

**Unitarian Universalist Congregation  
of Grand Traverse**

**Staff Resources Policy and Procedure Manual**

**Date Adopted:** \_\_\_\_\_

I.	EMPLOYMENT POLICIES AND PRACTICES	3
A.	STATEMENT OF PURPOSE	3
B.	EQUAL EMPLOYMENT OPPORTUNITY	3
C.	SEXUAL HARASSMENT	4
D.	HARASSMENT	5
E.	RESOLUTION OF EMPLOYEE COMPLAINTS	5
F.	EMPLOYEE DISPUTE RESOLUTION PROCESS (EDR)	6
G.	INTERNET POLICY	7
H.	MEDIA INQUIRIES	9
I.	CONFIDENTIALITY	9
J.	CONFLICTS OF INTEREST	9
K.	OUTSIDE EMPLOYMENT	9
L.	EMPLOYMENT OF RELATIVES AND MEMBERS	10
M.	PERSONNEL RECORD	10
N.	PERFORMANCE EVALUATION	10
O.	EMPLOYEE RETROSPECTIVE	11
P.	PERSONNEL FILES	11
II.	WAGE AND HOUR ADMINISTRATION	11
A.	EMPLOYMENT CLASSIFICATIONS	11
B.	HOURS OF WORK	12
C.	PAY AND PAYROLL DEDUCTIONS	12
III.	EMPLOYEE BENEFITS	12
A.	GROUP INSURANCE PROGRAMS	13
B.	RETIREMENT BENEFITS	13
C.	PAID TIME OFF (PTO)	14
D.	HOLIDAYS	14
E.	LEAVES OF ABSENCE	15
F.	VEHICLE USAGE AND REIMBURSEMENT	17
IV.	OTHER EMPLOYER POLICIES	17
A.	ATTENDANCE	17
B.	WORK AND DISCIPLINARY GUIDELINES	17
C.	SERIOUS DISCIPLINE PROCESS	18
D.	SEPARATION FROM EMPLOYMENT	19
E.	SAFETY AND ACCIDENTS	19
F.	PERSONAL PROPERTY	19
G.	WORKPLACE THREATS AND VIOLENCE	19
H.	PROFESSIONAL BEHAVIOR	20
I.	INSPECTION RIGHTS	20
J.	EMPLOYMENT AUTHORIZATION	20

\*\*\*\*\*

STAFF RESOURCES MANUAL ACKNOWLEDGMENT FORM	21
--	----

## **I. EMPLOYMENT POLICIES AND PRACTICES**

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

We have prepared this Staff Resources Policy and Procedure Manual to help you to understand some of the policies and procedures of the Unitarian Universalist Congregation of Grand Traverse (referred to herein as "Employer"). Employees should familiarize themselves 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.

The Employer's policies generally will be applied consistently. However, the Employer reserves the right to deviate from normal policy in certain situations. Since every employment situation cannot be anticipated, this Manual provides a general overview only. The manual establishes the intention of fairness and consistency.

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. Some of the policies within this Manual also apply to contract employees and will be so noted in the applicable sections that follow. 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 you have any questions or comments about this Manual, or if you need more information, please ask your supervisor or the Staff Resources Committee. Your comments and suggestions are genuinely encouraged.

### **B. 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 must be made in compliance with all federal, state and local laws and without regard to race, color, religion, sex, national origin, age, disability or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy.

An employee who has questions about discrimination in the workplace, or who believe(s) this policy has been violated, should report his/her concerns immediately to his/her supervisor or the liaison to the Staff Resources Committee. Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.

### **C. SEXUAL HARASSMENT**

With the intention of creating the healthiest environment for employees, members, friends, and guests, the Unitarian Universalist Congregation of Grand Traverse has created a Safe Congregation Policy and established a Safe Congregation Response Team. This policy can be found on the UUCGT website and the Response Team is available to help any employee in need of assistance.

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 constitute sexual harassment when

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

- 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 that he/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/her Supervisor, the Staff Resources Committee liaison, the Safe Congregation Response Team, or a Board member who serves on the Safe Congregation Response Team.

Every complaint or report of sexual harassment will be promptly investigated. Although investigations will be conducted with sensitivity to confidentiality issues, 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 his/her 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, or
- otherwise adversely affects an individual's employment opportunities.

Some examples of conduct which may constitute harassment, depending on the circumstances, include but are not limited to 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 that he/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/her supervisor, the Staff Resources Committee liaison, the Safe Congregation Response Team, or a Board member who serves on the Safe Congregation Response Team.

