

# **Personnel Policies & Procedures**

**Grace Lutheran Church  
115 East King Street  
Boone, NC 28607**

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**Grace Evangelical Lutheran Church  
Personnel Policies and Procedures**

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## **PREFACE**

Welcome to Grace Lutheran Church! The purpose of this handbook is to provide church employees with a basic overview of Grace Lutheran Church (GLC) philosophies, policies and employee expectations. In all of its service, both within church and in the fulfillment of this church's mission in the community, the employees of GLC shall carry out the duties to which they are assigned, in faithfulness to the faith and mission of the GLC as expressed in our Mission Statement and Affirmation of Welcome:

### **Mission Statement of Grace Lutheran Church:**

*“Grace Lutheran Church **welcomes** all people to a journey of faith and service in God, **empowers** us to be disciples of Jesus Christ, and **sends** us through the Holy Spirit to make a loving difference in the world.”*

### **Affirmation of Welcome:**

*In the name of Jesus, who invites us with reconciling love and grace to join in the kingdom of God, Grace Evangelical Lutheran Church welcomes all who profess, or seek to profess, Jesus Christ as their Savior. Believing that the gospel is God's gift to all, we rejoice in the diversity of God's people and welcome all, regardless of age, cultural and economic background, ethnic and linguistic heritage, gender, marital status, physical and mental ability, race, sexual orientation, or any other distinction. We are all one in God's eyes, sharing in the free gifts of the gospel and the Holy Spirit. Therefore, we encourage all to take part in the life of this congregation as we worship, witness and openly share the love of God through Christ our Lord.*

The GLC Constitution specifies that we have a Personnel Committee. This Committee shall recommend to the Congregation Council personnel policies for GLC, except as otherwise determined, including salaries, fair practices and staff position descriptions. Upon approval by the Congregation Council, the Personnel Committee shall be responsible for the implementation and ongoing evaluation of the personnel policies.

It is the policy of GLC that all employees shall be treated fairly and consistently and shall be able to perform their duties in a safe environment.

These personnel policies have been prepared in order that every employee of GLC may know the terms of employment that will govern his or her relationship with GLC. It is the responsibility of the staff, Personnel Committee and Congregation Council to administer these policies, with respect to persons in the

employ of GLC. Questions regarding interpretation of policies should be directed to the Personnel Committee.

**About the GLC Personnel Polices**

The Personnel Policies of Grace Evangelical Lutheran Church are available to all employees in print, with a master copy located in the church office.

It is each employee's responsibility to read, understand and comply with the personnel policies and any revisions made to them. The Congregation Council has the authority to make changes to the personnel policies without prior notice. In addition, GLC may deviate from its stated policies at its sole discretion as individual circumstances warrant. These policies and any revisions revoke and supersede any and all previous versions of the policies.

## **1.0 GENERAL**

### **1.1 Authority**

Adoption of these personnel policies by the Congregation Council is granted by the general authority in the Constitutions and Bylaws of this church. Nothing in these personnel policies shall conflict with the GLC Constitutions, Bylaws, and Continuing Resolutions.

### **1.2 Scope**

These personnel policies apply to all employees, budgeted or non-budgeted, of GLC, except where the Congregation Council has granted an exception, as provided for in Section 1.6, or where ELCA policies for rostered leaders indicate otherwise. Likewise, where appropriate these policies apply to volunteers.

### **1.3 Personnel Committee**

The Personnel Committee will bring reports, recommended policies and recommended revisions to existing personnel policies to the Congregation Council.

### **1.4 Congregation Council**

Congregation Council functions as the personnel officer of GLC. Congregation Council will coordinate administrative practices relating to personnel to maintain consistency and equity in dealing with employees of this church and has responsibility for monitoring and coordinating activities to achieve equal employment opportunity goals.

### **1.5 Distribution of Personnel Policies**

The personnel policies of GLC shall be distributed to all employees. All employees will sign a statement (exhibit \_\_\_) that they have received, read and understand the personnel policies. The Personnel Committee and staff shall inform employees of policy changes, as approved by the Congregation Council.

### **1.6 Exceptions**

Exceptions to these personnel policies may be granted from time-to-time by the Personnel Committee, when it is judged that such exceptions are in the best interest of both this church and the employees concerned. Any exception will be reported at the next Congregation Council meeting.

### **1.7 Amendments**

The Congregation Council may, from time-to-time, adopt amendments, corrections, additions or deletions to these personnel policies. Any such changes shall apply both to persons employed at the time the change is adopted and to persons employed thereafter, unless the Congregation Council's action specifically provides to the contrary.

### **1.8 Personnel Representatives**

Employees should communicate suggestions, concerns, and relevant information to the Senior Pastor, Chair of the Personnel Committee, and Congregation Council President, preferably in that order.

## **2.0 EMPLOYEE CLASSIFICATIONS**

All employees are considered staff of GLC and the underlying organizational principles shall be that of a unified work force. Where it is required by law, distinctions will be made between those considered exempt or non-exempt by the Fair Labor Standards Act.

### **2.1 Definition of the Term “Employee”**

As used herein, the term “employee” will apply to any person in the employ of GLC, including deployed staff, who perform ministry, administrative, advisory, technical, editorial, secretarial, clerical, or service functions on an established salary basis. An erroneous classification could result in the failure to pay appropriate state and federal taxes required for all employees.

The term “exempt employee” means an employee who meets the conditions for exemption from coverage by the Fair Labor Standards Act, namely, those persons employed in a bona fide executive, administrative, or professional capacity. These positions are not eligible for overtime pay or compensatory time off (in lieu of overtime).

The term “non-exempt employee” (support staff) means an employee who is covered by the Fair Labor Standards Act. Non-exempt employees are eligible to receive overtime pay at the rate of one and one-half times their regular rate of pay for all hours worked in excess of 40 hours in a work week. The regular rate for an employee working a fixed work week less than 40 hours is computed by dividing the fixed weekly wage by the number of hours in the work week.

### **2.2 Full-Time Regular Employees**

Full-time regular employees, as opposed to full-time temporary employees, are employees who work on a regular, ongoing schedule of 40 hours per week. They may be exempt or non-exempt, and are eligible for all benefits provided by these policies.

Rostered staff are those employees who are on the rosters of the ELCA and are called to GLC. Rostered staff may include pastoral staff, Associates in Ministry (AIMs) Diaconal Ministers and/or deaconesses. Rostered staff may be ordained or lay leaders. Rostered pastoral staff are considered exempt and their benefit structures may vary from other full-time regular employees according to NC Synod and ELCA guidelines. All other employees are considered non-rostered staff.

### **2.3 Part-Time Regular Employees**

Part-time regular employees, as opposed to part-time temporary employees, are employees who work on a regular, ongoing schedule of less than 40 hours per week. They may be exempt or non-exempt.

- A. Part-time regular employees who work at least 20 hours per week will accrue vacation credits on a prorated basis, reflecting their percentage of full-time employment.*
- B. Part-time regular employees will be eligible for holidays (Section 9.4), time off for voting (Section 9.6), sick leave (Section 11.1), payment for unused vacation (Section 11.3), and other absences from work as described in Sections 11.4 through 11.12.*
- C. The benefits described in Sections 10.5 and 10.8 are provided through the Board of Pensions, and are available to part-time workers who work 30 or more hours per workweek for six or more months per year.*

### **2.4 Term Employees**

An individual may be employed for a specified period of time under terms and conditions set forth in an agreement between the individual and GLC. Such agreements must cover:

- A. The beginning and ending date of the period to be worked;
- B. Remuneration for services, including expenses for incidentals (lodging, food, mileage, etc.), if any;
- C. Benefits, if any. Such benefits, if included, may accrue on a prorated basis for individuals who work 30 hours per week or more;
- D. Provisions and schedule for performance review;
- E. Responsibilities (tasks to be performed); and
- F. Accountabilities (person to whom the individual reports).

Term employment may be full-time or part-time, exempt or non-exempt. Individuals employed as term employees must be covered for social security benefits unless they meet the definition of an "independent contractor." (See Section 3.5)

## **2.5 Temporary Employees**

Individuals hired for temporary work may be full-time or part-time, exempt or non-exempt, and are not eligible for any of the benefits provided under these policies. However, temporary employees are subject to social security contributions on their wages.

Employees from temporary employment agencies hired for specific assignments are the employees of the employment agency and not of GLC.

## **2.6 Contract with Independent Contractor**

GLC may enter into a contract with an individual or company that provides services or products as an independent contractor. Independent contractors are not entitled to workers' compensation or other benefits provided in these policies. All independent contractor agreements must be initiated in consultation with the Personnel Committee or Senior Pastor and approved by the Congregation Council.

