

# **Personnel Policy Manual**

for

**The Unitarian Universalist Church of the North Hills**

2359 West Ingomar Road  
Pittsburgh, PA, 15237

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## **WELCOME**

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

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

This Manual is not a contract and can be modified or changed at any time. Changes can be proposed for Board of Trustees approval at any time by the Personnel Committee and do not require prior approval from any employee. However, if changes are made to this manual, those changes will be communicated to all staff after passage by the Board of Trustees.

If you have any questions or suggestions concerning information in this Manual, please feel free to contact the Minister as Head of Staff.

Again, welcome!

## **ABOUT THIS MANUAL**

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

Since every situation cannot be anticipated, this Manual provides a general overview only. In applying the policies and procedures in this Manual, the Congregation will take into consideration the specific facts and circumstances of each situation. In the case of a conflict between the policy manual and an individual employment agreement or amendments, the employment agreement terms would supersede the policy manual.

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

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

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

## **DIVERSITY AND INCLUSION**

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Congregation affirms its commitment to inclusion and equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions will be made in compliance with all federal, state, and local laws and without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other classification protected by law. The Congregation may consider religion in the hiring and terms and conditions of employment of certain positions. Any discrimination in the workplace based upon any protected status/classification is illegal, against policy, and will be addressed immediately by the Congregation.

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

Employees who have questions about discrimination, harassment or retaliation in the workplace, or who believe this policy has been violated, should report their concerns immediately to the Head of Staff, or, if the incident involves or concerns the Head of Staff, the Executive Committee.

### **HARASSMENT**

Harassment of any kind has no place in the workplace. The Congregation is committed to promoting an environment that is professional and respectful. Any harassment regarding race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or any other protected status will not be tolerated. Our Congregation expects all employees to conduct themselves in a professional manner with concern and respect for their colleagues, congregational members, visitors, vendors, contractors, customers, and others served by the Congregation. Similarly, we expect all employees to be free from harassment from congregational members and others encountered while serving our Congregation. Harassment by anyone in the workplace is unlawful and will be dealt with immediately and in accordance with Pennsylvania and federal law.

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

Conduct prohibited by these policies is unacceptable in the workplace, and in any work-related setting or event outside the workplace, such as Congregation meetings, social events, and any other Congregation related activity. Any employee who believes that they have been harassed by

another employee, Supervisor/Minister, a congregant, or any other person who the employee encounters in the course of employment should report that conduct immediately to their Head of Staff or, if the incident involves or concerns the Head of Staff, the Executive Committee. The UUA Ministries and Faith Development Staff Group is available to assist with complaints involving ministers.

## **SEXUAL HARASSMENT**

While all types of harassment are prohibited, sexual harassment requires particular attention. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

Some examples (though not a comprehensive list) of conduct which may constitute sexual harassment, depending on the circumstances, include but are not limited to, the following:

- Unwelcome sexual advances, whether or not it involves physical touching; sexual assault, or coerced sexual acts;
- Requests for sexual favors in exchange for actual or promised benefits such as a favorable review, salary increases, promotions, or other benefits;
- Any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature;
- Unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated;
- Use of offensive or demeaning terms which have a sexual connotation;
- Inappropriate remarks of a sexual nature;
- Sexual gestures, suggestive comments, sexually insulting comments, epithets, jokes or name-calling; written or verbal references about sexual conduct;
- Communication or displaying sexually suggestive objects, pictures, cartoons or computer Web sites in writing, electronically or verbally;
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, or gender identity, such as interfering with an individual's work area, equipment, or ability to do their job, name-calling, etc.

Any employee who believes they have been sexually harassed by another employee, a Supervisor/Minister, or any other person encountered in the course of employment, including a congregant, should report that conduct immediately to the Head of Staff or, if the incident involves or concerns the Head of Staff, the Executive Committee.

