

Hope Lutheran Brethren Church Hiring and Employment Policy

Hope Lutheran Brethren Church (here forward referred to as “Hope” or “the church”), observes the following policies and procedures.

Hiring Procedures

Applicants for church employment in non-pastoral positions will thoroughly read the appropriate job description and submit an *Application for Employment* along with a resume during the advertised open application period. To ensure that individuals are well-qualified, employment and personal references will be contacted. Employment verification and background checks will be required. The candidate will then be interviewed by the Lead Pastor and a small hiring committee approved by the elder board. After this process is completed, a recommendation for hire will be made by the Lead Pastor to Hope’s elder board for approval followed by an offer of employment.

Applicants for church employment as a pastoral candidate will follow the application, resume submission, employment verification, reference contact, and background check procedures listed above. However, pastoral candidates will be interviewed and presented by a pastoral search committee that has been appointed by the elder board. When the time comes to consider calling a pastoral candidate, a congregational vote will be required as provided for in the Hope LB Church Constitution & By-Laws.

Hiring of contract labor, temporary employees (such as for lawn care), and ministry interns will be proposed by the Lead Pastor or the Trustee Board and may be approved at any regular meeting of the Joint Board. Ministry interns will also file an application and be screened as other employees.

Any misrepresentations, falsifications, or material omissions in the application or other data presented during the hiring process may result in excluding the individual from further consideration for employment or, if the person has been hired, termination of employment.

Employment at Will

All employees of Hope Lutheran Brethren Church are employed at will and the church expressly reserves the right to terminate any employee at will, with or without cause, in its sole discretion. Likewise, at will employees may terminate their employment relationship with the church at any time, with or without cause. A customary two-week notice will be appreciated. No offer of employment, no statement in this policy document or in any other church publication, or any statement made by any church employee or board member should be construed as a promise or guarantee of permanent employment. Furthermore, no provision in this or any other employment policy statement changes the terms of this at will policy. In addition, no church administrator, staff, or representative has the authority to change this at will employment relationship except in writing, signed by the employee, and approved by Hope’s Elder Board.

Nondiscrimination and Equal Employment Opportunity

Hope LB Church is committed to equal employment opportunity for all qualified persons, without regard to ethnicity (race), skin color, sex, marital status, age, national origin, ancestry, political affiliation, physical or mental disability, medical condition or any other protected class to the extent

required by law and as applicable to the church. As a religious institution, the church reserves the right to prefer applicants on the basis of religion as permitted by federal, state and local law. The church may also impose conduct requirements as necessary and appropriate for a Christian organization.

Hope LB Church is committed to full compliance with the Americans with Disabilities Act and related federal and state laws and regulations as they apply to churches. The church will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual unless undue hardship would result.

Discrimination-Grievance Procedure

Hope LB Church expects all employees to show respect and sensitivity toward all other employees, volunteers, and parishioners. Any employee with questions or concerns about any type of discrimination or harassment in the workplace is encouraged to bring these issues to the attention of their supervisor or the Elder Board if the supervisor is involved or unresponsive. 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.

Immigration Law Compliance

Hope LB Church is committed to full compliance with federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As a condition of employment, employees will be required to provide documentation verifying their identity and legal authority to work in the United States. Compliance includes completing Form I-9 within three business days of an employee's hire date.

Employment of Minors

A potential employee who is less than eighteen years of age will be required to provide any legally required documents and/or work permits along with written permission from a parent or guardian before the employee can work. Employment of a minor will be restricted by the terms and conditions of any work permit, as well as by the provisions of state and federal law.

Personnel Files

The Lead Pastor or supervisor will be responsible for maintaining up-to-date files for each staff member. Employees should inform the church of changes to their personal information form. Personnel files will include employee information such as, but not limited to the following: Job/Ministry description, Application for Employment, IRS Form W-4, Form I-9, etc. Employees may have access to their personnel files upon request.

Employment Limitations

Employees may not be in a supervisory relationship with an immediate family member. An immediate family member is a spouse, child, parent, sibling, or corresponding in-law. If two employees are related, they will be supervised by another staff member, or an individual appointed by Hope's elder board. Special approval and an appropriate conflict of interest document may be required before hiring in this or in similar types of conflict-of-interest scenarios.