

# Personnel Policy

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## **I. EMPLOYEE POLICIES AND PRACTICES**

### **A. STATEMENT OF PURPOSE**

The Personnel Manual describes many of the policies and procedures of the Unitarian Universalist Church of Sarasota (referred to herein as "UUCS" or "the church"). The policies herein apply to all staff, except where otherwise stated in this Manual. The policies apply to permanent full-time and part-time employees, exempt or non-exempt, as well as temporary employees who are hired under a specified time period or task assignment agreement. The Manual does not apply to ordained minister(s) called by vote of the congregation. The policies described herein do not apply to volunteers. Employees should familiarize themselves with the Manual, as it will provide answers to many questions they may have about their employment. All employment is "at-will", which means that the Church may terminate the employment relationship at any time for any reason, with or without notice or cause. Nothing in this Manual or in any other written or unwritten policies and practices of the UUCS creates an express or implied contract, a right for the employee, promise, or representation between the UUCS and any employee.

The UUCS's policies will be applied consistently to the maximum extent possible. However, the UUCS reserves the right to deviate from normal policy in certain situations. Since every employment situation cannot be anticipated, this Manual provides a general overview only. From time to time, changes in the Manual may become necessary. Therefore, the UUCS reserves the right to amend, supplement or rescind any provisions of this Manual as necessary. The Personnel Committee of the Board of Trustees shall have the responsibility of recommending necessary changes to this Manual to the Board of Trustees, who have the sole authority for adopting any changes. The Personnel Committee shall be chaired by the Board of Trustees Vice-President. Each new employee will be required to read and acknowledge having read this Manual at the time he or she is hired. Each employee will be notified in writing of any changes to the Manual subsequent to their being hired.

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.

Anyone who has questions at all about our policies or their application should feel free to discuss them with their supervisor.

### **B. EQUAL EMPLOYMENT OPPORTUNITY**

The UUCS 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, sex, 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.

It is the policy of the UUCS to:

Recruit, hire, train and promote persons in all job titles without regard to race, color, religion, sex, affectional or sexual orientation, age, national origin, or any other factor not having a direct bearing on ability to perform the duties of the position being filled.

Base employment decisions so as to further the principle of equal employment opportunity.

Ensure that all personnel actions such as promotion selections, compensation benefits and church-sponsored training opportunities are administered fairly and without regard to race, color, religion, sex, affectional or sexual orientation, age, national origin or any other non-job related factor.

The UUCS is committed to the practices of affirmative action and outreach to increase diversity among staff. UUCS has designated the UUCS Personnel Committee to coordinate and monitor the church's affirmative UUCS action/equal opportunity program.

Employees who have questions about discrimination or harassment in the workplace, or who believe this policy has been violated, should report their concerns immediately to their supervisor. All reports will be promptly investigated. All supervisors receiving reports of discrimination are required to submit a written report of the concerns to the Personnel Committee. If the allegation of discrimination involves their supervisor, concerns should be reported directly to the Chair of the Personnel Committee. 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. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

### **C. JOB DESCRIPTIONS AND HIRING OF STAFF**

In accordance with the UUCS Policy Manual, all full-time and part-time staff must have an annual contract or letter of agreement stating the conditions of employment. Original copies will be kept in the church office, with a copy on file in the employee's office personnel folder. The employee will receive his or her own copy.

Each paid staff position shall have a written job description, which includes the duties and responsibilities, hours per week, and reporting relationships of the positions. Job descriptions may be changed or amended from time to time as major responsibilities change. Changes will be made upon recommendation by the minister to the Personnel Committee, or the Personnel Committee to the Board of Trustees, and approval by the Board of Trustees. The Board of Trustees has the sole authority to hire or terminate the employment of employees subject to this Policy Manual.

## **D. HARASSMENT**

Federal and state law, and Church policy, prohibit sexual harassment or 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, of 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.

Sexual harassment applies to 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 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.

