

# **Personnel Policy Manual**

For

## **THE UNITARIAN UNIVERSALIST CONGREGATION OF CHARLOTTESVILLE**

717 Rugby Road  
Charlottesville, Virginia, 22903

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## **WELCOME**

Welcome to The Unitarian Universalist Congregation of Charlottesville. We are glad to have you as a member of our staff and hope you will enjoy working for the congregation and contributing to our liberal religious community.

Working together, we will help to ensure that the administrative, operational, and other needs of the congregation are met. This will support volunteer members of our congregation to do their work.

**Please review the policies and procedures included in this Manual and sign and return the acknowledgement of receipt to the President of the Board of Trustees or Operations Manager (OM).**

If you have any questions or suggestions concerning information in this Manual, please feel free to contact the Minister or their designee.

Again, welcome!

## CONGREGATION MISSION AND HISTORY

The Unitarian Universalist Congregation of Charlottesville is a congregation of the liberal tradition rooted in the heritage of Unitarian Universalism and dedicated to the belief that in every individual there are extraordinary possibilities. We are committed to the individual and collective pursuit of spiritual growth, social justice, and life-long religious education and understanding. We foster an open and free community in which we share our gifts, care for one another, and honor our differences. We seek to have a lasting influence on local, national, and global programs that promote equity and end oppression.

This Congregation is intentionally nondiscriminatory. Therefore, in its activities and practices, this Church welcomes and promotes the full participation of all persons of whatever race, ethnicity, creed, gender, ability and/or disability, affectional or sexual orientation, gender identification, age, economic status, or origin.

The Congregation is a self-governing body whose final authority is vested in the members of the congregation acting through a congregational meeting.

This Congregation belongs to and supports the Unitarian Universalist Association.

### Mission Statement

The UU Congregation of Charlottesville builds community through love in action.

Together we cultivate a safe and welcoming place for all. Together we nurture mind, heart, body, and spirit.

Together we work for equity, justice, and peace for all people and the planet.

In order to create the beloved community that we all desire for ourselves, we, the Unitarian Universalist Congregation of Charlottesville covenant to:

- Communicate with compassion and respect, especially when we disagree,
- Celebrate diversity and nurture our inclusivity,
- Embrace one another spiritually and emotionally,
- Promote social justice within our congregation and the larger community,
- Generously support the ministries of the church with time, money, and enthusiasm, and
- When we have fallen short, lovingly call each other back into covenant.

Our congregation began as the Jefferson Unitarian Society in 1943. The cornerstone of our building was laid in 1950. For centuries before us, this land has been the dwelling place of the Monacan people. Later this was the location of plantations worked on by enslaved African Americans. We honor all those who dwelt here before and all those whose lives led to this gathering as a community of memory and hope.

Jefferson Unitarian Society (1943)

Thomas Jefferson Unitarian Society (1944)

Thomas Jefferson Unitarian Church (1946)

Thomas Jefferson Memorial Unitarian Church (1959)

Thomas Jefferson Memorial Church, Unitarian Universalist (1981)

Unitarian Universalist Congregation of Charlottesville (2021)

## ABOUT THIS MANUAL

This Manual has been prepared to help you understand some of the policies and procedures of The Unitarian Universalist Congregation of Charlottesville (referred to herein as "Employer", "UUCville", or "Congregation"). You should familiarize yourself with the content of this Manual as it provides basic information about our expectations, policies, procedures, and benefits. Nothing in this Manual is intended to create or creates an employment agreement, express or implied, or a contract that employment or any benefit will be continued for any period of time.

Since every situation cannot be anticipated, this Manual provides a general overview only. In applying the policies and procedures in this Manual, the Congregation will take into consideration the specific facts and circumstances of each situation.

All employees are hired on an *at-will* basis unless stated otherwise in a written individual employment agreement signed by the President of the Congregation's Board. This means that the employee may terminate the employment relationship at any time, for any reason, with or without notice, and the Congregation retains the same right.

As a progressive and evolving organization which must respond to operating needs and other circumstances, changes and modifications in policies, procedures, and benefits will be made from time to time. This Manual replaces all previous personnel policy manuals or handbooks and any inconsistent policies.

If you have any questions or comments about this Manual, or if you need more information, please ask your Supervisor/Minister, or officer of the Board. Your comments and suggestions are encouraged.



## **DIVERSITY AND INCLUSION**

### **EQUAL EMPLOYMENT OPPORTUNITY**

Unitarian Universalist principles affirm the inherent worth of each human being, and commit to working towards justice, equity, and compassion in human relations. The Congregation believes that policies advancing diversity, equity and inclusion are essential in creating social change which responds to historical and current practices of discrimination. Additionally, we believe that significant diversity among our staff makes for a richer, more dynamic organization. Our Congregation is committed to addressing the systemic prejudices and biases found within all parts of society by, among other things, working to ensure that all staff are trained to understand, welcome, and better serve a multiracial, multiethnic, increasingly diverse community and enhance the ability of each individual to live our values of justice, equity, and interdependence.

The Congregation affirms its commitment to inclusion and 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, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other classification protected by law. The Congregation may consider religion in the hiring and terms and conditions of employment of certain positions. Any discrimination in the workplace based upon any protected status/classification is illegal and against policy.

Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited and will not be tolerated. Prohibited retaliation includes shunning and avoiding an individual who reports harassment, discrimination, or retaliation; express or implied threats or intimidation intended to prevent or inhibit an individual from reporting harassment, discrimination, retaliation; or denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participating in the reporting and investigation process.

Employees who have questions about discrimination, harassment, or retaliation in the workplace, or who believe this policy has been violated, should report their concerns immediately to their Supervisor/Minister, or a Board officer.

### **HARASSMENT**

Harassment of any kind has no place in the workplace. The Congregation is committed to promoting an environment that is professional and respectful. Any harassment regarding race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, or any other protected status will not be tolerated. Our Congregation expects all employees to conduct themselves in a professional manner with concern and respect for their colleagues,

congregational members, and others served by the congregation. Similarly, we expect all employees to be free from harassment from congregational members and others encountered while serving our congregation. Harassment by anyone in the workplace is unlawful.