Every complaint or report of sexual harassment will be promptly investigated. Although investigations will be conducted with as much sensitivity and confidentiality as possible, investigative information will be communicated as appropriate to those with a need to know. In other words, confidentiality cannot be guaranteed. 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 as outlined above regarding retaliation. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

### **PROCEDURE/RESOLUTION OF EMPLOYEE COMPLAINTS**

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

- The employee should communicate immediately with the Head of Staff. If the report or complaint involves the Head of Staff, the report or complaint should immediately be reported to the Executive Committee. You may be asked to put your complaint in writing.
- The Congregation may appoint an ad hoc committee to advise the employee.
- An investigation will then be initiated and evidence will be gathered. The investigation will normally include an interview of the employee, the accused, and any relevant witnesses.
- The Head of Staff or Congregation President, as appropriate, will then take appropriate action. The complainant should be notified that appropriate action has been taken.
- If either the complainant or the alleged harasser objects to the resolution, they may seek a review by the Board of Trustees. The resolution recommended by the Board will be binding upon the Congregation and the employee.

### **ACCOMMODATIONS OF DISABILITY**

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

In most cases, the Congregation will need medical documentation of the disability and of possible accommodations. The Congregation may also need regular discussions with the employee to determine what, if any, accommodations are appropriate, the employee’s continuing need for accommodations and the effectiveness of the accommodations provided. The Congregation may also ask the employee to submit to an independent medical or other appropriate examination, at the Congregation’s expense.



## CATEGORIES OF EMPLOYMENT

**Full-Time:** An employee who regularly works the Congregational year or 12 months of continuous full-time service at 30 hours or more per week is considered a full-time employee.

**Part-Time:** An employee who is scheduled to work at least 10 hours but less than 30 hours per week for the Congregational year or 12 months is considered a part-time employee. Part-time employees are eligible for benefits according to the Benefits Summary.

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

### **FLSA DEFINITIONS**

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

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

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

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

## **WORK SCHEDULES AND PAY**

### **ORIENTATION**

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

### **EMPLOYMENT AUTHORIZATION**

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

### **HOURS OF WORK**

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

Bellwood Preschool provides new employees with details of Bellwood Preschool work schedules, pay policies, and job responsibilities upon hire. Bellwood Preschool employees should direct their questions to the Bellwood Preschool Director.

Employees may be scheduled for work on weekends and evenings.

### **MEAL AND BREAK PERIODS**

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

## **TIMEKEEPING AND OVERTIME**

Non-exempt employees must submit to the Head of Staff a written record of their time worked on a weekly basis, consistent with the recordkeeping provisions of the Fair Labor Standards Act (“FLSA”) and state law. The Head of Staff must submit the approved written record to the Treasurer.

Exempt employees must submit a monthly written record of paid holidays, sick days, vacation days, or any other paid days off to the Head of Staff and Treasurer.

From time to time, employees may be required to work in excess of their regularly scheduled hours. Any time worked by a non-exempt employee in excess of 40 hours in a workweek will be overtime which must be approved in advance. Paid holidays, sick days, vacation days, or any other paid time off does not count as time worked for purposes of calculating overtime. Non-exempt employees will be paid time and one half for all hours over 40 in a workweek. Exempt employees do not receive overtime pay when working in excess of 40 hours.

## **PAY AND PAYROLL DEDUCTIONS**

The Congregation strives to offer its employees equitable and competitive wages and salaries commensurate with its ability, resources, and sound policy. Pay adjustments generally will be considered for all employees once a year, with any adjustments effective at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay adjustments are usually based upon such factors as individual performance, job responsibilities, Congregational fiscal situation, and other appropriate factors.

Deductions made from employees’ wages are reflected on a pay stub. Federal law requires deductions from pay for income tax, Social Security, and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions, such as voluntary retirement contributions, or medical or other benefit cost-sharing, are optional and are made only if the employee has authorized the deduction. Paychecks and pay stubs should be reviewed when they are received. If an employee believes a mistake has occurred, or if there are any questions, the employee’s Supervisor or Head of Staff should be contacted immediately.

Churches in PA are not required to pay unemployment taxes. Based on current law, terminated employees are NOT able to receive unemployment payments upon separation from UUCNH.

Employees are paid monthly. Your pay will be paid by check and available on payday.

