



Personnel Policy Manual

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First Unitarian Church

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I. INTRODUCTION

Welcome to the First Unitarian Church of Albuquerque. As an employee of the First Unitarian Church, you should familiarize yourself with this *Personnel Policies Manual* which describes the employment policies, practices, and benefits of First Unitarian Church (referred to herein as “employer” or “First U”). The *Manual* applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. Ministers are covered by their letters of agreement with the *Personnel Policy Manual* applying in those areas not covered by their agreement. Ministerial interns and ministerial residents are covered by the *Manual* and may also have letters of agreement.

First U is a self-governing religious congregation and a member of the Unitarian Universalist Association of Congregations. The church is governed by bylaws and administered by an elected Board of Directors. The Senior Minister as the Head of Staff is the executive in charge of day-to-day management with the primary administrative authority of the church. The Senior Minister is responsible to the Board for timely, effective, and faithful implementation of the church’s *Personnel Policies Manual*. The Personnel Committee provides advice and support to the Senior Minister and the Board on issues related to First U personnel policies.

This *Manual* supersedes all previous employment policies, whether written or oral, expressed or implied. From time to time, changes in the *Manual* may become necessary. Therefore, the employer reserves the right to amend, supplement, or rescind any provisions of this *Manual* as necessary. 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 Head of Staff. Your comments and suggestions are genuinely encouraged.

II. EMPLOYMENT POLICIES

A. EQUAL EMPLOYMENT OPPORTUNITY

First U is committed to a fair, open, and equitable recruitment, hiring, and employment process, because it is consistent with our values and it is the best way to ensure that we hire the best-qualified candidates. First U affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions will be made in compliance with all federal, state, and local laws and without regard to race, color, sex, national origin, ancestry, religion, age, disability, physical or mental ability, sexual orientation, gender identity or expression, spousal affiliation, serious medical condition, or any other classification protected by law.

Any discrimination in the workplace based upon any protected classification is illegal and against policy. To conform to the Immigration Reform and Control Act of 1986 as amended, the church will hire only those individuals who are eligible to work in the United States.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to the Head of Staff. 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.

Retaliation or reprisal against employees who report sexual harassment claims is prohibited and will not be tolerated.

B. HARASSMENT

The employer prohibits conduct that shows physical, sexual, or emotional abuse or harassment toward an individual because of his or her race, color, sex, national origin, ancestry, religion, age, disability, physical or mental ability, sexual orientation, gender identity or expression, spousal affiliation, serious medical condition, or any other classification protected by law, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities. Some examples of conduct that may constitute harassment, depending on the circumstances, include but are not limited to the following:
 - epithets or slurs;
 - threatening or intimidating acts;
 - written or graphic material; or
 - written, verbal, or physical acts that purport to be jokes or pranks.

Any employee who believes he or she has been harassed by another employee, a supervisor, an agent of employer, or any other person who the employee encounters in the course of employment should report that conduct immediately to his or her supervisor or the Head of Staff. If the report or complaint involves the Head of Staff, or if the Head of Staff is unavailable, the individual receiving the report or complaint should immediately report it in writing to the president or vice president of the congregation.

Every complaint or report of harassment will be promptly investigated. If the investigation indicates that an act of harassment has occurred, timely and appropriate action will be taken. Retaliation or reprisal against employees who report harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

C. SEXUAL HARASSMENT

Sexual harassment by members of the same gender as well as opposite genders is prohibited and not tolerated. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- submission to the conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual; or
- the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Some examples of conduct that may constitute sexual harassment, depending on the circumstances, include but are not limited to, the following:

- repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events;
- 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;
- unwelcome or coerced physical proximity or physical contact, including touching, blocking, staring, which is of a sexual nature or sexually motivated;
- the deliberate use of offensive or demeaning terms which have a sexual connotation; or
- inappropriate remarks, slurs, insults, jokes, of a sexual nature;
- making or displaying sexual drawings or photographs, making and/or sending sexually suggestive phone calls, or explicit texts, pictures, or videos.

Any employee who believes he or she has been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to his or her supervisor or the Head of Staff. If the report or complaint involves the Head of Staff, or if the Head of Staff is unavailable, the individual receiving the report or complaint should immediately report it in writing to the president or vice president of the board of directors. Similarly, any employee who observes the harassment of another employee should immediately report this to one of the persons described above.

Every complaint or report of sexual harassment will be investigated promptly. Investigations are conducted with sensitivity to issues of confidentiality. Such 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. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

D. INTERNET POLICY

Employer provides internet access (including e-mail) to its staff members to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on the employer's computer system are the property of the employer and may be accessed only by authorized personnel. Inappropriate Internet use includes, but is not limited to:

- transmitting obscene, harassing, offensive or unprofessional messages; or
- accessing, displaying, downloading, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, age, disability or any other classification protected by law; or
- transmitting any of the employer's confidential or proprietary information, including member/friend data or other materials covered by the employer's confidentiality policy.