Harassment includes verbal or physical conduct which may offend, denigrate, or belittle any person because of or due to any of the characteristics described above. Such conduct includes pictures, jokes, comments, epithets, innuendoes, name-calling, or any other behavior which creates an environment that is derogatory, intimidating, hostile or offensive to anyone.

Conduct prohibited by these policies is unacceptable in the workplace, and in any work-related setting or event outside the workplace, such as congregation meetings, social events, and any other Congregation related activity. Any employee who believes that they have been harassed by another employee, Supervisor/Minister, a congregant, or any other person who the employee encounters in the course of employment should report that conduct immediately to their Supervisor/Minister or officer of the Board. If the report or complaint involves the Supervisor/Minister, or if the Supervisor/Minister is unavailable, the individual making the complaint or the individual receiving the report or complaint should immediately report the complaint to an officer of the Board. The UUA Ministries and Faith Development Staff Group is available to assist with complaints involving ministers.

## **SEXUAL HARASSMENT<sup>12</sup>**

While all types of harassment are prohibited, sexual harassment requires particular attention.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to the conduct is made either explicitly or implicitly a term or condition of employment.
- submission to or rejection of such 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.

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<sup>1</sup> **Sexual Harassment:** Here is a link to an article on sexual harassment and what to do about it in the workplace - <http://employment.findlaw.com/employment-discrimination/sexual-harassment-at-work.html>.

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

- Unwelcome sexual advances, whether or not it involves physical touching; sexual assault or coerced sexual acts.
- Requests for sexual favors in exchange for actual or promised benefits such as a favorable review, salary increases, promotions, or other benefits.
- 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 which is of a sexual nature or sexually motivated.
- Use of offensive or demeaning terms which have a sexual connotation.
- Inappropriate remarks of a sexual nature.
- Sexual gestures, suggestive comments, sexually insulting comments, epithets, jokes or name-calling; written or verbal references about sexual conduct.
- Communication or displaying sexually suggestive objects, pictures, cartoons or computer Web sites in writing, electronically or verbally.
- Sex stereotyping, such as when the conduct or traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look; or
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, or gender identity, such as interfering with an individual's work area, equipment, or ability to do their job, name-calling, etc.

Any employee who believes they have been sexually harassed by another employee, a Supervisor/Minister, or any other person encountered in the course of employment, including a congregant, should report that conduct immediately to their Supervisor/Minister or a Board officer. If the report or complaint involves the Supervisor/Minister, or if the Supervisor/Minister is unavailable, the individual receiving the report or complaint should immediately report it to an officer of the Board.

Every complaint or report of sexual harassment will be promptly investigated. Although investigations will be conducted with as much sensitivity and confidentiality as possible, 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 employees 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.

## **PROCEDURE/RESOLUTION OF EMPLOYEE COMPLAINT**

The Congregation takes allegations of discrimination and/or harassment seriously. If you believe you have been discriminated against by another employee, a Supervisor/Minister, or any other person encountered in the course of employment, you should take the following steps:

- The employee should communicate immediately with their Supervisor/Minister. If the report or complaint involves your Supervisor/Minister, the complainant should immediately report it to an officer of the Board. You may be asked to put your complaint in writing.
- If the complaint cannot be resolved at the level of the Supervisor/Minister it must be written down, dated, and signed by the complainant. The Board of Trustees may appoint an Ad Hoc Committee or the Personnel Committee to advise the employee. At this point the complaint becomes a grievance, and any further attempts at resolution must be recorded in writing.
- An investigation will then be initiated, and evidence will be gathered. The investigation will normally include an interview of the employee, the accused, and any relevant witnesses. The Ad Hoc Committee or Personnel Committee will investigate and respond to the grievance within 21 days, discussing the alleged grievance with all involved parties. They will draft a written document which:
  - Identifies the issues
  - Summarizes relevant information
  - Reviews the facts
  - The Committee will make every attempt to resolve the grievance. An outside mediator or the use of arbitration may be used to aid in the resolution of the grievance.
  - A grievance filed by an employee will be kept confidential. Only those parties involved in the grievance process may discuss the grievance and only within the grievance process itself.
  - The Minister or Congregation Board's President shall then take appropriate action. The complainant should be notified that appropriate action has been taken.
  - If either the complainant or the alleged harasser objects to the resolution, they may seek a review by the Congregation's Board. The resolution recommended by the Board will be binding upon the Congregation and the employee.
  - Any individual identified to have a conflict of interest with any parties involved in the grievance will be ineligible to be involved in the grievance process.

## ACCOMMODATIONS OF DISABILITY

The Congregation provides reasonable accommodations to enable an individual with a disability to perform the essential functions of their job in compliance with state and federal law. If an employee is unable, or finds it difficult, to perform all the functions of their job due to a disability, they should inform their Supervisor/Minister about the disability and discuss the type and nature of any assistance or adjustment that would enable the employee to perform the essential functions of the job.

In most cases, the Congregation will need medical documentation of the disability and of possible accommodations. The Congregation may also need regular discussions with the employee to determine what, if any, accommodations are appropriate, the employee's continuing need for accommodations and the effectiveness of the accommodations provided.

## CATEGORIES OF EMPLOYMENT

**Full-Time:** An employee who regularly works 12 months of continuous full-time service at 40 hours or more per week is considered a full-time employee.

**Part-Time:** An employee who is scheduled to work at least 10 hours but less than 40 hours per week for 12 months is considered a part-time employee. Part-time employees are eligible for benefits according to the benefit plan descriptions in this Manual.

**Casual/Temporary Employee:** An employee who works full or part-time for a specific time period, including during peak or seasonal periods, for specific projects, to fill in for an absent regular employee, or for other reasons for a limited period of time is considered a casual/temporary employee. Regardless of whether an employee is scheduled to work for a limited period of time the employee will be considered "at-will." Casual/Temporary employees are entitled to benefits consistent with the provisions of benefit plans offered by the Congregation or as required by law.

