

Evangelical Lutheran Church in Canada
Minutes of the National Church Council Meeting via Zoom
September 11–12, 2020

Present:

Officers:	National Bishop Susan, Johnson Gene Blishen, Treasurer	Linda Grainger, Secretary Sheila Hamilton, Vice-Chair
Council:	Rev. Chris Bishopp Bruce Cook Rev. Jane Gingrich Rev. Dr. James Hendricksen Kathleen Jensen	Rev. Íris Kristjánsdóttir Pat Lovell (<i>NCC rep to CoGS</i>) John Nilson Linda Sander Curt Satre
Synod Bishops:	Bishop Sid Haugen, SK Synod Bishop Larry Kochendorfer, ABT Synod Bishop Greg Mohr, BC Synod	Bishop Michael Pryse, Eastern Synod Bishop Jason Zinko, MNO Synod
Staff:	Trina Gallop Blank, Assistant to the Bishop, Communications and Resource Generation Rev. Paul Gehrs, Assistant to the Bishop, Justice and Interfaith and Ecumenical Relations Rev. Lyle McKenzie, Assistant to the Bishop, Worship Deacon Gretchen Peterson, Assistant to the Bishop, Youth & Leadership Kyle Giesbrecht, Director of Finance and Administration Desiree Mendoza, Meetings and Communications Coordinator	
Guest:	Kathryn Lohre, Evangelical Lutheran Church in America (ELCA)	
Presenters:	Lisa Thiessen, Executive Director and John Wolff, President (Group Services Inc.)	
Regrets:	Rev. Dr. Kimber McNabb and Rev. Dr. Murray Still (CoGS rep to NCC)	

FRIDAY, SEPTEMBER 11, 2020, 11:00 A.M.

Business Session One:

Opening Prayer

Led by Rev. Chris Bishopp, Meeting Chaplain.

Bishop Susan Johnson called the meeting to order.

Bishop Susan acknowledged that as we meet she is on Treaty One Territory and the homeland of the Métis Nation.

We acknowledged that ELCIC buildings and ministries, from coast to coast to coast, are traditional territories of Indigenous Peoples. This extends to our colleague in Chicago as we live together on Turtle Island.

We are grateful to the wisdom and insight offered by the custodians of this land from time immemorial and continuing into the present day.

The ELCIC is committed to reconciled relationships between Indigenous and non-Indigenous Peoples. One expression of this commitment is working with ecumenical partners to advocate for legislation that creates a framework to implement the United Nations Declaration on the Rights of Indigenous Peoples.

We recognize that we have much to learn and we are committed to seeking healing, reconciliation and renewed relationships together.

Welcome

Bishop Susan Johnson welcomed Kathryn Lohre, our guest representative from the Evangelical Lutheran Church in America (ELCA).

Approval of Agenda

Addition to agenda — ELCJHL Appeal under New Business

M/S That NCC approves the NCC meeting agenda. **CARRIED.**

Code of Conduct

NCC Covenant

Declaration of Conflicts of Interest

Trina Gallop Blank declared a conflict of interest regarding her application for sabbatical leave.

Approval of March 13–15, 2020 NCC Meeting Minutes

M/S That NCC approves the March 13–15, 2020 NCC meeting minutes. **CARRIED.**

Approval of March 13–15, 2020 Joint NCC and CoGS Meeting Minutes

M/S That NCC approves the March 13–15, 2020 Joint NCC and CoGS meeting minutes. **CARRIED.**

Approval of E-vote Minutes

M/S That NCC approves the July 6, 2020 e-vote minutes.

CC-2020-25 That NCC approves the 2019 audited ELCIC Financial Statements (see attached). **CARRIED.**

CARRIED.

Vice-Chair Sheila Hamilton took over the chair.

Report of the National Bishop

Bishop Susan Johnson gave an oral report to supplement her written report.

Bishop Susan highlighted the dedication and hard work of the synod bishops and their respective synods during this time of pandemic. She mentioned that there's the opportunity to worship more as some people watch more than one service. She added that her most recent hymn singing received many views. Bishop Susan said that this is tied to ELCIC's year of prayer. Now that the church is already on its year of reading Scriptures, she encourages everyone to host and/or participate in our Bible Book Club.

Requests to NCC:

- 1) Consider the motion to give to The Lutheran World Federation's COVID-19 Rapid Response Fund (RRF) to help support member churches who are struggling during this time of pandemic.
- 2) ELCJHL Appeal to provide support to ELCJHL schools

(Video: Appeal and Prayer from ELCJHL's Bishop Sani Ibrahim Azar)

(Video: The Lord's Prayer, One Family in Mission: an Anglican-Lutheran Pentecost event)

Reports—

ELCIC Officers

Secretary Linda Grainger presented the Officers Report.

(Appendix A: ELCIC Officers E-vote Minutes – August 27, 2020)

Synod Bishops

The five synod bishops were invited to share any additional information to supplement their written reports.

Conference of Bishops

Bishop Greg Mohr presented the report of the Conference of Bishops (COB).

Council of General Synod

Rev. Dr. Murray Still provided a written report to NCC.

LWF Report

Bishop Larry Kochendorfer presented the report of The Lutheran World Federation (LWF).

Bible Study

Rev. Dr. James Hendricksen led Bible Study. NCC broke out into groups.

Introduction to the Moravians

Rev. Paul Gehrs, Assistant to the Bishop for Justice and Ecumenical and Interfaith Relations, gave an introduction on the Moravian Church.

ELCA's Kathryn Lohre, serves on the Ecumenical and Inter-Religious Relations of the ELCA. Kathryn shared with NCC her perspective of ELCA's Full Communion relationship with the Moravian Church.

NCC broke out into groups and considered the following questions:

- What experiences have you had with Moravians/Moravian Church?
- What questions or comments do you have about the motion to create a task force?
- What wisdom, guidance and/or questions would you offer to a task force working for a trilateral mutual recognition as churches, and partners in ministry and public witness?

(Session Break)

Business Session Two:

Bishop Susan Johnson called the meeting to order.

ELCIC Group Services Inc. (GSI) Corporation Meeting

Lisa Thiessen, Executive Director and John Wolff, President of ELCIC Group Services Inc. presented to NCC.

(Appendix B: GSI Minutes of the Annual Information Meeting)

Committee Reports— Governance Committee

Vice-Chair Sheila Hamilton presented the report of the Governance Committee to NCC.

- NCC Evaluation Redesigned – Evaluation coming this fall. Questions that NCC would like to be included should be submitted to Sheila by September 20th.
- Governance Manual Revisions
- Code of Conduct for Participants of the ELCIC
 - NCC Covenant
 - The committee added two sub points GS 2.2 and GS 2.3. In addition Appendix 2 was added and that will be revised every triennium

Governance Manual

CC-2020-26 That NCC approves the revisions to the Governance Manual section GS 2 Code of Conduct.

GS 2 CODE OF CONDUCT

GS 2.1 Code of Conduct for Council Members

Council members are expected to live under grace and the Word to conduct themselves in an ethical and professional manner. This includes proper use of authority and appropriate decorum in group and individual behaviour that models the values of affirmation, involvement and servant leadership at all times.

- Council members shall be loyal to the Mission of this church, a loyalty which supersedes any special interests or any personal interest of any Council member acting as an individual. This loyalty requires Council members to conduct themselves in a manner that presents this church in a positive light, taking no personal action that will undermine this church or its actions.
- Council members shall adhere to the Conflict of Interest Policy of this church.
- Council members shall not attempt to exercise individual authority over this church except as explicitly set forth in Council policies.
- Council members' interaction with the National Bishop or with staff shall recognize the lack of authority in any individual Council member or group of members.
- Council members' interaction with the public, media or other entities shall recognize the same limitation and the similar ability of any Council members to speak for the Council.
- Council members shall not judge the performance of the National Bishop or staff except as that performance is assessed against explicit Council policies by the official process.
- Council members shall deal with outside entities or individuals, with staff and with each other in a manner reflecting respect, justice, ethical behaviour and honest communication.

GS 2.2 Code of Conduct for Events Organized by the ELCIC

In the Evangelical Lutheran Church in Canada (ELCIC), we are committed to being a church that provides a safe and accepting environment that welcomes diversity and upholds dignity of and respect for all people. The Code of Conduct for Events Organized by the ELCIC (See ELCIC Website) outlines the expected behaviours by all Council members and participants at such events, including guidelines and appropriate actions, to be taken when this Code is violated.

GS 2.3 National Church Council (NCC) Covenant

Council members are expected to work together respectfully with shared values of trust and mutual support for one another, staff and the decisions made in the conduct of business and Mission of this Church. Council members shall adhere to these guidelines during the conduct of all business and events organized by the ELCIC. The NCC COVENANT (September 2019) shall be reviewed and updated, as necessary during each new triennium (See Appendix 2).

CARRIED.

(Appendix C: Governance Manual, revised September 2020)

Strategic Planning Process

NCC recommended the Strategic Planning Process to the Governance Committee Meeting in March 2020. The only thing missing is to add in the evaluation of the existing plan. The committee started working on the existing plan including work on the SWOC Analysis.

CC-2020-27 That NCC adopts the following Strategic Plan Process in principle.

STRATEGIC PLAN PROCESS IN PRINCIPLE

WHY	WHAT	WHO	HOW *	WHEN
Review of Current Plan	Small group discussions to gain insight into issues such as priorities, achievable, appropriate, ability to measure, etc	NCC	Zoom breakout rooms	October to November 2020
SWOC Analysis	Small group discussions to identify strengths, weaknesses, opportunities and challenges	NCC	Zoom breakout rooms	December 2020 to February 2021
	Compilation of small group lists	Governance Committee		February 2021
	Distribution of lists	Office	NCC Meeting Docket	February 2021
	Sort lists into groupings and identify themes	NCC	Discussion during meeting	March 2021 NCC Meeting
Synod Input	Work with synod councils to get input on SWOC and themes	Synod Bishops, Synod Councils, NCC representative, etc.	Face-to-face or appropriate technology	March to July 2021
Strategic Priorities	Review results of input/analysis; conduct a "visioning" exercise and identify priorities	NCC	Facilitated exercises	September 2021 NCC Meeting
Measurable Goals	Develop measurable goals under each priority	NCC appointed Working Group	Face-to-face or appropriate technology	September to October 2021
	Distribute recommendations to NCC	Working Group	E-mail or other technology	November 2021
Draft Strategic Plan	Develop draft Strategic Plan	Working Group	Appropriate technology	December 2021 to January 2022
	Review draft to ensure resources will be available (financial, staff, general capacity)	Staff and Officers	Face-to-face or appropriate technology	January to February 2022
	Amend Plan based on review	Working Group	Word or other technology	February 2022
	Distribute Draft Strategic Plan to NCC	Office	NCC Meeting Docket	February 2022
Finalize Strategic Plan	Review/Revise plan	NCC	Discussion during meeting	March 2022
	Make revisions as appropriate	Working Group	Word or other technology	March to April 2022
	Present final Strategic Plan to Convention	NCC	Presentation	2022 National Convention

* Subject to change based on results of previous step

CARRIED.

