



**Unitarian Universalist Community Church  
of Santa Monica  
Personnel Policy Manual**

Approved by the Board on July 8, 2014

*\* July 2015: Compliance with new labor law added. P. 20 sec. IV.E.(LTE sick leave). Board was informed.*

*\* October 9, 2016: Policy IV.(F) amended. Approved by the Board of Directors*

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# Unitarian Universalist Community Church of Santa Monica

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Unitarian Universalist Community Church of Santa Monica  
Personnel Policy Manual

**I. STATEMENT OF PURPOSE**

This Personnel Policy Manual (“Manual”) represents the policies of the Unitarian Universalist Community Church of Santa Monica (“Church”) applicable to the employment of all non-ministerial employees. No oral statement or representation may in any way change or alter the provisions of this document. The Church reserves the right to revise, modify, delete, or add to any policies, procedures, or benefits recited herein. Any such changes must be in writing and signed by the President, following approval by the Personnel Committee and the Board. In the event of any apparent ambiguity of any provision herein, the interpretation of the Church shall prevail. This Manual supersedes all previous employment policies, whether written or oral, expressed or implied. If any provision of this Manual is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

The Manual and any approved modification(s) apply to all staff classifications, whether exempt or non-exempt. The Manual shall be distributed to all employees in order that they may be informed concerning the policies and procedures of the Church. A copy of the Manual shall be maintained on file in the Church office and may be reviewed by any employee upon request. The Manual does not apply to ordained ministers called by vote of the congregation.

Since every employment situation cannot be anticipated, the Manual

provides a general overview only. The Church reserves the right to restructure staff by adding or eliminating positions at any time with or without notice.

If you have any questions or comments about the Manual or you need more information, please ask your supervisor or the Church Administrator. Your comments and suggestions are genuinely encouraged.

## **II. EMPLOYMENT POLICIES AND PRACTICES**

### **(A) Equal Employment Opportunity**

The Church is an equal opportunity employer and, as such, prohibits discrimination based on race, sex, gender, color, creed, national origin, ancestry, political or union affiliation, marital status, sexual orientation, age, disability, or any other classification protected by law, unless discrimination is justified by the nature of the position. For example, while the Church does not discriminate on the basis of religion, the Church may deem that religious orientation may be a legitimate qualification for the position of Director of Religious Education.

Decisions about recruitment, hiring, training, promotion, compensation, benefits, and all similar employment decisions must be made in compliance with all federal, state and local laws and without regard to any classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against the Church's policy.

An employee who has questions about discrimination in the workplace, or who believes this policy has been violated, should report the employee's concerns immediately to the Church Administrator, the Minister, President, or the Chairperson of the Personnel Committee. Retaliation against an individual who makes a good-faith claim of discrimination or who participates in the investigation of such a claim is prohibited by this policy and will not be tolerated. An employee who feels that he or she has been retaliated against in such a manner should report the employee's concerns immediately.

**(B) At Will Employment**

Employment at the Church is at will and may be terminated at any time with or without cause and with or without notice. Nothing in this document or any other document, including benefit plan descriptions, shall create a contract, either express or implied, or a promise or representation of continued employment for any specified length of time. Except for the Board, acting as a Board, no employee or person acting as a representative of the Church has the authority to enter into any agreement for employment other than at will, and any such agreement modifying at-will status must be in a writing signed by the Board President. Additionally, the Church maintains the right to modify the title, duties, compensation, or other terms and conditions of employment of any employee with or without cause or notice.

**(C) Employment Authorization**

Federal law requires that a prospective employee must show proof of eligibility to work lawfully in the United States. A new employee must provide original documents to the Church Administrator or to a member of the Personnel Committee that establishes identity and employment eligibility on or before the date employment begins. New hire forms that must be completed are the following:

- I-9 employment verification form and supporting documents
- W-4 form
- Background check authorization form
- Direct deposit (optional, but recommended)

**(D) Reasonable Accommodation of Persons with Disabilities**

In compliance with California Law and the Americans with Disabilities Act (ADA), the Church does not discriminate in the hiring or retention of any

employee on the basis of a qualifying physical or mental disability. Any employee who seeks an accommodation of the employee's position as a result of a qualifying disability shall submit a request in writing, together with appropriate medical documentation, to the employee's supervisor, who shall promptly bring such request to the attention of the Church Administrator or the Minister. The Church will then engage in an interactive process with the employee to determine if a reasonable accommodation is available, and what such an accommodation may entail. The Church will provide reasonable accommodations to the extent they do not impose an undue burden on the Church.