## **3.0 RECRUITMENT AND EMPLOYMENT**

### **3.1 Inclusiveness in Employment**

This church is committed to both the spirit and the applicable legal requirements of equal employment opportunity. Consistent with this commitment, the continuing policy of this church is to afford equal employment opportunity to qualified persons in all aspects of the employment relationship, including hiring, compensation, promotion, demotion, transfer, selection for training opportunities, layoffs, discharges, and retirement. However, GLC reserves the right to maintain certain expectations of employees and volunteers with regard to creed and religious beliefs, consistent with the mission of this organization.

When the Congregation Council, in consultation with the Personnel Committee and appropriate ministry team, determines that there is a need for an ordained or lay rostered employee and/or an employee with Lutheran theological background, training or experience, only individuals with those qualifications will be considered.

### **3.2 Application Form**

An employment application form (shown at Exhibit \_\_) will be distributed by the Personnel Committee, for use by applicants and all employing units. All applicants must complete the employment application form and all forms necessary to complete background checks and investigations as determined by the Personnel Committee. Specific testamentary assertions shall be obtained from each applicant regarding any previous conviction or commission of criminal acts, financial malfeasance or sexual misconduct. A current criminal history background check is required for all employees prior to employment. Employees will provide consent for the background check by completing the form at Exhibit \_\_ in addition to their application for employment. GLC may contract with qualified law enforcement officers or private investigators or investigative firms to conduct such investigative services.

### **3.3 Personnel Records**

Employment and personnel records are maintained in the Financial Secretary's office and contain the individual's employment application form, background checks and investigations, payroll authorizations, salary information, attendance records, performance appraisals, notices of progressive correction action and other pertinent documents pertaining to such things as sabbatical leaves, continuing education leave, etc.. Any changes in personnel information (change of address, marital status, etc) should be communicated promptly to the Financial Secretary. Intentionally giving any false or misleading information to obtain employment or a leave of absence can be grounds for disciplinary action. Personnel records are confidential and may not be accessed by the employee

without approval of the Senior Pastor or the Personnel Committee. Personnel records are property of GLC, secured and do not leave the premises.

Employee records are personal and are kept in a locked file, to be accessed only by authorized persons. Employees have the right to review their individual personnel file and all documents contained therein, at a time mutually convenient to the employee and Personnel Committee. Such review must occur within the church office in the presence of a member of the Personnel Committee, and nothing may be removed from or added to the file. An employee may obtain a copy of a document(s) contained in their file by requesting it from the chair of the Personnel Committee (Vice-President of Congregation Council).

Each supervisor may keep an individual file for his or her employees, as necessary, but should avoid unnecessary duplication of the information kept in the permanent confidential files of the Personnel Committee. Such files should meet the above criteria for locked storage, confidentiality, and employee access.

### **3.4 Employment of Relatives and Contractual Agreements**

Persons who are related will not be employed or engaged under contract in a relationship wherein one relative reports to the other, unless approved on a case-by-case basis by the Congregation Council. The Congregation Council can approve two related persons to share the same position.

Relatives are defined as: children, parents, spouse, brothers, sisters, in-laws, grandparents, grandchildren, aunts and uncles.

### **3.5 Employment, Call, and Contract Procedures**

After a non-rostered employee has been selected in accord with relevant governing documents, recommended by the Personnel Committee and approved by the Congregation Council, a Letter of Employment is sent by the Senior Pastor to the individual.

Upon recommendation of the Congregation Council and approval by the Congregation at an authorized congregational meeting:

- a Letter of Call is prepared and sent by the Congregation Council President to those on the roster of ordained ministers of the ELCA and to those on the roster of AIMs, diaconal ministers or deaconesses of the ELCA; or,
- a Letter of Invitation to non-rostered employees of the ELCA.

The church may also enter into contractual agreements with certain individuals. These contracts will provide for a start date, a specific salary, schedule of products or services rendered, and an end date. The Personnel Committee and the Congregation Council shall determine whether an employee on a work

contract is or is not eligible for the benefits described in these personnel policies, or for health and pension benefits provided by the Board of Pensions. Employees on work contracts shall not be eligible for such benefits unless the employee's work contract specifically provides for the benefit.

### **3.6 Position Posting**

It is the policy of this church that position vacancies will be posted locally, and in synod, regional, and church wide offices as appropriate. Positions will also be announced (posted) through GLC's publications and will be advertised in local media. Such posting will include the position description and data relating to the methods of application for the position.

Exceptional situations may require filling positions without posting. The appropriateness of this action will be determined by the Congregation Council, in consultation with the Personnel Committee and appropriate ministry team or supervisor.

### **3.7 Health Examination**

The Congregation Council, in consultation with the Personnel Committee and consistent with the provisions of the Americans with Disabilities Act (ADA), may require a post-offer or post-employment health examination of employees, for the purpose of determining each person's capability to perform the duties of his or her position. Such referrals will include provision of the employee's detailed job description to the examining medical authority.

### **3.8 Hiring Procedures**

The Personnel Committee will be notified of all position vacancies. Any and all negotiations with prospective or existing employees regarding salary, relocation, other benefits or perquisites will include advance consultation with the Personnel Committee. No offers or commitments regarding compensation are to be made without the prior review and approval of the Personnel Committee. All letters of offer to potential employees are to be prepared or reviewed by the Personnel Committee.

In consultation with the relevant ministry team and supervisor, the Personnel Committee will develop a structured interview outline and select a knowledgeable interview panel of at least three persons, including the supervisor familiar with the job requirements of the subject position. The interview panel will conduct a structured interview with the most qualified candidates and rate each candidate on each job component and overall rating. The ratings and summary recommendation for hire will be given in writing to the Personnel Committee.

No promises, commitments or representations which are inconsistent with or override these hiring procedures may be made to an employee or prospective employee without the prior written approval of the Congregation Council. Any such promise, commitment or representation shall be void unless it is contained in a written agreement signed by the employee and the President of Congregation Council.

## **4.0 PERFORMANCE MANAGEMENT PLAN AND APPRAISAL SYSTEM**

### **4.1 Policy**

It is the policy of GLC to establish a Performance Management Plan and Appraisal System that is responsive to the mission of the Church; that encourages development of employees; that supports GLC's goals for equal employment opportunity; that fosters acceptance of responsibility; that recognizes the diversity of our gifts; that allows joint participation of supervisors and employees; and is equitable and responsive to its supervisors and employees.

Employees assessed under this system shall have their performance appraised at least annually, using Ministry Plan and Performance Objectives in which they normally have participated in establishing.

There shall be no practices which prevent equitable appraisal of performance in relation to established standards. The appraisal results may be used as a basis for rewarding, promoting, training, reassigning, retaining, granting or denying salary increases, assisting employees to improve performance, and removing employees when such action is warranted.

### **4.2 Performance Review and Appraisal**

Each employee of this church will receive a performance review from his or her supervisor three months after his or her hire date, to discuss performance, provide feedback, or modify objectives. At the discretion of the employee's supervisor, the employee may also receive a performance review after six months of employment. Unsatisfactory performance following a six month provisional employment period may result in dismissal. The format for the three and six month performance review may be that of a memorandum or other summary report.

All employees will receive an annual performance appraisal *to be conducted in June*, in accordance with the process outlined in the Performance Management Plan and Appraisal System, found at Exhibit \_\_\_\_\_. *The Executive Committee of the Congregation Council will conduct the annual performance appraisal for the senior Pastor.* Employee merit increases are normally considered only at this time.

If an employee wishes to contest a rating, he or she may submit a dated, written request for reconsideration of his or her final performance rating to the rating supervisor within ten (10) working days of receipt of the rating. The rating supervisor will notify Personnel Committee, and will provide a written response to the employee within ten (10) working days. If the employee is not satisfied with

the rating supervisor's final response, he or she can pursue his or her concern by writing to the Personnel Committee within five (5) working days of receipt of the rating supervisor's response. The Personnel Committee will review the performance appraisal and rating, and will issue a final rating to the employee within ten (10) working days. If the employee is still not satisfied, or if the Personnel Committee fails to respond within the allotted time, the employee may appeal to the church's four (4) member Executive Committee, composed of the Congregation Council President, Vice-president, Secretary and Treasurer. *The Senior Pastor may contest their rating to the Congregation Council.*

The Personnel Committee will monitor the schedule and process for performance appraisals and a copy of the completed appraisal will become a part of the employee's permanent confidential personnel file.