(Appendix C: Governance Manual, revised September 2020)

Finance Committee

Treasurer Gene Blishen presented the report of the Finance Committee.

Child Care

Motion: That NCC approves to offer a per diem subsidy to qualifying delegates for child care.

Other items to be considered:

- including it on job description for delegates
- information updated on registration form
- Allowing us to share information with other delegates requiring child care
- Discussion included: 17 people at \$300/delegate would be around \$5,000; \$75 /day x 4 days
- Bring these points to NCC for discussion

The Finance Committee will work on the specifics of this presented motion and will determine what needs to be included in the policy. Things to be considered will include age of children; cap on the number of children; coverage per diem for children coming along or left at home; etc.)

CC-2020-28 That NCC approves in principle to offer a per diem subsidy to qualifying delegates for child care. **CARRIED.**

Travel Reimbursement

The Finance Committee intends to clarify the wording on the policy to include “travel to and from the airport from delegate’s home.” This will allow ELCIC to reimburse delegates for travel to and from the airport.

Note: There is no policy change regarding this. Therefore, no action is required from NCC.

National Office Personnel Policy Handbook

CC-2020-29 That NCC approves the updates to the ELCIC Personnel Policy Handbook (4.09 and 8.02)

4.09 Short Term and Long Term Disability

Periods of short-term disability are covered through the ELCIC short term disability plan through Group Services. Once an employee uses 10 days of sick time for one event, the employee will be paid through Group Services’ Short Term Disability Plan. Please see GSI for further information on the Short Term and Long Term Disability Plan. Note compensation during short term disability is 85% of the full time salary.

The ELCIC does not provide Workers' Compensation.

8.02 Continuing Education Plan

Permanent staff is eligible to enrol in the Continuing Education Plan for Professional Leaders in the Evangelical Lutheran Church in Canada. The ELCIC encourages continual growth in competence and personal development for all staff and provides assistance toward the following objectives, consistent with their job requirements:

- develop present knowledge and skills;
- acquire new knowledge and skills;
- experience growth for more effective service and personal development.

Continuing education can be done through workshops, classes, retreats and guided groups. The annual performance evaluation can be an appropriate time for this planning and goal setting.

Participation in the CEP is voluntary and the employer's contribution towards approved continuing education is ~~\$25 per month, \$300 annually with the employee's contribution of \$12.50 per month, \$150 annually. The employer cost of the program is to be provided from the salary benefits budget.~~ based on the GSI policy and best practices (https://www.elcicgsi.ca/?page_id=660). Note that all contributions for staff will be based on the rate for rostered staff.

In addition to CEP contributions, an amount of \$500 per year shall be provided for learning resources such as book purchases, on line subscriptions, webinars or other materials.

For permanent part time staff the amount and time is to be prorated based on hours worked in relation to regular hours.

For administrative staff participating in the CEP program, up to five working days per year release time from work for approved job-related continuing education may be provided. This is noncumulative. The program and the time taken are to be mutually agreed upon by the administrative staff and supervisor. Management staff release time is covered by the CEP guidelines.

The policy shall normally be considered exclusive of on-the-job training events and in-house workshops.

For more information on the CEP program, see Appendix E. Application forms are available from the Director, Finance & Administration.

CARRIED.

(Appendix D: National Office Personnel Policy Handbook, revised September 2020)

Constitution Committee

The committee has not met therefore there was no report.

Women of Faith Fund

NCC liaison to the Women of Faith Fund (WOFF) Bruce Cook presented the report.

CC-2020-30 That NCC approves the extension of the Women of Faith Fund program to 2021 with the intent that these funds shall be dispersed by the end of 2021 and the ELCIC Women of Faith Fund will be closed at that time. **CARRIED.**

CC-2020-31 That NCC reappoints Karen McKenzie (BC Synod); Terrie Coombs (ABT Synod); Kathryn McIntosh (SK Synod); Nancy Meadows (MNO Synod) and Marquise Sopher (Eastern Synod) to the Women of Faith Fund Advisory Committee for a term ending December 31, 2021.

CARRIED.

Proposed Gift to the LWF Rapid Respond Fund (RRF)

CC-2020-32 That NCC approves \$50,000 from Global Mission Fund and \$50,000 from the Special Projects Fund (total of \$100,000) to be donated to The Lutheran World Federation (LWF) Rapid Response Fund (RRF) to help support our partner churches affected by COVID-19. **CARRIED.**

Closing Prayer

Meeting adjourned.

SATURDAY, SEPTEMBER 12, 2020, 11:00 A.M.

Business Session Three:

Vice-Chair Sheila Hamilton called the meeting to order.

Opening Prayer

Led by the meeting chaplain.

Business from the Report of the National Bishop *(continued)*

Assembly 2022—

Assembly 2022 Budget

CC-2020-33 That NCC approves the preliminary Assembly 2022 budget with a total revenue of \$258,174 and expenses of 291,174. Of the \$258,174 revenue, synods will be asked to contribute \$187,500 (\$1,250 delegate registration fee). Built into the revenue is a contribution from the Internally Restricted Special Projects account of \$30,024. The projected loss of \$33,000 for the assembly will come from the National Convention Reserve that at the end of 2019 had a balance of \$58,295. **CARRIED.**

Assembly 2022 Theme

CC-2020-34 That NCC affirms the theme for Assembly 2022 “Let There Be Greening” based on Revelation 22:1-2 “...*the leaves of the tree are for the healing of the nations.*” **CARRIED.**

Task Force on Carbon Neutrality

Rev. Paul Gehrs, Assistant to the Bishop for Justice and Ecumenical and Interfaith Relations, gave a short background on the initial meeting of the task force and brought forward the one question from the task force. *What is the intended scope of the mandate for carbon neutrality?*

NCC broke out into groups to discuss and answer the question. Each group provided their responses which were noted by Rev. Paul Gehrs to take back to the task force

Vision Statement Task Force Request

CC-2020-35 That NCC grants the Vision Statement Task Force an extension to their work to September 2021 at which time they will report back with recommendations for a new vision statement. **CARRIED.**

Task Force with ELCIC, ACC and Moravians – Trilateral Mutual Recognition

CC-2020-36 That NCC authorizes representatives of the ELCIC to participate in a task force to pursue the possibility of 1) a trilateral mutual recognition as churches, and 2) a ministry and public witness partnership, between The Anglican Church of Canada, The Northern Province of the Moravian Church in North America, and the Evangelical Lutheran Church in Canada. The task force will report regularly to NCC with a view to completing its investigation by spring 2022. ELCIC representatives on the task force will be appointed by the National Bishop.

CARRIED.

CLWR Board Reappointments

CC-2020-37 That NCC reappoint the following persons to the CLWR Board for three-year terms (2020–2023): Kristan Bishopp (MNO Synod, second term); Rev. Doug Reble (Eastern Synod, third term); Cheryl Bauer-Hyde (SK Synod, third term). **CARRIED.**

Assistant to the Bishop Application for Sabbatical

Trina Gallop Blank left the main session.

CC-2020-38 That NCC approves the requested Sabbatical Leave for Trina Gallop Blank for three months in the summer of 2021. **CARRIED.**

Unfinished Business

None.

New Business

M/S That we offer a 10-minute opportunity for NCC to discuss current experiences and congregational and church-wide support or ideas through the time of COVID and looking forward. **CARRIED.**

NCC broke out into groups to discuss.

ELCJHL Appeal

CC-2020-39 That NCC approves ELCIC to launch an ELCJHL Appeal to provide financial support for scholarships for students of the ELCJHL schools for the 2020–2021 school year.

CARRIED.

Talking Points/Highlights

NCC broke out into groups to discuss and each group was asked to highlight three points to communicate to our communities.

(Appendix E: September 2020 NCC Meeting Highlights)

Meeting Evaluation

Closing Prayer

Led by the meeting chaplain.

Next Meetings:

March 5–7, 2021 (Friday–Sunday)

Chaplain — Rev. Dr. Kimber McNabb

Bible Study — Bishop Susan Johnson

(2021)

September 9–11 (Thursday-Saturday)

(2022)

March 4–6 (Friday-Sunday)

Meeting Adjourned.

Meeting finished earlier than expected and everything on the agenda was covered. No afternoon session took place as originally scheduled.

ELCIC OFFICERS MINUTES

August 27, 2020 (e-vote)

M/S to appoint Deacon Sarah Rudd as the chair of the Task Force addressing Ableism.
Carried

Background:

Task Forces mandated by CC-2020-11.

Membership

- *Each synod is invited to name one person with lived-experience for each task force.*
- *The officers will identify a chairperson for each task force.*
- *Each task force may recommend up to two additional people to serve on the task force.*
- *The National Bishop will appoint the task force members, for terms that conclude with the end of national convention in July 2022.*
- *Appointments will seek a balance of gender and age.*
- *Each task force will identify a recorder, who is responsible for preparing written reports to NCC.*

Task Force on Ablesim

BC: Birgit Giesser

ABT: Deacon Sarah Rudd

SASK: Rev. Sonje Finnestad

MNO: Kate Reid

EAST: Rev. Mark Urquhardt

Minutes prepared by Linda Grainger, Secretary, ELCIC

ELCIC Group Services Inc.
 Minutes of the GSI Annual Information Meeting at the National Church Council
 September 11, 2020 via Zoom

Present:

Officers:	National Bishop Susan, Johnson Gene Blishen, Treasurer	Linda Grainger, Secretary Sheila Hamilton, Vice-Chair
Council:	Rev. Chris Bishopp Bruce Cook Rev. Jane Gingrich Rev. Dr. James Hendricksen Kathleen Jensen	Rev. Íris Kristjánsdóttir Pat Lovell (<i>NCC rep to CoGS</i>) John Nilson Linda Sander Curt Satre
Synod Bishops:	Bishop Sid Haugen, SK Synod Bishop Larry Kochendorfer, ABT Synod Bishop Greg Mohr, BC Synod	Bishop Michael Pryse, Eastern Synod Bishop Jason Zinko, MNO Synod
Staff:	Trina Gallop Blank, Assistant to the Bishop, Communications and Resource Generation Rev. Paul Gehrs, Assistant to the Bishop, Justice and Interfaith and Ecumenical Relations Rev. Lyle McKenzie, Assistant to the Bishop, Worship Deacon Gretchen Peterson, Assistant to the Bishop, Youth & Leadership Kyle Giesbrecht, Director of Finance and Administration Desiree Mendoza, Meetings and Communications Coordinator	
Guest:	Kathryn Lohre, Evangelical Lutheran Church in America (ELCA)	
Presenters:	Lisa Thiessen, Executive Director and John Wolff, President (Group Services Inc.)	
Regrets:	Rev. Dr. Kimber McNabb and Rev. Dr. Murray Still (<i>CoGS rep to NCC</i>)	

Annual Information Meeting

Lisa Thiessen, Executive Director and John Wolff, President of ELCIC-Group Services, Inc. presented.