**(E) Confidentiality**

An employee may have access to confidential information about the Church, including but not limited to information about members, friends or other staff members. Such information includes, but is not limited to, identifying information; financial information; contact information; health information; employment information; and Church proprietary information, including information concerning outreach, strategy, ministry, education, fund-raising, and other activities. All confidential information must remain confidential and may not be released, removed from the premises (physically or electronically), copied or transmitted or in any other way used for any purpose outside the authorized scope of the employee's employment. Any request for information concerning a past or present employee received from an organization or individual shall be directed to the Church Administrator or the Minister. No other employee is permitted to respond to such inquiries or to provide written or oral references of any kind. The duty to maintain confidentiality is applicable both during and after the period of employment. Violation of this policy may subject an employee to disciplinary action, up to and including immediate termination of employment, as well as possible legal action.

**(F) Conflicts of Interest/Outside Employment**

Every employee is expected to avoid conflicts of interest. No employee shall use information or personal contacts available to the employee through employment at the church for the employee's own personal gain or any other unauthorized purpose. An employee shall not engage in any activity which negatively affects the Church monetarily or has a negative impact on the Church's public image. An employee who has questions about whether an activity violates this policy should discuss the matter with the Church Administrator or the Minister.

An employee shall not engage in any business activity that is in conflict with the employee's responsibilities as an employee. This would include, but is not limited to, use of the Church's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the congregation for private gain or advantage.

Violation of this policy may subject an employee to disciplinary action, up to and including immediate termination of employment.

**(G) Dress Code**

Personal appearance, hygiene, and attire are important to our Church. Each employee personally represents the Church and is required to dress in an appropriate and professional manner. Supervisors have the right to establish expectations for an employees' attire at special events, and to send the employee home if the employee's dress, grooming, or hygiene is unacceptable.

**(H) Employment of Members and Relatives of Members**

As a general policy, employment with the Church is not open to Members and Friends of the congregation. A member of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" for this purpose includes, but is not limited to, a spouse, domestic partner, parent, sibling, child, grandparent or grandchild.

**(I) Harassment-Free Work Environment**

In accordance with applicable laws, the Church prohibits all forms of unlawful harassment, including sexual harassment. Harassment may consist of conduct, speech, or behavior (a) which is unwelcome or offensive; (b) that constitutes or contributes to a hostile or offensive work environment; or (c) any inappropriate expression of sexual or other interest, particularly if such conduct continues after the offending party has been advised that such interest is unwelcome. Sexual harassment might or might not include requests for sexual contact in exchange for the promise of benefit or gain. An employee who believes that they have been subjected to harassment should immediately notify the employee's supervisor, the Church Administrator, Minister, President, or Chairperson of the Personnel Committee. Likewise, any supervisor or co-worker is expected to report to the Church Administrator, Minister, President, or Chairperson of the Personnel Committee any action of which they may be aware that may constitute harassment of any other employee. All complaints or allegations will be investigated promptly, including by interviewing both the complainant and the alleged harasser, separately. The Church shall not retaliate against any employee who makes a good-faith complaint or allegation of sexual or other harassment.

If a report of sexual or other harassment is made, the employee's supervisor or the Church Administrator should immediately notify the Minister, President, and Chairperson of the Personnel Committee. The Board shall, in consultation with the Minister and the employee's supervisor, make such determinations as may be appropriate, including termination of the offending individual's employment.

**(J) Media inquiries and Public Relations**

Only authorized staff members or authorized volunteers may communicate officially on behalf of the Church. Employees may not express opinions or personal views that could be construed as being those of the Church. Inquiries or expressions of concern that are substantive, complex, or controversial should be directed to the Church Administrator, Minister or President.