Only authorized staff members may communicate on the Internet on behalf of the employer. Employees may not express opinions or personal views that could be misconstrued as being those of the employer. Employees may not state their church affiliation on the Internet unless required as part of their assigned duties. Any violation of this policy may result in disciplinary action.

Employees must abide by First U's information technology and internet user agreements.

E. MEDIA INQUIRIES

All requests for information about the employer from newspapers, television, and radio media should be directed to the Head of Staff.

F. CONFIDENTIALITY

Employees may have access to confidential information or information of a sensitive nature about First U 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 the employer'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 should be directed to the Director of Finance and Operations. Employees will review and sign a Confidentiality Statement at the time of hire and annually thereafter.

G. CONFLICTS OF INTEREST

Employees are expected to avoid conflicts of interest, and/or the appearance of conflicts of interest in the performance of their job duties. Conflicts of interest are defined as any situation

where an employee may attain personal gain, or which may serve as a detriment to the employer either monetarily or to its public image.

Employees will not engage in any business or transaction and shall not have a financial or other personal interest which is incompatible with their job duties or that would impair their judgment or actions in the performance of their job duties. This also includes the use of information or personal contact which is not generally available except through employment with the employer.

Employees who have questions about potential conflicts of interest or whether an activity violates this policy or who believe a conflict of interest may exist, should disclose the potential conflict and discuss the matter with their supervisor or the Head of Staff.

H. OUTSIDE EMPLOYMENT

Employees shall not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions, or responsibilities as an employee. Activities that may constitute a conflict include use of the employer's time, facilities, equipment, supplies, or the use of the title, prestige or influence of the congregation for private gain or advantage.

An employee will not engage in any outside employment which, by its nature, hours, or physical demands, would impair the employee's performance of employer duties; reflect discredit on the employer; or tend to increase employer's payments for sick leave, worker's compensation benefits, or long-term disability benefits. Collateral employment should not result in telephone calls while on duty for the congregation.

I. EMPLOYMENT OF RELATIVES AND MEMBERS

The employer does, on occasion hire church members for certain staff positions. Church members who become employees, or employees who become church members, relinquish certain rights and assume certain responsibilities. In general, their role as employee takes precedence over their role as member. Three restrictions apply:

- 1) No one may be employed whose immediate family member is serving on the Board of Directors;
- 2) Church members who are also employees may not serve on any church committee except as required by their employment without express permission from the Head of Staff; and
- 3) Immediate family members of church employees may not speak about any issue directly affecting the employee in any congregation meeting. "Immediate family member" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild.

Members of an employee's family may be considered for employment; however, relatives may not supervise one another.

J. PERSONNEL RECORDS

It is very important that employees keep all the information provided to the employer at the time of hire up to date. This information is essential for many purposes, including tax forms, benefits administration, mailing information to the home, and contacting friends or family in case of emergency. The Church Administrator should be promptly notified of any changes in:

- Address and telephone number;
- Marital status;
- Legal change in employee's name;
- Dependents;
- Beneficiaries;
- Person to notify in case of emergency; and
- Any relevant changes in licensing or education.

The Director of Finance and Operations will maintain in a personnel file a copy of all records for each staff position. General access to the file is limited to those with an established need for such information. The file will include:

- Job application and/or resume, as applicable;
- Employment agreement and/or contract;
- Time sheets and records of the use of leave;
- Current job description of duties;
- Three most recent performance plans; and
- Development or training documents, as applicable.

K. INITIAL TRIAL PERIOD

New employees or employees who are transferred to another position will have an evaluation within 90 days. This initial assessment period can be lengthened or shortened at the employer's discretion. Upon completion of this trial period, the employee is considered a regular employee. Satisfactory completion of the initial trial period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily after the trial period is completed. There is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of the employer.

New employees during their initial trial period:

- Are granted vacation hours but the hours may not be used until the initial review period is completed (if termination occurs during the initial trial period, no vacation leave will be paid);
- May be granted and can use sick leave;

- Should not be granted unpaid leave of absence; and
- May be eligible for health benefits and long-term disability insurance benefits, depending upon the then current UUA insurance programs' coverage plan (First U uses the UUA programs to provide this insurance coverage.)

L. PERIODIC PERFORMANCE EVALUATION

To help employees grow in their job, the supervisor will evaluate performance in writing at least once each year. The purpose of this performance review is to provide a basis for better understanding between the employee and supervisor with respect to performance, potential, and development within the organization. Another purpose is to establish jointly individual as well as organizational goals and objectives. This annual review should not take the place of informal discussions between the employee and the supervisor regarding performance but rather to provide a regular opportunity to discuss the job relationship in depth. Employees are to complete a self-evaluation based on their specific goals and objectives of their job performance.