- 2019 Pension Plan
- GSI Directors
- ELCIC Group Benefits Plan Redesign 2021

Resolution of the Sole Member

M/S That NCC approves the Resolution of the Sole Member of ELCIC Group Services as presented and that the signing officers of the Evangelical Lutheran Church in Canada (ELCIC) be authorized to execute the resolution. **CARRIED.**

(See Attachment: Signed Resolution of the Sole Member of ELCIC Group Services, Inc.)

Annual Information Meeting adjourned.

RESOLUTION OF THE SOLE MEMBER
of
ELCIC GROUP SERVICES INC.
(herein called the "Corporation")

BE IT RESOLVED THAT:

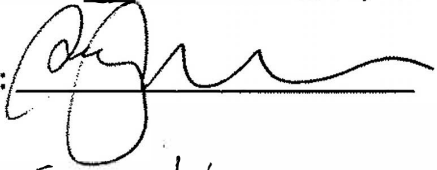
- (1) as recommended by the Board of Directors of ELCIC Group Services Inc., that the 2019 financial statements of the Corporation and the ELCIC Pension Plan together with the report or comments of the auditors are hereby received; and
- (2) as recommended by the Board of Directors of ELCIC Group Services Inc., that PriceWaterhouseCoopers LLP is hereby appointed auditor of the Corporation to hold office until the next annual meeting of members at such remuneration as may be fixed by the directors, the directors being hereby authorized to fix such remuneration.

The foregoing resolution is hereby signed by the sole member of the Corporation entitled to vote thereon at a meeting of the member.

DATED the 11th day of September, 2020

EVANGELICAL LUTHERAN CHURCH IN CANADA

Per:  Secretary ACK
LINDA GRANGER

Per: 
Susan Johnson
National Bishop



NATIONAL OFFICE

PERSONNEL POLICY HANDBOOK

Updated September 2020

Policy Name	Personnel Policy Handbook
Responsibility	NCC Finance Committee
Approval Authority	National Church Council
Date of Original Policy	1985
Last Updated	September 2020
Contact	Director, Finance & Administration

**Acknowledgement of Receipt of the
ELCIC Personnel Policy Handbook**

This is to acknowledge that I have received a copy of the ELCIC Personnel Policy Handbook (“Handbook”) and understand that I am responsible to become knowledgeable of its contents. If I have any questions with regard to the content or interpretation of this Handbook, I will bring them to the attention of my supervisor or the Director, Finance & Administration.

I understand that the Handbook is a general guide to the National Office’s regulations, policies and benefits and is not intended to be exhaustive. I also understand that it does not constitute an employment agreement, or other legal contract, nor does it confer any special rights or guarantee continued employment.

I am aware that the ELCIC can make changes to this Handbook at any time, and to apply the procedures and the terms of the Handbook at its own discretion. I understand that any revisions or updates to the policies, procedures and benefits in the Handbook will be distributed to me for inclusion in my Handbook.

By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Handbook.

Employee Name (Print)

Employee Signature

Date

Return Acknowledgment to Director, Finance & Administration by:

Date

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- Appendix D Policy to Protect Personal Information (November 2003)

SECTION 1 – OUR WORK ENVIRONMENT

The following personnel policies and procedures are intended to facilitate the hiring and development of the staff of the Evangelical Lutheran Church in Canada (ELCIC) National Office. The National Office is covered by the Employment Standards laws in Manitoba.

1.01 ELCIC Mission Statement

The mission of this church, as an expression of the universal Church and as an instrument of the Holy Spirit, is to bring the Gospel of Jesus Christ to people in Canada and around the world through the proclamation of the Word and the administration of the Sacraments and through service in Christ's name.

1.02 Overview of Affiliated Groups

Following is a brief overview of the three groups at the national level. It should be noted that the policies of this handbook **apply only to the ELCIC National Office**.

ELCIC National Office - The ELCIC national office has the responsibility for various program and administrative functions as outlined in the document “National and Synodical Responsibilities” adopted from the 1995 Convention Resolution NC95-11. See Appendix A for a copy of this document.

ELCIC Group Services Inc. (GSI) - The Evangelical Lutheran Church in Canada through ELCIC Group Services Inc., a separately incorporated body, manages and supervises the administration of pension and benefit plans and their portfolios for ordained ministers and lay employees of this church, its synods, congregations, agencies, institutions and other recognized organizations.

1.03 Open Communications

Two-way communications are necessary to best achieve the mission of the ELCIC. The ELCIC wants to inform employees about matters affecting their jobs. The ELCIC supports open communication and encourages employees to speak openly to supervisors and management about job related matters. Your ideas and suggestions for improving procedures are welcomed.

1.04 Sexual Abuse or Harassment Policy Guidelines

Staff are required to follow the Sexual Abuse or Harassment Policy adopted by National Church Council in March 2006 (Appendix B), and the Policy for Protection of Children, Youth and Other Vulnerable People adopted by National Church Council in April 2007 (Appendix C).

1.05 Code of Conduct

The Code of Conduct should be regarded as a guiding principle that applies to everything that we do and communicates an expectation of ethical conduct to all employees. Every employee has a responsibility for ethical conduct and all will be held accountable for their conduct.

It is the duty of each employee to conduct and perform their responsibilities in line with the letter and spirit of all applicable laws and policies and to observe the standards of respectful and nondiscriminatory conduct. All employees are expected to conduct themselves in a professional manner when in the workplace. The workplace includes the National Office, church-sponsored events, meetings or business travel.

This policy provides a framework within which all employees are expected to operate, and although it addresses a number of specific issues, it should not be regarded as a comprehensive listing.

Examples of unacceptable conduct that could lead to disciplinary action include, but are not limited to:

- Theft, dishonesty, unauthorized use or falsification of organizational records;
- Neglect of duties or wasting time during working hours or failure to meet a reasonable and objective measure of efficiency and productivity;
- Violations of health and safety rules or accepted safety practices;
- Unreasonable failure to cooperate with supervisor or co-worker, impairment of function of work unit or disruptive conduct;
- Disorderly conduct, harassment of other employees (including sexual harassment) or use of abusive language on the premises;
- Fighting, encouraging a fight or threatening, attempting or causing injury to another person on the job;
- Destruction of or defacing ELCIC property or that of its associated corporate entities;
- Unreasonable refusal to follow instructions or to perform designated work or refusal to adhere to established rules and regulations;
- Repeated tardiness or absence without proper notification to the supervisor or without satisfactory reason or unavailability for work;
- Engaging in horseplay, alcohol and drug abuse, reporting to work in an intoxicated state, possession of illegal weapons, use of abusive, vulgar, profane, threatening or intimidating language at the workplace, and disrupting other workers' job performance, etc.
- Violation of policies or rules of ELCIC or its associated corporate entities.

Alcohol/Substance Abuse – Our goal is to maintain a drug-free workplace. The ELCIC does not want to be involved in an employee's personal lifestyle, but when abuse of chemical substances affects job performance, the ELCIC is also affected.

In the event an employee encounters personal or job problems resulting from use of alcohol or drugs, the employee is encouraged to seek counselling and appropriate medical treatment through the Employee Assistance Plan. If an individual does not seek assistance and is unable to maintain satisfactory performance, the employee will be subject to disciplinary action that could include dismissal.

Unauthorized possession or use of alcohol or any unlawful use of illegal drugs or other controlled substances is prohibited on ELCIC time or premises and is grounds for dismissal.

1.06 Privacy Standards Policy

The Policy to Protect Personal Information ensures the proper collection, retention and distribution of personal information. See Appendix D for this policy. The ELCIC Privacy Officer is the Director of Communications and Resource Generation, Assistant to the Bishop.

1.07 Health and Safety

The ELCIC is committed to providing a safe and healthy work environment. The ELCIC will comply with workplace safety legislation. Workplace health and safety requires active participation by all employees. The ELCIC is committed to working together with staff concerning these issues.

- **Fire Plan** - A fire plan with evacuation routes indicated is provided by the landlord. It is posted in the staff room.

- **First Aid** - A first aid kit is available in the mailroom for use by employees.
- **Accident Reporting** - So that proper medical treatment may be secured, all accidents or illnesses occurring during working hours must be reported to the immediate supervisor or the Director, Finance & Administration in the absence of the immediate supervisor as soon as possible but no later than seven days.
- **Emergency Notification** – All staff are required to complete the Emergency Contact Notification form and file this with the Director, Finance & Administration.

1.08 No Smoking

Smoking is not permitted in the ELCIC office.

1.09 Visitors

For safety and security reasons all visitors must enter through the main entrance and report to the receptionist.

SECTION 2 - RECRUITMENT AND SELECTION

Recognizing the dignity and worth of every individual, this policy is to ensure transparency, fairness and equal treatment, without discrimination, in all aspects of the hiring process. It is the policy of the ELCIC National Office that the hiring of employees be based on a fair and equitable recruitment and selection process, consistent with related policies, procedures, and currently employment legislation, such as the Manitoba Human Rights Code, and the Manitoba Employment Standards Act.

2.01 Fair Employment Opportunities

It is the policy of the ELCIC to afford equal opportunity for employment. All decisions are to be made without regard to race, colour, age, gender, national origin, ancestry, marital status, religious affiliation or sexual orientation. Persons who are differently abled will be accommodated to the extent possible. All employment decisions shall be based on qualifications, competence and ability to perform essential job functions.

2.02 Employment Classifications & Status

All staff at the National Office, management and administrative, are employees of the ELCIC.

- Management staff member positions include the National Bishop, the Assistants to the Bishop, the Director, Finance & Administration, and the Director of Communications and Resource Generation, Assistant to the Bishop.
- All other positions are defined as administrative staff members.

Employment status definitions are as follows:

- **Permanent full time employees** are employed for 37.5 hours per week and are eligible for full benefits.
- **Permanent regular part time employees** are employed for regularly scheduled hours but work less than 37.5 hours per week and are eligible for all the benefits outlined in this handbook but these benefits are pro-rated based on the number of hours worked. Eligibility for the pension and group benefits plans of the ELCIC is outlined in material provided by GSI. See the GSI website at www.elcicgsi.ca.
- **Casual employees** are employees who work from time to time for the national office and are paid an hourly wage for all hours worked. These employees are not eligible for ELCIC pension and group benefits.