**(K) Personnel Records**

A confidential personnel file shall be kept in a locked cabinet for each employee and may be reviewed by the employee upon reasonable notice and during business hours. Personnel files shall include, but are not be limited to, the following:

- Current address, telephone number and other contact information
- Application materials
- Letters of reference
- Offer letter
- Job Description
- Relevant changes in licensing or education
- Salary information
- Notices of personnel actions
- Annual evaluations
- Disciplinary notices
- Emergency contacts
- Letters of resignation

A separate, confidential medical file shall be kept for each employee in a locked cabinet and may be reviewed by the employee upon reasonable notice

and during business hours. The medical file may include, but not be limited to the following:

- Reasonable accommodation and disability information
- Health records which have been provided to the Church
- Benefits beneficiaries
- Medical leave information
- Contact information for and documentation from physicians

**(L) Recruitment**

The supervisor, the Personnel Committee and the Minister shall collaborate on all recruitments, following established procedures and best practices, and in compliance with federal and state employment laws. Depending on the nature of the position, a search committee may be established.

**(M) Risk Management and Safety**

The Church is committed to providing a safe and professional work environment. The safety of employees, as well as members and visitors, is of paramount concern. Every employee is expected to abide by accepted safety standards at all times.

The following expectations apply:

- All employees shall be provided with the evacuation plan and are required to know the whereabouts of fire extinguishers and first aid equipment.
- Any unsafe condition, equipment or practice must be reported immediately to a supervisor.
- All on-the-job accidents or injuries, no matter how minor, must be reported immediately to a supervisor.
- In the event of a fire or other emergency, the fire department and/or police are to be called immediately, and, as appropriate, premises

must be evacuated.

- The employee should use discretion and good judgment when bringing personal belongings onto the Church's property. The Church cannot be responsible for damage to or loss of personal property.
- All incidents must be reported to the Church Administrator.

**(N) Workplace Threats and Violence**

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

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

Every employee shall inform the employee's supervisor or the Church Administrator of any behavior the employee has witnessed or experienced which the employee regards as threatening or violent, when that behavior is job-related or connected to employment.

**(O) Telephone, Email and Internet**

Church telephones and computers should be used only for business purposes. Personal phone calls and emails should be kept brief and to a minimum, and in general, handled during breaks or meal periods. If urgent personal business necessitates the excessive use of the telephone or email, the employee shall communicate this to the employee's supervisor. The Church email address shall be used only for church business. No employees shall use the Church internet for personal business, although an employee may use the employee's own personal internet account during breaks or meal periods. No

employee shall have an expectation of privacy while using Church equipment such as phones, computers, furniture, filing cabinets, and internet services. The Church reserves the right to monitor or inspect any of its property with or without notice.

**(P) Separation from Employment**

Voluntary Resignation: Although an at-will employee need not provide notice, an employee who resigns is requested to give at least two (2) weeks' written notice in order for the Church to find a suitable replacement.

An employee who is absent for three (3) consecutive days without notifying the employee's supervisor, or who fails to report to work on or before the expiration of an approved leave, will be deemed to have voluntarily resigned, consistent with applicable law.

Involuntary Dismissal: Consistent with the Church's employment at will policy, employment may be terminated at any time, with or without notice, and for any lawful reason.

Final Paycheck, Vacation and Sick Days An employee who voluntarily resigns or who is involuntarily dismissed shall be paid the final paycheck, including any accrued and unused vacation, within 72 hours of the last day of employment. A full-time or part-time employee shall be compensated for unused vacation up to a maximum of 18 working days. A limited time employee shall be compensated for unused vacation up to a maximum of 20 hours. Unused sick days shall not be paid out.

Pension and Medical Benefits: An employee who leaves the Church voluntarily or involuntarily shall retain any vested interest they have in the UUA Pension Plan, although no further contributions to the Plan will be made. Health benefits will terminate at midnight at the end of the last day of employment. A participant in the Church group medical plan may be eligible to convert to self-paid, non-group coverage through COBRA.

Exit Interviews: When possible, the Church Administrator shall meet with the departing employee to review payroll and benefits information and to gather Church keys and Church materials and documents. As a best practice, a member of the Personnel Committee, the Church Administrator or the Minister may schedule a meeting with the departing employee to discuss reasons for departure and to gain information that can be used in a constructive way to improve overall operational functioning.

References after Departure: Should a potential employer contact the Church for references for a past employee, only verification of position and dates of employment will be given.

### **III. WAGE AND HOUR ADMINISTRATION**

#### **(A) Employment Classifications**

It is the intent of the Church to clarify employment classifications so that each employee understands the employee's employment status and benefit eligibility.

#### **Non-exempt and Exempt Positions**

Non-exempt positions: Non-exempt positions are those which are subject to federal and state wage and hour laws. These positions typically entail the performance of assigned tasks and are compensated on an hourly basis.

