

UNIVERSITY LUTHERAN CHURCH OF HOPE
601 13th Ave. SE, Minneapolis, MN 55414-1437
PERSONNEL POLICY *
January 2008

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* **NOTE: Policies and procedures may be different for ordained staff based upon their letter of call. The letter of call controls in the case of a conflict between the Personnel Policies and the letter of call.**

PREAMBLE

The policies and procedures outlined in this Personnel Policy statement are written with the affirmation that those who are part of the paid staff of University Lutheran Church of Hope are fulfilling their vocational call from God given in Baptism. Further, these policies and procedures are written for the sake of an open and honest relationship between the staff persons and the congregation they serve. They are written that all might be done in love and good order for the sake of this community and the gospel.

The contents of this Personnel Policy are presented as a matter of information only. While University Lutheran Church of Hope believes whole-heartedly in the policies and procedures described here, they are not intended to create a contract between University Lutheran Church of Hope and its employees. If circumstances require, these policies can be changed.

University Lutheran Church of Hope is committed to an open door policy, which means you can freely talk to your supervisor, the lead pastor, a Personnel Committee member, the Vision and Governance Board or President whenever you have ideas, suggestions, concerns, or complaints about issues involving your work.

Since any policy is not always optimum for every situation, deviations from these policies can be approved in special cases by the Lead Pastor or the Personnel Committee.

I. Personnel Committee By-Laws

The following information is contained in Section 4.1 of the University Lutheran Church of Hope By-Laws:

- A.** The Personnel Committee shall consist of the Past President who shall serve as chairperson, the President, the Vice President, three members elected by the Congregation for a term of three years, and the Lead Pastor as a non-voting ex-officio member. The terms of the three members should be staggered so one is elected each year.
- B.** The Committee shall periodically review the staff structure to ensure that the administrative functions of the Congregation are provided for, and make appropriate recommendations concerning any revised staffing to the Board of Commissioners.
- C.** With the exception of calling a pastor, the Committee shall recommend persons to fill staff positions to the Vision and Governance Board.
- D.** The Committee shall develop a set of procedures for the employment of personnel, detailing the type of involvement of commissions and other staff personnel, and submit it to the Vision and Governance Board for approval.
- E.** The Committee shall request recommendations, commendations and evaluations about personnel from the appropriate commission, committee and appropriate staff individuals.
- F.** The Committee shall supervise the development of job descriptions for the various positions of staff persons.
- G.** The Committee shall propose policies regarding staff salaries, benefits, vacations, and other matters pertaining to the hiring of staff and working procedures, and submit them to the Vision and Governance Board for its approval.
- H.** The Committee shall supervise an annual review of the work and performance of the lay and pastoral staff of the Congregation.
- I.** The Committee shall aid the pastors in evaluating their own and their staff's workload and use of energy and time.
- J.** Two members of this committee shall serve on any call committee.

II. Personnel Committee Organization and Policy

A. Procedural Rules

Three members constitute a quorum. Action of the Personnel Committee requires an affirmative vote of a majority of the members present at a meeting, but not less than three members.

B. Privacy of Records and Proceedings

1. In recognition of the sensitivity of employment records, Personnel Committee records will be confidential. The chairperson of the Personnel Committee has the discretionary authority to release information to congregation members upon request.
2. Meetings of the Personnel Committee are not open. The chairperson of the Personnel Committee has the discretionary authority to invite non-members to meet with the Personnel Committee or to open any meeting, in whole or in part.

C. Policy

Except as specifically noted, these policies and procedures have equal application to all staff positions.

III. Employment Policies

A. Equal Employment Opportunity Statement

University Lutheran Church of Hope believes that equal opportunity for all its staff is important for the continuing life of our congregation. In accordance with State and Federal laws, University Lutheran Church of Hope will not discriminate against any staff member or applicant for a staff position because of race, color, creed, religion (except where religious affiliation is a bona fide occupation qualification), ancestry, national origin, gender, affectional orientation, disability, age, familial relationship, marital status, veteran status, membership or activity in a local commission, or status with regard to public assistance.

B. Affirmative Action

University Lutheran Church of Hope will take affirmative action to ensure that all employment practices conform to A above and include, but are not limited to, the following: hiring, tenure, upgrading, demotion, transfer, recruitment, advertising, selection, layoff, disciplinary action, termination, terms, conditions, facilities, privileges of employment, rates of pay or other forms of compensation, and selection for training, including internship. Opportunity is provided to all staffers based on qualifications and job requirements.