2.03 Job Descriptions

All positions of employment are to have a job description outlining the qualifications, duties and responsibilities. The job description shall be reviewed and updated annually by the supervisor in consultation with the employee. A copy of the each job description will be filed with the Director, Finance and Administration.

2.04 Job Postings

Vacancies for positions will be posted on the ELCIC website, on the bulletin board in the staff lunchroom, through newspaper advertisements and as otherwise appropriate. Any staff applying for these positions will be considered along with applicants from outside the office.

2.05 Employment Applications

Individuals under consideration for employment are required to provide a resume along with three references.

2.06 Screening and Interviewing

To ensure that all applicants are treated equally:

- All resumes and applications will be compared to clearly defined job qualifications and skill/knowledge requirements
- Candidates will be selected for interviews based on posted qualifications for the position. Only qualified candidates will be interviewed.
- Any candidate whose application proceeds to the interview stage shall be interviewed by a minimum of two staff persons, one being the immediate supervisor.
- Where the incumbent will be required to work closely with other ELCIC members or partners, the interview committee may also include representation from that group.
- All offers of employment are contingent on obtaining (3) satisfactory reference checks.
- The final selection of the person to be hired shall be approved by the National Bishop.

2.07 Hiring of Relatives

The intent of this policy is to avoid creating or continuing an employment situation where there is the potential for favouritism and/or conflict of interest. The ELCIC supports hiring on the basis of merit and does not discourage nor prohibit the employment of more than one member of a family. However, the ELCIC will not knowingly employ relatives in a supervisory relationship in which one relative has direct or indirect influence over another relative's employment through decisions, recommendations or judgments related to such matters as appointment, assessment of performance, salary, career growth and discipline.

This policy applies to all employees of the ELCIC including those persons who are remunerated through contracts.

For the purpose of this policy, relatives are defined as:

- Spouses, including common law spouses and same sex partners;
- Children including step-children;
- Parents including step-parents and legal guardians;
- Siblings and children of siblings including step siblings and step children of siblings;
- Grandparents;
- In-laws (employee's siblings' spouses, employee's children's spouses and the employee's spouses' siblings and parents);
- Aunts and Uncles;
- Nieces and Nephews, and
- Any family member who lives with the employee on a permanent basis.

The definition of common law spouse and same sex partner are as defined in the Human Rights Code.

Due to the potential for perceived or actual conflicts of interest, the following restrictions apply:

- No employee shall participate in or influence the outcome of the appointment, hiring, promotion, supervision, discipline or evaluation of a relative.
- No person shall be hired, transferred or promoted to a position under any supervisory responsibility of a relative.

If a situation arises where the restrictions outlined above should occur, the ELCIC will strive to accommodate the employees in question, through transfer or other action, to the point of undue hardship.

As the intent of this policy is to protect both the ELCIC and the individual employee, each employee has a responsibility to inform his/her supervisor, or the Director of Finance & Administration, of any actual or perceived conflict of interest.

An employee who fails to disclose a conflict of interest to his/her supervisor or to the Director of Finance & Administration shall be subject to appropriate disciplinary action that may include suspension or termination.

2.08 Letter of Employment

Each employee hired shall be given a letter of employment stating the position for which they have been hired and any conditions or terms of employment.

2.09 New Employee Orientation

Each new employee will be given an orientation and a copy of the Personnel Policy Handbook. The purpose of the orientation is to:

- provide new employees with a basic understanding of the ELCIC, organizational policies and procedures and programs;
- assist new employees in understanding and taking an active interest in the work of the ELCIC; and
- enable and encourage strong working partnerships with other employees.

2.10 Probationary Period

All staff hired or transferred to a position will fulfil an initial probationary period of not less than three months and not more than six months, to ensure that the employment match is mutually satisfactory. The length of the initial period will be determined by the hiring authority and clearly stated in the employment letter. The supervisor will prepare a written performance evaluation at least two weeks before the end of the probationary period. Either the employee or the National Office can terminate the employment agreement during the probationary period with two weeks written notice to the other party.

SECTION 3 – WORK ARRANGEMENTS

3.01 Hours of Work

The ELCIC operates on a 37.5 hour work week, consisting of five 7.5 hour days. Normal office hours are 8:30 a.m. to 4:30 p.m.

3.02 Coffee and Lunch Breaks

There will be two 15-minute coffee breaks, one in the morning and one in the afternoon. Lunch breaks are 30 minutes. Employees are encouraged to take these breaks. Breaks are not eligible to be accumulated in lieu of time off or to shorten the work day.

Extension of the employees normal lunch period may be taken upon approval of the immediate supervisor. The two daily coffee breaks may not be combined with the lunch break. Time missed due to an extension of lunch must be made up.

3.03 Flexible Hours

The ELCIC endorses a program of flexible working hours within a framework of core hours. The framework of each day is 7:00 a.m. through 5:00 p.m. with the core hours of 9:00 a.m. through 3:00 p.m.

The opportunity to work flexible hours will not be unreasonably withheld; however, each position must be considered on an individual basis. Should it be determined that flexible hours for a position are not in the best interest of the ELCIC, then the position would not be eligible to participate in the program.

Flexible hours allow employees to design, in advance with the supervisor, a work schedule within the established guidelines. Once the supervisor and employee have agreed upon a flexible hour's

arrangement, it will be considered to be the employee's standard hours of work and may not be changed without the supervisor's approval.

In the event of a change to another position in the ELCIC, the flexible hour's arrangement is not transferable to the new position.

The flexible hour's arrangement between the employee and supervisor is to be put in writing, signed by both parties, dated, and a copy given to the Director, Finance and Administration. This arrangement is to be reviewed yearly at the time of the annual performance review.

3.04 Monthly Personnel Reporting

The ELCIC, in compliance with the Manitoba Employment Standards Act, requires all employees to complete a Monthly Personnel Report Form documenting overtime, vacations, sick leave, continuing education and other leaves.

Personnel Report Forms are to be completed for each month by the end of the first working day of the next month. Completed forms are to be approved by the employee's supervisor, and then forwarded to the Director, Finance and Administration. Quarterly or upon request, staff will receive a copy of the summary of the Monthly Personnel Report form.

3.05 Attendance and Punctuality

Each employee performs an important job at the ELCIC. Employees are expected to report to work as scheduled, begin at start time, and to work the full scheduled workday.

Employees who will be absent or late for work must telephone their supervisor within one hour of their scheduled start time to report the absence and anticipated date or time of return to work. If the supervisor is not available, a message should be left on voice-mail. If it is known that the supervisor is out of the office, the Director, Finance and Administration should be advised of the absence.

Employees are required to make up time absent from work on an equal time basis for reasons other than vacation, compassionate leave or sick leave.

An unreported absence of three days or more will be viewed as a resignation. Employees are asked to be conscientious about attendance habits. Excessive absenteeism or lateness is subject to disciplinary action that may include dismissal. All unreported absences are to be recorded by the supervisor. The Director, Finance and Administration is to be notified by the supervisor, in writing of all unreported absences.

3.06 Recognized Holidays

The ELCIC observes the following general (statutory) holidays:

- New Year's Day
- Louis Riel Day (3rd Monday in February)
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day

In addition, the ELCIC recognizes the following as paid holidays:

- Easter Monday
- August Civic Holiday
- Remembrance Day*
- Boxing Day

*Note: Remembrance Day will only be recognized as a paid holiday when it falls on a regular work day.

The National Office is also closed between Christmas and New Years, and the three working days between Boxing Day and New Year's Day are also paid holidays.

Should any of the paid holidays fall on a Saturday or Sunday, the holiday will be observed on the preceding Friday or the following Monday, as advised by the Director, Finance & Administration. The designated lieu day will be communicated at least one month prior to the holiday.

Eligible full time employees who meet the Manitoba Employment Standards guidelines for general holidays will be paid one regular work day's pay for the holidays outlined above.

Part time employees who work consistently greater than 20 hours per week will be paid one regular work day's pay for the holidays outlined above. For employees whose hours of work vary, general holiday pay is calculated at 5% of the gross wages (not including overtime) in the 4 week period immediately before the holiday.

3.07 Annual Vacation

Vacation time is scheduled, taking into consideration the employee's preference, the department's workload, and the vacation period of other staff members. Approval of vacation requests will be at the discretion of the supervisor or in the supervisor's absence, with the Director, Finance & Administration.

- Vacations shall be provided annually, calculated from January 1 to December 31 for full-time, permanent staff. Vacation for part-time and casual staff is based on the schedule for permanent full time employees and calculated as a prorated amount.
- Vacation time shall be accrued during the year as follows:
Management staff
 - a) four weeks per year;
 - b) five weeks per year after the 5th anniversary of employment;
 - c) six weeks per year after the 15th anniversary of employment

Administrative staff

- a) three weeks per year;
 - b) four weeks per year after the 5th anniversary of employment
 - c) five weeks per year after the 15th anniversary of employment.
- Staff are entitled to use vacation credits prior to accruing them only for the current calendar year. Vacation taken but not earned will be deducted from the final pay cheque of the employee following termination or resignation.
 - Any vacation earned and accrued by December 31st of any year must be taken by December 31st of the following year.
 - Up to one week vacation can be carried over to the next year on the approval of the National Bishop, and must be used by the end of March of the next year. Request for vacation carry over must be in writing, and a copy of the approval filed with the Director, Finance and Administration.
 - If a holiday occurs during an approved vacation period, the employee will receive an additional day off with pay.
 - If an employee becomes seriously ill while on vacation, an illness of three days duration or more may be considered as sick leave and not charged to vacation if a doctor's verification is provided.
 - Earned vacation time must be taken. There will be no payment for vacation in lieu of vacation time not taken during an employee's employment with the ELCIC.
 - Employees are entitled to be paid out for those vacation days remaining upon termination of employment.

3.08 Emergency Closure

The office will generally remain open and operational during regular business hours, except when an emergency closure is declared by the National Bishop or the Director, Finance & Administration. In the event of an emergency (e.g. severe weather storms, utility failures, fire or an occurrence beyond management's control), the decision to close will be transmitted through voice-mail and/or e-mail, and/or in-house announcement.

In order that all employees can be contacted in the event of any emergency closure, employees must ensure that their contact information is kept current, both in their employee file and with their supervisor. Unless the office is officially closed due to emergency closure, Section 3.05 applies regarding absence work.

SECTION 4 – SALARY & BENEFIT ADMINISTRATION

All persons employed shall receive remuneration according to compensation guidelines adopted by the National Church Council and outlined in the Personnel Policy Handbook.