### **4.3 Progressive Corrective Actions**

In certain cases, an employee's behavior or performance may not meet the standards or expectations necessary for acceptable performance of the job. Generally, deficiencies will fall into one of two categories: (a) unacceptable personal conduct, or (b) unacceptable job performance. Some shortcomings may be of the nature that may be reasonably viewed as correctable. Other shortcomings may be deemed so serious as to be uncorrectable.

Although employment with the church is based on mutual consent and both the employee and the church have the right to terminate employment at any time, with or without cause, with or without reason or advance notice, the church may enforce discipline measures at its discretion.

When there are circumstances where employees' performance or behavior is less than acceptable, the church will take appropriate action to remedy the situation. The best disciplinary measure is that which does not have to be enforced, and comes from good leadership and fair supervision at all employment levels. The church strives to provide fair treatment to all employees, and to make certain that disciplinary actions are consistent, uniform, and impartial. The primary goal of any disciplinary program is to correct the issue, prevent its recurrence, and prepare the employee for satisfactory performance in the future.

Disciplinary action may call for three (3) actions – verbal warning, written warning or termination of employment – depending on the severity of the issue and the number of occurrences. There may be circumstances where one or more of these steps may be bypassed.

Disciplinary matters may arise that in the sole discretion and judgment of the church are serious enough to warrant immediate termination of employment without following some or any of the discipline steps set forth in this section.

In dealing with job performance problems, the church may follow a progressive corrective action policy in order to give a clear format for both supervisors and employees. In order to adhere to a policy of "progressive corrective action," notice of shortcomings in the employee's performance and expectations of the supervisor, whether oral or written, must be as clear and precise and possible.

There shall be a cooperative effort between the supervisor and employee in setting explicitly defined and attainable goals and actions to be taken by the employee and the supervisor to resolve work-related problems. Either the employee or the supervisor may request that a representative of the Personnel Committee meet with the employee and the supervisor to attempt to clarify and resolve issues in job performance or personal conduct.

The process for progressive corrective action will be as follows:

**Step 1:** The supervisor should orally call the employee's attention to shortcomings in on-the-job performance or personal conduct. The supervisor shall attempt to make the employee aware of his or her expectations for performance and of his/her willingness to work with the employee in resolving the work-related deficiency. This conversation between the supervisor and the employee is to be documented by the supervisor as to date and general content.

**Step 2:** If performance continues to be unsatisfactory, the supervisor shall again counsel with the employee. This time, however, the specific counseling shall also be put in writing (a copy shall be given to the employee) and entered into the employee's personnel file and the employee shall be given a reasonable time within which to resolve the work-related deficiency.

**Step 3:** If the problem is not satisfactorily resolved, the employee may be placed on probation. Before placing an employee on probation, a supervisor must consult with Personnel Committee and the Congregation Council. The probation meeting shall be documented, including the date of the meeting, a description of the work-related deficiency(s), the course of corrective action to be taken, and the amount of time in which the employee and the supervisor shall resolve the problem.

Probationary periods may be established for 30, 60, or 90 days.

The summary of the conversation should include a specific statement that failure to resolve the work-related problem may lead to termination. If the employee fails to perform specific acts set forth in the probationary period, termination may come before the end of the probationary period.

The final probation plan and timetable must be approved by the Congregation Council before being implemented by the supervisor. A copy of the meeting documentation shall be given to the employee and to the Personnel Committee.

**Step 4:** If the conditions of the probationary period are not met or a performance problem is not resolved, the employee is subject to termination.

**Step 5:** The employee may use the grievance procedure, as set forth in Section 11.0 of these personnel policies.

Employees and/or their supervisors may request advice or counsel from the Personnel Committee at any time during this process. A third probationary period within a 12-month period will result in termination.

#### **4.4 Separation by Mutual Agreement**

Employees and their supervisor(s) may reach a mutual agreement, following discussion of a work-related issue, whereby the interests of both would best be served by separation of the employee from employment. Under such circumstances, the separation would be without prejudice, and no further action would be taken.

## **5.0 Compensation**

The purpose of the compensation program is to provide adequate pay for services rendered and to insure equity in basic compensation.

### **5.1 Salary Range**

Compensation guidelines for rostered leaders are provided by the North Carolina Synod of the ELCA. The congregation may supplement these guidelines based on local living expenses and/or merit. Non-rostered employees are paid based on the comparable job market within the community. Salary increases are recommended by the Personnel Committee and approved by Congregation Council, dependent upon the individual's performance and the availability of funds.

Salary increases may be granted based upon improved or sustained performance. An employee must have completed six months of satisfactory service before being eligible for a performance increase. Employees in probationary periods are not eligible for performance increases. This practice is designed to attract and retain competent employees, to reward each individual in accordance with performance on the job, and to motivate each employee to his or her highest level of performance. The basis for performance pay increase is the annual performance appraisal.

### **5.2 Overtime**

It is the standing policy of GLC that non-exempt employees shall not incur overtime without prior authorization from their supervisor. In the event that overtime is incurred, overtime pay shall be paid at the rate of one and one-half times regular hourly rate for time worked in excess of 40 hours in any normal workweek. Overtime pay is calculated using actual hours worked. Sick leave, personal leave, vacation time, and other types of leave referenced in these personnel policies do not count as hours worked. Under limited circumstance, a non-exempt employee may be granted time off in lieu of overtime pay, if it meet the criteria for compensatory leave and both the supervisor and employee agree to the arrangement. Supervisors are expected and have the right to manage an employee into a 40-hour workweek by altering the normal weekly work schedule. A workweek is considered to be Saturday through Friday.

### **5.3 Pay Periods**

GLC employees are paid on the first and fifteenth days of each month. Payroll is distributed to employees only by direct deposit into the employee's bank account. Paid time for hourly employees will be rounded to the closest fifteen minute increment.

### **5.4 Housing Allowance**

A rostered ordained leader may request that a portion of his/her annual salary is designated as a housing allowance, in keeping with the Internal Revenue Service

regulations. The employee assumes full responsibility for compliance with IRS definitions of “costs to provide a home.” Requests for housing allowances must be forwarded annually for the ensuing calendar year to the Congregation Council, with sufficient time allowed for the request to be recorded in the official files. Any changes to an ordained leader’s housing allowance must be made and approved in advance of the implementation of the change.

Housing and Social Security benefits payable to eligible employees will be added to their usual paycheck. Some housing costs may be paid directly to the provider or reimbursed after the employee pays them. Ask the Financial Secretary for more information.

### **5.5 Miscellaneous Income**

- Christmas bonuses, when issued, are taxable at the same rate as the employee’s normal pay. Bonuses are issued on a proportionate basis of hours worked, and are not issued to employees who leave before the end of the year.
- Farewell gifts may be collected when an employee leaves Grace. If it is collected, a check will be issued and the amount will be taxable at the same rate as the employee’s normal pay.
- Appreciation gifts may be collected to mark an employee’s service to Grace. Any amounts payable to the employee will be taxable at the same rate as the employee’s normal pay.

### **5.6 Garnishments and Wage Assignments**

GLC must honor wage assignments, as they represent a legal order to withhold and pay out a specified amount of employee earnings. If wages are garnished, the employee will be notified, and must seek a court release in order to stop deductions.

## **6.0 Reimbursable Expenses**

### **6.1 Incurring expenses on behalf of Grace**

In the course of work, employees will incur expenses on behalf of GLC. Those expenses are expected to be necessary to fulfill the programs of GLC, and to maintain the facilities and operations of GLC. Ministry leaders have proposed the church's annual budget, and the congregation has approved those expenses. Any questions about the appropriateness of expenses should be addressed to the Church Treasurer or Financial Secretary prior to making the expense.

All church expenses should be billed to the GLC-issued credit card whenever possible. Maintain all receipts along with the credit card receipt and promptly submit to the Financial Secretary. If the employee has not been issued a church credit card, and a purchase is necessary, the employee should contact the Administrative Secretary or Financial Secretary for assistance.

The GLC-issued credit card is not to be used for any personal charges or by an unauthorized individual; abuse of this policy will lead to canceling the employee privilege of using the GLC card and potential progressive corrective action.

In the event that the GLC credit card is lost, stolen, or fraudulent charges are suspected, contact the Financial Secretary immediately.

Church expenses that cannot be billed to your church credit card are to be invoiced to the church for direct payment. Check with the Financial Secretary for guidance with these payments. There are some local vendors that offer charge privileges for GLC and will invoice GLC directly; contact the Financial Secretary for information regarding these vendors.

Miscellaneous Expenses: GLC expenses that are not charged to the GLC credit card or charged directly to GLC, and have been paid by the employee may be submitted for reimbursement.