## FLSA DEFINITIONS

Employees are also categorized as either **Non-Exempt** or **Exempt** for purposes of the minimum wage and overtime provisions of the Fair Labor Standards Act ("FLSA").

**Non-Exempt Employees** are compensated based on the number of hours worked each workweek and are entitled to be paid the minimum wage and overtime for hours worked over 40 in a workweek.

**Exempt Employees**, who are employed in an executive, administrative, or professional position which meet certain requirements, are paid on a salary basis, and are exempt from the minimum wage and overtime provisions of the FLSA.

**Ministerial Exception:** Ministers, and other employees who perform “essential religious duties,” are exempt from FLSA requirements under the ministerial exception (sometimes called the ecclesiastical exemption). Under this exemption, other employees, such as religious educators or music directors, might be classified as exempt depending upon their specific responsibilities. Unlike the FLSA exemptions, the ministerial exception is dependent only on responsibilities, not salary.

## **HIRING PROCEDURES**

Upon commencement of employment, each staff member will receive a Letter of Agreement, a copy of the Personnel Policy Manual, the Congregation Bylaws, and the job description.

## **JOB DESCRIPTIONS**

Job descriptions are reviewed at a minimum of every three years and updated as needed by the Personnel Committee with input from the supervisor and Minister. Revisions to job descriptions may be proposed by the employee or supervisor, reviewed by the Personnel Committee for consistency with this Manual, returned to the initiator for revisions, and sent to the supervisor for approval.

## **LETTERS OF AGREEMENT**

The terms of employment of employees (not including the Ministers) shall be proposed by the supervisor working with the Personnel Committee and other relevant committees as needed, approved by the Board, and recorded in a Letter of Agreement.

Each Letter shall include starting salary, job title, and any negotiated conditions of employment. A job description should be included with the Letter. Letters should be updated as needed or when there are changes in terms of employment other than salary.

The employee or the supervisor can propose revisions to Letters of Agreement. Revisions shall be reviewed by the Personnel Committee for consistency with this Manual, returned to the initiator for approval and review and sent by the Personnel Committee to the Board for approval.

## **ORIENTATION**

All employees except the Minister are provided with a six-month orientation. An employee who is retained after their orientation period remains an employee at will. Either the Church or the employee may still terminate the relationship at any time, for any reason, or for no reason.

Your Supervisor/Minister or a designated congregational leader will introduce you to your co-workers and orient you to your work area and job responsibilities. In most cases, a written job description has been prepared that contains a summary of duties and responsibilities. Of course, it is impossible to list or to describe all the duties of a particular job. Moreover, from time to time, changes in jobs will occur to reflect temporary or long-term changes in staffing or operational needs. Please keep in mind that your Supervisor/Minister has the authority to assign duties, responsibilities, or functions to you even though the duties have not been yours in the past or are not specifically mentioned in your job description. Formal training should be documented and kept in the personnel file.

At the end of the six-month orientation period the supervisor will conduct a written and in-person evaluation. The Personnel Committee will review the evaluation with the supervisor.

## **EMPLOYMENT AUTHORIZATION**

Federal law requires that prospective employees must show proof of eligibility to work in the United States by completing Form I-9 within 3 days of time of hire. When applicable, employees must provide an original document or documents to the employee's Supervisor, Minister, or Operations Manager (OM) that establishes identity and employment eligibility from the date employment begins.

## **WORK SCHEDULES AND PAY**

### **HOURS OF WORK**

Your Supervisor/Minister will establish individual work schedules, which may change from time to time based on the needs of the Congregation and at the discretion of the Supervisor/Minister. Attendance at meetings outside of established work schedules at the request of the employee's Supervisor/Minister will be considered time worked. Employees may occasionally be required to attend staff retreats or off-site events which are relevant to their positions.

## EMERGENCY CLOSURES

The Ministers determine the need for emergency closure of the church based on current conditions, including local school closings. All employees scheduled to work on that day have the option to either work from home, use personal leave, or take an unpaid day off. At the discretion of the Lead Minister, a paid day off may be offered to staff for short term closures. Should church offices remain open and the employee determines that it is not safe to travel to work, or must stay home with children, the employee may choose to work from home, use personal leave, or take an unpaid day off.

## MEAL AND BREAK PERIODS

Employees are encouraged to take a 10-minute break for each 4-hour work period. Such breaks are paid but may not be accumulated or added to the end of the day to shorten the workday. Employees working more than a 6-hour period are required to take a 30-minute unpaid meal break. The time of meal and break periods will be scheduled at the discretion of the Supervisor/Minister. Employees should not perform any work during their meal period. For non-exempt employees, any time worked during meal breaks is compensable, including time they need to be available for work (e.g., to answer phone or door). As with breaks, the 30-minute unpaid meal period may not be accumulated or used to shorten the workday.

## TIMEKEEPING AND OVERTIME

Non-exempt employees must submit a record of their time worked on a weekly basis, consistent with the recordkeeping provisions of the Fair Labor Standards Act ("FLSA") and state law.

From time to time, employees may be required to work in excess of their regularly scheduled hours. **Compensatory time off as a substitute for pay for more than 40 hours of work by a non-exempt employee is not allowed by federal law for private sector employees.** Any time worked by a non-exempt employee in excess of 40 hours in a work week will be overtime (paid at 150% of regular hourly wages) which must be approved in advance. Paid holidays, sick days, vacation days, or any other paid time off does not count as time worked for purposes of calculating overtime. Non-exempt employees will be paid time and one half for all hours over 40 in a workweek. Exempt employees do not receive overtime pay when working in excess of 40 hours.

## PAY AND PAYROLL DEDUCTIONS

The Unitarian Universalist Congregation of Charlottesville practices the values of our faith within our walls by prioritizing our staff compensation and providing access to high quality benefits.