## **CORRECTIONS OF ERRORS IN PAY**

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

## **PERSONNEL INFORMATION AND FILES**

It is very important that employees keep up-to-date all the information provided to the Congregation at the time of hire and as requested from time to time. This information is essential for many purposes, including benefit administration, mailing information to the employee's home, and contacting friends or family in case of emergency. Please notify the Head of Staff promptly of any changes in:

- Address and telephone number;
- Legal change in employee's name;
- Changes to hours or salary;
- Dependents;
- Changes in beneficiaries;
- Person to notify in case of emergency; and
- Any relevant changes in licensing or education.

The Congregation maintains a personnel file for each employee that contains new hire paperwork, performance reviews, and other documents related to the Employee's employment. An employee is allowed to write their response to any document added to the file. Employees may review the contents of their file in the presence of a Congregation's representative at a mutually agreed upon time. However, the file is the Congregation's property.

## **POLICIES APPLICABLE TO EMPLOYMENT**

### **ABSENTEEISM AND TARDINESS**

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

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

Unscheduled absences (such as returning late from lunch or leaving work before the end of the workday) must be approved by the Head of Staff. If the employee expects to be absent the following day, they should inform the Head of Staff of that fact at the same time. Any employee who fails to report to work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.

### **PROFESSIONAL ATTIRE**

Employees should maintain a professional appearance that is appropriate to their position and the Congregation.

### **ALCOHOL AND ILLEGAL DRUGS**

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

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

## **SMOKING**

The Congregation is a smoke-free workplace. Neither smoking nor vaping is allowed anywhere on Congregation property, both inside or outside the Congregation building.

## **CONFIDENTIALITY**

Employees may have access to confidential information about the Congregation, including but not limited to information about members, friends, or other staff members. Such information must remain confidential and may not be released, removed from the Congregation's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Head of Staff.

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

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

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

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

The Congregation reserves the right to monitor and review the content of employee e-mails or the use of the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

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

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

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

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

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

## **SOCIAL MEDIA**

The Congregation recognizes that, while it has its benefits, social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about your use of social media, the Congregation has established these guidelines for appropriate use of social media. This policy applies to all employees.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with UUCNH, as well as any other form of electronic communication.

Unless authorized by the Head of Staff or the Board of Trustees, no employee shall make social media posts on behalf of the Congregation. Even if employees have access to Congregation social media accounts, said employee shall not make social media posts unless explicitly authorized by the Head of Staff or the Board of Trustees. Typical social media posts (such as weekly bulletins or updates) may be authorized as a general matter, meaning each weekly post need not be individually approved as long as it otherwise complies with this policy.

Ensure your postings are consistent with this policy manual. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Always be fair and courteous to fellow employees, members, and people who work on behalf of or for the Congregation. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our conflict resolution policies than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage employees, members, or vendors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about UUCNH or the Congregation, fellow employees, members, customers, or people working for the Congregation in any capacity. Further:

- Maintain the confidentiality of the Congregation's trade secrets and private or confidential information.
- Respect financial disclosure laws.
- Do not create a link from your blog, website or other social networking site.
- Express only your personal opinions. Never represent yourself as a spokesperson for the Congregation, or any of its members or employees.

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager. Do not use Congregation email addresses to register on social networks, blogs or other online tools utilized for personal use.

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

Employees shall not engage in any other employment or business activity that is incompatible or in conflict with, or distracts or detracts from, their duties, functions, or responsibilities as an employee. Activities that may constitute a conflict include use of the Congregation's time, facilities, equipment or supplies, or the use of the title, prestige, or influence of the Congregation for private gain or advantage. An employee must obtain the prior approval of their Head of Staff before engaging in any other such employment or activity.

An employee shall not engage in any outside activity which, by its nature, hours, or physical demands, would impair the employee's performance of Congregation duties; reflect negatively on the Congregation; or tend to increase the Congregation's obligations or costs for benefits such as sick leave or long-term disability benefits.



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

## **EMPLOYMENT OF RELATIVES AND MEMBERS**

Members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, grandchild or person in a close personal relationship with the employee.

