

Personnel Policy Manual

Unitarian Universalist Church of the Palouse

Date Adopted: May 16, 2018
Amended September 2019

Prepared and approved by Executive Committee 2017-2018
Revisions sent to UUCP Board May 2018
Section IV. J sent to UUCP Board September 2019

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I. EMPLOYMENT POLICIES AND PRACTICES

A. STATEMENT OF PURPOSE

This Personnel Manual clarifies the policies and procedures of the Unitarian Universalist Church of the Palouse (referred to herein as "Employer"). Employees should familiarize themselves with the Manual, as it will provide answers to questions they may have about employment. Nothing in this Manual or in any other written or unwritten policies and practices of the Employer creates an express or implied contract, promise or representation between the Employer and any employee. Specific policies and practices related to an individual employee are part of signed Letters of Agreement.

The Employer's policies generally will be applied consistently. However, the Employer reserves the right to deviate from the normal policy in certain situations. Since every employment situation cannot be anticipated, this Manual provides a general overview only. From time to time, changes in the Manual may become necessary. Therefore, the 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 or part-time, except where otherwise stated. This Manual does not apply to ordained ministers(s) called by vote of 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.

If an employee has questions or comments about this Manual or needs more information, they should discuss them with their supervisor. Comments and suggestions are genuinely encouraged.

B. EQUAL EMPLOYMENT OPPORTUNITY

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

However, it is the policy of UUCP to refrain from employing any church member(s) or their family or friends to avoid confusing ministry and employee roles. Exceptions to this policy will be reviewed by the Executive Committee in consultation with the applicable hiring committee.

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

C. SEXUAL HARASSMENT

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by any individual(s) regardless of gender identity or sexual orientation. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment especially when:

- submission to the conduct is made either explicitly or implicitly as 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 which 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; or any indication, expressed invitations to, social engagements;
- 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; or
- 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 that have a sexual connotation or inappropriate remarks of a sexual nature.

Any employee who believes they have been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to the Minister. If the alleged harasser is the Minister, the employee should contact the President of the Board.

Every complaint or report of sexual harassment will be promptly investigated. Although investigations will be conducted with sensitivity to confidentiality, 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.

D. HARASSMENT

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

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance;
- 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;
- written, verbal or physical acts that purport to be jokes or pranks.

Any employee who believes they have 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 their supervisor or the Minister.

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.

E. RESOLUTION OF EMPLOYEE COMPLAINTS

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

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

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Minister who shall gather the evidence necessary to complete an investigation. The Minister may interview the employee, involve the Board, or appoint an ad hoc committee to advise him/her. The Minister shall then recommend a resolution of the problem to the supervisor and employee. If the Minister's recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the governing board. The resolution recommended by the board will be binding upon the congregation and employee.

F. INTERNET POLICY

The Employer may provide Internet access to its staff members to assist and to facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on the Employer's computer system are the property of the Employer and may be accessed only by authorized personnel.

Inappropriate Internet use includes, but is not limited to:

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

The Employer reserves the right to monitor employee use of the Internet at any time. Employees should not consider their Internet usage communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure. Any software or other material downloaded into the Employer'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 Minister is required before introducing any software into the Employer's computer system.

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

G. MEDIA INQUIRIES

All requests for information about the Employer from newspapers, television and radio media should be directed to the 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?"

H. CONFIDENTIALITY

Employees may have access to confidential information about the Employer, including but not limited to information about members, friends or other staff members. Such information must remain confidential and may not be released, removed from the Employer's premises, copied, transmitted or in any other way used for any purpose by

employees outside the scope of their employment. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Minister.

I. CONFLICTS OF INTEREST

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to the Employer, either monetarily or to its public image, because of the use of information or personal contact that 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 which 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 the Minister.

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 or 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 activity 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 outside telephone calls while on duty for the congregation.

K. PERSONNEL RECORD

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

- Address and telephone number;
- Marital status (including legal separation);
- Legal change in employee's name; or
- Person to notify in case of emergency.

L. INITIAL REVIEW PERIOD

New employees may be required to complete an initial review period of ninety days that may be shortened or lengthened at the Employer's discretion. Upon completion of this period, the employee will be considered a regular employee. Satisfactory completion of the initial review period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily even after the initial review period is completed. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of Employer.

M. PERFORMANCE EVALUATION

Employees will participate in a yearly performance evaluation that includes a review of the employee's job description. The evaluation will focus on setting goals for the coming year.

II. WAGE AND HOUR ADMINISTRATION

A. HOURS OF WORK

The Employee will work with their supervisor to determine working hours. Individual work schedules may change from time to time. Attendance at meetings at the request of the employee's supervisor will be considered time worked.

B. TIMEKEEPING AND OVERTIME

Hourly employees must submit a written and signed record of their time worked on the 15th and/or the final day of each month.

C. PAY AND PAYROLL DEDUCTIONS

Pay adjustments generally will be considered for all employees once a year and any adjustments will normally begin at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Deductions made from employees' wages are reflected on the stubs of their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction.

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

III. EMPLOYEE BENEFITS

The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through the Employer. This summary is not intended to and does not create an express or implied contract, promise or representation between the Employer and the employee.

These benefits are subject to change at any time in the discretion of the 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 Treasurer.