Non-exempt positions that are not at the Director level shall not require Board approval prior to being offered employment or being dismissed from employment, but the Board shall be notified when such actions take place.

Exempt positions: Exempt positions are those that, by way of the employees' job duties, exempt them from most wage and hour requirements. Exempt employees are paid on a salaried basis and are not entitled to overtime pay.

Exempt positions with a regular work schedule of 20 hours or more per week require Board approval prior to being offered employment or being

dismissed from employment. These positions currently include the Church Administrator and the Director of Religious Education.

New job descriptions for exempt and non-exempt positions and job descriptions with substantial content changes require Board approval.

### **Types of Employment**

Full-time employee: An employee regularly scheduled to work an average of a minimum of thirty-five (35) hours per week.

Part-time employee: An employee regularly scheduled to work an average of a minimum of twenty (20) but less than thirty-five (35) hours per week.

Limited-time employee: An employee regularly scheduled to work less than twenty (20) hours per week.

Temporary employee: An employee whose employment is not expected to exceed six (6) months or who is employed for special tasks of a non-continuing nature.

Informal employee: An individual employed on an on-call or otherwise irregular basis.

Independent contractor: In appropriate circumstances, the Church may engage a non-employee to perform services for the Church.

### **(B) Timekeeping and Overtime**

Working hours are defined in the job description for the employee's position. The Church Administrator maintains time reporting records for all employees. In order to support this function, each supervisor is required to keep accurate, up-to-date records of attendance and absence for the supervisor and employees who report to the supervisor. No later than the first business day of the following month, each supervisor shall provide such records to the Church Administrator with sufficient detail to permit the tracking of hours worked and, where applicable, vacation, sick leave, and other leave. Employees must record their time accurately.

There are two pay periods in each month:

- The 11th through the 25th of the month (payment is the last day of the month); and
- The 26th through the 10th of the following month (payment is the 15th of the month).

Non-exempt employees: Except as set forth in the next paragraph, each non-exempt employee shall clock in at the beginning of each work period and out at the end of each work period and for meal breaks. A non-exempt employee is not to work in excess of eight (8) hours in any work day or more than forty (40) hours in any work week without the express permission of the employee's supervisor. The Church workweek begins on Monday and ends at midnight on Sunday. No employee shall clock in or out for another employee.

Instead of clocking in and out, the Director of Music and the Church Accompanist shall report their hours via time sheets, recorded weekly. Neither of these employees shall work more than the maximum hours stated in the employee's job description without the express approval of the employee's supervisor.

Exempt employees: Exempt employees shall keep the Church Administrator apprised of their usage of vacation time and sick days and any time they do not report to work. Any exceptional circumstances regarding working hours, including working in excess of scheduled hours, should be reported to the employee's supervisor and the Church Administrator.

Violation of the policies set forth in this section may subject an employee to disciplinary action, up to and including immediate termination of employment.

### **(C) Attendance and Punctuality**

An employee shall contact the employee's supervisor within the first 15 minutes of the scheduled arrival time if the employee is going to be late or unable

to report to work. An employee should provide the employee's supervisor with as much notice as possible when the employee needs to be out for medical or dental appointments, which time may be counted against sick days. Violation of this policy may subject the employee to disciplinary action, up to and including immediate termination of employment.

**(D) Meal and Rest Breaks—Non-exempt Employees**

A non-exempt employee who works more than five (5) hours shall clock out for at least a thirty (30) minute meal break. A non-exempt employee is also entitled to take a fifteen (15) minute rest break in any four (4) hour period or major portion thereof. Rest breaks shall not be added to the beginning or end of a workday or to a meal break or other break period. An employee may choose to eat lunch at the employee's desk provided the employee has clocked out first and does not perform any work. An employee who feels that he or she is not being permitted to take proper meal and rest periods should notify the employee's supervisor immediately. Violation of this policy, including the failure to take proper meal and rest periods, may subject the employee to disciplinary action, up to and including immediate termination of employment.

**(E) Pay and Payroll Deductions**

Compensation earned by an employee is subject to withholding for federal and state income taxes, Social Security, and state disability insurance. An employee shall receive Unemployment and Workers' Compensation insurance benefits to the extent provided by applicable law and regulations.