If the reimbursement amount is \$5 or less, submit the expense documentation to the Administrative Secretary for reimbursement from Petty Cash. If the amount is greater than \$5, submit the expense documentation to the Financial Secretary.

### **6.2 Travel**

Employees of GLC who are authorized to travel in connection with the performance of their work will be reimbursed for transportation and lodging expenses according to the IRS travel rate and reimbursement levels approved by Congregation Council. When authorized by an employee's immediate supervisor, reimbursement will be made for the use of an employee's personal automobile, in accordance with the IRS regulations.

Employees who use their personal vehicle for church errands may be reimbursed at the IRS approved mileage rate. Reimbursement requests are to be submitted to the Financial Secretary no less than on a quarterly basis.

Employees who travel on behalf of GLC may be reimbursed for expenses incurred during their travel. IRS per diem guidelines are used to monitor expense ranges and as the standard in submitting reimbursement requests. Receipts for travel expenses are necessary when requesting travel reimbursements. Reasonable reimbursements for breakfast and dinner meals will be paid when the employee is traveling out-of-town. Requests for reimbursement are to be filed at the completion of the trip and submitted to the Financial Secretary.

## **7.0 Work Hours and Holidays**

Due to the nature of work performed in a church, typical work hours will vary from employee to employee, depending on their job duties. Some employees are expected to work during the evenings or on Saturdays and/or Sundays as duties require. Full-time employees who regularly work on a Saturday and/or Sunday will take one weekday as a regularly scheduled day off. Refer to job descriptions for more clarification of work week expectations.

Variations in the established hours for full-time rostered and non-rostered individual employees are made with the approval of the employee's supervisor or Senior Pastor, provided such variations do not conflict with the efficient operation of the office.

### **7.1 Part-time support staff**

Part-time position hours are based on GLC needs and are determined by the supervisor.

### **7.2 Lunch periods and breaks**

All full-time employees are permitted a lunch break of one hour and morning and afternoon breaks of 15 minutes each.

### **7.3 Attendance and punctuality**

Employees should make every effort to report for work on time. Repeated tardiness can be grounds for progressive corrective action. Excessive unplanned or unexcused absences should likewise be avoided, and may also be grounds for progressive corrective action.

### **7.4 Attendance Records and Time sheets**

The Financial Secretary is responsible for maintaining adequate attendance and overtime records suitable for payroll purposes and for meeting appropriate wage and hour requirements. Hourly employees are to submit bi-weekly time sheets as payroll records and are required for payroll documentation. Time sheets are obtained from and submitted to the Financial Secretary at the end of the pay period.

### **7.5 Holidays**

The office of GLC will be closed on the following official holidays: New Year's Day, Easter Monday, July 4<sup>th</sup>, Labor Day, Thanksgiving and the day after, and Christmas Day and the day after. When the holiday falls on Saturday/Sunday, the church office will normally be closed on the following Monday. When a holiday falls on an employee's regularly scheduled day off, the employee is permitted to take a different day off that week.

## **8.0 Employee Benefits**

GLC will make Social Security contributions for its lay employees only, as required of employers under the Social Security Act. As required by state law, GLC provides Workers' Compensation coverage for all employees, at no cost to the employee.

Full-time employees receive the ELCA Board of Pensions Benefits including health and dental insurance, disability insurance, survivor benefit and retirement plan. Additional information may be found at <https://www.elcabop.org/> or from the Financial Secretary.

## 9.0 ABSENCE FROM WORK

An employee who finds that he or she is going to be absent from work shall inform his or her supervisor, in a timely manner, as to the nature and duration of their absence. Also, the Financial Secretary should be informed of absences so she can keep track of paid absences used by the employee.

An absence of three days without proper notification and communication from the employee as to the reason for the absence may be cause for dismissal at the discretion of the supervisor and the Personnel Committee.

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### **An alternative to Sick & Vacation Time: (this would replace 9.1 and 9.2)**

#### **Paid Time Off**

Employees of GLC will earn 'Paid Time Off' (PTO) to cover absences due to personal illness, family illness, time off to conduct personal business and vacation.

It is the philosophy of GLC that being paid for absences is a privilege and not an employee right. Consequently, all employees are expected to be at work except when actually ill or when their absence is specifically approved for some other valid reason.

Full-time regular employees and rostered employees earn PTO as specified in the individual's employment offer. PTO is accrued at each pay period; employees may not use PTO until they have sufficiently accrued time to cover the absence. Absences taken without sufficient PTO will be uncompensated.

When an employee needs to use PTO for unscheduled absences, they should call their supervisor or the Administrative Secretary. They should check in with their supervisor or the Administrative Secretary at least on a daily basis during the absence. PTO that is planned (such as a doctor's appointment) should be requested in advance to allow for coverage of duties among the staff. Supervisors should monitor individual employee use of PTO and discuss excessive use of unscheduled PTO.

Requests for scheduled PTO for extended absences, such as vacation, should be requested at least four weeks in advance to allow for coverage of duties among the staff. PTO requests may be made with the Administrative Secretary and will be approved by the Senior Pastor and the individual's supervisor. Supervisors should verify with the Financial Secretary that the employee has sufficient PTO balance to cover the absence.

Employees can accrue and carry over a PTO balance from one fiscal year to the next an amount not to exceed that employee's annual PTO benefit allotment. For example, if the employee earns 160 hours of PTO a year, they may carry over up to 160 hours to begin the next fiscal year. Employees will lose PTO accruals that exceed two times their annual PTO benefit. Employees will be paid for one-half of accrued PTO balances upon separation from employment.

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**Original Policy:**

**9.1 Sick Leave/Family Illness**

It is the philosophy of GLC that being paid for illness is a privilege and not an employee right. Consequently, all employees are expected to be at work except when actually ill or when their absence is specifically approved for some other valid reason.

Full-time regular employees and rostered employees earn sick leave as specified in the individual's employment offer. Sick leave is accrued at each pay period; employees may not use sick leave until they have sufficiently accrued time to cover the absence. Absences taken without sufficient sick leave will be uncompensated.

Sick leave may be used for personal illness and doctor or hospital appointments. Sick leave may also be used for absences due to illness or medical appointments for immediate family members (spouse, children, parents and spouse's parents).

When an employee needs to use sick leave, they should call their supervisor or the Administrative Secretary and check in with your supervisor or the Administrative Secretary at least on a daily basis during sick leave. Sick leave that is planned (such as a doctor's appointment) should be requested in advance to allow for coverage of duties among the staff.

Sick leave may not be carried over from year to year. Employees will not be paid for accrued sick leave upon separation from employment.

Supervisors should monitor individual employee use of paid sick leave and discuss excessive use of paid sick leave.

**9.2 Vacation**

Vacation days are offered to rostered ordained and lay leaders, full-time and part-time staff as specified in the individual's employment offer. Vacation days are accrued at each pay period, and may not be taken until they are earned. Vacation is to be taken in 4 or 8-hour increments. For staff who regularly work on weekends, vacation may cover any absence on a Saturday or Sunday.

Vacation days may not be carried over from year to year. Employees will not be paid for accrued vacation upon separation from employment.

Vacation should be requested at least four weeks in advance to allow for coverage of duties among the staff. Vacation requests may be made with the Administrative Secretary and will be approved by the Senior Pastor and the individual's supervisor. Supervisors should verify with the Financial Secretary that the employee has sufficient vacation balance to cover the absence.

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### **9.3 Compensatory Leave**

Under limited and rare circumstances, a non-exempt employee may be granted time off in lieu of overtime pay. Compensatory leave is permitted as an alternative to overtime pay only if the leave is taken during the same pay period in which the overtime is earned and both the supervisor and the employee agree to the arrangement. One and one-half hours of compensatory time off will be allowed for every hour of overtime worked.

### **9.4 Compassionate Leave**

In the event of a death in his or her immediate family (to include spouse, children, parents, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, or legal guardian), an employee will normally be allowed three (3) days, with pay, to attend the funeral and to deal with family affairs. In cases where there is a special need related to circumstances, generally assumed to be the sudden death of an immediate family member or cases requiring extensive travel, up to a total of five (5) working days may be granted by the supervisor, in consultation with the Senior Pastor. Vacation days may also be used for time off in these circumstances.

### **9.5 Jury Duty**

An employee who is required to serve on a jury shall be entitled to full pay during the period of such service. Monies paid to an employee by the court for jury service may be retained by the employee.