We are committed to offering our employees equitable and competitive wages and salaries commensurate with our resources, and our values as Unitarian Universalists – in particular, the values of equity, transparency, and economic justice. Our compensation policies and practices utilize the UUA salary recommendations, with a goal of ensuring all employees are receiving at least the minimum recommended salary and have reached the midpoint of the salary range after 5 years of experience.

Salary recommendations are developed every year by the Personnel Committee and Finance Committee utilizing UUA guidelines. The Finance Committee then works with the Board for approval of the salary recommendations as part of the annual budget, before the budget is presented to the congregation for approval.

Deductions made from employees' wages are reflected on a pay stub. 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, such as voluntary retirement contributions, or medical or other benefit cost-sharing, are optional and are made only if the employee has authorized the deduction. Paychecks and pay stubs should be reviewed when they are received. If an employee believes a mistake has occurred, or if there are any questions, the employee's Supervisor/Minister should be contacted immediately.

Employees are paid every other week on Thursday for the preceding two-week pay period, which ends the Sunday before payday. Employees who are paid hourly must record their hours in the payroll company's online timesheet. Your pay will be paid by check and available on payday. You may have your pay electronically deposited into your checking account each pay period by authorizing direct deposit and providing required information to the OM.

## **CORRECTIONS OF ERRORS IN PAY**

It is the Congregation's policy to comply with federal and state laws governing payment of wages, and the Congregation makes every effort to ensure employees are paid correctly. Occasionally, however, mistakes may happen. When mistakes occur, employees should call them to the attention of the OM. The Congregation will promptly investigate the issue and make any corrections necessary.

## **PERSONNEL INFORMATION AND FILES**

It is very important that employees keep up to date all the information provided to the Congregation at the time of hire and as requested from time to time. 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. Please notify the Congregation administrator promptly of any changes in:

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

The Congregation maintains a personnel file for each employee that contains new hire paperwork, performance reviews, and other documents related to the Employee's employment. These files are kept in a locked cabinet in the Congregation's office. The Congregation will not provide information from your personnel file in response to outside requests without your express, written consent, or in response to proper legal process.

An employee is allowed to write their response to any document added to the file. Employees may review and copy the contents of their file in the presence of a Congregation's representative at a mutually agreed upon time but may not remove documents from the file. Employees who feel any file material is incomplete, inaccurate, or irrelevant may submit a written request to the Senior Minister or Board President that the file be revised accordingly. If the request is not granted, the employee may place a written statement of disagreement in the file and/or pursue the matter further using the Resolution of Employee Complaint Procedure.

## **POLICIES APPLICABLE TO EMPLOYMENT**

### **ABSENTEEISM AND TARDINESS**

Each employee is expected to maintain good attendance and to report to work on time. Absence and lateness hinder the effectiveness of our work and must be kept to a minimum. Excessive absenteeism or repeated tardiness may result in discipline up to and including termination of employment.

Personal appointments should be scheduled before or after work hours, if possible. All scheduled absences must be approved in advance by the Supervisor/Minister. Employees who are unable to report to work at their scheduled time must contact their Supervisor/Minister 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/Minister. The Supervisor/Minister must approve an employee's absence or late arrival, however, the notification and approval of a particular absence by a Supervisor/Minister does not insulate an employee from a review of the total number of absences or late arrivals in any given period of

time.

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/Minister. If the employee expects to be absent the following day, they should inform the Supervisor/Minister 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.

## **PROFESSIONAL ATTIRE AND CONDUCT**

Employees should maintain a professional appearance that is appropriate to their position and the Congregation. Name badges should be worn when employees are on duty on Sunday or at major congregational events.

## **ALCOHOL AND ILLEGAL DRUGS**

The Congregation maintains a drug-free workplace. The use, possession, or distribution of any illegal drug (or prescription drugs not being taken or possessed according to medical direction) on Congregation premises or property is prohibited. Under no circumstances may an employee appear at work while intoxicated or under the influence of illegal non-prescription drugs or alcohol or smelling of alcohol. Improper use of prescription drugs is also prohibited. A violation of this policy may be grounds for immediate disciplinary action up to and including termination.

The Congregation recognizes that responsible consumption of alcohol might be acceptable at occasional functions, but generally, the workplace is alcohol-free. On such an occasion, all employees are expected to uphold an atmosphere of professionalism and respect for those who choose not to participate. Any staff function at which alcohol is served must first be cleared with the Supervisor/Minister. It is expected that employees consuming alcohol on the premises do so in moderation and in the spirit of maintaining a safe and comfortable environment for all.

## **SMOKING**

The Congregation is a smoke-free workplace. Smoking and vaping are not allowed anywhere on Congregation property, both inside and outside the Congregation building.

## **CONFIDENTIALITY**

Employees 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 employees outside the scope of their employment.

Employees have the right to use and share information about their personal wages and benefits. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Supervisor/Minister.

## **COMPUTERS, INTERNET, EMAIL AND OTHER RESOURCES**

The Congregation provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, internet, intranet, e-mail, text messaging, or any other Congregation provided technology, use should be reserved for legitimate business use and not for more than incidental personal use.

All communication using tools provided by the Congregation or used for Congregation related business should be handled in a professional and respectful manner. Inappropriate use includes, but is not limited to:

- transmitting obscene, harassing, offensive or unprofessional messages.
- accessing, displaying, downloading, "liking" or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other classification protected by law.
- transmitting any of the Congregation's confidential or proprietary information, including member/friend data or other materials covered by the Congregation's confidentiality policy.
- accessing another employee's personal file of mail messages without express permission.

The Congregation reserves the right to monitor and review the content of employee e-mails or the use of 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.

All materials, information and software created, transmitted, downloaded, or stored on the Congregation's computer system are the property of the Congregation and may be reviewed and inspected at the Congregation's discretion.

Any software or other material downloaded onto the Congregation's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the material. Prior written authorization from the Supervisor/Minister is required before introducing any software into the Congregation's computer system.

Only authorized staff members may communicate on the Internet on behalf of the Congregation. Any account established on behalf of the Congregation must be authorized with all access information, including passwords, communicated to, and maintained by the Congregation. Employees may not express opinions or personal views that could be construed as being those of the Congregation.

