

Wisconsin Lutheran Seminary

Lay and Called Worker Handbook



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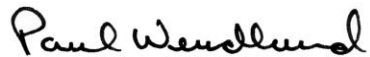
INTRODUCTION

010 Welcome

Welcome to Wisconsin Lutheran Seminary (WLS). WLS is a subsidiary of the Wisconsin Evangelical Lutheran Synod (WELS). Our mission is to train men to enter the pastoral ministry of WELS and to offer opportunities for theological and professional growth to all called workers. We pray your service will be a blessing for you and those you serve.

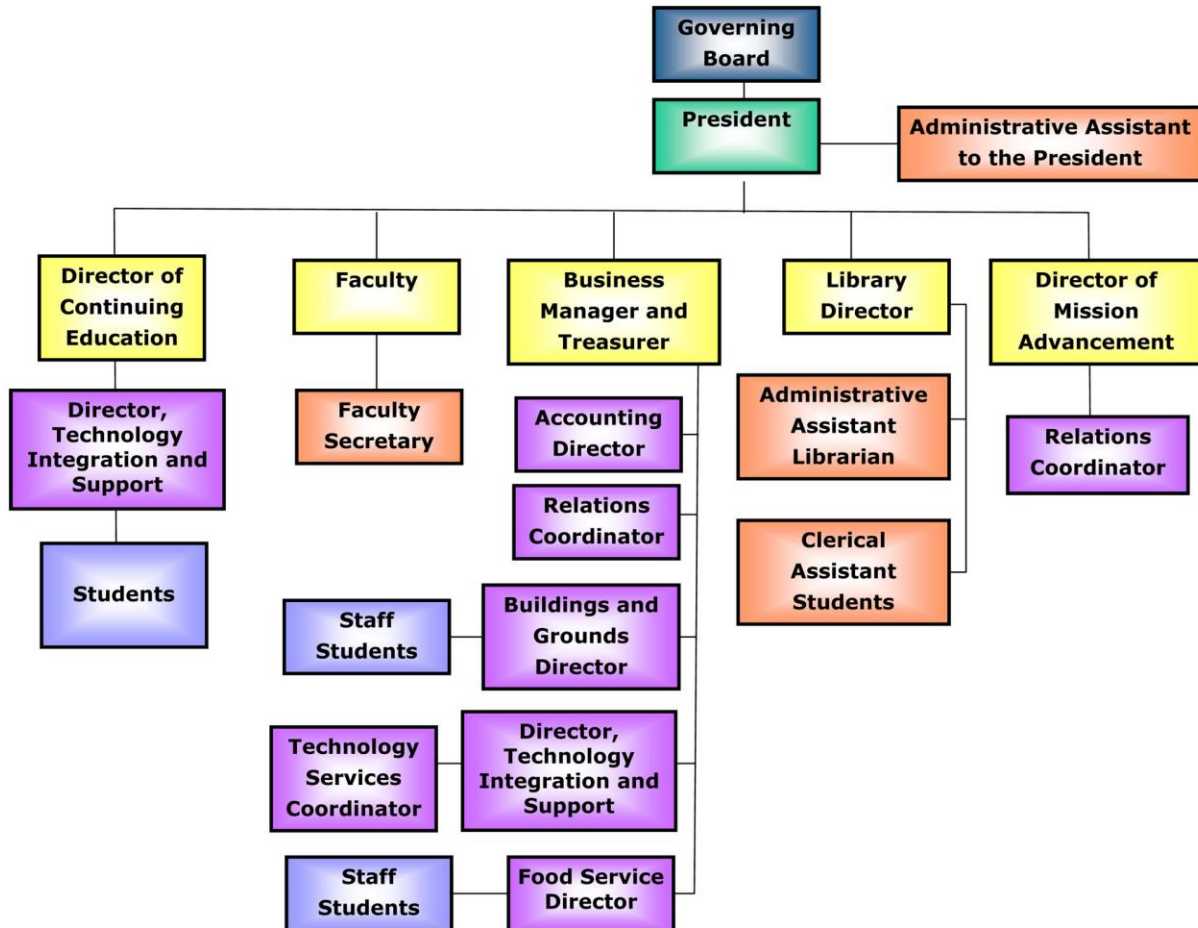
The WLS employee handbook is offered as a guide so that our working together may be carried out in an orderly manner. May the Lord bless your service here and bring you joy and satisfaction as you serve others.

Seminary President

A handwritten signature in black ink that reads "Paul Wendland". The signature is written in a cursive style with a large initial "P".

Rev. Paul O. Wendland

020 Organization Chart



030 WELS

WELS Mission Statement

"As men, women, and children united in faith and worship by the Word of God, the Wisconsin Evangelical Lutheran Synod (WELS) exists to make disciples throughout the world for time and eternity, using the Gospel in Word and Sacrament to win the lost for Christ and to nurture believers for lives of Christian service, all to the glory of God."

History of WELS

Of German heritage, WELS was founded on December 8, 1849, in the church hall of the Evangelical Lutheran Church. The name of the synod was originally The First German Evangelical Lutheran Synod of Wisconsin. On Trinity Sunday, May 26, 1850, the organization of the Wisconsin Synod was completed. The Wisconsin Synod committed itself to follow the Holy Scriptures and the doctrines of the Lutheran Confessions. The WELS has more than 1,200 churches with a total membership of approximately 400,000; approximately 360 Lutheran elementary schools with more than 31,000 students and 2,000 teachers. WELS has a seminary in Mequon, Wisconsin, (Wisconsin Lutheran Seminary) a teacher/pastor/staff minister training college in New Ulm, Minnesota, (Martin Luther College) and teacher/pastor training high schools in Watertown, Wisconsin, (Luther Preparatory School) and Saginaw, Michigan (Michigan Lutheran Seminary).

Important Dates

- 1872 - Formation of Synodical Conference (Ohio, Missouri, Illinois, Wisconsin & Norwegian synods)
- 1917 - Merger of the Wisconsin, Michigan, Minnesota, and Nebraska synods
- 1948 - Occupies synod headquarters at 3512 North AVE, Milwaukee, Wisconsin
- 1961 - Break with Missouri Synod over doctrine
- 1963 - Withdrawal from Synodical Conference
- 1984 - Moved synod headquarters to 2929 N Mayfair RD, Milwaukee, Wisconsin

030 WLS HISTORY

The Theological Seminary of the Wisconsin Synod was formally opened in the fall of 1863 at Watertown, Wisconsin. Instruction in theology was initially given by Professor Edward Moldehnke, Ph.D., in the school building of St. Mark's congregation. On September 14, 1865, the synod's college, first known as "Wisconsin University" and then as "Northwestern University," opened its doors, and for five years the seminary was operated in conjunction with it

In 1870 the students of the theological department were transferred to Concordia Seminary at St. Louis, Missouri, in accordance with an arrangement made with the Missouri Synod to conduct a seminary jointly. Eight years later the Wisconsin Synod reopened its own seminary, this time in Milwaukee, where it remained from 1878 until 1893, though not always in the same quarters. It was housed first in private residences and later in a remodeled building in Eimermann's Park, now 13th and Vine Streets.

An important milestone in the synod's history was reached in 1892 when a federation of the synods of Wisconsin, Minnesota, and Michigan was effected. Because of increased enrollment a new and larger seminary building was erected at 60th and Lloyd Streets in Wauwatosa and was dedicated in 1893.

In 1929 the seminary's present building complex was erected on an 80-acre site in the city of Mequon, just outside the west limits of the village of Thiensville, about 15 miles north of downtown Milwaukee.

040 INTRODUCTORY STATEMENT - IMPORTANT NOTICE

This handbook is a summary of the human resources policies, practices, and procedures followed by WLS and supersedes all previous editions of the handbook. The WLS handbook is in compliance with the policies established by WELS for its administrative staffs, its schools, and its subsidiaries. The handbook is designed to acquaint you with WLS and to provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. WLS publishes this handbook to provide a convenient resource for all employees, to assist in the orientation of new employee members, and to promote consistency and organization in the administration of WELS. You are expected to read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by WLS and WELS to benefit employees. One of our objectives is to provide a work environment that is conducive to personal, professional, and Christian growth.