As a general policy, employment of members of the Congregation will be avoided because a member who becomes staff will necessarily forfeit certain benefits of membership to appropriately perform the staff role. For some positions, hiring a member may add significant enough value to counteract the potential risks associated with employment of a member. Positions open to members of the Congregation are so designated by the Head of Staff in consultation with the Board of Trustees, or their designee.

## **VEHICLE USAGE AND EXPENSE REIMBURSEMENT**

Employees using their own cars for Congregation-related business may be paid mileage at the current business rate per mile as established by the Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and approval by the Head of Staff. Trips must be authorized by the Head of Staff. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips. All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by the Congregation. The Congregation does not reimburse mileage for commuting to and from work.

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

## **SAFETY AND ACCIDENTS**

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards and any other Congregation safety documents.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the Head of Staff. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Head of Staff who will make appropriate reports to the Congregation's workers compensation insurance carrier. In the event of a fire or other emergency, the fire department and/or other emergency services should be called immediately, and all staff and members of the Congregation should leave the premises.

## **PERSONAL PROPERTY**

The Employer cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on Congregation property. Employees should report any lost items to the Head of Staff 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 Head of Staff.

## **WORKPLACE THREATS AND VIOLENCE**

Threats, threatening behavior, or acts of violence against persons by anyone on Congregation property will not be tolerated. In such circumstances, the Congregation reserves the right to call the appropriate authorities and make criminal complaints.

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

All employees shall inform the Head of Staff of any behavior which they have witnessed or experienced, which they regard as threatening or violent.

## **INSPECTION RIGHTS**

Congregations, like other organizations, are sometimes the victims of theft. The Congregation has on its premises, storage facilities such as desks, file cabinets, closets and storage areas for the use of employees. The storage of any unauthorized alcohol, or illegal drugs or drug-related paraphernalia is prohibited on Congregation premises. Therefore, the Congregation reserves the right to open and inspect any desk, file cabinet, storage closet, or storage area at any time and without prior notice or consent. Employees may not use personal locks on Congregation owned desks, cabinets, closets or storage areas.

## **MEDIA INQUIRIES**

All requests for information on behalf of or regarding the Congregation from newspapers, television and radio media should be directed to the Head of Staff. If any such organization leaves a message, it should be passed on to the Head of Staff. If approached directly, staff should respond by stating, "I'm not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"

## **PERFORMANCE AND CONDUCT EXPECTATIONS**

### **SUPERVISION AND PERFORMANCE REVIEWS**

Head of Staff assists employees in learning their jobs and identifying priorities and goals. On a regular basis, the Head of Staff meets with employees who report to them, reviewing job performance, goals and priorities, assessing needs, and working through challenges. Any employee performance concerns should be discussed with the employee and documented. To complement ongoing performance feedback, a formal written performance review will also be conducted on an annual basis. If you are supervised by the Board of Trustees or designated committee, the term Head of Staff in this manual refers to your supervising entity.

### **DIFFICULTIES ON THE JOB**

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

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

### **STANDARDS OF CONDUCT**

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

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

Conduct that does not meet the Congregation's standards, such as violations of Congregation policies, a lack of respect or courtesy to a fellow employee or member, disruptive or disorderly

conduct, etc., will not be tolerated and will be grounds for immediate disciplinary action and may result in termination of employment. In addition, any breach of trust or conduct which shows a serious lack of dependability or good judgment, such as theft, falsification of Congregation records, destruction of Congregation property, conflict of interest, insubordination, etc., may be grounds for immediate discipline, up to and including termination from employment.

## **RESIGNATION/RETIREMENT**

Resignations and Retirements are voluntary terminations of employment initiated by the employee. Employees resigning from the Congregation are requested to provide at least one month's notice to allow for adequate planning and a smooth transition without undue strain on other staff. If covered by health benefits, resigning staff members may be eligible to continue their health insurance under the provisions of COBRA (Consolidated Budget Reconciliation Act of 1985). Accrued, but unused vacation time is paid at the end of employment. Sick leave and personal time are not subject to payment at the end of employment.

