



Trinity Lutheran Preschool

Personnel Policies 2015

Updated January 2015

**PERSONNEL POLICIES
TRINITY LUTHERAN SCHOOLS
TRINITY LUTHERAN PRESCHOOL**

MISSION

We manifest God's dream as a community that makes space for people to

- recognize what God is doing to meet the deep needs of the world, and
- discover and assume their unique roles in partnership with God.

Our mission is to share God's Love by partnering with parents and guardians in the social, emotional, physical, spiritual and cognitive development of their child. We provide an age appropriate environment that is safe and caring where children can be nurtured in the love of Christ

TLS is comprised of three separate schools, which include

- Trinity Lutheran Preschool, Trinity Lynnwood
- Trinity Lutheran Child Development Center, Trinity Lynnwood
- Harbour Pointe Christian Preschool, Pointe of Grace, Mukilteo

PURPOSE

The following Trinity Lutheran Schools (TLS) Personnel Policies provide a basis to assure fair and equitable working conditions for all staff, to protect both employees and the congregation from abuse, to maintain good order, to support understanding, and to give structure and definition to common responsibilities and privileges of TLS's staff. TLS reserves a right to change, add or delete benefits and policies as necessary at any time and to deviate from these policies.

These policies are not intended as an express or implied contract or promise of particular treatment. It is a summary of TLS's current policies, procedures and rules. These policies are not a contract of employment and do not confer contractual rights, either express or implied, upon any employee, nor does it guarantee employment for any period of time.

Only the directors may grant exceptions to these policies. Record of the exceptions granted will be kept in the employee's file and in a common file kept by the directors.

PERSONNEL OBJECTIVES

- To engage the highest quality staff possible for the support and direction of the ministry of the congregation.
- To honor, exemplify, and teach Christian values as they are understood by Trinity Lutheran Church.
- To encourage, promote, and provide opportunity for personal and professional growth.
- To provide clear personnel policies and job descriptions.
- To provide healthy, safe, and professional working conditions.
- To provide clear and consistent supervision for all employees.

TABLE OF CONTENTS

Employment Policies	4
Employment Relationship	4
Equal Employment Opportunity	4
Non-Discrimination/Non-Harassment	4
Sexual Harassment	5
Employment	6
Selection of Employees	6
Employment of Minors	7
Employment Classifications	7
Introductory Period	8
Staff Positions	8
Employee Records	8
Employee Records Updates	9
Performance Evaluations	9
Compensation and Benefit Policies	10
Medical and Pension	10
Payroll and Payroll Schedule	10
Time Records for Nonexempt Employees	10
Hours of Work	10
Work Week	10
Taxes	11
Overtime Pay	11
Meal and Rest Periods	11
Garnishments and Wage Assignments	11
Mileage Reimbursement	11
Employee Discounts	12
Voluntary Salary Reduction Contributions and Additional Participant Contributions	12
Education/Professional Development	12
Holidays, Time Off and Leaves of Absence	13
Holidays	13
Time Off	13
Leaves of Absence	13
Family and Medical Leave Act	13
Employee Relations, Conduct and Workplace Rules	21
Mandatory Staff Meetings	21
Ethics	21
Conflicts of Interest	21
Confidentiality	21
Workplace Practices	22
Use of TLS Electronic Systems	22
Grievances	23
Smoking Breaks	23
Dress Code	23

**Trinity Lutheran Preschool
Personnel Policies**

Attendance and Tardiness.....24
Performance Management and Review24
Corrective Action24
Health and Safety26
 Substance Abuse26
 Workplace Violence27
Employment Separation29
 Separation from Employment.....29
Attachment A
 Employee Handbook Acknowledgment.....30

Attachment A
Trinity Lutheran Schools
Employee Handbook v6
Acknowledgment

I, _____, acknowledge that I have received the Trinity Lutheran Schools' Employee Handbook v6, and that I am responsible for reading and familiarizing myself with its contents.

I understand that the policies in this handbook and/or any other booklets, manuals or policies used by TLS are guidelines and standards of conduct for use by employees and are not intended to, nor do they, create an employment contract for any specified length of time, or any other type of contract with or binding obligation on TLS. I further understand that other than the Pastoral Staff or Mission Council, no TLS representative has the authority to enter into any agreement for employment for a specific period of time or to make any agreement modifying in any manner any employee's at-will status. I am aware that I should not rely on any of the policy statements, including any periodic updates, for any purpose other than as a guide to TLS's expectations of me as an employee.

Moreover, regardless of the policies contained in this or any other manual or book used by TLS, I understand that my employment relationship constitutes employment at-will and that my employment may be terminated or I may terminate employment at any time with or without notice or cause.

I further understand and agree that TLS may change, rescind, deviate from, or add to any policies, benefits or practices described in this Handbook from time to time in its sole and absolute discretion, with or without prior notice.

Employee's Signature

Date

Title

Director's Signature

Date

Title

cc: Employee's File