For purposes of this handbook, the term “employee” includes both called and lay workers unless specified otherwise.

No employee handbook can anticipate every circumstance or question. Therefore, this handbook is not intended to create, nor does it create, contract rights. Notwithstanding any provision of this handbook, WLS has the right to make employment-related decisions on a case-by-case basis. Similarly, WLS has the right to revise, supplement, or rescind any policies or portion of this handbook when it deems appropriate, in its sole and absolute discretion, with or without advance notice.

To the extent that any policy may conflict with federal, state, or local laws or regulations or a third-party benefit plan, the organization will abide by the applicable federal, state, or local laws or regulations. The preceding sentence is not intended as a waiver of any right WLS has or may have under the First Amendment to the United States Constitution.

051 EMPLOYEE ACKNOWLEDGEMENT FORM

By signing this form or by the appropriate, established electronic signing procedure, I acknowledge that I have received a copy of the WLS Lay and Called Worker Handbook on the date indicated below. I understand the handbook describes important information about WLS, and that it is my responsibility to read and become familiar with the contents of the handbook and to comply with the policies it contains, whether as now existing or revised in the future. I further understand that I should consult with the Business Manager regarding any questions not answered in the handbook.

I acknowledge that I have entered into my employment or call relationship with WLS voluntarily and that I am an employee at will. This means that, subject to applicable federal and state law, the employment relationship can be terminated at any time for any reason, with or without cause. For called workers, the employment relationship can be terminated at the sole discretion of the calling body. I understand that no manager or supervisor has any authority to change my employment-at-will relationship with WLS unless approved by the Synod President and provided the variance is contained in a written instrument. The WELS Director of Human Resources (DHR) is authorized to execute approved employment agreements.

Furthermore, I acknowledge that this handbook is not a contract of employment and I understand that WLS has the right 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 handbook. I have electronic access to this handbook and I understand that I may request a printed copy at any time.

EMPLOYEE'S NAME (printed):

EMPLOYEE'S SIGNATURE:

DATE: _____

100 EMPLOYMENT

101 Nature of Employment

Employment with WLS is assumed voluntarily, and the employee is free to resign at will at any time, with or without cause. Similarly, subject to applicable federal and state law, WLS may terminate the employment relationship at any time, with or without notice or cause.

WLS recognizes and accepts its responsibility to provide the necessary personnel, facilities and services to provide quality service to the membership of WELS. To fulfill that responsibility, WLS retains the right to determine both the extent and the type of work to be performed and to establish and maintain efficient procedures, standards, and methods necessary to achieve the work.

In fulfilling its mission to our Lord and church, WLS retains the right to recruit, select, hire, and to determine the necessary qualifications for employment. WLS retains the right to promote, classify, and take corrective action, which may include termination of employment; to determine the design and size of the work force; to assign work; to transfer employee from job to job; to determine work schedules; to effect layoffs; and to make all other management decisions.

Policies set forth in this handbook are not intended to create or constitute contractual obligations of any kind or a contract of employment between WLS and any of its employees. The provisions of the handbook have been developed at the discretion of WLS and may be amended or canceled at any time, at the sole discretion of WLS.

These provisions supersede all existing policies, procedures and practices and may not be amended or added to without the approval of the Synodical Council. WELS' DHR is responsible for maintaining and updating this handbook.

102 Employee Relations

In keeping with Scriptural principles and in order to promote appropriate communication, employees who have concerns about work-related issues are strongly encouraged to voice these concerns openly and directly with their supervisor or other designated representative of the organization.

Experience has demonstrated that when employees deal openly and directly with their supervisor, the work environment becomes more productive and less stressful leading to clearer communication and more positive attitudes.

103 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at WLS will be based on merit and qualifications. WLS does not discriminate in employment opportunities or practices on the basis of race, color, marital status, gender, ancestry, arrest or conviction record, mental or physical disability, military or veteran's status, national origin, age, or any other illegal criterion. Further, to the extent required by federal or state law, WLS will make reasonable accommodations in accordance with all legal requirements if such accommodations will not cause undue financial or administrative burdens for any known disabilities of its staff members and applicants.

Consistent with the First Amendment to the Constitution and federal law, preference in employment and promotion may be given to applicants and employees who are members of WLS and secondarily, to individuals who are members of similar religious denominations.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

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

104 Business Ethics and Conduct

The successful operation and reputation of WLS is built upon the principles of Christian behavior, as established by God's Word, and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as due regard for appropriate standards of conduct and personal integrity.

All information pertaining to WLS and business dealings of WLS is confidential and is not to be discussed or divulged to anyone unless the performance of their official duties requires access to the information or unless disclosure is required by law. Confidential information is to be used only in connection with the legitimate functions of an employee's duties. Confidential information may be released only with proper authorization. If an employee is contacted about confidential information, the employee is to direct the inquiring party to the employee charged with responsibility for the requested information. For additional information and details, please click on the link for the [WELS Information Security Policy](#).

WLS will comply with all applicable laws and regulations and expects its directors, officers, and staff to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on Christian principles, will guide an employee with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the immediate supervisor. If the situation cannot be resolved, the DHR or designee should be contacted for advice and consultation.

WLS is committed to high standards of ethical, moral and legal conduct. In line with this commitment, and in keeping with WLS' commitment to open communication, WLS encourages employees to raise concerns and provides reassurances that they will be protected from reprisals or victimization for reporting those concerns about circumstances which may be in violation of WLS' commitment to these high standards. For additional information and details about this procedure, please click on the link for the [Whistleblower Policy](#).

105 Hiring of Relatives

The employment of relatives in the same area of an organization may cause conflicts and problems with favoritism – real or imagined – and staff morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage. This policy applies to all employees without regard to the gender of the individuals involved.

Relatives of current employees may not occupy a position in which they will be working directly for or supervising a member of their relation. WLS also reserves the right to make appropriate changes if an actual, perceived or potential conflict of interest arises. Such changes may include termination of employment. Employees are not guaranteed employment should a conflict arise.

If a relative relationship is established between employees who are in a reporting situation described above, the department supervisor must disclose the existence of the relationship to the appropriate manager. The manager will decide what employment action will be taken and the employees will be notified of that decision within thirty (30) calendar days, as to who will be transferred or, if necessary, terminated from employment.

In other cases where a conflict or potential conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from displays of affection or excessive personal conversation in the workplace.

107 Immigration Law Compliance

WLS is committed to employing only United States citizens and immigrants who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three working days from the date employment begins. Former employees who are rehired must also complete the form if they have not completed an I-9 with WLS within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the DHR. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

108 Conflicts of Interest

Employees have an obligation to conduct business or otherwise perform their duties within guidelines that prohibit actual or potential conflicts of interest. For additional details and information as to what might constitute a conflict of interest and how to proceed if a conflict of interest could exist, please click on the [**Conflict of Interest Policy and Procedure**](#).

110 Outside Employment

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with WLS. All employees will be judged by the same performance standards and will be subject to WLS' scheduling demands, regardless of any existing outside work requirements.

If WLS determines that an employee's outside work interferes with performance or the ability to meet the requirements of employment with WLS (whether currently existing or as they are modified from time to time), the employee may be asked to terminate the outside employment if he or she wishes to remain employed with WLS.

Outside employment will interfere with an employee's responsibilities and duties if it has an adverse impact on WLS.

114 Disability Accommodations

WLS is committed to complying with the Americans with Disabilities Act (ADA) and providing equal opportunity in employment for qualified persons with disabilities.

Hiring procedures are intended to provide meaningful employment opportunities to persons with disabilities. Pre-employment inquiries are made only regarding an applicant's ability to perform the essential functions of the job in question.

Reasonable accommodation is available to all disabled employees and applicants if the accommodation would permit them to perform the essential functions of the job held or applied for without causing an undue hardship for WLS. All employment decisions are made on a case-by-case basis, taking into account the qualifications of the individual and the particular circumstances in accordance with job-related criteria, not the disability of the individual.

Qualified individuals with disabilities will not be discriminated against in connection with pay and other forms of compensation (or changes in compensation) or in the terms, conditions, and privileges of their employment.