### **9.6 Leave Without Pay**

Leave without pay may be granted to an employee, for personal reasons, after due consideration has been given to the work requirements of GLC. Leave without pay may be granted for a period of up to two months. In exceptional circumstances, an employee may be granted a leave without pay for up to one year. Leave without pay in excess of two weeks shall be approved by the Senior Pastor, the Personnel Committee and Congregation Council.

GLC will hold an employee's position open for the leave period, while he/she is on an approved leave without pay. If the incumbent is unable to return to work at the conclusion of the leave period, his/her position may or may not continue to be

held open for him/her. This decision will be made, on a case-by-case basis, by the Senior Pastor, the Personnel Committee and Congregation Council.

If the incumbent fails to return to his or her position within three working days after the expiration of his or her leave without pay or fails to notify the Senior Pastor or Personnel Committee regarding his or her status, the individual will be separated from his or her employment with GLC.

If the individual has been on a leave without pay for medical reasons, he or she must obtain a medical release from his or her physician to indicate that he or she is well enough to return to work, and must submit it to the Senior Pastor and the Personnel Committee.

Benefits do not accrue to an employee while on leave without pay. While on an approved leave without pay, the employee may assume responsibility for payment of premiums to maintain continued medical and dental insurance coverage.

### **9.7 Military Leave**

Regular full-time and regular part-time employees who perform military service will be granted leaves of absence for such service in compliance with state and federal laws. For purposes of this policy, "military service" is the performance of duty on a voluntary or involuntary basis in the U.S. Armed Forces, the Reserves, or the National Guard under competent authority, and includes active duty, active duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty. Employees may use accrued vacation leave to perform military service but are not required to do so. GLC will make up the difference, if any, between an employee's military pay and allowances and the employee's regular wages/salary for up to two weeks (10 work days) of military service per calendar year.

Employees are asked to notify their supervisor and submit copies of military orders as soon as they become aware of the military obligation. An employee's eligibility for reinstatement after completion of military service is determined in accordance with applicable federal and state laws.

### **9.8 Absence Due to Weather/Travel Conditions or a Declared Emergency**

In order to provide for employee and member safety and to provide for reasonably continuing operations during periods of adverse weather, occasionally the church may need to close the office or cancel services.

The Senior Pastor or their designatee acting in consultation with the Executive Committee of the Congregation Council shall determine whether or not to cancel regularly scheduled worship, programs, office operations or facility maintenance

activities. Such hazards may normally be associated with tornadoes, hurricanes, floods, winter storms or other extreme weather phenomena.

Such cancellations of church activities shall be either mandatory or voluntary with respect to employee prerogatives for reporting to work. Mandatory cancellations are intended to prohibit employees from reporting to work for their own safety. Voluntary cancellations mean that each employee must determine their own circumstances and the feasibility and safety of reporting for work.

In cases where mandatory cancellations result in the loss of regularly scheduled work hours for an employee, the employee may be paid for the lost work time upon approval by Congregation Council. For the best stewardship of church resources, it should be extremely rare for employees to be paid for time not worked due to weather emergencies.

In cases where voluntary cancellations result in the loss of regularly scheduled work hours, the employee may use PTO to cover the lost time. Alternatively the employee may make up the lost work time within the current pay period, as long as their total hours worked does not exceed 40 hours per week.

Telecommuting may be considered as a viable alternative for some employees and some jobs in the case of inclement weather or for a specific time-limited need. Telecommuting is defined as working from home or an approved remote location for all or part of the normal workweek for a specified period of time. During telecommuting, the employee will agree to be accessible by phone, by electronic mail, as well as for staff and other meetings deemed necessary within a reasonable time-period during the agreed upon work schedule. The employee's supervisor must approve all telecommuting arrangements.

### **9.9 Workers' Compensation Leave**

GLC provides workers' compensation insurance coverage for all employees, at no cost to the employee. While on an approved workers' compensation leave due to a work-related injury or illness, the employee's position may or may not continue to be held open for him or her. This decision will be made, on a case-by-case basis, by the Senior Pastor in consultation with the Personnel Committee. If it becomes necessary to fill an employee's position while he or she is on workers' compensation leave, every effort will be made to place him or her in another position within the church when he or she is ready to return to work.

Accrual of sick leave and vacation is suspended while an employee is on a workers' compensation leave. GLC continues to provide medical/dental insurance coverage for the employee while he or she is on a workers' compensation leave. Workers' compensation insurance provides coverage for

medical care and expenses related to the employee's work-related injury or illness.

Work-related injuries or illness are to be reported to the Financial Secretary, the Senior Pastor and the Personnel Committee as promptly as possible. Questions regarding workers' compensation coverage should be directed to the Financial Secretary.

### **9.10 Sabbatical Leave**

GLC recognizes that employees have a need to increase and extend their knowledge and competency in their fields of specialization. This may be accomplished through a sabbatical leave, normally a period of one to three months, during which time full salary and benefits will be continued. Sabbatical leaves are restricted and are intended for use by rostered employees for whom it can be demonstrated that such leave will increase their value to the church.

A rostered employee is eligible to request a sabbatical leave after six years of full-time employment by GLC. The sabbatical leave is not generally combined with any other leave. Subsequent sabbatical leaves may be considered at six year intervals. Refer to the NC Synod Compensation Guidelines for more information on sabbatical leave for rostered leaders.

Requests for sabbatical leave, including the proposed program of study, are to be submitted, in writing, to the Congregation Council for approval. No employee may take a sabbatical leave at the completion of his or her service. An employee granted a sabbatical leave shall normally be committed to a minimum of twelve (12) months of service to GLC following the conclusion of the leave. Any exceptions must be approved by the Congregation Council.

### **9.11 Other Paid Leave**

Circumstances may arise which warrant a decision that is in the best interests of all parties concerned to place a staff member in a special paid leave status for a period of time. Such a decision can be made only by the Executive Committee of the Congregation Council. This special, paid leave status (to be classified as "Administrative Leave") will be determined on a case-by-case basis, when no other available paid leave is appropriate.

### **9.12 Children in the Workplace**

Children may occasionally visit their parents at the church during their working hours as long as the child's presence is not disruptive to church business or the employee's performance of their duties.

## **10.0 SEPARATION FROM EMPLOYMENT**

### **10.1 Completion of Specific Term**

Employees of Grace Lutheran who have received a call, are elected, or have a written employment agreement for a specific time, will be separated from employment at the end of that period, unless re-election or re-employment, or another call occurs.

### **10.2 Separation After Progressive Corrective Action**

In the event an employee does not meet the explicitly defined and attainable goals and actions as set forth in Section 6.3, Progressive Corrective Action, that person will be subject to termination.

### **10.3 Necessary Staff Reductions**

In the event of necessary staff reductions due to dire financial circumstances, the Congregation Council will make decisions about reducing staff expenses, including reducing hours, reducing compensation and/or separating employees from employment. In the event that employees are separated from employment, they shall have priority for re-employment by GLC if the Congregation Council chooses to re-open the position.

### **10.4 Separation for Other Reasons**

No employment policy can cover the entire range of possible work-related matters. It may be in the interest of Grace Lutheran to handle certain separations on a case-by-case basis, skipping or eliminating progressive, corrective action when it might otherwise have been considered. An example of the kind of separation that will be handled on a case-by-case basis is personal conduct that may have an adverse impact on Grace Lutheran's relationship with its congregations or the public or on the church's ability to communicate its mission and its message.

No case-by-case termination shall occur without prior concurrence of the Congregation Council, the Senior Pastor, and the employee's immediate supervisor. If, for any reason, the pastor is the subject in such a case where personal conduct, as described above, is involved, the Bishop of the NC Synod of the ELCA shall concur with the termination.

### **10.5 Separation Pay**

Separated employees will be paid accrued salary and one-half of accrued PTO as of the date of their separation. Individuals whose employment is terminated because their specific term of employment has ended (Section 10.1) shall receive no additional separation pay. Individuals who are separated under Section 4.4 (Separation by Mutual Agreement), ordinarily will receive either one month's notice or one month's pay, in lieu of notice. Employees who are separated under Section 10.2 (Separation After Progressive Corrective Action)

will receive no separation pay. Employees separated under Section 10.3 (Separation for Other Reasons) may receive up to one month's pay.

### **10.5 Outplacement Assistance**

To the extent possible, the Personnel Committee will make outplacement assistance available, upon request, to separating church employees, except those who are separated under adverse conditions.

### **10.6 Resignation**

An employee need not remain in a position beyond the time that he or she believes he or she can make a contribution to this church. Employees who wish to terminate their employment are requested to give a 30-day notice to their supervisor and to the Congregation Council. Employees who resign will receive payment for the time they have worked since the last pay period. However, an employee who resigns will not receive separation pay.

