

Employee Policy and Information Manual



LA CASA DE CRISTO

L U T H E R A N C H U R C H

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By speaking the truth in a spirit of love, we must grow up in every way to Christ, who is the head. Under His control all the different parts of the body fit together, and the whole body is held together by every joint with which it is provided. So when each separate part works as it should, the whole body grows and builds itself up through love. - Ephesians 4:15-16

Dear Employee:

Welcome to La Casa de Cristo Lutheran Church. We aspire to achieve within the family of our staff a true sense of Christian community. The responsibilities of each staff member relate to our common vision and call for a sense of partnership, which can be enriched and enhanced so fellowship together becomes more meaningful and genuine. It is our objective to create a climate within which our total staff can find greater joy in service

- by cultivating concern for the people we serve,
- by appreciation and celebration of the contributions made by co-workers and lay volunteers,
- by the openness, the confidence and the trust that we are able to place in one another;
- by increasing devotion to God in whose service we are engaged.

We believe that these policies help promote the effective functioning of our organization by assuring that our employees are informed and knowledgeable of our policies, benefits, and conditions of employment as stated, and that they are applied in a fair and equitable way. To the extent that they accomplish this, they will have served in building openness, confidence, and trust between the church as employer and the persons who serve in its employ.

The members of La Casa de Cristo and its Board of Trustees wish you a successful career with La Casa de Cristo.

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Employment Practices

Scope

This Policy and Information Manual (hereinafter “Manual”) applies to all employees of La Casa de Cristo (hereinafter “the church”). It provides key policies, explains certain procedures, and provides other helpful information. The Manual may not address all circumstances that arise during your employment. If you have questions not addressed in this Manual, please consult your supervisor or Human Resources.

The policies in this Manual do not represent an employment contract between La Casa de Cristo and the employee. Nothing in these policies and any amendments thereto changes the fact that all employees of La Casa de Cristo are at-will employees, unless the employee has a separate, written individual contract with the church for a specific fixed term of employment.

Each employee at the time of hire shall be given a copy of the Employee Policy and Information Manual. The employee is required to sign an acknowledgment form stating that they received the Manual and that they read and understand the policies and other information therein. The original, signed form will be placed in the appropriate personnel file.

These policies supersede any previous handbook or other policies. La Casa de Cristo reserves the right to modify, revoke, suspend, terminate, or change the policies or other information in this Manual, in whole or in part, at any time.

Employment at Will

An employee of La Casa de Cristo who does not have a separate, written individual contract with the church for a specific fixed term of employment is an employee at-will. Either the employee or the church may terminate the employment relationship at any time, for any reason or no reason.

No supervisor, manager, or representative of the church other than the Senior Pastor can alter the at-will arrangement and then only in a written, signed agreement.

Amendments to This Manual

- Only the Board of Trustees can amend this Manual. The Board of Trustees can amend this Manual at any time and without prior notice.
- Any amendment to this Manual applies to existing employees and for new employees.
- The Senior Pastor may grant a legal exception to a policy if the exception is legal and when it is determined that such exception is in the best interest of both the church and the employee(s) concerned. Such exception will then be communicated to the Board of Trustees at their next regularly scheduled meeting and recorded for reference.

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Authority to Administer

The Board of Trustees has the general authority to adopt personnel policies. It is the responsibility of the Senior Pastor to administer these policies.

- ❑ Questions regarding the interpretation of a specific policy or its application in a specific instance should be directed to Human Resources and/or the Senior Pastor.
- ❑ The Board of Trustees is the final authority in the interpretation and administration of these policies.

Vision Statement

The Board of Trustees has adopted the following as a Vision Statement for La Casa de Cristo and encourages all employees to form their daily decisions through the filter that this statement offers.

OUR BOLD VISION: La Casa de Cristo is the church of Jesus Christ through Bell Road and Beyond, that seeks to fulfill the Great Commandment and Great Commission in all that we say and do.

See attached Addendum 1, La Casa de Cristo Strategic Plan.

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Equal Employment Opportunity

La Casa de Cristo is committed to both the spirit and the legal requirements of all applicable laws governing equal employment opportunity. Beyond that, La Casa de Cristo is keenly aware of our Christian obligation toward all people.

- ❑ This policy extends to all applicants and employees and to all aspects of the employment relationship including, but not limited to recruiting, hiring, promotion, transfer and compensation.
- ❑ A background in the church or Lutheran theological training is a bona fide occupational qualification for specific positions and adherence to the Mission Statement of La Casa de Cristo.
- ❑ Equal employment and advancement opportunities will be provided without regard to race, color, creed, national origin, sex, disability, veteran status, age, or any other characteristic protected by law.

Personnel Records

Maintenance of personnel records will be the responsibility of the Office and Personnel Manager.

- ❑ These records are confidential and not subject to inspection except by the employee to whom they apply, clergy, immediate supervisor, the Board of Trustees, or government agencies.
- ❑ Personnel records are the property of the church and in the event that an employee's employment terminates, the personnel records shall remain at the church.

Definition of Terms

- ❑ Benefits shall include the following: holidays, vacation, sick leave, health care, and pension. Eligibility for one or more of these benefits is dependent upon employee status as defined below.
- ❑ Salaried (Exempt) Employees shall mean employees of La Casa de Cristo Lutheran Church who are exempt under the definition included in the Fair Labor Standards Act ("FLSA"). In general this includes Clergy, Teachers, Executive, Administrative, Professional, and "Highly Compensated," salaried staff. For more information on Exemption rules, go to <http://www.flsa.com/coverage.html>.
- ❑ Salaried (Non-Exempt) Employees shall mean employees of La Casa de Cristo Lutheran Church who normally work an annual average of less than 40 hours per week and do not meet FLSA Exempt standards. Salaried (Non-Exempt) employees

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do qualify for overtime if they work in excess of 40 hours per week and straight time for the hours in excess of the agreed upon hours.

- ❑ Hourly (Non-Exempt) Employees are compensated on an hourly basis and are eligible to receive overtime pay if they work in excess of 40 hours per week.
- ❑ Full-time employees shall mean employees of La Casa de Cristo Lutheran Church who normally work 35 hours or more per week. Full-time employees will be eligible for benefits.

Part-time employees shall mean employees of La Casa de Cristo Lutheran Church who normally work less than 35 hours per week. Except for sick leave, part-time employees are not eligible for benefits.