This policy is neither exhaustive nor exclusive. WLS is committed to taking necessary action to provide equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

116 Job Posting and Employee Referrals

WLS provides its employees with an opportunity to indicate their interest in open positions and advance within the organization according to their skills, training and experience. In general, notices of all regular job openings are posted, although WLS has the right, in its sole discretion, not to post a particular opening.

Posted job openings will be on bulletin boards and/or on the WELS web site and/or on the *Connect* intranet site. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, responsibilities, and required qualifications and skills.

To be eligible to apply for a posted job, employees must have performed competently for at least eighteen

months in their current position. Eligible employees can only apply for those posted jobs for which they believe they possess the required qualifications, training and skills.

To apply for an open position, employees should submit a application form to the business office listing job-related skills and accomplishments. Employees should also describe on the form how their current experience with WLS and prior work experience and/or education qualifies them for the respective position.

WLS recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is only one of a variety of ways to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

For example, WLS encourages employees to identify friends or acquaintances who are interested in employment opportunities and to refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual concerned before making a referral. While employees should share their knowledge of the organization with a prospective applicant, they should not make promises of employment or other commitment beyond their authority. An employee should submit the referred individual's resume to the business office for a posted job.

200
EMPLOYMENT STATUS
AND
RECORDS

201 Employment Categories

WLS defines employment classifications so employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time or affect the rights of either WLS or the employees to terminate the employment relationship at any time.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay in accordance with specific provisions of federal and state laws. EXEMPT employees are not entitled to overtime pay. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Business Manager.

In addition to the above categories, each employee will also be classified in the other employment categories described below:

REGULAR FULL-TIME employees are those who are regularly scheduled to work 40 hours or more per week. These employees are generally eligible to participate in a broad range of benefit programs that are further described in this handbook. Certain positions within this category may not be eligible for all the listed benefits. Employees should read the information for each specific benefit program for the details on eligibility requirements and limitations.

REGULAR PART-TIME employees are those who are regularly scheduled to work less than 40 hours but at least 20 hours per week for at least 5 consecutive months in the year. Regular Part-Time employees are generally eligible to participate, on a prorated or reduced basis, in a broad range of benefit programs. Employees should read the information for each specific benefit program for the details on eligibility requirements and limitations.

SCHOOL YEAR/SEASONAL employees are those that work during the school year or on some other seasonal basis and are scheduled to work 1,040 or more hours per year. These employees are considered to be Regular Part-Time employees with regards to their eligibility for participation in the WLS benefit programs.

PART-TIME employees are those who are regularly scheduled to work less than 20 hours per week. Part-time employees are generally not eligible to participate in benefit programs. Employees should read the information for each specific benefit program for the details on eligibility requirements and limitations.

STUDENT employees are hired to supplement the regular work force. They receive all legally mandated benefits (such as workers' compensation insurance), however, they are ineligible for all of WLS' other benefit programs.

TEMPORARY/LIMITED TERM employees are those who are hired by WLS as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Agency employees brought on from temporary-staffing firms will be considered as leased employees of the staffing agency only and not employees of WLS. Employment assignments in this category are generally of less than a year in duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of WLS' other benefit programs. If a temporary employee's classification is changed to Regular Part-Time or Regular Full-Time, credit for past service will not be given based on the full-time equivalence of service previously rendered. This past service will not apply for

eligibility under paid time off and service award policies. It will not apply to determination of pension plan service.

SEMI-RETIRED employees are hired or called based on the ministry needs of the calling body. For benefit purposes, these employees are considered retired and, subject to the terms of the respective benefit option, are eligible for benefit consideration as a retiree.

CALLED employees are those who have accepted a synodically-authorized call from a duly-authorized synodical board or commission under the ecclesiastical provisions applicable to such calls. The job duties of such positions and the compensation to be paid are subject to synodical policies and resolutions. Called faculty are considered Regular Full-Time Exempt employees with regards to eligibility for the WLS benefit programs outlined in Section 300 of this handbook.

202 Access to Personnel Files

WLS maintains a personnel file on each staff member. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of WLS and subject to federal and state law. Access to the information they contain is restricted. Generally, only the employees, supervisors and management personnel of WLS who have a legitimate reason to review information in a file are allowed to do so. In no instance are personnel files allowed to be removed from the Business Office.

Employees who wish to review their own personnel file should contact the business manager. With reasonable advance notice, employees may review in the presence of the Business Manager or designated representative and obtain copies of their own personnel documents from the Business Manager or their designated representative.

203 Employment Reference and Background Checks

At its discretion, WLS performs employment reference and background checks of qualified candidates for positions.

All reference check inquiries from outside parties about former or current WLS employees should be referred to the Business Manager. The Business Manager will respond only to those reference check inquiries that are submitted in writing. Responses to such inquiries will be in writing and will confirm only fact-based information. No employment data will be released without a written authorization signed by the employee who is the subject of the inquiry.

204 Personal Data Changes

It is the responsibility of each employee to promptly notify the business manager of any changes in personal data. Personal data includes personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment and other such status reports; this information and data should be accurate and current at all times. Employees are encouraged to update their records on Employee Self Service system, where available, when new information or changes occur. Changes to Employee Self Service system are reviewed by the Business Manager or designated representative for approval before updating the employee record. Failure to update personal data on a timely basis may affect the employee's benefit eligibility.

Information on the Employee Self Service system is accessible to employees at all times. Any changes to personal data that impacts benefits and/or payroll records will be provided to Benefit Plans and Accounting (Payroll). The Benefit Plans Office should be notified directly by employees of any beneficiary designation changes, births, adoptions or deaths.

205 Orientation Period (non-called employees)

The orientation period is intended to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. WLS uses this period to evaluate an employee's work habits and overall performance. A new employee is expected to use this time to discuss his or her progress with the appropriate supervisor and to ask questions about the duties he or she is performing. Either the employee or WLS may end the employment relationship at any time during the orientation period without regard to any counseling or problem resolution that might otherwise apply.

All new and rehired employees work on an orientation basis for the first 90 calendar days after their date of hire. Any significant absence during this period will automatically extend an orientation period by the length of the absence. If WLS determines that the designated orientation period does not allow sufficient time to evaluate the employee's performance, the orientation period may be extended for a specified period.

As a general practice, the orientation period is not to continue beyond six months. Extension of the orientation period beyond these time frames must first be discussed with the business manager by the supervisor of the respective employee.

During the orientation period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other WLS-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefit program for the details on eligibility requirements and limitations.

208 Employment Applications

WLS relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment relationship. Any misrepresentations, falsifications, or material omissions with respect to any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

209 Performance Evaluation

Supervisors and employees are encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will ordinarily be conducted at the end of an employee's orientation period. Additional formal performance evaluations may be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for achieving goals.

Merit-based pay adjustments may be provided to recognize superior performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by the performance evaluation process.

300

EMPLOYEE BENEFITS

AND

ADDITIONAL

PROGRAMS

301 Employee Benefits

Eligible employees at WLS are provided a wide range of benefits. A number of the programs (such as Social Security and workers' compensation) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including classification. The business office will identify the programs for which an employee is eligible. Details of many of these programs can be found elsewhere in this employee handbook.

The following benefit programs are available to eligible employees:

- Dental Insurance
- Educational Reimbursement Assistance
- Family and Medical Leave
- Flexible Spending Account
- Group Health Care Plan Coverage
- Life Insurance
- Short-Term Disability
- Long-Term Disability
- Pension Plan
- Relocation Assistance
- Supplemental Life Insurance
- WELS Shepherd Plan Solution (403(b))

Some benefit programs require full or partial contributions from the employee, while others are fully paid for by WLS.

These benefits may be amended or canceled at any time at the sole discretion of WLS.

302 Health Insurance

Eligible employees may participate in our medical insurance plan provided through WELS VEBA Group Health Care Plan. Regular Full-Time employees are eligible to participate in the health care plan at the employer's cost beginning in the month immediately following employment unless employment begins on the first of the month in which case the eligibility is immediate. Regular Part-Time employees are eligible to participate in the health care plan at the employee's cost. Semi-retired employees are eligible to participate in the health care plan and will be reimbursed for the premium expense.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy in Section 304 for more information.