Under normal circumstances, benefits will end with the employee's employment. Exceptions must be requested and approved by the Congregational Council.

## **11.0 GRIEVANCE AND APPEAL PROCEDURES**

### **11.1 Purpose**

GLC strives to provide fair and equitable consideration of all employee grievances and appeals. Therefore, the purpose of this document is to establish the policy and procedures to be followed when an employee initiates such an action.

### **11.2 Policy**

For purposes of this section “grievance” is defined as a written request by an employee, or group of employees, for a particular remedy in any matter of concern or dissatisfaction relating to pay or personnel action. Actions resulting from a staff reduction (Section 10.3 of the Personnel Policies of Grace Lutheran) are not included. Disagreements with the Personnel Policies of Grace Lutheran do not constitute a grievance. Grievances should initially be discussed with the employee's immediate supervisor. If the grievance is against the employee's immediate supervisor, and such conversation is not indicated, the employee may discuss the matter with the Senior Pastor. If the Senior Pastor is the direct supervisor of the employee, they may discuss their their grievance with the Chair of the Personnel Committee (the Congregation Council Vice-President). Every effort should be made to settle the matter through such discussion.

If the problem cannot be resolved through discussion, the employee may file a written grievance with the Personnel Committee. The grievance must be submitted in writing to the Personnel Committee, within fifteen (15) days after the alleged action or the employee's knowledge of the action. (“Days” are defined as calendar days, including holidays, weekends, and other non-working days.) The written grievance should provide sufficient details to clearly identify the matter being grieved or appealed, state the reasons why the employee believes the action or decision was not warranted, specify the particular remedy being requested, and be dated and signed by the employee. The Personnel Committee will respond within 30 days of receipt of the written grievance.

If the grievance is still unresolved, the employee may request in writing a review by the Congregation Council. This request must be submitted in writing within ten (10) days of the date of the response by the Personnel Committee. This review normally occurs within 30 days of the date of the response from the Personnel Committee. The matter will be reviewed by a Grievance Committee comprised of the chair of the Personnel Committee, the President of the Congregation Council, the Senior Pastor (if not directly involved in the grievance), and one staff member chosen by the President of Congregation Council. The Grievance Committee will make the final determination and the Personnel Committee will inform the employee of the disposition in writing.

An employee has a right to present a grievance or an appeal without representation. The employee also has the right to be accompanied, represented, and advised by one representative of the employee's choice at any stage of the proceedings. The representative may accompany the employee or may act for the employee without the employee's presence. The employee must designate the representative in writing. Members of the Personnel Committee will not serve as employee representatives.

Disciplinary action against a supervisor, other official, or employee is not a personal remedy that may be demanded by an employee under these procedures; therefore, it is not properly an issue for discussion during an inquiry, nor will it be specified in a decision on a grievance or an appeal. When an employee complains of harassment, personal bias, or other improper acts of a GLC employee and requests disciplinary action, the essential issue for inquiry is whether or not the employee has cause for the complaint. If it is found that the employee had reasonable cause for the complaint, the employee is entitled to know only that appropriate corrective action is being taken and that confidentiality will be maintained on a strict, need-to-know basis. As a general rule, the employee is not entitled to know what the corrective action will be, who will be involved, the method management will use to make necessary corrections, or what disciplinary action may result.

## **12.0 EQUAL EMPLOYMENT OPPORTUNITY AND UNLAWFUL WORKPLACE HARASSMENT**

### **12.1 Policy**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Grace Lutheran will be based on merit, qualifications, and abilities. Grace does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, sexual orientation, or any characteristic protected by law. However, as a church, Grace may consider religious factors (a bona fide occupational qualification), including clergy or lay status, in making personnel decisions.

GLC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Personnel Committee. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### **12.2 Supervisory Responsibilities**

All employees with supervisory responsibilities are required to have a thorough knowledge of the equal employment opportunity policy as it pertains to their relationship with applicants and employees, and they are expected to apply this knowledge on a continuous and active basis. The performance appraisal of supervisors will include an assessment of their adherence to and compliance with the commitment to equal employment opportunity.

### **12.3 Unlawful Workplace Harassment**

Workplace harassment is defined as unwelcome or unsolicited conduct, whether verbal, physical, or visual, based on a person's race, color, sex, sexual orientation, creed, religion, national origin, age, physical or mental disability, or other protected status membership as protected by law that creates a hostile work environment or circumstances involving quid pro quo.

A hostile work environment is one that both a reasonable person would find hostile or abusive and one that the particular person who is the object of the harassment perceives to be hostile or abusive. Hostile work environment is determined by looking at all of the circumstances, including the frequency of the allegedly harassing conduct, its severity, whether it is physically threatening or

humiliating, and whether it unreasonably interferes with an employee's work performance.

Therefore, the policy of GLC is that no church employee may engage in speech or conduct that constitutes workplace harassment. Likewise, retaliation against any person opposing or complaining of harassment also will not be tolerated.

#### **12.4 Sexual Harassment and Misconduct -- Statement of Policy**

It is the policy of GLC that sexual harassment and misconduct will not be tolerated. Any complaint of such harassment or misconduct will be dealt with promptly and confidentially. This Policy applies to clergy, rostered laypersons, lay employees and volunteers. GLC further holds that sexual harassment, sexual abuse, and sexual misconduct within the church are incompatible with biblical teachings of hospitality, justice and healing. The intent of this Policy statement is to make certain that responses to any allegation of sexual harassment or misconduct be just and compassionate for all involved, and that all parties be heard. Grace Lutheran Church affirms the Statement of Policy Regarding Sexual Misconduct by Members of the Clergy and Rostered Lay Persons (Referred to as Statement)<sup>1</sup> adopted by the North Carolina Synod of the Evangelical Lutheran Church in America.

#### **12.5 Definition of Sexual Harassment and Misconduct**

Sexual harassment and misconduct refer to sexualized behavior which is not welcomed by the recipient and that is personally offensive. There are many forms of offensive behavior including, but is not limited to:

- Unwelcome sexual advances, leering, whistling, or sexual gestures
- Sexual assaults or molestation
- Intimate undesired physical contact
- Inappropriate comments about clothing or physical appearance
- Persistent sexually-oriented humor or language
- Continued or repeated jokes, language, epithets or remarks of a sexual nature
- Causing another person to engage in a sexual act by threatening that other person, placing that other person in fear or asserting undue influence over that other person
- Providing or displaying pornographic media to another person
- Any attempt to engage in or perform any of the above
- Any additional sexual activity that is covered either by Federal or State laws

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<sup>1</sup> Sexual Misconduct Policies and Procedures for Rostered Leaders of the North Carolina Synod of the Evangelical Lutheran Church in America, 5th Edition.

## **12.6 Reporting**

Any person who believes that they have experienced or witnessed sexual harassment or misconduct, or have had a sexual harassment or misconduct issue reported to them should report it immediately to:

- The President of the Congregation's Council or his/her designated representative; or
- The Senior Pastor or the Associate Pastor of this Congregation.
- Reports involving a rostered member of the ordained clergy or rostered layperson at GLC shall also be promptly reported to the Bishop of the North Carolina Synod.
- In order to provide protection for all involved, sexual misconduct or sexual harassment allegations by an intern, allegations involving an intern, or allegations involving an intern's supervising pastor shall be reported to the Director of Internship at the seminary in which the intern is enrolled.

If required by law, ordinance or similar regulations, a designated member of the Congregation shall immediately report this incident to the proper governmental authorities.

## **12.7 Investigation**

- Each incident that is reported will be investigated by the Congregation Council or designated committee with care and concern for all involved
- Investigation will include interviews with all concerned, if possible.
- Investigation will include review of all relevant documentation.
- The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Should an individual's words or conduct be determined to constitute misconduct or harassment, recommendations for action will be developed and appropriate action will be taken. The action taken will depend on the severity of the situation.
- The Congregation Council will be sensitive to the needs of all involved and shall provide any support necessary including counseling during the investigation and response.

## **12.8 Response**

- The Congregation Council or designated committee will review all information obtained during the investigation, and when deemed necessary, will seek legal counsel to assist in the investigation and resolution.
- The Council, or committee, upon reaching a course of action, will meet separately with the person filing the complaint and then with the accused to communicate the results and resolution.
- The Council may recommend a course of action that may include counseling, education, or disciplinary action.
- If a complaint is not substantiated, all parties will be informed.

- GLC will not engage in or tolerate retaliation against any clergy person, lay employee, or volunteer for making a good faith claim of misconduct or harassment or providing information relating to such complaints during an investigation.

