

# Personnel Policies Manual

## First Unitarian Church

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## Statement of First Unitarian Church as an Employer

In concert with its mission, First Unitarian Church strives to be a fair and just employer in the following ways:

We adhere to non-discriminatory hiring practices. That means that we do not discriminate on the basis of race, ethnicity, gender, disability, or socio-economic status. As a religious institution, we are, however, by law free to make hiring decisions taking religion into account if we choose to do so.

We employ a democratic hiring process. Depending on the position being filled, initial screening will be done by a committee made up of the ministers, church staff, and members of the congregation who will make a recommendation. We believe that input from a diverse group will result in better hiring decisions. However, the senior minister who is the lead administrative officer will make final hiring decisions.

We provide an appropriate level of compensation and fringe benefits to all staff. The UUA compensation guide provides us direction in setting compensation rates. We aspire to meeting these guidelines, recognizing that our budget may at times fall short. Increases may vary based on where an employee's compensation falls within the UUA guidelines. However, we are committed to providing cost of living increases annually, based on the government guidelines (Consumer Price Index). We provide a range of fringe benefits including paid and unpaid leave, insurance, and pension plans. Details of these benefits, including resolution of employee complaints, may be found in the church's *Personnel Manual*.

We provide a safe work environment that supports the welfare of every employee. We believe that employees cannot do their best work if they feel unsafe in their work environment. Our policies prohibit harassment, including sexual harassment, threats, violence, or other conditions that negatively impact a safe and secure work place. Drug and alcohol misuse and smoking are also covered by our policies.

We believe that employees have a right to receive feedback on their performance and opportunities to expand their skills related to their position. Employees have position descriptions that are kept current and a performance review that is conducted annually. However, we suggest more frequent discussions of performance. As the budget allows and the need presents itself, we encourage personal development of all staff members. This can include enrolling in a course, attending a conference, joining a work-alike group, or other growth activity.

We believe that disciplinary actions, including termination, must be taken when necessary (see *Personnel Manual*). The supervisor is responsible for thoroughly documenting unacceptable conduct, providing feedback, and developing an improvement plan, as appropriate. A list of inappropriate behaviors is contained in the *Personnel Manual*.

Finally, we encourage church members to apply for vacancies as they arise. Often church members are the ones most knowledgeable regarding the needs of the various facets of the congregation. However, conflicts of interest need to be avoided. Those potential conflicts are spelled out in our *Personnel Manual*.

### **Role of the Personnel Committee**

To ensure that the church is a fair and just employer, the church has established a Personnel Committee. This committee serves as an advisory group to the board of directors and to the lead administrative officer in matters regarding all staff except called ministers. The committee's responsibilities include the following:

- Updating the *Personnel Manual* and the "Statement of First Unitarian Church as an Employer," as necessary;
- Making recommendations on staffing, hours, salaries, benefits, and terminations;
- Conducting exit interviews with staff who leave;
- Updating any existing plans re: staffing, compensation, and fringe benefits;
- Monitoring position descriptions and performance reviews; and
- Serving on interview committees.

The committee meets on an as needed basis, usually once a quarter. However, individual members may spend additional time conducting exit interviews or serving on an interview committee.

Prospective members need to have a background in human resources functions (e.g., recruiting, hiring, benefits, compensation, etc.). They also need to feel comfortable holding confidential information.

## STATEMENT OF PURPOSE

We have prepared this Personnel Manual to help you understand the policies and procedures of the First Unitarian Church (referred to herein as “Employer”). You should familiarize yourself with the Manual, as it will provide answers to some questions you may have about your employment. Nothing in this Manual or in any other written or unwritten policies and practices of Employer creates an express or implied contract, promise, or representation between Employer and any employee.

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

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. This Manual does not apply to ordained ministers(s) called by vote of the congregation, but does apply to ordained ministers hired by the congregation. Employment “at-will” means that an employee or the Employer may terminate the employment relationship at any time for any reason, with or without notice.

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

First Unitarian Church of Albuquerque is a self-governing religious congregation and a member of the Unitarian Universalist Association of congregations. The church is governed by bylaws and administered by an elected Board of Directors.