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, an employee is encouraged to discuss any concerns or issues about his/her position, operations in general, or conflicts with any member of the staff, as described below.

In keeping with our efforts to create an environment of collaboration, any complaint concerning another staff member should be discussed and resolved between the two employees. If this is not possible, or the dispute is about other issues, the following steps should be taken:

- According to the comfort level of the employee, he/she should present any complaint or grievance to either the Spiritual Leader as head of staff or the staff liaison of the Staff Resources Committee.
- Together, the problem will be discussed, applicable rules or policies researched, and an appropriate resolution worked out.
- If the employee has contacted the staff liaison of the Staff Resources Committee, the two of them will meet with the Spiritual Leader to accomplish resolution of the problem if possible.

#### **F. EMPLOYEE DISPUTE RESOLUTION (EDR) PROCESS**

The Employee Dispute Resolution (EDR) Process is available for all employees to assist with conflict resolution in the event of exhausting all suitable and standard process. It may be implemented between peers, or with those who report to a person, or with a person who has someone reporting to them, with whom they have been unsuccessful in resolving conflict. The process is voluntary. If only one person is interested and not the other, a member of the Staff Resources Committee will have a representative meet with the aggrieved to achieve resolution.

If moving forward an EDR team will be selected. Staff involved will each select three people from among the Committee on Ministry, the Safe Congregation Committee, the Staff Resources Committee or the Board of Trustees (other congregants may be considered outside these committees by exception). Any team candidates with involvement in the issue(s) at stake will need to recuse themselves from consideration. Each person will then select two people from the other person's group of three, to serve on the team. In this way each party will have a part in the selection process of each of the four people selected for the team.

The EDR team will be trained by a member, or members, of the Staff Resources Committee prior to beginning the process. All involved in the process will have current confidentiality agreements on file. The team will then be briefed on the process and the goals of EDR.

The procedure for dispute resolution is described below.

The EDR team of four members and a moderator from the Staff Resources Committee will be seated in a private space where they will not be interrupted. Both the participants will be present. Others will be excluded unless approved by the moderator. If either party wishes to have a witness to evidential facts, that witness will remain outside until such time that they will present. If a party wishes to submit evidential facts by a witness not available, a notarized document may be submitted. Any documents presented must be

available to all team members and parties.

We will begin with a covenant to focus our intent on working toward solutions, greater understanding, investing in all of our staff especially when mistakes are made. Mistakes are opportunities to develop our staff and congregation into a greater community.

Each party will make an introductory statement of the issue as they see it. Introductory statements are three (3) minutes or less, or on typed page. After each party has made their introductions, the first side will present their case. Members of the EDR team may ask questions of the party for clarification and may ask questions of witnesses. After each side has made their initial presentation, there will a break and spaces will be made for the parties to privately process whatever has been presented. Breaks may be requested of the moderator at any time.

Each party may now speak again consecutively to summarize their presentation to the team; this may, but does not have to, be in the form of rebuttal.

At this time the team may ask final questions of the parties. After questions the moderator will provide a spoken overview of what has been presented. The team will go into closed session to craft a response. A response will consist of recommendations of how to proceed with the issue at hand. The team will also make recommendations to the parties, staff as a whole, and the Staff Resources Committee as to how to improve process such as those under consideration in the future.

The team does *not* have to be unanimous and in fact often will not be. There may be contradictory opinions and recommendations. Because the results are non-binding and the appraisal is voluntary, this is in no way problematic.

Once the team has completed their response the parties will return and the moderator will present the results. At this point parties will have an opportunity to ask questions of the team. The moderator will remind all of confidentiality and thank the team members for their service

The Staff Resources Committee will be responsible for producing a written summary of the findings of the EDR team. All records will be maintained in a secured, confidential file for no more than seven (7) years.

The Staff Resources Committee will be responsible for reviewing how effective the EDR process was and fine tune it in any way it deems fit. The committee will also review root causes of the conflict to determine what management process can and should be modified accordingly.

