

UNITARIAN UNIVERSALIST CONGREGATION
of SALEM
PERSONNEL MANUAL



Our **vision** is to build a joyful home for free religious exploration where we nurture the hopes and serve the needs of our world.

Our **mission** is to provide a respectful home for intellectual, spiritual, and creative exploration, and to build a community of fellowship, caring and service that lights the flame of social action.

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PURPOSE

This manual, with the policies and procedures contained herein, is established to provide an orderly and regular administration of personnel procedures and regulations for the employees of the Unitarian Universalist Congregation of Salem (UUCS).

From time to time, changes in the Manual may become necessary. Therefore, UUCS reserves the right to amend, supplement or rescind any provisions of this Manual as necessary.

The Manual applies to all employees. This Manual does not apply to ministers(s) called by vote of the congregation. UUCS may terminate the employment relationship at any time for any reason.

This Manual supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of this Manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

If you have any questions or comments about this Manual, or if you need more information, please ask your supervisor or the Personnel Committee Chair. Your comments and suggestions are genuinely encouraged.

DEFINITIONS

A. EMPLOYEE CATEGORIES

- 1. Salaried:** Usually a minimum $\frac{1}{4}$ time. Employment relationship and responsibility is usually year round. Hours are not closely watched or monitored. There is an expectation that employees will get the job done. They are expected to attend occasional evening meetings, and are generally on call for telephone consultation. They may be expected to attend professional and denominational functions.
- 2. Regular Hourly:** Have a reasonably predictable on-site work schedule, and do not work off-site. They do not work less than 200 hours a year and are paid for actual hours clocked plus for time under whatever vacation, sick leave, and holiday plan is in place. They are not routinely expected to attend committee meetings, etc, nor to accept phone calls in off hours. Time worked in excess of forty (40) hours a week is compensated as overtime in accordance with State and Federal law.
- 3. Casual and Intermittent:** Includes all who are paid for less than 200 hours a year and work on site, plus those who work up to $\frac{1}{4}$ time but have no established schedule. Frequently, these employees are scheduled as needed and as

their individual schedules allow (e.g. child care). They receive no vacation or benefits.

4. **Contractor:** Works independently. Does not usually use church equipment. Often has a professional license. Provides similar services to several employers. Provides services at times of their choosing.
5. **Minister:** An ordained minister called by vote of the congregation. The lead minister in the Church.
6. **Volunteers and Employees as Volunteers:** A volunteer is someone who donates time without expectation of compensation. Employees are not allowed to volunteer their services for tasks included in their job description. Employees may participate in the life of the church in activities unrelated to their employment

B. UUCS BOARD AND COMMITTEES

1. **Board.** Within this manual all references to **Board** means UUCS Board of Directors which consists of elected volunteers charged with overseeing the overall operations of UUCS.
2. **Personnel Committee.** An appointed group of volunteers charged with overseeing UUCS Human Resources Management needs.
3. **Committee on the Ministry.** An appointed group of volunteers which functions as a liaison between the called UUCS Minister(s) and members of the congregation.

C. GENERAL TERMS

1. **UUCS.** Refers to UUCS, the organization responsible for all employment practices, policies and standards.
2. **FLSA.** References the Fair Labor Standard Act of 1938. Also known as the wage and hour act.
3. **UUCS Fiscal Year.** July 1 through June 30 period of time used for budget and financial purposes.

EMPLOYMENT POLICIES AND PROCEDURES

A. EQUAL EMPLOYMENT OPPORTUNITY

UUCS provides equal employment opportunity for all individuals. Decisions about calling, recruiting, hiring, training, assigning, promotions, compensation, benefits, fully participating in the work and life of UUCS and all similar employment decisions must be made in compliance with all federal, state and local laws and without regard to race, color, religion (unless it is a religiously-sensitive position and the employee's belief(s) directly conflict(s) with the principles and purposes of UUCS), sex, ethnicity, national origin, age, disability, sexual orientation, gender identity, marital status, veteran or conscientious objector status, or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against UUCS policy.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to their supervisor or the Personnel Committee Chair, or the Minister. Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.

B. RECRUITMENT, SELECTION AND PLACEMENT

Good recruitment and selection decisions are an investment in the future. They are the building blocks that contribute to the work and services of UUCS. UUCS is committed to affirmative procedures to support the hiring, development and retention of a diverse and professional work force.