M. RESOLUTION OF EMPLOYEE COMPLAINTS

First U maintains open lines of communication to provide an effective means for employees to resolve work-related problems. To that end, employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

The employee should present any complaint or grievance to his/her supervisor and together discuss the issue, applicable rules or policies, and possible resolution. If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing within ten calendar days to the Head of Staff who, in consultation with the Personnel Committee, investigates and delivers a resolution within twenty days.

In cases where the original complaint involves the Head of Staff, the employee will submit the grievance in writing within ten calendar days to the President of the Congregation who, in consultation with the Personnel Committee, will investigate. The President will then recommend a solution of the problem to the supervisor and employee within twenty days.

III. WAGE AND HOUR ADMINISTRATION

A. EMPLOYMENT CLASSIFICATIONS

For the purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are hired and by their regular work schedule. Positions at the First U are categorized as either exempt or non-exempt. Employees who are subject to state or federal minimum wage and overtime laws are referred to as "nonexempt" employees. Those in administrative, management, or supervisory positions who

are not subject to such regulation are referred to as “exempt” employees. Exempt employees are salaried and are not eligible for overtime pay.

1. Full-time Employees

Regular full-time employees are hired to work 40 hours per week. Benefits include holidays, vacation and sick leave, life/ long-term disability/ AD&D and retirement benefits when eligible according to the most current UUA plan guidelines. They are also eligible to receive partial allowance for the cost of health insurance.

2. Part-Time Employees

Regular, part-time employees work an average of less than 40 hours per week. Part-time employees hired to work 20 to 39 hours per week receive prorated benefits including holiday, vacation, sick leave, life/ long-term disability/ AD & D, and retirement benefits when eligible according to the UUA plan guidelines. Prorated health allowance may be available for eligible employees.

Part-time employees hired to work less than 20 hours are not eligible for most employee benefits except worker’s compensation. Selected UUA benefits are available to employees hired to work 15 to 19 hours per week but the full cost is paid by the employees.

3. Casual employees

Casual employees work on an on-call, seasonal, or sporadic basis and are not eligible for regular benefits except workers compensation.

4. Temporary employees

Temporary employees are those hired with the understanding that their employment will not continue beyond a stated date or beyond completion of a specified project or projects. They are eligible for only those benefits that have been stated in writing by the Head of Staff.

5. Independent contractors

Independent contractors are persons who are paid on a fee-for-service basis to perform certain specified services. Independent contractors are not employees and are not covered by this *Manual*.

6. Volunteers

Volunteers are persons who provide services to First U without financial compensation, other than reimbursement of authorized expenses. Volunteers are not employees, are not eligible for employee benefits.

B. TIMEKEEPING AND OVERTIME

A regular full-time workweek consists of forty (40) working hours. Regular office hours are set by the Board or Head of Staff. Currently, office hours are Monday through Thursday from

9:00 AM to 4:00 PM. The office is also open on Sunday from 8:30 AM to 12:30 PM and some employees may be scheduled for work on Sunday. Individual work schedules may change from time to time.

Non-salaried, hourly employees must submit a written and signed bi-weekly time statement signed by their supervisor for all hours worked at the end of each pay period. Time statements must include any sick leave, bereavement leave, disability, vacations and holidays used during the pay period, as well as any scheduled hours not worked, or time worked in excess of the employees' regular schedule.

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 that are part of their employment.

Where required by applicable law, overtime will be paid to non-exempt 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 should not work overtime without authorization in advance.

Salaried, exempt employees are expected to work the hours needed to fulfill their job responsibilities and are not eligible for overtime pay. Hours worked may vary from week to week and/or may vary from the hours the employee was hired to work. However, if because of a special circumstance a salaried employee is required to spend more time on a task than expected, he or she may be eligible for adjusted time off. Use of adjusted time off must be approved by the employee's supervisor and be taken within two weeks that the employee worked the excess hours.

C. INCLEMENT WEATHER

In the event of inclement weather, the Director of Finance and Operations (DFO) will make sure that news of church office and or program closures to the Church's voice mail message (884-1801), website (uuabq.org), and the Facebook page news outlets (for large events only).

On weekdays, decisions on closure are based on what Albuquerque Public Schools (APS) does. The church office opens at 10:00 am whenever APS is on delay. When APS closes during the school day, the church office will close. When APS is closed for the day, a decision about opening the church office will be made by 9:00 am and staff will be contacted.

On Sundays, decisions on closure are made by the leadership team for that day. When inclement weather poses a serious safety concern, the minister or worship team member responsible for the service will confer with the staff administrator of the day to make a decision about canceling both services or the 9:30 am service, taking into account how many staff, volunteers, and speakers feel they can make it in safely and whether the campus can be prepared for safe use.

For weekend and evening programs, decisions on closure are made by program and event leaders in consultation with the DFO.