C. Harassment

1. Policy

University Lutheran Church of Hope will have zero tolerance of verbal or physical conduct by any employee which harasses, disrupts or interferes with another's work performance or which creates an intimidating, hostile or offensive work environment. While all forms of harassment are prohibited, it is the University Lutheran Church of Hope's policy to emphasize that sexual harassment is specifically prohibited. University Lutheran Church of Hope will not tolerate sexual harassment by anyone, staff member or volunteer. Any unwelcome sexual advance, request for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature, by a staff member or volunteer of either gender, constitutes sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's paid or

volunteer work performance or creating an intimidating, hostile, or offensive environment.

It is also against University Lutheran Church of Hope's policy to retaliate against a staff member or volunteer for making a harassment report.

2. Responsibilities

It shall be the responsibility of each person to maintain an environment which is free from ~~sexual~~ harassment. Each person in a supervisory or other leadership position has an affirmative duty to communicate this policy to the staff and volunteer leadership of the congregation and to encourage discussions in support of the policy as well as the immediate reporting of conduct which any person believes falls within its prohibitions.

3. Reporting

Any staff member or volunteer who believes in good faith that this policy has been violated shall report the violation as soon as possible to the Lead Pastor, President of the congregation, or the Chairperson of Personnel Committee. The person who receives the report must promptly report it to the Personnel Committee. All complaints of harassment must be investigated promptly and in as an impartial and confidential manner as possible by a person acting under the direction of the Personnel Committee. Any person who feels the above procedure has not produced satisfactory results shall then use the grievance procedure for final resolution.

4. Discipline

Any staff member or volunteer who is found, after appropriate investigation, to have engaged in harassment of another employee will be subject to appropriate disciplinary action up to and including termination.

IV. Hiring and Orientation

A. Filling Vacancies

The Personnel Committee shall recommend to the Vision and Governance Board persons to fill vacancies in staff positions. The Committee may delegate to the appropriate commission, search committee, and/or staff the responsibility to recruit, screen, and recommend candidates. Before a final recommendation to the Vision and Governance Board is made, the candidate should be invited to attend a meeting of the current staff. The Committee shall consider the recommendations of these commissions and/or staff in making its recommendations to the Vision and Governance Board. In accordance with procedures established by the Evangelical Lutheran Church in America (E.L.C.A.), this may involve a letter of call to a rostered person of the E.L.C.A. for a special ministry area at University Lutheran Church of Hope.

B. Calling Pastors

The authority and procedures for calling a pastor are prescribed in the Constitution of University Lutheran Church of Hope, Chapters 5 and 9. The procedures for selecting the Call Committee are prescribed by the By-Laws, Section 4.3.

C. Introduction to New Staff

At the first possible opportunity following the hiring, the Personnel Committee shall meet with the persons called or hired to fill the following positions: Lead Pastor, Pastor, Administrator, Visitation Minister, Music Director, Education Director, and all other full-time positions.

V. Job Descriptions

A. Personnel Committee Responsibility

The Personnel Committee shall prepare a job description for each staff position. With appropriate staff input, the Personnel Committee shall annually review the job descriptions and in consultation with the Lead Pastor may modify them as appropriate.

B. Letters of Call

The job description of each ordained staff member is contained in the letter of call. The Personnel Committee may also develop and assign additional specific areas of responsibility to be included in the letter of call. The Personnel Committee may recommend changes in the duties of ordained staff to the Vision and Governance Board. The Personnel Committee may annually review the letter of call and, in agreement with the ordained staff member, modify it as appropriate, subject to Vision and Governance Board's approval.

VI. Compensation and Benefits

A. Annual Recommendation

Upon the recommendation of the Personnel Committee, the Vision and Governance Board shall annually establish the compensation and benefits of each staff member.