When a vacancy exists a search and screen committee of at least five persons shall be appointed by the chair of the Personnel Committee in consultation with the Personnel Committee. The Committee shall include the position's supervisor, one member of the Personnel Committee, and three other qualified people representative of the job's area of interest and UUCS congregation as a whole. The Board may appoint a member of the Board to the search and screen committee, if desired. The Personnel Committee will review the job description and recommend any changes to the Board before the job is posted. (It is important to note that new and/or vacant positions must be approved by the Board and compensation must be appropriated in the annual budget before any recruitment activity can commence.) In addition, the UUCS Treasurer and Finance Chair shall together certify exact compensation and benefits information, for budget payroll, and presentation purposes, before the search begins. The search and screen committee will then develop and implement recruitment strategies. Once a pool of applicants has been

developed the search and screen committee will follow screening and selection steps as outlined below. The screening process involves assessment of submitted resumes and letters of application, conducting initial interviews, and narrowing the pool of candidates down to just a few. The selection process involves follow-up interviews for the short list of candidates. Reference and background checks shall be completed before a final selection is made. While the position supervisor may conduct initial screening of written application materials, final job interviews shall be conducted by the search and screen committee.

1. Position Descriptions

Position descriptions will be developed by the Personnel Committee working with the appropriate supervisor and the Minister. Position descriptions shall identify essential functions and duties without which the job would not exist. Salary ranges for each position will be recommended by the Personnel Committee based on UUA guidelines and approved by the Board. Recruitment advertisement shall be based on the applicable position description.

2. Recruitment and Screening

Finalists shall sign a reference check release form and provide employment references for at least the past five years of employment. Background reference checking will be conducted by a member of the Personnel Committee or an appointed member of the search and screen committee.

3. Selection and Appointment

Upon completion of all screening steps, the search and screen committee, the position supervisor, and Minister, as appropriate, shall recommend hiring of employees to the Board. No offer of employment shall be made prior to Board approval of the individual to be hired. The date of employment, salary and any special terms and conditions of employment shall be made by the Board based on recommendations from the Personnel Committee.

4. Offer/Appointment Letter

After the above requirements have been satisfied, a designated member of the Personnel Committee will prepare a letter of offer for the Board Chair's signature. The Board Chair is responsible for signing and mailing two copies of the offer letter to the candidate selected for employment. Note: that the signed original of the offer letter is to be returned by the candidate to the Personnel Committee Chair, who will notify the Board of receipt and create the employee's confidential personnel file. Upon signature by the candidate, the offer letter becomes the employee's Appointment Letter.

5. Employment of Relatives

Other members of an employee's family may be considered for employment, but are required to follow all of the same recruitment, screening and placement procedures established within UUCS Policy as established for all job applicants. When a family member is a job applicant additional consideration will be given to the location and reporting relationship of the position currently held by the applicant's family member. UUCS policy does not allow relatives to supervise one another. "Relative" means a spouse, domestic partner, parent or person serving in a parental role, sibling, biological, adopted or foster child, grandparent, or grandchild.

6. Employment Authorization

Federal law requires that prospective employees must show proof of eligibility to work in the United States in the position for which they are applying. New employees must provide an original document or documents to a member of the Personnel Committee that establishes identity and employment eligibility on or before the date employment begins.

7. New Employee Orientation

The intent of New Employee Orientation is to ensure that the new employee feels welcome and has everything needed to succeed in his or her new position with UUCS. While the hiring supervisor has primary responsibility to orient the new employee, establishing a welcoming environment is the responsibility of all UUCS employees. The hiring supervisor shall meet with the new employee on his or her first day of employment to complete an orientation process. The process includes, but is not limited to the following:

- review of all new hire documents to be completed by the employee with instruction of who the documents need to be returned to,
- review, discussion and signing of appropriate forms of the Personnel Manual and provision of a copy to the employee,
- tour of UUCS, introductions to co-workers and familiarizing employee with work area,
- setting employee up with all needed work equipment and supplies,
- provision of UUCS Committee information and contact information for Personnel Committee members, Board Chair, UUCS and Officers,

- Review of UUCS safety requirements including location and use of emergency first aid, fire extinguishers, automatic defibrillator, etc.
- providing the employee with the benefit package information, as applicable, including contact information for persons he or she may visit with for more information or follow-up questions,
- review of the position description and job performance expectations, work schedule and timekeeping requirements.

8. UUCS Member Employees/Applicants

When an employee is also a member of the congregation, the employee's rights as a congregant are superseded by his/her responsibilities as an employee. For instance, as an employee, pastoral counseling from a UUCS Minister is generally discouraged. Such counseling could compromise the employee/UUCS relationship. If the counseling involves work related issues, the employee's supervisor shall be involved. If the minister is the employee's supervisor, counseling by the minister should be limited to personnel matters. Generally, employees should seek another place for one-on-one spiritual and pastoral counseling.

