

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World



Board Minutes October 21, 2015

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Board members attending: Kathleen Sideli, Von Welch, Arzetta Hulst-Losensky, Ann LeDuc, Doug Cauble, Pat Brantlinger

Not attending: Deb Hutton

Ministers attending: Reverend Mary Ann Macklin and Reverend Doug Wadkins

Submitted by Ann LeDuc, Secretary

I. Call to Order 7:03 PM

Call to order by Kathleen Sideli, President, at 7:03 PM

Changes to the agenda: None

II. Chalice Lighting and Reading

Chalice lighting and reading by Doug Cauble.

III. Check-in

Attendance and check-in.

IV. Main Meeting

A. Approval of Previous Board Minutes

In the draft September 2015 Board of Directors Meeting minutes, the wording of the Minister's report incorrectly limited special Sunday collections to UUSC causes. As a result the minutes were amended to read:

"When emergency situations or crisis arise, the ministers can decide on Sunday whether or not to take a special collection."

Motion by Pat: to approve the September 2015 Board of Directors Meeting minutes with the above amendment.

Seconded by Arzetta.

Vote: approved unanimously.

B. Minister's Report Reverend Mary Ann Macklin

After service on February 14th there will be a Beyond Categorical Thinking Workshop. This is a three-hour workshop to help identify pre-conceived notions in relation to clergy, and how we can prevent our preconceptions from impacting our search for an Associate Minister.

Reverend Macklin, Linda Pickle and Abby Downey met with Bulent Guler, a faculty member at IU and a member of the Niagara foundation. They are planning Friendship Dinners, similar to our Fellowship Dinners, to improve intercultural and interfaith dialogue in Bloomington. The Friendship Dinner model will include shared meals with families from our church and families of the Muslim faith. The planning of the Friendship Dinners is timely due an attack on a Muslim woman in Bloomington last week.

John Summerlot has been working on an emergency preparedness plan. Reverend Macklin will work with John to go forward with the plan.

Reverend Macklin has been working with the Board's contract sub-committee to revise her Letter of Agreement.

There was a core staff retreat last Friday from 2:30-6:30 PM. It included a review of policies and a workshop on stress reduction.

We are a sponsor of the Amethyst House fundraising concert on Friday October 30th at the Buskirk Chumley Theatre. We are also a sponsor of the Building Bridges Civility Symposium on October 24th at the Convention Center.

The Peace Pole that was donated to the church is in Reverend Macklin's office.

Reverend Macklin is continuing to work with the ministerial support committee to discern her role as the Senior Minister.

Von asked if it would be useful to make emergency preparedness part of board monitoring. The Board and Ministers agreed that it would be useful. Von agreed to follow up at the future Board meeting with a proposed board policy amendment.

C. Old Business

1. Board Retreat Planning

The topic of the retreat will be the ministerial transition in relation to staffing needs and changes.

Dan Wiseman will be our facilitator. He is an organizational development professional who we found with the assistance of the MidAmerica UUA.

The retreat will be at Pat's house at 1:00 PM on Sunday, October 25th.

2. SPF Town Hall Follow-up Von

The SPF Town Hall on fossil fuel divestment had six attendees. Von reported that the meeting gave a deeper understanding of the issues. Several perspectives were represented, including a push to divest as a symbolic gesture, and financial concerns due to the higher fees of a managed fund, particularly if those fees ultimately go to Wall Street.

Options may include partial divestment or using the Common Endowment fund. Part of the fees with the Common Endowment fund go to the UUA. The Common Endowment fund, similar to all divestment funds, does not have a long investment history. The SPF will discuss at their next meeting whether or not to divest and/or what percentage to divest. The ultimate decision whether or not to divest lies with SPF. The SPF committee will present an update at the December Congregational Meeting.

Many congregants still seem to have a lack of understanding about what SPF is. Clarification may be necessary. SPF oversees a mix of endowment and special purposes money. Much like the IU foundation.