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

*This Personnel Policies Manual is not a contract and can be modified or changed at any time. The relationship between Employer and Employee is legally defined as “employment at will,” which means that such employment may be terminated without penalty by either party. Employers may not be compelled to pay wages to persons no longer in their service, and employees may not be compelled to render their labor without their consent.*

*The phrase “Head of Staff” is used to refer to the person with primary administrative authority for the congregation.*

## **EMPLOYER POLICIES**

### **A. Equal Employment Opportunity**

Employer affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions will be made in compliance with all federal, state, and local laws and without regard to race, color, sex, national origin, age, disability, sexual orientation, marriage, or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy. To conform to the Immigration Reform and Control Act of 1986 as amended, the church will hire only those individuals who are eligible to work in the United States.

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

### **B. Sexual Harassment**

*This policy is based on federal law and federal guidelines.*

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

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

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

- repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events;
- any indication, expressed or implied, that any aspect of employment conditions depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature;
- unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated;

- the deliberate use of offensive or demeaning terms which have a sexual connotation; or
- inappropriate remarks of a sexual nature.

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

Any complaint or report of sexual harassment will be investigated promptly. Investigations are conducted with sensitivity to issues of confidentiality. Such information is 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.

### **C. Harassment**

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

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

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

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

Any employee who believes he or she has been harassed by another employee, a supervisor, an agent of Employer, or any other person who the employee encounters in the course of employment should report that conduct immediately to his or her supervisor or the Head of Staff. If the report or complaint involves the Head of Staff, or if the Head

of Staff is unavailable, the individual receiving the report or complaint should immediately report it in writing to the president or vice president of the congregation.

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

#### **D. Workplace Threats and Violence**

Threats, threatening behavior, or acts of violence by or against church employees on church property are not tolerated.

Anyone (employee or non-employee) who verbally or physically threatens another, exhibits threatening behavior, or engages in violent acts on church property may be removed from and will remain off church property pending the outcome of an investigation. If the Employer determines that an employee has violated this policy, the Employer 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. For non-employees (church member or vendor, for example), follow-up action may include removal from membership, reporting the offense to the vendor organization, and any legal action, as appropriate.

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

#### **E. Internet Policy**

Employer provides Internet access (including e-mail) to its staff members to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. Employees are expected to use the Internet in an effective, ethical, reasonable, and lawful manner.

Employer 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. Passwords will be provided to the church administrator any time they are changed.

Prior authorization from the Head of Staff is required before introducing any software into Employer's computer system. All church business shall be maintained only on official church equipment, which will reside on the church premises. An exception to this is that a personal computer may be used with prior authorization as long as all proprietary information is copied to the Employer's computer system so that it is backed up and remains the property of the church. Any software or other material installed onto Employer's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the material.

Staff members must be authorized to communicate on the Internet on behalf of the Employer. Employees may not express opinions or personal views that could be misconstrued as being those of the Employer.

#### **F. Media Inquiries**

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

#### **G. Confidentiality**

Employees may have access to confidential information about the church, friends, or other staff members. Such information must remain confidential and may not be released, removed from the Employer's premises, copied, transmitted, or in any other way used for any purpose by employees outside the scope of their employment. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Head of Staff. Employees will review and sign a Confidentiality Statement at the time of their annual review.

#### **H. 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 Employer, 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 Employer.

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 that would impair their judgment or actions in the performance of their duties for the Employer. Employees who have questions about whether an activity violates this policy should discuss the matter with their supervisor or the Head of Staff.

#### **I. Employment Of Church Members And Relatives**

The Employer does, on occasion hire church members for certain staff positions. Church members who become employees, or employees who become church members, relinquish

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

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

#### **J. Outside Employment**

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

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

#### **K. Return Of Property**

Employees are responsible for all First Unitarian Church property that is in their possession or under the employee's control, such as keys, codes, laptop computers, and credit cards. Employees must return all property of the church that is in their possession or control upon leaving the employment of the church or immediately upon request. This includes, but is not limited to, any and all badges, ID cards, parking passes, and any other items not included in this list but that have been issued to the employee at an earlier time.