UUCS members will not be given preference for hire, transfer or promotion and will not be hired, transferred or advanced unless the member candidate is the best qualified candidate for the position. Voluntarism is not a track to employment, and these two roles will be kept separate and distinct. However, experience as a volunteer can be considered if applying for a job opening. The member considering employment should be aware that becoming an employee will result in his/her relationship with UUCS changing.

If an employee's personal beliefs are at variance with UUCS policy, the employee is expected to raise any such concerns with his/her supervisor and not with congregants, volunteers or members of the public. This should not discourage reports of dangerous or illegal issues. Such issues must be reported immediately without fear of reprisal. Employees who are not members of the congregation have no rights or responsibilities of UUCS membership. To the extent that prayer and other ritual is a part of the business of UUCS, no employee is required to participate directly in such a religious spiritual observance. S/he may be excused from this part of a meeting.

C. HARRASMENT FREE WORK ENVIRONMENT

Harassment can be subtle as well as subjective. Most everyone can understand the prohibition against obviously bad behavior. However, harassment can take the form of seemingly minor remarks, jokes, teasing, or apparently innocent, playful behavior. It is normal and natural for coworkers to interact at times in a humorous or playful manner. Not every look or smile is a sign of harassment. There generally is no intent to be harmful or offensive. Still, one can never be sure how a coworker may be affected by a comment or gesture. It is, therefore, highly recommended to be very careful and cautious when socializing with coworkers.

UUCS is committed to a harassment-free work environment. Harassment refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness. Such harassment and, in particular, verbal or physical conduct that is illegal in nature (e.g. derogatory of an employee's gender, religion, age, disability, race, national origin, or any other category protected by law) will not be tolerated. Violations of this policy may result in disciplinary action up to and including dismissal.

UUCS has zero tolerance for all harassment during work, during business involving UUCS, or while on UUCS property by an employee (including supervisors and managers) or by any non-employee (including members, visitors, and independent contractors).

Management at all levels is responsible for preventing workplace harassment. This responsibility includes immediately reporting conduct by anyone – coworker, supervisor, or non-employee – that may constitute illegal harassment, even if the conduct was sanctioned and regardless of how awareness of conduct was gained.

1. Sexual Harassment

Any inappropriate behavior and/or discrimination of a sexual in nature is a form of harassment. Sexual harassment is prohibited and will not be tolerated. Violations of this policy will result in disciplinary action up to and including dismissal. This policy applies to sexual harassment by members of the same gender as well as opposite genders. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment; or
- repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature; or

- unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or
- unwelcome verbal or physical nonsexual conduct that denigrates or shows hostility toward a person because of his or her gender when the conduct has the purpose or effect of substantially interfering with a person's work performance, or creating an intimidating, hostile, or offensive work environment, or
- the deliberate use of offensive or demeaning terms which have a sexual connotation; or
- inappropriate remarks of a sexual nature.

2. Reporting and Investigation of Harassment Complaints

Any employee who believes that he or she has been subjected to unwelcome behavior by anyone is encouraged – but not required – to tell the person promptly that the conduct is unwelcome and ask the person to stop the conduct. Anyone who receives such a request must immediately comply with it and must not retaliate against the employee.

Any employee who believes he or she has been subjected to harassment of any type (sexually or otherwise) by another employee, a supervisor, or any other person encountered in the course of employment should immediately report that conduct to his or her supervisor, Personnel Committee member or Chair, or the Minister.

If a supervisor has not received a complaint/grievance but suspects that conduct might constitute illegal harassment, the supervisor must immediately contact a Personnel Committee member. Even if the suspected illegal harassment involves persons who work in a department other than the supervisor's, the supervisor must report it.

Every complaint or report of sexual harassment will be promptly investigated in accordance to UUCS's Complaint/Grievance resolution procedures. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken.

D. REASONABLE ACCOMMODATION

Any employee who requires reasonable accommodation in order to perform his or her job because of a disability (whether resulting from a physical or a mental impairment) shall go to the Personnel Committee Chair. An “interactive process” shall be opened with this request. The employee requesting the accommodation should advise the Personnel Committee about the impairment and the accommodation needed. As part of the interactive process, the Personnel Committee has the right to gather more information and confirm the employee’s impairment from a health care provider. Any medical information regarding the employee gathered through this interactive process shall be kept confidential in a separate secured medical file between the Committee and the employee. The Committee will work with the employee and the employee’s supervisor to identify possible accommodations and determine which will be implemented, whether the requested accommodation presents an undue hardship to UUCS, and give appropriate consideration to the solution that the employee feels would be best.