3. Progress Report on Consultant Report

Dispute Resolution—Pat and Kathy researched dispute resolution policies. Pat provided a possible example from a UU church in Nashville TN.

Nashville TN example:

“If a complaint or dispute among the congregants and/or staff of the church is brought to the attention of one of the ministers, a member of the staff, or the Board, the Board may appoint a three-person committee to help resolve the situation. Ordinarily the committee will consist of a board member, another congregant, and one of the ministers or another staff member.

The complainant or the parties to the dispute will then be interviewed by the Committee, or may choose instead to submit in writing the complaint or nature of the dispute. The committee will investigate the cause or causes of the dispute or complaint and report their findings and recommendations to the Board, which will then make its own recommendation for resolving the issue.

In their fact-finding, discussion and actions in response to grievances, both the committee and the Board will adhere to these principles:

1. confidentiality;
2. caring for the persons involved;
3. fairness;
4. concern for the severity of the issues and its impact on the congregation as a whole.”

Our dispute resolution policies would only address disputes or grievances from the congregation. Personnel policies address disputes between staff members.

Pat also shared with us an example of guidelines for social media.

Linkage—Doug Cauble and Ann have been researching what linkage is, how other congregations accomplish linkage, and how we could improve our linkage with the congregation.

Ann and Doug shared a few highlights from their research.

It was noted that we should continue our current linkage and revisit on a recurring basis whether or not the congregants feel they are being heard.

Additionally, we need to enhance our information about linkage with the congregation in our Board policies.

An update on the work towards the recommendations of the consultant will be given at the December Congregational meeting.

4. MSC Updates re: board actions

a) Negotiating Team Member Von

Connie Nelson-Laird, who was among those strongly recommended for the MSC, has agreed to serve on the negotiating team.

b) Contract/Letter of Agreement Von

We have an updated Letter of Agreement for Reverend Macklin and we have started working on the Associate Minister's Letter of Agreement.

5. Legal Representation Kathy

Kathy is waiting to hear back from Melinda Swenson regarding a possible attorney.

D. New Business

1. Monitoring

II.B. Staff and Volunteer Treatment Reverend Macklin

Written report from Senior Minister

Required exhibit: Personnel policies

See attached "Personnel Policies."

Reverend Macklin is exploring new ways we could show appreciation to our volunteers. She asked the Board to think about ways to provide volunteer appreciation. It was noted that some organizations add up all the volunteer hours to show how many volunteer hours are contributed.

The current personnel policies use the terminology Personnel Committee and Executive Minister. Reverend Macklin is examining whether or not we need a Personnel Committee or if a staff member, such as the Senior Minister or Associate Minister, should fulfill the tasks assigned to the Personnel Committee.

If the Personnel Committee no longer exists, the Board should propose to change the bylaws that refer to the Personnel Committee.

There was a discussion around whether or not it is an accepted hiring practice to hire church members, and whether or not there are any policies regarding this practice. Since there is no option to attend a different UU church, by necessity our employees are often members of the church. Personnel policies should be updated to include information about how to be a member and an employee.

II.E. Financial Condition Reverend Macklin

Written report from Senior Minister

Required exhibit: Statement of Cash Flow

See attached “Statement of Cash Flow.”

We are three months into the fiscal year. We are on target for income and expenses. Although the Sunday plate is a little low, prior year pledges are almost twice what was expected. Expenses are just slightly lower than expected.

We have what we have been calling an “operating endowment.” It often has earnings, although not lately. We do not receive a check for these earnings. In the future we will not include the investment income line in the budget.

There was a discussion around whether this is an endowment or operational reserve. Arzetta will research whether it is endowment or reserve, and how these funds can be used.

2. Web Presentation of board materials

See attached “Proposed Policy Changes October 2015.”

Ends Preamble will be added to help the reader understand what “Ends” are.

The Policy Preamble will set the context for the policies. They are not part of the policies themselves.

