

PERSONNEL ADMINISTRATION

I. GENERAL

Employees enrolled in the ELCA Pension and Benefits Plan are covered under the ELCA Disability Benefits Plan as regulated by the ELCA Board of Pensions. The ELCA Disability Benefits Plan provides monthly income for an eligible employee who has become partially or totally disabled as identified by the Plan.

II. INSTRUCTIONS

- A. Rostered staff serving under call are eligible for the program if scheduled to work at least 15 hours per week for six or more consecutive months per year.
- B. Lay employees are eligible if scheduled to work at more than 20 hours per week for six or more consecutive months per year and have completed any required probationary period. Part-time staff not eligible for the ELCA benefits plan (Portico) shall have no coverage under Trinity's disability benefit.
- C. Disability benefits will not be payable if the employee becomes partially or totally disabled within the first 18 months after becoming a sponsored member of the Plan, and the disability is caused by a pre-existing condition which was diagnosed or treated in the six-month period prior to the date of membership in the program.
- D. The contribution rate for the Disability Benefits Plan is based on a percentage of the employee's compensation and does not include non-taxable reimbursements or housing equity payments. Salary compensation is calculated as stated in Policy 2.30 (Sick Leave).
- E. The Disability Benefits Plan provides monthly income for an employee pursuant to the following criteria:
 - 1. The application for partial or total disability benefits is within six months of becoming disabled.
 - 2. The employee is actively engaged in medical treatment designed by a qualified health care provider to restore or maintain health and functionality.
- F. Following six weeks of employee's continuing absence due to illness, application for partial or total disability must be prepared by the disability program administrator and reviewed by the Lead Pastor and the Administration and Personnel Committee. Disability claims shall be reported to and approved by the Congregation Counsel prior to payment.

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- G. Beginning with the third month of disability, the employee will receive a monthly income benefit based on two-thirds of the calculated monthly benefit compensation minus any Social Security or other government offsets from the ELCA Disability Benefits Plan. At no time shall an employee receive duplicate compensation from Trinity Lutheran Church for accrued sick time and the ELCA Disability Benefits Plan. Additional benefits include:
1. Continuation of contributions to the Retirement Plan.
 2. Continuation of health and survivor benefits coverage.
- H. After 12 continuous months of total disability, the employee is considered totally disabled only if material duties of any occupation are unable to be performed.
1. That could be undertaken based on the employee's education, training or experience, and
 2. That could reasonably be expected to earn at least 70% of the benefit compensation on which the monthly disability benefit is based.
- I. Coverage remains in effect as long as the employee is considered partially or totally disabled (as defined by the Plan), up to full benefit retirement age as defined by the Social Security Administration.
- J. If the employee is no longer totally disabled, a transitional period including vocational counseling services may be available to the employee with continuation of coverage under the program.
- K. Partial disability benefit may be available for qualifying neurological disease. Written verification to the Board of Pensions of the employee's reduced capacity for full-time work must be provided by a qualified health care provider.
- L. Upon request of the lead pastor or Administration and Personnel Committee chairperson, a lay employee or rostered staff member on disability leave shall be required to furnish upon return to work, a physician's certificate stating that the individual is physically able to resume normal duties or, if duties must be restricted, an indication of the extent to which the employee is able to resume duties.