Employees are urged to give priority to their own safety during weather emergencies. When employees' work hours are lost during closures, employees should work at home or make up hours lost during snow closures in consultation with/approval of their supervisors. When that is impossible, the DFO may authorize payment for lost hours.

D. PAY PERIODS AND DEDUCTIONS

A workweek is defined as hours worked in a seven-day period, Sunday through Saturday. A payroll year is the calendar year. Salaried employees are paid twice monthly, on the 15th and on the last day of the month either by check or direct deposit. For pay dates falling on holidays, Saturdays or Sundays, payday will be the prior banking day. Hourly employees are paid bi-weekly by check or direct deposit on the Thursday following the close of the pay period. The current pay schedule is available from the bookkeeper.

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 (except for ministerial employees who receive an allowance in lieu of the employer's share of the FICA taxes). 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 bookkeeper of any changes to, or errors in, their deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

E. JOB DESCRIPTIONS

To orient employees to their job responsibilities, and convey a clear understanding of job expectations, First U maintains a job description for each staff position. The employee should receive a copy his/ her job description upon employment.

Position description are developed by the Head of Staff in conjunction with supervisors. From time to time, changes in job descriptions may be made as needed to reflect temporary or long-term changes in staffing or operational needs of the employer. The employee's supervisor has the authority to assign related duties, responsibilities and functions, even though the duties are not specifically included in the job description.

Job descriptions are reviewed and updated periodically to ensure accuracy. When a job has undergone significant change, the employee may request, through his/her supervisor, that the job description be reviewed to ensure that it is up-to-date and appropriate. Supervisors will ensure that there is a current and dated job description on file with the employer and in each employee's personnel file.

F. COMPENSATION

The salary guidelines provided by the Unitarian Universalist Association on the basis of congregation size and geographic area will be taken as recommendations but do not determine compensation levels at First U.

Adjustments to compensation may be considered for all employees annually. These adjustments will take effect after the congregation votes on the operating budget, generally in January. The congregation is committed to cost of living increases but cannot guarantee this each year. Adjustments can occur at other times. Pay is usually based upon such factors as individual qualifications, performance, job responsibilities, experience and other appropriate factors.

G. SUPERVISION

The Senior Minister is the executive who is in charge of the staff and the operation of First U. All other staff report to a supervisor who is identified in their offer for hire and/or job description. The identified supervisor will be responsible for:

- Ensuring that the staff member has a copy of the *Personnel Policies Manual*;
- Ensuring that the staff member knows his or her terms of employment (hours to be worked, procedures for leave requests, pay, etc.);
- Maintaining a current job description for each assigned employee; and
- Day-to-day supervision of each assigned employee.

In consultation with the Senior Minister, the supervisor will:

- Monitor each assigned employee's performance and provide appropriate feedback to the employee;
- Make recommendations concerning raises; and
- Guide, for each assigned employee, a professional development plan, if appropriate.

IV. 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 First U. This summary is not intended to and does not create an express or implied contract, promise, or representation between employer and the employee. These benefits are subject to change at any time at the discretion of employer. 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 Head of Staff.

A. GROUP INSURANCE AND OTHER BENEFITS

1. Health Allowance

The employer provides an allowance for health and dental premiums for enrollment in the UUA plan or employee's spouse/ domestic partner's health plan. The allowance is available for eligible employees up to an amount approved in the church's current budget. The allowance is

available on a prorated basis to employees who are hired to work 20 or more hours per week. At cost to the employee, UUA health and dental benefit plans are also available to part-time employees hired to work 15 to 19 hours per week.

Proof of premium payments is required for the allowance, or premium payments may be paid directly to the insurance company by the employer. For the UUA health plan, the employee must enroll during the first month from date of hire or qualifying event.

2. Life/ Long-Term Disability/AD&D Insurance

UUA life/ long-term disability/AD&D insurance plan is available to full-time employees and will be provided by the employer at no cost to the employee. Part-time employees, hired to work 20 or more hours per week, can obtain-prorated coverage paid by the employer. The benefit paid is based on salary. Employees hired to work 15 to 19 hours per week are eligible for UUA Life/Long Term Disability/AD&D benefits. The employer does not pay benefits for these employees.

The employee must enroll during the first two months from date of hire or qualifying event. Otherwise, after 60 days, the employee needs medical evidence of insurability and underwriter approval.

3. Worker's Compensation Insurance

Employer carries workers' compensation insurance that pays for certain medical expenses and may provide partial income protection in the event of illness or injury arising out of or in the course of employment. Any on-the-job injury or illness, regardless of severity, should be reported immediately to the employee's immediate supervisor and the Director of Finance and Operations. Employees may be required to provide a statement from a physician/ medical provider to return to work following work-related illness or injury.