## **E. RESOLUTION OF EMPLOYEE COMPLAINTS**

Effective communication is essential for productive working relationships. 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 problem, 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 to the Minister, who shall gather the evidence necessary to complete an investigation. The Minister may interview the employee, involve the Personnel Committee, or appoint an ad hoc committee to advise him/her.

Should the complaint or grievance involve the Minister, the employee should submit the complaint or grievance in writing to the Chair of the Personnel Committee who shall, in similar fashion, gather the evidence necessary to complete an investigation. The Minister (or the Chair of the Personnel Committee) shall then recommend a resolution of the problem to the supervisor and employee within 30 days of receiving the report of the complaint.

If the recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the Personnel Committee, which shall make a recommendation to the Board of Trustees. The decision of the Board of Trustees will be binding upon the congregation and employee.

## **F. INTERNET POLICY**

The UUCS 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 church's computer system are the property of the UUCS 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 church's confidential or proprietary information, including member/friend data or other materials covered by the church's confidentiality policy.

The UUCS reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Any software or other material downloaded into UUCS's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Only authorized staff members may communicate on the Internet on behalf of UUCS. Employees may not express opinions or personal views that could be misconstrued as being those of UUCS. Employees may not state their church affiliation on the Internet unless required as part of their assigned duties. Any violation of this policy will result in disciplinary action.

## **G. MEDIA INQUIRIES**

The Minister may, at her or his discretion, appoint a designated individual to assume responsibility for media relations. All requests for information about the UUCS from newspapers, television and radio media should be directed to the Minister or the Minister's designee. An appropriate response to a media inquiry would be, "I'm not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"

## **H. CONFIDENTIALITY**

Employees may have access to confidential information about the 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 the church'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 Minister. This paragraph shall survive the termination of the Employee's employment for any reason.

## **I. 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 the 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 the 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 the UUCS. Employees who have questions about whether an activity violates this policy should discuss the matter with the Chair of the Personnel Committee.

## **J. 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 church's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the congregation for private gain or advantage. Additionally, an employee shall not engage in any outside work activity which, by its nature, hours or physical demands, would impair the employee's performance of UUCS duties; reflect discredit on the UUCS; or tend to increase the church's payments for sick leave, worker's compensation benefits or long term disability benefits. Collateral employment should not result in outside telephone calls while on duty for the congregation.

## **K. EMPLOYMENT OF RELATIVES AND MEMBERS**

Other members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild.

## **L. PERSONNEL RECORD**

It is very important that employees keep up-to-date all the information provided to the 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 Minister or his or her designee should be promptly notified of any changes in:

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

### **M. BACKGROUND CHECK**

The UUCS will use a qualified investigative service to provide a criminal background check for all prospective employees. All prospective employees shall also agree to a credit check before employment may begin.

### **N. INITIAL REVIEW PERIOD**

New employees and employees 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 Church's discretion, and which will be followed by a formal, written review by the employee's supervisor. The review shall be an abbreviated version of the annual performance evaluation. Upon completion of this period, the employee will be considered a regular employee. Satisfactory completion of the initial review period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily even after the initial review period is completed. Although regular employees 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 the Church.

### **O. PERFORMANCE EVALUATION**

Informal and formal evaluation should be a regular part of the interaction between the employee and his/her supervisor. In general, employees will receive an abbreviated written performance evaluation at the end of their initial review period, and a full written performance evaluation once each year that will be maintained in the employee's permanent personnel file. The employee's supervisor annually will provide the employee with an opportunity to review achievements and to plan for future performance (Annual Evaluation). This also provides the employee with the opportunity to communicate any concerns about his/her job or future with the UUCS. Advancement, promotion and raises in salaries and benefits may in part be determined by this evaluation. Each employee will receive an evaluation form containing factors which will be assessed during the evaluation process. The minister will ensure that annual performance evaluations are given to the Personnel Committee in time for use by the Finance Committee and the Board of Trustees in evaluating the annual budget, staffing requirements, and any

performance raises.

