CHURCHWIDE ORGANIZATION PERSONNEL POLICIES

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1. INTRODUCTION

1.1. Welcome

Welcome to the churchwide organization of the Evangelical Lutheran Church in America. We are pleased that you have joined our staff. We hope you will find your job challenging, enjoyable, and rewarding, and we wish you success. We believe each employee contributes to this church's ministry and mission, and we hope you will take pride in being a member of the churchwide organization.

Please read these policies carefully. We have tried to anticipate questions you may have about your benefits and opportunities as well as our policies and procedures. Do not hesitate to raise any questions you may have.

1.2. Nature and Purpose of This Church

The Evangelical Lutheran Church in America is part of the universal Church of Christ. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of the Church are to be carried out under his rule and authority.

1.3. About the Evangelical Lutheran Church in America

The Evangelical Lutheran Church in America is a nationwide church dedicated to the propagation of the Christian faith in the Lutheran tradition. It began its existence on January 1, 1988, following the merger of three predecessor Lutheran bodies. The name "Evangelical Lutheran Church in America" refers, in general references, to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization, which is the employer. The churchwide organization is a Minnesota nonprofit corporation headquartered at 8765 W. Higgins Road, Chicago, Illinois. The 65 separately incorporated synods of the church constitute the second expression. The thousands of congregations that are separately incorporated constitute the third expression of this church.

The relationships between the three expressions of the ELCA are ecclesiastical in nature. Under the civil law, the churchwide organization, each synod, and each congregation is separate and distinct from the others. This separate legal status allows each entity to function in the secular world by engaging in activities such as making contracts, hiring employees, and owning property. While legally separate, the three expressions together constitute this church.

The ELCA is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion.

1.4. Important Notice About the Personnel Policies of the Churchwide Organization

These policies have been approved by the ELCA Church Council, which is the board of directors of the churchwide organization. Included here are significant policies, practices, and procedures followed by the churchwide organization with regard to the organization's employees. Additional specific policies and practices are provided to employees on the ELCA intranet. Employees who have questions that are not answered in this document or on the intranet should address those questions to their supervisor or Human Resources. Different policies may apply to some employees serving as missionaries or to certain deployed staff. These policies do not apply to employees of any of the ELCA's synods or congregations, nor to other agencies or affiliated organizations.

This document is designed to provide employees with information about working conditions, employee benefits, and important policies affecting employment. These policies are published to provide a convenient resource for all employees, to assist in the orientation of new employees, and to promote consistency in the administration of the services provided by the ELCA. Employees are expected to read, understand, and comply with all provisions in this document.

No set of personnel policies can anticipate every circumstance or question or summarize every policy. Therefore, these policies are not intended to create, nor do they create, contract rights. Notwithstanding any provision of these policies, the churchwide organization has the right to make employment-related decisions on a case-by-case and at-will basis. Similarly, this church has the right to revise, supplement, or rescind any policy or portion of these policies from time to time as it deems appropriate, in its sole discretion and without advance notice. Any such changes shall apply to both current and future employees. The ELCA will seek to make sure that a current copy of the Personnel Policies is available to all employees. If any provision of these policies is inconsistent with a third-party benefit plan, such as those of Portico Benefits Services or an ELCA governing document, the applicable benefit plan or ELCA governing document will ordinarily be controlling.

As a religious institution, the ELCA has certain protections and rights under the free exercise and establishment clauses of the First Amendment to the United States Constitution and similar provisions of state constitutions. Additional rights are granted religious organizations by certain federal and state statutes. These protections are a key element of American law, and nothing in these policies constitutes a waiver of such protections and rights.

The applicability of these policies to ministers rostered by the ELCA or another church body depends on the particular circumstances. Churchwide employees, rostered or otherwise, whose duties are ministerial in nature are not covered by employment discrimination laws or related regulations. The same is true for applicants for employment in such ministerial positions. Further, depending on the particular circumstances, such ministerial employees and applicants for employment may not be covered by other employment-related laws.

In addition, a rostered minister is subject to the standards established and administered by the ELCA and the appropriate synod in their respective governing documents. Because of the nature

of the ministerial office, the application of these policies to ministers generally is subject to the following guidelines:

- To the extent that a rostered minister functions as a supervisor of other employees, that minister is expected to follow the guidelines of the Personnel Policies relating to supervision.
- This document describes certain benefits and practices—for example, paid vacation, leave benefits, and holidays—available to all employees of the ELCA, and those benefits will generally be available to rostered ministers as well.
- This document also describes certain policies—for example, no-smoking policies, policies relating to computer and email usage and other electronic communications, and policies describing on-the-job behavior and conduct— that are considered applicable to all employees regardless of the ministerial nature of their work.

Nothing in these Personnel Policies, however, is intended to detract from a person's obligations and responsibilities as a rostered minister, including but not necessarily limited to rights and responsibilities under a letter of call or imposed by reason of the governing documents of the ELCA.

2. RECRUITMENT AND EMPLOYMENT

2.1. Nature of Employment

Employment with the ELCA is voluntarily entered into, and unless a specific written contract containing different terms has been agreed upon, the employment relationship is "at will." This means that subject to applicable legal provisions and governing document requirements, the employment relationship can be terminated at any time by

either party for any reason, with or without cause or notice. The employee is free to resign at any time. Similarly, the church may terminate the employment relationship at any time.

Nothing in these Personnel Policies creates contractual obligations or rights on the part of the churchwide organization. By way of illustration, the churchwide organization retains the following rights:

- To determine the necessary qualifications for employment, and to recruit, select, and hire employees;
- To determine both the extent and the type of work to be performed by all employees and to establish and maintain efficient procedures, standards, and methods necessary to achieve the work;
- To determine the design and size of the workforce, to assign work, and to transfer employees from job to job;
- To classify, promote, and assign employees;
- To take disciplinary action when necessary or appropriate, which may include termination of employment; and
- To determine work schedules, to implement layoffs, and to make all other management decisions.

2.2. Application Form

All applicants for employment with the ELCA must complete the application procedure as specified by Human Resources as well as all forms necessary to complete required background/reference checks.

An applicant who is rostered must ensure that their Rostered Minister Profile is current.

2.3. Management Philosophy

Experience has shown that dealing openly and directly with employees enhances the work environment. This church values and respects integrity, excellence, and interdependence, and believes these values give a sense of shared purpose and help everyone focus on the needs of the people and institutions we serve. Employees are encouraged to ask questions about their jobs and to express any concerns about job-related issues directly to their supervisor.

2.4. Equal Employment Opportunity

The ELCA is an equal opportunity employer committed to employing individuals who are qualified to meet the responsibilities of their jobs. Therefore, the church's policy is to employ, retain, promote, and terminate employees and applicants for employment on the basis of merit, qualifications, and competence. Subject to Section 1.4 above and the following paragraph, this policy of nondiscrimination governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

However, as discussed in Section 1.4, under the First Amendment to the U.S. Constitution and similar provisions in state constitutions, federal, state, and municipal antidiscrimination laws and regulations, as well as other employment laws, do not apply to ministerial positions or employees, whether or not rostered. In addition, certain positions require ordination, Lutheran theological training or experience, or membership in an ELCA congregation. The ELCA expressly reserves the right to discriminate on these or similar grounds. Therefore, this equal opportunity policy will be interpreted and applied in accordance with those constitutional and statutory provisions applicable to churches and other religious organizations. Nothing in these Personnel Policies waives any of this church's constitutional or statutory rights.

Any employee with questions or concerns about discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor, any other supervisor, or any Human Resources employee. Employees can raise concerns and make good-faith reports without fear of reprisal.

2.5. Accommodations

The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the ELCA to comply with all federal and state laws concerning the employment of persons with disabilities. As stated in Section 1.4, however, these laws may not apply to churchwide organization employees, rostered or otherwise, whose duties are ministerial in nature. This church aims to make reasonable accommodations for

known disabilities of qualified applicants or employees who can perform the essential functions of a job. Generally, any such accommodation must permit applicants or employees to perform the jobs held or applied for without causing an undue hardship for the church. All accommodation decisions are made by Human Resources on a case-by-case basis, taking into account applicable legal and constitutional requirements, the qualifications and particular circumstances of the individual in relation to job-related criteria, and this church's resources.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of themselves or other individuals in the workplace, which threat cannot be reduced to a level that eliminates the direct threat through reasonable accommodation, will not be allowed to actively work and may not be hired. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation. Reasonable accommodations will be reviewed to determine what, if anything, can be done to continue the employment relationship.

2.6. Hiring Procedures

2.6.1. Role of Human Resources

Human Resources must be notified in advance of all vacancies, transfers, promotions, demotions, or terminations.

All discussions with prospective or current employees regarding pay, relocation, or benefits require advance consultation with Human Resources.

Human Resources makes all offers of employment.

No commitments or representations that are inconsistent with these hiring procedures may be made without the advance written approval of the executive for Human Resources. In the absence of such advance written approval, any offer, commitment, or representation inconsistent with these hiring procedures is null and void.

2.6.2. Letters of Call

Letters of call will be prepared and sent by the Office of the Secretary to rostered ministers called to serve in positions in the churchwide organization. Such letters will be prepared by the Office of the Secretary in conjunction with offer letters prepared by Human Resources.

2.6.3. Restrictions Applicable to Certain Positions

Except for the salaried officers, employees of the churchwide organization may not serve as voting members of the Churchwide Assembly, as voting or advisory members of the Church Council, or as voting or advisory members of the boards of separately incorporated ministries, the Committee on Appeals, the Committee on Discipline, the Committee of Hearing Officers, or the Nominating Committee. Employees may serve as

advisors or staff support to any such board, however, or as advisory members of the Churchwide Assembly, as provided in the *Constitution, Bylaws, and Continuing Resolutions of the ELCA*. For purposes of this provision only, "employees of the churchwide organization" includes employees of synods whose compensation is provided, in whole or in part, and who are supervised, in whole or in part, by the churchwide organization pursuant to a purchase of services agreement specific to that employee. It does not include employees of congregations, synods, or other ministries merely because their compensation may be paid, in whole or in part, from funds received as grants from synods or the churchwide organization, nor does it include those under short-term contracts (usually not to exceed six months) with the churchwide organization for specific, limited purposes. *(This provision, as it relates to advisory members and employees under purchase of service agreements, is effective September 1, 2025.)*

The churchwide organization will not hire a person for a position with financial oversight responsibility if, during the previous three years, the person was directly or indirectly involved in an independent audit of the organization or an affiliated entity or had a financial interest in the firm performing the audit.

Vacancies in certain executive positions are filled in accordance with applicable governing documents.

The eligibility of a candidate for remote or hybrid positions may also depend on the residency of the candidate, and the budget for the role, including salary or pay, insurance coverage, and/or tax burden. In general, candidates must reside within the United States to qualify.

2.6.4. Work Authorization and E-Verify

Except for certain Mission Developer positions, eligible candidates for employment must be authorized to work lawfully in the United States. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification documents (Form I-9) upon hire. Generally, the churchwide organization does not commence ("sponsor") an immigration case (for example, H-1B or other employment-based immigration case) in order for a candidate to attain employment-based visa status.

The churchwide organization cannot lawfully retain an employee whom it knows to be unauthorized to work in the United States or who does not fulfill Form I-9 documentary requirements. This includes presenting required documentation for examination. Employers are required to complete Form I-9 for all new hires, including the requirement to physically examine identity and work authorization documents. An employee who is unable or refuses to complete the employee portion of the Form I-9 before the end of the first day of employment (but not before accepting a job offer), or to present the required identity and employment authorization document(s) within three business days after the first day of employment, will be placed on unpaid leave. If these requirements are not met within two weeks of the start of this unpaid leave, the employee will be terminated.

The churchwide organization participates in E-Verify, the federal program for electronic verification of employment eligibility, and trained Human Resources personnel will provide the federal government with a newly hired or re-hired employee's Form I-9 information to confirm authorization to work in the United States. If E-Verify cannot confirm that an employee is authorized to work, the churchwide organization is required to provide the employee with written instructions and an opportunity to contact the Department of Homeland Security (DHS) or Social Security Administration so the employee can begin to resolve the issue before the churchwide organization can take any action, including termination of employment. The churchwide organization may only use E-Verify once a job offer is accepted and the Form I-9 is complete. An employee who believes that the churchwide organization has violated its E-Verify responsibilities may contact DHS at 888-897-7781 or dhs.gov/e-verify.

2.7. Job Posting

The Evangelical Lutheran Church in America seeks to provide current and prospective employees an opportunity to indicate their interest in open positions. While job openings are normally posted, Human Resources may decide that a particular opening will not be posted. Posted job openings will normally remain open until filled. Each job- posting notice will normally include the dates of the posting period, job title, essential duties, salary range, benefits, job location and hybrid/remote details, and required qualifications and skills.