**IV. EMPLOYEE BENEFITS AND ENTITLEMENTS**

**(A) Insurance Plans**

Full-time employees: Immediately following completion of the initial thirty (30) days of employment, a full-time employee shall be eligible to enroll in the Church's group medical plan. For so long as it chooses to provide this benefit,

the Church shall pay either (1) if the employee enrolls in the Church's plan, 100% of the cost of the monthly premium for that individual, or (2) if the employee elects to enroll in a non-Church group medical plan, 100% of the cost of the monthly premium for that individual, but not more than the cost the Church would incur if the employee had enrolled in the Church's plan.

Part-time employees: Immediately following completion of the initial thirty (30) days of employment, a part-time employee shall be eligible to enroll in the Church's group medical plan. For so long as it chooses to provide this benefit, the Church shall pay either (1) if the employee enrolls in the Church's plan, 50% of the cost of the monthly premium for that individual, or (2) if the employee elects to enroll in a non-church group medical plan, 50% of the cost of the monthly premium for that individual, but no more than the cost the Church would incur if the employee had enrolled in the Church's plan.

Additional benefits may be provided at the employee's expense, information to be provided by the Church Administrator.

#### **(B) Retirement Benefits**

After the completion of the first year of employment, and for so long as the Church chooses to provide this benefit, full-time and part-time employees only may participate, at no cost to them, in the UUA Pension Plan, which is a defined-contribution plan in which a fixed amount is contributed by the Church and invested each month.

Upon retirement, payout will depend upon the performance of the investments during the period of participation. The invested funds are fully vested (owned by the employee) from the beginning of participation.

Except as may otherwise be provided by written contract, the amount contributed by the Church shall be ten percent (10%) of the employee's gross earnings. For employees compensated on an hourly basis, such amount contributed is based on the established expected number of hours to be worked per week by that employee.

In addition, an employee may, subject to tax code limits, take a voluntary reduction in earnings by directing the Church to contribute such reduced amount on a pre-tax basis to a Tax Sheltered Annuity Plan.

Additional information regarding the UUA Pension Plan and Tax Sheltered Annuity Plan is available at [UUA.org](http://UUA.org).

**(C) Holidays**

Unless otherwise specified in the applicable job description, and changeable at the Church's discretion, the following paid holidays are observed each year for full-time and part-time employees:

- (1) New Year's Day
- (2) President's Day
- (3) Martin Luther King's Birthday
- (4) Memorial Day
- (5) Independence Day
- (6) Labor Day
- (7) Veterans' Day
- (8) Thanksgiving Day
- (9) The day after Thanksgiving
- (10) 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 an employee is required to work on an observed holiday, the employee generally will be granted another day off within the same pay period, at the discretion of the employee's supervisor.

Compensation paid to eligible part-time employees for holidays will be paid at a rate commensurate with the average number of hours worked daily, averaged over the immediately preceding three-month period.

An hourly paid employee who works on a holiday that falls on a Sunday shall be compensated only for hours worked.

A limited-time employee whose workday falls on a holiday when the church/office is closed may use the employee's vacation accruals to get paid for the holiday. If the employee does not have vacation accruals, the employee shall not be paid for the holiday.

**(D) Vacation -- Full-time and Part-time Employees**

Full-time employees: Except for a full-time employee holding a Director-level position for which a specific vacation allowance may be approved by the Board, a full-time employee shall accrue vacation days based on the number of years of employment completed, as follows:

- Under two years: 12 days per year
- Two - four years: 15 days per year
- Five years and more: 18 days per year
- Additional vacation time may be granted, subject to approval by the supervisor, the Minister and the Board.

Subject to the approval of the employee's supervisor, vacation may be taken at any time during the year with the exception of the period between Thanksgiving and Christmas and the week immediately prior to and the week immediately following the beginning of the regular Church program year each Fall.

Whenever possible, requests for vacation time shall be made in writing to the employee's supervisor at least thirty (30) days prior to the start of the vacation period requested. The Church reserves the right not to approve vacations that are scheduled at specific, inopportune times for the Church.

Unused vacation days may be carried over to the following calendar year with the limitation that, at any time, the total vacation time accrued but not yet taken may not exceed eighteen (18) total days. At such point, accrual of

vacation time shall cease until the vacation accrued but not yet taken shall be less than eighteen (18) total days. At the end of employment, all accrued and unused vacation will be paid.

Part-time employees: A part-time employee shall accrue one-half (1/2) of the paid vacation benefit provided to a full-time employee.