A. GROUP INSURANCE PROGRAMS

1. Health Insurance Benefits

Employees who work 750 hours or more per year may enroll in the group health insurance plan sponsored by the congregation unless they have health insurance through a family member or collateral employment. Further information concerning the plan and any alternative health related benefits may be obtained from the Treasurer.

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

Employees who work 750 hours or more per year are offered the option of purchasing group dental insurance, term life insurance, and long-term disability insurance through the group plan sponsored by the UUA. Further information concerning these policies is available from the Treasurer.

3. Workers' 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. Employees may be required to provide a physician's statement in order to receive worker's compensation benefits or to return to work.

B. RETIREMENT BENEFITS

The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, the Employer contributes a percentage of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis.

Before an employee can become a participant, there are certain eligibility requirements that must be met. These requirements and other provisions are provided to all participants. Each employee should review this material carefully and discuss any questions they may have with the Treasurer or with the appropriate staff members at the UUA

C. VACATION/ANNUAL LEAVE

Vacation leave for employees is based on their positions.

Full-time, salaried employees, are granted leave as specified in their letters of agreement. This includes the following employees:

- Minister
- Director of Religious Exploration
- Sexton

Part-time, eligible employees, are granted leave as per their letters of agreement. This includes the following employee(s):

- Administrative Secretary
- Music Director

Part-time, ineligible employees receive no vacation/annual leave. This includes the following employees:

- Assistant Director of Religious Exploration
- Campus Minister
- Bookkeeper
- Child care employees

- If an employee is in good standing and resigns with at least 30 days' notice, the employee will be paid for the accrued but unused portion of their leave. 50 percent of Employees' unused vacation can roll over to following year, but if not used in that following year, that unused vacation expires (e.g., rollover from unused vacation in 2018 must be used in 2019). Under special circumstances, this can be adjusted by the Employee's supervisor under special circumstances.

Employees should notify their supervisors with at least one week's notice before taking annual/vacation leave

D. PAID HOLIDAYS

The holidays listed below are paid holidays for any employee working 750 hours or more per year:

New Year's Day
 Martin Luther King Day
 President's Day
 Memorial Day
 Fourth of July
 Labor Day
 Veteran's Day
 Thanksgiving Day
 Day after Thanksgiving Day
 Christmas Day

If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed as the holiday. If employees are required to work on an observed holiday, they will be granted another day off.

E. LEAVES OF ABSENCE

1. 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 returning from an authorized military leave of absence.

2. Requests for any other leave with or without pay

Requests for any other leave, with or without pay (e.g., jury duty, bereavement) should be made with employee's supervisor and given at the supervisor's discretion. Any sabbatical leave shall be as defined in the employment contract.

IV. OTHER EMPLOYER POLICIES

A. ATTENDANCE AND PUNCTUALITYs

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

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

B. WORK AND DISCIPLINARY GUIDELINES

Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures including verbal warnings, written warnings or termination. Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions. These examples are intended only as a guide and are not all- inclusive.

- Failure to perform work in a manner acceptable to Employer
- Absenteeism or tardiness
- Leaving work without permission
- Failure to report absences as required
- Sexual harassment or harassment as described in this Manual
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on Employer premises (including meal and other breaks)
- Unauthorized possession of weapons on Employer grounds
- Disclosure of confidential information
- Smoking in unauthorized areas
- Failure to report on-the-job injuries
- Falsifying timecard information
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform their 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
- Discourteous, vulgar or profane language
- Violation of any other Employer policy

C. SEPARATION FROM EMPLOYMENT

Employees who resign are requested to give at least two weeks' written notice in order for the congregation to find a suitable replacement. Any employee who is absent for three consecutive days without notifying their supervisor, or who fails to report to work on or before the expiration of a leave, will be deemed to have resigned, consistent with applicable law.

D. SAFETY AND ACCIDENTS

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

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

E. PERSONAL PROPERTY

The 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 Employee's supervisor so that the items can be returned if they are found.

F. WORKPLACE THREATS AND VIOLENCE

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

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on church property may be removed and will remain off church property pending the outcome of an investigation. If the Employer determines that a violation of this policy has occurred, 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.

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

G. PROFESSIONAL BEHAVIOR

Employees should maintain a professional attitude and appearance that is appropriate to their position and the Employer-congregation. Personal mail and non-essential telephone calls at work are discouraged.

H. INSPECTION RIGHTS

Churches, like other organizations, are sometimes the victims of thieves. The church has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees; however, the church can make no assurances that they will always be secure. The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on church premises. Therefore, the 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.

I. EMPLOYMENT AUTHORIZATION

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

J. TRAVEL

Employees who travel on UUCP business are entitled to reimbursement following guidelines for Federal employees.

PERSONNEL MANUAL ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Personnel Policy Manual of the Unitarian Universalist Church of the Palouse. I understand that it is my responsibility 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 representations may be made contrary to the foregoing, either express or implied. I understand that this statement of policy is not subject to change. I understand that this Manual supersedes all previous policies, written or oral, express or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that the 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 received a copy of the Personnel Policy Manual and that I have read and understood the above statements.

Date

Employee Name (Print)

Supervisor Name (Print)

Employee Signature

Supervisor Signature