Job posting is only one way to inform current and prospective employees of openings and to identify qualified and interested applicants who might not otherwise be known. Other recruiting sources may also be used to fill open positions.

2.8. Personal Relationships in the Workplace

A relative of a current employee may not occupy a position in which they will directly supervise or be supervised by that employee. An individual involved in a dating relationship with a current employee will not be permitted to supervise or be supervised by that employee. The church also reserves the right to take appropriate action if an actual or potential conflict of interest arises involving relatives or individuals in a dating relationship.

If a family relationship or dating relationship exists between employees who are in a supervisory situation as described above, the supervisor and the supervised employee involved in the relationship must disclose the existence of the relationship to Human Resources.

If a conflict or potential conflict arises because of a relationship between employees, even if there is no supervisory relationship, the employees may be separated by reassignment or have their employment terminated.

2.9. Allegations of Misconduct

Whenever there is any indication that a candidate being seriously considered for employment has been the subject of allegations including criminal conduct, substance abuse, financial misconduct, sexual misconduct, or sexual harassment, the executive for Administration and the

general counsel will be notified before any offer of employment is extended to the candidate. This requirement is in addition to, and not in lieu of, any other procedures applicable to the hiring of an individual for the position to be filled. Being "seriously considered for employment" means that the candidate is the only individual or one of the finalists being considered for the position.

The notice required under the previous paragraph must be given in all cases where the candidate, if hired, will be an employee of the churchwide organization, and without regard to the unit involved, the full-time or part- time nature of the position, and the persons involved in the decision-making process. The procedure will also be followed if the particular individual would be an independent contractor rather than an employee.

If the candidate is or was rostered, additional requirements apply:

A currently rostered candidate's Rostered Minister Profile will be requested from the appropriate synod bishop for dissemination, in accordance with established procedures, to the head of the unit for which the candidate applied.

If the candidate experienced a break in service—any extended period of time when the candidate was without a call or was not on the roster—all the relevant facts and circumstances must be reviewed and a satisfactory explanation provided if the candidate is to be further considered.

2.10. Ethical Conduct

The ELCA's reputation for integrity and excellence requires careful observance of the spirit and letter of applicable laws and regulations, as well as due regard for ethical behavior, standards of conduct, and personal integrity. The church expects its employees to conduct themselves in accordance with the letter, spirit, and intent of relevant laws, regulations, and ELCA procedures and to refrain from any illegal, dishonest, or unethical conduct.

The mission and ministry of the ELCA also depend on the trust and confidence of synods and congregations. Employees are expected to act in a way that will merit the continuation of this trust and confidence. All funds and property received and administered by the churchwide organization are entrusted to the organization by God through the faithful financial support of ELCA members and friends. All employees are held to high standards of stewardship and fiduciary responsibility with regard to the receipt, reporting, and use of funds, property, and time.

All employees must sign an acknowledgement of personnel policies during the onboarding process, which includes the matters detailed below.

2.10.1. Duties of Loyalty and Due Care

Each employee is responsible for acting in the best interests of the churchwide organization. All employees are expected to make reasonable efforts to inform themselves of the mission and ministry of the ELCA and to act as a reasonable employee would act under the same or similar circumstances.

2.10.2. Avoiding Conflicts of Interest

Employees are expected to perform their duties in a way that avoids actual or potential conflicts of interest as well as 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 the churchwide organization. "Personal advantage" means a financial interest or some other personal interest, whether present or potential, direct or indirect. This standard applies to both actual and contemplated transactions. All present and potential conflict-of-interest issues must be disclosed.

Employees are required to disclose, in writing, matters and relationships that might appear to conflict with business dealings of the churchwide organization. Examples include, but are not limited to, financial interests or leadership roles with vendors or other organizations doing business with the organization. The head of the employee's unit will evaluate disclosures and determine the appropriate action to be taken.

Business dealings with friends and family are particularly sensitive and are to be disclosed and carefully evaluated because they can create the appearance of impropriety or of tangible or intangible personal advantage. The mere existence of a family relationship or friendship that may be considered an actual or potential conflict of interest does not violate this policy if the employee involved promptly discloses that family relationship or friendship to their supervisor and appropriate safeguards are followed. Any doubts should be resolved in favor of disclosure.

If the actual or potential conflict of interest 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, the conflict must be disclosed prior to the meeting. Normally disclosure is to be made in writing to the employee's supervisor. If the conflict is not known in advance, it must be disclosed as soon as it becomes apparent.

When conflict-of-interest issues relate to a particular meeting, disclosure should be made to the person in charge of the meeting and, at the discretion of that person, to all participants in the meeting. The employee must leave the meeting room to avoid all discussion, voting, and deliberation on the issue. Following full disclosure, the other people attending the meeting may decide that no conflict of interest exists and invite the employee to participate. All actions relating to the disclosure and action taken must be recorded in the meeting minutes.

2.10.3. Gifts

To avoid the appearance of impropriety, any gifts, gratuities, or hospitality offered to an employee—such as goods, free travel, or lodging—may be accepted and used only for the benefit of the organization. All gifts must be reported to a supervisor. Minimal one-time gifts having a value of less than $75 and given as part of a special event or seasonal

holiday are exempt from this reporting requirement. Gifts that benefit the churchwide organization primarily and not an individual, such as gifts of hospitality given to the churchwide organization by hotels, conventions, and conferences in relation to official churchwide organization business, are also exempt. Employees may also participate in reasonable, normal relationship-building activities such as meals, entertainment events, and similar activities. An employee must report such participation to their supervisor.

Employees may not accept gifts from outside vendors or members of ELCA congregations. A gift from a vendor is defined as anything offered to any employee directly by or on behalf of a vendor, other than the purchase of a business-related meal and promotional materials of little value such as pens, pencils, calendars, and similar items that are intended for wide distribution and bear the vendor's brandmark. A gift from a congregation member is anything of value other than a personal trinket or food item. Questions about a gift's propriety or appearance of impropriety should be directed to Human Resources.

2.10.4. Confidentiality

Subject to applicable legal requirements, certain information must be held in confidence by all employees, including allegations of misconduct under investigation; financial matters; medical, psychological, and family matters pertaining to rostered ministers; and other sensitive information. All such confidential information is not to be discussed with or divulged to anyone, within or outside the churchwide organization, unless disclosure is required by law or limited disclosure is made for a compelling reason.

2.10.5. Transactions and Reporting

Each employee is required to prepare, process, maintain, and report complete, accurate, and timely records pertaining to their duties, including but not limited to journal entries, expense reports, disbursement requests, and payroll transactions. All employees required to record their working time must do so accurately, and all employees are required to report all absences properly, regardless of the reason for the absence. Employees must safeguard all physical, financial, informational, and other churchwide organization 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 the ELCA. The use of the ELCA's funds for any unauthorized or unlawful purpose is prohibited.

Employees are required to report all violations of this policy by themselves or by others, including misconduct, fraudulent transactions, errors related to overpayment, or any other impropriety. Likewise, employees should factually and objectively report any concerns about the appearance or possibility of violation of this policy. There will be no adverse action for reports made in good faith or for an employee's participation in a follow-up investigation.

Employees may make required reports to their supervisor, the executive for Human Resources, the Internal Audit, the General Counsel, or an officer of the ELCA. All reports

relating to accounting, internal accounting controls, or auditing matters should also be forwarded to the Internal Audit for further action and reporting to the Audit Committee.

2.11. Introductory Period

Most employees work on an introductory basis during their initial employment with the churchwide organization. The introductory period is 90 days.

The introductory period is intended to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether their position meets their expectations. The organization uses this period to evaluate employees' work habits and overall performance. During the introductory period, an employee is expected to discuss their progress with the appropriate supervisor and to ask questions about the duties they are performing. Each employee should receive a performance review near the end of the introductory period. At the discretion of the supervisor, a second review may be conducted upon the completion of an additional 90 days of employment.

Either the employee or the organization may end the employment relationship at any time during the introductory period without regard to other provisions of the policies that may apply once the introductory period has been successfully completed.

If the designated introductory period does not allow sufficient time to evaluate the employee's performance, the introductory period may be extended with approval of Human Resources. Any absence will automatically extend an introductory period by the length of the absence. Employees who are promoted or transferred within the organization may be required to complete an additional introductory period.

2.12. Performance Reviews

After the initial review(s) referred to above, employees generally have their performance appraised on an annual basis. Performance appraisals are used in all aspects of the employment relationship, including promotions, training or retraining, reassignments, pay adjustments, and disciplinary and discharge decisions. Supervisors are therefore required to use the performance appraisal process provided by Human Resources. There are no requirements as to the distribution of ratings that would prevent a fair appraisal of performance in relation to established standards.

2.13. Employee Records

2.13.1. Access to Personnel Records

Human Resources maintains an employment record on each employee. The employment record includes information such as the employee's job application, résumé, records of training, hours worked and pay information, and other pertinent employment information.

Units within the churchwide organization are required to forward all original employment records to Human Resources.

Employment records are stored electronically by Human Resources on a secure file server and/or within the Human Resources Information System. All records are the property of the churchwide organization, and access to the information they contain is restricted to the employee and Human Resources. Records may be shared by Human Resources if legally required.

Any employment records on paper are filed with Human Resources at the Lutheran Center and may not be physically removed from the office. Employees may review and obtain copies of their own personnel documents in accordance with applicable legal requirements.

2.13.2. Personal Data Changes

Employees must promptly enter into the HR and payroll self-service portal any changes to their legal name, home mailing address, email address, telephone numbers, emergency contacts, and similar data. Employees who are considering moving to a new address are to send written notice and be in conversation with their supervisor, executive/officer/president, and Human Resources prior to their move to determine any potential impact on continued employment.

2.13.3. Accuracy of Information

The churchwide organization relies on the accuracy of information contained in the employment application, including the Rostered Minister Profile when applicable, and additional information provided by the employee as part of the hiring process or during the employment relationship. Any individual who falsifies, misrepresents, or omits material information may be rejected from hiring consideration or, if already hired, terminated from employment.

2.13.4. Employment Verification

Requests for verification of employment or income should be directed to Human Resources.

2.14. Reimbursable Travel Expenses

Employees of the churchwide organization who are required to travel or expend funds in connection with the performance of their work will be reimbursed for approved expenses, including transportation, food, and lodging in accordance with the ELCA corporate travel policy (available on the churchwide organization's intranet). Travel expenses incurred by employees whose positions are classified as remote or hybrid are covered under Personnel Policy 4.7.4, People First Hybrid Workplace Model.

2.15. Children in the Workplace

Employees are welcome to have their children visit the office for such purposes as lunch, a brief visit to a workstation, or a special occasion when children are specifically invited. The hosting

employee is responsible for the children during such visits and should remain with them at all times. Children should not be brought to the work site as a substitute for childcare arrangements. Temporary emergency situations may be addressed by supervisors on a case-by-case basis.

Employees who work from home may modify their schedules to accommodate childcare needs with supervisor approval, however, the focus of the arrangement must remain on job performance and outcomes.

3. EMPLOYEE CLASSIFICATIONS

The churchwide organization defines employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Unless otherwise required by law, these classifications are subject to change at the discretion of the organization.

As required by the Fair Labor Standards Act, all employees will be designated as either **nonexempt** or **exempt** for purposes of overtime pay. Nonexempt employees will receive overtime pay at the rate of one-and-one-half times their regular rate for hours worked in excess of 40 during a single workweek. The workweek begins on Sunday at 12:01 a.m. and ends the following Saturday at midnight. Exempt employees are not entitled to overtime pay.

All employees will also be classified in the employment categories described below:

Full-time regular employees are those not in a temporary status and regularly scheduled to work at least 40 hours per week. Generally, they are eligible to participate in the church's benefit programs, subject to the terms, conditions, and limitations of each program.

Part-time regular employees are those regularly scheduled to work less than 40 hours per week. Part-time regular employees regularly scheduled to work at least 20 hours per week are eligible for paid vacation on a prorated basis and certain additional benefits. Other part-time regular employees are not eligible for vacation but are eligible for certain other benefits, subject to the terms, conditions, and limitations of each benefit program.

Specified-term employees are those employed by the church for a specified time under terms and conditions set forth in a written agreement. The agreement normally covers the beginning and ending dates of the employment term, the services to be performed, reporting relationships, compensation, benefits (if any), expense reimbursement, exempt or nonexempt status, and arrangements for performance review. Social Security withholding applies to specified-term employees.

Temporary employees are individuals hired for temporary work. They may be full-time or part-time, exempt or nonexempt. They are not eligible for any of the benefits summarized in this document. However, the pay of temporary employees is subject to Social Security contributions. All arrangements for the retention of temporary employees must be approved in advance by the executive for Human Resources.

Independent contractors are not employees of the ELCA. Their compensation is not subject to Social Security withholding, and they are not entitled to workers' compensation or other benefits. As is the case with specified- term employees, all arrangements made with an independent contractor must be set out in a written agreement.