E. JOB PERFORMANCE STANDARDS

Supervisors shall establish and communicate job performance expectations for new hires as part of the new employee orientation. Employees transferred or promoted into a new position shall have job performance expectations established and reviewed with them by their new supervisor. Supervisor shall review and update job performance expectations on an ongoing basis , but at a minimum during each employee's subsequent job performance review period.

In general, employees will receive a written performance evaluation once each year that will be maintained in the Employee’s permanent personnel file. Factors considered in assessing performance include but are not limited to quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the congregation, and personal conduct.

Employees are requested to identify goals and objectives in advance so that their work may be evaluated on the basis of clear criteria they have helped to develop.

1. Goal Setting and Evaluation

The supervisor of each employee will write an evaluation at the end of the first three months of employment, a second evaluation within the first six to nine months of employment, and once each calendar year in May or June. The annual evaluation process will be cooperative and is designed to facilitate positive, constructive communication between and among employees. The Personnel Committee Chair is responsible for seeing that evaluations are conducted. At least annually the Personnel Committee Chair will report to the Board, regarding personnel issues.

As part of the annual evaluation process each employee will set goals for the coming year in conjunction with his or her supervisor. Those goals will focus on positive development of each employee and his/her progress, skills, etc. A verbal mid-year review of progress toward the goals by the employee and his/her supervisor shall take place in December or January.

2. Employee Development

UUCS believes that each employee is responsible for his/her personal and professional development. Each employee is, therefore, encouraged to add to her/his knowledge and skills through formal and informal training on the job and away. Within budgetary and time constraints, UUCS is willing to facilitate such development activities. Employees are encouraged to discuss development opportunities with their supervisors.

Subject to the needs of UUCS and the approval of the supervisor, employees may apply for and participate in denominational and professional growth programs as part of their paid work schedule.

F. EMPLOYEE CONDUCT

UUCS promotes exemplary employee conduct to support a positive and professional work environment. Supervisors shall review behavioral expectations for new hires as part of the new employee orientation to ensure that employee conduct standards are known and maintained. Additionally, supervisors shall review employee behavioral expectations on an as needed basis and at a minimum during each subsequent job performance review period.

1. Alcohol and Other Drugs

All employees are expected to meet commitments to safety, quality and service. UUCS is committed to providing a safe and productive working environment for all employees and excellent service to our congregation.

The use, sale, transfer, manufacture or possession of alcohol or any controlled substance (except when strictly in accordance with medical authorization) or any other substances which impair job performance or pose a hazard, when use or possession occurs on UUCS premises, in UUCS vehicles or while conducting UUCS business off UUCS premises is prohibited.

2. Smoke Free Work Environment

UUCS is a smoke free environment. If you are a smoker, you must leave the office and go to a designated place out of the building to smoke during your regular break or at lunch time.

3. Conflicts of Interest

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to UUCS, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with UUCS.

Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for UUCS. Employees who have questions about whether an activity violates this policy should discuss the matter with their supervisor.

4. Confidentiality

Maintaining congregant and other confidences is essential to UUCS. Every employee must be aware of this at all times. A breach of confidence is a mistake which cannot be undone, and can be a ground for immediate dismissal.

In the course of their work, employees often have access to confidential information about UUCS, including but not limited to information about members, friends or other staff members. Such information must remain confidential and may not be released, removed from UUCS's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment.

All requests for information concerning past or present employees received from organizations or individuals shall be directed to their supervisor or the Personnel Committee Chair.

Volunteers shall not have access to confidential files, except Personnel Committee members and those Finance Committee members designated by the Finance Team leader or the Treasurer to have access to pledge information. Such volunteers shall be instructed in their obligations in maintaining confidentiality by their team leader or committee chair.

5. Media Inquiries

All requests for information about UUCS from newspapers, television and radio media shall be directed to the settled Minister or the Board Chair.

G. DISCIPLINE

Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures including verbal warnings, written warnings, suspension without pay or termination. UUCS may impose any discipline it deems to be appropriate under the circumstances up to and including dismissal.