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

In addition, if the loss of keys, codes, payroll checks, or any other equipment or information that the employee is in the possession of ends up costing First Unitarian Church funds to replace, re-key, or reissue, the employee will have the amount of that cost deducted from his/her paycheck, including the final paycheck.

## **L. Personal Property**

The Employer cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on church property. Employees should report any lost items to the church administrator so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to the church administrator.

## **M. Workplace Environment And Safety**

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

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

### **M.1. Smoking In The Workplace**

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

### **M.2. Drug and Alcohol Misuse**

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

### **M.3. Concealed Weapons**

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

## **N. Work Schedule, Attendance, And Punctuality**

All administrative (office) staff members are expected to assist in keeping the office open to the public and functioning during office hours. At the discretion of the Head of Staff, the office may operate with different hours from time to time.

Staff will keep the church administrator informed of where they can be reached when out of the office. When employees are unable to work or unable to arrive at work on time, they must contact their supervisor.

Failure to report to work without calling may result in termination of employment. 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.

#### **N1. Office Closings**

In the event that the church office is closed due to weather or other emergency, the hourly staff members scheduled to work that day will be paid for their full shift. The administrator in consultation with the Head of Staff will determine closure.

#### **O. Professional Behavior**

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

- are expected to communicate a positive attitude about the church in public, which includes the internet;
- are to support the ministers, the leadership, the staff, and the decisions of the congregation and the board in public;
- should refer to the appropriate person any member of the congregation who wants to complain about some situation not directly related to their purview;
- employees should not become part of any faction;
- should not take on an up-front role in church politics;
- may attend board or congregational meetings to give a report or to answer questions when requested by church leaders. All matters pertaining to their jobs should be dealt with by their supervisor or the Head of Staff and not through the board or congregation;
- should wear their name badges when they are on duty on Sunday; and
- should keep personal mail, email, and telephone calls to a minimum while at work.

#### **P. Employer's Right To Manage, Discipline, And Discharge**

First Unitarian Church shall retain the right in accordance with applicable Federal and state laws to:

- set standards;
- exercise control and discretion over itself and its operations;
- supervise the employees of the church;
- hire, promote, transfer, assign, and retain employees in positions within the church, and to suspend, demote, discharge, or take other disciplinary action against employees; and
- take whatever actions may be necessary to carry out the functions and mission of First Unitarian Church.

### **P.1. New Employee Probationary Period**

New employees or employees who are transferred to another position are considered probationary for 90 days unless this trial period is lengthened or shortened at the Employer's discretion. Upon completion of this trial period, the employee is considered a regular employee. Employees must continue to perform satisfactorily even after the trial 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 Employer.

### **P.2. Inspection Rights**

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 Employer reserves the right to open and inspect any desk, file cabinet, storage closet, or storage area at any time and without prior notice or consent. Employees may not use personal locks on church owned desks, cabinets, closets, or storage areas.

### **P.3. Work and Disciplinary Guidelines**

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

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 Employer;
- Absenteeism or tardiness;
- Leaving work without permission;

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

## **Q. Separation From Employment**

Church employees are employed at-will, so the employee and the church are free to terminate employment at any time for any reason. If an employee decides to terminate his or her employment with the church, the church will appreciate notification to the supervisor at the earliest possible time. Non-exempt employees who resign are requested to give at least two weeks' notice in order for the congregation to find a suitable replacement. Exempt employees are requested to give four weeks' notice. Any employee who is absent for three consecutive days without notifying his or her supervisor, or who fails to report to work on or before the expiration of a Leave of Absence, will be deemed to have resigned, consistent with applicable law.

Consistent with the concept of at-will employment and based on full consultation with the employee's supervisor, the Head of Staff may dismiss an employee whenever the action is justified, in his/her view, by unsatisfactory job performance, inappropriate behavior, or the needs of the church. Where such action is deemed necessary, the Employer will seek

to be fair to the employee both in providing ample notice and an explanation of its decision. Should the employee wish to appeal such a dismissal, he or she can file a complaint, following the procedures outlined in Resolution of Employee Complaints, in this manual.