4. WORKING HOURS

4.1. Core Hours

Employees are to organize their work schedules within the limits of specified hours, subject to approval of their unit/office. Full-time employees will normally work an eight-hour period (part-time employees, pro-rated hours) between the hours of 7:00 a.m. and 5:30 p.m. Central Time, Monday through Friday. It is expected that employees are online working and accessible during the hours of 10:00 a.m. to 3:00 p.m. Central Time (referred to as "collaborative hours") as part of their regular core hours schedule. The hours of operation may change. Also, an employee's hours may vary depending on particular assigned duties or flexibility of schedule approved by their supervisor during any given day.

The needs of the job must be given appropriate priority. Staff members are expected to be flexible in the accommodation of workplace needs and work earlier or later when necessary.

4.2. Working Hours for Nonexempt Employees

4.2.1. Work Schedule

Nonexempt employees working outside their normal hours must have their time approved in advance by their immediate supervisor. Nonexempt employees will be paid for all hours worked.

4.2.2. Meal and Rest Breaks

Nonexempt employees are entitled to an unpaid meal period of 30 minutes. Each employee scheduled to work 7 ½ continuous hours or longer must take an unpaid and uninterrupted 30-minute meal period that begins no later than five hours after the start of the work period. The churchwide organization will provide employees with an additional 30-minute unpaid meal break for every 4 ½ hours worked beyond an initial 7 ½ hours. Thus, employees will be entitled to take a second 30-minute unpaid meal break at 12 hours of work and a third 30-minute unpaid meal break at 16 ½ hours of work. The meal break is not work time and is therefore not part of the eight-hour workday.

Nonexempt employees may also take a paid, 15-minute rest break each morning and afternoon. These paid breaks are part of the eight-hour day. They may not be taken at the beginning or end of the day but may be added to the lunch period. Each unit should establish a schedule for meal breaks and rest breaks providing for the effective operation of the unit. Nonexempt employees must review any deviation from the approved schedule with the appropriate supervisor.

Nonexempt employees are to be completely relieved from duty during their meal break, and should not perform any work during their unpaid meal break. If an employee is required to perform any work duties while on his or her meal break period, the employee must be compensated for the time spent performing work duties. The time spent working during the meal break will be counted toward the total hours worked.

4.2.3. Overtime

At times, job responsibilities may require an employee to work additional hours. Nonexempt employees who are required or permitted to work overtime will receive overtime pay in accordance with the requirements of the Fair Labor Standards Act and applicable state law. Overtime pay is based on one and one-half of the employee's regular rate for all hours worked in excess of 40 hours in each workweek (Sunday though Saturday). "Hours worked" means time actually spent on the job and therefore does not include vacation time, holiday time, sick time, or any other time spent on leave, whether paid or unpaid.

Nonexempt employees may not work beyond their normally scheduled hours without advance approval from their supervisor. A supervisor may grant a nonexempt employee time off in lieu of overtime pay on an hour-per-hour basis, but only if the time off is taken during the same workweek. For example, if a nonexempt employee worked 40 hours from Monday through Thursday, the employee may be authorized to take off Friday of the same week.

The churchwide organization intends to follow all applicable requirements of federal and state law concerning overtime pay. Supervisors and employees are encouraged to bring all questions relating to hours worked to the attention of Human Resources.

4.2.4. Attendance and Overtime Records

All employees required to record time worked must do so promptly and accurately. Supervisors are required to approve timesheets and time off requests by the established payroll processing deadlines. Proper recording of hours worked is especially important when working hours may vary from day to day or week to week. Human Resources is responsible for maintaining attendance records suitable for payroll purposes and wage-and- hour requirements, including all overtime worked by each nonexempt employee.

4.3. Lactation Breaks

The churchwide organization will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child up to one year. The break time should, if possible, be taken concurrently with other break periods and should avoid disrupting operations. The churchwide organization will also designate a private room or location that is free from intrusion from coworkers and the public (and is not a bathroom) for the employee to express milk in private.

Employees should notify their immediate supervisor and Human Resources to request time to express breast milk under this policy. The churchwide organization does, however, reserve the right to deny an employee's request for a lactation break if the additional break time will create an undue hardship for the churchwide organization.

4.4. Summer Flexible Schedule

Summer hours may enable eligible employees to enjoy additional personal time away from the office during the summer months by working additional hours on four days of the regular workweek. Depending on the number of hours worked during the four-day period, the summer schedule may allow the employee to free up a full day or half day every week. The hours worked during the summer flexible schedule must fall between 6 a.m. and 6:30 p.m.

Only full-time regular employees are eligible for a summer flexible schedule. To participate in a particular year, the employee must obtain written approval of the supervisor in the applicable unit and submit the completed approval form to Human Resources no later than one week prior to the first full week of June.

Employees who do not obtain the necessary approval will remain on their regular work schedules.

The examples below illustrate potential summer schedules. The first two schedules allow for a half day off each week; the other two allow for a full day off.

- Working Monday through Thursday, 7:30 a.m. to 5 p.m. (30-minute lunch), and Friday, 7:30 a.m. to 11:30 a.m.
- Working Monday, 1 to 5 p.m., and Tuesday through Friday, 7:30 a.m. to 5 p.m. (30-minute lunch).
- Working Monday through Thursday, 7 a.m. to 5:30 p.m. (30-minute lunch), with every Friday off.
- Every Monday off and working Tuesday through Friday, 7 a.m. to 5:30 p.m. (30-minute lunch).

Employees on a summer flexible schedule will work a regular eight-hour day and five-day week during any week that includes a paid holiday or approved vacation time.

The summer flexible schedule is generally available between the first full week in June and the last full week in August. Each unit will manage the workweek in that unit. The summer flexible schedule is not guaranteed and is subject to amendment or termination at any time.

4.5. Exempt Employee Pay Policy

In accordance with the Fair Labor Standards Act regulations, exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed. Employees who feel their pay has been improperly reduced should report this immediately following the procedures specified in Section 4.6.

Provisions Mandated by the Salary Basis Rules:

a) Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform no work at all for the organization.

b) Deductions from pay cannot be made as a result of absences due to the circumstances listed below provided that some work is performed in the workweek. Such improper pay deductions are therefore specifically prohibited by the churchwide organization regardless of the circumstances. Managers or supervisors violating this policy will be subject to investigation of their pay practices and appropriate corrective action in accordance with normal procedures.

- Jury duty.
- Attendance as a witness.
- Temporary military leave.
- Absences caused by the employer.
- Absences caused by the operating requirements of the business.
- Partial day amounts other than those specifically discussed below.

c) The few exceptions to the requirement to pay exempt employees on a salary basis are listed below. In these cases, deductions may be permissible as long as they are consistent with other churchwide organization policies and practices.

- Absences of one or more full days for personal reasons other than sickness or disability (partial days must be paid).
- Absences of one or more full days due to sickness or disability.
- Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week.
- Deductions for the first and last week of employment, when only part of the week is worked by the employee.
- Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act, if applicable.

4.6. Wage and Hour Complaint Procedure

The churchwide organization is committed to paying employees properly and will promptly correct any errors in paychecks and reimburse employees as required.

Employees who believe they have been compelled to perform work without being properly compensated (including, but not limited to, working off the clock, working through an unpaid break, missing a scheduled break, working prior to or after an actual scheduled shift), their pay has been improperly reduced, there has been an improper deduction, or have any other complaint or issue arising from their time record, paycheck, paystub, or any other pay related matter of any kind should immediately contact Human Resources or their immediate supervisor to file a complaint in writing (including dates of the alleged problem or issue) and request an

investigation. The employee will be asked to specify in writing, using the guidance in this Section 4, the circumstances of the pay and/or time deduction or discrepancy and whether it has occurred on other occasions. Employees are encouraged to attach all documents and records that support or are related to their complaint.

Upon receipt of the report/complaint, Human Resources will conduct a prompt investigation of the complaint including, but not limited to, discussing the complaint with the employee, reviewing pay records, and interviewing the supervisor or manager as well as the payroll representatives handling the employee's pay, to determine if the allegation is correct.

If, upon investigation, it is determined that the employee's allegations are true and that the employee is owed for uncompensated work time or an improper deduction, or otherwise has not been properly compensated, the affected employee will be appropriately reimbursed as promptly as possible (but in no case longer than two pay periods from the identification of the problem). The churchwide organization will also make a good-faith commitment to avoid any recurrence of the error. The individual(s) responsible for the error will be investigated further to determine if this was an isolated incident or a pattern of conduct that requires further action on the part of the churchwide organization. If warranted, the responsible person(s) will be held accountable for the error(s) made consistent with the churchwide organization's disciplinary policy. Following the identification of such a problem, the churchwide organization may, as appropriate, establish a practice to regularly audit employee pay records to ensure no further issues arise.

The resolution of the situation will be documented (including confirmation on the part of the employee that the situation has been resolved) and placed with the employee's pay records.

4.7. Hybrid Workplace Model

The churchwide organization has adopted a hybrid workplace model as a way to engage together in our work.

Job classifications are determined by Human Resources in consultation with the Office of the Presiding Bishop. The model has three classifications for job locations:

- Hybrid: Positions where responsibilities require in-office presence up to 50% of the time.
- Office-Based: Positions where responsibilities require in-office presence more than 50% of the time.
- Remote: Positions where responsibilities require a person live in a specific geographic location.

4.7.1. Equipment and Supplies

The unit, in consultation with Human Resources, Information Technology, and the affected employee, will determine the appropriate equipment needs for each employee.

The churchwide organization will arrange for maintenance of the equipment it provides. Such equipment is to be used for business purposes only. The employee is responsible for

safeguarding the equipment and for returning it upon termination of the employment relationship.

4.7.2. Secure Working Environment

Employees are expected to secure work within their workplace, update passwords regularly, participate in data security training, and take other required actions to protect organizational information.

Employees must establish an appropriate work environment within the home or remote work location.

Any injuries sustained by the employee while working at home or another remote work location in conjunction with regular work duties are normally covered by workers' compensation. The employee must promptly notify their supervisor or Human Resources of any such injury. The employee is liable for any injuries sustained by visitors to their home office.

4.7.3. Working Hours

Supervisors and employees will work together to determine the work schedule the employee will customarily maintain, and the manner and frequency of communication. Remote and hybrid employees are required to be accessible by telephone and email during the specified work schedule and to arrange to attend staff meetings—whether online or in-person—as specified by the unit.

As is the case for all nonexempt employees (refer to Sections 3 and 4.2) nonexempt employees are required to obtain advance approval for overtime work and to record all working hours accurately.

4.7.4. Travel Expenses

Occasionally, employees may be asked to travel for in-person onboarding and offboarding activities, meetings, or events. Employees whose jobs are classified as remote and who live more than 50 miles from the travel destination will be reimbursed for travel expenses. If travelling by automobile, mileage reimbursement shall only be for travel in excess of 50 miles.

Employees whose positions are classified as hybrid or office-based will not be reimbursed for expenses incurred for travel between the employee's home and assigned work location, regardless of the distance. (Refer also to Section 2.14.)

5. COMPENSATION AND BENEFITS

5.1. Compensation Philosophy

The ELCA believes it is in the best interest of both the organization and its employees to compensate employees adequately for the value of their work. To the extent permitted by budgetary and funding constraints, the churchwide organization uses a compensation system that determines the current market value of a position based on the skills, knowledge, and behavior required of a fully competent employee. All compensation decisions require the approval of Human Resources.

The system incorporates the following criteria:

- Local and industry-specific survey market data where such data is available, focusing primarily on not- for-profit organizations and addressing specialized job differences and market differences due to geographical location.
- An evaluation of external equity, which is the relative worth of an ELCA job directly compared to similar jobs in the local economic marketplace or with entities affiliated with the ELCA.
- An evaluation of internal equity, which is the relative worth of an ELCA job when comparing its required level of competency, formal training and experience, responsibility, and accountability to those of other jobs within the churchwide organization.
- Sufficient flexibility to permit the organization to recruit and retain a qualified workforce while providing the structure necessary to manage the overall compensation program.

5.2. Equal Pay Compliance Policy

The churchwide organization is committed to providing equal pay for equal work in compliance with all applicable federal, state, and local laws. The churchwide organization prohibits any pay decision based on gender or any other unlawful basis.

The churchwide organization gathers information from a variety of sources, including wage, salary, and benefits surveys to help determine appropriate and necessary levels of compensation and benefits.

The churchwide organization respects privacy concerns, is committed to complying with applicable data privacy regulations, and does not disclose confidential pay information, except when required by law. In addition, we do not require applicants to provide current or prior compensation as part of our recruiting process.