H. COMPLAINT/GRIEVANCE RESOLUTION

Effective communication is essential for productive working relationships. Employees are encouraged to resolve concerns at the earliest opportunity to do so with those parties directly involved. When resolution at the lowest level possible is not successful, employees are encouraged to present any suggestions for improvement and/or complaint or grievance to his/her supervisor and together discuss the issue, applicable rules or policies, and possible resolution.

1. Employees

If a staff member has an issue or concern that is unresolved by his or her supervisor, the employee may bring that matter in the form of a complaint to the Chair of the Personnel Committee. The complaint shall be in writing with the incident/concern clearly identified. If a staff member receives a verbal or written complaint from a member or employee about illegal or inappropriate behavior by an employee or volunteer s/he shall immediately report the complaint to the employee's or the volunteer's supervisor, or the Chair of the Personnel Committee or the Minister.

2. Supervisors

A supervisor who receives an employee complaint/grievance, is required to contact the Chair of the Personnel Committee or the settled Minister immediately to inform them of the nature of the complaint, how they plan to proceed and the potential resolution.

3. Issues/concerns with the Settled Minister

Any person who has an issue with the settled Minister shall take his/her complaint/grievance to the Committee on the Ministry. The complaint/grievance may be presented verbally or in writing.

4. Process

Upon receipt of a written grievance or complaint, a member of the Personnel Committee or the settled Minister shall meet with the employee and supervisor to review the issue and determine how best to proceed. If an investigation is warranted, an unbiased third party person or persons will be designated by the Chair of the Personnel Committee to conduct the investigation.

5. Investigation and Resolution

After completion of an investigation, a determination will be made by the Personnel Committee. If warranted, disciplinary action up to and including discharge will be recommended to the Board. Other appropriate actions may be taken to correct problems raised by the complaint/grievance. All complaints/grievances will be handled as confidentially as possible.

I. RETALIATION

This policy prohibits retaliation of any nature against employees who in good faith bring forward charges of harassment or other complaints/grievances, or assists in the investigation of harassment, complaints/grievances. Retaliation is any adverse action taken against an employee resulting from their participating in an investigation and/or filing a complaint/grievance. Complaints of retaliation shall be investigated by the Personnel Committee. If found valid, such complaint/grievance may result in disciplinary action up to and including dismissal..

J. SEPARATION FROM EMPLOYMENT

1. Voluntary Resignation

Employees who resign are requested to give at least two weeks' written notice in order for UUCS to find a suitable replacement. The written notice may be hand delivered or mailed to the employee's supervisor or UUCS Office Administrator.

2. Dismissal and Discharge

UUCS may terminate any employee's employment with UUCS at any time for any reason or no reason, so long as it is not an illegal reason. This may be done with or without notice. UUCS may also terminate any employee's employment for cause as described within the Discipline Policy.

3. Job Abandonment

Any employee who is absent for three consecutive work days without notifying his or her supervisor, or who fails to report to work upon the expiration of a leave, may be deemed to have resigned, consistent with applicable law.

4. Final Pay

All employees who separate from employment either voluntarily or involuntarily, are entitled to be paid for all time worked through their last day. No employee should expect or anticipate any severance pay. Severance pay must be approved by the Executive Committee of the Board. In all cases, the employee's final pay check will be increased by payment of any funds owed the employee, e.g., an outstanding expense claim. UUCS may elect to compensate within the employee's final paycheck any accrued vacation time (in part or in whole) with the balance of accrued vacation being taken by the employee prior to their scheduled separation date from UUCS.

K. PERSONNEL FILES AND PERSONNEL RECORDS

1. Personnel Record

It is very important that employees keep up-to-date all the information provided to UUCS at the time of hire. This information is essential for many purposes, including benefit administration, mailing information to the employee's home, and contacting friends or family in case of emergency. The Office Administrator must be promptly notified of any changes in:

- Address and telephone number
- Marital status (including legal separation)
- Legal change in employee's name
- Dependents
- Changes in beneficiaries
- Person to notify in case of emergency
- Any relevant changes in licensing or education.

2. Personnel Files

A confidential personnel file shall be kept for each employee. Such files shall be kept in locked file cabinet at all times and shall be accessed only by Board Chair, the Personnel Committee Chair, and the settled Minister. Personnel files shall include but not be limited to the following:

- Application materials
- Letters of reference
- Letter of appointment

- Notices of personnel actions
- Disciplinary notices
- Annual goals and evaluations
- Letters of resignation
- Emergency Contacts
- Position descriptions

A confidential medical file shall be kept for each employee as needed in a locked file cabinet accessible only to the Personnel Committee Chair. Types of information included may be, but not limited to:

- reasonable accommodation and disability information,
- health records and physician contact information,
- benefits beneficiaries,
- medical leave information, and
- doctor's notes.