## **G. INTERNET POLICY**

Unitarian Universalist Congregation of Grand Traverse (UUCGT) Internet Use Policy

Staff, Volunteers, Members, and Friends have access to the Internet via Wi-Fi within the (UUCGT) building. There is also access to a guest account on the computer in the UUCGT library. By making use of this service you agree to adhere to the following:

- All users who access UUCGT's Wi-Fi will either be 18 years of age or older, or be under a responsible parent's or guardian's supervision.
- All devices that connect to the UUCGT Wi-Fi are strongly recommended to have both antivirus and firewall software installed for the user's safety.
- UUCGT is not responsible for any damages that may occur to personal devices when accessing UUCGT's Wi-Fi Network.
- Members, Friends and guests are prohibited from use of online gaming, online streaming services, Bit-Torrent sites, and any other site that requires large amounts of data usage while on UUCGT's Wi-Fi Network.
- Staff, Volunteers or Members who have obtained permission may use online streaming services when required for a UUCGT task or project.
- All users are prohibited from using the UUCGT Network to access any form of erotica, gambling, piracy, or illegal activity.
- Inappropriate Internet use includes but is not limited to
  - transmitting obscene, harassing, offensive or unprofessional messages;
  - 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;
  - transmitting any of UUCGT's confidential or proprietary information, including Member or Friend data or other materials covered by UUCGT's confidentiality policy.

These requirements are in place for the safety of all users who take advantage of this service. The UUCGT reserves the right to

- monitor use of the UUCGT e-mail system or the Internet at any time,
- revoke Wi-Fi and Network access at any point.

Users should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Any software or other material downloaded into UUCGT'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 Office Administrator is required before introducing any software into the computer system.

Only authorized staff members may communicate on the Internet on behalf of UUCGT. Users with a UUCGT email may not express opinions or personal views that could be misconstrued as being those of the UUCGT.

## **H. MEDIA INQUIRIES**

All requests for information about the Employer from newspapers, television, radio, and other media should be directed to the Spiritual Leader and should be handled in a manner consistent with the Employer's External Communications Policy.

## **I. 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 Spiritual Leader, as head of staff, or the Staff Resources Committee.

## **J. 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 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 Spiritual Leader, as head of staff, or the Staff Resources Committee.

## **K. 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.

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

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

As a general policy, employment with the Unitarian Universalist Congregation of Grand Traverse will not be offered to members of the congregation. If an exception is made, the membership of the person will be suspended for the duration of their employment. Current staff who are also current members are excepted from this rule. The rule shall be applied from the approval date of this provision forward.

*Approved 10/13/2016*

## **M. 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 Business Administrator should be promptly notified of any changes in

- address, telephone number(s) and email,
- marital status including legal separation,
- employee's legal name,
- dependents,
- beneficiaries,
- person to notify in case of emergency, or
- licensing or education relevant to the job.

## **N. PERFORMANCE EVALUATION**

In general, employees will receive a written performance evaluation once each year in the late fall that will be maintained in the Employee's permanent personnel file. Performance is certainly part of the review but it is expanded to include the way that each person fits into the greater interdependent whole. As always an evaluation is an opportunity to identify better ways to work. An evaluation is also a formal opportunity to provide recognition for work that is well done. An employee's excellent job performance can be taken for granted. One purpose of evaluation is to ensure that does not happen. Factors considered in assessing performance include but are not limited to quality and quantity of work, dependability, attendance and punctuality, effective interpersonal relationships with the congregation, and personal conduct. More frequent reviews may be required for deficient performance at the discretion of the reviewer. The goal is always to foster success. Employees are requested to identify goals and objectives in advance so that their work may be evaluated on the basis of clear criteria they have helped to develop.

## **O. EMPLOYEE RETROSPECTIVE**

Once a year the employee has an opportunity to talk to the Spiritual Leader, or the person to whom they report, for at least one hour. The Employee may talk about whatever is of importance to them. It can be employee relationships, challenges to effective work, processes that trouble them or, conversely, work processes that are especially effective for them. It is a time when the employee speaks and is listened to. Issues that surface require an appropriate response.

## **P. PERSONNEL FILES**

Each member of staff will have a personnel file. The file will include but is not strictly limited to the following:

- \* Evaluations both current and previous year only.
- \* Actionable items discussed in Employee Retrospective.
- \* Current Compensation Review.
- \* Contract, letter of agreement or similar appropriate documents
- \* Letters of recognition or discipline (typically retained for no more than one year).
- \* Accident or Injury reports.
- \* Current contact data.

Other materials are not likely appropriate for personnel files. The immediate supervisor for compliance will audit personnel Files at least biannually. Legal papers, for example an EEOC matter, may be retained longer.

Contents of personnel files are available to the employee (copies provided) and the person they report to. The Board of Trustees ultimately has access at such time as they see a specific business reason for examination of particular items, by majority vote. The President of the Board of Trustees and the Chair of Staff Resources committee have joint access to the Spiritual Leaders file when necessary.