Pay disparity among employees performing the same or substantially similar work may be based on the following non-discriminatory factors: a seniority system, a merit system, a system measuring earnings by quantity or quality of production, or factors other than gender or other protected status. With that in mind, employees who have concerns or complaints regarding their pay should contact Human Resources to request an investigation. The employee will be asked to specify in writing the circumstances of their pay concerns. The churchwide organization will perform an investigation of the employee's complaints. If the churchwide organization's

investigation identifies an improper pay disparity, the resolution of the situation will be documented and placed with the employee's pay records. Any improper disparity found will be corrected in conformity with all applicable laws.

5.3. Pay Adjustments and Merit Pay

The churchwide organization evaluates employees' pay annually. Annual pay increases are not guaranteed. Any pay adjustment will be based on the individual's improved or sustained performance and the organization's financial resources. All adjustments require the approval of the unit lead and Human Resources.

Employees who begin employment from February 1 through October 31 are eligible to receive annual merit pay (prorated if less than 1 year). Employees whose start date is on or after November 1 will not receive a merit adjustment until the following year.

Promotional increases will normally result in a salary increase of 5% or the minimum of the new salary band, whichever is greater.

5.4. Pay Periods

The churchwide organization has 24 pay periods per calendar year. The workweek begins on Sunday at 12:01 a.m. and ends the following Saturday at midnight. Employees are paid twice per month, on the 15th and 30th of each month except February, when the second payment will be on the 28th. If a scheduled payday falls on a nonworking day, employees will normally be paid on the last working day preceding the scheduled payday.

Direct deposit of pay is encouraged for all employees.

There will be no pay advances to any employee for any reason.

5.5. Fees for Services and Honorariums

Full-time, nonexempt employees will be paid for part-time work performed in their off hours for another unit within the churchwide organization. If the nature of the part-time work performed for the second unit is similar to or an extension of the employee's regular job, the payment must be at one and one-half times the employee's regular hourly rate for all hours worked in excess of 40 during the workweek. If the part-time work is totally different from the employee's regular job responsibilities, then the employee and the second unit upon approval of the executive for Human Resources, may negotiate a fee for the part-time services.

Exempt employees will not be paid for part-time work performed for another unit within the churchwide organization if (i) the part-time work is similar to or an extension of the employee's regular job responsibilities, (ii) the part-time work is to be performed when the employee is carrying out their regular job responsibilities, or (iii) the part-time work becomes part of the performance expectations in the employee's work plan and performance review. If the part-time work is totally different from the exempt employee's regular job responsibilities, is carried out apart from the employee's regular work setting and is outside of the normal expectations for the

employee's position, then the employee and the second unit, upon approval of the executive for Human Resources, may negotiate a fee for the part-time services.

An employee is not to expect additional income for performing the normal duties and responsibilities of their position. Any employee who receives an honorarium for performing such duties and responsibilities or for representing the churchwide organization is required to remit the honorarium to the Office of the Treasurer for crediting to the employee's unit.

5.6. Garnishments and Wage Assignments

The churchwide organization must honor garnishments and wage assignments. A garnishment is a court order to withhold and pay out a specified amount from the employees' earnings. A wage assignment is a direction by the employee to the same effect. In either case the organization will comply with applicable legal requirements. The affected employee is responsible for seeking to obtain any desired release or adjustment and providing the churchwide organization with required legal documentation.

5.7. Housing Allowance

A rostered minister of Word and Sacrament employed by the churchwide organization may request that a portion of their annual salary be designated as a housing allowance, in accordance with Internal Revenue Service regulations. The employee assumes full responsibility for compliance with IRS definitions of "costs to provide a home." Requests for housing allowances, on the form provided, must be forwarded to Human Resources annually for the ensuing year, with sufficient time allowed for the request to be approved and recorded in the official files. Only exempt employees may request a housing allowance.

5.8. Employee Benefits—in General

Several of the ELCA's benefit programs are described below. Benefits involving time away from work are described in Section 6.

The church provides a comprehensive benefit program, administered by Portico Benefit Services, for its full-time employees and other employees who are regularly scheduled to work at least 20 hours per week (15 hours per week for rostered employees) for six months or more per year. The program includes health coverage, the ELCA Retirement Plan, a life insurance benefit, long-term disability benefits, and tax-advantaged accounts. Benefits eligibility depends on a variety of factors, including employee classification. Further information is available directly from Portico Benefit Services (porticobenefits.org and 800-352-2876).

The ELCA has the right to change benefit programs or to modify eligibility requirements or coverage at any time. Further, as stated in Section 5.15, the churchwide organization is not required to participate in unemployment compensation insurance. Therefore, employees separated from employment with the churchwide organization are not eligible to receive unemployment insurance benefits. Any benefits offered to an employee outside of the normal hiring and employment practices of the churchwide organization or the summaries in these policies must be in a written document approved in advance by Human Resources.

5.9. Health Coverage

Through Portico Benefit Services, the ELCA offers health coverage, including hospital and medical, dental, prescription, vision, and behavioral health, as well as an employee-assistance program. Separate plan documents explain each benefit in detail, and the benefits are controlled by the language of the plan documents and summary plan descriptions. The same is true for the ELCA's long-term disability, flexible spending plans and health savings plans.

5.10. Retirement Contributions

The churchwide organization provides a retirement benefit for eligible employees through Portico Benefit Services. Detailed information is available to all employees on the Portico website.

5.11. Death Benefit

If an employee dies, four additional weeks of their salary will be added to their final paycheck.

5.12. Relocation Reimbursement

An employee who accepts a position that requires they live in a specific geographic location will be eligible for reimbursement of permitted relocation expenses if their current home is more than 50 miles from their assigned work location. Current eligible relocation allowances are available from Human Resources. The relocation moving expenses must be incurred within a "reasonable time" of the start of a new job, generally construed to be no more than one year after the employee's start date. Employees who hold jobs classified as remote are not eligible for relocation reimbursement.

5.13. Training and Educational Opportunities

Heads of units are encouraged to promote opportunities for growth, both personal and professional, for ELCA employees. Discussion of ongoing educational needs and support should be part of employee performance appraisals. Educational opportunities are based on the need to enhance the work of the churchwide organization, the needs of the employee's unit, and the aptitude and skills of the employee. Necessary licensing, certification or re-certification requirements for certain employees and continuing education requirements for rostered ministers should also be considered. The head of a unit may, at their discretion, offer special training opportunities within that unit.

Refer to Section 6.17 for information on paid time off for the purposes of continuing education and professional development opportunities. Human Resources may offer matching funds for approved continuing education and professional development opportunities, up to an annual limit.

5.14. Social Security

Consistent with the Social Security Act, the churchwide organization makes contributions based on the earnings of nonordained employees. No contributions are made for ordained employees, nor are ordained employees reimbursed for their own contributions.

5.15. Workers' Compensation

The churchwide organization provides workers' compensation insurance coverage for all employees. Workers' compensation laws are designed to protect employees and their families from the financial consequences of accidental injury, disease, or death arising out of and in the course of employment. Workers' compensation laws vary from state to state, but in general they pay for medical expenses and a percentage of lost income while the employee is disabled, as well as death benefits and rehabilitation benefits. A waiting period will apply before income benefits are paid. The length of the waiting period depends on the state.

Employees who sustain work-related injuries or illnesses, no matter how minor, must inform their supervisor promptly. If necessary, an employee reporting an injury will be sent for medical treatment. The supervisor or the employee must promptly notify the director of facilities (Office of the Presiding Bishop) to complete the necessary documentation, which is also to be sent promptly to risk management (Office of the Secretary) and Human Resources.

The employee is responsible for providing the workers' compensation insurer with the treating physician's name and contact information and other information requested, such as medical bills and related information. The employee must also keep the supervisor and Human Resources informed of any temporary work restrictions and current medical status.

5.16. Unemployment Insurance

As a religious, not-for-profit organization, the churchwide organization is not required to participate in unemployment compensation insurance. Therefore, employees separated from employment with the churchwide organization are not eligible to receive unemployment insurance benefits.

6. TIME AWAY FROM WORK

6.1. Prompt Notification of Absence Required

An employee who expects to be absent from work for any reason must inform their supervisor as soon as possible of the nature and expected duration of the absence. All employees are required to report all absences properly, regardless of the reason for the absence. Employees must submit requests for paid time off from work in the HR and payroll self-service portal. Supervisors are required to approve time off requests by the established payroll processing deadlines. As specified in Section 10.5, an absence of three consecutive days without notification from the employee may be considered job abandonment.

6.2. Absence Due to Illness

6.2.1. Sick Leave

Employees eligible to receive benefits will begin to accrue paid sick leave at the rate of one day per month, commencing on the first day of employment. Sick leave may accrue up to a maximum of 360 hours. Sick leave may be carried over from year to year, up to a 360-hour maximum. Employees will not be paid for accrued sick leave upon termination of employment. Sick leave accruals will be prorated for part-time regular employees based on the ratio of their regularly scheduled hours to a 40-hour week.

An employee who is absent five or more successive business days due to an illness or injury must furnish a physician's statement confirming the illness or injury to Human Resources on the day they plan to return to work. Failure to provide such a statement may result in the employee being sent home.

Exempt employees must use sick leave in minimum increments of one hour. Nonexempt employees may use sick leave in any increment of time.

6.2.2. Family Illness

An employee may use accrued sick leave to provide support due to the illness or injury of a member of the employee's immediate family, but only if the employee's absence is due to the necessity of providing care (including emotional support) to the family member who is ill or injured. The definitions of "family member" in Section 6.20 apply for purposes of this Section 6.2.2.

6.3. Paid Vacation

The churchwide organization recognizes the need for time away from work for rest and relaxation. Paid vacation will accrue from the first day on the job. Vacation may be used for any reason, and an employee may not be required or asked to provide a reason for using vacation. Exempt employees must use vacation in minimum increments of one hour. Nonexempt employees may use vacation in any increment of time.

Except for the heads of units and certain professional employees, full-time regular employees accrue vacation according to the following schedule:

Years of Service	Annual Vacation	Accrual
First through second year (0-24 months)	120 hours (3 weeks)	5.0 hours per pay period
Third through fifth year (25-60 months)	160 hours (4 weeks)	6.67 hours per pay period
Sixth year and beyond (61+ months)	200 hours (5 weeks)	8.33 hours per pay period

When an employee reaches the anniversary of their hire date and completes their second or fifth year of service the employee will begin to accrue vacation at the next higher level. For example,

beginning with the third year of service, the employee will move from 120 to 160 hours of annual vacation.

The amount of pay for a nonexempt employee on vacation is based on the employee's regular rate of pay exclusive of overtime.

The foregoing vacation allotments and accruals will be prorated for part-time regular employees based on the ratio of their regularly scheduled hours to a 40-hour week. For example, a new employee who regularly works 20 hours per week would be entitled to 60 hours of annual paid vacation, which would accrue at the rate of 2.5 hours per pay period. Nonexempt, part-time staff accrue time based upon the number of paid hours worked in a pay period.

Individuals who were employed by a region, synod, congregation, or institution officially affiliated with the ELCA within the one-year period preceding the commencement of their employment with the churchwide organization will have the number of years of service with such employers counted for purposes of their vacation accrual with the churchwide organization. Only continuous years of service with such ELCA-affiliated employers will be counted. Except as described in this paragraph, no accrual of vacation time will be based on prior service to another organization.

Unit leads and executives accrue 200 hours of paid vacation annually from the commencement of employment.

Holidays observed by the churchwide organization during an employee's vacation time do not count against the employee's vacation allotment.

All staff members should schedule vacation as far in advance as possible and obtain their supervisor's approval for vacation absences. The supervisor has the right to deny a request for vacation based on business needs.

In the absence of special arrangements agreed to in advance and in writing, (i) up to a maximum of 80 hours of vacation not taken by the end of each calendar year will be carried forward to the following calendar year, and (ii) the maximum amount of vacation taken in any calendar year may not exceed 280 hours. Hours will be prorated for part-time regular employees based on the ratio of their regularly scheduled hours to a 40-hour week.

Employees are responsible for having their work in a satisfactory condition before leaving on vacation and for coordinating with other employees regarding coverage during their absence.

Employees who leave employment with the churchwide organization will normally be paid for accrued and unused vacation.

This policy is in compliance with the paid leave provisions of the Illinois Paid Leave for All Workers Act (IPLAWA) and shall be credited against any paid leave entitlement the employee may have under the IPLAWA. Employees will not be eligible to earn any additional leave under the IPLAWA.