3. Review of Personnel Files

No unauthorized persons shall review an employee's personnel file or medical file. The employee subject of the file may review them upon request to the Chair of the Personnel Committee. Additionally, the employee may request the addition or removal of any document to or from their file by application to the Chair of the Personnel Committee, who, in conjunction with the Board Chair, shall decide the appropriateness of the request. Their decision shall be final and not appealable. Any other persons requesting access to employee files or records must provide written authorization from the subject employee.

L. RISK MANAGEMENT/SAFETY

UUCS is committed to providing a safe and professional work environment. The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards at all times. All employees should know the whereabouts of fire extinguishers, the first aid kit and the automatic defibrillator.

Any unsafe condition, equipment or practice observed by an employee must be reported immediately to the supervisor or a Safety Committee Member. All on-the-job accidents or injuries to employees, no matter how minor, must be reported immediately to the supervisor and the Office Administrator for Workers Compensation reporting. In the event of a fire or other emergency, the fire department and/or police must be called immediately, and all staff, visitors and members of the congregation shall leave the premises. Supervisors are responsible for follow up and reporting the incident to the Safety Committee.

UUCS cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on church property. However, any incidents of damage should be reported to a Safety Committee Member so that others can be aware of the problem and potential risk. Any lost items should be reported to the Office Administrator so that the item can be returned if it is found. Similarly, any found items shall be turned into the Office Administrator so that they can be returned to their rightful owner.

In case of severe weather employees are responsible for ascertaining that the Church is open and that it is safe for them to travel to the Church.

WAGE AND HOUR ADMINISTRATION

A. EMPLOYMENT CLASSIFICATIONS

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are assigned and by their regular work schedule. Salary ranges shall be recommended by the Personnel Committee and established by the Board based on the category of work and duties assigned.

Full-time employees work 40 hours per week. Employees scheduled to work less than 40 hours per week will be considered part-time employees and UUCS's contribution to those benefits will be pro-rated according to the percentage of time worked and other specific rules as stated below.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as “non-exempt” employees. Those in administrative, management, or supervisory positions who are not subject to such regulations are referred to as “exempt” employees. Employees eligible for overtime pay shall not work beyond their assigned work schedule without prior approval from their supervisor. Working unauthorized overtime may result in disciplinary steps being taken.

B. WORK SCHEDULE, HOURS OF WORK AND FLEX TIME

UUCS's work week begins at 12:01 AM on Saturday and ends at 12:00 midnight on Friday. Individual work schedules may change from time to time. Attendance at meetings at the request of the employee's supervisor will be considered time worked. Employees are expected to attend any staff retreats or off-site events which are part of their employment.

1. Full Time Work Week

An hourly employee's full time work week may be established on a regular schedule, e.g. Monday through Friday, 8 AM to 5 PM, or on an irregular schedule such as working four days, ten hours a day. Irregular work schedules must meet the needs of UUCS and require supervisor approval.

2. Part Time Work Week

Part-time hourly employee's work week shall be commensurate with their position's authorized funding percentage. For example a work week for a 50% funded position would be 20 hours a week. Employees may occasionally work more or less hours within their work week with supervisor approval.

3. Flex Time

Flex time is a change in an employee's work schedule within a work-week. UUCS encourages the creative use of flex time to meet the needs of the employee's life outside of the job, if the position is one where flex time is possible. An employee who wishes to explore the use of flex time should talk with her/his supervisor. Approval of flex time will be decided on a case-by-case basis, taking into account the configuration and needs of UUCS at the time. If the needs of UUCS change, flex time may need to be canceled or rearranged. If this happens, the employee will be given as much notice as possible and, in no event, no less than two weeks' notice.

4. Break and Meal Periods

The time of meal and break periods will be at the discretion of the immediate supervisor. Generally, there will be one paid 15 minute break period for each four hour work period. Hourly employees working six hours or longer shall receive an minimum 30 minute unpaid meal period. Unpaid meal periods shall be taken at the mid point of the employee's work day. Meal periods may be scheduled beyond 30 minutes with supervisor approval.

Hourly employees should not perform any work during their meal period. Break periods may not be accumulated, nor may they be substituted for tardiness or longer meal periods.