## **BENEFITS**

### **TIME OFF POLICIES**

#### **Holidays and Personal Days**

The following are holidays for which an employee is paid:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day
- 2 Floating Personal Holidays to be scheduled with prior approval by the Head of Staff

If a paid holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If a paid holiday falls on a Sunday, the following Monday generally will be observed as the holiday.

Employees regularly scheduled to work at least 20 hours or more per week are eligible for holiday pay if they would normally be scheduled to work that day. If eligible employees are required to work on a holiday, they will be granted another day off. Eligible part-time employees only receive holiday pay if they are scheduled to work on a holiday and are paid for the number of hours they are normally scheduled to work that day.

Unused holidays, including floating personal holidays, are not paid out in the event of termination and do not carry over year to year.

#### **Vacation**

The Congregation grants paid vacation to regular full-time employees at their regular rate of pay based on their length of service with the Congregation according to the schedule below.

<b>Length of Service</b>	<b>Annual Amount of Vacation</b>
<1 year	1 x employee's regularly scheduled weekly hours
1-4 years	2 x employee's regularly scheduled weekly hours
5-9 years	3 x employee's regularly scheduled weekly hours
10 + years	4 x employee's regularly scheduled weekly hours

Vacation accrues each pay period and employees may not use more than the amount accrued without approval of the Head of Staff. Increases in vacation accrual rate will be made on the first day of the fiscal year following the anniversary date of the year in which an employee completes their 1<sup>st</sup>, 5<sup>th</sup> or 10<sup>th</sup> year of employment.

Vacation time must be requested in advance and can only be taken with the approval of the Head of Staff. In the event of conflicting vacation requests, the Head of Staff will resolve in a manner that takes into consideration the employee's request, the needs of the Congregation and is consistent with workload requirements.

Employees may carry over from one year to the next no more than 50 percent of the employee's annual vacation time. Vacation hours carried over must be used within the first six months of the year they are carried into or they will expire. Upon termination, employees will be paid for accrued, but unused, vacation time.

### **Sick Leave**

All full-time employees are eligible for Sick Leave. Sick leave is earned upon hire.

- Full time employees will accrue 5 days of sick leave per year. Sick leave is available at the beginning of the fiscal year. Sick leave may not be carried over from year to year and is not paid out in the event of termination.
- Sick leave may be used in the event the employee is unable to work due to the employee's own or an immediate family member's illness, injury or other medical condition. While employees are encouraged to schedule appointments outside of work time as much as possible, sick leave may be used for routine dental or medical appointments for the employee or for the employee's immediate family member.

Employees must notify the Head of Staff 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.

### **Funeral or Bereavement Leave**

A regular employee will be granted up to 8 days of consecutive work days for bereavement leave in the event of a death of an immediate family member (spouse/partner, child, stepchild, parent), up to 3 work days for death of a member of the extended family (siblings, in-laws), or 1 work day for other relatives (aunts/uncles, nieces/nephews). Additional time may be requested from the Head of Staff.

### **Jury Duty**

The Congregation recognizes jury duty as a civic and community obligation and duty of a citizen. While you are serving on a jury, you will receive your regular paycheck with no loss of regular pay for up to 30 days as long as you provide the Head of Staff with copies of court documents affirming the facts concerning your service on a jury.

You are expected to keep the Head of Staff informed of your service as a juror so plans can be made to provide continued coverage of your position during your absence. On any day or half-day you are not required to serve, you are expected to return to work.

### **Leaves of Absence**

From time to time, employees may need to have time away from work in order to address certain urgent issues. During such leaves, an employee must exhaust their accrued sick/vacation and personal time and any applicable insurance coverage before requesting a leave of absence. When possible, such leaves must be requested in advance in writing and require the approval of the Head of Staff. 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 the Head of Staff.