6.4. Paid Personal Days

Three paid personal days are allowed on an annual basis. All personal days must be approved in advance by the employee's supervisor. Unused personal days do not accrue and may not be carried forward to the following year. Employees will not be paid for unused personal days upon termination of employment. Personal days will be prorated for part-time regular employees based on the ratio of their regularly scheduled hours to a 40-hour week. Persons who begin employment during a calendar year will be eligible for personal days in that year according to the following schedule:

Month Hired	**Time Off**
January – April	3 personal days
May – August	2 personal days
September – November	1 personal day
December	0 personal days

6.5. Paid Holidays

The Churchwide Office will be closed on the days listed below:

- New Year's Day
- Martin Luther King, Jr. Day
- Maundy Thursday *(does not include staff of the Mission Investment Fund)*
- Good Friday
- Easter Monday *(does not include staff of the Mission Investment Fund)*
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples Day
- Monday, Tuesday, and Wednesday preceding Thanksgiving Day *(does not include staff of the Mission Investment Fund)*
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve
- Christmas Day

Full-time regular employees will receive their regular rate of pay for eight hours for each paid holiday. Part-time regular employees who are regularly scheduled to work at least 20 hours per week will receive holiday pay based on the ratio of their regularly scheduled hours to a 40-hour week.

A holiday falling on Saturday will normally be observed on the preceding Friday. A holiday falling on Sunday will normally be observed on the following Monday.

If an employee's religion requires the observance of a holiday other than those listed above and the employee is scheduled to work on that day, appropriate arrangements will be made on a case-by-case basis to accommodate the situation.

If business needs require an employee to work on one of the holidays listed above, an employee may make arrangements with Human Resources to take a different paid day off in the same or adjacent pay period, with the approval of the employee's supervisor.

6.6. Family Bereavement Leave

An employee who must be absent because of the death of a member of their immediate family may be allowed a paid absence of up to five working days. The definitions of "immediate family" and "children" in Section 6.20 apply for purposes of this Section 6.6. Employees needing to request Family Bereavement Leave should contact Human Resources.

The Family Bereavement Leave Act provides ten days of unpaid leave for employees who experience (1) the loss of a covered family member (as defined in Section 6.20) or (2) a miscarriage, an unsuccessful round of intrauterine insemination or other assisted reproductive procedure, a failed or non-finalized adoption match, a failed surrogacy agreement, a diagnosis affecting pregnancy or fertility, or a stillbirth. Employees may use a combination of compassionate leave, and other available paid time off to cover this time. Employees can also use this time off to support a spouse or partner experiencing one of these losses.

In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of 12 weeks of bereavement leave during the 12-month period. However, an employee who takes leave under the Child Bereavement Leave policy may not take leave under this policy for the death of the same child.

An employee is eligible for Family Bereavement Leave after 1,250 hours of service with the churchwide organization during the prior 12-month period.

The family bereavement leave must be completed within 60 days after the date employee receives notice of the death of the covered family member; miscarriage; unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; failed adoption match or an adoption that is not finalized because it is contested by another party; failed surrogacy agreement; diagnosis that negatively impacts pregnancy or fertility; or stillbirth. The employee may be required to provide Human Resources with 48 hours of notice before taking the leave, unless it is not practicable. The churchwide organization may require documentation to verify the necessity of the leave.

Family bereavement leave may not be taken in addition to unpaid leave permitted under the Family and Medical Leave Act, 29 U.S.C. 2601 et seq. (FMLA), and may not exceed unpaid leave time allowed under that law (FMLA).

6.6.1. Child Bereavement Leave

Full-time employees who have worked for the churchwide organization for at least two weeks who suffer the loss of a child by suicide or homicide may be provided up to 12 weeks off without pay to grieve and attend to personal affairs. Leave may be taken in a single continuous period or intermittently in increments of no less than four hours. The leave must be completed within one year after the employee notifies Human Resources of the loss.

Employees may be required to provide at least seven days advance notice of the intention to take leave under this policy unless it is not practicable in which the notice must be provided as soon as possible.

Documentation to take leave may be requested by Human Resources. Such documentation may include, but is not limited to: a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

Employees may elect to substitute paid leave provided by the churchwide organization or under any other federal, state, or local law, if they so choose.

Upon completion of the leave, the employee will be restored to the position of employment held by the employee when the leave began or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Taking leave under this policy will not result in the loss of any employment benefit accrued prior to the date on which the leave began, but the employee is not entitled to accrue benefits while on leave.

Use of this leave will run concurrently with FMLA leave. Child bereavement leave may not be taken in addition to unpaid leave permitted under the Family and Medical Leave Act, 29 U.S.C. 2601 et seq. (FMLA), and may not exceed unpaid leave time allowed under that law (FMLA).

An employee who takes leave under this policy may not take leave under the family bereavement leave policy for the death of the same child.

6.7. Jury or Witness Duty

An employee required to serve on a jury or appear as a witness will continue to receive their normal pay during the period of such service and may retain payments made by the court associated with such service. Employees needing to request paid time off for jury duty are required to contact Human Resources with reasonable notice and submit appropriate summons documentation.

6.8. Maternity/Paternity and Adoptive Leave

The churchwide organization provides paid maternity/paternity and adoptive leave as set forth below. Such paid leave must be substituted for unpaid leave available under the Family and Medical Leave Act to the extent the employee is eligible for FMLA leave. The purpose of the leave must relate to the parenting of a newly born or newly adopted child within the first three months of the child's birth or placement and may be taken only by an employee who has completed at least six months of full-time or part-time employment. Leave benefits for part- time employees are based on the ratio of their regularly scheduled hours to a 40-hour week. Employees requesting leave under this Section 6.8 must provide their supervisors with as much advance notice as possible.

Eight consecutive weeks of paid maternity/paternity leave is available to a new parent following the birth of their child. If the expectant mother's physician determines that it is medically necessary for her to stop working prior to the anticipated delivery date, she will be permitted to use personal leave, accrued sick time, or accrued vacation time to cover the absence. If the expectant mother needs to be cared for by her spouse/partner, the employee may use accrued time off before the birth of the child (Section 6.10. Leave Under the Family and Medical Leave Act). Eight consecutive weeks of paid adoptive leave is available to a new parent or legal guardian beginning on the date of the child's placement.

6.9. Parental Leave

The churchwide organization will grant eligible nonexempt employees up to eight hours of unpaid leave per school year to attend primary or secondary school conferences or classroom activities that are related to the employee's children and cannot be scheduled during nonworking hours. To be eligible, an employee must have used all accrued vacation and personal days and must have worked at least 20 hours per week during the six- month period preceding the requested leave. An employee may take no more than four of the eight hours on any one day and will be required to provide verification of the school visit upon their return to work. The head of the employee's unit may allow a nonexempt employee to make up the leave time taken.

6.10. Leave Under the Family and Medical Leave Act

The Family and Medical Leave Act ("FMLA") provides an eligible employee with unpaid leave:

- Because of the birth of the employee's child;
- Because of the placement of a child with the employee for adoption or foster care;
- Because the employee needs to care for their spouse, child, or parent with a serious health condition;
- Because the employee is not able to perform job duties due to their own serious health condition;
- Because the employee needs to deal with certain exigencies associated with their spouse, child, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation; or
- Because the employee needs to provide care for their spouse, child, parent, or next of kin who has an injury or illness incurred on active duty in the armed forces.

The FMLA sets forth detailed provisions relating to eligibility for leave, the definition of important terms, the necessity of obtaining the certification of a health care provider, the scheduling of leave, the substitution of accrued paid leave, the continuation of benefits during leave, and reinstatement upon the conclusion of leave. These provisions are summarized in a separate policy posted on the HR and payroll self-service portal.

6.11. Personal Leave

An employee who has exhausted all types of paid leave available may be considered for personal leave. All personal leaves are unpaid. Whether such a leave is granted depends on the overall circumstances, including the work requirements of the employee's unit. While the normal length of a personal leave is from one to three months, a leave of up to one year may be granted in extraordinary circumstances.

If the employee has been on a personal leave for medical reasons, the employee's treating physician must provide Human Resources a medical release confirming the employee's fitness to return to work.

An employee returning from an approved personal leave on a timely basis may be reinstated to the same or an equivalent position. All decisions regarding personal leave require the concurrence of the head of the employee's unit and Human Resources.

6.12. Sabbatical Leave

The churchwide organization recognizes that employees 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 full salary and benefits would be continued.

Sabbatical leaves are restricted and are intended for use only by those employees (without regard to ordained status) whose sabbatical leave will increase their value to the organization. An employee is eligible to request sabbatical leave after six years of full-time, regular employment with the churchwide organization. Subsequent requests may be considered at six-year intervals. Part-time regular employees who are regularly scheduled to work at least 20 hours per week may request sabbatical leave on a prorated basis.

Requests for sabbatical leave, including the proposed plan for professional development, must be submitted to the head of the employee's unit. If approved, the request will be forwarded to the executive for Human Resources at least one month before the proposed beginning of the sabbatical leave. Both the head of the employee's unit and the executive for Human Resources must approve the proposed sabbatical leave. As an exception to the preceding sentence, a request for sabbatical leave by a full-time officer of the ELCA must be submitted to and approved by the Church Council's Executive Committee, whose action will be forwarded to the executive for Human Resources.

Except for the presiding bishop, no employee may take a sabbatical leave at the completion of their service. The granting of sabbatical leave to all other employees will normally be contingent

upon the employee's commitment to a minimum of six months of service to the churchwide organization following the conclusion of the leave. Any exceptions must be approved by the executive for Human Resources.

Sabbatical leave does not accrue. An employee whose employment terminates without the employee's having taken sabbatical leave is not entitled to any sabbatical payment.

6.13. Leave to Attend Synod Assembly

An ELCA-rostered employee of the churchwide organization is granted paid leave time to permit attendance on normal work days at the synod assembly of the synod in which their membership is maintained. A non-rostered employee who is elected by an ELCA congregation to serve as a lay voting member of a synod assembly will be granted paid leave time to attend the synod assembly on normal workdays. In both cases, the employee's supervisor must grant approval prior to attendance at the synod assembly.

6.14. Military Leave

The churchwide organization grants military leave to employees who perform military service on a part-time and regularly occurring basis or who perform military service on a full-time but temporary basis. An employee with a military obligation should notify Human Resources and submit copies of military orders as soon as practical.

The churchwide organization complies with the requirements of the federal Uniformed Services Employment and Reemployment Rights Act, as applied to churches and religious organizations, and with applicable provisions of state law, as well as regulations adopted pursuant to the applicable federal and state laws.

6.15. Victims' Economic Safety and Security Act Leave

The ELCA complies with all applicable requirements of the Illinois Victims' Economic Safety and Security Act ("VESSA"). An employee may be eligible for leave under VESSA if they are a victim of domestic or sexual violence or have a family or household member who has been victimized by domestic or sexual violence. VESSA may provide eligible employees up to 12 weeks of unpaid, job-protected leave in a 12-month period to seek medical attention or counseling, obtain assistance from service agencies, seek legal counsel, and participate in civil or criminal legal proceedings. Further information is available from Human Resources.

6.16. Community Service Day

Employees of the churchwide organization are encouraged to share their time, talents, and gifts by taking an active, visible role in volunteer activities. To that end, all full-time regular employees may take one day (eight hours) of paid leave each calendar year to use for volunteer activities. Part-time regular employees may take such leave on a prorated basis. No one may use more than one community service day in a calendar year. An unused community service day cannot be carried forward to the next calendar year.

An employee who wants to use community service leave must apply in advance and in writing to their supervisor and provide an explanation of the proposed activity, including the time, place, and sponsor. The supervisor has discretion to grant or deny the request.

6.17. Continuing Education Days

Up to 10 paid continuing education days are allowed on an annual basis. Refer to Section 5.13. for appropriate uses of continuing education days. All continuing education days must be approved in advance by the employee's supervisor. Unused continuing education days do not accrue and may not be carried forward to the following year. Employees will not be paid for unused continuing education days upon termination of employment. Continuing education days will be prorated for part-time regular employees based on the ratio of their regularly scheduled hours to a 40-hour week. Persons who begin employment during a calendar year will be eligible for continuing education days in that year according to the following schedule:

Month Hired	**Time Off**
January – April	10 continuing education days
May – August	6 continuing education days
September – November	3 continuing education days
December	0 continuing education days

6.18. Other Paid Leave

There may be circumstances where the best interest of the churchwide organization is to place an employee on paid administrative leave for a limited period of time. Such a decision can be made only by a churchwide officer or the executive for Administration, at the request of the head of the employee's unit and the executive for Human Resources.

6.19. Time Off for Voting

Work schedules normally permit adequate time for an employee to vote either before or after normal working hours. In unusual circumstances, however, an employee's work schedule or work commitments may make voting during nonworking hours difficult or impossible. In such cases, the employee's supervisor may approve up to two consecutive hours of paid time off for the purpose of voting in a national, state, or local election. The supervisor may specify the hours during which the employee will be absent in order to vote.

Before Election Day, the employee must notify the appropriate supervisor of the intended absence and provide a signed statement describing the specific circumstances that require time off. This statement is to be retained with the employee's time records for the applicable month. The employee may also consider asking the appropriate governmental office about the possibility of voting early or by absentee ballot.

