

## **Employee Policies of Edgewater Lutheran Church**

Ministry at Edgewater Lutheran Church operates with the following policies in place. These guide the actions of employees in regards to several of the more business related aspects of their positions at Edgewater Lutheran Church.

### **Holidays**

Employees of Edgewater Lutheran Church should take federal holidays off of work. If the holiday falls on a weekend, the holiday may be observed on the Friday before or the following Monday. If the holiday falls on the employee's usual day off, the employee may take another day during the week off. In instances where work is necessary on a holiday; for example, a Christmas service, another day off should be taken.

### **Mileage**

If an employee is to be reimbursed for mileage, a report should be submitted to the bookkeeper no later than the last business day of the month detailing miles, destinations, and purpose of the trips during the month.

### **Reimbursement**

For expenses that have been approved by the church but have been paid on a personal card or account, a report should be emailed to the bookkeeper no later than the last business day of the month. This report should include all reimbursable expenses, amounts, receipts, and any additional explanation necessary.

### **Regular Days Off**

Days off for employees should, if at all possible, be consistent and communicated to the Management Team. Employee's days off should be respected as time for rest and recovery. If an employee makes a habit of not taking their days off, the Management Team should take steps to encourage that regular time for rest.

### **Reconciliation**

If and when conflict occurs between employees or between employees and representatives of the church, Edgewater Lutheran Church is committed to the process of Christian Reconciliation as outlined in Matthew 18. This reconciliation should be facilitated by the pastor or, in a case of conflicting interest, the Ambassadors of Reconciliation.

### **Compensation**

When matters of compensation for employees are up for discussion at a board meeting or in a voters' assembly, the employee(s) in question and their immediate family members should leave the room.

### **Vacation**

Vacation time should be communicated in advance to the bookkeeper and to the supervisory team(s). The employee is responsible for finding substitutes for necessary responsibilities over planned vacations. The bookkeeper should keep track of vacation days with attention paid to the holiday and regular days off policies above.