Details of the health insurance plan are described in the WELS VEBA Group Health Care Plan Summary Plan Description. The booklet and information on any cost of coverage will be provided in advance of enrollment to the eligible employee. Contact Human Resources or the business manager for more information about health insurance benefits or go to www.welsbpo.net.

303 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the WELS health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the cost of coverage according to the applicable health care plan coverage rates. WELS VEBA provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for continuation of coverage under the WELS health insurance plan. The notice contains important information about the employee's rights and obligations.

Employees participating in the medical reimbursement provisions of the WELS Flexible Spending Plan may elect COBRA continuation for the balance of the year following termination. COBRA privileges allow the employee to have access to their contributions for the balance of the Plan year, provided the employee has the full annual amount deducted on a pre-tax basis from compensation, or elect to pay the annual balance on an after-tax basis for the remainder of the calendar year. If an employee does not elect COBRA, reimbursements for medical expenses are limited to those incurred up to the date of separation from employment.

304 Dental Insurance

Please refer to the information provided to employees regarding the WELS VEBA Voluntary Dental Program for eligibility and benefit coverage. Eligibility for participation in the WELS VEBA Health Plan is required in order to participate in the Dental Program.

All benefits are limited to those provided under the plan. Participation is available to all employees electing the coverage and making the monthly premium contribution related to the coverage selected.

306 Long-Term Disability

WLS provides long-term disability (LTD) benefits to help employees cope with an illness or injury that results in a long-term absence from employment. Regular Full-Time employees are provided coverage at the employer's cost. Regular Part-time employees are eligible to participate in the long-term disability plan at their cost.

Generally, long-term disability benefits are available after 90 consecutive days of absence from work and provide about 2/3 of the employee's regular wages. Details of the LTD benefits plan, including benefit amounts and limitations and restrictions, are described in the Summary Plan Description (SPD) provided to eligible employees. When the disabling condition is no longer applicable, the individual should provide notification from the attending physician confirming the fact that the individual is medically able to return to work. Interested employees can contact the WELS Benefit Plans Office for more information about LTD benefits.

310 Short-Term Disability

WLS provides short-term disability benefits to help Regular Full-Time employees cope with an illness or injury that results in the employee being absent from work for more than five (5) consecutive work days on a doctor excused absence. The maximum duration of the short-term disability coverage is ninety (90) days. For exempt employees, the level of compensation during the period of disability will be equal to the regularly scheduled level of compensation which the employee had been receiving prior to the period of disability for the first twenty (20) work days of the disability. After twenty (20) days of disability, the compensation will be equal to two-thirds of the level of compensation the employee had been receiving prior to the period of disability.

Nonexempt employees are required to use their accrued PTO balance for the first twenty (20) days. If the employee's PTO balance is exhausted before twenty (20) days, those days will be unpaid. The twenty-first (21) day through the ninety (90) day will be paid at two-thirds of the employee's pre-disability hourly rate.

The employee may elect to use their vacation/PTO balance to extend the period they are compensated at 100%. The employee must report any other income benefits (e.g., disability insurance or earnings, etc.) to WELS. In the event the continuing compensation provided by WLS plus other income exceeds 100% of the employee's pre-disability earnings, the monthly benefit from WLS will be reduced by that excess amount.

When the disabling condition is no longer applicable, the individual should provide notification from the attending physician confirming the fact that the individual is medically able to return to work.

312 Life Insurance

Life insurance offers an employee and the employee's family important financial protection. Regular Full-Time employees are provided coverage at the employer's cost. Regular Part-Time employees are eligible to participate at the employee's cost. Coverage is provided at two times the employee's annual base wages up to a maximum of \$50,000.

Benefits under this plan are reduced at intervals according to the following schedule:

Age 65 – reduced to 65% of regularly scheduled benefit
Age 70 – reduced to 45% of regularly scheduled benefit
Age 75 – reduced to 30% of regularly scheduled benefit
Age 80 – reduced to 20% of regularly scheduled benefit

Additional supplemental life insurance coverage may be purchased by employees for the employee, their spouse and their children. Please contact the Business Manager or go to www.welsbpo.net for more information on the additional group term life coverage that may be purchased by the employee.

314 Flexible Spending Account (Section 125)

Flexible Spending Accounts (FSA) – also referred to as a Section 125 program - allow eligible employees the opportunity to deduct specific amounts from their paycheck on a pre-tax basis for private insurance premiums, out-of-pocket health care expenses, and dependent day care expenses, thereby saving the employee tax dollars on eligible expenses. All Regular Full-Time, Regular Part-Time and Semi-Retired employees are eligible to participate. Please refer to the [Summary Plan Description](#) available on the WELS HR portion of the *Connect* intranet site for details on eligible expenses and limits.

Group Insurance Premium

Please note, if an employee participates in the WELS VEBA Group Health Care program, the premiums (if any) will be automatically deducted pre-tax from the employee's paycheck.

General Information

Amounts identified and authorized by eligible employees for the flexible benefits program are deducted from every paycheck. Plan carefully, because amounts elected for the out-of-pocket medical expenses or dependent daycare accounts which are not used by the end of the year or during the grace period, which runs through March 15 of the following year, will be lost.

Change In Status

Generally, election changes during the plan year are not allowed; however, there are certain limited situations where a change in status will allow you to change your elections. Change in status is regulated by the federal government and currently includes change in family size and change in employment status for you or your spouse. Election changes must be made within 30 days of the qualifying event. Please refer to the Summary Plan Description available on the WELS HR portion of the *Connect* intranet site for details on change in status.

316 WELS Pension Plans

Regular Full-Time and Regular Part-Time employees are eligible to participate in the WELS Pension Plan. All Plan contributions are made by the employer. The Plan is a defined benefit plan and is not an individual account plan. Under the WELS Pension Plan, all contributions for all participants are placed into one trust. Benefits are payable based on a formula that includes two variables: years of credited service that each individual participant has earned and a benefit basis schedule that is standard for all participants and serves as an average salary approximation based on years of credited service. Please refer to the WELS Pension Plan summary on the welsbpo.net site for additional information.

Vesting Rules

A Plan participant who accrues benefit under the Plan only becomes entitled to receive that benefit if the participant is vested. Generally, the participant will be vested if the participant has completed five years of vesting service. Breaks in service generally extend the vesting period.

Normal and Early Retirement Options

To be eligible for a normal retirement benefit, a worker must be terminated from covered employment, vested, and apply for pension benefits. Normal retirement benefits can begin on or after a worker's 65th birthday.

Early retirement benefits are benefits to eligible workers who are terminated from covered employment

and commence receipt of benefits prior to age 65 but after age 55. The amount of an early retirement benefit is calculated by reducing the normal retirement benefit amount by 0.5% for each month that benefit commencement precedes the worker's 65th birthday.

318 WELS Shepherd Plan Solution (403(b))

The WELS Shepherd Plan Solution is the denominational 403(b) Retirement Plan sponsored by WELS and offered to all Regular Full-Time, Regular Part-Time and Semi-Retired employees. As the WELS denominational retirement savings plan, this Plan also allows male called workers that qualify for the Housing Allowance through Section 107 of the Internal Revenue Code to maintain this allowance in retirement. This means that male Called Workers may receive tax-free distributions from this Plan for eligible housing expenses in retirement.

The Plan allows all employees to rollover funds from other retirement accounts into their WELS Shepherd Plan Solution account regardless of whether they are currently contributing to the Plan. The Plan advisors are available to assist in the enrollment process and make these types of account transactions as seamless as possible.

The Plan grants access to different fund families. The various investment options have no front-end or back-end load fees, and include a Guaranteed Account investment option. The Plan allows employees to save toward retirement either on a pre-tax basis, or on an after-tax basis with a Roth provision. Employees can contribute up to the maximum limit allowed by the Internal Revenue Service, and additional catch-up contributions can be made by any employees that have at least 15 years of service or are 50 years old or older up to the established catch-up limits. Employees may also apply for a loan or hardship withdrawal while they are employees according to the terms of the Plan. The Plan allows employees to access their individual account online, and to access toll-free customer service support. In addition, employees can secure individualized assistance from a plan advisor.