- ❑ Preschool Teachers and Substitute Teachers are a specific subset of La Casa de Cristo Lutheran Church employees. They are hired by contract on an academic-year basis and are not eligible for benefits as defined in this manual, except sick leave. These contracts may be renewed each year.
- ❑ Contractors shall be those companies or individuals working at La Casa de Cristo Lutheran Church on a project basis. They are paid on a cost of project basis and are not employees of La Casa de Cristo. Police and security personnel also are contracted externally and are not employees of La Casa de Cristo Lutheran Church.

Volunteers shall refer to individuals who volunteer for specific or general tasks as a service to the staff, church or to Christ. Volunteers are not employees of the church.

Job Description

Each employee shall have a job description, which describes the general duties expected to be performed by the employee and the line of accountability. The job description is subject to change at any time, but should be discussed and reviewed annually with the supervisor.

Performance Evaluation

The primary objective of performance evaluation is to provide information to employees concerning their success in accomplishing the responsibilities of their jobs. To meet this objective, there must be open and on-going communication between supervisors and employees.

- ❑ It is the intent of the church to provide each employee an annual written performance evaluation.
- ❑ The evaluation will normally be conducted by the supervisor and reviewed with the employee no later than December 31 of each year. The evaluations may be

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conducted more frequently or less frequently, depending upon the needs of the church or the performance of the employee.

- The employee will receive a copy of the evaluation. A signed copy will be retained in the employee's personnel file.
- A form provided by the supervisor shall provide opportunity for comments by the employee.
- It is the responsibility of the Board of Trustees to evaluate the Senior Pastor.

Hours of Work

La Casa de Cristo's mission and program schedule require that employees be flexible in their working hours. While the church office is open from 9:00 a.m. to 4:00 p.m. five days a week, most employees will have workweeks that vary considerably from the church office hours.

- Each employee's workweek will be as mutually agreed upon with his/her supervisor.
- Hourly employees working a workday of six (6) hours or more will receive a one-half hour (0.5 hour) lunch break.
- Employees who will be absent from or late for work for any reason shall notify their supervisor or the church office within one hour of the employee's scheduled starting time.
- Barring church notice that the absence results from a disability as defined by the Americans with Disabilities Act, unreported or excessive tardiness or absence may result in discipline, including, but not limited to, termination.

Terminations

Voluntary Termination

- The church recognizes that the employee may choose to terminate his/her employment with La Casa de Cristo at any time, for any reason or for no reason.
- If the employee elects to do so, the resignation must be by letter addressed to the Senior Pastor with a copy to Human Resources.
- The church would appreciate two weeks' notice from the terminating employee, however, it is not required.
- At the discretion of the church, the terminating employee may be asked to leave before the expiration of the voluntary notice period. In this event, the terminating employee will be paid as if he/she had worked during the

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entire voluntary notice period, and the effective date of the termination will be the last paid day. The terminating employee will be paid on the next regular payday.

Involuntary Termination

Involuntary termination is termination of employment at the will of the church. The church reserves the right to terminate the employment of any employee at its own discretion, for any reason or for no reason, including misconduct. This provision does not alter the employee's at-will status as stated in the Introduction. The following list contains examples of misconduct that may lead to termination.

- Substandard or unsatisfactory performance;
- Unavailability for work for reasons other than a disability as defined by the Americans with Disabilities Act or those not covered under the leave of absence policy;
- Violation of a church policy, which includes breaches of confidentiality of church matters;
- Barring church notice that the absence results from a disability as defined by the Americans with Disabilities Act, failure to report to work for three (3) consecutive days without notifying the employee's supervisor;
- Excessive lateness or absenteeism;
- Falsification of church records;
- Falsification of employment records;
- Conviction of a crime that may have adverse effects on the employee's job responsibilities or the reputation of the church;
- Conduct or behavior that is disruptive to the normal course of business or that is dangerous or offensive to other employees, such as stealing, damaging church property, the unauthorized possession of church property, insubordination, assault, repeated use of profanity, sexual harassment, carrying or concealing a weapon; possessing, selling or using illegal drugs;
- Dishonesty;
- Any act which La Casa de Cristo, in its sole discretion, deems harmful to its mission.

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Termination Procedure

The following procedure applies to all terminating employees, whether voluntary or involuntary termination.

- ❑ Each terminating employee will have an exit interview with Human Resources. This information will be used to guide management in evaluating its relationship with the employees and to determine correctable causes for resignations and discharges. The church reserves the sole right and discretion to vary from or omit this step in the termination procedure when the church deems it appropriate.
- ❑ The calculation of final pay, benefit conversion, and vacation pay will be explained to the employee prior to their date of termination or during the exit interview.
- ❑ Except as provided in this Manual, employees of La Casa de Cristo are generally not entitled to receive severance pay upon termination of employment.
- ❑ Terminating employees must return all church property and reconcile all outstanding expense obligations and church debts prior to leaving.
- ❑ Wages due a terminating employee will be paid on the next regular pay date and will include accrued vacation time.

Serious Health Conditions and Disabilities

This section is intended to clarify the manner in which the church will comply with the provisions of the Americans with Disabilities Act, as applicable.

- ❑ The church will provide reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee with a disability, unless the accommodation would pose an undue hardship on the church.
- ❑ It is the obligation of the applicant or employee to discuss any special needs with Human Resources and request reasonable accommodations.

Conditions for Continued Work

To continue working at La Casa de Cristo, employees with serious health conditions must be able to perform the essential functions of their position.

- ❑ Employees must maintain acceptable conduct.
- ❑ The church will attempt to eliminate or reduce any risk posed by a serious health condition to an acceptable level with a reasonable accommodation.

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- ❑ Current and valid medical evidence or other factual evidence must indicate that employees do not pose a significant, specific, current threat to the health or safety of themselves or others in the workplace.

Employment Actions

- ❑ Employees with serious health conditions will be treated as other employees of La Casa de Cristo.
- ❑ Their employment may be affected by an employment action unrelated to their health condition; e.g., restructuring, layoff.

Disclosure of Serious Health Conditions

An employee's health condition is personal and confidential. The decision whether and when to disclose the diagnosis of a serious health condition to others is a very personal decision, which rests solely with the employee. Staff at La Casa de Cristo, becoming aware of an employee's serious health condition, must treat such information as confidential. Such conditions should not be disclosed to other staff members except on a strict "need to know" basis to enable the employee's supervisor to accommodate special needs the employee may have.