B. Plan for Health, Disability and Pension Benefits

1. Each full-time ordained staff member and eligible dependents shall be enrolled in the E.L.C.A. sponsored plan of health, disability and pension benefits at Hope's expense.
2. Each full-time non-ordained staff member shall be offered the opportunity to enroll, at Hope's expense, in a plan of health, disability and pension benefits provided by Hope. The plan offered may be the E.L.C.A. plan or another plan. For full-time non-ordained staff members, coverage for eligible dependents shall not be at Hope's expense but shall be available, at the staff member's option, at the staff member's expense through payroll deduction.
3. Each non-ordained staff member regularly scheduled to work at least 30 hours per week but less than full-time shall be offered the opportunity to enroll in a plan of health, disability, and pension benefits provided by Hope, or shall be paid a cash benefit in lieu of health, disability or pension benefits, in an amount to be set annually by the Vision and Governance Board at the recommendation of the Personnel Committee, as part of the annual budgeting process. At the staff member's request, Hope shall cooperate in making such cash benefit payments in a pre-tax manner.

C. Mileage

Staff members whose job duties include travel are expected to provide their own transportation and insurance. The mileage reimbursement rate shall be set at the IRS mileage reimbursement rate. Reimbursement for mileage will be presented on University Lutheran Church of Hope's expense report (Attachment A).

D. Anniversary Date

Crediting, accrual and use of vacation leave, sick leave, sabbatical leave and continuing education leave are measured from each staff member's anniversary date of beginning his or her current employment.

VII. Hours

A. General Rule

Staff members' full-time workweek is forty hours per week, the workweek beginning at 12:01 a.m. Sunday, but may include seasonal adjustments with the prior agreement of the Lead Pastor. Overtime of more than 48 hours per workweek for non-exempt employees must be authorized by the Lead Pastor.

B. Compensatory Time

Compensatory time off in lieu of overtime pay for non-exempt employees may be authorized by the Lead Pastor. Compensatory time off must be taken the same work week as the week when the overtime is accrued. Compensatory time shall be allotted on a hour-for-hour basis and recorded under the supervision of the staff member's immediate supervisor.

C. Ordained and Rostered Staff

Participation in the life of the community, conference, synod and church wide organizations is affirmed as a regular part of ordained and rostered ministry at Hope. Such participation should average no more than five hours per week.

VIII. Leave With Pay

A. Vacation

1. Each staff member working half time or more earns 2 weeks of vacation per year during the first 5 years of employment, 3 weeks per year after 5 years, and 4 weeks per year after 10 years. The vacation pay level is equal to the staff member's average daily pay.
2. A new employee will accrue vacation during the first six months, but may not take vacation until after six months of employment.
3. The vacation rate of ordained and rostered staff shall be established in the letter of call.
4. Vacation should be used in the year it is earned. If extraordinary circumstances prevent the use of vacation in the year it is earned, up to one week of vacation may be carried over in the subsequent year if approved in advance by the Personnel Committee.
5. Vacation should be scheduled in consultation with the staff member's immediate supervisor.

B. Holidays

The following are paid holidays for all staff members, except as otherwise provided in the Policy: New Years' Day, Martin Luther King Day, the day after Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day (or the day after Christmas).

C. Sick Leave

Paid sick leave is granted for a physical or emotional disorder that prevents a staff member from working. An employee may use their available paid sick leave time to care for a spouse, child, or parent who is ill.

Eligibility and maximum days of sick leave pay are based on days of continuous service as follows: Up to 3 months, 0 days; 3 to 6 months, 5 days; 6 months to 2 years, 7 days; over 2 years, 14 days. Unused sick leave will not accumulate for subsequent years. The Lead Pastor or Personnel Committee may request a physician's statement to verify an employee illness. A physician's statement is required for any illness longer than 5 working days.

The staff member shall notify the Lead Pastor at or before his or her normally scheduled starting time of any illness, of if not possible due to the illness, as soon as practicable.

D. Long Term Disability

Beginning with the third month of disability, staff members will receive monthly benefits as provided in the disability plan in which the staff member is enrolled, if any.

E. Jury Duty

Staff members are entitled to time off with pay for jury service. Whenever released early from jury service, the staff member should work the balance of the business day. It is understood that staff members will attempt to take care of pressing business outside of jury service hours.

F. Maternity / Paternity Leave

Full-time staff members who have completed one year of employment and who are biological or adoptive parents, are entitled to 6 weeks paid leave for the birth or adoption of their child. The leave begins at the time requested by the parent, but no later than 6 weeks after the birth or adoption of the child, or when the newborn child leaves the hospital, whichever is later. Accumulated sick leave can be used by the staff member along with parenting leave, but only up to, and not exceeding, 6 weeks.