The ELCIC provides employee benefits designed to make employees' jobs more rewarding and to provide added protection for eligible employees and their dependents. Highlights of current benefits are presented here. Certain benefits are defined by their respective plan document or contract. Such documents, and not this handbook, represent the final authority for eligibility, coverage, etc.

4.01 Salary Scale

Each position within the ELCIC will be designated a salary range. New staff are hired either at the minimum of the salary range, or at a point not to exceed the mid-point, if prior experience suggests their learning or developmental phase on the job will be reduced. Staff must be competent in all areas of a position before receiving the mid-point of the salary range.

4.02 Salary Review

Each year, employee's salaries are reviewed and approved by the National Bishop in accordance with the annual budget passed by National Church Council. Changes in salaries are normally effective July 1st. Increases are not automatic and are intended to reflect continuing satisfactory work performance in all aspects of the job. Salaries are determined and administered in a manner that considers job requirements and skills, employee performance, internal equity, market competitiveness and budgetary provisions.

4.03 Pay Days

All employees shall be paid on the 15th of the month, or the last banking day preceding the 15th, and on the last banking day of each month. Payment is by direct bank deposit. A payslip is issued to each employee detailing earnings and deductions. The ELCIC does not approve salary advances.

4.04 Payroll Deductions

A number of payroll deductions will be made as mandated by law. These will include Canada Pension Plan, Employment Insurance and required income tax withholdings. ELCIC compulsory deductions include the pension plan.

Other deductions may include the following:

- Group benefits such as health or dental
- Continuing Education Plan
- additional life insurance
- additional voluntary contributions to the pension plan

4.05 Overtime

Overtime for staff will be compensated in time off and not through financial remuneration. The normal hours of work at the ELCIC are 7.5 hours a day or 37.5 hours a week. As per the Manitoba Employment Standards, hours beyond 8.0 hours a day and 40 hours a week will receive compensating time off at the rate of 1.5 times the hours worked.

Accumulated overtime hours banked must be taken within three months of being earned. A maximum of one week's accumulated overtime may be attached to an employee's vacation schedule.

Approved overtime accumulated or taken is to be recorded on the Monthly Personnel Report form.

Administrative staff are only entitled to overtime for work that is requested, acknowledged or authorized by their supervisor. Therefore, administrative staff must obtain approval from their supervisor or in the supervisor's absence, the Director, Finance & Administration prior to commencing any overtime work.

Management is exempt from overtime as they are employees who perform management functions primarily. Compensating time for management staff is equal time for equal work. Compensating time may be taken with flexibility; however, work demands must be given priority.

4.06 Honoraria

Honoraria received for performance of one's job are to be submitted to the Department of Finance and Administration. Such payments will be applied to the program or travel involved.

The only exceptions are:

- honoraria that are explicitly stated by the donor as being for the person in addition to salary; and
- honoraria given for work not related to, or resulting from one's work with the National Office.

4.07 Transfers

Employees will maintain the benefits accumulated when transferring to another position in the National Office. This will include sick leave and vacation. However it may not necessarily include salary level.

4.08 Sick Benefits

Sick leave is provided for valid cause due to illness or accident. A full-time, permanent employee is entitled to 18 sick days each year (pro-rated for employees joining part way through the year). Sick leave for part-time, permanent employees will be pro-rated.

Sick days are paid to a maximum of 2 weeks (10 working days) per event at which time a claim would be made to the short term disability plan (see 4.09 below).

Unused sick leave may accumulate to a maximum of 28 working days. A medical certificate may be requested for absence greater than three days. Casual employees will not be eligible for sick leave.

Employees who have used fewer than 10 sick days in the previous fiscal year are entitled to 2 personal days in the current fiscal year (which will count as sick days in the current fiscal year).

Upon termination of employment accumulated sick leave is not paid.

4.09 Short Term and Long Term Disability

Periods of short-term disability are covered through the ELCIC short term disability plan through Group Services. Once an employee uses 10 days of sick time for one event, the employee will be paid through Group Services' Short Term Disability Plan. Please see GSI for further information on the Short Term and Long Term Disability Plan. Note compensation during short term disability is 85% of the full time salary.

The ELCIC does not provide Workers' Compensation.

4.10 Medical and Dental Insurance

Medical and dental benefits are provided to staff through the ELCIC Health and Dental Benefit Plan which is administered by ELCIC Group Services Inc. Membership in the benefit plan is compulsory for all staff not covered by a spousal plan. Premiums for medical and dental benefits are paid for by the employer.

4.11 Pension and Group Benefit Plan

The Pension and Group Benefit Plans are administered by ELCIC Group Services. Details of the pension plan and contribution rates will be provided on hiring.

The Group Benefit Plan coverage includes group life insurance, dependent insurance, accidental death and dismemberment and long term disability. The cost of the Group Benefit Plan is paid by the Employer.

Membership in the Pension Plan and the Group Benefit Plan is mandatory for all full time employees, and is mandatory for all part time employees when eligibility requirements are met.

4.12 Employee and Family Assistance Program

The ELCIC recognizes that stress in and out of the workplace may interfere with an employee's productivity. Employees who find themselves in this position should seek the appropriate assistance. The Employee and Family Assistance Plan provided as part of the employee benefit package may be accessed for assistance.

4.13 Travel Policy

Staff required to travel as part of their work will be reimbursed for travel, meals and housing. If required cash travel advance will be provided.

Employees will be reimbursed at a per kilometre rate as determined by the vehicle policy of the ELCIC when required to use a personal vehicle.

To claim reimbursement of travel expenses, the employee is responsible for preparing a detailed expense claim form and attaching supporting receipts.

Airline frequent flyer benefits accumulated from work related activities may be used at the discretion of the employee for either work or personal purposes. If used for personal purposes, it is the responsibility of the employee to recognize the value of this benefit on tax returns.

Employees who travel on business are covered by a group accident insurance policy. The premium is paid by the National Office.

4.14 Travel Advances

If requested by an employee, and approved by their supervisor, temporary cash advances for a reasonable amount will be issued to cover cash expenses for a business trip, or to make an approved purchase.

A temporary cash advance must be reconciled and vouchers and cash returned to the ELCIC immediately after the business trip or within 15 days. Employees are not permitted to reconcile the advance over a

period of months and multiple expense claims. Employees must reconcile the advance after a trip. Employees must reconcile and pay back a temporary advance before requesting another temporary advance.

Any outstanding temporary cash advances, upon termination of employment from the national office will be deducted from the employee's final pay cheque.

4.15 Credit Cards & Telephone Calling Card

Staff that are required to travel will be provided with credit cards for employment related expenses. Staff will be required to reconcile their monthly credit card statement and provide receipts for all expenses charged to the ELCIC credit card.

ELCIC credit cards are to be used for business not personal expenses. In the event that a personal expense is charged to the credit card, ELCIC must be reimbursed for this personal charge.

A telephone calling card will also be provided to staff that require them for the performance of the job.

4.16 Moving Allowance

A moving allowance may be granted to staff required to relocate because of employment with the ELCIC. Payment will be made based on a maximum 14,000 pounds, and three estimates on moving costs must be secured.

Personal travel will be covered at a per kilometre rate in accordance with the ELCIC vehicle policy and rates. Hotel and meals enroute will be covered. Expenses for an exploratory visit of two days will be granted to the staff person and spouse; however, this must be arranged with the Director, Finance and Administration to ensure economical travel. A "settling-in" allowance may also be paid.

SECTION 5 – PERFORMANCE MANAGEMENT

Performance management provides a framework which will help managers maintain accountability for the organization's results by effectively guiding and developing employees. The three important intentions in conducting performance appraisals are:

- Opportunity to promote open discussion and information sharing between the employee and their supervisor.
- Opportunity for the employee to give and receive honest and constructive feedback about their job performance and work-related behaviours.
- Opportunity for the employee and their supervisor to set both short-term and long-term goals and objectives.

5.01 Annual Appraisal

Each staff member will receive an annual performance appraisal in May/June of each year. Performance based on the standards established for the position and goals established for the individual will be the primary areas of appraisal.

The annual appraisal is to be an interactive process between the employee and the supervisor. The appraisal shall be recorded in writing, signed by both the supervisor and the employee and filed in the employee's personnel file. The employee shall receive a copy. The employee is entitled to comment on the evaluation and such comments may be included in the written record at the employee's request.

5.02 Work Improvement Plan

Each employee whose performance is found less than competent will be given an opportunity to improve performance. When the result of the annual appraisal indicates that an employee's overall performance is less than competent, a work improvement plan including the time period to accomplish it will be established by the supervisor and shared with the employee.

The work improvement plan is to assist the employee to improve performance to an acceptable level within a specific time period. Should the employee not be successful in improving performance within the established time, a decision may be made to terminate employment.

5.03 Appeals

An employee is entitled to appeal a performance appraisal. The area being appealed is to be identified in writing and is to be addressed by the employee with the supervisor. If a consensus is not reached between these two parties, a final appeal may be made to the National Bishop, except when the National Bishop has conducted the initial performance appraisal. In this case, the final appeal may be made to Director, Finance and Administration who will seek counsel from the Officers of National Church Council.

5.04 Discipline/Reprimands

All disciplinary actions or reprimands will be in writing and filed in the employee's personnel file.

SECTION 6 – LEAVES OF ABSENCE

There are times when it may be necessary for an employee to take a leave of absence from employment. Leaves of absences may be paid, partially paid or unpaid, depending on the specific circumstances. The following will provide some guidelines for maintaining consistency in granting a leave of absence.

6.01 Bereavement Leave

A minimum of three days bereavement leave with pay will be granted to permanent employees on the death of a member of the immediate family – spouse, child, parents, spouse's parents, brother, sister, grandparent, and grandchild.

Employees are to notify the immediate supervisor, or if the supervisor is unavailable, the Director, Finance and Administration of the need for such leave.

6.02 Attendance at Funerals

Employees are allowed to attend funerals of friends or family not covered in 6.01, under following conditions:

- permission is received from the immediate supervisor or in the supervisor's absence from the Director, Finance and Administration, and
- the work time missed will be made up or charged against accumulated overtime or vacation time.

6.03 Compassionate Leave

Compassionate care leave provides employees the opportunity to assist a family member who is critically ill and requires care and support for several weeks. Employees who have worked with the ELCIC for at least 30 days qualify for this leave. Employees must provide a certificate from a doctor indicating that a family member has a serious medical condition, has a significant risk of death in the next 26 weeks and needs care and support.