On the web the order of display should be Vision, Ends, and Mission.

There was a discussion about how we use our mission and Ends statements and communicate them to the congregation.

The word “Ends” can be confusing to the congregation.

Next year we should use Appreciative Inquiry with the congregation to revisit the Ends.

Motion by Kathy: Strike the first paragraph of the proposed Policy Preamble and adopt the rest of the proposed amendment to the Board policies.

Seconded by Doug.

Vote: approved unanimously.

Last May, policy regarding remote participation for Board members was approved by the Board, but was not added to the Board Policies document. That policy will be added to the Board Policies document at this time.

3. Congregational Meeting Planning

The congregational meeting will be December 13th.

The agenda will include:

- MSC update
- Ministers’ reports
- Update on the work resulting from the consultant’s report
- Update from SPF on divestment

- Green Sanctuary Task Force endorsement to be carbon neutral by 2050.
- Planned Giving
- Social Justice Grant Announcements (Steve Mascari)
- Leadership Cultivation, including Midwest leadership school
- Treasurer's Report (audit and refinancing)

4. Draft from external auditors

The board will meet with the Auditors in November to review the findings of the audit.

The church building mortgage will be refinanced. Proposals for refinancing have been requested from four financial institutions.

We owe approximately \$176K on our current mortgage. We will add \$20K to the new mortgage to pay for a new HVAC system. In 5 years we plan to have the mortgage paid off at a rate of approximately \$3000 a month.

V. Executive Session 9:19 PM

The board met in executive session at 9:19 PM.

VI. Adjournment

Motion by Von: to Adjourn.

Seconded by Arzetta.

Vote: approved unanimously.

The meeting adjourned at 9:36 PM.

[1] zeta:

* NOTE: The investment income is from the operating endowment. We do not request a check from the earnings. Instead, the earnings are retained in the endowment. This line will be removed from future budgets.

Proposed changes to UUCB Board Policies

Preambles to policies as a whole and to Ends section.

Proposed additions are in red.

Policy Preamble

Discussion: Add a non-normative preamble to the policies giving readers (1) some context of policy governance, and (2) how the different parts of the policies should be used.

Proposed change:

[The following would be added as its own page, immediately following the table of contents, and would be followed by “Terms” on a subsequent page. In other words, it would form a new page 3, shifting the current page 3 to page 4 (or page 5 if it requires more than one page).]

Preamble

This preamble is non-normative and exists to give context to the reader. If the preamble is in conflict with any of the remainder of this document, the latter is authoritative.

In 2010 the Unitarian Universalist Church of Bloomington IN (UUCB) adopted policy governance and the initial set of these policies. In the policy governance model, the Board of Directors (henceforth “Board”) delegates day-to-day authority and responsibility for operation of UUCB to the Senior Minister (who may then delegate to other ministers and staff). The policies exist to specify what the Board expects the Senior Minister to accomplish, what the limitations on the Senior Minister’s authority are, and how the Board will monitor their activities and accomplishments.

In expressing the will of the Board, these policies supersede any other policy created by the Ministers, staff, or lay leaders. The Board may modify these policies through any process they so choose. Limits of these policies are:

- The UUCB Bylaws are authoritative over these policies.
- The Board cannot shed their legal fiduciary responsibility through these policies.

The sections in this document and their purpose are:

- I. Ends: These statements set forth our general principles and aspirations.
- II. Senior Minister Limitations: These policies set forth limitations and expectations on the delegation to the Senior minister. The model is that if something is not

disallowed to the Senior Minister by these policies (or the Bylaws), then the authority is delegated by the Board to the Senior Minister.