Compensation

Pay Periods

All full-time employees and part-time hourly employees shall be paid on the 15th and the last day of each month.

- New employees will receive pay for the time worked at the normal pay date following their first day of employment.
- If a normal payday falls on a day the church office is closed or a weekend day, checks are issued on the last day the office is open preceding the normally scheduled payday.

Employee Volunteer Time

Employees are encouraged to provide service through volunteer activities outside their own work areas, and are generally not compensated for their volunteer time.

- Volunteering to serve the church and its activities is not a required condition of employment.
- For activities where there is a question if an activity is volunteer or not, the employee should discuss the issue with his/her supervisor prior to engaging in the activity.
- Volunteer time is not included in establishing a work schedule and is not included in time reported for hourly employees.

Overtime

Overtime is work in excess of 40 hours per week for non-exempt employees, pursuant to the Fair Labor Standards Act ("FLSA"). For purposes of calculation, the workweek shall run from 12:00 a.m. Sunday through 11:59 p.m. Saturday. Paid holidays and/or vacation time are not included in calculating the hours worked for purposes of determining overtime compensation, consistent with the FLSA. The employee's supervisor must approve in advance any overtime hours. Overtime compensation will be at one and one-half (1 1/2) times the employee's normal hourly rate, consistent with the FLSA.

Termination Pay

- Termination pay shall include all pay earned but not paid since the last pay period, and any earned but unused vacation pay still due the employee.
- In the event of the death of any employee, salary or wages earned and due (including vacation), shall be paid to the estate of the employee.
- La Casa de Cristo shall continue existing benefits coverage for the employee through the end of the month of termination. Employee contributions shall

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continue to be deducted for the entire month. Following the end of the last month of employment, the provisions for continuation of existing benefits will be through the churches benefit administration.

Benefits

Service Time – General Principle

Service time refers to the length of time established, accrued and retained as an employee of La Casa de Cristo.

- ❑ The date from which service time is computed will be the date on which the individual commenced employment with La Casa de Cristo.
- ❑ Employees shall not accrue service time during an unpaid leave of absence.
- ❑ No rights shall accrue to an employee by virtue of service time, except as specifically stated in these policies; however, in determining eligibility for vacation or leave with pay, if other factors are equal, service time may be considered.

Employee Benefits

La Casa de Cristo provides a package of employee benefit programs for its eligible employees.

- ❑ The existence of these employee benefits and plans, in and of themselves, does not signify that an employee will receive them.
- ❑ The church has the right to amend or discontinue any benefit plan at any time for any reason or no reason.
- ❑ In the event of any discrepancy between the description of benefits in this Manual and the actual benefit plan documents, the actual plan documents will control.
- ❑ Complete details of applicable insurance plans are contained in materials which employees receive at commencement of employment. The descriptions in this Manual are only brief summaries for general information.
- ❑ Group health insurance programs may be continued if the employee leaves La Casa de Cristo. The employee and his/her spouse will receive a detailed explanation of this privilege upon termination.
- ❑ Other benefit plans may exist and will be explained during employee orientation.

Social Security

- ❑ All non-ordained employees are covered by the Federal Social Security Act. A required percentage of the employee's salary is deducted from his/her paycheck to pay the employee's portion, and the church matches the deduction, dollar for dollar.

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- Ordained clergy will be expected to file and pay their own Social Security taxes as described by federal tax laws.

Worker's Compensation

The church carries insurance to cover the cost of work-incurred injury or illness. These benefits help pay for the employee's medical treatment and part of any income the employee may lose while recovering as required by Arizona law.

- Depending on the circumstances of each case, specific benefits are prescribed by law.
- An employee is eligible for payment of lost wages under worker's compensation law if he/she misses at least seven days of work due to a work-related injury or illness.
- In the event the employee misses at least seven days of work, worker's compensation pays a statutory percentage of lost wages for the eighth through fourteenth days.
- In the event the employee misses more than fourteen days of work, worker's compensation pays a statutory percentage of lost wages for all days missed.
- To be assured of maximum coverage, the employee must report any work-related accident immediately to his/her supervisor so that a timely claim can be filed.

Vacation

The church provides paid vacation time for employees as specified in this Manual (as defined in Section 2, Employment Practices. We believe that this time off from work is beneficial to the health and welfare of our employees and should be taken each year in accordance with policy.

Accrual

Paid vacation accrues, for qualifying employees, and is prorated from the employee's start date (If an employee starts Oct. 15, they will receive 2 days) and is front loaded each January 1 as follows:

- Year 1-5 - 10 days or 80 hours
- Years 6 and after - 15 days or 120 hours
- Ordained Pastors - 28 days per year (which includes 4 Sundays per year)
- Vacation must be used in the year it is accrued.

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La Casa de Cristo will not pay for unused vacation at any time other than termination. At the time of termination, the vacation time will be prorated from January 1 to termination date.

Employees on a leave of absence, other than a military leave of absence, are required to use all accrued paid vacation time as part of the leave. In addition, employees on a leave of absence will not accrue any new vacation time during the leave.

Scheduling

- Written vacation requests must be submitted to your supervisor as far in advance as possible.
- Every effort will be made to honor your vacation requests but the church reserves the right to limit the number of staff on vacation at any one time in order to take workload and member needs into account.
- In the event of a conflict of vacation requests, the earliest vacation request submitted will have priority.
- If a paid holiday falls within an employee's vacation period, an additional day of vacation will be granted. That additional day may be taken at the beginning or end of the employee's vacation period or at another time during the vacation year, subject to the supervisor's approval. No allowance will be made for sickness or other compensable type of absence occurring during the scheduled vacation.
- Regularly scheduled "days off" are not considered as part of the calculation if the employee has worked the Sunday of the same work week. For purposes of this policy, the work week runs from Sunday through Saturday.

Holidays

A complete holiday schedule for the year will be published no later than December 31 of the previous year.

- Holiday credits must be used throughout the year and are not carried over or paid for upon termination of employment.
- When worship or program needs require an exception to the above statements, necessary adjustments will be arranged with appropriate staff.
- If a non-exempt employee works on a designated holiday, they are entitled to overtime pay at a rate of one and one half times their normal, hourly rate. Prior

Benefits

approval from your supervisor is required before working on a designated holiday.

