subjected to a background check covering criminal behavior, child abuse and neglect. Each employee will be required to sign a sworn disclosure statement.

## **7.3: CRIMINAL BACKGROUND CHECKS**

All new POPLCP employees shall submit to a criminal record check, and child abuse and neglect central registry check. They will be required to sign a sworn statement of affirmation. These background checks will be confidential in accordance with the *Code of Virginia*, Section 2.2-3806, and shall be coordinated by the Preschool Director or designee or Personnel Director. In the event the background check is not completed before the employee or volunteer begins work, the supervisor will be responsible for the close supervision of the employee or volunteer until the completed background checks are received.

## **7.4: HEALTH FORMS**

All employees that work directly with children must annually submit a health form signed by a licensed medical provider.

## **7.5: TRANSCRIPTS**

All POPP staff with undergraduate and graduate degrees must have a copy of their transcripts on file in the Preschool Office. Each POPP staff member must also provide a copy of their graduation certificate from the highest level of education completed.

## **7.6: POPP STAFF MEETINGS**

POPP teachers are expected to attend all staff meetings as scheduled by their supervisor. If required to attend staff members will be paid for their attendance at all required staff meetings. Part time employees may leave staff meetings once business that relates to their position(s) has been completed.

## **7.7: POPP STAFF INTERACTION WITH CHILDREN**

### **7.7.1: Disciplining Children**

In disciplining children, it is important to remember that we, as teachers and teacher assistants, are helping our children toward appropriate school behaviors. The key is consistency! Some basic rules to encourage the children at Prince of Peace Preschool are:

- Use walking feet inside.
- Use inside voices in the classroom.
- Use gentle hands and words with friends.
- Take care of our toys and our Preschool.

POPP staff members are encouraged to use positive guidance, redirection, and verbal praise of the children's positive choices and efforts. POPP staff are to encourage the children to be fair, respect property, and assume personal responsibility as well as responsibility for others. Discipline involves teaching of character and self-control. If a child engages in improper activity, explain to him why his actions are unacceptable to those around him. Aggressive physical behavior toward staff or children is unacceptable. To protect all children and encourage more acceptable behavior, POPP staff will intervene immediately when a child becomes physically aggressive. To this end, POPP staff will show children positive alternatives rather than just telling the children "no."

**POPP staff may never use physical punishment or abusive language.**

### **7.7.2: POPP Supervision of Children**

Under no circumstances should any child or children be unsupervised or left unattended. The staff-to-child ratios as mandated by current licensing and accrediting agencies must be maintained at all times.

### **7.7.3: POPP Playground Supervision Guidelines**

- Always have 2 staff members in attendance on the play ground.
- Children should walk to the play area.
- Sand and sand toys stay in the sandbox.
- No throwing of sand or mulch.
- Climbing is not allowed on the fence or inappropriately on the playground equipment.
- Sticks are not toys and should be discarded appropriately.
- Chalk may be used for drawing on the concrete sidewalks only.
- Organized games during part of the outside playtime are encouraged.
- The play area is an outside classroom. It should be maintained in a neat and orderly manner.
- Staff needs to report to the Director when the resilient surface falls short of the required proper depth and when raking needs to be done under the fall zones.
- Staff should check the playground for hazards daily.

- Staff should distribute themselves around the playground area. Do not sit or stand in only one area, but keep moving around, so that the entire group of children is being properly supervised at all times.
- Remember that outdoor activities can be incorporated into your daily lesson plans.

## **7.8: MORALS POLICY**

The command of Christ is that His mission for the Church should be carried out according to His will, and that in doing so, we maintain decency and order in our personal and professional lives. No practice or behavior inconsistent with or in conflict with individual moral and ethical conduct required by Scripture shall be tolerated from employees. Any failure to maintain these ethical and moral standards may be grounds for counseling and/or immediate dismissal from employment.

Persons who hold positions of responsibility or positions that put themselves and POPLC in the public eye are often regarded as role models and exemplars of Christian leadership. These persons may be held to a stricter standard of behavior and practice than other employees in both their work and their personal lives. Counseling may be required, and these employees may face dismissal for behavior and practices deemed by POPLCP to be inappropriate to fulfilling their function as role model and leader in carrying out Christ's mission on earth.