- III. Governance Process: Specification of how the Board conceives, carries out, and monitors its own functioning.
- IV. Board-- Senior Minister Relationship: Spells out the delegation of authority from the Board to the Senior Minister and the monitoring of the Senior Minister by the Board.
- V. Monthly Monitoring Schedule: This describes the month-by-month activities of the Senior Minister to be monitored by the Board as described in Section IV.D

For more information:

- Dan Hotchkiss, "Governance and Ministry: Rethinking Board Leadership." Rowman & Littlefield Publishers; 1st edition (April 15, 2009). Available from Amazon and other book sellers.
- Concept of Ends statements comes from Carver: <http://www.carvergovernance.com/faq5.htm>
- UUCB Ends statements: <http://www.uua.org/uuagovernance/manual/ends/index.shtml>
- "How the UUA Board Uses Policy Governance": <http://www.uua.org/uuagovernance/manual/185407.shtml>
- "Policy Based Governance: A Resource For UU Congregations": <http://www.uua.org/governance/policybased/index.shtml>

Ends Preamble

Discussion: Add a preamble to the Ends to clarify what they are.

Proposed change (current page 3):

I. Ends

In policy governance, the board sets forth a set of Ends statements which establish our general principles as well as what our congregation aspires to do. They expand upon our congregation's vision statement, adopted in June of 2009, of "Seeking the Spirit, Building Community, and Changing the World" to provide spiritual and governance guidance to the ministers, staff, and lay leaders. The term "Ends" refers to the fact these statements are not policy which dictate "means" or how things are done, but are, rather, our expected outcomes.

The Ends statements were adopted by the board in September of 2010 during the transition to policy governance and are a living document maintained by the board with input from the congregation.

Policy I. General Ends Statement

5.03 Personnel Policy

Personnel Policy Manual
Unitarian Universalist Church
of Bloomington, Indiana

Date Adopted: _____9-9-2013 (by WTB, EML, CHM)____

(Changes on Page re: C. VACATION)____; revised 9-9-2013

Unitarian Universalist Church of Bloomington

General Information

Address: 2120 North Fee Lane, Bloomington, IN 47408
Phone: 812-332-3695
Email: admin@uubloomington.org
Website: www.uubloomington.org

Welcome to your new job

We appreciate that you've decided to spend your valuable time and effort working at the Unitarian Universalist Church of Bloomington and hope you will soon feel the U-U Church is a great place to work. Even though you are new to the church, you are a very important part of the team.

Beginning a new job means meeting many new people and learning many new things. Reading this manual thoroughly is the first thing you should do to get started. Whenever you are unsure about a rule or a policy, you can look in the manual.

Remember that the manual is just the beginning of your training as a new employee. Read it over now and read it over again after you have worked for a few weeks, when some of the details will make more sense. The best way to learn your job is to ask questions. Part of everybody's job is to help train new employees.

About the Unitarian Universalist Church of Bloomington

The first organization of Unitarians in Bloomington occurred in 1949 when a small group of faculty and students organized a Fellowship under the auspices of the American Unitarian Association. Adults held lay-led discussions on Sunday evenings in IU facilities or in members' homes. Religious education classes for children were held in the Indiana Memorial Union building.

In the ensuing years, the church has grown dramatically. The current property, purchased in 1964, has undergone a series of improvements; the most recent was the near doubling of the building and construction of the large Meeting Room in 1999. Church membership is over 400. The staff includes professionals in charge of church administration, campus ministry, religious education, and music. Future development is guided by long-range planning inspired by Appreciative Inquiry.

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I. EMPLOYMENT POLICIES AND PRACTICES

A. STATEMENT OF PURPOSE

We have prepared this Personnel Manual to help you to understand some of the policies and procedures of the Unitarian Universalist Church of Bloomington, Indiana, (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.

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

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. This Manual does not apply to ordained ministers(s) called by vote of the congregation. 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 Church Administrator. Your comments and suggestions are genuinely encouraged.

B. EMPLOYER MISSION

Mission Statement

In this liberal religious community of inspiration, love and action:

we celebrate life

we nurture one another

we welcome all

we care for the earth and

we work for the common good.

C. 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, gender, sexual orientation, 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.