With prior authorization from the Supervisor/Minister, employees may use their own personal electronic devices (computers, tablets, phones, etc.) for work-related purposes provided the devices have appropriate security software and the employee agrees to follow appropriate data protection and back up practices. Any files or software belonging to the Congregation may only be downloaded and used for Congregation related work provided the employee is given express written permission from the Congregation, and proper documentation is maintained regarding the files downloaded in the event that future retrieval is required. In addition, upon employment termination for any reason, the employee agrees to give the Congregation access to any personal electronic devices and passwords, to allow the Congregation to retrieve and/or delete all Congregation files and documents from them. In the event that the Congregation does not request such access, then the employee agrees promptly to return, to the extent practicable, and to delete any and all Congregation related documents and copies thereof from any such devices or backups.

The employee is responsible for any maintenance, repair, or replacement of a personal device required or used, irrespective of the amount of work usage or the cause of the damage unless agreed to in writing by the Congregation. However, the employee must provide the Congregation with immediate notice should a personal device containing Congregation software or files be lost or stolen.

## **TELEWORK POLICY**

Definition: Telework means to work off-site. Productivity and work quality must be consistent with in-office work standards.

UUCville supports telework for staff in order to balance congregational needs with staff workload and productivity. Teleworking must be approved by the supervisor.

Teleworking employees must be available by phone and email during working hours on every telework day.

Telework Space and Equipment:

- Employees will use their personal equipment (e.g., computer, Wi-Fi, phone) and any church issued portable equipment. Application software may be downloaded from our UUCville Microsoft account.
- Costs associated with obtaining and maintaining personal equipment are the responsibility of the employee. If there is equipment that can assist an employee be more productive at an off-site location, the employee should make a request to their supervisor for consideration of reimbursed purchase.
- Teleworking employees are encouraged to maintain a safe off-site workspace including provisions for fire and electrical safety (i.e., functioning smoke alarms, sufficient access to electrical outlets, etc.)
- Any documents created or edited while working from home will be uploaded to the church shared drive.

## **CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT**

Employees shall not engage in any other 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 Congregation's time, facilities, equipment or supplies, or the use of the title, prestige, or influence of the congregation for private gain or advantage. An employee must obtain the prior approval of their Supervisor/Minister before engaging in any other such employment or activity.

An employee shall not engage in any outside activity which, by its nature, hours, or physical demands, would impair the employee's performance of Congregation duties; reflect negatively on the Congregation; or tend to increase the Congregation's obligations or costs for benefits such as sick leave or long-term disability benefits. Outside employment or activities should not result in outside telephone calls, emails, or other activities while on duty for the congregation.

If the Congregation and the employee disagree that outside employment creates a conflict of interest or the appearance of a conflict of interest, the Congregation retains the right to make the final determination.

## EMPLOYMENT OF RELATIVES AND MEMBERS<sup>3</sup>

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, grandchild, or person in a close personal relationship with the employee.

As a general policy, employment of members of the congregation will be avoided because a member who becomes staff will necessarily forfeit certain benefits of membership to appropriately perform the staff role. For some positions, hiring a member may add significant enough value to counteract the potential risks associated with employment of a member.

## MEDICAL DOCUMENTATION

From time-to-time, employees may be required, as a condition of employment, to undergo a medical examination or otherwise to provide the Congregation with requested documentation, such as evidence of the existence or duration of medically required absence, ability to return to work, etc.

## VEHICLE USAGE AND EXPENSE REIMBURSEMENT

Employees using their own cars for congregation-related business may be paid mileage at the current business rate per mile as established by the Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and approval by the Supervisor/Minister. Trips must be authorized by the employee's Supervisor/Minister. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips. All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by the Congregation. The use of hand-held cell phones or texting is strictly forbidden when driving on congregation-related business.

Other approved expenses incurred by an employee on behalf of the Congregation will be reimbursed according to the Congregation's expense reimbursement policy.

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<sup>3</sup> **Members as Staff:** There is a great deal of debate in congregational leadership circles about the pitfalls and benefits of hiring members as staff. There clearly are risks associated with hiring members and the member's relationship with their religious community has to change as well. However, in some cases, the benefits of commitment to and knowledge of the congregation associated with membership can outweigh the risks. See this article for a more complete review of the pros and cons of hiring members: <http://danhotchkiss.com/becoming-staff/>

## **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 and any other congregation policy regarding safety of children and youth, disruptive conduct, or any other safety related policies at all times. They should know the whereabouts of fire extinguishers, first aid kits, and defibrillators.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the Supervisor/Minister. All on-the-job accidents or injuries to employees, no matter how minor, should be reported within 24 hours to the Supervisor/Minister, who will then report to the workers compensation insurance carrier. In the event of a fire or other emergency, the fire department and/or other emergency services should be called immediately, and all staff and members of the congregation should leave the premises.

## **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 congregation property. Employees should report any lost items to the Supervisor/Minister so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to the Supervisor/Minister.

## **WORKPLACE THREATS AND VIOLENCE**

Threats, threatening behavior, or acts of violence against persons by anyone on congregation property will not be tolerated. The possession or use of weapons, firearms, ammunition, etc. is prohibited on the property of the Congregation except for authorized law enforcement or security personnel.

Anyone who verbally or physically threatens another, exhibits threatening behavior, or engages in violent acts on congregation property may be removed and must remain off congregation property pending the outcome of an investigation. If the Congregation determines that a staff member has violated this policy, 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 employees shall inform their Supervisor/Minister of any behavior which they have witnessed or experienced, which they regard as threatening or violent.



## **INSPECTION RIGHTS**

Congregations, like other organizations, are sometimes the victims of theft. The congregation has on its premises storage facilities such as desks, file cabinets, closets, and storage areas for the use of employees. The storage of any unauthorized alcohol, weapons, explosives, or illegal drugs or drug-related paraphernalia is prohibited on congregation premises. Therefore, the Congregation 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 congregation owned desks, cabinets, closets, or storage areas.