Under extraordinary circumstances, the church may take dismissal action without notice. Examples where this might be called for include insubordination, disruptive behavior, dishonesty or deception, theft, and conviction of a felony. Immediate dismissal will not bar the employee from appealing the decision.

## **R. Resolution Of Employee Complaints**

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

The employee should present any complaint or grievance to his/her supervisor and together discuss the issue, applicable rules or policies, and possible resolution.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing within ten calendar days to the Head of Staff who, in consultation with the Personnel Committee, conducts an investigation and delivers a resolution within twenty days.

In cases where the original complaint involves the Head of Staff, the employee shall submit the grievance in writing within ten calendar days to the President of the Board, who, in consultation with Personnel Committee, shall conduct an investigation. The Head of Staff or President of the Board of Directors shall then recommend a solution of the problem to the supervisor and employee within twenty days.

At any point after discussion with the immediate supervisor and before a final grievance is filed with the Board President, the employee may elect to have one session of consultation with a counselor from the Samaritan Work Place Services Center to help resolve the issue. There is no cost to the employee. This is arranged by calling Samaritan at 505-842-5300.

## **WAGE AND HOUR ADMINISTRATION**

### **A. Employment Classifications**

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

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

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.

#### **A.1. Salaried Positions**

Any regular full-time or part-time employee may be hired as a salaried employee, which is made clear in the letter of appointment. Salaried employees receive a salary for performing certain job expectations regardless of the specific time required. However, they are assigned an FTE (full-time equivalent) based on the normal and average time expectation.

#### **A.2. Hourly Positions**

Any regular full-time or part-time employee may be hired as an hourly employee, to be made clear in the letter of appointment. Hourly employees are compensated for the specific hours they work.

#### **A.3. Temporary Positions**

Any employee in a position that is expected to be of less than six months’ duration may be hired on a temporary basis on either a salary or hourly basis. Temporary employees are not entitled to receive paid or unpaid benefits. If at the end of six months the church determines a continuing need for the position, the Head of Staff will evaluate the employee for potential permanent employment.

### **B. Benefits By Classification**

Listed are the formal benefits for classifications of employees.

### **B.1. Full-Time Salaried Employees**

Full-time salaried employees (responsibilities expected to require an average of 40 hours per week) have an FTE of 1.0 and will receive benefits including holidays, vacation and sick leave, life and disability insurance, and pension benefits when eligible according to the most current UUA plan guidelines. This plan is available for review in the church office. They are also eligible to receive partial reimbursement for the cost of health insurance. (Average work hours do not apply to ministerial employees.)

### **B.2. Part-Time Salaried Employees**

Part-time salaried employees (responsibilities expected to require an average less than 40 hours per week) have an FTE of less than 1.0. Those having an FTE of .5 or above receive prorated benefits including holiday, vacation, sick leave, life, health, and disability insurance and pension when eligible according to the UUA plan guidelines. Those having an FTE of less than .5 are not eligible for benefits.

### **B.3. Full-Time Hourly Employees**

Hourly full-time employees who have a normal time expectation (TE) of 40 hours per week will receive benefits including holidays, vacation and sick leave, life, and disability insurance, and pension benefits when eligible according to the most current UUA plan guidelines. They are also eligible to receive partial reimbursement for the cost of health insurance.

### **B.4. Part-Time Hourly Employees**

Hourly part-time employees who have a normal TE of 20 hours or more per week will receive benefits including holidays, vacation and sick leave, life and disability insurance and pension benefits when eligible according to the most recent UUA plan guidelines prorated on the basis of their normal TE. They are also eligible to receive partial reimbursement for the cost of health insurance. Those who have a TE of less than 20 hours per week will not be eligible for benefits.