4. Unemployment Insurance

As a nonprofit religious organization, the employer is exempt from unemployment insurance and does not participate in any such plan.

A. RETIREMENT BENEFITS

All employees regardless of hours may make elective pre-tax contributions to the UUA retirement plan beginning on the first day of employment. In addition, First U provides a retirement plan contribution at no cost to eligible employees who are at least 18 years old. Eligible employees must be hired to work 20 hours per week or more and must have worked for First Unitarian or another UUA institution for one year. The rate of contribution is set by the Board and currently equals 12% of eligible employees' salary. All employees are covered by Social Security.

B. VACATION LEAVE

All full time and part-time employees working 20 hours or more per week are entitled to vacation leave. Employees with First U for five years or less, are entitled to 10 days (80 hours) per year. After five years, the vacation leave benefit increases to fifteen days per year (120 hours) for full-time employees. Up to five vacation days can be carried over to the next year of employment. Employees may not borrow from future vacation hours.

Vacation leave is prorated for regular part-time employees hired to work 20 to 39 hours per week. Regular part-time employees hired to work less than 20 hours per week are not eligible for paid vacation time

Length of Service

Less than five years

More than 5 years

Annual Vacation Days

10 days (Prorated for part-time 20 - 39 hrs./wk)

15 days (Prorated for part-time 20 - 39 hrs./wk)

During the first year of employment, vacation is granted upon completion of the initial trial period and is prorated from date of hire. Exceptions may be granted by the Head of Staff.

Vacation time must be requested in advance and can be taken only with the approval of the employee's supervisor. In the event of conflicting requests, vacation generally will be granted in accordance with length of service and consistent with workload requirements.

Upon separation from First U, the employee will be paid for unused granted vacation.

C. HOLIDAYS

The employer observes eight holidays. On these days, the office is closed.

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day

Regular full-time hourly employees receive pay for approved holidays, even though the office is closed. Hourly employees who are required to work on holidays will be compensated at their overtime rate. Part-time employees hired to work 20-39 hours per week will be given prorated holiday pay. Regular part-time employees hired to work less than 20 hours per week are not eligible for holiday pay. Salaried employees may be eligible for adjusted time off.

If an observed holiday falls on a Saturday, the preceding Thursday 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 generally will be granted another day off.

D.. LEAVES OF ABSENCE

There are various types of paid and unpaid leaves of absence provided by the employer. Where appropriate, leaves must be requested in advance in writing, include the nature of the leave requested, and the anticipated length. Leaves requests require the approval of the employee's immediate supervisor and the Head of Staff. 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

Paid sick leave is provided to all full-time employees at the rate of twelve days per year and is prorated for part-time staff working 20 to 39 hours per week. Regular part-time employees hired to work less than 20 hours per week are not eligible for paid sick leave. Sick leave may be used in the event the employee is unable to work because of personal injury, illness or other medical condition. Sick leave should also be used for routine dental and medical appointments. In addition sick leave may be used as paid medical leave or sick childcare leave and as otherwise required by applicable law.

The employee is responsible for notifying his or her supervisor of an absence because of sickness at the earliest possible time. Employees must notify their supervisor before their starting time if they are ill and unable to come to work. An employee may be required to provide a physician/ medical provider's statement regarding the employee's need to be away from work, expected date of return, and any job restrictions or accommodations needed to perform his/ her job.

Employees may accumulate up to 20 days of sick leave. The employer does not compensate employees for unused sick leave upon separation from employment.

2. Medical leave without pay

Unpaid medical leave may be granted when a medical condition requires an absence from work for more time than the amount of available sick leave. The medical leave without pay requires the approval of the employee's supervisor and the Head of Staff. Sufficient evidence of such a medical condition is required for a medical leave. Such evidence may include a request or requirement for authorization to communicate with the employee's physician/ medical provider.

The maximum unpaid medical leave time that may be granted is three months or until a physician/ medical provider releases the employee to return to work, whichever is shorter. Employer also reserves the right to request a second opinion from a physician/ medical provider chosen by the employer (at the employer's expense), on any medical leave. Employees may maintain their health insurance but only at their personal expense. No other benefits will be paid or accrue during family leave. No other benefits will be paid or accrued during a medical leave without pay.

3. Personal leave of absence without pay

Leaves of absence without pay may be granted upon the recommendation of the Head of Staff and will be approved only after the exhaustion of all accumulated vacation time. During any such leave, employees may maintain their health insurance but only at their personal expense. No other benefits will be paid or accrued during a personal leave of absence.

4. 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 return from an authorized military leave of absence.

5. Funeral or bereavement leave with pay

First U allows time off with pay for an employee who has experienced the loss of an immediate family member. The number of paid days off will be determined by the Head of Staff, based on the circumstances.