320 Workers' Compensation Insurance

Employees are provided a comprehensive workers' compensation insurance program at no cost to the employee. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides wage replacement benefits after a short waiting period.

An employee that sustains a work-related injury or illness must inform his or her supervisor immediately. The Business Manager must be notified within twenty-four (24) hours so incident reports can be prepared and forwarded to the insurance carrier in a timely manner. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Job-related accidents are not covered under the WELS VEBA Group Health Care Plan.

Neither WLS nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by WLS. Paid time off may be taken for such injuries in accordance with the PTO policy described in Section 602.

322 Unemployment Compensation

Churches and religious organizations such as WLS are exempt from paying unemployment compensation taxes imposed under the Federal Unemployment Tax Act (FUTA). In addition, WLS is exempt from paying unemployment taxes imposed under the State Unemployment Tax Act (SUTA). Accordingly, employees are not eligible for unemployment compensation benefits but may be eligible for other provisions of FUTA and SUTA, such as occupational training.

324 Relocation Benefits

When employees are asked to relocate to a new area, certain relocation benefits may be provided to facilitate the transition. Relocation benefits may be available to any eligible newly hired employee who must relocate in order to reside near the WLS entity.

Those employees eligible for relocation benefits will be decided on a discretionary basis with consideration for the respective position being filled and the circumstances at hand.

For specific information regarding the terms and extent of relocation benefits, please contact the Business Manager. The Business Manager should also be contacted for information on contractual arrangements with the synod's relocation provider.

Employees must request relocation assistance for specific expenses in writing in advance of the date the expenses are incurred. WLS will reimburse expenses only if the employee has been granted relocation benefits, has received advance approval in writing, incurs reasonable expenses, and submits satisfactory proof of the expense within 30 calendar days of the date the expense was incurred.

326 Educational Reimbursement Assistance

WLS recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational reimbursement assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to qualify for positions within WLS. WLS may pay up to 100% of the cost of the educational expense up to a maximum of \$3,000 per year for Regular Full-Time employees and up to a maximum of \$1,500 per year for Regular Part-Time employees. Advanced approval is required and assistance will only be provided to the extent that funding is available.

It is the expectation that employees utilizing the professional growth opportunities provided by WLS will remain with WLS at least two years following completion of the respective professional growth opportunity; failure to do so will mean the employee is required to forfeit the reimbursed amount. This continuing employment requirement is not applicable to Called workers who leave to take a different Call.

WLS will provide educational assistance to Regular Full-Time and Regular Part-Time employees after the orientation period has been completed. To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily through the completion of each course.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a future foreseeable position in the organization in order for the employee to be eligible for educational reimbursement assistance. WLS has the sole discretion to

determine whether a course relates to an employee's current job duties or a future foreseeable position. Employees need prior approval from the department supervisor and the business manager before commencing coursework and receiving educational reimbursement assistance.

Whenever possible, employees should avoid missing work to attend classes covered under this Education Reimbursement Assistance policy.

While educational reimbursement assistance is expected to enhance an employee's performance and professional abilities, WLS cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increase.

328 Awards

Employees are eligible for the following awards based on years of service to WLS. For this provision only, service is based on the combined service in the ministry for called workers and service to WLS for lay workers.

Anniversary Awards Regular Full-Time and Regular Part-Time employees on the payroll of WLS are honored on their 15th, 25th, and 40th, anniversaries with a gift computed at \$25 per year of service. These awards are presented in December to employees who have reached these special anniversaries during the year.

Retirement Awards Regular Full-Time and Regular Part-Time employees who are 55 of age or older and retire are honored with a gift computed at \$30 per full year of service at the WLS corporate office or subsidiary as of the date of retirement. Eligibility for this award is restricted to employees with at least five years of service

Special Service Awards Special awards are given to recognize Regular Full-Time and Regular Part-Time employees who, during the year, have completed a special anniversary at WLS. The anniversary years recognized are 10 years and every five years thereafter, except for the 15th, 25th, and 40th anniversaries. The award is computed at \$10 per full year of service. These awards are presented in December to employees who have reached these special service anniversaries during the year.

400

TIMEKEEPING/ PAYROLL

401 Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require WLS to keep an accurate record of time worked in order to calculate pay and benefits. Time worked is all time actually spent on the job performing assigned duties.

Nonexempt and hourly paid employees must accurately record the number of hours worked, both regular and overtime. They must also record hours absent from work for Family and Medical Leave, jury duty, banked vacation and sick leave hours, and funeral leave. Overtime work must be approved before it is performed. Misrepresenting information on a time sheet, working overtime without accurately recording time, and working overtime without prior supervisory approval are strictly prohibited and will result in corrective action, up to and including termination of employment.

Employees must request and schedule time off for vacation, through the timekeeping system. The supervisor will either approve or not approve the time off requested based on business need. Other absences must be reported to the employee's supervisor as soon as practical and reported through the timekeeping system immediately upon their return to work. If the employee was not able to return to work prior to the end of a pay period, the supervisor is responsible for reporting the absence through the timekeeping system.

By signing a time sheet or submitting the time electronically, an employee is deemed to have certified the accuracy of all time recorded. The supervisor will review the electronic time sheet before submitting for payroll processing. By approving the timesheet, the supervisor is authorizing payment to the employee of the hours reported.

403 Pay Periods and Paydays

WLS follows a semi-monthly payroll cycle. The first pay period for the month begins on the first day of the month and ends on the 15th. The second pay period for the month begins on the 16th of the month and ends on the last day of the month. Paydays will be the 15th and last day of the month. In the event that a payday falls on a weekend or holiday, the payday will be the immediately preceding banking day.

Exempt employees will be paid 1/24th of their annual salary each pay period or fraction thereof if they were not employed for the full pay period.

Non-exempt employees will be paid for time worked on the payday following the pay period. For example, hours reported for the pay period August 15 through August 31 will be paid on the September 15 payday.

Employees are required to have pay directly deposited into their bank accounts. Pay statements will not be provided to all employees. Employees may access their pay advice, earnings and deduction records for the current or a past payroll period through the Employee Self Service (ESS) function of the payroll system. Please note that the employee's pay may appear as a notational entry in the employee's bank account the day or days prior to the payday; however, these are not available funds until the actual pay date.

405 Termination of Employment

Termination of employment is an inevitable part of employment activity within any organization, and many of the reasons for termination are routine. Some of the most common circumstances under which employment is terminated are listed below:

- Resignation - voluntary employment termination initiated by a staff member
- Discharge - involuntary employment termination initiated by the organization
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons
- Retirement - voluntary employment termination initiated by the staff member meeting age, length of service, and any other criteria for retirement from the organization.

WLS will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as benefits, conversion privileges, suggestions, and complaints. The exit interview also provides an appropriate time for the return of WLS-owned property, such as keys, charge card, cell phones and/or equipment/files.

The effect of employment termination on an employee's benefits depends on the particular benefit program. The employee will be notified in writing by the Business Manager of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Former employees applying for employment are subject to compliance with all employment policies in effect at the time of employment consideration. Former employees who voluntarily resign, retire or who are laid off are not guaranteed re-employment. Employees terminated from employment with WLS for reasons other than voluntary resignation, retirement or layoff are ineligible for re-employment.

408 Pay Advances

WLS does not provide payroll advances.

409 Administrative Pay Corrections

WLS takes all reasonable steps to pay employees the correct amount of pay in each paycheck on the scheduled payday.

An employee who believes there is an error in the amount of pay should immediately contact the Business Office. Errors of over or under pay will generally be corrected on the next payroll. Over payment errors that occurred over a period of more than one pay period will be corrected on a schedule determined by the DHR or business manager but not beyond the remainder of the calendar year.

410 Pay Deductions and Setoffs

The law requires that WLS make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes.

WLS offers programs and benefits beyond those required by law, including the WELS Shepherd Plan (403b) and the WELS Flexible Spending Plan. Eligible employees may voluntarily authorize deductions from their pay checks to participate in these programs.