## **MEDIA INQUIRIES**

All requests for information on behalf of or regarding the Congregation from newspapers, television and radio media should be directed to the Supervisor/Minister. 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?"

## **PERFORMANCE AND CONDUCT EXPECTATIONS**

### **SUPERVISION AND PERFORMANCE REVIEWS**

Supervisors/Ministers assist employees in learning their jobs and identifying priorities and goals. Staff members are evaluated at the end of the 6-month orientation period, and on a regular basis thereafter, reviewing job performance, goals and priorities, assessing needs, and working through challenges. Any employee performance concerns should be discussed with the employee and documented.

To complement ongoing performance feedback, a formal written performance review will be conducted on a yearly basis. The evaluation should include measurable objectives based on the job description for the next year's achievements. The evaluation is to be dated and signed by the supervisor and the employee as an acknowledgment that the employee has read it – not necessarily as a sign of agreement, and kept in the employee's file. The employee has the right to add any positive or negative comments he or she may wish concerning the report's contents, fairness, accuracy, etc. Such comments are also to be signed by the employee and supervisor. This is also an opportunity for the employee and supervisor to review the job description and offer suggestions for change as needed. The conduct and results of the performance evaluation are reported to the Personnel Committee, the Lead Minister, and the President of the Board, as appropriate.

## **DIFFICULTIES ON THE JOB**

In every organization, there are situations where an employee's performance does not measure up to the standards of the job established by the Congregation, or where they do not conform to work or conduct expectations. In such cases, the Congregation will strive to help employees succeed in their work. However, continued employment depends on the Congregation's needs and the employee's ability to satisfy performance and conduct standards.

We hope problems will be resolved at an early stage with open communication between the employee and the Supervisor/Minister. When improvements are necessary in the conduct or performance of an employee, the Congregation will attempt to give the employee written advance notice of the problem and that their job is in jeopardy if satisfactory improvement is not made. However, because of the circumstances or the nature and seriousness of the conduct or performance deficiencies involved, the Minister or Board Chair/President may immediately terminate an employee's employment without prior notice.

## **STANDARDS OF CONDUCT**

The Congregation expects that all employees will conduct themselves in a manner consistent with the highest standards of professional conduct and that is conducive to creating a harmonious and pleasant work environment. This includes courtesy, respect, and working collaboratively and cooperatively, demonstrating the characteristics of high performing team members. As a staff of professionals in whom trust and power have been placed, all staff are called to be faithful both morally and legally to upholding professional relationships. Staff must never abuse the authority of their position by manipulating others to satisfy personal needs or engage in any exploitative relationship that abuses the power and damages the trust that has been placed in a staff member.

The Congregation seeks to provide the highest quality of service and support to its members. Thus, poor work habits, such as careless work, failure to complete assignments on time, or a failure to follow instructions, are unacceptable.

Conduct that does not meet the Congregation's standards, such as violations of Congregation policies, a lack of respect or courtesy to a fellow employee or member, harassment, disruptive or disorderly conduct, violence, etc., will not be tolerated and will be grounds for immediate disciplinary action and may result in termination of employment. In addition, any breach of trust or conduct which shows a serious lack of dependability or good judgment, such as theft, falsification of Congregation records, destruction of Congregation property, conflict of interest, insubordination, etc., may be grounds for immediate discipline, up to and including termination from employment.

## DISCIPLINARY ACTION

Should action become necessary for the purpose of improving undesirable behavior and preventing a recurrence of that behavior the following steps will generally be followed to ensure that Congregation's rules and policies are enforced fairly and consistently. The Congregation reserves the right to impose discipline not in accordance with this policy if it determines such discipline is necessary.

- *Step 1 - Verbal Warning.* The supervisor will discuss with the employee the problem that has occurred and the possibility of corrective action if the problem continues. This warning needs to be documented in the personnel file.
- *Step 2 - Written Warning.* The supervisor will review the facts of the case with the employee and attempt to explain what was done wrong and what could have been done. The employee will be told that further corrective action will be considered if another violation occurs. This warning needs to be documented in the personnel file.
- *Step 3 – Discharge of Employee from the Church.* The discharge of an employee for repeated minor violations generally should be preceded by verbal and written warnings. However, at management discretion, employees may be separated from the Church without prior discipline. Nothing in this policy provides any contractual rights regarding employee discipline or counseling, and this policy in no way shall be read as modifying the at-will employment relationship between the Church and its employees.

## SEPARATION PAY

If an employee's position is terminated for reasons unrelated to work performance or employee conduct, the employee is eligible for 2 weeks of severance pay, calculated as the regularly scheduled hours x the hourly pay rate. Accrued, unused vacation will be paid.

If employment is ended for poor performance the employee will be paid 2 weeks of severance pay, calculated in the same manner. If the employee is dismissed for serious misconduct, as described under the Standards of Conduct, no severance is paid, and all benefits cease at the time of dismissal. Accrued, unused vacation will be paid.

## RESIGNATION/RETIREMENT

Resignations and retirements are voluntary terminations of employment initiated by the employee. Employees resigning from the Congregation are requested to provide at least one month's notice to allow for adequate planning and a smooth transition without undue strain on other staff. If covered by health benefits, resigning staff members may be eligible to continue their health insurance under the provisions of COBRA (Consolidated Budget Reconciliation Act of

1985). <https://www.uua.org/finance/compensation/health/cobra>. Accrued, but unused vacation time is paid at the end of employment. Sick leave and personal time are not subject to payment at the end of employment.

## **BENEFITS**

### **TIME OFF POLICIES**

#### **HOLIDAYS**

Employees who are regularly scheduled to work at least 20 hours or more per week are eligible for holiday pay if they would normally be scheduled to work that day. Eligible part-time employees are paid for the number of hours they are normally scheduled to work that day. If eligible employees are required to work on a holiday, they may take compensatory time off within six weeks, negotiated with their supervisor.

If a paid holiday falls on a Saturday or Sunday, the employee may take off the following Monday, or another work day of their choosing within six weeks of the specified holiday by prior arrangement with their supervisor.