## **C. Job Descriptions**

Job descriptions are maintained for all staff positions. They are developed by the Head of Staff, and in conjunction with supervisors. From time to time, changes in such descriptions may be made to reflect temporary or long-term changes in staffing or operational needs of the church. In addition, the employee's supervisor shall have the authority to assign related duties, responsibilities and functions, even though the duties are not specifically included in the job description. Job descriptions are reviewed and updated periodically to ensure accuracy. When a job has undergone significant change, the employee may request, through his/her supervisor, that the job description be

reviewed to ensure that it is up-to-date and appropriate. Supervisors shall ensure that there is a current and dated job description on file with the church and in each employee's personnel file.

#### **D. Hours Of Work**

A normal full-time workweek consists of forty (40) working hours. Normal office hours are set by the board or Head of Staff. Individual work schedules may change from time to time. Non-exempt employees must submit a written and signed bi-weekly statement of hours worked. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted.

Attendance at meetings at the request of the employee's supervisor will be considered time worked. Employees are expected to attend any staff retreats or off-site events that are part of their employment.

#### **E. Pay Periods**

A workweek is defined as hours worked in a seven-day period, Sunday through Saturday. A payroll year is the calendar year.

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

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

##### **E.1. Salaried**

Salaried employees are paid by check twice monthly, on the 15<sup>th</sup> and on the last day of the month. Checks will be available by 2 p.m. on payday. For pay dates falling on holidays, Saturdays or Sundays, payday will be the prior banking day.

##### **E.2. Hourly**

Hourly employees are paid by check bi-weekly. Checks will be available by 2 p.m. on the Thursday following the close of the pay period. A current schedule is available from the bookkeeper.

#### **F. Fiscal Year And Salary Adjustments**

The church's fiscal year is the calendar year. The Finance Committee will draft a schedule of salaries for each fiscal year. These adjustments do not take effect until the congregation votes on the budget. Adjustments can occur at other times, however, as in the case of new employees who have completed their three-month probationary period. Pay is usually based upon such factors as individual performance, job responsibilities, and other appropriate factors. The congregation is committed to cost of living increases, but cannot guarantee this each year.

## **G. Overtime Pay For Non-Exempt Employees**

Overtime is time actually worked in excess of 40 hours in one week. Paid time off, including holidays, vacation, sick, and bereavement leave, are not counted as hours worked when calculating overtime. Your supervisor must authorize all overtime in advance.

### **G.1. Salaried Employees**

Salaried employees are expected to put in the time required to fulfill their job expectations and are not eligible for overtime pay. Typically this may be somewhat more or somewhat less than what the assigned FTE would suggest in any given week. However, if because of a special circumstance a salaried employee is required to spend more time on a task than expected, he or she may be eligible for compensatory time off. However, in order to take such comp time, it is essential that permission be obtained from the supervisor and the time taken within two weeks of the day it was earned.

### **G.2. Hourly Employees**

Hourly employees receive additional compensation for authorized overtime worked. Overtime will be paid at one and one-half the employee's regular rate of pay. Overtime hours are computed on actual hours worked.

## **H. Vehicle Usage And Reimbursement**

Employees using their own cars for church-related business will be reimbursed for mileage in accordance with the most current Internal Revenue Service guidelines. Mileage reimbursement occurs monthly upon request by the employee and approval by the bookkeeper. Trips are authorized by the employee's supervisor. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips.

All citations 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 Employer.

## **I. Personnel Record**

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

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

## **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 Employer. This summary is not intended to and does not create an express or implied contract, promise, or representation between Employer and the employee. These benefits are subject to change at any time at the discretion of Employer. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern. Any questions about employee benefits should be directed to the Head of Staff.

### **A. PAID LEAVE**

Regular employees shall be granted time off with pay in the following situations:

#### **A.1. Vacation Time**

Full-time salaried and full-time hourly employees are entitled to ten vacation days per year (80 hours) for the first five years of employment. One week may be taken after the employee has worked for six months. After five years, the vacation time benefit increases to fifteen days per year (120 hours). Up to five vacation days can be carried over to the next year of employment. Employees may not borrow from future vacation.

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

Only hourly employees working 20 hours or more and salaried employees with an FTE of .5 or more are eligible for prorated vacation time.

Employees who resign with at least two weeks' notice will receive payment for the accrued vacation days that have not been used.