G. Funeral Leave

A staff member will be entitled to 3 days of bereavement, with pay, to attend funerals of members of the immediate family. "Immediate family" refers to the staff member's primary partner, spouse, children, parents, parents-in-law, siblings, grandchildren and grandparents. Funeral leave requests must be made to the Lead Pastor or President of the Board.

H. Exceptions

Staff members who are regularly scheduled to work less than twenty hours per week do not receive sick leave, parenting leave or disability benefits, except as otherwise provided in this policy.

IX. Other Leaves

A. Emergency Leave

With the prior approval of the Lead Pastor, a maximum of three days with pay may be allowed in the event of urgent personal business. In addition, leave without pay may be granted for periods up to 90 days. The Personnel Committee will make recommendations to the Vision and Governance Board for leaves extending beyond 90 days.

B. Family and Medical Leave

Staff members are eligible for additional unpaid family and medical leave once they have completed one year of full time employment. These leaves can be for: the birth or adoption of a child, or placement of a child in foster care; the staff member's own serious health condition; or the serious health condition of their parent, spouse, or child. Under this policy, staff members may be excused from work for up to 12 weeks. The leave must be taken without pay after the staff member has used all their accumulated paid sick leave. A staff member returning to work following this leave will be placed in the same or a comparable job.

In situations of foreseeable leaves, a request for leave should be made at least 30 days in advance, or if not possible, as soon as practicable.

If a staff member requests leave because of a serious medical condition, the Lead Pastor or Personnel Committee may request a physician's statement to verify the illness.

C. Continuing Education

1. The Personnel Committee encourages all staff members to participate in continuing education opportunities. Staff members are entitled to this benefit upon the recommendation of the Lead Pastor and a showing that the education is work related.

2. Each full-time rostered staff person is entitled to two weeks annually for the purpose of continuing education. Costs associated with this shall be paid for as part of the compensation package of the rostered staff. The Vision and Governance Board shall establish the amount upon the recommendation of the Personnel Committee. Rostered staff working less than full-time shall receive this benefit in proportionate amount. Benefits earned under this paragraph may accrue, but only for three years.
3. Each full-time non-rostered staff person may take up to two weeks annually for the purpose of continuing education. Costs of the education program may be paid from the appropriate line of the general budget, so long as funds are available. All use of continuing education by non-rostered staff shall be approved by the Lead Pastor, who will inform the Personnel Committee of the use approved. Benefits earned under this paragraph may not accrue for use in succeeding years. Non-rostered staff working less than full-time shall receive this benefit in proportionate amount, except as otherwise provided in this Policy.

D. Sabbatical Leave

The congregation provides sabbatical leave for long-term, full-time employees. Sabbatical leave for professional study, graduate work, writing, research, or any other work shall be approved by the Lead Pastor, the Personnel Committee, and the Vision and Governance Board.

1. Staff members who serve a minimum of six consecutive years (full-time) shall be eligible for a three-month sabbatical leave. After serving an additional six consecutive years, the staff member is again eligible for a three-month sabbatical leave.
2. Sabbatical leave shall be granted for not less than seven days or more than three consecutive months.
3. All sabbatical leaves must be applied for in writing six months before the course of study is to begin.
4. Any staff member receiving a sabbatical grant equal to or exceeding 30 days shall agree to return to full-time employment for at least one year after finishing the sabbatical leave.
5. While on sabbatical, the staff member will receive all salary. Travel expenses unrelated to the ministry at University Lutheran Church of Hope will not be paid, but other benefits will be provided. Expenses and tuition will not be reimbursed.
6. If a salary is provided from other sources as part of the sabbatical, Hope will pay only the difference between the staff member's regular salary and the sabbatical salary from other sources.

X. Performance Review

A. The Personnel Committee shall ensure that at least an annual review of the employment of each staff member is conducted. The review shall consist of reviewing the job description or letter of call and soliciting performance evaluations from the staff member's supervisor and commissions working with the staff member. Evaluated staff members will be invited to submit evaluations of their own performances and comments on their employment.

B. Each review shall include a meeting with the staff member to discuss the evaluations. The Personnel Committee shall meet with all full-time ordained and rostered staff and other staff as recommended by the Lead Pastor. The Lead Pastor or a person designated by the Lead Pastor shall meet with other staff members.