The following are holidays for which an eligible employee may be paid:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Indigenous Peoples' Day
- Veterans' Day
- Thanksgiving Day and the day after
- Christmas Day and the day before or after
- New Year's Eve

#### **VACATION**

The Congregation grants paid vacation to regular employees scheduled to work at least 10 hours per week at their regular rate of pay based on their length of service with the Congregation according to the schedule below:

<u>Length of Service</u>	<u>Annual Amount of Vacation</u>
0-2 years	2 weeks per year
3-5 years	3 weeks per year
6 or more years	4 weeks per year

For part time employees a week of annual leave shall be equivalent to the number of hours in the employee's normal work week. Employees who work fewer than 12 months per year shall accrue pro-rated annual leave.

Vacation accrues each pay period and employees may not use more than the amount accrued without approval of the Supervisor, OM, or Minister. Increases in vacation accrual rate will be made on the first day of the month following the anniversary date of the year in which an employee completes their 2<sup>nd</sup>, or 5<sup>th</sup> year of employment. Although paid vacation hours will be accrued from the first day of employment, vacation time may not be used until the employee has completed at least six months of employment.

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

Employees may accrue no more than 4 weeks of vacation time and may carry over from one year to the next no more than 2 weeks of the employee's annual accrual amount. Upon termination, employees will be paid for accrued, but unused, vacation time.

## **SICK LEAVE**

All employees scheduled to work at least 10 hours a week are eligible for Sick Leave. Full time employees are credited with 10 days of Sick Leave at the beginning of the fiscal year. Part time employees will have their sick leave hours prorated based upon the number of hours scheduled to work. Up to 10 days of accrued sick leave may be carried forward each year, but in no case may the balance exceed 20 days. Upon dismissal, employees will not be compensated for any accrued but unused sick leave.

Sick leave may be used in the event the employee is unable to work due to the employee's own or an immediate family member's illness, injury or other medical condition. While employees are encouraged to schedule appointments outside of work time as much as possible, sick leave may be used for routine dental or medical appointments for the employee or for the employee's child, spouse, parent or parent of spouse.

Employees must notify their Supervisor, OM, or Minister before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their medical condition.

## **PERSONAL DAYS**

Employees scheduled to work at least 10 hours per week are credited with Personal Leave at the beginning of each fiscal year. One hour of Personal Leave annually is granted for each hour scheduled to work weekly up to 40 hours. Personal Leave is not an entitlement; it is available to employees only when the reason justifies its use. Employees are expected to take care of their personal business on their own time whenever possible. Employees may request Personal Leave for critical personal, house/apartment, and family matters. Personal Leave must be approved in advance by the employee's Supervisor, OM, or Minister. Unused Personal Leave does not carryover at the end of the year and is not paid out at termination of employment.

## **FUNERAL OR BEREAVEMENT LEAVE**

A regular employee scheduled to work at least 10 hours per week will be granted up to 10 days of bereavement leave to attend to arrangements and to take care of matters attendant to the death in the event of a death of an immediate family member, or up to 5 work days for the death of a member of the extended family. Additional time may be requested from and requires the approval of the employee's Supervisor, OM, or Minister.

## **JURY DUTY**

The Congregation recognizes jury duty as a civic and community obligation and duty of a citizen. While you are serving on a jury, you will receive your regular paycheck with no loss of regular pay for up to 30 days as long as you provide your Supervisor, OM, or Minister with copies of court documents affirming the facts concerning your service on a jury. If you receive pay from the court, you will be required to advise your Supervisor, OM, or Minister and arrange to turn the amount you receive over to the Congregation.

You are expected to keep your Supervisor, OM, or Minister informed of your service as a juror so

plans can be made to provide continued coverage of your position during your absence. On any day or half-day that you are not required to serve, you are expected to return to work.

## **LEAVES OF ABSENCE**

From time to time, employees may need to have time away from work in order to address certain urgent issues. During such leaves, an employee may use their accrued sick/vacation and personal time and any applicable insurance coverage. When possible, such leaves must be requested in advance in writing and require the approval of the employee's Supervisor, OM, or Minister. 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 their Supervisor, OM, or Minister.

Any replacement employee assigned or rehired to perform duties of the employee on leave shall be regarded as temporary during the period within which the employee is on leave.

## **FAMILY AND MEDICAL LEAVE (FMLA)**

Consistent with UU Values, the Congregation voluntarily provides certain aspects of the Family Medical Leave Act ("FMLA"), which allows an employee after 12 months of employment to take up to 12 weeks of unpaid leave due to the employee's own serious health condition, or to care for a family member (child, spouse, or parent) with a serious health condition. Up to the conclusion of this leave period, an employee generally has the right to return to the same position. This leave may be taken all at once or intermittently, depending on the circumstances. Medical certification is required.

All employees who take family leave must give thirty days' notice, or in case of unforeseen circumstances, as much notice as possible to their Supervisor, OM, or Minister. Employees who take family leave must first use accrued vacation and sick time, which is counted as part of the family leave. All benefits continue as usual during paid periods of family leave covered under sick leave, vacation leave, as discussed elsewhere in the Manual. During unpaid periods of leave, no time off with pay benefits will accrue and no contributions will be made to any retirement or insurance plans. The employee is responsible for paying the entire monthly premiums for health, dental, life, and long-term disability insurance coverages. FMLA leave is limited to a total of 12 weeks in a 12-month period, defined as 12 months from the first time you take leave.

## **PARENTAL LEAVE**

After 12 months, employees who work 20 or more hours per week, and who become natural or adoptive parents are eligible for up to 12 weeks of paid parental leave. Parental leave must begin within 3 months of the birth or adoption. The rate of pay for weeks of paid parental leave is based on wages for the employee's regularly-scheduled workweek. Rather than taking twelve consecutive weeks of leave, the equivalent number of days may be spread out over up to a year, at the discretion of the Supervisor, OM, or Minister. Such intermittent parental leave must be used within one year of birth, placement, or whenever the leave begins, whichever is first. Parental Leave benefits apply only to adoptions in which the child is new to the parent(s). If two parents of the same child/children are employed at UUCville, only one of them may take paid leave at a time.