## **A.2. Sick Leave**

When any employee, salaried or hourly, full-time or part-time, is sick, he or she is encouraged to take off such time as is needed to get well, whether there is eligibility for paid sick leave or not. Full-time salaried employees (FTE of 1.0) and hourly employees with a TE of 40 hours a week are entitled to ten paid days (80 hours) of sick leave a year. Only part-time salaried employees with an FTE of .5 or more and hourly employees with a TE of 20 or more hours a week are entitled to paid sick days on a prorated basis.

The employee is responsible for notifying his or her supervisor of an absence because of sickness at the earliest possible time. Employees must notify their supervisor before their starting time if they are ill and unable to come to work.

Sick leave may be used as part of medical leave, sick childcare leave, or dependant family members, and as otherwise required by applicable law. Routine dental or medical appointments qualify as sick leave.

An employee may be required to provide a physician's statement regarding his/her medical condition, including why the employee was not able to work. The Employer reserves the right to request employees who are repeatedly absent for illness or injury be examined by a physician chosen by the Employer, and at the expense of the Employer. There is no limit to the number of sick leave days an employee can accrue.

The Employer does not compensate employees for unused sick leave upon termination of employment..

## **.3. Holidays**

The church offers prorated paid holidays for staff that work 20 or more hours per week. The following eight holidays have been approved by the Board: New Years Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. On these days, the office will be closed. If a holiday falls on what would normally be a day off, then either the day before or the day after would be given as a holiday. Full-time hourly employees will receive pay for approved holidays, even though the office is closed. Hourly employees who are required to work on holidays will be compensated at their overtime rate. Salaried employees may be eligible for compensatory time off. (See explanation of compensatory time under G.1. Wage and Hour Administration.) Part-time employees who work 20 or more hours per week will be given holiday pay pro-rated by their FTE.

#### **A.4. Short-Term Disability**

After all available days of paid sick leave have been exhausted, salaried employees with an FTE of .5 or higher and hourly employees with a TE of 20 hours or more per week will be eligible to apply for short-term disability leave. In consultation with his/her supervisor, the employee should present to the Head of Staff a signed declaration by a licensed physician stating that the employee will be disabled for a continuous period greater than one work week.

Upon approval by the Head of Staff, in consultation with the Personnel Committee, beginning on the date of approval, the church will pay the employee two-thirds of his or her current salary for one week of absence for each year of service completed. This will be effective for a maximum of 12 weeks in any 12-month period, or until long-term disability becomes effective, whichever comes first. Paid benefits from the church will continue during a long period of disability, with the exception of holiday pay and paid leave described earlier in this section. This short-term disability is available to pregnant women for the period of time they are physically unable to work.

#### **A.5. Medical Leave Without Pay**

Unpaid medical leave may be granted in instances in which an employee's medical condition requires an absence from work for more time than the amount of available sick leave. The leave requires the approval of the employee's supervisor and the Head of Staff in consultation with the Personnel Committee. Sufficient evidence of such a medical condition is required for a medical leave. Such evidence may include a request or requirement for authorization to speak with the employee's physician. The maximum unpaid medical leave time that may be granted is three months or until a physician releases the employee to return to work, whichever is shorter. Employer also reserves the right to request a second opinion from a physician chosen by the Employer (at the Employer's expense), on any medical leave.

#### **A.6. Bereavement Leave**

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

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

#### **A.7. Jury Duty**

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

## **B. UNPAID LEAVE**

### **B.1. Voluntary Leave Of Absence Without Pay**

Leaves of absence without pay may be granted upon the recommendation of the Head of Staff in consultation with the Personnel Committee. They shall be allowable only after the exhaustion of all accumulated vacation time. During any such leave, employees may maintain their health insurance but only at their personal expense. No other benefits will be paid or accrue during a voluntary leave of absence.

### **B.2. Military Leave Without Pay**

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

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

### **B.3. Family Leave**

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

All employees who take unpaid family leave must give 30 days notice to their supervisor or, in case of unforeseen circumstances, as much notice as practical. The total amount of leave shall not exceed 12 weeks in any year. Health insurance benefits will continue as usual during family leave. No other benefits will be paid or accrue during family leave.