Immediate family is defined as an employee's spouse, domestic partner, son, daughter, father, mother, brother, sister, grandparent, grandchild, grandparents-in-law, parents-in-law, daughter-in-law, brother-in-law, sister-in-law, son-in-law, and any member of the employee's household.

6. Jury Duty leave with pay

Any employee who is asked to perform jury duty will receive his or her normal compensation from the employer, provided any payments received for the jury service from the court system are given to the employer. Those called for jury duty must provide their supervisor written evidence of actual service, and jury duty must be noted on the employee's time sheet or in the personnel file. Employees are expected to appear for work on any workday or portion of a day when they are excused from jury service.

7. Release time with pay for voting

Employees who are registered voters are granted leave release time with pay, at their request, may be excused from specific duties to vote in a governmental election, up to a maximum of two (2) hours. This policy does not apply to employees whose daily work schedule either begins more than two (2) hours after the polls open or ends at least three (3) hours before the polls close.

8. Family/Parental leave without pay

After 12 months of continuous employment, regular full-time employees may take up to 12 weeks of unpaid leave in a 12-month period to care for a newborn, adopted or foster child, or to care for a serious health condition of a child, spouse, domestic partner, or parent. This leave may be taken intermittently. Medical certification by a licensed physician/ medical provider may be required. The request in writing must be submitted by the Head of Staff, who will act on the request.

All employees who take unpaid family/parental leave are expected to give their supervisor at least two-weeks written notice or, in the event of unforeseen circumstances, as much notice as practical. The total amount of leave cannot exceed 12 weeks in any 12-month period. During such leave, employees may maintain their health insurance but only at their personal expenses. No other benefits will be paid or accrue during family leave.

9. Sabbatical leave with pay

Ministers of the Congregation and certain other employees are eligible for sabbatical leave with pay as specified in their letters of appointment.

10. Domestic Abuse Leave

An employee who experiences Domestic Abuse may take up to 14 days (maximum of 8 hours per day) per calendar year to:

- Pursue an order of protection or other judicial relief
- Meet with law enforcement officials
- Consult with attorneys or district attorneys' victim advocates
- Attend court proceedings for themselves, their child or a child for whom they are a legal guardian.

Domestic Abuse Leave is unpaid unless the employee chooses to use accrued paid leave for which he or she is eligible.

Definition: "Domestic Abuse" for purposes of this policy means an incident of stalking or sexual assault whether committed by a household member or not, or any incident by a household member against another household member that results in:

- Physical harm;
- Severe emotional distress;
- Bodily injury or assault;
- A threat causing imminent fear of bodily injury by any household member;
- Criminal trespass;
- Criminal damage to property;
- Repeatedly driving by a residence or workplace;

- Harassment
- Telephone harassment; or
- Harm or threatened harm to children.

Notice and verification: Employees needing Domestic Abuse Leave in an emergency must notify the Head of Staff within 24 hours of starting the leave. The Head of Staff will notify the employee’s supervisor that the employee is on approved leave. Otherwise, employees needing Domestic Abuse Leave must provide as much notice as possible in the circumstances. Employees must provide the Head of Staff with verification of the leave within five business days absent extenuating circumstances. The verification may be one of the following:

- A police report regarding the incident,
- A copy of an order of protection or other court evidence,
- A written statement from the employee’s Attorney, district attorney’s victim advocate, or
- A written statement from a prosecuting attorney stating that the employee, employee’s child, or child for whom the employee is a guardian, is scheduled to appear in court.

Failure to provide verification timely may result in the employee’s absence from work being regarded as unauthorized use of leave from work and will or may be subject to disciplinary action as per First U’s Policy V. Attendance and Punctuality.

Confidentiality: First U will keep all information regarding Domestic Abuse Leave confidential, including the fact that the employee or employee’s family member was involved in a domestic Abuse incident, and/or that the employee requested or took Domestic Abuse Leave. Verification documents will also be kept confidential. With the employee’s consent, First U will disclose the information and/or cooperate with law enforcement and administrative agencies in dealing with issues of Domestic Abuse. First U will otherwise only disclose this information in compliance with a legal requirement or a proper court agency order.

No retaliation: First U will not penalize or retaliate against an employee for requesting or taking Domestic Abuse Leave in accordance with the terms of this policy. First U will not withhold benefits coverage from an employee during the time s/he is on Domestic Abuse Leave. Time taken for a Domestic Abuse Leave will not be included in calculating eligibility for benefits.

V. OTHER PERSONNEL POLICIES

A. ATTENDANCE AND PUNCTUALITY

All administrative (office) staff members are expected to assist in keeping the office open to the public and functioning during office hours. Each employee is expected to be prompt and regular in his or her attendance at work. When on duty, staff will keep the Church Administrator

informed of where they can be reached when out of the office. At the discretion of the Head of Staff, the office may operate with different hours from time to time.

Personal appointments should be scheduled before or after work hours, if possible. All scheduled absences must be approved in advance by the supervisor. Employees must call in each day they are absent, unless otherwise authorized by their supervisor.

Unscheduled absences (such as arriving late, returning late from lunch or leaving work before the end of the workday) must be approved by the employee's supervisor. If the employee expects to be absent the following day, he or she should inform the supervisor of that fact at the same time.

Any employee who fails to report to work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.

B. EMPLOYER'S RIGHT TO MANAGE, DISCIPLINE, AND DISCHARGE

First U retains the right in accordance with applicable Federal and state laws to:

- Set standards;
- Exercise control and discretion over itself and its operations;
- Supervise the employees of the church;
- Hire, promote, transfer, assign, and retain employees in positions within the church, and to suspend, demote, discharge, or take other disciplinary action against employees; and
- Take whatever actions may be necessary to carry out the functions and mission of First U.

C. WORK AND DISCIPLINARY GUIDELINES

A standard of acceptable behavior must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures including counseling, verbal warnings, written warnings, placement on probation, suspension, or termination. Documentation of actions taken is placed in employee's personnel file. The supervisor or Head of Staff can remove an employee from probation when deemed appropriate.

Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions up to and including termination. These examples are intended only as a guide and are not all-inclusive.

- Failure to perform work in a manner acceptable to employer.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment described in this Manual.
- Unauthorized possession of weapons.

- The use, possession, or sale, or being under the influence of alcohol or controlled substances (other than those used for legitimate medical purposes) while working or while on employer premises (including meal and other breaks).
- Disclosure of confidential information.
- Smoking in unauthorized areas.
- Failure to report on-the-job injuries.
- Working another job while absent during scheduled work hours.
- Failure to accurately complete or permitting another person to complete the employee's timesheet.
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his or her job.
- Theft or dishonesty.
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
- Discourteous treatment of others.
- Taking employer property without paying for it or without written permission.
- Reckless, careless, or unauthorized use of employer property, equipment or materials.
- Improper or profane language.
- Violation of any other personnel and/or employer policy.
- Violation of the code of professional conduct applicable to the employee's position.

D. SEPARATION FROM EMPLOYMENT

Employees are employed at-will, so the employee and the First U are free to terminate employment at any time for any reason or no reason. If an employee decides to terminate his or her employment, the employer encourages notification to the supervisor at the earliest possible time. Hourly employees who resign are encouraged to give at least two weeks' notice in order for the congregation to find a suitable replacement. Salaried employees are requested to give four weeks' notice. Any employee who is absent for three consecutive days without notifying his or her supervisor, or who fails to report to work on or after the expiration of a leave of absence, will be deemed to have resigned.

Consistent with the concept of at-will employment and based on full consultation with the employee's supervisor, the Head of Staff may dismiss an employee whenever the action is justified, by unsatisfactory job performance, inappropriate behavior, or the needs of the employer. Should the employee wish to appeal such a dismissal, he or she can file a complaint, following the procedures outlined in Resolution of Employee Complaints, in this *Manual*.

E. RETURN OF PROPERTY

Employees are responsible for all First U property that is in their possession or under the employee's control, such as keys, codes, laptop computers, and credit cards. Employees must

return all property of the employer that is in their possession or control upon leaving the employment of the church or immediately upon request. This includes, but is not limited to, any and all badges, ID cards, parking passes, and any other items not included in this list but that have been issued to the employee at an earlier time.

Electronic data relating to business of the employer must be left intact and fully accessible.

In addition, if the loss of keys, codes, payroll checks, or any other equipment or information that the employee is in the possession of ends up costing First U funds to replace, re-key, or reissue, the employee will have the amount of that cost deducted from his/her paycheck, including the final paycheck. Deductions for these costs must be documented in writing and comply with applicable state and federal regulations.

F. WORKPLACE ENVIRONMENT AND SAFETY

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. They should know the whereabouts of fire extinguishers, the first aid kit, and whom to call in case of emergencies.

Any unsafe condition, equipment, or practice observed by an employee should be reported immediately to the supervisor or Head of Staff. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Church Administrator. In the event of a fire or other emergency, call 911 for the fire department and/or police immediately, and all staff and members of the congregation should leave the premises.

1. Smoking in The Workplace

The employer is committed to providing a safe and healthy environment for employees and visitors. Smoking is not permitted on church property except in the designated smoking area.

2. Drug and Alcohol Misuse

In order to maintain a workplace free from the effects of drug and alcohol misuse, inappropriate use of alcohol, or the sale, distribution, or use of illegal or controlled substances on the church campus is prohibited. Violation of this policy is considered serious misconduct and may result in immediate discharge. If a serious substance abuse or addiction problem is in question, then the Head of Staff will work with the employee to explore the possibility of treatment options. Employees may not work if it is suspected that they are impaired in any way.

3. Concealed Weapons

Unauthorized possession, use or sale of weapons, firearms or explosives on the church campus is forbidden. Violation of this policy may result in immediate dismissal.

G. PERSONAL PROPERTY

The employer 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. Employees should report any lost items to the Church Administrator so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned into the Church Administrator.

H. WORKPLACE THREATS AND VIOLENCE

Threats, threatening behavior, or acts of violence by or against church employees on church property are not tolerated. Anyone (employee or non-employee) who verbally or physically threatens another, exhibits threatening behavior, or engages in violent acts on church property may be removed from and will remain off church property pending the outcome of an investigation.

If the employer determines that an employee has violated this policy, the employer will take appropriate disciplinary action. That may include, but is not limited to, suspension and/or termination of employment and/or legal action as appropriate. For non-employees (church member or vendor, for example), follow-up action may include removal from membership, reporting the offense to the vendor organization, and any legal action, as appropriate.

Church staff who experience threats, abuse, or violence from any person while performing their job or while on church property should report this and document it in the church's Incident Log. Employees are instructed to disengage from abusive persons and document their activities, calling the police when there is clear and present danger to persons. It is not the responsibility of staff to ensure compliance of the public with our rules, only to inform them and document their non-compliance.

I. PROFESSIONAL BEHAVIOR

Employees should maintain a professional demeanor and appearance that is appropriate to their position and the employer-congregation. This includes but is not limited to the following.

Employees:

- Are expected to communicate a positive demeanor about the church in public, which includes the internet;
- Are to support the ministers, the leadership, the staff, and the decisions of the congregation and the board in public;
- Should refer to the appropriate person any member of the congregation who wants to complain about a situation not directly related to their purview;
- Employees should not become part of any faction;
 - should not take on an up-front role in church politics;
 - may attend board or congregational meetings to give a report or to answer questions when requested by church leaders. All matters pertaining to their jobs

should be dealt with by their supervisor or the Head of Staff and not through the board or congregation;

- Wear attire appropriate for their position and work activities. The Head of Staff has the discretion to determine appropriate attire.
- Employees who fail to report to work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.

J. INSPECTION RIGHTS

The employer has on its premise's storage facilities such as desks, file cabinets, closets, and storage areas for the use of employees; however, the employer can make no assurances that they will always be secure. The storage of any unauthorized alcohol, illegal drugs, or drug-related paraphernalia is prohibited on church premises. Therefore, the employer reserves the right to open and inspect any desk, file cabinet, storage closet, or storage area at any time and without prior notice or consent. Employees may not use personal locks on employer owned desks, cabinets, closets, or storage areas.

K. EMPLOYMENT ELIGIBILITY

Federal law requires that prospective employees must show proof of identity and eligibility to work in the United States in the position for which they are applying. Employees must provide an original document or documents to First U that establish identity and employment eligibility on the first day of work or within 3 days of beginning work.

VI. INTEGRATION CLAUSE AND RIGHT TO REVISE

This Personnel Policy Manual contains all of the employment policies and practices of First U in effect at the time of publication. All previously issued handbooks, employment policies, and any inconsistent policy statements or memoranda are hereby superseded. The church reserves the right to change its personnel policies and to modify this document at any time.

VII. STAFF ORGANIZATION CHART

The current First U staff organization chart is posted on the church's website.

VIII. PERSONNEL POLICY MANUAL ACKNOWLEDGEMENT FORM

I, _____, hereby acknowledge that I have received a copy of the *Personnel Policies Manual* of First Unitarian Church. I understand that it is my responsibility to read the Manual and to comply with the policies, practices, and rules of the employer.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the employer or I may terminate the employment relationship, at any time, with or without reason, and with or without notice. I specifically understand and agree that this statement of policy contains all of the terms relating to termination of employment, and that no one is authorized to change my employment at-will status. I understand that this statement of policy is not subject to change.

I understand that this *Manual* supersedes all previous policies, written or oral, express or implied. I also understand that this *Manual* is neither a contract of employment nor a legal document, and that the employer reserves discretion to add, change, or rescind any policy, practice, or rule at any time with or without notice.

I understand that under the Unemployment Insurance Act of 1935, Churches and religious organizations are exempt from paying unemployment insurance taxes. As such, I understand that I will not be eligible for unemployment benefits upon separation from employment with First Unitarian Church.

I understand that as an employee of First Unitarian Church, I may incur charges for items such as keys, lost monies or receipts, lost or damaged property and the like. I hereby authorize First Unitarian Church to deduct from my salary or wages amounts due for such charges as they are incurred and in compliance with state and federal regulations. Should there remain a balance owed to First Unitarian following my employment, I agree that I will remain liable for payment after my employment ends.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the Personnel Policies Manual, dated

_____.

_____ Employee Name (Print)

_____ Employee Signature

_____ Date

[Once signed, provide copy for employee and place in the employee's personnel file]