*Approved 03/20/2017*

## **II. WAGE AND HOUR ADMINISTRATION**

### **A. EMPLOYMENT CLASSIFICATIONS**

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

Regular full-time employment is considered to be 40 hours per week. Employees scheduled to work less than 40 hours per week will be 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.

## **B. HOURS OF WORK**

A normal, full-time workweek consists of 40 working hours. Some employees may be scheduled for work on Sunday mornings. 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. Employees are expected to attend any staff retreats or off-site events to which are part of their employment

## **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. Due to budget considerations, there is no guarantee of an annual pay adjustment. Compensation Reviews are conducted each spring upon the completion of the budget. The Compensation Review places the compensation package in a context of the Congregation as a whole. Pay is usually based upon such factors as individual performance, job responsibilities and other appropriate factors. Employees are paid bi-monthly, on the 15th and the 31st of a month, or on the closest business day to these dates if they fall on a weekend or holiday.

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 them.

Employees are responsible for promptly notifying the Business Administrator 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 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 in 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 Business Administrator.

## **A. GROUP INSURANCE PROGRAMS**

### **1. Health Insurance Benefits**

Employees who work at least half time are eligible to receive a health insurance benefit consisting of a taxable stipend, which is to be used by the employee to purchase individual health insurance or provide an insurance plan. The Staff Resources Committee will be reviewing benefit options by the end of September each year. The goal of the review will be to adopt a program that provides employees with a fair contribution toward their health insurance costs while ensuring that the program is both affordable and sustainable for the Employee.

*Approved 10/13/2016*

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

Employees who work at least half-time will receive employer funded long-term disability insurance, calculated at 1% of salary, and the option to obtain group dental insurance and term life insurance through the group plan sponsored by the UUA. Dental insurance is partially funded by the Employer. Further information concerning these policies is available from the Business Administrator.

### **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 or the Spiritual Leader. 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 5% 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, certain eligibility requirements must be met, including a one-year grace period. These requirements and other provisions are provided to all participants. Each employee should review this material carefully and

discuss any questions he or she may have with the Spiritual Leader or with the appropriate staff members at the UUA.

### **C. Paid Time Off (PTO)**

The Employer grants PTO to regular employees unless specified in a contract. PTO may be used for purposes of vacation, personal time, or sick time. PTO is calculated as 10% of total hours worked per fiscal year. A spreadsheet detailing PTO is kept by the Office Administrator.

PTO must be requested in advance (with the exception of unexpected illness) and can only be taken with the approval of the employee's supervisor. In the event of conflicting requests, PTO generally will be granted in accordance with length of service and consistent with workload requirements. Unused PTO time will expire at the end of the fiscal year with the exception of 40 hours, which can be carried over for sick leave use only. See III.E.2. Sick Leave with Pay, below.

Employees who resign with at least two weeks' notice may receive payment for 50% of the accrued PTO that has not been used.

### **D. HOLIDAYS**

The following paid holidays are observed each year:

- New Year's Day,
- Martin Luther King Day,
- Memorial Day,
- Fourth of July,
- Labor Day,
- Thanksgiving Day,
- and 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 generally will be granted another day off. An observed holiday may be but is not limited to a religious observance of their faith. Other holidays that can be taken as comp time may include those that represent any personal religious traditions.

## **E. LEAVES OF ABSENCE**

### **1. General Provisions**

The policies in this section describe various types of paid and unpaid leaves of absence provided by the Employer. Leaves must be requested in advance in writing and require the approval of the employee's immediate supervisor. The exact nature of the leave and its anticipated length must be included in the written request. Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify his or her supervisor.

### **2. Sick Leave with Pay (see III.C. Paid Time Off, above)**

PTO may be used for sick leave purposes. Up to 40 hours of unused PTO time at the end of each fiscal year may be carried over into the following fiscal year to be used for Sick leave only. These hours will expire after the carryover year if they have not been used.

Sick leave is to be used only in the event the employee is unable to work due to the employee's own illness, injury or other medical condition. Sick leave may be used as part of medical leave or sick childcare leave and as otherwise required by applicable law. Sick leave should be used for routine dental or medical appointments.

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

### **3. Medical Leave without Pay**

Unpaid medical leave may be granted in instances where an employee's medical condition requires an absence from work for more time than the amount of available sick leave. This leave requires the approval of the Spiritual Leader and the Business Administrator. 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 treating 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 on any medical leave of absence.