Pay setoffs are pay deductions taken by WLS, usually to help pay off a debt or obligation owed to WLS or others. Depending on the nature of the deduction, the written consent of the employee (and, if the employee is married, his or her spouse) may be required.

The business office will answer any questions which may arise concerning the cause for specific deductions which may have been made from an employee's pay check or how those deductions were calculated.

500
WORK CONDITIONS
AND
HOURS

502 Work Schedule

The work week will run from Sunday at 12:00 a.m. until the following Saturday at 11:59 p.m. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may require periodic variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

504 Uses of Telephones

Employees may be required to reimburse WLS for any charges resulting from their personal use of the telephone system.

505 Smoking

In keeping with WLS intent to provide a safe and healthful work environment, smoking is not allowed in any buildings which are owned by WLS. If allowed on the property, employees may smoke outdoors away from entry areas with a preferred distance of at least 25 ft. between the smoker and the entrance.

In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

506 Rest and Meal Periods

Each workday, Regular Full-Time non-exempt employees will be provided with two paid rest periods of 15 minutes in length. Regular Part-Time non-exempt employees will be provided with one paid rest period of 15 minutes in length for each four scheduled hours of work. Break time is not to be used to extend lunch periods. Non-exempt employees cannot leave the property during the allotted rest period times without preapproval by their supervisor.

All Regular Full-Time and Regular Part-Time (scheduled to work more than 5 hours per day) non-exempt employees are required to take one unpaid rest period of 30 minutes in length each workday. Meal periods of longer duration may be established under flextime work schedules according to Section 524 of this handbook or with paid time off. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

507 Overtime

When required by heavy workload demands or the needs of those served, WLS may require any employee, exempt or non-exempt, to work overtime. Exempt employees will not be compensated for these additional hours. Effort will be made to give at least one day's notice when overtime must be worked, but WLS reserves the right to require any employee to work extra hours when the need arises.

Each supervisor must ensure that funds for overtime pay are available before authorizing overtime work. All overtime work must be authorized in advance by the appropriate supervisor of the employee working the overtime or by the department head. Managers and supervisors will normally attempt to distribute overtime work within their departments.

Non-exempt employees who are required to work more than 40 hours during a workweek receive overtime pay at one and one-half times their regular hourly rate for each hour worked in excess of 40 in that work week. Overtime refers to actual hours worked over 40 in a workweek. Paid time that is not worked—for example, PTO, funeral leave, jury duty, and paid holidays – does not count as time worked for purposes of determining or computing an employee's overtime pay. For purposes of calculating overtime pay, a work week will run from Sunday at 12:00 a.m. until the following Saturday at 11:59 p.m.

As required by the Department of Labor, compensatory time off in lieu of paid overtime is not allowed.

510 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or other disasters can disrupt operations. In extreme cases, these circumstances may require closing. WLS employees will be notified by email or telephone.

When operations are officially closed due to emergency conditions, non-exempt employees will be paid for their normally scheduled work hours. If an emergency closing occurs when an employee, exempt or non-exempt, has scheduled vacation/PTO, the employees vacation/PTO account will still be reduced should an emergency closing occur.

In cases where a non-exempt employee believes that weather or other conditions make travel to work or staying at work unsafe, the employee may request to use available PTO or request leave without pay.

512 Business Travel Expenses

WLS will reimburse employees for reasonable business travel expenses incurred while on assignments away from their normal work location. All business travel must be approved in advance by the appropriate supervisor. Please refer to [WELS Travel Policy](#) for specific travel rules and procedures.

516 Computer Usage

Computers, computer files, the e-mail system, software, smart phones and other devices furnished to employees are WLS property and are intended for business use. Employees should not expect any information stored in their computers or included in any e-mails to be private. Computer and e-mail usage may be monitored by the Technology staff.

E-mail may not be used to solicit others for commercial ventures, political causes, outside organizations, or other non-business matters.

WELS purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, WLS does not have the right to reproduce such software for use on more than one computer.

Employees must use software on local area networks or on multiple machines in accordance with the software license agreement. WLS prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Business Manager or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to

disciplinary action, up to and including termination of employment.

517 Electronic Communications

Internet, e-mail, private web, voice mail, and other electronic communications are provided by WLS to assist employees in utilizing work-related data and technology. The following guidelines have been established as a basis for responsible usage of these electronic communications. While this usage is intended for job-related activities, occasional personal use is permitted within reasonable limits.

Electronic data composed, transmitted, or received via our computer communications systems or via cell phone is considered part of WLS official records. No employee should expect any such data to be private and employees should be aware that such data is subject to disclosure to WLS management, law enforcement or other third parties as necessary. Therefore, employees should exercise good judgment so that all information (whether or not business-related) contained in electronic messages is accurate, appropriate, ethical, and lawful. The Technology Department maintains ultimate responsibility to monitor the use of electronic communications.

The equipment, services, and technology provided to access electronic communications remain at all times the property of WLS. WLS reserves the right to monitor electronic communications use and retrieve and read any data composed, sent, or received through these methods and stored in our computer systems. Any inappropriate or illegal activities discovered through the monitoring process will result in disciplinary action, up to and including termination of employment.

Data composed, transmitted, accessed, or received through electronic communications must comply with Section 104 on Business Ethics and Conduct of the handbook.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented electronic material is expressly prohibited. If an employee did not create material, does not own the rights to it, or has not received authorization for its use, the employee should refrain from any electronic distribution.

Misuse of electronic communications systems provided by WLS in violation of law or WLS policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Using the organization's time and resources for personal gain
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Sending or posting chain letters, solicitations, or advertisements not related to business or activities
- Downloading pornography or accessing pornographic sites
- Passing off personal views as representing those of the organization
- Using email/internet excessively for personal use
- Creating or forwarding emails with offensive content

518 Security

Entrances to WLS' administration buildings are secured after normal working hours. Information

regarding entering the buildings during non-business hours may be obtained from the employees' supervisor. Staff members allowing entrance to unauthorized people (e.g. without a code or key, propping open doors, or turning locks to open position) will be subject to disciplinary action up to and including termination.

Any visitors to WLS' buildings should be met at the receptionist's desk. When a visit is over, employees are expected to accompany the visitor(s) to the appropriate exit.

Employees are to refrain from releasing information related to WLS activities to the news media. Inquiries from the news media should be referred to the President's office.

Perilous conditions caused by fires, bombs or explosions are reasons for evacuating the buildings. In the event of such conditions, an orderly evacuation of all employees will take place. Employees will be notified of a perilous condition. Employees receiving a threatening telephone call are to get as much information as possible from the caller and immediately notify the authorities if an immediate threat exists, such as a fire, and then the Business Manager.

An employee witnessing suspicious activity should report the incident to their immediate supervisor, or any other member of management.

522 Workplace Violence Prevention

WLS is committed to preventing workplace violence and to maintaining a safe work environment. WLS has adopted the following guidelines to deal with intimidation, harassment, or threatened or actual violence that may occur during business hours or on its premises.

All employees, including supervisors and leased agency employees, should be treated with courtesy and respect. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, other weapons, and dangerous or hazardous devices or substances are prohibited on the premises of WLS.

Conduct that threatens, intimidates, or coerces another employee, a visitor, or a member of the public at any time (including off-duty periods) will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

Any employee, who experiences or witnesses actual violence or a threat of the same, either direct or indirect, should report the incident as soon as possible to his/her immediate supervisor or any other member of management. This includes threats by employees, as well as threats by visitors, vendors, solicitors, or other members of the public. When making such a report, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Employees should not place themselves in peril. Employees who see or hear a commotion or disturbance near their work station should not try to intercede or investigate.

WLS will promptly and thoroughly investigate all reports of threats of actual or threatened violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, WLS may

suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threatened or actual violence or other conduct that violates these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

WLS encourages employees to bring any disputes or differences with other employees to the attention of their supervisors or to the Business Manager before a situation escalates into potential violence. WLS will assist in the resolution of employee disputes, and will not discipline employees for raising legitimate or reasonable concerns.