The leave is up to eight weeks. Employees can take the leave to care for and support a family member without the fear of job loss. Employees can take the leave in one or two periods. Each period must be at least one week long. Family is defined very broadly for Employment Standards purposes. Children, stepchildren, parents, grandparents, spouses, common law spouses, brothers, sisters, step-brothers, step-sisters, aunts, uncles, nieces and nephews are all considered family. The definition also includes those who are not related, but are considered a family member.

Compassionate leave is unpaid leave and the legislation only requires employers to provide time off and allow employees to return to their job when the leave has ended. The federal government provides programs through Employment Insurance (EI) to cover this type of leave. Please check with your local EI office.

6.04 Family Leave

Family leave is a short leave to take care of the needs of the employees' family. Employees can use up to three days of sick leave per year to deal with illness or medical needs of their families.

6.05 Jury Duty

The ELCIC supports an employee's civic responsibility for serving as a juror. Full-time employees who are summoned to, and participate in jury duty will receive pay for the difference between their regular pay and the daily jury pay for a period of up to three weeks.

The immediate supervisor and the Director, Finance and Administration must be notified in writing and shall be provided a copy of the juror summons. On returning to work, a copy of the juror pay warrant is to be given to the Director, Finance and Administration.

6.06 Witness Duty

Summons for witness duty will be dealt with on an individual basis by the Director, Finance and Administration. Advice in writing of summons for witness duty will be required. The work time missed will be made up or charged against accumulated overtime or vacation time.

6.07 Voting

Time off for voting will be given in compliance with federal and provincial statutes. Three consecutive hours must be available to staff to vote in federal and provincial elections. There is no time requirement for municipal elections. For example, assuming polls close at 8:00 p.m. in a federal election, staff would be able to leave work at 5:00 p.m. for voting purposes.

Employees shall notify their supervisor as to the time they will be absent from the workplace due to voting.

6.08 Citizenship Leave

The ELCIC supports an employee becoming a Canadian citizen. Staff shall be given time off for matters required to obtain citizenship and shall be allowed the time required to appear in citizenship court.

Notify your immediate supervisor in writing with a copy to the Director, Finance and Administration of time off needed.

6.09 Requests to Leave Early

All requests to leave early will be handled on an individual basis by the immediate supervisor or in the supervisor's absence, the Director, Finance and Administration. Staff will be required to make up the time or use accumulated overtime or vacation.

6.10 Personal Leave

From time to time staff may require time away in order to conduct personal business that cannot be accomplished after work hours.

The ELCIC will attempt to accommodate the need for reasonable personal leave. Such absences must be approved by the supervisor in advance of the leave, and arrangements made with the supervisor as to how this time will be made up.

6.11 Medical Leave

Medical leave will be granted according to sick leave policy outlined in section 4. Decisions regarding the holding of a position for an employee on extended leave due to medical reasons will be dealt with on an individual basis by the Director, Finance and Administration in consultation with the National Bishop.

6.12 Medical or Dental Appointments

Whenever possible, employees are requested to schedule medical or dentist appointments at times that will cause as little interference as possible with regular work schedules.

Employees are expected to make up time missed for medical or dental appointments. This may be done through accumulated overtime or through unused sick days. The approval of the supervisor is required prior to attending a medical or dental appointment.

6.13 Maternity and Parental Leaves

The ELCIC will comply with federal and provincial legislation as enacted in the Employment Insurance Act and the Employment Standards Act regarding provision of leave to staff for the purposes of pregnancy and parental leave.

Eligible members of the ELCIC Group Benefits plan are entitled to a benefit of 30% of pre-leave salary. During the pre-leave waiting period the salary replacement will be 85% of the pre-leave salary. (See the ELCIC Parental Leave Policy for the plan specifics).

6.14 Educational Leave

Employees eligible for educational leave will be granted in accordance with the provisions of the Continuing Education Plan program. See Appendix E.

6.15 Continuation of Benefits during Leave

Details on the continuation of pension and group benefits during leave can be obtained from GSI.

6.16 Other Leaves of Absence

Marriage Leave - Employees will be granted two days paid leave at the time of their marriage.

Granting of a leave of absence from work for any reasons other than previously listed will be at the discretion of Director, Finance and Administration or National Bishop in consultation with the immediate supervisor.

6.17 Sabbatical Leave

A sabbatical is normally for the purposes of one or any combination of the following:

- rest, rejuvenation and self-improvement;
- prayer, meditation, formal study, writing and/or art;
- travel, with the view to gaining a greater appreciation of God's gifts, God's peoples and religious history

Sabbaticals are available for the management staff (clergy or lay), in accordance with the following criteria:

- Sabbaticals will be a maximum of three months.
- Full salary and benefits shall continue to be provided to an individual on sabbatical. Additional expenses associated with the sabbatical are the responsibility of the individual.
- A proposal for the Bishop's sabbatical must be approved by National Church Council, such approval to be given at least twelve calendar months prior to the month the sabbatical begins and must be communicated to all synods at least twelve calendar months prior to the month the sabbatical begins.
- Proposals for the sabbatical should include:
 - when the sabbatical will be taken;
 - what will be the focus for the sabbatical;
 - what is planned for the sabbatical;
 - what is the expected outcome for the sabbatical.
- A proposal for sabbaticals for Assistants to the Bishop or lay Directors will be approved by National Church Council in consultation with the Bishop; such approval to be given at least six

calendar months prior to the month the sabbatical begins and must be communicated to all synods at least six calendar months prior to the month the sabbatical begins.

- A sabbatical may be taken contiguously with one's vacation. A sabbatical (including vacation, if taken together) may carry over a year-end but the sabbatical may not begin prior to the calendar year of eligibility.
- To be eligible for a sabbatical, a minimum of six years of employment must be completed.
- Sabbaticals will be scheduled sometime during the second four year term of office and in every even numbered four year term following, i.e., one sabbatical every eight years. Normally, a sabbatical will not be authorized for the four month period leading up to and including the National Convention. A missed sabbatical may be carried over to the next four years but not into the second four-year period when a new sabbatical is available. In that event the missed sabbatical will be lost.
- No financial compensation will be available in lieu of a sabbatical. The National Office will grant a maximum of one sabbatical in any given calendar year.
- In the event of multiple eligibility in a given year:
 - The Bishop's sabbatical shall take priority over any of the Assistants' or Director's sabbaticals.
 - Sabbaticals for the Assistants to the Bishop or Directors shall be determined on a seniority basis, based on years of service as an Assistant or Director.
- This policy is to be reviewed by National Church Council at least every four years as well as when there is a numerical change in the number of assistants or Directors.
- The recipient shall agree to return to the regular duties of the national office for at least one year following the sabbatical leave.
- Within three months of the end of the sabbatical leave, the recipient shall present a written report and reflections on the sabbatical leave.

SECTION 7 – EMPLOYEE RELATIONS

7.01 Personnel Files

A personnel file will be kept for each employee. The file shall contain information regarding name, address, telephone number, name of next of kin, letter of employment, performance appraisals, monthly employment record and other pertinent information. Access to the employee's file shall be provided to the employee through the Director, Finance and Administration.

7.02 Employment Reference Inquiries

All inquiries, both oral and written, and responses concerning current or former ELCIC staff are to be directed to the Director, Finance and Administration. Staff who require written confirmation of employment should be referred to the Director, Finance and Administration.

7.03 Updating Personal information

Employees shall inform the Director, Finance and Administration of any changes in the following information:

- home address;
- telephone number;
- number of dependents;
- change in legal name.

Employees shall inform ELCIC Group Services Inc. of changes in the following information:

- home address;
- telephone number;
- number of dependents;
- legal name
- beneficiary for life insurance plan or any changes to beneficiary;
- any changes to information pertaining to the ELCIC Pension Plan and/or Benefit Plan;
- dependents for the health and dental plan.

7.04 Conflict of Interest

A staff person who is a party to, a director or officer of, or who has a financial interest in any person who is a party to a financial contract or proposed financial contract with the ELCIC, shall disclose the nature and extent of that individual's interest.

Any such contract or proposed contract shall be referred to the Director, Finance and Administration for approval even if such contract is one that in the ordinary course of the ELCIC's business would not require approval by Director, Finance and Administration.

7.05 All Staff Meetings

The National Bishop is responsible for convening all staff meetings. Any items to be included on the agenda shall be directed to the National Bishop.

7.06 Social and Education Activities

Social and educational activities of the ELCIC contribute positively to the relationship of employees, to the organization and to each other.

An ad hoc staff committee will coordinate plans for events and will request input and support from staff. Attendances at activities that take place during working hours are mandatory. Those that take place outside working hours are voluntary.

- **Christmas Celebrations** -Christmas is celebrated by staff through the annual Christmas Party and the Christmas Worship Service. Each staff and a guest of their choice are invited as guests of the ELCIC to the annual Christmas Party. This event is planned by staff.
- **Staff Day** - A yearly staff retreat day may be held. The purpose and content of the day are determined by staff; however, the day will usually have educational, spiritual and social content.
- **Other Events** - Other events may be planned throughout the year. Staff will be notified of such events through postings on the bulletin board in the lunchroom or through circulation by email.

7.07 Dress Code

It is the responsibility of each employee to dress in a professional, businesslike manner. Recognizing that dress is a matter of individual taste, a hard and fast dress code is not established. Common sense should guide.

7.08 Confidentiality

Employees of the ELCIC may be required to deal with confidential information and are expected to treat confidential information appropriately.

Information that is considered confidential includes:

- Salaries - individual salaries are confidential. Requests for salary information should be referred to the Director, Finance and Administration.
- Staff Personnel and Payroll Files - access to such files is limited to the National Bishop, the Director, Finance and Administration, and the employee upon request.
- Legal Matters - releasing information regarding legal actions could jeopardize the ELCIC. All requests for such information should be directed to the National Bishop.
- Working Papers - Working papers, such as National Church Council or committee dockets, are for internal use only.

Staff are expected to use judgment and care when disposing of materials. A paper shredder is available for disposing of printed materials.

7.09 Copyrights

Employees are expected to honour all copyrights. Failure to do so may result in dismissal. The ELCIC retains ownership and copyrights of all materials written, prepared or produced by an employee during their employment.

7.10 Media Inquiries and Press Releases

All inquiries from the press or media should be directed to the National Bishop or the Director of Communications and Resource Generation, Assistant to the Bishop.

Official press releases from the ELCIC once approved by the National Bishop shall be distributed by the Director of Communications and Resource Generation, Assistant to the Bishop. Once released, official press releases may be distributed to anyone on request.