Vacation balances appear on the paychecks of full-time and part-time employees.

**(E) Sick Days -- Full-time and Part-time Employees**

Full-time and part-time employees may take sick days only in the case of medical/dental appointments, illness/disability, or the illness/disability of an immediate family member or domestic partner, and not for any other reason. The Church may require written certification from a physician regarding prognosis and time out of office. Unused sick days may be carried over to the following year until 36 sick days are accumulated. At such point, accrual of sick days shall cease until the sick days accrued but not yet taken shall be less than thirty-six (36). Unused sick days shall not be paid out at the end of employment.

Full-time employees: A full-time employee shall accrue sick days at the rate of one (1) day per month, to accrue on the last day of each month.

Part-time employees: A part-time employee shall accrue sick days at the rate of one-half (1/2) day per month, to accrue on the last day of each month.

Sick day balances appear on the paychecks of full-time and part-time employees.

Limited-time employees: Limited-time employees will accrue 1 hour of sick-leave for each 30 hours worked.

**(F) Vacation -- Limited-time Employees**

Except as provided below, a limited-time employee who works at least five (5) hours per week (averaged over the immediately preceding three-month period) is entitled to two (2) hours of Paid Time Off for each month of employment, to accrue on the last day of each month. Requests for vacation shall be made to the employee's supervisor, preferably two weeks in advance. The Church Administrator maintains records of all vacation time taken. Accrued hours of vacation may not exceed 20 hours.

The Director of Music shall accrue vacation hours at the rate of the equivalent of one week of maximum permissible hours at the end of each 13-week period of employment. The Director of Music and the Church Accompanist shall take their accrued vacation hours in one continuous period between June 15 and August 15.

This change is effective as of September 1, 2016

**(G) Leaves of Absence**

Bereavement Leave: An employee is entitled to receive up to five (5) days of paid leave in the event of the death of a parent, spouse, committed partner, child, or sibling. Subject to the discretion of and with the consent of the Minister, one (1) or more days of paid leave may be granted for the death of other relatives or friends. Bereavement leave shall not be deducted from the employee's sick leave or vacation balances.

Military Leave: An employee who is a member of the uniformed services of the United States (including the National Guard or other reserve unit) shall 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 shall include verification of the duty call from military authority, the date the leave is to commence and the expected date of return.

Such an employee 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, an eligible employee shall be reinstated to the same job upon returning from an authorized military leave of absence.

Personal Leave: Unpaid leave for personal reasons may be granted under unusual circumstances at the sole discretion and with the written consent of the Minister and the President.

#### **(H) Jury Duty**

An employee called to serve jury duty on a working day will be compensated for up to five (5) working days at the employee's regular rate of pay. If such employee is a part-time or limited-time employee, he/she shall be compensated at his/her rate of pay calculated based on the average compensation paid for the three (3) consecutive months prior to the beginning of jury duty. Following jury service, the employee shall submit a written verification from the courthouse of time spent, which will become part of the employee's personnel file.

### **V. PERFORMANCE MANAGEMENT**

#### **(A) Administrative Supervision**

The Minister supervises the Church Administrator, the Director of Religious Education and the Director of Music. The Church Administrator supervises all paid and volunteer office assistants, including the Finance Assistant, Sextons, and anyone assigned to housekeeping or kitchen duties. The Director of Religious Education supervises teachers and child-care providers. The Director

of Music supervises the Church Accompanist, the choir section leaders and all other support staff in the music program.

Supervisors are responsible for the application of personnel policies and compliance with work rules. They are expected to provide counsel and direction to employees, and to ensure the effectiveness of the team of employees, volunteers and contractors under their supervision. They are responsible for updating job descriptions so that they accurately reflect the employees' duties and conducting annual performance evaluations.

**(B) Job Descriptions**

An employee will receive a job description, which will state the classification, duties and tasks of the position, qualifications for the position, work schedule, hours per week worked, whether the position is exempt or non-exempt, and whom the employee reports to. The Church reserves the right to update job descriptions, and when this occurs, the employee will receive a copy of the job description, which will become part of the employee's employment file.

**(C) Performance Evaluations**

Each supervisor shall perform an evaluation of each employee under the supervisor's direction prior to the annual compensation review. The evaluation shall assist the employee to understand the employee's performance and shall promote the efficient and cohesive functioning of the staff as a whole. Performance evaluations should be completed by the end of January of each year.