524 Flextime (Non-exempt)

Non-exempt employees are eligible to work flextime provided the schedule is preapproved by their immediate supervisor and the Business Manager. This policy gives employees the opportunity to request flexible schedules suited to their individual needs, adjusting when they begin and end their work days provided it does not create a situation of overtime and meets WLS' and the department's needs.

While employees and supervisors may develop arrangements tailored to an employee, WLS and departmental needs, the following basic requirements must be met:

- The workweek for all Regular Full-Time employees is 40 hours, divided into four or five days, Monday through Friday, with employees scheduled to work between eight and ten hours per day.
- Flextime schedules for nonexempt employees must include an unpaid daily meal period of 30 minutes.
- The specific terms of an employee's flextime schedule must be established between the supervisor and the employee.

Flextime is approved on a case-by-case basis without preferential treatment.

Flextime might not be feasible within some departments or for certain positions within a department. Seasonal or cyclical changes in workloads may also restrict the ability of a department to offer flextime during certain times of the year.

When there is uncertainty of how flextime will affect operations, flextime may be initiated on a trial basis. After the trial period, the supervisor and Business Manager may be able to evaluate whether flextime should be offered to an employee on a continuing basis.

In considering the feasibility of a proposed flextime schedule, the following will be taken into account:

- Staffing levels needed to maintain service and production levels
- The nature of the employee's responsibilities
- The department's capacity to handle changing workloads
- The employee's work record, including punctuality and his or her record of meeting deadlines
- The employee's expressed willingness to depart from the flextime schedule when required to accommodate changing situations and staffing needs
- Supervision of the employee outside of normal business hours

WLS has the right to cancel or suspend an employee's flextime privileges at any time and for any reason. Daily and weekly work schedules can be modified at WLS' discretion to meet changing business conditions. Nonexempt staff members can be required to depart from their flextime schedules to work overtime.

600
TIME OFF
AND
LEAVES OF
ABSENCE

601 Vacation Benefits (exempt staff)

Vacation time off with pay is available to eligible exempt employees to provide opportunities for rest, relaxation, and personal pursuits.

The amount of paid vacation time exempt employees receive each year increases with the length of their eligible service as shown below. Alternatively, individuals with experience who are called or hired may have the amount of paid vacation accrual for the first and subsequent years determined by the calling or hiring body with the approval of the president of the WLS or his designee.

1. Upon initial employment and to completion of 5 years of eligible service, vacation is accrued at the equivalent of 10 vacation days annually which equates to 3.34 hours per semi-monthly pay period.
2. After completion of 5 years of eligible service, vacation is accrued at the equivalent of 15 days annually which equates to 5.00 hours per semi-monthly pay period.
3. After completion of 13 years of eligible service, vacation is accrued at the equivalent of 20 days annually which equates to 6.67 hours per semi-monthly pay period.

The length of eligible service is calculated on the basis of the employee's employment anniversary date. Vacation accrual shall be suspended during any period of unpaid leave. Holidays occurring during a vacation will not be counted as part of the vacation.

Paid vacation time can be used in minimum increments of one day. To request vacation time, employees must submit a time off request via the electronic time and attendance reporting system for advance approval from their supervisors. Where it is not possible to submit a time off request in advance, the employee is to contact the supervisor to request the vacation time and enter the time off request electronically as soon as reasonably possible. Requests will be reviewed based on a number of factors, including work load and staffing requirements.

The employee's current pay rate will apply to vacation time off or payout at termination of employment. It does not include any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. Employees may have an accrual bank up to a maximum of twice their annual accrual. If the total amount of the accrual bank reaches the maximum, further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the maximum, vacation accrual will begin in the pay period in which the accrual bank dropped below the maximum.

Upon termination of employment, employees will be paid for unused vacation time that has accrued through the last day worked. The maximum payout is limited to:

Completed Years of Service	Maximum Hours Paid at Termination
Less than 5	80
5 to less than 13	120
13 or more	160

Employees are not allowed to use vacation time to extend their retirement date or last day of service. Questions about a specific situation should be directed to the Business Manager.

602 Paid Time Off (PTO) (non-exempt staff - excluding the kitchen staff)

Paid Time Off (PTO) is available to Regular Full-Time and Regular Part-Time employees to provide opportunities for rest, relaxation, personal pursuits, appointments and illness.

The amount of PTO employees receive each year increases with the length of their eligible service as shown below. Alternatively, individuals with experience may have the amount of PTO accrual for the first and subsequent years determined by the hiring department with the approval of the president of the WLS or his designee.

1. Upon initial employment and to completion of 5 years of eligible service, vacation is accrued at the equivalent of 16 PTO days annually which equates to .0615 hour worked*.
2. After completion of 5 years of eligible service, PTO is accrued at the equivalent of 21 days annually which equates to .0808 hours per hour worked*.
3. After completion of 13 years of eligible service, PTO is accrued at the equivalent of 26 days annually which equates to .1000 hour per hour worked*.

* Hours worked do not include overtime.

The length of eligible service is calculated on the basis of the employee's employment anniversary date. PTO accrual shall be suspended during any period of unpaid leave. Holidays occurring during PTO will not be counted as part of the PTO.

PTO can be used in an initial minimum increment of one (1) hour and in quarter hour increments thereafter. To request PTO, employees must submit a time off request via the electronic time and attendance reporting system for advance approval from their supervisors. Where it is not possible to submit a time off request in advance, the employee is to contact the supervisor to request the PTO and enter the time off request electronically as soon as reasonably possible. Requests will be reviewed based on a number of factors, including work load and staffing requirements.

The employee's current pay rate will apply to PTO or payout at termination of employment. It does not include any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available PTO for rest, relaxation, and personal pursuits. Employees may have an accrual bank up to a maximum of 1.75 their annual accrual. If the total amount of the PTO bank reaches the maximum, further vacation accrual will stop. When the employee uses PTO and brings the available amount below the maximum, PTO accrual will begin for the entire pay period in which the accrual bank dropped below the maximum. All accrued and available PTO time must be exhausted before any approved unpaid time off could be used.

Upon termination of employment, employees will be paid for PTO that has accrued through the last day worked. The maximum payout is limited to:

Completed Years of Service	Maximum Hours Paid at Termination
Less than 5	80
5 to less than 13	120
13 or more	160

Employees are not allowed to use PTO to extend their retirement date or last day of service. Questions about a specific situation should be directed to the Business Manager.

603 ALL Purpose Paid Leave (APPL) (Kitchen Staff)

WLS will grant all non-exempt kitchen staff employees All Purpose Paid Leave (APPL). APPL is designed to provide all eligible kitchen staff with compensation at their regular rate of pay for days away from the job for reasons of holidays, vacation, sickness, jury duty or any other preapproved reason.

All eligible kitchen staff employees will be awarded APPL at the beginning of the school year at the rate of 1 hour for every 13 hours paid during the previous twelve-month period, August thru July.

604 Holidays

WLS provides paid time off to Regular Full-Time and Regular Part-Time employees on the holidays listed below:

- New Year's Day (January 1)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve Day (December 24)
- Christmas Day (December 25)

WLS will provide paid holiday time off to all eligible employees upon their start date. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or short-term disability), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. If a recognized holiday falls on a weekend or other non-business day, the holiday will be recognized on a day determined by management.

In addition to the recognized holidays previously listed, an eligible employee may receive up to two floating holidays as determined on a yearly basis by WLS management.

Hours reported as paid time off and/or holidays will not be counted as hours worked for the purposes of

determining overtime.

Holidays may be amended or canceled at any time at the sole discretion of WLS.

606 Jury Duty

WLS encourages employees to fulfill their civic responsibilities by serving on jury duty when required. Employees in an eligible classification as listed below will be granted a leave with pay to serve on jury duty. An employee's compensation will be reduced by an amount equal to their compensation for jury duty service when the jury duty is more than five (5) days.

Jury duty pay will be calculated based on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- Regular Full-Time employees
- Regular Part-Time employees

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal business operations, the department may request the business manager to send a request to the court stating that the employee's required service be rescheduled for a later date that would be more convenient for the department.

Upon completion of jury duty, a Verification of Attendance Form must be presented to the supervisor and filed in the employee's personnel file. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

608 Time Off to Vote

WLS encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If an employee is unable to vote in an election during their non-working hours, WLS will grant non-exempt employees up to one hour of unpaid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

610 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor upon notice of the death.