All incoming press releases should be copied to the Director of Communications and Resource Generation, Assistant to the Bishop who will be responsible for further distribution

7.11 Facilities

The following outlines facilities at the National Office:

- **Staff Lunch Room-** A staff lunch room is provided for the use of all employees in the National Office. It includes a refrigerator, dishwasher and microwave. A limited number of dishes are also provided. All staff are requested to cooperate in keeping this room clean.
- **Library -** The ELCIC maintains a library of current religious periodicals as well as a number of resource books. The library is self-serve. Materials borrowed from the library are to be returned.
- **Meeting Rooms -** Reservations for meeting room space are to be booked through the online calendar.
- **Recycling -** The ELCIC strives to be "environmentally" friendly. All employees are requested to participate in recycling. Each work station is equipped with containers for recycling paper. There is also a box for recycling aluminium cans in the staff lunch room.
- **Housekeeping -** Employees are responsible for keeping their work areas tidy.
- **Allocation of Workspace -** Space has been assigned for various units of work. Providing and placing of major office furniture shall be negotiated by the supervisor with the Director, Finance and Administration. Any suggestions for major reallocation of space should be directed to the Director, Finance and Administration.

7.12 Office Procedures & Conduct

The following outlines general office procedures and conduct expected by staff at the National Office:

- **Internal Communications -** Each employee is expected to be responsible for enabling communications within the office by ensuring that all staff are aware of announcements and information pertaining to their work.
- **Bulletin Board/Circulating Memos -** A bulletin board for employee use is found in the lunchroom. Effective communications will be enhanced by forwarding announcements and information by email.
- **E-Mail -** All staff are responsible for their own e-mail and ensuring timely responses to all inquiries.
- **Voice Mail -** All staff have their own private voice mail. Staff are responsible for keeping their voice mail greetings current and for responding promptly to voice mail messages.
- **Handling of Cash or Cheques -** Upon opening the day's mail, all funds received, whether cheque or cash, are to be receipted by the administrative staff responsible. A bank deposit is prepared and funds deposited once a week.
- **Telephones -** In order that telephone lines remain clear for business use, employees are to keep personal calls to a minimum. The toll-free line is intended for business use only.
- **Privacy -** Privacy of employees is to be respected and guarded at all times, especially for those required to work in open areas. Sensitivity, cooperation and courtesy should be maintained where there is an overlap of space, equipment, conversation, etc.

- **Music at Work** - Employees are to refrain from playing music at work except when all within hearing range agree to the choice of music, or when the music is played in such a manner that only the employee hears it.
- **Personal Sales**- On-site sales of items that reflect a personal or organizational profit motive are permitted only in the staff lunchroom. This is to be done by posting on the bulletin board or through display, and not through direct solicitation of individuals.
- **Children in the Office** – With permission from their supervisor, when employees bring children into the office, the children should normally be in that staff person's work space unless invited by another employee to another area. This situation applies during and after regular hours. Care should be taken to ensure that children avoid disrupting the work of other office staff.
- **Personal Property** - Employees are responsible for their personal property brought into the office. This includes loss or damage

7.13 Employee Protection Policy

The ELCIC requires employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives and employees of the ELCIC, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

- **Reporting Responsibility** - It is the responsibility of all directors, officers and employees to report ethics violations or suspected violations in accordance with this Employee Protection Policy.
- **No Retaliation** -No employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise serious concerns within the ELCIC prior to seeking resolution outside the ELCIC.
- **Reporting Violations** - ELCIC has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in management (see section 2.02) whom you are comfortable in approaching.

Supervisors and managers are required to report suspected ethics violations to the ELCIC's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following ELCIC's open door policy, individuals should contact the ELCIC's Compliance Officer directly.

- **Compliance Officer** - The ELCIC's Compliance Officer is the Chairperson of the Audit Committee of National Church Council. The ELCIC's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the National Bishop and/or the Audit Committee. The Compliance

Officer has direct access to the Audit Committee of National Church Council and is required to report to the Audit Committee at least annually on compliance activity.

- **Accounting and Auditing Matters** - The Audit Committee of National Church Council shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Audit Committee of any such complaint and work with the committee until the matter is resolved.
- **Acting in Good Faith** - Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
- **Confidentiality** – Reports of violations or suspected violations will be kept confidential, consistent with the need to conduct an adequate investigation.
- **Handling of Reported Violations** - The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

SECTION 8 – STAFF DEVELOPMENT

The ELCIC encourages continual growth in competence and personal development for its employees. All permanent employees are eligible to participate in a continuing education plan.

8.01 Granting of Leave

Leave for educational purposes may be granted to permanent employees according to either the Continuing Education Policy for Administrative Staff outlined in 8.02 or the Continuing Education Plan for Professional Leaders in the ELCIC if the employee is enrolled in this plan.

8.02 Continuing Education Plan

Permanent staff is eligible to enrol in the Continuing Education Plan for Professional Leaders in the Evangelical Lutheran Church in Canada. The ELCIC encourages continual growth in competence and personal development for all staff and provides assistance toward the following objectives, consistent with their job requirements:

- develop present knowledge and skills;
- acquire new knowledge and skills;
- experience growth for more effective service and personal development.

Continuing education can be done through workshops, classes, retreats and guided groups. The annual performance evaluation can be an appropriate time for this planning and goal setting.

Participation in the CEP is voluntary and the employer's contribution towards approved continuing education is based on the GSI policy and best practices (https://www.elcicgsi.ca/?page_id=660). Note that all contributions for staff will be based on the rate for rostered staff.

In addition to CEP contributions, an amount of \$500 per year shall be provided for learning resources such as book purchases, on line subscriptions, webinars or other materials.

For permanent part time staff the amount and time is to be prorated based on hours worked in relation to regular hours.

For administrative staff participating in the CEP program, up to five working days per year release time from work for approved job-related continuing education may be provided. This is noncumulative. The program and the time taken are to be mutually agreed upon by the administrative staff and supervisor. Management staff release time is covered by the CEP guidelines.

The policy shall normally be considered exclusive of on-the-job training events and in-house workshops.

For more information on the CEP program, see Appendix E. Application forms are available from the Director, Finance & Administration.

8.03 Other Training

From time to time employees will be required to participate in training activities to assist them in doing their job. Normally such training will be offered during working hours. In the event such training is to take place outside working hours, the employee will be given compensating time off.

SECTION 9 – OFFICE & COMPUTER EQUIPMENT & TELECOMMUNICATIONS

9.01 Office Equipment

All equipment is owned by the ELCIC for use by employees. Users are responsible for care and maintenance. Service contracts will be arranged as deemed necessary or appropriate. All staff are to respect the proprietorship of others' equipment and supplies. Employees may borrow equipment from each other after receiving permission for its use. Non-staff are not to use the office, equipment or supplies.

Personal use of ELCIC office equipment is permitted according to the following guidelines:

- Use is occasional and limited in volume;
- All costs must be reimbursed to the ELCIC by the employee (this would include such things as long distance charges for faxes or telephone calls; photocopying and postage)
- All established office procedures must be followed.
- Office equipment is not to leave the building without the consent of the Director, Finance and Administration.

Employees are to refrain from using the toll free number to receive personal calls.

9.02 Computer Equipment

Both desktop and laptop computers are the property of the ELCIC and are to be used for business purposes only. Staff should not store personal documents, pictures or music on laptops or desktop computers.

All copyrights on computer software must be honoured by employees. Failure to do so may result in termination of employment.

9.03 ELCIC's Computer and Internet Acceptable Use Policy

A. Scope

The *ELCIC's Computer and Internet Acceptable Use Policy* applies to all ELCIC staff, volunteers and to anyone with access to ELCIC computer resources.

B. Overview

The ELCIC provides and maintains a computer system that is used by staff and volunteers (including committee members) to further the work of our church. Use of the internet by ELCIC staff is encouraged in the execution of day-to-day business as it supports ELCIC goals.

Employees and volunteers are to use the internet in a professional, ethical and lawful manner. Security and confidentiality of corporate information is to be everyone's first concern. This policy outlines the acceptable use of this computer system in order to protect the security of this system and the reputation of all users.

All users are responsible for seeing that these computing resources are used in a manner consistent with denominational standards.

C. General Guidelines

Internet use is prohibited for any unlawful or illegal purpose or activity that violates any federal, provincial or municipal law or regulation or that could give rise to a civil cause of action against the employee and/or the ELCIC. This includes any activity that could constitute a criminal or quasi-criminal offence and/or result in civil liability including but not limited to the following:

1. Internet
 - Visiting internet sites that contain or possessing, downloading, distributing or displaying obscene or offensive materials.
 - Making or posting indecent remarks, proposals or materials on the internet.
2. Email
 - Soliciting emails that are unrelated to ELCIC activities or for personal gain.
 - Sending or knowingly receiving any material that is obscene or defamatory, or which is intended to harass, annoy or intimidate another person.
 - Representing personal opinions as those of the ELCIC.

3. Confidentiality

- Uploading, downloading or otherwise transmitting commercial software or any copyrighted materials without appropriate permissions.
- Revealing or publicizing confidential or proprietary information which includes, but is not limited to: financial information, new program ideas, promotional strategies and plans, databases and the information contained therein, customer and donor lists, computer software source codes, computer/network access codes, partnership information and church relationships.
- Examining, changing or using another person's files, output or user name for which they do not have explicit authorization

4. General

- Performing any other inappropriate uses identified by the network administrator.
- Wasting time on non-company business.

D. Disciplinary Action

Failure to comply with this policy may result in disciplinary action ranging from temporary or permanent loss of internet access to dismissal, and/or legal action. The nature and type of discipline will depend upon the severity of the incident.

9.04 ELCIC's Online Code of Conduct

The internet has become an integral part of many people's lives. The popularity of self-publishing and social networking media (i.e. blogging, podcasting, Myspace, Facebook, etc.) is increasing. Employees and volunteers (including committee members) of the Evangelical Lutheran Church in Canada (ELCIC) may choose to take part in these latest media for self-expression and public conversation.

The *ELCIC's Online Code of Conduct* has been created to provide clarification on the ELCIC's position with respect to self-publishing and self-expression on the Internet (i.e. personal blogging, etc.) and is not intended to discourage employees and volunteers from doing so.

Scope of the Guidelines

These guidelines deal with online activities such as personal blogging, participating in others' blogs and other self-publishing activities such as podcasting or website development and participating in online social networks such as Facebook and Myspace.

These guidelines apply when content clearly identifies the originator, or allows an individual to be obviously identified as an ELCIC employee, volunteer or committee member. Generally, self-published content or self-expression that does not identify the originator as an ELCIC employee, does not discuss ELCIC business or policy and is essentially personal in nature falls outside the scope of these guidelines.

Guidelines

1. **Treat everything you write or post online as if it is public and anyone can read it.** Would you like your family members, pastor, employers or others to see what you have written and posted?
2. **You are legally liable for your blogs and/or posts.** When you choose to go public with your opinions via a blog or post, you are legally responsible for your commentary. Exercise caution

with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions and derogatory remarks or characterizations.