## **II. 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.

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 regulation are referred to as “exempt” employees.

The status of all non-exempt employees will be one of the following:

Full-time: Regular work week year round is normally 40 scheduled hours per week.

Part-time: Regular work week year round is normally less than 40 scheduled hours per week.

The status of all exempt employees will be one of the following:

Full-time: Defined as one Full Time Equivalent (FTE)

Part-time: Less than one Full Time Equivalent (FTE) with an assigned percentage FTE

The status of each employee as a full-time or part-time employee, as well as their status as an exempt or non-exempt employee, shall be stated in their contract or letter of agreement. Many positions at UUCS require the employee to work non-traditional work hours, such as Sundays and some evenings. All employees are responsible for confirming with their supervisor the hours they are expected to work each week, and for exempt employees, the tasks they are expected to complete. Full-time exempt employees are expected to work more than 40 hours per week if necessary to complete their assigned tasks in a satisfactory manner. For exempt (professional) staff, the Church follows the UUA recommendation that 12 units of service per week be considered full-time. A unit of service is defined as one morning, afternoon, or evening devoted to service for their employer-congregations. Exempt staff are encouraged to take at least one, and no more than two, full day(s) off per week. All supervisors are responsible for coordinating with the minister the hours they and the employees they supervise are scheduled to work during the work week.

### **B. BREAK PERIODS**

The time of meal and break periods will be at the discretion of the immediate supervisor.

Generally, there will be one paid 5-minute break period for each hour work period. Employees working 7 hours or longer may receive an hour unpaid meal period. Non-exempt employees should not perform any work during their meal period, except as otherwise directed by their supervisor.

### **C. TIMEKEEPING AND OVERTIME**

Non-exempt employees must record their time worked on a daily basis, and submit a written and signed record of their time worked. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Currently UUCS has not budgeted for payment of over time for non-exempt employees. (Exempt employees are not entitled to over-time). Non-exempt employees may work over-time only if they agree in advance to accept compensatory time off in lieu of over-time pay. Employees should not work overtime without authorization in advance from their supervisor. In such case, compensatory time off for working extended work hours will be taken as soon as practical, but no later than eight weeks after accumulated. No more than 24 hours compensatory time may be accumulated, and it may not be used in conjunction with vacation or sick leave time. Compensatory time not used within eight weeks of accrual is forfeited. Holiday, vacation and sick leave is not counted for purposes of over-time compensation.

Although exempt employees are not subject to federal minimum wage and overtime laws, they must submit a written and signed record of their hours worked each week to the minister or the minister's designee. This also ensures that any vacation or sick leave time used is timely and properly documented in the personnel record.

### **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. Employees are generally paid bi-weekly or semimonthly.

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 Minister or his or her designee of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

### **III. 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 the Church. This summary is not intended to and does not create an express or implied contract, promise or representation between the Church and the employee. These benefits are subject to change at any time at the discretion of Church. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern.

## **A. GROUP INSURANCE PROGRAMS**

Insurance Benefits -- See Attachment A for current insurance benefits.

## **B. RETIREMENT BENEFITS**

The Church provides pension benefits to eligible staff in accordance with requirements of the UUA Pension Fund and Federal Regulations.

## **C. Vacation Benefits**

Full-time employees are eligible for paid vacation time at their regular rate of pay. After two months of employment, new employees begin to earn vacation time at the rate of ten (10) days per calendar year, pro-rated from date of vacation eligibility. Beginning with the second year of employment, employees accrue vacation at the rate of 2.5 days per quarter, for a total of ten (10) days for the calendar year. After two (2) years of service, employees will accrue vacation at the rate of 1.25 days per month, or fifteen (15) days per calendar year and after five (5) years of service, employees will accrue vacation at the rate of five (5) days per quarter, for a total of twenty days (20) days per calendar year. No vacation hours accrue during any unpaid leaves of absence - unpaid medical leave, personal leave of absence, etc. Employees may carry over unused vacation days from one year to the next in an amount not to exceed 50% of the total allowed to be accrued in the previous year. (e.g., a five-year employee may carry over a maximum of 10 unused vacation days into the next year).