## **7.9: HARASSMENT**

The Church will not tolerate any form of harassment including sexual harassment or hazing. A supervisor who harasses or solicits favors (including sexual favors) from an unwilling subordinate in return for promotions, increased wages, continuance of the job, or any similar purpose will be disciplined, which may include termination of employment.

### **7.9.1: Sexual Harassment**

It is the policy of POPLCP to provide an environment free of discrimination. It is important for employees to understand that jokes, stories, cartoons, nicknames and comments about appearance may be offensive to others. It is our policy to strictly prohibit any conduct that may constitute sexual harassment and to discipline any employee guilty of such conduct.

Sexual harassment is often difficult to define. However, as a guide, the following behavior may constitute sexual harassment. Unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or the harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Likewise, unwelcome sexual propositions between employees may also constitute sexual harassment and will not be tolerated.

If an employee feels he or she is being harassed and cannot for whatever reason discuss the problem with the appropriate supervisor or manager, a discussion should take place between the employee and the pastor or chairman of the Board of Elders without fear of retaliation.

A report of sexual or other harassment will be treated seriously, and a thorough investigation will be conducted. An employee who files a complaint will be treated fairly and courteously at all times, and will not be retaliated against for making such report. Confidentiality will be honored for all parties involved to the degree possible.

An investigation of the incident will be conducted looking at the totality of the circumstances. The employee(s) involved will be informed regarding the findings of the investigation and any disciplinary action to be taken. It is the responsibility of each member of the work team to create an atmosphere free of sexual harassment. In addition, it is the responsibility of each employee to respect the rights of other employees. This policy encourages any witness of an incident of sexual harassment to report such incident immediately. All reasonable efforts will be made to protect the confidentiality of the individual reporting the incident.

#### **7.10: ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES**

The use, sale, transfer, possession, or being "*under the influence*" of alcohol, illegal drugs, or illegal controlled substances when on duty, on Church property, or in Church vehicles is prohibited. (Exceptions include the sacrament of Holy Communion and/or use at Church/district sponsored events.) In addition, off duty conduct that may adversely affect the reputation or interests of the Church is prohibited. "*Under the influence*" for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety or well being of the affected employee, other co-workers, the public, or Church property.

Violation of this policy may result in disciplinary action, up to and including possible termination.



### **7.11: REPORTING SUSPECTED CHILD ABUSE AND NEGLECT**

All staff members are required by law, and this policy, to report suspected cases of child abuse or neglect. This procedure shall be to talk to the Director and call the **Child Protective Service Hotline, Virginia Department of Social Services, 800-522-7096**, a 24-hour hotline, on evening or weekends. Monday-Friday, 9:00AM to 5:00PM, call the local **Virginia Beach City Social Services at 437-3200**.

### **7.12: WORKPLACE SAFETY**

POPLCP is committed to providing a safe environment for employees and visitors. In order to provide a safe work place, access to our work area may be limited to those with a legitimate business interest.

### **7.13: PROHIBITION OF VIOLENCE**

It is the policy of POPLCP that there will be zero tolerance for violence. This includes joking and talking of violence. If violence in the workplace is displayed or threatened, the person responsible for such conduct will be subject to immediate disciplinary action. In addition to the appropriate disciplinary action, the employee and/or other parties involved may be subject to criminal proceedings as appropriate.

For the purpose of this policy, violence includes physically harming another, shoving, pushing, intimidation or coercion; however, POPLCP reserves the right to review incidents and expand on what may be considered violence. No weapons are allowed on the premises and no threats or talk of violence will be tolerated.

All employees are to assist in preventing violence in the workplace. Each individual can help by reporting incidents that could indicate a coworker is in trouble. All reports will be investigated.

### **7.14: EMERGENCY PROCEDURES**

Each POPLCP staff member receive orientation in current fire procedures. Procedures include the location of the fire alarms, fire extinguishers and the drill routine and duties of each staff member.