6.20. Definitions Related to Covered Family Member and Immediate Relative for Purposes of Sick Leave and Compassionate Leave

"Immediate family" and "covered family member" generally refer to the employee's spouse, partner, children, parents and parents-in-law, siblings, grandparents, grandchildren, and minors for whom the employee is the legal guardian.

The employee's children include not only biological, adopted, or foster children but also legal wards and children and stepchildren for whom the employee provides care and financial support on a daily basis.

This list is descriptive, not exhaustive. The churchwide organization realizes that there are many nontraditional relationships that are equally important to our employees, Therefore, the definition may also apply to any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

7. PERFORMANCE AND BEHAVIOR EXPECTATIONS

The policies set forth below apply to all ELCA employees and supplement, but do not supplant, the policies set forth elsewhere in these policies. Because these Personnel Policies cannot anticipate every circumstance or question that may arise or summarize every policy that might be necessary, the churchwide organization has the right to revise or add to these policies and adopt additional policies at any time.

7.1. Safety

Each employee is expected to obey safety rules, to exercise caution in all work activities, and to report promptly any unsafe condition to the appropriate supervisor.

7.2. Attendance and Punctuality

Absenteeism and tardiness place a burden on other employees. The ELCA expects employees to be reliable and punctual in reporting for scheduled work and, except for prior authorization or a legitimate reason, to remain throughout the scheduled shift. Employees who cannot avoid being late to work or who are unable to work as scheduled must notify their supervisor promptly, normally before their scheduled starting time.

Acceptable attendance is an essential requirement of every job, and absenteeism and tardiness problems are performance issues. All employees must establish and maintain acceptable attendance and punctuality standards. If attendance issues are due to a medical condition, the employee should contact Human Resources.

Depending on the circumstances, an employee who is absent five or more consecutive workdays may be required to present a statement from a health care provider before returning to work.

Employees are not permitted to work at home or away from the office without approval of the appropriate supervisor.

7.3. Personal Appearance, Grooming, and Fragrances

During regular business hours or when representing the church, all employees are expected to present a professional appearance and to dress according to the requirements of their positions. Generally, the churchwide office dress code is business casual.

Business casual dress is defined as follows.

Casual shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, and golf and polo shirts. Examples of inappropriate shirts include shirts with inappropriate slogans, tank tops, muscle shirts and crop tops.

Pants/skirts/dresses: Casual slacks, trousers, skirts, dresses and jeans without holes, frays, etc.

Examples of inappropriate clothing include sexually provocative or revealing clothing, shorts, and pants worn below the waist or hip line.

Footwear: Casual slip-on or tie shoes, dress sandals, and clean athletic shoes.

A supervisor or employee who is unsure of what is appropriate should check with Human Resources.

Employees who work in one of the churchwide organization offices should also be aware that other individuals may suffer physical reactions to fragrances found in cologne, after-shave lotion, perfume, perfumed hand lotion, fragranced hair products, air fresheners and similar items. Therefore, employees are expected to be considerate and to refrain from using any products that irritate visitors or other employees.

If you have questions regarding casual dress, please contact Human Resources or your supervisor.

7.4. No Use of Tobacco, Vaping, or Cannabis in the Workplace

Smoking, vaping, or the use of any tobacco (including cigarettes, cigars, or hookah, and e-cigarettes, vapes, or any other electronic smoking device) or cannabis products is not allowed in churchwide offices.

7.5. Safeguarding Property

Employees are responsible for safeguarding all property issued or otherwise made available to them by the churchwide organization during their employment, including computer hardware, software, and manuals; cell phones; and keys and access cards.

All incidents of theft or damage involving organizational or personal property should immediately be reported to a supervisor. All purses and valuables should be secured in a file or desk drawer during working hours.

On or before their last day of work, employees must return all property belonging to the organization. The organization may take all legally appropriate steps to recover or protect its property.

7.6. Inclement Weather or Emergency

To determine if the Lutheran Center will be open or closed due to inclement weather or other emergency, an employee may call 773-380-2660 or 866-735-3522 after 6:30 a.m. A recorded message will provide information regarding the status of the office. Employees enrolled in the churchwide organization's emergency alerts system will also be notified by telephone, email, or text message, depending on their indicated preference, should the Lutheran Center be closed. Should these contact points not be functional, employees may also call the Archives at 847-690-9410 for information during a declared emergency. Each employee is responsible for keeping up-to-date on developments during an emergency.

When the Lutheran Center or another churchwide office is closed for part or all of the day due to weather conditions or other emergency, staff are expected to work remotely as they are able and to the extent that it is safe to do so. All nonexempt staff who are unable to work from home will be paid for the time they would normally have worked. Weather conditions such as snow, ice, and extreme cold are part of winter. Employees who are expected to be in the office should make every reasonable effort to report to work unless weather and road conditions indicate otherwise. A nonexempt employee who makes a personal judgment not to come to the office due to weather on a day the office is open may use paid personal time or accrued vacation time to cover the hours missed, or may be allowed to make up the hours missed under arrangements approved by Human Resources.

7.7. Dealing With the News Media

Only an authorized representative may speak to reporters on behalf of the ELCA. Reporters seeking a church representative must be referred to Strategic Communications (Office of the Presiding Bishop). Employees should attempt to alert Strategic Communications staff in advance that a reporter or media outlet is or may be seeking to contact them concerning a particular matter or issue.

7.8. Sexual Harassment and Other Inappropriate Behavior

A fundamental policy of the churchwide organization is that the workplace is for work. Our goal is to provide a workplace where employees behave courteously and professionally and feel safe at all times. Tension created by conduct not related to work—including ethnic, racial, or sexual remarks, unwelcome sexual advances, requests for sexual favors, loud swearing or yelling, or similar conduct—does not belong in our workplace. Similarly, inappropriate displays of affection or sexually related conduct, even if welcome, are inappropriate at work and will not be tolerated.

7.8.1. Harassment

Harassment of employees or applicants for employment is prohibited. Harassment is defined as persistently bothering, disturbing, or tormenting another person. Harassment may be based on a variety of factors, such as race, color, religion, sex, national origin, disability, or personal dislike. The reason for the harassment does not matter. The ELCA prohibits all forms of harassment, including but not limited to:

- Verbal and electronic communication harassment, such as making derogatory statements, name-calling, letters, jokes, epithets, or slurs to or about another person or group;
- Visual harassment, such as displaying offensive posters, cartoons, or drawings; and
- Physical harassment, such as threatening, assaulting, or physically interfering with another person or making other inappropriate or unwelcome physical contact.

Harassment applies to the conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee, an employee toward an applicant for employment, or an employee toward a third party or independent contractor. Harassment can apply to conduct outside the workplace as well as on the work site.

7.8.2. Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature, including sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a term or condition of employment;
- Submission or refusal to submit to such conduct is used as the basis for a tangible employment action; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or work environment.

Sexual harassment is prohibited. Individuals cannot be forced to submit to sexual harassment as a basis for any employment decision. In addition, the ELCA attempts to prevent and promptly eliminate any conduct that creates an intimidating, hostile, or offensive work environment for our employees.

7.8.3. Examples of Prohibited Conduct

The following conduct, when occurring in the workplace or when it may adversely affect the work environment, will be considered to be harassment or inappropriate behavior:

- Sexually suggestive or off-color comments or jokes;
- Sexual flirtation, innuendo, advances, or propositions, or other sexual activities;
- Unprofessional touching, such as massages, or inappropriately putting an arm around another employee;
- Repeated and unwelcome invitations for social interactions outside of the workplace;

- Sexual or racial slurs, derogatory remarks, or offensive gestures;
- Swearing or loud yelling;
- Displaying or distributing sexually explicit or otherwise off-color materials, including books, magazines, articles, pictures, greeting cards, photographs, drawings, cartoons, and email messages; and
- Including or excluding any individuals from workplace activities, assignments, or responsibilities based on their refusal to participate in or tolerate sexual or other forms of harassment or based on other factors not related to job performance or legitimate reasons.

This list is not intended to be exhaustive.

A consensual relationship does not justify inappropriate displays of affection or other sexual statements or activities during working hours or at work-related functions.

Any questions about whether particular conduct is prohibited under this policy should be discussed with the appropriate supervisor or Human Resources.

7.8.4. Reporting Harassment or Other Inappropriate Behavior

If an employee believes that any sort of sexual or other harassment or other inappropriate conduct is interfering with their work or creating an intimidating, hostile, or offensive work environment, they are urged to contact any supervisor or any Human Resources staff member and make a report. The employee may be asked to sign a written complaint or other summary of the information reported.

Employees receiving a threatening telephone call or voicemail at work should attempt to get a caller ID number and as much information as possible about the caller, and promptly notify their supervisor. Employees receiving threatening emails, text messages, or letters should promptly notify their supervisor and save copies of all such communications. Whenever threats are received by any means, reports may be made to law enforcement authorities.

7.8.5. Investigation and Follow-Up

Complaints of harassment will be promptly and thoroughly investigated, and the reporting employee will be advised of the results of the investigation. The churchwide organization understands these matters are sensitive and will therefore attempt to keep all employee complaints and communications, such as interviews and witness statements, in confidence.

The organization may take appropriate disciplinary action, up to and including discharge, against any employee who engages in sexual or other harassment or who otherwise violates this policy. Further, the organization may correct any adverse employment action any employee experienced due to conduct forbidden by this policy.

If an individual involved in harassing or inappropriate conduct is not employed by the ELCA, the individual will be informed of our policy and appropriate action will be taken in an attempt to prevent further misconduct. In all cases, the churchwide organization will make follow-up inquiries to confirm that the inappropriate behavior has stopped. If an employee is not satisfied with the results of the investigation or follow-up action, or if further harassment or other unacceptable conduct occurs, they should contact any supervisor or any Human Resources staff member.

7.8.6. Retaliation Forbidden

The churchwide organization will not tolerate retaliation against any employee who in good faith complains of sexual or other harassment or who provides information in connection with any such complaint. If an employee believes that they have been retaliated against for bringing a complaint or providing information related to a complaint, the employee should report this to any supervisor or any Human Resources staff member.

7.8.7. Employee Responsibilities

Employees of the ELCA are responsible for:

- Behaving courteously and professionally toward fellow employees.
- Completing mandatory trainings regarding sexual or other forms of harassment and inappropriate behavior provided by Human Resources
- Reading this policy and understanding fully its requirements.
- Refraining from conduct forbidden by this policy;
- Reporting promptly any incidents of sexual or other harassment or other inappropriate behavior; and
- Cooperating in any investigation conducted under this policy by providing accurate and complete information about any incidents with which an employee is familiar.

7.9. Use of Telephone and Mail Systems

The ELCA needs to maintain effective telephone communications, and employees should always use an approved greeting and speak in a courteous and professional manner.

The use of church-paid postage for personal correspondence is not permitted.

7.10. Safe Use of Cell Phones, Computers, and Other Electronic Devices

Whether their cell phone, tablet, computer, or similar electronic communication device is provided by the ELCA or supplied personally, ELCA staff members are expected to observe the following guidelines in their use of such devices for ELCA-related business:

- Employees are required to abide by the law or ordinance of a particular jurisdiction with regard to the use of electronic communication devices while driving a motor vehicle, and will be solely responsible for any traffic violations relating to such use.

- Safety must always be of paramount concern, and employees operating a motor vehicle should never place themselves or others at risk to fulfill work-related needs.
- Employees should never attempt to send or review text or email messages while operating a motor vehicle.
- Employees should place calls either prior to driving or while on rest breaks, and should drive to a safe parking location before accepting a call.
- Employees should always be conscious of their surroundings and refrain from discussing confidential matters in a public setting or under circumstances where their conversation could be overheard or their electronic screen viewed by others.

7.11. Electronic Communications Policy

7.11.1. Policy Overview

The churchwide organization is committed to an environment that encourages the use of technical resources and other forms of electronic communications as essential tools to support the ELCA's mission and ministry. The term "technical resources" includes, but is not limited to, all hardware (including, but not limited to, desktop computers, laptop computers, tablets, mobile devices, peripherals, printers, scanners, servers, telephones, tablets, smartphones, faxes, computer systems); software; software/digital subscriptions; data; information; electronic mail; voice mail; instant messages; telephony; online meetings; cloud-based storage; enterprise systems; virtual private networks; intranet, extranet and internet web services and applications; social media, domain name registrations; other cloud service providers; and related systems. All employees are required to abide by this Section 7.11 in their use of the ELCA's technical resources as well as with Section 7.12, which deals specifically with social media. In particular, technical resources are to be used in a manner that is consistent with good stewardship and the mission and ministry of the ELCA; that is responsible, professional, and legal; and that does not compromise the security or confidentiality of proprietary or other sensitive information or the ELCA's technical resources.