#### **B.4. Parental Leave**

After 12 months of continuous, regular, full-time employment, an employee who is a new parent, whether through birth or adoption, is eligible for up to a twelve-week maternity/paternity leave without pay. Employees who are taking parental leave are expected to give their supervisor at least two weeks written notice of the anticipated departure date and indicate when they intend to return to employment with the church. Request for this leave is made in writing to the Head of Staff, who in consultation with the Personnel Committee will act on the request. Health insurance benefits will continue as usual during parental leave. No other benefits will be paid or accrued during parental leave.

### **C. INSURANCE AND PENSION PLANS**

The church reserves the right to modify, amend, or terminate any insurance or pension benefit offered to current employees, except those required by law. The church will make every effort to notify the employees before any changes are made. The following is a brief description of the insurance and pension benefits offered by the church. It is not intended as a full description of any given plan or of the limitations prescribed by such plan. The employee is encouraged to consult plan documents in the church office. Further information can be obtained from the church administrator.

#### **C.1. Health Insurance**

Reimbursement for health insurance is currently available for eligible employees (as covered in Section B) based on their full time equivalent employee up to an amount approved in the current budget. Proof of premium payments will be required for reimbursement or premium payments may be paid directly to the insurance company by the church.

#### **C.2. Life Insurance**

UUA life insurance plans are available to full-time employees and will be provided by the church at no cost to the employee. Employees having an FTE of .5 or above (or TE of 20 hours or above) are eligible for prorated coverage paid by the church. Coverage is based on salary. The employee must enroll during the first month of employment.

##### **C.2.2 Disability Insurance**

UUA disability insurance is provided for full-time employees at no cost to the employee. Employees having an FTE of .5 or above (or TE of 20 hours or above) are eligible for prorated coverage paid by the church. Coverage is based on salary. The employee must enroll during the first month of employment.

### **C.3. Pension Plan**

A UUA pension plan is provided at no cost to eligible employees who are at least 21 years of age. Employees working half time or above (FTE .5 or FE 20 hours) and who have worked for First Unitarian or another UUA institution for one year are eligible. The rate of investment is 12% of salary. The rate will be evaluated as needed by the Board of Directors. The plan is available for review in the church office.

### **C.4. Social Security And Medicare**

Under the Federal Insurance Contribution Act (FICA) the church pays one-half of FICA taxes for lay employees; the other half is deducted from the employee's paycheck. Ministerial employees receive an allowance in lieu of the employer's share of their FICA taxes.

### **C.5. Unemployment Insurance**

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

### **C.6. Worker's Compensation Insurance**

Employer 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 immediate supervisor and the church administrator. Employees may be required to provide a physician's statement in order to receive worker's compensation benefits or to return to work.

## **D. ANNUAL PERFORMANCE REVIEW**

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

### **D.1. Provisions**

*The Procedure:* Performance is evaluated by the immediate supervisor. Factors considered in assessing performance include but are not limited to quality and quantity of work, dependability, attendance and punctuality, effective interpersonal relationships, and personal conduct. In preparation for this annual review, employees complete a self-evaluation based on the specific goals and objectives of their job performance, which they have helped develop. The immediate supervisor also completes the same form. The two meet to share their perceptions, and the supervisor prepares a composite, which both persons sign. This evaluation is maintained in the employee's personnel file.

*Frequency:* Employees will be reviewed at the end of the 90-day probationary period and annually thereafter.

*Forms:* Performance reviews are completed on the forms designed for this purpose. The information on the form becomes the basis for discussion between the employee and the supervisor. A full description of the performance review process and copies of the forms are available from the Head of Staff.

## **INTEGRATION CLAUSE AND RIGHT TO REVISE**

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

**PERSONNEL MANUAL ACKNOWLEDGEMENT FORM**

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

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

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

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

\_\_\_\_\_.

\_\_\_\_\_ Employee Name (Print)

\_\_\_\_\_ Employee Signature

\_\_\_\_\_  
Date

*[Once signed, place in the employee's personnel file.]*