C. The Personnel Committee shall develop and distribute forms to be used in this process.

XI. Code of Conduct

A. Compliance with the Law.

All employees shall comply with all applicable laws and regulations.

B. Compliance with ULCH Policies.

All employees shall comply with all ULCH Policies as implemented by the ULCH Vision and Governance Board. Copies of such policies shall be made available to all employees at the time of their institution, and at the time of any subsequent revisions. Current copies of such policies shall be provided to new employees at the time of hire.

ULCH Policies include, but are not limited to, the Child Protection Policy and the Confidential Information Policy.

C. Alcoholic Beverages.

No employee shall perform their duties if the employee is under the influence of alcohol--i.e., the physical or mental abilities of the employee are impaired.

D. Illegal Drugs.

An employee shall not possess, use, sell, distribute, or be under the influence of any unauthorized substance while on ULCH premises or while conducting business on behalf of ULCH. An unauthorized substance is any illegal drug or illegal controlled substance, or any drug which has been legally obtained but is not being used in the prescribed dosage for prescribed purposes.

E. Firearms/Hazardous Materials.

Because the church is a place of sanctuary, the possession or use of firearms or other lethal weapons, ammunition, explosives or hazardous materials by an employee on ULCH premises or while engaged in ULCH-related business off-premises is prohibited.

F. Copyrighted Material.

ULCH employees shall comply with all applicable laws and regulations concerning copyrighted material. This includes refraining from the reproduction of text and music without proper permission and attribution.

G. Computer Access, Internet and Email Usage.

Use of the ULCH computers and Internet by employees is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Examples of inappropriate conduct include, but are not limited to: use of inappropriate, offensive or abusive language in either public or private messages; unlawful activities; defamation; infringement of copyrights; misrepresentation of oneself or the church; logging on or accessing pornographic, sexually explicit, violent sites or materials; accessing gambling sites; initiating viruses; and sending messages that might result in congestion or disruption of networks and systems.

All programs, files, and e-mail are the property of ULCH. The use of church technology by employees is not private. ULCH reserves the right to monitor employees' use of the Internet and/or church computers at any time. Employees must abide by security policies, procedures and guidelines, and are to refrain from practices which might jeopardize the church's computers, data, network, systems security or work in general. Employees must guard against computer viruses and security breaches of any kind.

ULCH recognizes that staff members may wish to use its computer files and e-mail occasionally for personal purposes. ULCH will permit such occasional personal use provided that:

- such use does not result in additional costs to ULCH;
- such use is not excessive or abused by the staff member;
- the system is not used to transmit messages containing language or material of an inappropriate, obscene, offensive, abusive, or otherwise discriminatory nature, or to log on or access pornographic, sexually explicit, violent sites or material;
- the use does not involve unlawful activities, contain defamatory material, or constitute copyright infringement;
- staff members do not access gambling sites; initiate viruses; or send messages that might result in congestion or disruption of networks and systems;
- staff members do not misrepresent themselves or the church;

ULCH may periodically delete all electronic media copies or e-mail messages.

H. Fraternalization.

ULCH encourages positive working relationships between employees and members of the congregation. Sometimes these relationships also involve socializing or fraternization inside and outside the workplace. These activities can build better communication and trust between employees and members, but they can also result in actual or perceived (whether justified or not) conflict of interest, manipulation, lack of objectivity, favoritism, lowered morale, and other problems for the employee and member.

For this reason, ULCH employees are expected to use good judgment and maintain appropriate personal and professional boundaries when fraternizing or socializing with ULCH members outside of ULCH-sponsored activities.

I. ULCH Assets and Property.

Employees should strive to be good stewards of the congregation's resources, using best business practices, protecting and conserving ULCH assets and property and promoting their efficient use.

J. ULCH Information.

Confidential ULCH staff and member information should be released or used only as authorized by the ULCH Confidential Information Policy.

K. Recordkeeping.

ULCH employees shall maintain accurate financial records and accounts in order to ensure legal and ethical business practices and to appropriately safeguard the congregation's resources. All ULCH accounting records, and the reports produced from those records, shall be kept and presented in accordance with all applicable laws and relevant accounting standards.

L. Obligation to ULCH

In carrying out their tasks and responsibilities, employees shall act in the best interests of ULCH. They shall not act for their own self-interest or profit, monetary or personal gain.