### **Family and Medical Leave**

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

All employees who take family leave must give thirty days’ notice, or in case of unforeseen circumstances, as much notice as possible to the Head of Staff. All benefits continue as usual during paid periods of family leave covered under sick leave, parental leave, and long-term sick leave policies discussed elsewhere in the Manual. During unpaid periods of leave, no time off with pay benefits will accrue and no contributions will be made to any retirement or insurance plans. The employee is responsible for paying the entire monthly premiums for health, dental, life, and long-term disability insurance coverages.

### **Paid Parental Leave**

After 12 months of employment, full time employees who become natural or adoptive parents are eligible for up to 3 weeks of paid parental leave. Parental leave must begin within six weeks of the birth or adoption. The rate of pay for weeks of paid parental leave is based on wages for the employee’s regularly-scheduled workweek.

Employees who know they will be taking Parental Leave are asked to give the Head of Staff as much notice as possible, but at least 30 days’ notice of the anticipated departure date and whether they intend to return to employment.

### **Extended Medical Leave**

Full-Time employees who have been diagnosed with a serious illness or disabling condition by a physician and have exhausted their vacation, sick and personal leave benefits, may be paid

extended sick benefits at 60 percent of their regular pay until the earlier of release to return to work by the physician, approval for long-term disability payments, or 90 days whichever occurs first.. Vacation and other time off with pay benefits do not accrue during this period. Extended medical leave goes into effect after all other leave (sick and vacation) has been used.

### **Military Leave**

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

Employees may choose to use any accumulated vacation time or professional development time for all or part of the period of military service. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.

### **Sabbatical Leave**

The Congregation believes that employees in certain positions benefit from time spent in study, reflection, spiritual renewal, continuing education, or community service. This program is a privilege applicable to only certain positions, is completely discretionary, and may be suspended, terminated, or altered at any time.

To be eligible to apply for a sabbatical leave, the employee must have demonstrated a good work record of at least 7 years of continuous full-time employment, and currently be in good standing with the Congregation. Normally, sabbaticals may not exceed 12 weeks. Other requirements may also apply. Information about sabbatical leaves may be obtained from the Head of Staff.

## **INSURANCE AND EMPLOYEE BENEFITS**

The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through the Congregation. These benefits are subject to change at any time at the discretion of Congregation. In the event of any discrepancy between the benefits outlined below and the Summary Plan Description (“SPD”) or Plan documents, those documents will govern. Any questions about employee benefits should be directed to the Treasurer.

It is the responsibility of the employee to notify the benefit plan administrators of changes in family structure that would affect benefits provided by the Congregation.



## **Benefits Summary**

The Congregation will provide or pay for medical, dental, 401(k), life insurance, and long-term disability benefits. Life Insurance, 401(k), and long-term disability benefits will be provided through the UUA Plans for those benefits as may change from year to year. Medical and Dental plans will be paid for pursuant to a summary of benefits (which will also summarize the UUA Plan benefits referenced above) provided on an annual basis to each employee.

Employees will be required to make their required contributions by payroll deduction or timely payment as appropriate. Consistent with federal law, if an employee has health insurance through another qualified group plan (i.e. spouse's employer plan), the Congregation will reimburse the incremental cost of the employee's coverage up to the value of the health benefit the employee qualifies for in the above chart. The reimbursed amount is calculated as the difference between the cost of individual coverage and the cost of employee + spouse coverage in the other plan.

## **Workers' Compensation Insurance**

The Congregation carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the Head of Staff. Employees may be required to provide a written report on the illness or accident and a physician's statement in order to receive worker's compensation benefits, or to return to work.

## **Retirement Benefits**

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

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

To be eligible for Employer contributions, the employee must satisfy the Plan's Year of Eligibility Service provision: an individual must have a) worked a minimum of 1,000 hours during a twelve (12) consecutive month period defined in the Plan, or b) have successfully completed a UU Ministerial Internship.

This does not supersede the summary plan description.

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

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

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

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

More information can be found at: <https://www.uua.org/finance/compensation/retirement>.

**PERSONNEL MANUAL ACKNOWLEDGMENT**

By signing below, I acknowledge that I have received a copy of the Personnel Policy Manual of the Unitarian Universalist Church of the North Hills. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of the Congregation as outlined therein.

Signature	
Print Name	
Date	