C. TIMEKEEPING AND OVERTIME

1. Timekeeping and Pay Day

Hourly employees must submit a written and signed record of their time worked, leave hours taken (i.e., sick, vacation, administrative, holiday, compensatory time, etc.) at the end of each month to the Office Administrator. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Where required by applicable law, overtime will be paid to hourly employees at the rate of one and one-half times the regular rate of pay

for all hours worked in excess of forty in any one work week. Holiday, vacation and sick leave are not counted for purposes of overtime compensation. Employees' pay is based on records submitted. Employees are paid on the last day of the month for work performed during that month.

2. Overtime

UUCS is concerned with its budget, appropriate allocation of workload, and the opportunity for everyone to have a life outside of the office. Thus, all overtime must be pre-approved by an employee's supervisor subject to oversight by the Treasurer.

D. PAY AND PAYROLL DEDUCTIONS

Pay adjustments generally will be considered for all employees once a year and any adjustments will normally begin at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay is usually based upon such factors as individual performance, job responsibilities and other appropriate factors.

Deductions made from employees' wages are reflected on the stubs of their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction.

Employees are responsible for promptly notifying the Treasurer of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

E. EMPLOYEE BENEFITS

The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through UUCS. This summary is not intended to and does not create an express or implied contract, promise or representation between UUCS and the employee. These benefits are subject to change at any time in the discretion of UUCS. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern. Any questions about employee benefits should be directed to the Chair of the Personnel Committee.

1. Group Insurance Programs

a. Health Insurance Benefits

Employees who work 1040 hours/year or more may receive medical insurance benefits if offered as a part of their compensation program. Further information concerning the plan and any alternative health related benefits may be obtained from the Treasurer.

b. Group Dental, Term Life, and Long Term Disability Insurance

Employees who work half-time or more are offered the option of purchasing group dental insurance, term life insurance, and long-term disability insurance through the group plan sponsored by the UUA. Further information concerning these policies is available from the Treasurer.

2. Retirement Benefits

The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, after one year of service, for employees who work the equivalent of 1000 hours a year or more, UUCS contributes a percentage of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis.

F. VACATION

UUCS recognizes that every employee needs to take paid vacation time off each year for rest and renewal. Employees are encouraged to use vacation time in one-week blocks of time, or longer, to ensure sufficient time away for renewal. UUCS encourages the full use of vacation time each year by each employee. All use of accrued vacation time must be applied for in writing and pre-approved by the employee's supervisor.

Unused vacation will not be paid out at year end. Employees may accrue up to 1.5 times their annual vacation. For example, if you have four weeks of vacation annually, you may accrue up to six weeks time. After this, if the vacation is not used, the employee ceases to accrue.

Employees accrue vacation as follows:

- Every full-time, twelve month employee is given a pro-rated portion of ten (10) working days of paid vacation time for the remainder of the current calendar year at the time of hire. After working for UUCS for three months, an employee may begin to use the first five (5) working days of vacation time,

and after working for UUCS for nine months, an employee may use the remainder of the first year's vacation time. Advance use of vacation time may be granted in the third through ninth month with written approval of their supervisor. If an employee is hired some time other than the first of the year, vacation will be permitted for the remainder of that calendar year on a pro-rated basis.

- Every full-time, twelve month, employee in his/her third through sixth years of employment shall be granted fifteen (15) working days of paid vacation annually.
- Every full-time, twelve month, employee in her/his seventh year of employment and for each year employed thereafter shall be granted twenty (20) working days of paid vacation annually.
- Part-time, twelve month, employees accrue vacation time pro-rated based on the number of hours the part-time employee is normally scheduled to work as compared to a 2080 hours full-time work year.

G. HOLIDAYS

The following paid holidays are observed each year:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Afternoon of December 24
- Christmas Day

If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed as the holiday. If employees are required to work on an observed holiday, they will be granted another paid day off.

H. LEAVES OF ABSENCE

The policies in this section describe various types of paid and unpaid leaves of absence provided by UUCS. Leaves must be requested in advance in writing and require the approval of the employee's immediate supervisor. The exact nature of the leave and its anticipated length must be included in the written request. Employees

are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify his or her supervisor.

1. Sick Leave with Pay

Employees must notify their supervisor before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their medical condition, including why the employee was not able to work. UUCS reserves the right to request employees who are repeatedly absent for illness or injury be examined by a physician chosen by UUCS, and at the expense of UUCS.

Sick leave time shall be used only for actual illness. Full-time employees shall accrue one sick day per month to a maximum of 30 days. Part-time employees shall accrue sick leave on a pro-rata basis based on their scheduled hours.