The maximum number of paid days allowed due to death in the family is:

- Up to 5 days due to the death of spouse, child or step-child of the employee
- Up to 3 days due to the death of father, mother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, step-father, step-mother, step-brother, step-sister or when the employee is the primary caregiver for a relative
- Up to 2 days due to the death of grandparent or grandchild
- Up to 1 day due to the death of an aunt or uncle

Funeral pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Should the date of the funeral service coincide with a scheduled vacation or holiday, employees will not receive additional days off. An employee may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

612 Family and Medical Leaves

WLS adheres to the Family and Medical Leave Act (FMLA Section 109) as follows:

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements (refer to Section 614)

Exigency Leave - Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Caregiver Leave - FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty while on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees are required to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

Where state guidelines differ from the federal FMLA guidelines, the state law applicable to the employee's residence will prevail.

614 Military Leave

An employee is required to provide WLS with advance notice of military service except when military necessity prevents it or the giving of such notice is impossible or unreasonable.

Employees serving in the military reserve or National Guard will be allowed time off to attend required military reserve or National Guard meetings, training sessions and drills held during work hours. During time away from the job for training, employees will be compensated by the military unless banked hours (PTO) are used in which case they will be compensated by both WLS and the military. Employees are not required to use banked hours (PTO) during training sessions and may be absent without pay, but must still secure the approval of their supervisor.

Employees who are called to active duty while serving in the military reserves or National Guard will be reinstated as required by the Uniformed Services Employment and Re-employment Rights Act of 1994.

700
EMPLOYEE CONDUCT
AND
DISCIPLINARY ACTION

702 Drug and Alcohol Use

WLS advocates that WLS' premises will be free from the unlawful distribution, dispensation, possession or use of controlled substances by its employees. Additionally, WLS employees are to work free from the effect of alcohol and other performance-impairing substances while at work or WLS-sponsored events. Illegal drug use includes the unauthorized use or possession of a legal drug as well as the 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 safe manner that does not endanger other individuals in the workplace.

WLS reserves the right to conduct alcohol and drug tests for cause. Violations of this stated policy may lead to disciplinary action, up to and including termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions about this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Business Manager without fear of reprisal.

703 Sexual and Other Unlawful Harassment

WLS is committed to providing a Christian work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature.

If an employee experiences or witnesses sexual or other unlawful harassment in the workplace, the employee should report it immediately to his or her supervisor. If the supervisor is unavailable or if the employee feels it would be inappropriate to contact the supervisor, the employee should immediately contact the Business Manager or a member of management. Employees can feel confident that they can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, an employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the respective employee will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Business Manager and/or a member of management so the incident can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Please note the following link to the official [**WELS Sexual Misconduct Policy**](#).

704 Attendance and Punctuality

Employees are expected to be on the job promptly and regularly at the scheduled start of their work day and, except for prior authorization or a legitimate reason, to remain throughout their scheduled shift. Excessive absenteeism and tardiness can adversely affect the efforts of colleagues and our ability to serve WLS. Absenteeism problems will be treated as any other performance-related issue. Supervisors are expected to establish and maintain acceptable attendance standards.

Excused absences for inclement weather, holidays, funerals, jury duty, other paid time off and family leave are covered under other sections of this handbook. Poor attendance and excessive tardiness that is not excused for reasons listed in the preceding sentence may lead to disciplinary action, up to and including termination of employment.

705 Personal Appearance and Dress Code

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image WELS presents to its members, the public and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Employees should consult with their supervisor or department head if questions arise as to what constitutes appropriate attire. Those employees wearing inappropriate dress attire will be asked to return home to change into proper business wear.

706 Return of Property

Employees are responsible for all WLS property, materials, or written information issued to them or in their possession or control. This includes handbooks, keys, charge cards, cell phones and electronic equipment purchased by WLS to allow employees to do their job more effectively, etc. All WLS property must be returned by employees on or before their last day of work. Lost or stolen property must be reported to the employee's supervisors immediately.

708 Solicitation

In an effort to provide a productive and harmonious work environment, persons not employed by WELS may not solicit or distribute literature in the workplace at any time for any purpose.

WLS recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not use work time to solicit or distribute literature concerning these activities or those of a family member or friend. (Work time does not include lunch periods or breaks.)

Pertinent information pertaining to WLS will be posted to the seminary's web site. This information would include job descriptions, staff announcements, upcoming concerts and activities.

If an employee has a message of interest for the workplace, they may post it to the appropriate area on the WLS bulletin boards or electronic medium (e.g. Chatterbox) with management consent.

710 Problem Resolution

WLS encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response.

Supervisors, managers, and staff are expected to treat each other with mutual respect and offer positive Christian encouragement.

Issues may develop in personal and work life that influences the ability to effectively carry out responsibilities to family and co-workers. Left unrecognized and unresolved, these issues may escalate into situations that can jeopardize continuing employment. Whether work-related or personal, each employee is urged to seek resolution of issues at the earliest possible stage.

Should problems remain unresolved, the following guidelines are intended to foster resolution to serious issues:

- Differences among employees should first be addressed between the parties involved.
- Unresolved issues may then be referred to appropriate managers for guidance and to gain resolution.
- The Business Manager may also assist in identifying the professional resources to help employees with personal and family issues which may begin to affect work life. These matters will be handled confidentially in a caring and Christian manner.

712 Letters of Recommendation

All information regarding current or former employees of WLS is confidential and is not to be released to outside sources in the form of reference checks, letters of recommendation, or in forms received from outside agencies and firms. The Business Manager is to be notified if requests for such information are received by any employee.

An employee may provide a character reference for a current or former employee at the employee's request only. A character reference should not include performance information on the employee during a period of WLS employment.

At the request of an employee and upon receipt of a properly completed and signed Release and Waiver Agreement, the business office will provide the required personnel information to outside sources.

Although a letter of recommendation will not generally be prepared for a former employee, the business office will provide job-related information to a prospective employer upon receiving a properly completed and signed Release and Waiver Agreement from the employee. Letters of recommendation must be approved in advance by the Business Manager.

714 Retirement

Employees considering retirement should contact the Business Manager to obtain information regarding health care, Social Security and their rights and obligations under the WELS Pension Plan at least three months prior to the anticipated date of retirement. Please refer to <http://www.welsbpo.net/home.asp> for additional information about eligibility and benefits that may be available.

800

MISCELLANEOUS

800 Life-Threatening Illnesses in the Workplace

Staff members with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. WLS supports these endeavors as long as the employee is able to meet acceptable performance standards and the essential functions of his/her jobs. As in the case of other disabilities, WLS will make reasonable accommodations in accordance with all legal requirements if such accommodations will not cause undue financial or administrative burdens.

Subject to certain exceptions under federal and state law, medical information on individual employees is treated confidentially. WLS will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the DHR for information and referral to appropriate services and resources.

802 Recycling

In an effort to allow employees to remain wise stewards and to minimize potential negative impact on God's environment, paper recycling receptacles have been set up to promote the separation and collection of these materials at WLS

Employees should direct questions regarding the locations of special recycling receptacles to their supervisor.

Employees are reminded that any documents which may contain information which might be considered confidential should be placed into the sealed containers for shredding purposes.

804 Parking

Employees are asked to park their vehicles in the employee designated parking lots. Special permission may be given to an employee with special needs to park in the reserved spaces.

806 Illnesses or Accidents

Examples of a minor illness or accident would be a headache, upset stomach, or a minor cut or scratch. If discomforts such as these interfere with an employee's work, first aid supplies are located in strategic locations. Employees who need access to locate the first aid box should contact their supervisor for the nearest location. Employees who must leave work due to a minor illness should notify their supervisor.

Examples of critical illnesses are loss of consciousness, no pulse, no breathing, profuse bleeding, seizures, severe fall, or severe chest pain. In cases of critical illnesses, employees should call 911 to secure professional medical assistance. Employees trained in first aid and CPR should be notified and emergency procedures started. Employees are reminded to never leave a seriously ill staff member alone.

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