#### **4. Personal Leave without Pay**

Employees who have been employed for at least one year may be given unpaid personal leave of five (5) days per year, which must be approved in advance by the Spiritual Leader and the Business Administrator.

#### **5. 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.

#### **6. Funeral or Bereavement Leave with Pay**

Employees may be eligible for a leave of absence for up to three (3) days with pay for the death of an immediate family member. Immediate family members are defined as spouse, domestic partner, parent, sibling, child, grandparent or grandchild.

#### **7. Jury Duty Leave with Pay**

Employees called for jury duty are paid their regular pay for up to twenty (20) working days. Employees should appear for work upon being excused from jury duty on any day.

#### **8. Parental Leave without Pay**

Employees who become natural or adoptive parents may be eligible for a leave of absence of up to six weeks. The leave must begin within six weeks of the birth or adoption. Biological mothers may also be eligible for sick leave or medical leave without pay following the birth of a child. Such a leave may, at the discretion of the Spiritual Leader, run concurrently with unpaid parental leave.

#### **9. Family Medical Leave Act**

Employer will comply with all federal mandates regarding the exercise of the Family Medical Leave Act.

## **F. VEHICLE USAGE AND REIMBURSEMENT**

Employees using their own cars for church-related business may be paid mileage at the current rate per mile as established by Internal Revenue Service. Mileage will be reimbursed monthly, upon request by the employee and approval by the Business Administrator. The employee's supervisor must authorize trips. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips.

All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by Employer.

## **IV. OTHER EMPLOYER POLICIES**

### **A. ATTENDANCE**

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

Unscheduled absences (such as returning late from lunch or leaving work before the end of the workday) must be approved by the employee's supervisor. If the employee expects to be absent the following day, he or she should inform the supervisor of that fact at the same time.

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

### **B. WORK AND DISCIPLINARY GUIDELINES**

Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures including verbal warnings, written warnings or termination.

Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions. This list is intended only as a guide and is 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

- use, possession, 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)(this excludes reasonable and customary events such as Wednesday Night Supper & Brew Community)
- unauthorized possession of weapons
- disclosure of confidential information
- smoking in unauthorized areas
- failure to report on-the-job injuries
- working another job while absent
- 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

### **C. SERIOUS DISCIPLINE PROCESS**

Serious discipline is required in the event of an infraction that if continued could lead to separation. This may be a matter that has received a previous verbal caution or by the nature of its seriousness requires additional written warning.

In such a matter the staff member will have a private meeting with the person they report to and a member of the Staff Resources Committee. The committee member is present as a witness. The staff member and supervisor will reach an agreement on revising future behaviors. A confidential record of what transpired will be produced including what each party said in the course of the conversation. It will also specifically set down what is agreed to in terms of expected behavior, how such behavior will be measured and the consequences for not adhering to the agreement.

A letter will be sent to the staff member's home, via US mail, formally notifying them of the discussion and the resulting expectation(s) in specific terms.

The confidential record will remain in the staff member's personnel file for a period of one (1) year, after which it will be destroyed.

#### **D. SEPARATION FROM EMPLOYMENT**

Employees who resign are requested to give at least two weeks' written notice in order for the congregation to find a suitable replacement.

Any employee who is absent for three consecutive days without notifying his or her supervisor, or who fails to report to work on or before the expiration of a leave, will be deemed to have resigned, consistent with applicable law.

#### **E. SAFETY AND ACCIDENTS**

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

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor or the Spiritual Leader. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Office 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. In the case of a serious medical emergency, staff will defer to the judgment of trained medical personnel by calling 911.

#### **F. 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 Spiritual Leader 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 Spiritual Leader.

#### **G. 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 the Spiritual Leader or their supervisor of any behavior, which they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or is connected to employment. Confidential incident reports will be maintained with support from the Safe Congregation Response Team.

## **H. PROFESSIONAL BEHAVIOR**

Employees should maintain a professional attitude and appearance that is appropriate to their position and the Employer. Name badges should be worn when employees are on duty on Sunday. Personal mail and non-essential telephone calls at work are discouraged.

## **I. 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.

## **J. EMPLOYMENT AUTHORIZATION**

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

**STAFF RESOURCES MANUAL ACKNOWLEDGMENT FORM**

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Staff Resources Policy and Procedure Manual of the Unitarian Universalist Congregation of Grand Traverse. 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 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 read and understood the above statements and have received a copy of the Staff Resources Policy and Procedure Manual, dated \_\_\_\_\_.

\_\_\_\_\_  
Date

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

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