Unless otherwise contracted, part-time employees shall accrue vacation time, at their regular rate of pay, at a proportional rate to the time granted to a full-time employee. Part-time employees accrue during each year vacation hours equal to the average number of hours they work each week during the year. For example, a part-time employee who works 14 hours per week, would receive 14 hours of vacation time for the year. Temporary employees are not eligible for paid vacation. Vacation time must be approved by the employee's supervisor and will be subject to the needs of the Church. Staff who leave employment will receive payment for the accrued vacation days that have not been used. If any exiting employee should have taken more vacation days than have been earned, he or she will repay the Church for those days.

## **D. HOLIDAYS**

All full-time and half-time church employees will receive holiday benefits computed on the basis of the employee's regular hourly rate times his/her number of regularly scheduled hours. The following paid holidays are observed each year:

New Year's Day January 1  
Martin L. King Day 3<sup>rd</sup> Monday in January  
Presidents' Day 3<sup>rd</sup> Monday in February  
Memorial Day 4<sup>th</sup> Monday in May  
Independence Day July 4  
Labor Day 1<sup>st</sup> Monday in September  
Thanksgiving Day 4<sup>th</sup> Thursday in November  
Christmas Day December 25

Two additional paid holidays as designated by the church in each fiscal year.

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 day off. If an employee's regularly scheduled day off falls on a holiday, the supervisor shall schedule a day off for the employee within one month. If a holiday falls during the vacation of an employee, the time is paid as a holiday rather than as vacation time.

## **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 Church. 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.

### **2. Sick leave with pay**

Sick leave is for personal illness or for the illness of a member of the immediate family (spouse, domestic partner, child, or parent). Full-time employees will accrue sick leave at the rate of one day per month. Part-time employees accrue sick leave in the same manner as vacation time. Temporary employees are not entitled to sick leave.

A maximum of 30 days may be accrued. Up to one week of sick leave may be used as an extension of personal leave to attend an ill immediate family member. Sick leave does not accrue during an unpaid leave of absence. Sick leave is not considered to be a wage or benefit due the employee, and any unused sick days will be automatically cancelled upon termination of employment. Employees are expected to notify their supervisor as early as possible of any planned sick leave. Employees may be required to furnish their supervisor with medical documentation of any illness lasting three days or more. Any employee who is absent for three (3) consecutive days without notifying his/her supervisor is considered to have voluntarily resigned.

If any employee's illness requires more than the accrued sick benefit, sick leave will be counted against any accrued vacation time.

### **3. Personal leave**

Personal leave is an unpaid authorized absence. Personal leave is not an accrued benefit. In the case of illness or death in the employee's immediate family or urgent business which cannot be taken outside of working hours, the minister may within his/her discretion allow full-time and half-time employees to take the equivalent of up to one week of personal leave without pay. In the case of the death of an immediate family member, personal leave would be in addition to any authorized bereavement leave. The Board of Trustees may within their discretion grant up to one week of personal leave with pay. Advance notice must be given in writing through the employer's supervisor in order to meet the needs of the Church, unless an emergency prevents notice. Approval for personal leave of absence may be declined if it will cause undue burden on

other employees or will interfere with regularly scheduled vacation plans of others.

#### 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. The Employee should provide notice of intended leave in compliance with Federal and State regulations.

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 re-employed in compliance with State and Federal Law upon returning from military leave of absence.

#### 5. Funeral or bereavement leave with pay

In cases of death to an immediate family member (i.e., spouse, child, parent, or sibling), full-time and half-time employees may use three (3) days of bereavement. For other relatives (e.g., grandchild, grandparent, aunt, uncle or close friend), one (1) day of bereavement may be used. Bereavement days are not to be counted as vacation, sick, or personal leave. Bereavement leave is pro-rated for part-time employees.