3. **Understand the longevity of the written record.** If you feel the need to write something negative or angry online or in an email, ask yourself: will this comment or photo promote a self-image you will be proud of five years down the road? Nothing is ever permanently erasable once it is posted to the internet.
4. **Be careful about posting photos.** When posting photos, a good guideline to keep in mind is: if you wouldn't want to see the photo posted on the front page of a local paper, you probably don't want it posted on the internet. Note: copyright laws extend to the web.
5. **Company privileged information is off-limits.** Any confidential information or resources such as research, taped events, policy documents, etc... created while doing your job is the property of the ELCIC and cannot be used for personal purposes.
6. **Blog posting may generate media coverage.** If a member of the media contacts you about an ELCIC-related blog posting or requests ELCIC information of any kind, please contact the Director of Communications and Resource Generation, Assistant to the Bishop. You should also contact the Director of Communications and Resource Generation, Assistant to the Bishop for clarification on whether specific information has been publicly disclosed before you blog or post about it.

The internet is a wonderful communication tool. Unfortunately, it can create an illusion of personal security that could result in negative consequences in the future.

If you have doubt or uncertainty about any of this, you are encouraged to have a conversation with your supervisor or committee chair to clear it up.

9.05 Cellular Phones

The National Office will pay monthly operating charges for a cellular phone only for staff whose position contains most or all of these components:

- A requirement to travel frequently to carry out job responsibilities, across a geographic area away from the office, and great amounts of time are spent in a vehicle.
- A need for others to be in communication with the individual while travelling.
- A need for the individual to communicate with others while travelling.
- Personal safety concerns for the individual while travelling.
- Less than 15% of the telephone usage is for personal use.

Cellular phones are for business purposes only. The employee will reimburse the National Office for any personal calls made on the cell phone. Cellular phones should not be used while operating a moving vehicle. Employees are required to take appropriate precautions to prevent theft and vandalism of equipment. Cellular phones should not be used for conference calls.

SECTION 10 – SEPARATION OF SERVICES

10.01 Voluntary Termination

Staff members wishing to resign a position are required to provide written notice of resignation. Administrative staff members, who have worked more than 30 days but less than one year, must give at least one week notice before the last day they plan to work. After Administrative staff have completed one full year of employment, at least two weeks notice is required. Management staff members are requested to give one month notice.

10.02 Involuntary Termination

Employment of a person at the ELCIC may be terminated without notice for cause which includes:

- When employees act in a manner that constitutes wilful misconduct, disobedience or wilful neglect of duty and the behaviour is not condoned by the ELCIC (e.g. theft, damage to ELCIC property, harm to other staff, etc).
- If employees act in a manner that is violent in the workplace or is dishonest in the course of employment; or
- There is unsatisfactory work performance as documented in two consecutive unsatisfactory performance reviews.

10.03 Lay-Off

Occasionally layoffs may become necessary due to a reduction in workload. If a suitable opening exists within the organization, the ELCIC will consider transferring the displaced employee into another position. However, neither organizational transfer nor a position at a comparable salary level is guaranteed.

10.04 Retirement

Mandatory retirement constitutes a discriminatory measure for employers under the jurisdiction of the province of Manitoba. The normal retirement age for pension purposes is age 65. A “reasonable” early retirement requirement under the pension plan is considered to be the 10-year period proceeding the normal retirement age.

10.05 Exit Interview

A staff member who resigns or retires is expected to participate in an exit interview prior to the last day of employment.

10.06 Notice of Termination/Severance Pay

For employment termination by the ELCIC without cause, the ELCIC will provide termination notice in writing or wages in lieu of notice, or a combination of both, in accordance with the greater of that required under the Manitoba Employment Standards Code, or two weeks notice or wages for every year of employment:

- If an employee resigns, or is discharged for cause, there shall be no severance pay;
- No payment "in kind" shall be made.

10.07 Termination of Call to Special Service.

Should the National Bishop wish to make changes to the management staff configuration in the National Office, the steps for terminating employment of an Assistant shall be:

- a) A meeting between the National Bishop and the Assistant to acknowledge the desired change;
- b) Providing termination notice in writing or wages in lieu of notice, or a combination thereof based on one month for each year of employment;
- c) Providing public recognition of service and commensurate gift.

10.08 Incumbent Bishop Defeated in Bid for Re-election

The following policy will apply to an incumbent Bishop who is defeated while standing in a bid for re-election at convention:

A National Bishop who is defeated while standing in a bid for re-election (“Incumbent”) will continue as National Bishop until the newly elected Bishop (“New Bishop”) takes office (“Commencement Date”), usually about 2 months after the election.

If the Incumbent is defeated in a bid for re-election, he or she:

- (a) shall continue to receive salary and eligible benefits (excluding car allowance and paid parking) until the earlier of:
 - (i) the expiration of 3 months for each 4 year term served by the Incumbent as Bishop, to a maximum of 6 months; or
 - (ii) the Incumbent starts new employment; or
 - (iii) retires from the active roster of the ELCIC; and
- (b) shall be entitled to be reimbursed by ELCIC for career transition services, to a maximum amount of \$5,000, upon receipt by ELCIC of evidence of payment of those expenses by the Incumbent within 6 months of the Commencement Date; and
- (c) shall be entitled to receive a moving allowance, if applicable, as provided for in the Bishop moving policy.

The foregoing represents the entire rights of the Incumbent to payment by ELCIC in respect of the end of his or her term(s) as Bishop.

10.09 Employee Assistance Program

The services of counselling support are available to terminating employees through the Employee Assistance Program for a period of three months following termination. The employee should contact ELCIC Group Services regarding this service.

10.10 Vacation Pay and CEP Funds

Upon termination of employment, the employee will receive payment of accumulated vacation and employee portion of CEP funds.

10.11 Return of ELCIC Property

On the employee's last day, the supervisor will request that keys, credit cards, notebook computers and other relevant ELCIC equipment and property be returned. The employee's name will be removed from the voice mail and email systems and computer passwords.

10.12 References

An employee may request a written reference prior to departure or a telephone reference after departure. Only management staff are authorized to give employment references, written or verbal.



September 2020

National Church Council Meeting Highlights

National Church Council (NCC) met via zoom for its Fall 2020 meeting. NCC Members met in two-hour sessions spread over two days on September 11 and 12. Prayer and Bible study were also included in the meeting time.

The following are just a few of the major highlights from the meeting. For specific wording on motions and additional actions, draft minutes will be posted (once available) on the NCC section of the ELCIC website:

<https://elcic.ca/National-Church-Council/National-Church-Council-Minutes.cfm>

One Body Working Together – Mutual support between synods and National Church

NCC members heard updates from the National and Synod Bishops and how leadership in the church and congregations are responding in the midst of the COVID-19 pandemic. The Bishops noted how incredibly proud they are of our church leaders. There has been an increased sense of unity among all expressions of the church as we navigate through these extraordinary times. NCC members noted how much they appreciated joint letters from the National and Synod Bishops and the National and Synod Treasurers, as well as the Summer Sermon Series contributions from the Bishops and Assistants to the Bishops.

One Body Working Together – National and international relationships

NCC approved a motion to designate \$100,000 to The Lutheran World Federation (LWF) Rapid Response Fund. Many of the 148 LWF member churches live in a contexts that are particularly vulnerable for emergencies. The COVID-19 pandemic has presented an unprecedented challenge for these churches. The LWF Communion Office has created a space for showing solidarity to these member churches by setting up a COVID-19 Rapid Response Fund. The fund provides short-term grants for the implementation of specific COVID-19 prevention and response work.

NCC members are shown wearing their LWF-branded masks, which are part of the #LFWearItShareIt #MaskMondays initiative. The masks are produced at The Women's Skills Training Center of Huria Kristen Indonesia (HKI). The women's center seeks to empower women in the community by enhancing their vocational capacities (<https://bit.ly/3gRtnQG>). More information on the LWF Rapid Response Fund can be found here: <https://bit.ly/31JOHSv>.



Courageous Innovation – Accompaniment

As schools around the world are beginning a new academic year in very challenging circumstances, so too are the schools of the Evangelical Lutheran Church in Jordan and the Holy Land (ELCJHL). Earlier on in the COVID-19 pandemic, the schools dealt with closures and lock down periods by embracing digital technology and distance learning. Sadly, the continued lock downs have impacted the families served by the schools in many different ways. COVID-19 restrictions have meant further barricade closures and a significant loss of tourism for the region resulting in job loss and substantial reduction in income to households. Many families are now facing significant difficulties with paying tuition for the 2020–21 school year—which on average is \$1,600/year per student. Seeing the need to support our Global Mission partner, NCC members approved a motion to launch an ELCJHL Appeal to provide financial support for scholarships for students of ELCJHL schools for the 2020–21 school year.

One Body Working Together - National and international partnerships

An introduction on the Moravian Church was provided to NCC members. There are currently 19 Moravian congregations in Canada (nine in Alberta, plus one mission ministry; one in Toronto, Ontario; and 10 in Labrador). In the US, both the Evangelical Lutheran Church in America and the Episcopal Church have a full communion relationship with the Moravian Church. NCC members approved a motion to authorize representatives of the ELCIC to participate in a task force to pursue the possibility of: 1) a trilateral mutual recognition as churches, and 2) a ministry and public witness partnership between the Anglican Church of Canada, the Northern Province of the Moravian Church in North America and the ELCIC.

Courageous Innovation – Flexibility in sharing and deploying financial resources

Lisa Thiessen, executive director, and John Wolff, board president, presented to NCC members as part of the Group Services Inc. (GSI) annual information meeting. An update was provided on the current redesign of the Health and Dental Benefits package for ELCIC employees. This new plan is comprised of three modules for selection: blue, green and teal. Members will be asked to make their module selection once the rates are published on October 1, 2020. The new plan will be implemented on January 1, 2021. More information is available on the GSI website:

https://www.elcicgsi.ca/?page_id=3331.

Courageous Innovation – Innovative interaction with the community

NCC approved a one-year extension to the Women of Faith Fund program (<https://elcic.ca/Womens-Desk/FaithFund.cfm>). The program was established in 2011 in recognition of the “significant contribution of the women of the Evangelical Lutheran Women (ELW) of the Evangelical Lutheran Church in Canada (ELCIC)”. The Women of Faith Fund provides annual grants to encourage and facilitate the Christ-centred ministry of women within the ELCIC and *In Mission for Others*. Originally, it was planned for this to be the last year for grant applications but many programs are not able to be fully operational this year due to the COVID-19 pandemic. The application has been put on hold for 2020 and 2021 will be the final year for the grant application process.