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

D. SEXUAL HARASSMENT

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, the following:

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

Any employee who believes he or she has been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to his or her supervisor or the Personnel Committee. If the report or complaint involves the supervisor or Church Administrator, or if the above are unavailable, the individual receiving the report or complaint should immediately report it to the Personnel Committee.

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. If appropriate, the Personnel Committee may consult with UU MidAmerica Region or the Unitarian Universalist Association (UUA).

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.

E. HARASSMENT

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

has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or 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, the following:

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

Any employee who believes he or she has been harassed by another employee, a supervisor, an agent of Employer, or any other person who the employee encounters in the course of employment should report that conduct immediately to his or her supervisor or the Church Administrator. If the report or complaint involves the Church Administrator, or if the Church Administrator is unavailable, the individual receiving the report or complaint should immediately report it to the Personnel Committee.

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.

F. RESOLUTION OF EMPLOYEE PROBLEM OR GRIEVANCE

Effective communication is essential for productive working relationships. Employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner.

Staff members should first express their concerns verbally or in writing to the other individuals involved and attempt to settle differences among themselves.

If this does not resolve the problem, the employee should present any complaint or grievance to his/her supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the concern or grievance in writing to the Executive Minister. (If the Executive Minister is the employee's supervisor, the concern or grievance should be submitted to the President of the Congregation.)

The Executive Minister or the President of the congregation shall then recommend a resolution of the problem to the supervisor and employee. The resolution recommended by the Executive Minister or President will be binding upon the congregation and employee.

It should be noted that the Regional Executive of the MidAmerica UU Region can be called upon at any point for advice.

G. INTERNET POLICY

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

Inappropriate Internet use includes, but is not limited to:

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

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

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

Only authorized staff members may communicate on the Internet on behalf of Employer. Employees may not express opinions or personal views that could be misconstrued as being those of Employer. Employees may not state their status as a church employee in non-work Internet communications while expressing their personal opinions or beliefs. Any violation of this policy may result in disciplinary action.

H. MEDIA INQUIRIES

All requests for non-routine information about the Employer from newspapers, television and radio media should be directed to the Ministers or the President of the Congregation. An appropriate response to a media inquiry would be, "I'm not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"

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 Church Administrator.

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 Church Administrator.

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. 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.

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.

L. 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, or grandchild.

As a general policy, employment with the church is open to members of the congregation as well as other members of the community.

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, mailings to the employee's home, and contacting friends or family in case of emergency. The Church Administrator should be promptly notified of any changes in:

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

N. INITIAL REVIEW PERIOD

New employees and employees who are transferred to another position may be required to complete an initial review period of ninety days. This period may be shortened or lengthened at the Employer's discretion. Upon completion of this period, the employee will be considered a regular employee.

Upon satisfactory completion of the initial review period, hourly employees may be eligible to receive a raise of 50 cents per hour, at the discretion of Employer. Satisfactory completion of the initial review period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily even after the initial review period is completed. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of Employer.

O. PERFORMANCE EVALUATION

In general, employees will receive a written performance evaluation once each year that will be maintained in the Employee's permanent personnel file. 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.

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.

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.

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.

Exempt staff positions include the Church Administrator, Director of Religious Education, Minister of Religious Education, and Music Director. All other employees are Non-exempt Staff.

Exempt staff positions will be funded adequately to provide basic major medical health insurance, a retirement plan, and a flexible benefit plan. Non-exempt staff positions may be eligible for some benefits according to the number of hours worked per year.

B. HOURS OF WORK

A normal, full-time workweek consists of 40 working hours. Individual positions will require varying numbers of hours per week; these will be specified in individual letters of agreement. Some positions require working evenings and/or 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 which are part of their employment. These events will also be considered time worked.

C. BREAK PERIODS

The time of meal and break periods will be at the discretion of the employee's immediate supervisor. Generally, there will be one paid 15-minute break period for each four-hour work period.