### **12.9 Communication of Policy**

This Policy shall be given to and reviewed with the Congregation's clergy, employees and volunteers to ensure their understanding and support of this Policy. This review shall take place on a regular basis. The signature of an employee affirming that they have read and understand GLC Personnel Policies and Procedures constitutes acknowledgement and acceptance of this policy. In addition, the Congregation shall periodically publicize this Policy to all its members and volunteers through church bulletins and other appropriate forms of communication. The congregation may also choose to adopt implementing Guidelines to assist in sexual misconduct education and prevention.

## 13.0 ETHICS POLICY

### 13.1 Employee Operational Ethics Policy

The Employee Operational Ethics Policy of GLC addresses business ethics and does not include the other ethical values and policies of GLC, The NC Synod or the ELCA. The Employee Operational Ethics Policy applies to all employees of GLC in matters relating to the performance of their duties and responsibilities. All funds and property received and administered by GLC are entrusted to the organization by God through the faithful financial support of GLC members and friends. The highest degree of stewardship and fiduciary responsibility is expected of all employees, including the receiving, reporting, and use of funds, property, and time. Employees are responsible for complying with laws, regulations, and GLC policies and procedures.

### 13.2 Standards of Ethical Conduct

1. *Duty of Loyalty.* Each employee is responsible for acting in the best interests of GLC. These responsibilities are set forth below.
2. *Conflicts of Interest.* All employees shall avoid conflicts of interest, potential conflicts of interest, and situations that give the appearance of conflicts of interest.
  - a. Conflict of interest means any situation in which the employee may be influenced or appear to be influenced in decision-making or business dealings by any motive or desire for personal advantage other than the success and well-being of GLC. Personal advantage means a financial interest or some other personal interest, whether present or potential, whether direct or indirect. This standard applies to both actual and contemplated transactions. When in doubt, the employee is to assume there might be a conflict.
  - b. All present and potential conflicts of interest issues must be disclosed. If the conflict is known in advance of any meeting, business transaction, contract, or other activity at which issues may be discussed or on which the issues may have a bearing on the employee's approach, whether directly or indirectly, it shall be disclosed ahead of time. If the conflict is not known in advance, it shall be disclosed when the actual or potential conflict becomes apparent. Disclosure is to be made in writing to the employee's supervisor.
  - b. When issues relate to a meeting, disclosure is appropriate to the person in charge of the meeting and, at the discretion of the person in charge, to the full meeting. The employee shall leave the meeting room to avoid all discussion, voting, and deliberation on the issue. Following

full disclosure of the present or potential conflict, the board, program committee, or advisory committee may decide that no conflict of interest exists and invite the participation of the employee. All such actions shall be recorded in any minutes or records kept.

- c. All employees are likewise to disclose, in writing, matters and relationships that have the potential for giving rise to the appearance of a conflict in business dealings with GLC. Examples include, but are not limited to, financial interests and/or leadership roles with vendors and other organizations doing business with GLC. Business dealings with friends and family are particularly sensitive and are to be disclosed and carefully evaluated because of the potential for inferences of tangible or intangible personal advantage and the appearance of impropriety.
- e. To avoid appearances of impropriety, any gifts, gratuities, and hospitality to an employee—such as free travel, hotel, or residential rooms—typically will not be accepted by any employee from any person or organization that sells, delivers, or receives any goods, materials, and services to or from GLC. Occasional *de minimus* gifts are exempt from this rule. (*De minimus* gifts are typically gifts of less than \$45.00 value, such as flowers or foodstuffs.) Gifts that primarily benefit GLC and not an individual, such as gifts of hospitality given to GLC are exempt from this rule. Employees also may participate in reasonable, normal relationship-building activities, such as meals, sporting events, and other such activities. All gifts and such participation are to be reported, in advance if possible, to the supervisor or Senior Pastor.

3. *Confidentiality.* Employees shall not disclose information about GLC that is not known outside of the organization or is not known by public means.

4. *Duty of Care.* The duty of care and obligation of good stewardship requires all employees to act first in the best interests of GLC. All employees shall exercise reasonable efforts to inform themselves of the mission and ministry of the GLC and ELCA. All employees shall act as a reasonable employee would act under the same or similar circumstances.

5. *Transactions and Reporting.* Each employee has a duty to prepare, process, maintain, and report complete, accurate, and timely records pertaining to their role, including, but not limited to, journal entries, expense reports, disbursement requests, and payroll transactions. This also includes safeguarding all physical, financial, informational, and other company assets. In addition, no undisclosed or unrecorded fund or asset will be established, and no artificial or false entries will be made in the financial or other records of GLC. The use of GLC's funds for any unauthorized or unlawful purpose is prohibited.

6. *Duty to Disclose.* Employees have a duty to disclose all breaches of this policy including misconduct, fraudulent transactions, errors related to overpayments, or any other impropriety, whether by themselves or by others. Likewise, concerns about the appearance or the possibility of breaches should be reported.

Care must always be taken to be factual and objective. Breaches shall be reported to one of the following: the employee's supervisor, the Senior Pastor, the Treasurer and/or President of the Congregation Council. There will be no retaliation for good faith complaints, reports, or participation in an investigation.

7. *Violations.* Violation or noncompliance may result in progressive corrective action, including possible termination.

8. *Amendments.* The policy may be amended from time to time.

# EXHIBITS

**Employee Acknowledgement:**

**My signature below affirms that I have received a copy of the Personnel Policies and Procedures of Grace Lutheran Church. I have read these policies and I understand the policies.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# APPLICATION FOR EMPLOYMENT

**Grace Evangelical Lutheran Church**  
**115 E. King Street**  
**Boone, NC 28607**  
**TEL (828) 264-2206 FAX (828) 265-4679**  
**EMAIL: graceboone@gmail.com**

**INSTRUCTIONS TO APPLICANTS:** TO BE CONSIDERED FOR EMPLOYMENT, YOU MUST ANSWER ALL QUESTIONS AND COMPLETE ALL SECTIONS OF THIS APPLICATION FORM.

**WHEN COMPLETING THIS APPLICATION, PLEASE MAKE SURE YOU:**

- GIVE COMPLETE INFORMATION ON YOUR EDUCATION AND WORK HISTORY ("SEE RESUME" IS NOT ACCEPTABLE). RESUME'S MAY BE ATTACHED TO THIS APPLICATION IF DESIRED BUT ALL REQUIRED INFORMATION MUST BE INCLUDED ON THE APPLICATION FORM.
- LIST SEPARATELY EACH JOB HELD AND YOUR DUTIES FOR EACH POSITION WHEN YOU WORKED FOR ONE EMPLOYER AND HELD MORE THAN ONE POSITION.
- CHECK FOR ACCURACY, SIGN AND DATE YOUR APPLICATION. RETURN THE ORIGINAL APPLICATION FORM TO THE ABOVE ADDRESS BEFORE THE DEADLINE PUBLISHED IN THE JOB VACANCY ANNOUNCEMENT.

THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH GRACE EVANGELICAL LUTHERAN CHURCH. WE SERIOUSLY CONSIDER ALL APPLICATIONS RECEIVED BY THE APPLICATION DEADLINE AND SCHEDULE PERSONAL INTERVIEWS WITH THE MOST HIGHLY QUALIFIED CANDIDATES. IF YOU HAVE QUESTIONS REGARDING THE STATUS OF YOUR APPLICATION, YOU MAY CONTACT US AT THE ABOVE ADDRESS.