#### **7.14.1: POPP Fire Emergency and Fire Safety**

Upon hearing the alarm:

- Do a quick head count.
- Take your class roster or attendance sheet.
- Close classroom doors and windows.
- Check bathrooms for children.
- Follow the proper fire evacuation plan for your classroom, lead the children outside and to the front of the building.

- Staff members and children must stay outside until the Director has checked for children and has given an “all-clear” signal to go back inside.

Every fire drill should be treated as if it were an actual emergency.

Fire drills are conducted six times during the school year for each class group (6 for M-W-F and 6 for Tu and Th).

#### **7.14.2: Storm/Environmental Hazard Emergency**

Upon any type of imminent danger, POPLCP staff calmly walk to the open space in the southwest corner of the church (on the side of the preschool playground). POPP staff, do a head count, take your class roster, and settle your children calmly in a Life Enrichment classroom away from doors and/or windows.

POPP will practice this procedure twice a school year.

#### **7.14.3: Lock-Down Emergency**

In the event there is a threat to our preschool students, parents or staff by outside intrusion a lock-down procedure will be enacted. Do a head count, close windows, turn off the lights and have the children sit quietly on the floor away from outside windows. The classroom door will be locked. All exterior doors will be locked. All visitors to the facility will be barred from entry until they have shown picture identification and just cause for entry. Local law enforcement will be notified to provide protection and support.

A lock-down drill will be conducted twice each school year involving the POPLCP staff.

#### **7.14.4: Medical Emergencies**

In the event of a medical emergency, follow the emergency action steps including check the individual, calling emergency personnel and caring for the injured person. Check the scene and the patient(s) for any life-threatening conditions. If any life threatening conditions exist, ensure that EMS has been called. Next ensure that proper care is given to the patient(s). A record of any accident must be written on our accident report form (located in the file cabinet.) Each classroom is equipped with vinyl gloves and a first aid kit. Additional First Aid supplies are located in the preschool office. An ice pack is located in the freezer compartment in the Preschool refrigerator.

#### **7.14.5: Inclement Weather Closings**

It is the POPP policy to follow the Virginia Beach City Public School's weather related closing decisions. Therefore, if VBCPS schools are closed due to inclement weather, POPP is also closed. If, however, VBCPS schools are delayed, POPP will close for operation that day.

If you have questions regarding this policy, contact the School Office at 340-3033.

#### **7.15: OUTSIDE ACTIVITIES**

Employees are required to gain approval from the Personnel Committee before engaging in outside employment, private business, or other activity that might have an adverse effect on, or create a conflict of interest with, the Church or the individual's position.

#### **7.16: CONFLICT OF INTEREST**

POPLCP is fully committed to conducting its responsibilities in a manner reflecting the highest degree of integrity and honesty. The success of POPLCP in conducting its affairs is the sum efforts of each individual—board, commission and committee member, officer and exempt employee—in executing his or her responsibilities with good judgment and in an ethical manner.

- Staff persons who receive honoraria or payments for sales or services rendered by outside vendors to the POPLCP shall disclose such information.
- Activities shall not be entered into which may be knowingly detrimental to the interests of the POPLCP.
- Information acquired in the course of carrying out Church business shall not knowingly be used in any way that would be detrimental to the welfare of the Synod and its entities or agencies.
- No staff member or officer of the congregation shall vote on any transaction in which the individual shall receive a direct or indirect financial gain.
- Gifts, entertainment or favors in excess of \$100 per person per year from any individual or outside concern that does or seeks to do business with the Church shall not be accepted.
- Any inappropriate activity shall cease or the position will be vacated.
- Each individual shall sign a conflict of interest statement annually.

- Responsibilities shall be conducted in a manner reflecting the highest degree of integrity and honesty consistent with the Scriptures, the Lutheran Confessions, the Synodical Handbook, Church/district policies and civil laws. (For those employees not familiar with the Lutheran Confessions, Scripture should be used to interpret the expected conduct).

**7.17: ELECTRONIC COMMUNICATION POLICY – This policy applies to equipment that is owned, leased or under contract to POPLCP**

1. Ownership of Messages

The electronic communications systems, which include, but are not limited to, the telephone, electronic mail, voice mail, facsimiles, computers, the Internet and the World Wide Web, and all information stored on them, are the property of the congregation and are provided at your congregation's expense. All information and messages that are created, sent, received, accessed, or stored on these systems constitute company records.

2. Business Use

The electronic communications systems are to be used primarily to conduct company business. Employees may not use the electronic communications systems for political causes; football pools or other sorts of gambling; illegal activities; seeking/inquiring about job opportunities outside of the organizations; list serves for non-work purposes; solicitations or advertisements for unrelated work purposes; or creating, possessing, uploading, downloading, accessing, transmitting, or distributing materials of a sexual nature. Employees may not use the congregation/district's electronic communications systems to post non-work related information, opinions, or comments to Internet discussion groups and other such forums. Employees are prohibited from passing off their views as representing those of POPLCP.

3. No Presumption of Privacy

Although employees are expected to use passwords to access some of the electronic communications systems, such communications are not private; and security cannot be guaranteed. In surfing the Internet and World Wide Web, employees should remember that all connections and sites visited might be monitored and recorded. Employees should assume that any communications – whether business-related or personal – that they create, send, receive, or store on their company's electronic communications systems may be read or heard by someone other than the intended recipient. In particular, highly confidential or sensitive information should not be sent through e-mail, the Internet, or the World Wide Web. POPLCP reserves the right to keep an employee's e-mail address active for a reasonable period of time following an employee's departure to ensure that important business communications reach them; POPLCP will review such communications.

4. POPLCP right to Monitor Messages

Authorized POPLCP personnel may monitor the electronic communications of all employees to determine whether there have been any violations of law, breaches of confidentiality or security, communications harmful to the business interests of POPLCP, or any violations of this policy and any other Church policy. Under these circumstances, POPLCP reserves the right to monitor, access, retrieve, read, and disclose to law enforcement officials or other third parties all messages created, sent, received, or stored on the electronic communications systems, without prior notice to the originators and recipients of such messages.

5. Message Restrictions

Electronic communications may not contain content that a reasonable person would consider to be defamatory, offensive, harassing, disruptive, or derogatory, including but not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, gender, national origin, political beliefs, or disability.

6. Prohibited Activities

Employees may not upload, download, or otherwise transmit copyrighted, trademarked, or patented material, trade secrets; or other confidential, private, or proprietary information or materials in violation of any legal constraints. Employees may not upload, download or otherwise transmit any illegal information or materials. Employees may not use POPLCP's electronic communications systems to gain unauthorized access to remote computers or other systems or to damage, alter, or disrupt such computers or systems in any way, nor may employees – without authorization – use someone else's code or password or disclose someone else's code or password, including their own. Employees may not enable unauthorized third parties to have access to or use the electronic communications systems, nor may employees otherwise jeopardize the security of POPLCP's electronic communications systems.

7. Message Creation

Employees must use the utmost care in creating electronic communications. Even when a message has been deleted, it may still exist on a back-up system, be recreated, be printed out, or may have been forwarded to someone else without it creator's knowledge. As with paper records, proper care should be taken in creating electronic records, which may someday have to be produced in connection with legal and/or business needs.

8. Record Retention

As with paper documents created and received by an employee, it is each employee's responsibility to ensure that those electronic messages that should be retained are in fact saved. Those messages that need not be retained should be deleted.

9. Viruses and Tampering

Any files downloaded from the Internet and any computer disks received from non-POPLCP sources must be scanned with virus detection software before installation and execution. The intentional introduction of viruses, attempts to breach system security, or other malicious tampering with any of the Church's electronic systems is expressly prohibited. Employees must immediately report any tampering, or other system breaches to their supervisor.

10. Selling and Purchasing

The standard purchase and sales policies apply to all purchase and sales related activities conducted via the electronic communications systems.