Employees working 6 hours or longer usually receive an hour unpaid meal period. Non-exempt employees should not perform any work during their meal period, except as otherwise directed by their supervisor. Break periods may not be accumulated, nor may they be substituted for tardiness or longer meal periods.

D. TIMEKEEPING AND OVERTIME

Non-exempt employees must submit a written and signed record of their time worked at the end of each pay period. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Where required by applicable law, overtime will be paid to non-exempt employees at the rate of one and one-half times the regular rate of pay for all hours worked in excess of forty hours in any one work week. Holiday, vacation and sick leave are not counted for purposes of overtime compensation. Employees should not work overtime without authorization in advance.

E. PAY AND PAYROLL DEDUCTIONS

Pay adjustments, when available, will generally be considered for all employees once a year. Any adjustments will normally begin at the beginning of the fiscal year. Employees are generally paid at the end of the month.

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

Employees are responsible for promptly notifying the Church 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 significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through Employer. This summary is not intended to and does not create an express or implied contract, promise or representation between Employer and the employee. These benefits are subject to change at any time at the discretion of Employer. Any questions about employee benefits should be directed to the Church Administrator, who consults with the Personnel Committee and Human Resources Advisory Committee.

A. GROUP INSURANCE PROGRAMS

1. Health Insurance Benefits

Employees who work at least 750 hours per year may enroll in the group health insurance plan sponsored by the Unitarian Universalist Association (UUA). Employees are responsible for payment of premiums. Further information concerning the plan and any alternative health related benefits may be obtained from the Church Administrator. The Employer does not sponsor a group health insurance plan, and purchase of private health insurance by employees is permitted.

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

Employees who work at least 750 hours per year are offered the option of purchasing group dental insurance, term life insurance, and long-term disability insurance through the group plan sponsored by the UUA. New employees must enroll within 90 days of date of hire. Further information concerning these policies is available from the Church 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 Church Administrator. Employees may be required to provide a physician's statement in order to receive worker's compensation benefits, or to return to work.

B. RETIREMENT BENEFITS

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

Before an employee can become a participant, there are certain eligibility requirements that must be met. Each employee should review this material carefully and discuss any questions he or she may have with the Church Administrator or with the appropriate staff members at the UUA.

C. VACATION

The Employer grants paid vacation to exempt staff employees at their regular rate of pay based on their length of service with the Employer. In addition, in special cases, hourly employees working an average of 15 hours per week or more may be granted paid vacation at their regular rate of pay and number of hours per week as outlined in their letters of agreement, based on their length of service with the Employer. (highlighted change effective 6/30/2014)

(Non-exempt staff employees who are half-time or more are entitled to a prorated amount of vacation time.) Vacation eligibility for eligible staff members is as follows:

Length of Service Amount of Vacation

0-4 years: 1 hours per 26 hours worked

More than 4 years but less than 8 years: 1 hours per 17 hours worked

More than 8 years: 1 hours per 13 hours worked

Increases in vacation accrual rate will be made on the first day of the month following the anniversary date of the year in which an employee completes his or her 4th or 8th year of employment.

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

Accrual of vacation time past the end of the fiscal year in which it was accrued may not exceed one week.

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

D. HOLIDAYS

The following paid holidays are observed each year for Core Staff--Ministers, Church Administrator, Director of Religious Education, Minister of Religious Education, Music Director, Connections Coordinator—will be paid for the following holidays:

New Year's Day
Martin Luther King, Jr.'s Birthday
Washington's Birthday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve
Christmas Day
New Year's Eve

Church offices will generally not be open on these holidays.

Additionally, the church offices will be closed December 24-January 1.

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.

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

All full-time exempt staff employees accrue one day of paid sick leave for every month worked, up to a maximum of twelve days per calendar year. One year's worth (12 days) of sick time may be carried forward into the following year. Part-time exempt staff employees accrue sick leave on a pro rata basis. