



UUCGV
Personnel Policy Manual

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I. EMPLOYMENT POLICIES AND PRACTICES

A. STATEMENT OF PURPOSE

We have prepared this Personnel Manual to help you to understand some of the policies and procedures of the Unitarian Universalist Congregation of the Grand Valley (referred to herein as "The Congregation"). Nothing in this Manual or in any other written or unwritten policies and practices of The Congregation creates an express or implied contract, promise or representation between The Congregation and any Staff member.

The Congregation's policies generally will be applied consistently. However, The Congregation reserves the right to deviate from normal policy in certain situations. Since every situation cannot be anticipated, this Manual provides a general overview only.

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

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. This Manual does not apply to ordained ministers called by vote of The Congregation. Employment "at-will" means that Staff or The Congregation may terminate the employment relationship at any time for any reason, with or without notice.

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.

The settled minister of The Congregation is the Supervisor.

B. THE CONGREGATION VISION AND MISSION

Vision: adopted June 5, 2005

We, the Unitarian Universalists, are a liberal oasis committed to religious freedom, spiritual growth and formation, mindfulness and wonder. Our spiritual practice is a process that leads to peace within ourselves, our families and the greater community. Through open dialogue and conscious attention to the covenant which binds us together, our Beloved Community embodies a center where the sacred becomes manifest.

Mission: adopted May 25, 2010

We unite to create an accepting, religious community which fosters lifelong learning, diversity, and spiritual growth. By reaching out to the larger community, by nurturing one another and the Earth of which we are a part, we live our Unitarian Universalist Principles of justice, reason and compassion.

C. EQUAL EMPLOYMENT OPPORTUNITY

The Congregation affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with all federal, state and local laws and without regard to race, color, religion, sex, sexual orientation, gender, national origin, age, disability or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy.

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

D. SEXUAL HARASSMENT

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of any gender. 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.

Any Staff who believes he or she has been sexually harassed by another Staff or any other person encountered in the course of employment should report that conduct immediately to his or her Supervisor. If the report or complaint involves the Supervisor, or if the Supervisor is unavailable, the individual reporting the complaint should immediately report it to the Staff Congregational Relations Team.

Every complaint or report of sexual harassment will be promptly investigated. 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.

Retaliation or reprisal against Staff who report sexual 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.

E. HARASSMENT

The Congregation prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation or any other classification protected by law, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- 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 which may constitute harassment, depending on the circumstances, include but are not limited to, the following:

- epithets or slurs; or
- threatening or intimidating acts; or

- written or graphic material; or
- written, verbal or physical acts that purport to be jokes or pranks.

Any Staff who believes he or she has been harassed by another Staff, an agent of The Congregation, or any other person who the Staff encounters in the course of employment should report that conduct immediately to his or her Supervisor. If the report or complaint involves the Supervisor, or if the Supervisor is unavailable, the individual reporting the complaint should immediately report it to the Staff Congregational Relations Team.

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 Staff 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.

F. RESOLUTION OF STAFF COMPLAINTS

Effective communication is essential for productive working relationships. To that end, Staff are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

The Staff should present any complaint or grievance to his/her Supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the Supervisor does not resolve the matter to the Staff's satisfaction, the Staff should submit the complaint or grievance in writing to the Supervisor or The Staff Congregational Relations Team who shall gather the evidence necessary to complete an investigation. The Supervisor or Staff Congregational Relations Team may interview the Staff or involve the board president or the Committee on Ministry if needed. The Staff Congregational Relations Team shall then recommend a resolution of the problem to the Supervisor and Staff. If the Staff Congregational Relations Team recommendation does not resolve the matter to the Staff's satisfaction, the Staff may then seek a review by the governing board. The resolution recommended by the board will be binding upon the congregation and Staff.

G. CONFIDENTIALITY

Staff may have access to confidential information about The Congregation, 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 Congregation's premises, copied, transmitted or in any other way used for any purpose by Staff outside the scope of their employment. All requests for information concerning past or present Staff received from organizations or individuals should be directed to the Supervisor.

H. CONFLICTS OF INTEREST

Staff are expected to avoid conflicts of interest, defined as any situation where Staff may attain personal gain or which may serve as a detriment to The Congregation, 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 The Congregation.

Staff 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 the The Congregation. Staff who have questions about whether an activity violates this policy should discuss the matter with the Supervisor.

I. PERSONNEL RECORD

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

- Address and telephone number;
- Legal change in Staff's name;
- Dependents;
- Changes in beneficiaries;
- Person to notify in case of emergency; and
- Any relevant changes in licensing or education.

J. PERFORMANCE EVALUATION

In general, Staff will receive a formal performance evaluation once every two years. 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.

Staff 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.

K. INITIAL REVIEW PERIOD

New Staff and Staff who are transferred to another position may be required to complete an initial review period of ninety days, but which may be shortened or lengthened in The Congregation's discretion. Upon completion of this period, Staff will be considered a regular Staff member. Satisfactory completion of the initial review period does not alter the employment-at-will relationship. Staff must continue to perform satisfactorily even after the initial review period is completed. Although regular Staff typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of Congregation.

II. WAGE AND HOUR ADMINISTRATION

A. EMPLOYMENT CLASSIFICATIONS

For purposes of determining the applicability of various policies, practices, and benefits, Staff are classified by the nature of the position to which they are assigned and by their regular work schedule.

Full-time Staff are regularly scheduled to work 40 hours per week. Staff scheduled to work less than 40 hours per week will be considered part-time Staff and their eligibility for benefits will be pro-rated according to the percentage of time worked.

Staff who are subject to state or federal minimum wage and overtime laws are referred to as “non-exempt” Staff. Those in administrative, management, or Supervisory positions who are not subject to such regulation are referred to as “exempt” Staff.

B. HOURS OF WORK

A normal, full-time workweek consists of 40 working hours. Individual work schedules may change from time to time. Attendance at meetings at the request of the Staff's Supervisor will be considered time worked. Staff will be compensated for attending any staff retreats or off-site events to which are part of their employment.

D. TIMEKEEPING AND OVERTIME

Non-exempt Staff must submit a written record of their time worked at the end of each pay period. Where required by applicable law, overtime will be paid to non-exempt Staff 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 is not counted for purposes of overtime compensation. Staff should not work overtime without authorization in advance.

E. PAY AND PAYROLL DEDUCTIONS

Pay adjustments generally will be considered for all Staff 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, however, The Congregation strives to offer a cost of living adjustment each year depending on budget availability.

Deductions made from Staff's 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 Staff has authorized their deduction.

Staff are responsible for promptly notifying the Staff Congregation Relations Team of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the Staff's next paycheck.

III. STAFF BENEFITS

The benefits outlined in this Manual represent significant additional compensation to eligible Staff. Outlined below is a brief summary of the types of Staff benefits currently available through The Congregation. This summary is not intended to and does not create an express or implied contract, promise or representation between The Congregation and the Staff. These benefits are subject to change at any time in the discretion of The Congregation. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern.

A. INSURANCE PROGRAMS

1. Health Insurance Benefits

Staff who work 750 hours per year or more may enroll in a UUA health insurance plan (see <http://www.uua.org/careers/compensation/health>).

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

Staff who work 750 hours per year or more may enroll in the UUA's Group Dental, Term Life, and Long Term Disability Insurance (see <http://www.uua.org/careers/compensation/group/176225.shtml>).

3. Workers' Compensation Insurance

The Congregation carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the Staff's Supervisor. Staff may be required to provide a physician's statement in order to receive worker's compensation benefits, or to return to work.

B. RETIREMENT BENEFITS

The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan to assist eligible Staff to accumulate tax-deferred savings for retirement. Under the plan, The Congregation contributes a percentage of the Staff's wages, and Staff has the option of making additional voluntary contributions on a pre-tax basis. Before a Staff member can become a participant, there are certain eligibility requirements that must be met. These requirements and other provisions are provided to all participants. Each Staff member should review this material carefully and discuss any questions he or she may have with the appropriate staff members at the UUA.

C. VACATION

The Congregation grants paid vacation to regular full-time Staff at their regular rate of pay based on their length of service with The Congregation. Part-time Staff are entitled to a prorated amount of vacation time. Vacation eligibility is as follows:

<u>Length of Service</u>	<u>Amount of Vacation</u>
0-5 years	8 hours per month
More than 5 years but less 10	10 hours per month
More than 10 years	12 hours per month

Increases in vacation accrual rate will be made on the first day of the month following the anniversary date of the year in which Staff completes his or her 5th or 10th year of employment.

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

Staff who resign with at least two weeks' notice may receive payment for the accrued vacation that have not been used. Accrued vacation will be capped at 80 hours, prorated for part-time staff.

D. 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
- Christmas Day

For part-time Staff, hours paid will be equivalent to the average work 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 Staff are required to work on an observed holiday, they generally will be granted another paid day off.

E. LEAVES OF ABSENCE

1. General provisions

The policies in this section describe various types of paid and unpaid leaves of absence provided by the The Congregation. Leaves must be requested in advance and require the approval of the Staff's immediate Supervisor. The exact nature of the leave and its anticipated length must be included in the request. Staff are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the Staff must immediately notify his or her Supervisor.

2. Sick leave with pay

All full-time Staff accrue 8 hours of paid sick leave for every month worked, capped at 80 hours, which may be carried forward into the following year. Part-time Staff accrue sick leave on a pro rata basis.

Sick leave is to be used only in the event the Staff is unable to work due to the Staff's own illness, injury or other medical condition. Sick leave may be used as part of medical leave or sick childcare leave and as otherwise required by applicable law.

Staff must notify their Supervisor before their starting time if they are ill and unable to come to work. Staff may be required to provide a physician's statement regarding their medical condition, including why the Staff was not able to work.

3. Medical leave without pay

Unpaid medical leave may be granted in instances where a Staff member'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 Staff's Supervisor. 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 Staff's treating physician. The maximum unpaid medical leave time that may be granted is three months or until a physician releases the Staff to return to work, whichever is shorter.

4. Personal leave without pay

Staff who have been employed full-time for at least one year may be given unpaid personal leave of five days per year, which must be approved in advance by the Supervisor.

5. Military leave without pay

Staff 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.

Staff 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 Staff will be reinstated to the same job upon returning from an authorized military leave of absence.

6. Funeral or bereavement leave with pay

Staff may be eligible for a leave of absence for up to three days with pay for the death of an immediate family member. The number of paid days off will be determined by the Supervisor based on the circumstances.

7. Jury duty leave with pay

Staff called for jury duty are paid their regular pay for up to twenty working days. Staff should appear for work upon being excused from jury duty on any day.

8. Parental leave without pay

Staff who become natural or adoptive parents may be eligible for a leave of absence of up to eight weeks. Biological mothers may also be eligible for sick leave or medical leave without pay following the birth of a child. Such a leave may, in the discretion of the Supervisor, run concurrently with unpaid parental leave. Vacation time accrued can also be used, at the discretion of the Supervisor, and will run concurrently with unpaid parental leave.

IV. OTHER CONGREGATIONAL POLICIES

A. ATTENDANCE AND PUNCTUALITY

Each Staff is expected to be prompt and regular in his or her attendance at work. Personal appointments should be scheduled before or after work hours, if possible. All scheduled absences must be approved in advance by the Supervisor. Staff who are unable to report to work at their scheduled time must call their Supervisor as soon as possible to report the absence and the expected time of return to work. Staff must call in each day they are absent, unless otherwise authorized by their Supervisor.

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

Any Staff 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. WORK AND DISCIPLINARY GUIDELINES

Certain guidelines must be observed by all Staff to protect the integrity of The Congregation. Violations may result in disciplinary measures including verbal warnings, written warnings or termination.

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

- Failure to perform work in a manner acceptable to The Congregation.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment described in this Manual.
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on The Congregation premises (including meal and other breaks). Promotion of drugs and alcohol to a minor will not be tolerated. Additionally, smelling of drugs or alcohol, regardless of impaired state is not considered appropriate in the workplace.
- Unauthorized possession of weapons.
- Disclosure of confidential information.
- Smoking in unauthorized areas.
- Failure to report-on-the job injuries.
- Failure to accurately complete the Staff's timecard.
- Arrest and conviction for criminal offenses that are job related, including those that may affect the Staff'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 The Congregation property without paying for it or without permission.
- Reckless, careless or unauthorized use of The Congregation property, equipment or materials.
- Improper or profane language.
- Violation of any other The Congregation policy.

C. SEPARATION FROM EMPLOYMENT

Staff who resign are requested to give at least two weeks' written notice in order for The Congregation to find a suitable replacement. Any Staff who is absent for three consecutive days without

notifying his or her Supervisor, or who fails to report to work on or before the expiration of a leave, will be deemed to have resigned, consistent with applicable law.

D. SAFETY AND ACCIDENTS

The safety of Staff, as well as members and visitors, is of paramount concern. All Staff are expected to abide by accepted safety standards at all times. They should know the whereabouts of fire extinguishers and the first aid kit.

Any unsafe condition, equipment or practice observed by Staff should be reported immediately to the Supervisor. All on-the-job accidents or injuries to Staff, no matter how minor, should be reported immediately to the Supervisor. In the event of a fire or other emergency, the fire department and/or police should be called immediately, and all staff and members of The Congregation should leave the premises.

E. PERSONAL PROPERTY

The Congregation 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. Staff should report any lost items to the Supervisor so that the item can be returned if it is found. If Staff finds an item, it should be immediately turned in to the office.

F. WORKPLACE THREATS AND VIOLENCE

Threats, threatening behavior, or acts of violence against persons by anyone on church property will not be tolerated.

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on church property may be removed and will remain off church property pending the outcome of an investigation. If the The Congregation determines that a violation of this policy has occurred, the The Congregation may take appropriate disciplinary action that may include, but is not limited to, suspension and/or termination of employment, and/or legal action as appropriate.

All Staff shall inform the Supervisor of any behavior which they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or is connected to employment.

G. PROFESSIONAL BEHAVIOR

Staff should maintain a professional attitude and appearance that is appropriate to their position and The Congregation. As such, staff who are working in a professional capacity, representing UUCGV, will not smell like alcohol or marijuana while “on the clock.”

Personal mail and non-essential telephone calls at work are discouraged.

H. EMPLOYMENT AUTHORIZATION

Federal law requires that prospective Staff must show proof of eligibility to work in the United States in the position for which they are applying. When applicable, Staff must usually provide an original document or documents to the Staff’s Supervisor that establish identity and employment eligibility from the date employment begins.

PERSONNEL MANUAL ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Personnel Policy Manual of The Unitarian Universalist Congregation of the Grand Valley. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of the The Congregation. I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the The Congregation 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 representations may be made contrary to the foregoing, either express or implied. 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 The Congregation reserves discretion to add, change or rescind any policy, practice or rule at any time with or without notice. I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the Personnel Policy Manual, dated _____.

_____ Date

_____ Staff Name (Print)

_____ Staff Signature