11. Violations

Violations of this policy, including breaches of confidentiality or security, may result in suspension of some or all electronic communication privileges, disciplinary action, and even termination. POPLCP reserves the right to hold the employee personally liable for any violations of this policy.

**7.18: PERSONAL APPEARANCE/DRESS CODE**

Personal appearance reflects not only on the employee as an individual, but on the Church as well. POPLCP expects employees to take pride in their appearance and strive to achieve an appropriate business-like image when representing the Church or Preschool. POPP has a dress code policy that will be followed by all preschool employees. A copy of the dress code will be supplied to employees at the time of hiring and upon request to their immediate supervisor.

**7.19: EQUIPMENT**

POPLCP equipment cannot be removed from Church premises for personal use without the approval of the Supervisor or Board of Trustees or their representative.

**7.20: SMOKING**

Smoking is prohibited in the building and the areas within twenty (20) feet around all entrances. This policy is established to provide a smoke-free environment for us and for all of our visitors to the building.

### **7.21: ACCESS TO CHURCH PROPERTY**

It is important that the Church have access at all times to Church property, as well as other records, documents, and files. As a result, certain management employees and officers of the Church reserve the right, but always respecting that information deemed to be of confidential nature (i.e., Pastor's confidential files, personnel files), to access employee offices, computer work stations, filing cabinets, desks, and any other Church property at its discretion, with or without advance notice or consent.

### **7.22: BUSINESS EXPENSE REPORTING**

Employees will be reimbursed in accordance with POPLC reimbursement policies for all approved business-related expenses. Employees are requested to submit these reports, with receipts attached, in a timely manner to ensure proper accounting and prompt reimbursement.

POPP employees will be reimbursed in accordance with POPLC reimbursement policies for all approved business-related expenses. Employees are requested to submit these reports, with receipts attached to the Director for review, approval and submission to the Business Manager for payment.

At no time should an employee use the tax exempt status of the Church when making personal purchases. Personal purchases should be made separately from Church purchases.

### **7.23: USE OF CHURCH TELEPHONES**

The Office telephone during school hours is for business only. Unless a personal call relates to an emergency, a message will be taken and given to the staff member. Personal cell phones should be used during class times for emergencies only.

### **7.24: EMPLOYEE PARKING**

Employee's park at their own risk and the Church will not be responsible for theft or damage to any vehicles parked on or near Church property. Also, the Church will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

### **7.25: CHURCH BULLETIN BOARDS**

Information on employee bulletin boards is for the benefit of all employees. The Church reserves the right to monitor and limit posted information on the bulletin boards. Some postings explain state and federal law, as well as provide updated information about Church policy and procedures. Employees are responsible for checking Church bulletin boards on a regular basis and for reading all posted materials.

## **7.26: REFERENCES**

It is against the policy of POPLCP to provide letters of recommendation for any employee. A neutral reference providing date of employment and position title may be provided to a potential employer.

Character references may be written for “non-employees” on personal stationary.



# **POPLC PERSONNEL MANUAL**

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## **SECTION 8.000**

### **EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT**

**8.000: EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT**

I have received a copy of the employee manual and have read or had it read to me carefully. I further understand all matters set forth in the employee manual and agree to abide by and adhere to Prince of Peace Lutheran Church and Preschool (POPLCP) policies during my employment with POPLCP, as they may be modified from time to time. I further understand and agree that any provision of the employee manual may be amended, revised, or eliminated at any time by the Church and School.

I understand that it is my responsibility to maintain and keep my manual updated as new policies are created and distributed and/or policies are deleted or changed.

I hereby acknowledge receipt of the POPLCP Personnel Manual. A copy of this acknowledgement will be placed in the employee's file.

Employee's Name (Please Print) \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

# **POPLC PERSONNEL MANUAL**

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## **APPENDICES**

## **APPENDIX 2.700: POPLC AND POPP JOB DESCRIPTIONS**

The complete job descriptions are available for:

- Church Secretary
- Church Office Manager
- Nursery Attendant
- Preschool Director
- Preschool Business Manager
- Lead Teacher
- Teacher
- Teacher Assistant

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