Employees are expected to use their ELCA-provided email address only when representing the ELCA, unless authorized by the executive for Information Technology. Employees are personally responsible for any activities they conduct with an ELCA-provided email address, and for any of their activities that can be traced back to the ELCA's domain or technical resources.

Employees will be held responsible for their use of an ELCA-provided email address or ELCA technical resources to engage in any social media or professional social-networking activity, including but not limited to Twitter, Facebook, LinkedIn, Instagram, TikTok, YouTube, and personal blogs. Employees must obtain written approval from the executives for People and DEI and for Information Technology before establishing any external social media or professional social networks identified with or utilizing equipment or resources of the churchwide organization. Employees should reference the electronic communication procedures on the churchwide organization's intranet for further clarification.

7.11.2. Acquiring Technical Resources

All technical resources provided by or through the churchwide organization are assets of the ELCA and must be acquired only by Information Technology or with the written approval of the executive for Information Technology. No employee may load, download, or receive software on ELCA technical resources without the prior written approval of the executive for Information Technology.

7.11.3. No Expectation of Privacy

ELCA employees do not have a personal privacy or proprietary right in any matter created, received, sent, or stored on ELCA technical resources, telephones, or equipment, or on third-party resources used for work- related matters, whether or not the matter is designated as private or confidential.

The ELCA has the right, at any time and without prior notice, to monitor employees and to read, listen to, and copy all files or data contained on any technical resource, including but not limited to email messages, instant messages, Internet access records, voice messages, faxes, official employee content on Internet discussion groups, and personal file directories.

The ELCA also has the right in its complete discretion to access all technical resources for the purpose of supporting its mission and ministry, complying with statutory requirements and internal policies regarding internal investigations, and any additional issues that may arise in connection with the management of the ELCA's electronic communications systems.

7.11.4. Prohibited Activities

The following behaviors are examples of previously stated or additional activities that are prohibited in the use of ELCA equipment or technical resources. They include, but are not limited to:

- Violating any law, statute, regulation, or ordinance;
- Violating any ELCA policy or procedure or otherwise interfering with the mission and ministry of the ELCA;
- Jeopardizing the privacy, safety, or security of ELCA donors, members, employees, or technical resources;
- Jeopardizing the tax-exempt status of the ELCA, any ELCA synod or congregation, or any affiliate listed under the ELCA group ruling for federal income-tax exemption, including transmission of political or partisan campaign materials;
- Violating the legal rights of any person or entity;
- Stealing, using, or disclosing someone else's code or password without authorization;
- Copying, pirating, or downloading software and electronic files without approval;
- Creating unauthorized contractual liability for the ELCA;
- Giving the impression that personal views are those of the organization;

- Sending anonymous email messages;
- Sending or posting discriminatory, harassing, or threatening messages or images;
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities, or using the Internet for any sort of gambling;
- Sending or posting messages that defame any other individuals or organizations;
- Interfering with the use of ELCA technical resources or the technical resources of another person or entity;
- Attempting to break into the computer system of another person or organization; and
- Downloading or participating in the viewing or exchange of pornographic or sexually explicit materials unless specifically authorized for an investigation or other extraordinary, work-related purposes.

7.11.5. Avoiding Harassing Behavior

When communicating about the ELCA or ELCA-related matters, employees must never send or display any information that may be construed as offensive or harassing. Offensive or harassing messages include, but are not limited to, pornographic images; sexual references; racial slurs; comments regarding an individual's gender, age, sexual orientation, religious beliefs, national origin, disability, or any other characteristic protected by law; and comments that threaten or intimidate others.

7.11.6. Speaking on Behalf of the Organization

Unless specifically instructed or authorized, employees are restricted from speaking to the news media or others while purporting or appearing to represent the ELCA.

Employees are responsible for ensuring that all information they share in work-related Internet discussion groups, chat rooms, blogs, or social networking sites is accurate, and that any personal opinions they express are clearly identified as personal and not attributed to the ELCA.

7.11.7. Posting Recommendations for Colleagues

Online recommendations and comments about current and former churchwide employees could have unanticipated consequences, even if made personally by an employee and not on behalf of the organization. Therefore, employees must clear all potential recommendations and comments regarding current or former employees, council members, or committee members of the churchwide organization with the executive for Human Resources. Recommendations may not be written on ELCA letterhead.

7.11.8. Safety and Mission

Electronic communications that negatively affect an employee's job performance, the safety of others, the ELCA's mission and ministry, or the business interests of the churchwide organization may be treated as employment-related, regardless of whether the communication took place during or outside of working hours.

7.11.9. Reporting Violations

Employees are expected to report any actual or perceived violations of this policy to any supervisor, the head of any unit, the executive for Human Resources, the executive for Information Technology, or the general counsel.

7.12. Social Media

The Evangelical Lutheran Church in America understands that social media can be helpful and rewarding ways to share one's life and opinions with family, friends, and co-workers around the world. Nonetheless, the use of social media also presents certain risks and carries with it certain responsibilities. This policy, which applies to all ELCA employees, is intended to assist employees in making responsible decisions about use of social media. The churchwide organization has additional requirements for people who are employed to create and use social media communications as part of their employment responsibilities.

For purposes of this policy, "social media" is defined as all means of communicating or posting information or content of any sort on the Internet, whether or not associated with the ELCA, including postings to one's own or someone else's blog, journal, diary, personal website, social networking or affinity website, web bulletin board, or chat room.

The same principles and guidelines found in these Personnel Policies apply to activities online. Ultimately, each employee is solely responsible for what they post online.

Maintain confidentiality. Never divulge information that would be considered confidential.

Observe all other policies of the ELCA. Refrain from postings that contain discriminatory remarks, harassment (sexual or any other type), or threats of violence, or that constitute inappropriate or unlawful conduct.

Be respectful. Always be fair and courteous to fellow employees, members, suppliers, and other people who work with the churchwide organization, synods, or congregations. Keep in mind that resolving work-related complaints by speaking directly with co-workers or supervisors is more effective than by posting to a social media outlet. Nevertheless, an employee who decides to post complaints or criticism must avoid posting anything that reasonably could be viewed as malicious, obscene, threatening, or intimidating; that disparages fellow employees or synods or congregations within the ELCA; or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation and posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other legally protected status.

Be honest and accurate. Make sure that posted information or news is honest and accurate, and if a mistake is made, make sure that it is corrected quickly. Be open about any previous posts that have been altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any rumors or information known to be false about the churchwide organization, any synod or congregation, or other employees.

Represent yourself accurately. When participating in an online community and commenting on topics related to the ELCA, employees must make clear that they are speaking for themselves and not on behalf of the church. Do not create a link from any blog, website, or other social media site to an ELCA website without identifying yourself as an ELCA employee.

Do not post at work. Refrain from using social media while on work time or on ELCA equipment unless such activities are related to your duties or have been specifically authorized by a supervisor. Employees may not use their ELCA email address to register on social networks or other sites for personal use without approval.

Check comments by others. Any photos or messages that are linked or "tagged" from "friends" and attached to employee site(s) or profile(s) that violate these guidelines are not permitted and, if not promptly removed from the employee's own page or site, will be attributed to the employee.

No Retaliation. The ELCA prohibits taking negative action against any employee for reporting possible deviation from this policy or for cooperating in an investigation of a possible deviation.

7.13. Use of Facilities and Property

Office supplies or equipment are not for personal use unless the employee has obtained advance written approval from a supervisor.

Equipment, documents, official records, or other property belonging to the ELCA may not be removed from the Lutheran Center for any reason without advance approval.

7.14. Security Inspections

The ELCA wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the church prohibits the possession, transfer, sale, concealment or use of such materials in the workplace.

Desks, file cabinets, and other storage locations may be provided for the convenience of employees but remain the sole property of the churchwide organization. Employees should have no expectation of privacy with respect to the contents of their desks or other storage locations on the organization's premises. Accordingly, any authorized agent or representative of the organization may inspect such desks or storage locations, as well as any articles found within them, at any time, either with or without prior notice.

The churchwide organization seeks to discourage theft or unauthorized possession of the property of employees, vendors, and visitors. Any authorized ELCA agent or representative may also inspect people entering or leaving the workplace and any packages, briefcases, backpacks, or other belongings in the possession of such people. Any employee who wishes to avoid inspection of any articles or materials should not bring them to work.

7.15. Preventing Workplace Violence

All employees, visitors, guests, independent contractors, and other individuals should be treated with courtesy and respect. Fighting, "horseplay," or other conduct that may be dangerous is prohibited. All threatened or actual violence, both direct and indirect, should be reported as soon as possible to any supervisor or Human Resources employee. This includes threats by employees, as well as threats by visitors, vendors, solicitors, or members of the public. All suspicious individuals or activities should also be reported as soon as possible. When making such a report, be as specific and detailed as possible.

The churchwide organization will promptly investigate all reports of actual or threatened violence and of suspicious individuals or activities. The identity of the individual making a report will be protected to the extent practical. To attempt to maintain workplace safety and the integrity of the ELCA's investigation, the ELCA may suspend employees, either with or without pay, during any investigation.

The churchwide organization encourages employees to bring any disputes or differences with other employees to the attention of their supervisors before the situation escalates into potential violence. The Problem Resolution Procedure in Section 9 may be used as appropriate.

The churchwide organization will assist in the resolution of employee disputes and will not discipline employees for raising legitimate or reasonable concerns.

7.15.1. Duty to Warn

In furtherance of this policy, employees have a "duty to warn" their supervisors, security personnel, or Human Resources of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, constituents, or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the extent possible. The churchwide organization will not condone or tolerate any form of retaliation against any employee for making a report under this policy.

7.16. Weapons Policy

The churchwide organization prohibits weapons of any type on the premises of the Lutheran Center or any buildings owned or rented by the churchwide organization, or at any churchwide-sponsored event. This general prohibition includes visible or concealed weapons, even those for which the owner has a valid permit. This policy applies to all ELCA employees and also to contractors, vendors, and visitors. Prohibited items include any form of weapon, as well as any explosive that is illegal under federal, state, or local laws or ordinances.

To ensure that prohibited weapons and other contraband are not present on its property, the ELCA reserves the right to inspect work areas, desks, and personal belongings (including but not

limited to employee packages, purses, backpacks, or lunch bags) when it has a reasonable suspicion of possession of prohibited weapons or substances.

Employees who observe or have knowledge of any violation of this weapons policy should immediately report it to any supervisor or any Human Resources employee.

7.17. Vehicle Use and Insurance

Employees who use their personal vehicles for churchwide organization-related business must first provide proof of adequate insurance coverage and maintain the appropriate driver's license. Such employees must promptly inform Human Resources of any restriction or revocation of their driver's license and of any cancellation or modification of their personal vehicle insurance coverage.

7.18. Drug and Alcohol Use

The Evangelical Lutheran Church in America seeks to provide a drug-free, healthful, and safe workplace. To promote this goal, churchwide employees are required to report to work capable of performing their jobs in a satisfactory manner.

While working remotely or in the Lutheran Center or other churchwide office locations, no employee may abuse, possess, distribute, sell, or be under the influence of alcohol, cannabis, or illegal drugs. Illegal drug use includes the unauthorized use or possession of a legal drug as well as the unauthorized use or possession of a controlled substance. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a manner that does not endanger other individuals in the workplace. Depending on the circumstances, employees may consume alcoholic beverages at church-related functions but are expected to use common sense and to avoid intoxication. Notwithstanding the foregoing, the ELCA does endeavor in good faith to engage in the interactive reasonable accommodation process with any employee lawfully taking medication for an underlying medical condition, to the extent required or permitted by applicable disability laws.

Violations of this policy may lead to notification of the appropriate law enforcement authorities, disciplinary action up to and including discharge, or required participation in a substance abuse rehabilitation or treatment program. Any illegal substances found in the workplace will be confiscated and turned over to the appropriate law enforcement agency.

The ELCA believes it is in the public interest to provide a program to assist employees suffering from alcoholism or other chemical dependencies, through proper referral to appropriate community and professional agencies for help. Employees with drug or alcohol problems that have not resulted in or are not the immediate subject of disciplinary action may request approval to take time off to participate in a rehabilitation or treatment program. Sick leave may be granted if the employee agrees to abstain from use of the problem substance; if the employee abides by the ELCA's policies, rules, and prohibitions relating to conduct in the workplace; and if the leave will not cause undue hardship on the ELCA. An employee in these circumstances may be requested to sign a conditions-of-continued-employment agreement.

No Alteration of At-Will Employment: Neither the adoption nor implementation of this policy shall be construed as creating a contractual obligation or modifying the at-will employment relationship between the ELCA and its employees. The ELCA also reserves the right to modify or rescind this entire policy in whole or in part at any time with or without notice.

Employees with questions about either this policy or issues related to drug or alcohol use in the workplace should contact their supervisor or Human Resources.