**(D) Compensation Reviews**

Compensation reviews are an integral part of the Church's budget development process. The initial compensation recommendation for each employee will be made by the Minister and the employee's supervisor based on the most recent employee performance evaluations and any other relevant information available. All such recommendations shall be forwarded to the

Personnel Committee for review. The Personnel Committee shall coordinate with the Finance Committee for incorporation in the proposed budget for the following fiscal year beginning July 1. The granting of compensation increases and promotions is solely within the discretion of the Church. Positive performance evaluations do not automatically or necessarily result in increases in compensation or promotions. Compensation reviews should be completed by the end of January of each year. A notification with approved changes in compensation will be provided to the employee in writing and will become part of the employee's personnel file.

**(E) Employee Grievance Process**

The employee grievance process for any administrative decision made with respect to an employee, including compensation, benefits or discipline is as follows:

- 1) The employee shall take the grievance to the employee's immediate supervisor.
  
- 2) If the immediate supervisor is the subject of the grievance, the employee shall, at the employee's option, take it to the minister or to the chair of the personnel committee.
  
- 3) If there is no resolution following steps 1) and 2), the employee may ask, in writing, that the Board hold an executive session to review the employee's grievance. The employee however should be advised in writing prior to such session that, in doing so, the employee is waiving their right to claim privacy with regard to the employee's employment file, and acknowledges and waives the employee's right to privacy protection, if any, with regard to the grievance.

4) The decision of the Board shall be final and shall be the termination of the administrative grievance process at UUCCSM.

5) No employee may take a grievance to the Congregation in general, nor may an employee seek redress either directly or indirectly for any grievance at the annual business meeting or any business meeting of the Congregation. However, should that happen, the employee waives their rights for confidentiality and the reason for the administrative decision may be disclosed to the Congregation.

6) Any administrative resolution with regard to grievance, including compensation, benefits or discipline is final.

\* Prior paragraph E replaced and amended by the Board on April 12, 2016.

#### **(F) Expectations for Conduct**

The following conduct is prohibited and may constitute grounds for dismissal. The list is intended to be illustrative rather than comprehensive, and other acts not mentioned below may be deemed injurious to the security, personal safety or welfare of other employees, members of the congregation, or the Church itself.

- (1) Excessive absenteeism or tardiness.
- (2) Insubordination, including but not limited to the failure or refusal to obey a lawful request by, or the use of abusive or threatening language toward, the employee's supervisor, the Minister, Director of Administration, or any member of the Board.
- (3) Sexual or other harassment of an employee, Church member or other person, whether associated with the Church or not.
- (4) Falsification of employment records, employment information, or

other Church records, including time cards.

- (5) Theft of property of another employee, Church member, or other person associated with the Church.
- (6) Deliberate destruction of Church property or the property of another employee, Church member, or other person associated with the Church.
- (7) Provoking or engaging in fighting on Church property or using abusive or threatening language toward any employee, Church member, or other person associated with the Church.
- (8) Carrying firearms or any other weapon on Church property at any time.
- (9) Engaging in certain criminal conduct, whether on Church property or not.
- (10) Committing a fraudulent act or breach of trust.
- (11) Use of illegal drugs or the inappropriate consumption of alcohol while on Church property.
- (12) Use of prescription drugs, if such use renders the employee unable to properly perform the employee's duties.

**(G) Disciplinary Guidelines**

Unsatisfactory job performance, violation of Church policies, violation of work rules, or the commission of any prohibited conduct, may result in disciplinary action, which may include immediate dismissal. Where feasible, and at the Church's sole discretion, an employee may first be given a verbal warning. If a verbal warning does not prove effective in correcting the deficiency or offense, a written warning may be given to the employee. Nothing herein shall impair the ability of the Church or the Minister to dismiss the employee without warning if such action should be deemed appropriate or necessary. A copy of all disciplinary memos shall be kept in the employee's personnel file.

**VI. RESPONSIBILITIES OF THE PERSONNEL COMMITTEE**

- Work with supervisors to coordinate all aspects of recruitment.
- Work with supervisors to create offer letters.
- Work with supervisors to create job descriptions.
- Oversee the annual performance evaluation process.
- Recommend compensation adjustments to the Finance Committee and the Board.
- Respond to personnel-related concerns, complaints or questions raised by employees.
- Participate in issues involving counseling, discipline and dismissal.