

**Mount Cross Lutheran Church**  
**Personnel Committee Minutes**  
Meeting of January 31, 2020

The meeting of the Personnel Committee of Mount Cross Lutheran Church was called to order at 12:00 on January 31, 2020. Present were Randy Churchill, Steve Michel and Chair James Prosser. Also present was Pastor Julie Morris.

Following the opening prayer, the committee discussed the draft employee handbook that had been previously distributed. The following changes to that draft were discussed:

1. The addition of the second and third paragraphs under Policy Against Sexual Harassment;
2. The addition of Training to Recognize and Combat Sexual Harassment;
3. The addition under "Employment Classifications" of two paragraphs regarding "Rostered Ministers;"
4. The addition of the paragraph on Background Check and Fingerprinting;
5. The two alternative provisions for vacation accrual.

The committee accepted items 1-4 described above and selected the second of two alternatives for vacation accrual, deciding that accrual should not exceed 150% of an employee's allotted vacation.

The committee also discussed which employees should be granted vacation and decided to limit that benefit to full-time employees

The committee also discussed which benefits should be offered health benefits and decided that at the present time, the offer of health benefits should be limited to full-time exempt employees.

The committee discussed the recent changes in California law relating to lactation accommodation. The rules are extensive. The committee decided that the handbook should refer to the lactation accommodation requirement, but otherwise leave the full legal description of the rule as a separate policy, in as much as the rules under the statute may change.

The committee also discussed implementing the use of the Notice to Employee under Labor Code 2810.5. This would eliminate much of what is duplicated in the "job description" of most employees. A copy of the Notice is attached.

The Chair was authorized to distribute the revised draft Employee Handbook to the current and newly elected Church Council members and to make minor changes based on their input. The finalized Employee Handbook was otherwise recommended for adoption by the Church Council and to be effective January 1, 2020.

James Prosser, Chair