#### 6. Jury duty leave with pay

Employees called for jury duty must give immediate notice to their supervisor. They will be excused from work for the duration of the jury obligation. Employees should appear for work upon being excused from jury duty on any day. It is preferred that employees will request postponement of jury duty to the summer months. (May - September).

#### 7. Parental and Family Medical Leave

An unpaid leave of absence of up to 13 weeks in any two calendar years may be granted to an employee for reasons of:

Personal illness or temporary disability (including pregnancy) if documentation addressing the nature and duration of the employee's medical inability to work is submitted by an attending physician;

Parental care for a newly born or adopted child -- employee should provide advance notice;

Caring for a seriously ill family member which includes a parent, spouse, child, mother or father-in-law. Documentation to validate the seriousness of the illness shall be required.

An employee who does not return from leave at its designated end shall be considered to have voluntarily resigned his/her employment.

## **F. REIMBURSEMENT OF EXPENSES**

Ministerial and Other Professional Staff: It is the policy of the UUCS to encourage professional growth and development of ministerial and other professional staff by reimbursing such staff for approved legitimate expenses related to church-related conferences, professional association expenses, denominational conferences, continuing education and other related obligations, and employment contracts shall reflect this policy in a manner deemed appropriate by the Board of Trustees and within budget.

## **IV. OTHER EMPLOYER POLICIES**

### **A. ATTENDANCE AND PUNCTUALITY**

Each employee 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. Employees 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. Employees 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 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. WORK AND DISCIPLINARY GUIDELINES**

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 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 Church.
- Absenteeism or tardiness. Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment described in this Manual.
- Inappropriate interaction with members of the congregation.
- 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 Church premises (including meal and other breaks).
- Unauthorized possession of weapons.
- Disclosure of confidential information.
- Smoking in unauthorized areas.

Failure to report-on-the job injuries.  
Working another job while absent.  
Failure to accurately complete or permitting another person to complete the employee's timecard.  
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 Church property without paying for it or without written permission.  
Reckless, careless or unauthorized use of Church property, equipment or materials.  
Improper or profane language.  
Inappropriate dress or appearance  
Violation of any other Church policy.

### **C. SEPARATION FROM EMPLOYMENT**

Employees who resign are requested to give at least two weeks' written notice in order for the congregation to find a suitable replacement. Any employee 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 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 and the first aid kit. Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor or the Minister. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Minister. 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 Church 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.

### **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 Church determines that a violation of this policy has occurred, the Church 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 employees shall inform the Minister or their 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. STORAGE FACILITIES AND INSPECTION RIGHTS**

Churches, like other organizations, are sometimes the victims of thieves. The church has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees, however, the church 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 Church 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 church owned desks, cabinets, closets or storage areas.

## **H. 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. When applicable, employees must usually provide an original document or documents to the employee's supervisor that establish identity and employment eligibility from the date employment begins.

## **I. LOANS AND ADVANCES AGAINST SALARY**

The Church recognizes that unusual circumstances may from time to time occur and will try to find sources of aid for its employees. The Church cannot provide loans or advances against salary for its employees.

**Attachment A**

**Employee Benefits**

**Revised April 19, 2011**

*These benefit levels are based on full-time employment;*

*benefits are provided for part-time employees who work at least 25 hours per week, pro-rated according to their percentage of full-time equivalent.*

*Benefits are provided only for the employee; additional benefits for family members may be purchased at the employee's expense*

<b>Plan</b>	<b>Benefit</b>
<b>Health Insurance</b> UUA health plan, standard deductible, current monthly premium (based on birth year and 34xxx zip code*)	UUCS to pay 80% of premiums, employee pays 20%
<b>Dental Insurance**</b> UUA Dental Insurance	UUCS to pay all premiums
<b>Long Term Disability Insurance</b> UUA Long Term Disability Insurance	UUCS to pay all premiums
<b>Term Life Insurance</b> UUA Term Life Insurance, benefit is two times annual salary	UUCS to pay all premiums