Employees are permitted and encouraged to use their sick days to stay home and take care of other family members who are ill. Employees are permitted and encouraged to leave during the day to care for themselves (e.g., dentist appointment) sick children, or other family members who require such care during the day or to take children or other family members who require such help to the doctor, dentist, orthodontist, counselor, etc. Sick day use will be pro-rated by the hour for non-exempt employees.

2. Medical Leave without Pay

Unpaid medical leave may be granted in instances where an employee's medical condition requires an absence from work for more time than the amount of available sick leave. This leave requires the approval of the employee's supervisor and the Board. Sufficient evidence of such a medical condition is required for a medical leave. Such evidence may include a request or requirement for authorization to speak with the employee's treating physician. The maximum unpaid medical leave time that may be granted is three months or until a physician releases the employee to return to work, whichever is shorter. UUCS also reserves the right to request a second opinion from a physician chosen and paid for by UUCS on any medical leave of absence.

3. Personal Leave without Pay

UUCS will provide leaves of absence in accordance with prevailing state and federal law. In addition, an employee may apply in advance for unpaid personal leave on a discretionary basis subject to approval by the Board. Employees may use accrued sick and/or vacation time while on an approved personal leave.

4. Absence for Personal Business

It is recognized that employees may need to take care of personal business during the normal work day from time to time. When an employee needs to take care of personal business during the normal workday, he or she is responsible to make up the work time within the same work week. If an employee changes his or her schedule to take care of personal business, she or he must clear the revised schedule with his or her supervisor in advance.

5. Military Leave without Pay

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence and the expected date of return.

Employees may choose to use any accumulated vacation time for all or part of the period of military service. Leaves of absence in excess of any available vacation time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.

6. Funeral or Bereavement Leave with Pay

Employees may be eligible for a leave of absence of up to three (3) working days off with full pay upon the death of an immediate family member or direct relation (spouse, domestic partner, parent, child, brother or sister, including step relations). This leave is administered by the Minister or designee and may be extended depending on the circumstances.

7. Jury Duty (or When Summoned as a Witness) Leave with Pay

UUCS recognizes staff members' civic and legal obligations to serve on a jury or when summoned as witnesses. Employees called to jury/witness duty must provide supervisors with a copy of the summons order or other confirmation of duty. An employee summoned or subpoenaed to jury duty must tell the supervisor immediately. Full pay beyond two weeks jury/witness duty may be granted at the discretion of the Board. If an employee is dismissed any day from jury duty and there are two hours or more left in that employee's normal work day at the office, the employee is expected to report to work for the remainder of the day.

8. Parental Leave

Full-time employees who become natural or adoptive parents are eligible for a leave of absence of up to twelve weeks beginning with the birth or adoption of the child. New parents who have accrued sick leave may use that paid leave time following the birth of a child concurrently with their parental leave. Part time employees wishing to use Parental Leave shall have a portion of the twelve week pe-

riod granted on a pro-rated basis. Employee's who have accrued other appropriate leave may use that time concurrently with their Parental Leave, however, under no circumstances shall Parental Leave exceed the approved twelve week period.

I. VEHICLE USAGE AND REIMBURSEMENT

Employees and volunteers may be reimbursed for actual reasonable authorized expenses incurred in the performance of their duties. The Employee reimbursement rate for auto mileage shall be the prevailing IRS rate. An employee or volunteer with a financial need may apply for an advance of estimated expenses. To qualify for either an advance or reimbursement, expenses must have prior approval of the appropriate supervisor and the Treasurer, as such mileage costs cannot exceed budgeted amounts. Employees and volunteers are required to submit accurate contemporaneous records and receipts to the Office Administrator.

Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips. All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by UUCS.

J. USE OF CHURCH PROPERTY

Church property and equipment is solely for Church purposes. It shall not be used for personal business or pleasure. Church equipment and data files may not be removed from the Church's premises by employees.

These policies shall be reviewed by all new employees. Every employee shall be given a copy of this manual. Any changes in the manual will be communicated to all employees in writing.

Questions and suggestions about these policies by employees are encouraged and welcome.

RELEASE TO CONTACT REFERENCES

I _____ hereby grant the Unitarian Universalist Congregation of Salem permission to contact and receive confidential references about me from any and all persons.

S/ _____ Date _____

RECEIPT OF PERSONNEL MANUAL

I _____ have received a copy of the UUCS Personnel Manual and have had opportunity to ask and have answered any questions regarding it I may have.

S/ _____ Date _____