



# St. Luke's Lutheran Church & School

Oakfield, WI

## **Called Workers' Benefits**

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### **Health Insurance**

The full cost of the health insurance premiums shall be paid by the congregation for all full-time Called workers. Workers will be offered either a family plan or a single plan, depending upon their personal situation. The health Insurance plan shall be that of the WELS-VEBA Group Health Care Plan. An exception to this provision is that if a called worker is covered by the spouse who is also the head of household, no health insurance coverage shall be provided.

### **Disability Insurance**

The full cost of disability Insurance premiums shall be paid by the congregation for all full-time called workers. The disability insurance plan shall be through the WELS VEBA Group Health Care Plan.

### **Worker's Compensation Insurance**

Worker's Compensation insurance shall be provided to all called workers.

### **Social Security**

When the congregation is required to withhold social security taxes for a called worker the congregation will match the amount withheld and both shares are remitted to the IRS on a timely basis. When the congregation is not required to withhold social security taxes for a called worker the congregation will pay an amount equal to the employer's portion directly to the called worker.

### **Pension Plan**

The congregation shall pay the full costs of the Wisconsin Evangelical Lutheran Synod Pension Plan for all called workers.

### **Life Insurance**

The congregation does not provide for any life insurance benefits; however, term insurance is available through the Synod at the worker's expense.

### **Unemployment Compensation**

The Wisconsin Synod and member congregations do not participate in the Unemployment Compensation program. Called workers are not therefore entitled to draw unemployment benefits.

### **Work Year**

All called workers are to serve a twelve month work year. Workers shall be available for all responsibilities as assigned by the congregation, except when on vacation.

### **Outside Employment**

Since the call into the ministry is a full-time position, workers are to use their abilities and time in service to their congregation. If workers seek outside employment, 'the work may not interfere with any of their responsibilities, should be limited in scope and time, and must be specifically approved by the Church Council.

### **Vacation Time**

All called workers shall receive four weeks of paid vacation each calendar year. Vacations should be scheduled at times that least interferes with assigned, responsibilities. The principal and teachers may request vacation time at Christmas and Easter breaks, or between the times of school closing and school opening. They are to clear their vacation times with the School Committee. The pastor's vacation may be taken at any time approved by the Church Council. Vacations longer than one month may be taken if the provision for Leave of Absence applies. There will be no pay for the time over one month. Vacation days do not accumulate from year to year.

### **Holidays**

The principal and teachers may take holidays as listed in the school calendar. The pastor(s) may take off two Sundays at any time approved by the Church Council in each calendar year (in addition to, his vacation) as his "holidays".

### **Sick/Family/Funeral Leave**

Each called worker may receive up to six days leave with pay per calendar year for the following reasons: illness, emergencies in worker's own family, and funerals in the worker's immediate family. Paid leave may be accumulated to a maximum of twelve (12) days. A request for additional days may be given special consideration if, the Church Council deems It appropriate, Immediate family is defined as brother, sister, parents, grandparents, or children of the worker and/or their spouse.

### **Leave of Absence**

An unpaid leave of absence may be requested for the following reasons: maternity, work towards an advanced degree on a full-time basis, family need, extended vacations and other reasons considered appropriate by the Church Council. The start of this leave should be approved by the Church Council at least 60 days prior to being taken.

The congregation will not provide health insurance coverage during an unpaid leave of absence. To maintain coverage and eligibility, the worker is encouraged to continue the health Insurance coverage by paying the premium during the leave of absence. An exception to this provision is that for an approved maternity leave, the congregation will provide health Insurance coverage for the first 30 days.

### **Mileage Expense**

Called workers using their own cars for work-related travel will be reimbursed for their mileage at a rate designated by the congregation. Work-related travel includes, but is not limited to, such matters as pastoral visitation and attendance at meetings and conferences.

### **Conference/Workshop Expense**

Expenses incurred by attendance at approved conferences and workshops will be reimbursed as follows:

- a. Travel expense will be reimbursed according to the Mileage Expense provision.
- b. The cost of lodging will be reimbursed within reasonable limits.
- c. The cost of meals will be reimbursed within reasonable limits.

### **Professional Expenses**

Job-related expenses shall be paid by the, congregation subject to the approval of the School Committee for the principal and teachers or the Church Council for pastors. Such expenses include, but are not limited to, pastoral supplies, teaching material and supplies, books, publications and organization dues.

### **Moving Expenses**

The congregation shall reimburse the called worker for any moving expenses subject to the approval of the Church Council. The worker shall be reimbursed for any tax liability incurred as a result of the moving expense reimbursement.

### **Continuing Education**

Called workers may receive reimbursement for expenses for classes and seminars (Tuition, travel, lodging, food). Courses and seminars must be, related to their call and approval from the Church Council must be obtained prior to enrollment if reimbursement is requested. Principals and teachers shall submit requests through the School Committee. Reimbursement is also contingent upon satisfactory completion of the course or seminar. Time spent in residence at summer classes or seminars counts as one half of vacation time (two weeks of school equal one week of vacation).

### **Jury Duty**

Called workers will receive full salary and benefits while serving jury duty. Jury duty will not effect vacation time or sick family funeral leave. Any payment or reimbursement for Jury duty is to be remitted to the church.

### **Child and Youth Abuse Prevention Program**

Called workers must review and agree to the terms of the Child and Youth Abuse Prevention Program Policy, including agreeing to allow St. Luke's performing a Criminal Background Check.

Committee Responsible: Called Worker Care Committee  
Last Revised by the Church Council: 11/17/2011



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## Support Staff Benefits

### Vacation Time

Full-time employees are given paid vacation time according to the number of years employed by the congregation. Vacation time is determined as follows:

1 - 5 years of service	2 weeks
6 - 10 years of service	3 Weeks
over 10 years of service	4 Weeks

Vacations should be scheduled at times that least interfere with assigned responsibilities and are subject to the approval of the Pastor. Vacation days do not accumulate from year to year.

### Worker's Compensation Insurance

Worker's Compensation insurance shall be provided to all called workers.

### Holidays

Six paid holidays will be given during the year to full-time employees. These holidays are January 1, Memorial Day, July 4, Labor Day, Thanksgiving Day and December 25. If a paid holiday falls on a Saturday or Sunday, the date of the paid holiday will be determined by the Pastor. A paid holiday falling within a planned vacation is not counted as a vacation day.

### Job-Related Expenses

Any work-related expenses employees incur will be paid by the congregation subject to the approval of the Church Council. Such expenses include, but are not limited to supplies needed for the job, mileage expense and conference expense.

### Social Security

The congregation is required to withhold social security taxes from all employees. The congregation matches the amount withheld and both shares are remitted to the IRS on a timely basis.

### Unemployment Compensation

The Wisconsin Synod and member congregations are not required to participate in the Unemployment Compensation program. Churches are not required to pay Federal or State unemployment taxes on any of their workers including called workers, custodians, secretaries, etc. No reporting of wages is required either; in addition no church workers are eligible for unemployment compensation benefits.

### Child and Youth Abuse Prevention Program

Employees must review and agree to the terms of the Child and Youth Abuse Prevention Program Policy, including agreeing to allow St. Luke's performing a Criminal Background Check.

Committee Responsible: Called Worker Care Committee  
Last Revised by the Church Council: 11/17/2011