Short-term Absences

Sick Leave

- Full-time, salaried employees shall receive a maximum of ten (10) days or eighty (80) hours of paid sick leave per year, which is prorated from the employee's start date and is front-loaded each January 1. Employees may carry forward a maximum of five (5) days or forty (40) hours of accrued sick leave to the next calendar year.
- All hourly and part-time salaried employees will accrue one (1) hour of paid sick leave for every thirty (30) hours worked up to (40) hours per year. The accrual is not front-loaded. Employees may carry forward a maximum of forty (40) hours of accrued sick leave to the next calendar year.
- Sick leave accrual begins on the first day of employment.

Employees are eligible to use accrued sick leave upon completion of one (1) month of service.

- All sick leave must be reported by written notice immediately following the absence.
- Employees who resign or are terminated will not be paid for unused accrued sick leave.
- Sick leave may not be used to extend an employee's termination date.

Bereavement Leave

- When a death occurs in the immediate family, an employee may request up to three (3) days leave with pay.
- In unusual circumstances, such as extended travel or other complications, an employee may request additional leave time. Approval by the Senior Pastor is required; however, Bereavement Leave beyond three (3) days will not be paid.
- Immediate family includes the employee's spouse, children, parents, parents-in-law, grandparents, grandchildren, and siblings.
- Leave time to attend the funeral of other relatives or close friends may be requested; however, it will not be paid leave time. Prior approval by the employee's supervisor is required.

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Released Time to Vote

Employees are encouraged to vote. A reasonable period of time will be allowed during the day if polls will not be open for two (2) hours before or after working hours.

Long-term Leave

The church will grant employees extended leaves of absence for medical, military, or personal reasons when in the best interest of both the employee and the church. Except as stated below, employees will not receive compensation during a leave of absence.

The church will comply with the provisions of the Family and Medical Leave Act ("FMLA"). The appendix to this policy outlines the FMLA requirements, including the rights and obligations of employees, notification requirement, and the church's obligations.

Employees generally are eligible for leaves of absence if they have completed at least one year of service, or as specified by law. The granting and duration of each leave of absence and the compensation received during the leave of absence by the employee, if any, will be determined by the church in conjunction with applicable federal and state laws. The following types of leaves will be considered:

Employee Sick Leave of Absence: Employees unable to work because of a serious health condition or disability may be granted a sick leave of absence. This type of leave covers disabilities caused by pregnancy, childbirth, or other related medical conditions. The church requires certification by the employee's health care provider of an employee's need for sick leave, both before the leave begins and on a periodic basis thereafter.

Parental Leave of Absence: Female employees, when not disabled by pregnancy or childbirth (see above), and male employees may be granted a parental leave of absence to care for a child upon birth or upon placement for adoption or foster care.

Family Care Leave of Absence: Employees may be granted a family care leave of absence for the purpose of caring for a child, spouse, or parent who has a serious health condition. The church requires certification of the family member's serious health condition, both before the leave begins and on a periodic basis, by the family member's health care provider.

Personal Leave of Absence: Employees may be granted a leave of absence to attend to personal matters in cases in which the church determines that an extended period of time away from the job will be in the best interests of the employee and the church.

Military Leave of Absence: A military leave of absence will be granted if an employee is absent in order to serve in the uniformed services of the United States for a period of up to five years (not including certain involuntary extensions of service). Employees who perform and return from military service in the Armed Forces, the

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Military Reserves, the National Guard, or certain Public Health Service positions, will retain certain rights with respect to reinstatement, seniority, vacation, layoffs, compensation, and length of service pay increases as required by applicable federal and state law.

Employees with one year or more service will be protected against loss of income as a result of participation in annual encampment or training duty in the U.S. Military reserves or the National Guard. In these circumstances, the church will pay the difference between what an employee earns from the government for military service and what the employee would have earned as normal straight time pay on the job. This difference will be paid for up to two weeks in a calendar year.

- ❑ Requests for leave of absence or any extension of a leave should be submitted in writing to the Senior Pastor with a copy to Human Resources thirty days prior to commencement of the leave period, or as soon as practicable. The final decision concerning the request will be made by the Senior Pastor. All employees on approved leave are expected to report any change of status in their need for leave or their intention to return to work to Human Resources and/or the Senior Pastor.
- ❑ Employees who are on an approved leave of absence may not perform work for any other employer during the leave, except when the leave is for military or public service or is otherwise required by law.
- ❑ Every employee on a sick leave or a family care leave of absence will be required to use all accrued vacation and sick leave days while on such leave. Employees who are covered by the church's disability or workers' compensation insurance and are, therefore, already receiving compensation, may not use paid sick leave. Every employee on a parental or personal leave of absence will be required to utilize all his/her accrued vacation days while on such leave. Regardless of whether vacation or sick leave are used during the leave, the full amount of the leave time will be counted toward the 12-week maximum leave available in a 12-month period.
- ❑ The church may provide health insurance and other benefits to eligible employees on leave as required by law. Coverage may stop if the church learns the employee does not intend to return to employment or if the employee does not return to employment. In these cases, the church may request the employee to reimburse it for any premiums it has paid on behalf of the employee during the leave, unless the reason the employee did not return to work was because of a continued serious health condition or other reasons beyond the employee's control, as identified in the FMLA. Employees failing to comply with these requirements may have their coverage terminated.
- ❑ Benefits that accrue according to length of service, such as paid vacation, holiday, and sick days do not accrue during periods of leave, unless otherwise required by law.

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- ❑ Employees returning from a leave of absence will be reinstated to their same job or equivalent job with equivalent status and pay as required by law. Employees returning from a sick leave must provide certification of their ability to perform the functions of their job. Employees returning from a military leave must also comply with all of the reinstatement requirements specified by federal law. If the same job or one of equivalent status and pay is not available, as a result of a reduction in force, the employee will be treated in the same manner as though he/she were not on leave at the time of the reduction in force.
- ❑ If an employee fails to return to work at the conclusion of an approved leave of absence, including any extension of such leave, the employee will be considered to have voluntarily terminated from employment.

Employee Conduct

Prohibition against Discrimination, Harassment and Retaliation

La Casa de Cristo values its staff and the gifts each brings to the organization. It is committed to a work environment in which all employees are treated with respect and dignity and to the prohibition against unlawful discrimination, harassment, and retaliation in the workplace. It is the policy of La Casa de Cristo that its employees comply with all applicable state and federal anti-discrimination laws.

Employees are expected to act in a positive manner and contribute to a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment of a sexual nature or harassment based upon race, color, national origin, religion, age, disability, sex, pregnancy, military or veteran status, or any other status protected by law. An employee who engages in unlawful harassment may be disciplined or discharged from employment.

This policy pertains to every aspect of an individual's work relationship. When any staff member commits acts of harassment, discrimination, or misconduct against another, it seriously affects the church's effectiveness. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes, and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

It is the policy of La Casa de Cristo to maintain a workplace free of any form of sexual harassment or sexual intimidation. Any form of sexual harassment is unacceptable behavior within the workplace and is subject to appropriate disciplinary action up to and including discharge. Sexual harassment includes, but is not limited to:

- unwelcome and unsolicited sexual advances;
- request for sexual favors, discriminatory tormenting based on gender;
- other verbal, visual, or physical conduct of a sexual nature.

For example, sexual harassment occurs if:

- submission to any kind of sexual harassment is an explicit or implicit term or condition of employment;
- submission to, or rejection of, sexually harassing behavior is used as a basis of employment or other personnel decisions affecting the recipient of the behavior;
- has the purpose or the effect of unreasonably interfering with the recipient's work performance or creating an intimidating, hostile, or offensive work environment.

Employee Conduct

Reporting Violations

- ❑ An employee who believes there has been a violation of the policy contained in this section has the right and the responsibility to report the perceived violation as soon as possible to their supervisor, the Senior Pastor if the complaint involves the supervisor or another pastor, or the Chairman of the Board of Trustees if the complaint involves the Senior Pastor.
- ❑ The supervisor will notify the Senior Pastor and keep the Senior Pastor informed throughout the process.
- ❑ If the employee believes the investigation has not occurred promptly, the employee should refer the problem to the Chairman of the Board of Trustees.

Investigation

- ❑ Responsibility for the investigation and corrective action rests with the supervisor and Senior Pastor.
- ❑ A reported violation will be investigated promptly, objectively and with discretion and confidentiality as the situation reasonably permits.
- ❑ All affected persons shall cooperate fully with any investigation, and shall not be subject to discipline of any kind for truthfully and responsibly initiating or participating in the investigation of any complaint arising under this section.

Discipline

Disciplinary action, including dismissal when appropriate, will be taken where it is determined that harassment or discriminatory behavior did occur, or where a supervisor has failed to deal with violations of this policy or employee complaints.

Appeal

If the complainant is not satisfied with the investigation made and/or action taken by the supervisor or Senior Pastor, the complainant should report the complaint to the Chairman of the Board of Trustees.

Criminal Action

Employees who believe that they are victims of a criminal sexual act should contact the police immediately.

Protection from Retaliation

- ❑ La Casa de Cristo does not permit or tolerate retaliation against anyone for raising a concern about, assisting in an investigation of, or filing a complaint in good faith concerning, unlawful discrimination or harassment.

Employee Conduct

- ❑ Any person making a complaint is informed that La Casa de Cristo cannot guarantee confidentiality and that the church may be legally required to disclose the complaint, including the name of the person making the complaint.
- ❑ Any employee found to have engaged in retaliation against another individual for reporting or assisting in the investigation of any allegation of unlawful discrimination may be disciplined or discharged from employment.
- ❑ False complaints of harassment, discrimination, or retaliation as opposed to complaints that, even if erroneous, are made in good faith, may be subject to appropriate disciplinary action.
- ❑ This policy does not alter in any way the employment-at-will relationship.

Confidentiality Policy

Employees of La Casa de Cristo must maintain the highest standards regarding confidentiality because of the highly sensitive nature of the information handled by the church on a daily basis. Employees may not discuss or disclose information he/she hears, receives, or conveys in the course of his/her work to anyone outside of the church. In addition, employees may only convey information he/she receives in the course of his/her work to the appropriate other employee(s) as required or necessary to carry out the job duties. The employee's obligation under this Confidentiality Policy shall continue after his/her departure, for any reason, from La Casa de Cristo.

Standards of Conduct

Employees of La Casa de Cristo shall at all times:

- ❑ Be courteous, considerate, and prompt in interactions with and serving the church community and others, including other employees;
- ❑ Maintain high standards of honesty, integrity, and impartiality, free from personal considerations, or favoritism;
- ❑ Comply with applicable state and federal laws and the policies in this Manual; and
- ❑ Conduct him or herself in a manner that will not bring discredit or embarrassment to La Casa de Cristo.
- ❑ Comply with the La Casa de Cristo Online Presence Policy, attached as Addendum 2.

Outside Employment

An employee of La Casa de Cristo may seek employment and engage in a variety of activities outside of the employee's work for the church; however, the employee shall

Employee Conduct

not engage in other employment or other activity that is not compatible with the full and proper discharge of the duties and responsibilities of his/her employment with the church.

An employee who desires to engage in other employment shall notify the employee's supervisor. An employee engaged in outside employment shall inform the supervisor of the nature of the employment and corresponding work hours. If it is determined that an employee's outside employment interferes with the employee's job at the church or creates a conflict of interest, the employee will be required to terminate the outside employment.

An employee who fails to make the required disclosures or to take action to resolve any conflict of interest may be discipline or discharged from employment with the church.

Conflict Resolution

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations are maintained, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally. However, if a situation persists that an employee believes is detrimental to him/herself or La Casa de Cristo, the employee should follow the procedure described below.

Step 1

- Discuss the problem with your supervisor. Supervisors are often familiar with the circumstances involving the situation and can usually resolve the problem on an informal basis with the employee.
- If the employee believes that involving his/her supervisor is not appropriate or if the problem is not resolved, he/she may proceed to Step 2.

Step 2

- The employee may request a meeting with the Senior Pastor. The Senior Pastor will consider the facts, conduct an investigation if necessary, and may review the matter with other staff to arrive at a decision.
- Such investigations will be conducted in a manner that ensures employee concerns are fully considered.
- A written response will be provided to the employee as soon as possible.

Step 3

- If the problem is not resolved at Step 2 or the circumstances involve the Senior Pastor, the employee may contact the Chairman of the Board of Trustees. A meeting will be scheduled with the Executive Committee of the Board of Trustees at which the employee may present his/her problem.

Employee Conduct

- The Executive Committee may, if necessary, conduct further investigation and will consider all of the available facts when evaluating the situation and reaching a decision.
- The written decision of the Executive Committee will be final.

The steps outlined for Conflict Resolution do not guarantee the church always will follow all steps in the procedure. The church may immediately terminate any employee at any time for any reason or for no reason.

Conflict of Interest

In the event a member of the Board of Trustees has, or is perceived to have, personal knowledge, involvement, or a material relationship with an individual or the subject involved in a problem presented to the Chairman of the Board for consideration by the Executive Committee, such Board member will be deemed to have a "conflict of interest" and will be recused from consideration of the matter. The Chairman of the Board will appoint an alternative member of the Board to participate in the review. If the Chairman of the Board is recused, the Vice-Chair will appoint an alternative member of the Board to participate in the review. Board Members are expected to reasonably consider and promptly disclose such conflicts or potential conflicts of interest and recuse themselves from the matter. Any employee or staff leader involved in a problem presented to the Board may also identify a conflict or potential conflict of interest in a member of the Executive Committee, in which case the identified Board member will be recused and an alternative member of the Board appointed.

Corrective Action

When a performance or conduct problem arises, La Casa de Cristo maintains a policy of corrective action. The steps outlined for Corrective Action do not create a guarantee the church always will follow all steps in the procedures. Nothing in this provision changes the at-will status of the employee as the church may immediately terminate any employee at any time for any reason or for no reason.

It is impossible to publish all policies and procedures that might lead to the need for correction action. Some examples of actions which may lead to corrective actions include, but are not limited to:

- Unsatisfactory work performance
- Sexual harassment
- Dishonesty
- Violating applicable safety policies and practices
- Chronic and unexcused absenteeism or tardiness

Employee Conduct

- Insubordination, such as refusal or deliberate failure to follow instructions or church policies and practices
- Uncooperative attitude
- Immoral conduct (This includes, but is not limited to, an unmarried employee who does not remain celibate or a married employee who engages in sexual activity outside of the marriage. Marriage is defined solely as between a man and a woman.)
- Unprofessional or disruptive behavior
- Consumption or being under the influence of alcohol or non-medical drugs at any time during the assigned work shift
- Making false or misleading statements in church documents such as an employment application, time card, etc.
- Theft or attempted theft of any church or employee property
- Fighting, threats, intimidation, bullying, harassment or physical abuse of employees
- Using obscene or abusive language
- Buying, selling, offering or receiving illegal drugs during work time or on church premises
- Pleading guilty, no contest, or being convicted of a crime if the act or conduct has a reasonable relationship with the business or to the church or might adversely affect the employee's relationship with the church, its employees or the church image in the community
- Any other inappropriate or illegal conduct or poor performance which the church considers to be of a serious nature

If problems persist after an initial conversation with the employee, the following series of progressive corrective action steps may be taken:

- Oral warning
- Written warning
- Suspension
- Termination of employment

Generally, these steps are progressive and taken in order. However, the church may skip one or more or all of these steps if, in its sole discretion, it determines that the

Employee Conduct

circumstances warrant doing so. When corrective action other than termination of employment is administered, it is the employee's responsibility to rectify the problem.

The church is an "at will" employer, which means that the church may terminate an employee's employment at any time for any reason or for no reason, with or without prior notice.

Employee Responsibility

The Employment Protection Act (EPA) of Arizona requires employees, who have a reasonable belief that the employer or one of its employees has violated or will violate the constitution or laws of Arizona, or church policy, report their belief to someone in a position the employee believes is able to do something about the employee's concern.

- ❑ If an employee believes the church or one of its employees has violated, is violating or will violate the constitution or laws of Arizona, or church policy, they must report their belief to the Senior Pastor.
- ❑ If the concern is that the Senior Pastor has violated, is violating or is about to violate the constitution or laws of Arizona, or church policy, the report must be made to the Chairman of the Board of Trustees.

Use of Communication Systems

It is the policy of La Casa de Cristo to provide or contract for the communication services and equipment necessary for the efficient conduct of its business. As a general rule, such communication services and equipment should not be used for personal purposes.

- ❑ Most communication services and equipment have toll charges or other usage related expenses. Employees should be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each business communication. Employees should consult their supervisor if there is a question about the proper mode of communication. When personal use is unavoidable, employees must properly log any user charges and reimburse the church for them.
- ❑ All church communication services and equipment, including the messages transmitted or stored by them, are the sole property of the church. The church may access and monitor employee communications and files as it considers appropriate. Communications equipment and services include mail, electronic mail, courier services, facsimiles, telephone systems, computer files, computer networks, on-line services, video equipment and tapes, tape recorders and recordings, pagers, cellular phones, and bulletin boards.

Employee Conduct

- ❑ Computer equipment is to be used only by church employees with password access to the system. Under no circumstances are passwords to be given to or access used by individuals other than employees of the church.
- ❑ Employees accessing the Internet through the church firewall are acting as representatives of the church. As such, employees are required to act in a manner that will not damage the reputation of the organization. Employees are prohibited at all times from visiting and/or downloading material from pornographic sites. The church reserves the right to inspect an employee's computer system for potential violations of this policy.

Improper use of church communication services and equipment will result in discipline, up to and including termination. Improper use includes any misuse as described in this policy as well as any harassing, offensive, demeaning, insulting, intimidating; or sexually suggestive written, recorded or electronically transmitted messages.

Addendum I

Strategic Plan

The Board of Trustees has adopted the following as a Vision Statement for La Casa de Cristo and encourages all employees to form their daily decisions through the filter that this statement offers. ***La Casa de Cristo Strategic Vision and Plans 2021 -23***

Submitted to the Board of Trustees May 11, 2021 by Lead Pastor Jeff Ruby

1. *Mission Statement: Definition:* Our top driving primary goal. Derived from the biblical *Great Commission (Go, Make Disciples)* in Matthew 28, and also the Great Commandment of Matthew 22, loving God and neighbor as ourselves. Everything else flows from the great commandment and great commission. Our mission is: **“Love those who don’t know Jesus (Great Commission) and “Grow those who do” (Great Commandment)**. The mission statement defines what we are trying to do as commanded by our Lord Jesus, and our fundamental purpose in life. It is scriptural, and based on Jesus’ words. **We are committed to and charged by our Mission.**

OUR BOLD VISION: La Casa de Cristo is the church of Jesus Christ through Bell Road and Beyond, that seeks to fulfill the Great Commandment and Great Commission in all that we say and do.

2. *Core Values* Definition: Basic principles we adhere to that guide our vision, approaches, and plans. Our values should rarely, if ever, change as they are based on scripture. They help uniquely define us as a church, and say who we are. We accept or reject plans, visions, and approaches, based on our core values. We *adopt* Core Values.

3. *Strategic Vision:* Definition: A narrative describing the state of our church as seen or envisioned at some distant future time. It represents our dream of what we would like to be, **A Vision is NOT a set of actions or plans; it is NOT what we do.** It is a *state of being* description. It is what we hope to be in the future. Our Vision is updated as often as deemed necessary by the pastoral leadership in consultation with the Board of Trustees. We *embrace* Vision.

4. *Goals & Objectives* Definition: Declarative statements that represent hoped for results of our actions as we seek to achieve the Vision. Goals & Objectives represent interim steps in achieving the Vision. We *establish* Goals & Objectives.

6. *Tactical/Operational strategies* Definition: General descriptions of approaches used to satisfy Goals & Objectives. Strategies represent *how* Goals & Objectives will be accomplished. We *craft* Strategies.

Addendum I

CORE VALUES

1. Unity in Jesus Christ

The members of La Casa de Cristo Lutheran Church are bound together as one Body in Jesus Christ, striving to live a life worthy of our calling with one Lord, one faith, one baptism, one God and Father of all. Unity in the Holy Spirit demands humility, obedience, patience, respect, compassion, and love that covers all.

2. Worship and Praise

The members of La Casa de Cristo Church covenant together to worship God through prayer, praise, honor and thanksgiving. Our corporate worship includes preaching, music, prayer, and giving. Together we gather before the Lord in hopes of personal transformation. Worship is central to our life together, both traditional and contemporary, and is our primary focus.

3. Teaching and Preaching

The members of La Casa de Cristo Church, devoted to the Word of God, use our gifts to share the salvation message of repentance and forgiveness. As followers of Christ, we faithfully and sincerely proclaim His compassion and love to each other and to the entire world. Our goal is a transformed will and a committed heart in service of Jesus Christ. We prayerfully and deliberately spread God's Word by reaching out in love and faith, preaching, teaching, Holy Communion and baptizing so that all have the opportunity of receiving salvation through the Holy Spirit.

4, Missions, Ministry, Giving

The members of La Casa de Cristo Church cheerfully offer their time, spiritual gifts, and financial resources to honor Christ and to support and advance His Kingdom through Missions and Ministry. Spiritual giving demonstrates love, faith, and devotion to God and others in accordance to what we have been given.

5. Innovation

The Members of La Casa de Cristo realize the world is changing exponentially and we are not the same church we even were three years ago, let alone five or ten years. Therefore, as ordained and lay leaders we are committed to innovation in worship; ministry, mission and fellowship. We will experiment with new models of partnership in our church, community and the world, and we will understand as leaders that innovation is not just a part of the ordained leadership but also the Board of Trustees and staff. This will at times challenge us all as community and leaders, as we look at

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new wine that cannot be put into old wineskins. Innovation is not just technology; it is a way of life in a rapidly changing world.

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6. Prayer

The members of La Casa de Cristo are devoted to corporate and individual prayer. We seek to know God's will through prayer and communion with God.

STRATEGIC VISION

Going Forward: *What do we see happening in the next two years, what will it look like? What is our Vision? If one stepped forward to late 2023, what would one see?*

We are operating as a "hybrid" church with both *attractional* and *missional* components opening the door for new relationships and new ministries. While strengthening our worship, ministries, and discipleship experience through and at 6300 E Bell Road, we have also continued to build ministry in various online forms. We are exploring and embracing new and fresh ways of presenting the Gospel, expressing the love of Jesus, and teaching others about Him.

We have begun to address the needs of the Millennial and Gen X Community in the surrounding area and online, establishing a strong sense of community with them and others. We are routinely engaging with young adults through our Beyond ministry, BU La Casa, and other Spirit led ministries perhaps yet to be formed. We are working with local schools to see how connections can be established and grow.

We are creating and sustaining *missional* communities for all ages, while exploring and finding places of natural engagement with new people of all generations. We are establishing and testing new forms of worship services. while being committed to also having traditional worship opportunities. We are hosting fellowship and recreational activities as well as ministry group meetings, events, and community groups. We have integrated our preschool with the wider church community. We are reaching the digital community with current information technology. In a fast paced world, we are nimble in responding to change, while remaining Gospel centered.

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Our Strategic Goals & Objectives

This section presents specific Goals & Objectives, to achieve the Strategic Vision

GOAL #1. PRAY: Strengthen the prayer ministry and the prayer life of each La Casa member. Let us seek to do God's will in all that that we do and say. Teach and preach the power of prayer.

GOAL #2. GROW: Engage our members to be active in the ministries of the church and grow a *missional* culture across the entire membership. Create and maintain a culture in

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our church of spiritual growth. This means our people lead and act together with mutual authority under the Lordship of Jesus Christ and submit to one another in Christian service and in love. If we are growing spiritually, seeking first God's kingdom, everything else is added unto us as well.

GOAL #3. EXPLORE: Explore and create new methods of ministry, church, and worship expression to reach the broader group of God's people in the local area. Make ourselves known in the community for our outreach efforts.

Our Tactical and Operational Strategies and Ownership

STRATEGY #1: (*New Members*) Continue to build upon existing virtual and in person *new members orientation and training* our newer members on our church history, mission, vision, goals and objectives. This includes *what we believe* as members of LCDC, including Bible doctrine. Help them discover their spiritual gifts and plug themselves into service and ministry. Increase membership year over year, recognizing that a global pandemic has altered in person and virtual metrics. Ownership: **Pastoral Team and Staff 2021-23.**

STRATEGY #2 (Preschool ministry). As the La Casa de Cristo preschool continues to rebuild, integrate the preschool into the wider church and further ties to La Casa family ministry. Continue Board of Trustees and lead pastor oversight of the preschool until structural and leadership changes are planned and executed. Establish a nationwide search for a new director as the current director will retire by 2024. Assess and create a separate LLC as approved by Board and desired. Continue Board of Trustees and lead pastor oversight to monitor the financial strength of the preschool 2021-23. Ownership: **Lead Pastor and two Board members 2021-23.**

STRATEGY #3: (Capital Fundraising Campaign) The lead pastor, along with the board, will identify and commence by 2022-23 a capital fundraising campaign for purposes of pursuing mission and ministry and reducing our debt as needed. The executive committee and lead pastor will craft a plan that identifies the needs and goals of funding and how they align with our vision and plans. There may be an emphasis on existing ministries; funding new ministries; debt reduction, or a combination of the preceding. Ownership: **Executive Committee under Pastoral leadership, with the whole board being consulted on timing and goals. Commence 2022-23.**

STRATEGY #4: (Budget Review) Building upon changes and progress in the past few years, continue to work with the pastoral leadership and staff in reviewing our annual budget process to align the budget as further needed around the Strategic Goals &

Addendum I

Objectives. Initiate an annual strategic planning cycle in advance of the budget cycle to inform the budget. Plan the budget each year for the next year (detailed) and two years after (top-level). Continue audits as needed and financial reviews to report to the congregation. Ownership: **Board Treasurer working with lead pastor and consultation with Board of Trustees. Begin fall 2021.**

STRATEGY #5 (Staffing) The Lead Pastor works with the pastoral leadership in defining and implementing a staffing plan to effectively operate at both Bell Road and Beyond (virtually). This will ensure the Vision as expressed in this strategic plan is realized. Board input and resources will be asked for and granted within reason. The hiring of staff is led by the lead pastor consulting with other pastoral staff, and an HR team has been hired to solidify staff review and evaluation. The lead pastor is reviewed annually by the executive committee per the constitution and bylaws. Other staff reviews and evaluation will be done in consultation with standard HR practices. Ownership: **Lead Pastor reporting progress to board. 2021-23.**

STRATEGY #6 (*Missions* present local, national and global needs to the membership to ignite their passion and willingness to serve and help. Continue to partner with La Sagrada Familia our sister church and serve together in partnership. Ownership: **Pastoral leadership and consultation with Board of Trustees 2021-23.**

STRATEGY #7 (*Calendar and organizational planning*): Create a subset from the church board of no more than three board members and the lead pastor to update this Strategic Plan and calendar sync our monthly emphasis on an annual basis going forward. Ownership: **Subset of the Board of Trustees and Lead Pastor reporting to entire Board. Begin summer/Fall 2021.**

STRATEGY #8 (*Communications Plan*) A total and top level communications plan of the work the BOT is doing in the areas of

- 1) Mission
- 2) Core Values
- 3) Strategic Vision
- 4) Strategic Goals and Objectives
- 5) Tactical & Operational Strategies

And necessary steps to communicate to the entire congregation. Ownership: **Subset of the board and Chair of the Board and Lead Pastor. Begin fall 2021.**

Addendum II

Online Presence Policy

Addendum II

Addendum II

Addendum II

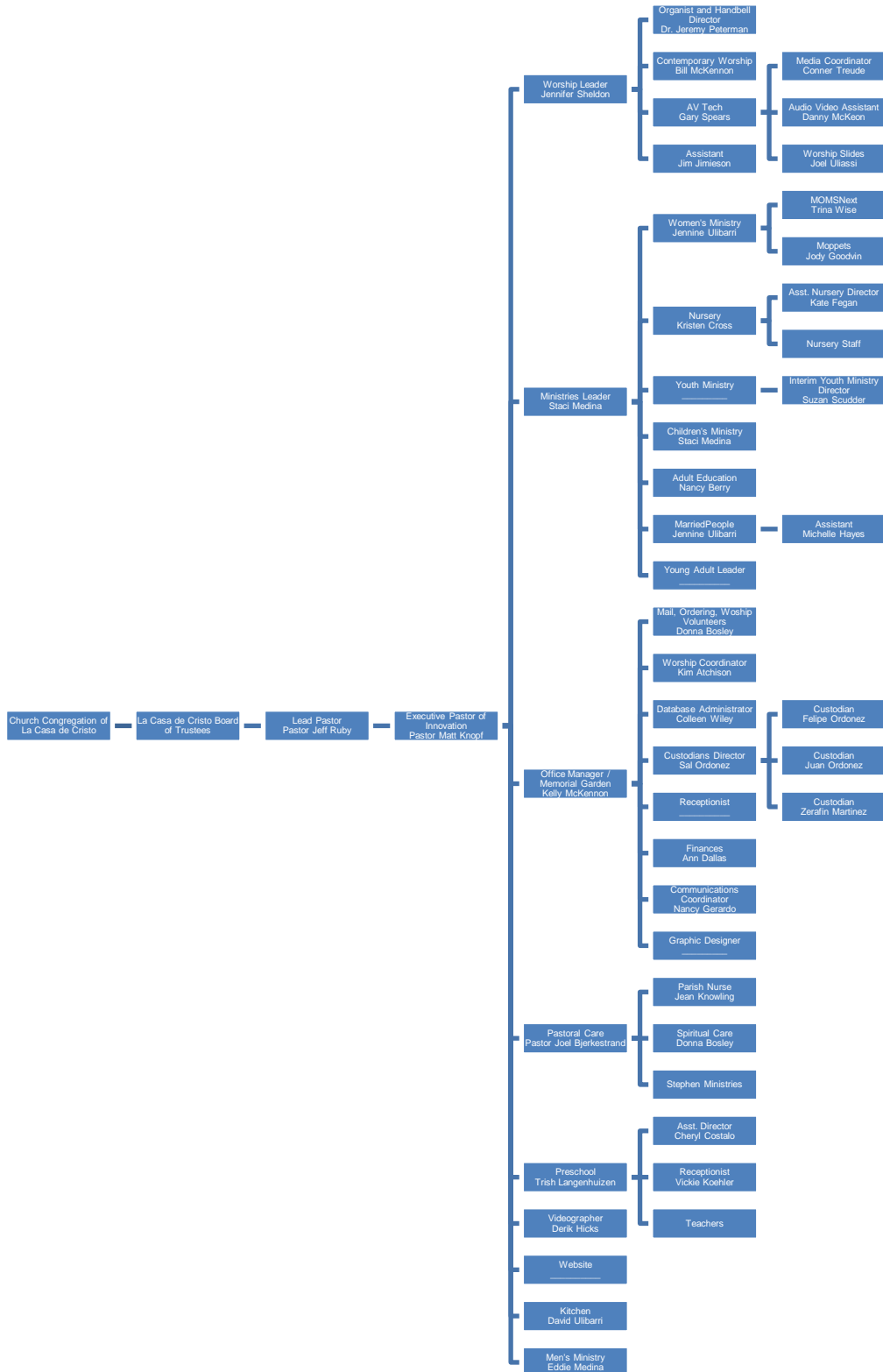
Addendum II

Addendum II

Addendum II

Addendum III

Organization Chart



Addendum IV

FMLA

Subject: Notice to Employees Regarding the Family and Medical
Leave Act of 1993