**GRACE EVANGELICAL LUTHERAN CHURCH DOES NOT DISCRIMINATE IN EMPLOYMENT OPPORTUNITIES OR PRACTICES ON THE BASIS OF RACE, COLOR, SEX, NATIONAL ORIGIN, AGE, DISABILITY, SEXUAL ORIENTATION, OR ANY CHARACTERISTIC PROTECTED BY LAW. HOWEVER, AS A CHURCH, GRACE MAY CONSIDER RELIGIOUS FACTORS (A BONA FIDE OCCUPATIONAL QUALIFICATION), INCLUDING CLERGY OR LAY STATUS, IN MAKING PERSONNEL DECISIONS.**

APPLICANT INFORMATION (SSN Voluntary, for Record Keeping and Data Processing Only)						Date of Application	
Social Security Number		Last Name		First Name		Middle Name	
Address (Street number and name)				City		County	
State		Zip Code	Phone (Home or where you can be reached)		Business Phone		
<b>Job Applied For</b> Enter below the specific title of the job for which you are applying. 1. _____					E-Mail Address		
<b>Referral Source</b> Please indicate your referral source: _____ If you were referred by the Employment Security Commission (Job Service) please indicate which local office: _____							
<b>Education</b> Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4 Under S/Q Hrs., list the hours of credit received and if they were semester (S) or quarter (Q) hours.							
Schools	Name and Location	Dates Attended (mo/yr) From: To:	Grad? YES <input type="checkbox"/> NO <input type="checkbox"/>	S/Q Hrs.	Major/Minor Course Work	Type of Degree Received	
High School			YES <input type="checkbox"/> NO <input type="checkbox"/>				
College(s) University (s)			YES <input type="checkbox"/> NO <input type="checkbox"/>				
Graduate or Professional			YES <input type="checkbox"/> NO <input type="checkbox"/>				
Other educational, vocational school, internships, etc.			YES <input type="checkbox"/> NO <input type="checkbox"/>				
Special training programs and seminars you have completed in the last five years (list):							
Current professional status: (List fields of work for which you have been registered)							
Registration: _____				State: _____		No. _____	
Registration: _____				State: _____		No. _____	

**SKILLS**  
 CHECK the following skills, experiences, etc., which you have:

<input type="checkbox"/> Driver's License      _____ Number      _____ State <input type="checkbox"/> Chauffeur's License      _____ Number      _____ State <input type="checkbox"/> Car for use at work	<input type="checkbox"/> Sign Language <input type="checkbox"/> Foreign language (specify) _____ <input type="checkbox"/> Adding Machine/calculator <input type="checkbox"/> Typing (specify WPM) _____ <input type="checkbox"/> Shorthand/speedwriting (specify WPM) _____	<input type="checkbox"/> Legal transcription <input type="checkbox"/> Medical transcription <input type="checkbox"/> Braille <input type="checkbox"/> Word Processing <input type="checkbox"/> Other _____
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Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.)  
 YES     NO    (If yes, explain fully on an additional sheet.)

**WORK HISTORY** (include volunteer experience) Use Additional Sheets if Necessary

Current or Last Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ _____ per	Ending or Current Salary \$ _____ per	Reason for Leaving	May We Contact Employer YES <input type="checkbox"/> NO <input type="checkbox"/>
Date Separated (mo/yr)	List major duties in order of their importance in the job:			
Full Time    Years    Months				
Part Time    Years    Months				
If part time, number of hours worked per week:				
Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ _____ per	Ending or Current Salary \$ _____ per	Reason for Leaving	
Date Separated (mo/yr)	List major duties in order of their importance in the job:			
Full Time    Years    Months				
Part Time    Years    Months				
If part time, number of hours worked per week:				
Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ _____ per	Ending or Current Salary \$ _____ per	Reason for Leaving	
Date Separated (mo/yr)	List major duties in order of their importance in the job:			
Full Time    Years    Months				
Part Time    Years    Months				
If part time, number of hours worked per week:				

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed.

\_\_\_\_\_  
 Signature of Applicant (unsigned applications will not be processed)

\_\_\_\_\_  
 Date

<b>Continuation of Work History</b>		Social Security Number	Last Name
Employer:		Address:	
Job Title:		Supervisor's Name	Telephone Number No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$            per	Ending Salary \$            per	Reason for Leaving
Date Separated (mo/yr)	List major duties in order of their importance in the job:		
Full Time    Years    Months			
Part Time    Years    Months			
If part time, number of hours worked per week:			
Employer:		Address:	
Job Title:		Supervisor's Name	Telephone Number No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$            per	Ending or Current Salary \$            per	Reason for Leaving
Date Separated (mo/yr)	List major duties in order of their importance in the job:		
Full Time    Years    Months			
Part Time    Years    Months			
If part time, number of hours worked per week:			
Employer:		Address:	
Job Title:		Supervisor's Name	Telephone Number No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$            per	Ending or Current Salary \$            per	Reason for Leaving
Date Separated (mo/yr)	List major duties in order of their importance in the job:		
Full Time    Years    Months			
Part Time    Years    Months			
If part time, number of hours worked per week:			
<p>I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed.</p>			
_____ Signature of Applicant (unsigned applications will not be processed)			_____ Date

## Disclosure for Authorization for Criminal Background Check

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Grace Evangelical Lutheran Church has instituted a Personnel Policy to obtain a criminal background report on all full- and part-time employees.

The information we obtain from the background report will not be used in violation of any federal or state equal opportunity law or regulation.

If any negative information is obtained through the criminal background report, and if any personnel action is considered based in whole or in part on the report, a copy of the report and a summary of your rights will be provided to you prior to taking adverse action.

Your signature below constitutes your authorization for Grace Evangelical Lutheran Church to conduct a criminal background check on you.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **MINISTRY PERFORMANCE WORK PLAN (OUTLINE)**

**JOB TITLE:**

**OVERALL MINISTRY DESCRIPTION:** (three to four sentences related to mission, vision and ministry areas of the church pertinent to this job.)

**PRIMARY JOB RESPONSIBILITIES:** (three to six essential job functions outlined in the job description)

**REGULARLY RECURRING DUTIES:** (a few specific, ongoing duties/actions related to each primary job responsibility. Include “being” and “doing” duties where appropriate.)

**PERFORMANCE EXPECTATIONS:** (a few measurable, specific outcomes to be completed for each regular duty stating quality, quantity or timeliness. Also state the sources and frequency of measuring results.)

**PERFORMANCE EVALUATION:** (summary review of work results attained compared to expected results noting exceptional circumstances affecting outcomes positively or negatively)

**CURRENT OR SPECIAL PROJECTS:** (any annual or one time objectives related to the church’s annual mission plan goals)

**PERFORMANCE EXPECTATIONS:** (a few measurable, specific outcomes to be completed for each project stating quality, quantity or timeliness. Also state the sources and frequency of measuring results.)

**PERFORMANCE EVALUATION:** (summary review of work results attained compared to expected results noting exceptional circumstances affecting outcomes positively or negatively)

**SUMMARY EVALUATION COMMENTS:**

**SUPERVISOR**

**EMPLOYEE**

**OVERALL RATING:** (Well Below Expectations, Below Expectations, Meets Expectations, Above Expectations, Well Above Expectations)

**DEVELOPMENT PLAN:** (Identify any employee knowledge, skills, abilities or behaviors that need to be developed, maintained, improved or reduced and the specific actions and timelines to be accomplished during the next work plan cycle.)

# GRACE EVANGELICAL LUTHERAN CHURCH

## Ministry Performance Work Plan

Employee's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date of Performance Planning: \_\_\_\_\_

Date of Performance Appraisal: \_\_\_\_\_

Appraisal is for period of: \_\_\_\_\_

Effective date: \_\_\_\_\_

OVERALL MINISTRY DESCRIPTION: (three to four sentences related to mission, vision and ministry areas of the church pertinent to this job.)

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*(Provide photocopies of signed form to Employee, Senior Pastor, and Personnel File.)*

## MINISTRY PERFORMANCE WORK PLAN

<b>Primary Job Responsibility/Duties</b>	<b>Results / Expectations</b>	<b>Tracking Source/ Frequency</b>	<b>Actual Results</b>	<b>Rating</b>

(use additional sheets as needed)

# Ministry Performance Development Plan

Development planning is a way of analyzing an employee's strengths and weaknesses to determine actions which can maintain or improve job performance and areas needing additional job training and education. After completing the overall summary rating and discussing the results with the employee, indicate below the knowledge skills and/or abilities needing development or strengthening. If necessary, list any counterproductive work behaviors to be curtailed or eliminated. Then indicate the appropriate training, education or personal disciplines that should improve the performance. The supervisor and employee should list their responsibilities to make sure the plan is completed before the appraisal occurs. This document should also include any specific improvement plans or activities identified during the interim review.

## A. Knowledge, Skills, and Abilities:

## B. Training and Education:

### Supervisor's Responsibilities:

### Employee's Responsibilities:

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

Supervisor's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

# Overall Performance Summary

**Interim Review Comments:**

Employee's  
Signature

Date

Supervisor's  
Signature

Date

Senior  
Pastor's  
Signature

Date

Please summarize employee's overall job performance based on information for each expectation:

The letter\* which represents overall summary rating: \_\_\_\_\_

**Supervisor's Comments:**

**Employee's Comments:**

**Employee's Signature:**

*(Does not mean you agree but that your performance has been reviewed with you.)*

Date \_\_\_\_\_

**Supervisor's Signature:**

Date \_\_\_\_\_

**Senior Pastor's Signature:**

Date \_\_\_\_\_

\* Overall Rating: (A) Well Above Expectations; (B) Above Expectations; (C) Meets Expectations; (D) Below Expectations; (F) Well Below Expectations