M. Identification of Conflicts

Employees should avoid any situation that might give rise to an actual or perceived conflict of interest. Conflicts of interest may arise when considerations of gain or benefit to an employee conflict with or appear to conflict with the obligation of the employee to serve ULCH's best interest. A conflict or potential conflict of interest should be reported to the Vision & Governance Board as soon as it is discovered.

N. Outside Activities.

An employee's activities outside the workplace, including any outside employment, should not interfere with the full and proper discharge of the employee's duties and responsibilities, or be incompatible with the employee's duties and responsibilities.

O. Post Employment: Non-Public Information.

An employee's duty to maintain the confidentiality of information (as defined in the ULCH Confidential Information Policy) continues after his or her employment role ends. Employees must leave all ULCH documents, files, computer diskettes, reports and records containing confidential non-public information, and all copies of such information, with ULCH when their employment ends.

XII. Discipline and Grievance Procedures

A. Discipline

In the event a staff member wishes to grieve any personnel action against the staff member, these procedures shall govern. Upon request the staff member shall be entitled to a written statement setting forth the reasons for the action. Upon written request of the staff member, the Personnel Committee shall conduct a hearing. At such hearing a staff member or officer designated by the Personnel Committee will present the reasons. The staff member may present evidence or explanation relevant to the decision and may elect to have an advocate present at the hearing. The Personnel Committee will make a recommendation to the Vision and Governance Board. The decision of the Vision and Governance Board is final.

B. Grievance Procedures

Grievances unrelated to discipline are governed by this paragraph. Every grievance shall be discussed initially with the Lead Pastor. Every effort shall be made to settle the matter through such discussion. If it cannot be resolved in this manner, either may refer the grievance to the commission involved. If the grievance still remains unresolved, it may be presented in writing to the Personnel Committee. The Personnel Committee will make a recommendation to the Vision and Governance Board. The decision of the Vision and Governance Board is final.

XIII. Termination of Employment Relationship

A. Lay Staff

1. Termination without cause

The employment relationship between University Lutheran Church of Hope and each staff member is terminable at will by either party. Hope may terminate the employment relationship without cause with two weeks' notice. Unused vacation time will be prorated over the current year and paid to the staff member.

2. Voluntary resignation

Staff members may terminate the employment relationship at any time with at least two weeks' notice. Employees who provide at least two weeks' notice will be paid for their prorated, unused vacation time that had accumulated over the current year.

3. Involuntary Termination

University Lutheran Church of Hope may terminate an employment relationship for cause at any time without prior notice. Employees terminated for cause will not be paid for their unused vacation time.

4. Procedures

a. In consultation with the Lead Pastor, the Personnel Committee may terminate the employment relationship of any lay staff person under the provisions of paragraph A.3 of this section.

b. Any staff person whose employment is terminated under the provisions of paragraph A.3 of this section is entitled to the procedure in XII A below under Discipline.

B. Ordained and Rostered Staff

Termination of the employment relationship of ordained and rostered staff members is governed by the Constitution of University Lutheran Church of Hope, Chapters 5 and 9.

XIV. Indemnification

A. Indemnification Plan

As prescribed by the Articles of Incorporation, Article VII, to the full extent permitted by law or by any Minnesota Statute, the congregation shall save, defend, hold harmless and indemnify against any action, legal process, assessment, liability or other penalty that may be imposed upon a person arising from such person's acts as a trustee, officer, employee, commissioner, or committee member, agent or appointee on behalf of the congregation.

B. Liability Insurance

University Lutheran Church of Hope shall carry liability and malpractice insurance in the amount of \$1,000,000 covering the acts of all employees acting in their capacity as employees and agents of University Lutheran Church of Hope.

University Lutheran Church of Hope
Travel / Expense Report

Name: _____

Dates: _____ to _____

Reason	Date	Travel		Miles Traveled	Mileage Reimb.	Meals			Lodging	Other		GRAND TOTAL
		From	To			B	L	D		Item	Cost	
TOTALS	XXXX	XXXX	XXXX						XXXX	XXXX		

Less outstanding advance - _____

Total from previous page _____

Total to be reimbursed _____

Requestor's signature _____ Date: _____

Authorized signature _____ Date: _____

For office use only:

Date paid: _____

Check #: _____

PLEASE ATTACH ALL RECEIPTS.