7.19. Additional Employment

Employees may not accept additional employment that will conflict with their present job responsibilities. Employees may not conduct other business or employment during ELCA business hours, on churchwide premises, or utilizing churchwide offices or equipment. Such inappropriate additional employment includes employment that interferes with the efficient performance of the employee's duties or creates a conflict of interest. Failing to disclose additional employment or continuing to work at an additional job that interferes with employment with the ELCA may be determined to be a conflict of interest for purposes of Section 2.10.2.

7.20. Solicitation Prohibited

To provide a productive and harmonious work environment, the Evangelical Lutheran Church in America prohibits non-employees from soliciting or distributing literature in the workplace at any time for any purpose.

The churchwide organization recognizes that employees may have interest in events and organizations outside the workplace. Nonetheless, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include meal periods, work breaks, or any other periods in which employees are not on duty.)

There are approved email addresses that allow staff who opt in to send and receive certain "solicitations."

8. DISCIPLINE AND DISCHARGE

8.1. Progressive Discipline

Disciplinary action ordinarily follows counseling by the supervisor and may call for any of four steps—verbal warning, performance improvement plan, suspension with or without pay, and termination of employment— depending on the severity of the problem and the number of previous occurrences.

With respect to most disciplinary problems, the four steps mentioned above will normally be followed:

- A first offense may call for a verbal warning;
- The next offense may be followed by a written performance improvement plan;

- Another offense may lead to a suspension; and
- Still another offense may then lead to termination of employment.

By using such progressive discipline, the churchwide organization seeks to correct most employee problems and improve performance at an early stage. The policy of progressive discipline does not change the employment-at- will relationship, however. The churchwide organization may bypass any one or more of the progressive disciplinary steps. Problems that are serious enough to justify either a suspension or discharge will be dealt with accordingly even if counseling or warnings were not previously given.

Generally, in the administration of discipline, the organization will give primary consideration to the employee's disciplinary record for the past two years. Depending on the frequency, pattern, and seriousness of previous violations, however, the organization may consider the employee's total employment record with the organization.

8.2. Grounds for Discipline or Discharge

It is not possible to list all the forms of behavior that are not acceptable at work; many are detailed throughout these policies. The actions listed below are additional examples of conduct that may result in disciplinary action up to and including termination of employment. They include, but are not limited to:

- Unsatisfactory job performance;
- Unauthorized disclosure of any confidential information;
- Violating any of the ELCA's policies or rules, whether described in these Personnel Policies or elsewhere;
- Excessive tardiness, absenteeism, or absence without call (no call, no show);
- Theft of, or inappropriate removal or possession of, property or money;
- Falsifying time records or other organization-related documents, including but not limited to an application for employment, a request for a leave, or any business document;
- Violating safety or health rules at work;
- Working or attempting to work under the influence of alcohol or illegal drugs;
- Possessing, distributing, selling, transferring, or using alcohol or illegal drugs at work, while on duty, or while operating employer-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace, including malicious gossip;
- Negligence or improper conduct that causes or could have caused injury to other person(s) or damage to property, equipment, or vehicles;
- Intentionally injuring or damaging, or attempting to injure or damage, other people or property, equipment, or vehicles;
- Insubordination or other disrespectful conduct toward managers or supervisors;
- Smoking or using other tobacco products in the building;
- Sexual or other unlawful or unwelcome harassment or inappropriate behavior;
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the office;
- Unauthorized absence from your workplace during the workday;

- Unauthorized use of computers, telephones, the Internet, or other electronic communications systems, the mail system, or other equipment; and
- Other unsatisfactory performance or conduct, whether or not described in these Personnel Policies.

This list is not comprehensive and does not alter the at-will status of churchwide employees. The ELCA has and will exercise the right to take appropriate action based on the individualized circumstances of a particular case. The ELCA's action may include any level of discipline up to and including discharge based on conduct that warrants that action, whether or not the conduct is described in these Personnel Policies.

9. PROBLEM RESOLUTION PROCEDURE

All ELCA employees are expected to treat each other with respect and to offer positive and constructive criticism. The churchwide organization encourages an atmosphere in which any job-related problem, complaint, suggestion, or question receives a timely response. Not every problem can be resolved to everyone's total satisfaction, but the organization will consider complaints in accordance with the following procedure.

Employees who disagree with established policies, practices, or rules of conduct, or a particular decision or action, may express their concern through the problem resolution procedure described below. No employee acting in a reasonable manner will be penalized for voicing a complaint or using this problem resolution procedure. The steps described below are intended to facilitate an informal resolution, and attorneys are not allowed to participate directly in the process.

Step 1. The employee describes the problem to the immediate supervisor within five days after the problem arises. If the supervisor is unavailable or is the source of the problem, the employee may describe the problem to any other supervisor. If the matter is not resolved to the employee's satisfaction, they may proceed to Step 2.

Step 2. The employee presents a written complaint to the supervisor within five days of the occurrence of the discussion referred to in Step 1. The supervisor has ten days to give a written reply. If the written reply does not resolve the complaint to the employee's satisfaction, they may proceed to Step 3.

Step 3. Within five days after receiving the written reply referred to in Step 2, the employee sends the written complaint and the reply to Human Resources with an explanation of why Step 2 is not sufficient or fully satisfactory. The executive for Human Resources (or their designee) will try to send a written reply to the employee within ten days. If the written reply does not resolve the complaint to the employee's satisfaction, they may proceed to Step 4.

Step 4. Within five days after receiving the written reply referred to in Step 3, the employee sends a written statement, together with all prior documentation, to the

executive for Administration requesting their consideration of the complaint and reasons why there has been no satisfactory resolution or treatment. The executive for Administration may, but is not required to, consult with other members of the Administrative Team and may, but is not required to, meet personally with the employee and others while considering the matter. The executive for Administration will send a written decision to the employee normally within 30 days after the receipt of the employee's written statement requesting their consideration. The executive for Administration's decision is final.

10. ENDING THE EMPLOYMENT RELATIONSHIP

This Section 10 reviews the various ways the employment relationship may come to an end. Regardless of the reason for termination, the churchwide organization requests that the employee cooperate in the transition process and participate in an exit interview. This is especially true when an employee resigns or retires. In addition, the organization asks that, on the effective date of the resignation or retirement, all work assignments be completed to the extent possible and all files be brought up to date.

Exit interviews provide a way for the employee to reflect on their experience at the churchwide organization and to offer comments, advice, or suggestions regarding the organization's policies and practices.

10.1. Resignation or Retirement

Resignation or retirement is a voluntary decision on the part of the employee to terminate the employment relationship. The churchwide organization asks that employees give at least two weeks' advance notice. The last day of employment must be a day on which the employee is working.

10.2. Completion of a Specific Term

Employees of the churchwide organization serving for a specific term—whether because of a term call, election to an office with a specific term, a written employment agreement for a specified time, or other reason—will be separated from employment at the end of that period. The preceding sentence does not preclude employment in a different capacity.

10.3. Discharge Based on Performance or Behavior

Subject to any applicable restrictions and procedures in the ELCA's governing documents, there may be situations where the ELCA decides the employment relationship must be terminated for disciplinary reasons. The organization's preference for progressive discipline (see Section 8) does not alter the existence of an at-will relationship or preclude the imposition of discharge if the organization determines that discharge is the appropriate action.

The ELCA considers employment-related decisions on a case-by-case basis, and these Personnel Policies cannot address every situation that may arise. Therefore, nothing in this document prevents the dismissal of an employee where dismissal is in the best interest of the church. For example, personal misconduct by an employee that could adversely affect the ELCA's relationship with its synods, congregations, or the general public or the ELCA's ability to communicate its mission and message would lead to the prompt termination of employment.

All involuntary terminations must be approved by the executive for Human Resources and the head of the affected unit. Depending on the particular circumstances, it is generally appropriate to consult with the executive of Administration or with an officer of this church.

10.4. Termination for Other Reasons

There may be situations where this church decides to separate an employee or group of employees based on program changes or budgetary reasons having nothing to do with job performance. This church recognizes the difficulty of such separations, especially because, as noted in Section 5.15, unemployment insurance benefits are not available. Therefore, this church will attempt to achieve mutually acceptable termination arrangements with the separating employee. Depending on the particular situation, such arrangements might include salary continuation for a specified period, a lump-sum payment, subsidized health benefits for a specified period, outplacement assistance, or a combination of such benefits.

10.5. Job Abandonment

If an employee fails to report to work or call their supervisor for three consecutive days when scheduled to work, the organization may determine the employee's job has been abandoned as of the first day of absence.

10.6. Rehire

A former employee's eligibility for rehire may depend on past performance. Former employees are not guaranteed rehire. Generally, rehired employees start over with respect to eligibility for benefits if the break in the employment relationship lasted more than a year.

10.7. Non-Disclosure Provisions

The ELCA limits the use of non-disclosure provisions to the small minority of cases in which they are truly necessary to protect confidential and sensitive materials related to donors, personnel, legal, information technology, and similar categories of information.

11. BIOMETRIC INFORMATION SECURITY POLICY

11.1. Purpose

The ELCA's Biometric Information Security Policy describes the ELCA's procedures for safeguarding, retaining, and destroying biometric data.

The Illinois Biometric Information Privacy Act (BIPA) defines biometric identifiers as a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry.

The ELCA does not directly use or process the biometric information of its employees. However, third party devices requiring or providing for the use of biometric identifiers (to gain access to those devices) are used throughout the organization. This policy addresses the use of those devices by ELCA employees as it pertains to the retention and deletion of biometric identifiers.

11.2. Policy

The ELCA's policy is to protect biometric data in accordance with applicable laws and industry standards, including, but not limited to, the Illinois Biometric Information Privacy Act.

An employee's biometric data will not be collected or otherwise obtained by the ELCA aside from the employee's use of third-party devices and technology provided by the ELCA to the employee in furtherance of the employee's work-related tasks.

In no event shall the ELCA willingly and knowingly provide an employee's biometric information to any unauthorized third party. Nor will the ELCA sell, lease, or trade any biometric information to any third party, unless as required or authorized by law.

This policy does not govern the employee's use of personal technology or devices to perform work related tasks.

11.3. Retention Schedule

When the initial purpose for which one's biometric information was provided has passed, all biometric data are permanently erased and are not archived or kept on ELCA servers or devices. In most instances, this means that the ELCA's information technology team will wipe and reset all devices (i.e. mobile device, computers, etc.). As such, an employee's biometric data will be permanently destroyed within one year of an employee's separation from employment with the ELCA.

11.4. Guidelines for Storage and Permanent Destruction of Biometric Identifiers

The ELCA will store, transmit, and protect biometric data using a reasonable standard of care and in a manner that is congruent with or exceeds standards of care followed in maintaining other confidential employee information.

All biometric data stored on ELCA servers or devices are encrypted. Additionally, third party devices used by the ELCA, requiring, or providing for the use of biometric information, are encrypted.

The ELCA will use industry accepted best practices to wipe devices and permanently delete and destroy biometric information.

A copy of this policy shall be made available to the public at elca.org.

EMPLOYEE ACKNOWLEDGEMENT FORM

By signing this form, I acknowledge that as of the date of my signature as shown below, I have received a copy of the Churchwide Organization Personnel Policies dated April 2024 and as updated from time to time, from my employer, the Evangelical Lutheran Church in America (referred to for convenience below as the "ELCA"). I understand that the Churchwide Organization Personnel Policies describe important information about working for the ELCA and that it is my responsibility to read and become familiar with the contents of the Churchwide Organization Personnel Policies and to comply with these policies. I also understand that the ELCA may change or add to these policies or adopt or change other policies as it deems appropriate, with or without advance notice, and it is my responsibility to become familiar with such revisions. I further understand that I should ask my supervisor or Human Resources any questions not answered in the Churchwide Organization Personnel Policies.

I acknowledge that I have entered into my employment relationship with the ELCA voluntarily and that I am an employee at will. I understand that, subject to applicable law, the employment relationship of an employee at will can be terminated at any time for any legal reason, with or without cause or notice. I understand that no manager or supervisor has any authority to change this employment-at-will relationship.

I acknowledge that I have received the Biometric Information Security Policy and that I voluntarily consent to the collection, retention, disclosure, and destruction of my biometric data and biometric information as outlined in the Biometric Information Security Policy. I acknowledge I may revoke this consent by notifying Human Resources in writing and that I should discontinue the use of any biometric services offered on work-related applications on my personal devices at such time as I may revoke my consent.

If I am on an ELCA roster and I receive a call from the Church Council for churchwide employment, I understand that the Church Council has the right to terminate my roster status call and that it will terminate in any case whenever this employment terminates.

Furthermore, I acknowledge that the Churchwide Organization Personnel Policies are not a contract of employment, and I understand that the ELCA has and will exercise the right to take necessary action, including discharge, for conduct that requires such action, whether or not such conduct is referred to in this document.

_____ _____

Employee's Signature Date Signed