Employees who know they will be taking Parental Leave are asked to give their Supervisor, OM, or Minister as much notice as possible, but at least 30 days' notice of the anticipated departure date and notice of intent to return to work.

## **MILITARY LEAVE**

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted paid and 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 or professional development time for all or part of the period of military service. Leaves of absence in excess of any available vacation or professional development time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.

## **SABBATICAL LEAVE**

The Congregation believes that employees in certain positions benefit from time spent in study, reflection, spiritual renewal, continuing education, or community service. This program is a privilege applicable to only certain positions, is completely discretionary, and may be suspended, terminated, or altered by the Board at any time. Sabbaticals are negotiated with the Minister and Chair/President of the Board.



## **INSURANCE AND RETIREMENT 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 Congregation. These benefits are subject to change at any time at the discretion of Congregation. In the event of any discrepancy between the benefits outlined below and the Summary Plan Description (“SPD”) or Plan documents, those documents will govern. Any questions about employee benefits should be directed to the OM or Minister.

### **HEALTH INSURANCE BENEFITS**

Employees who are expected to work at least 750 hours per year may enroll in the group health insurance plan sponsored by the congregation. The Congregation currently pays 80% of the premium for full-time employees for the standard PPO plan offered by the UUA. Part-time staff working 750 hours or more receive a pro-rated payment of the premium toward coverage of health insurance benefits. Eligible employee dependents may also be enrolled, and the Employer pays 50% of the additional premium for dependents, again pro-rated for part-time staff according to the following schedule:

1820 hours per year (35 per week) or more	80% of employee/50% of dependent premium
1560 - 1819 hours per year (30 - 34 per week)	65% of employee/40% of dependent premium
1040 - 1559 hours per year (20 - 29 per week)	50% of employee/30% of dependent premium
750 - 1039 hours per year (15 - 19 per week)	40% of employee/25% of dependent premium

Employees will be required to make their required contributions by payroll deduction or timely payment as appropriate.

### **GROUP DENTAL**

Employees who are expected to work at least 750 hours per year may also enroll in group dental insurance. The congregation pays the premium cost for dental coverage according to the same schedule as health insurance (see above schedule). Employees will be required to make their required contributions by payroll deduction or timely payment as appropriate.

## **TERM LIFE, AND LONG-TERM DISABILITY INSURANCE**

Employees who are expected to work 750 hours per year are eligible to enroll in term life insurance and long-term disability insurance through the group plan sponsored by the UUA. The congregation pays 100% of the cost of Long-term Disability insurance and term life insurance. There is no Open Enrollment Period for either Life or LTD, so it is important that staff is enrolled in these benefits within 60 days of their first eligibility. Late enrollment can be complicated, and will require medical evidence of insurability, which can be difficult to meet.

Employees who did not apply for LTD and/or Life/AD&D coverage during their first 60 (sixty) calendar days from date of hire/eligibility may contact [insuranceplans@uua.org](mailto:insuranceplans@uua.org) to inquire about submitting evidence of insurability for underwriting approval.

## **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 employee's Supervisor, OM, or Minister. Employees may be required to provide a written report on the illness or accident and a physician's statement in order to receive worker's compensation benefits, or to return to work.

## **RETIREMENT BENEFITS**

Our Congregation has adopted the Unitarian Universalist Organizations Retirement Plan (UUORP), Empower. The plan is an IRS qualified, defined contribution, 401(a)/(k) multiple employer, Church retirement plan designed to help ensure employees of UUA-related organizations have an opportunity to accumulate savings for their retirement years. Every employee has the option to enroll and authorize elective contributions (pre-tax salary reduction contributions) immediately upon employment, irrespective of hours worked or scheduled.

In addition, in keeping with the Employer's Participation Agreement on file with the UUA Office of Church Staff Finances our Congregation contributes 10 percent of the employee's gross wages for each of our employees who have met the Plan's qualifications.

To be eligible for Employer contributions, the employee must be 18 years old or older, and must satisfy the Plan's Year of Eligibility Service provision: an individual must have a) worked a minimum of 1,000 hours during a twelve (12) consecutive month period defined in the Plan, or

b) have successfully completed a UU Ministerial Internship, or c) be recognized by the Religious Education Credentialing Committee (RECC) as a Credentialed Religious Educator or d) be recognized by the Music Leadership Certification Committee (MLCC) as a Certified Music Leader or e) have previously satisfied the Year of Eligibility Service provision at another UU participating employer

If an employee is employed at more than one participating UU congregation, concurrently or consecutively, their hours of service must be combined to make the initial determination of eligibility to receive Employer's contributions.

Per the governing Plan's provisions, employees who previously received Employer contributions at another UU participating congregation or employer are immediately eligible for Employer contributions at our congregation.

In addition, all W2 employees, age 18 or older, can authorize elective contributions via pre-income-tax payroll deduction even if they do not meet the Plan's criteria for employer contributions. Again, every employee is empowered to enroll upon hire – or anytime thereafter – in order to reduce current taxable income and save toward retirement!

Employees may also roll eligible retirement savings from another account into the Plan. The Congregation provides an enrollment form, a description of the plan, including investment options, to the employee at the start of employment. Each employee should review this material carefully and discuss any questions they may have with their Supervisor, OM, or Minister, with the Retirement Plan staff at the UUA, and/or with a trusted personal financial advisor.

When an employee incurs severance from employment, they are ineligible to make or receive contributions.

**ACKNOWLEDGEMENT OF RECEIPT**

I acknowledge that I have received a copy of the UUCville Personnel Policy Manual. I understand that it is my responsibility to review the Manual and to familiarize myself with the policies and procedures contained in the Manual. I understand that the Manual is not a contract of employment and that I am employed at-will and either I or the Congregation may terminate my employment at any time, with or without cause, and with or without notice.

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Signature of Employee

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Date

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Printed Name of Employee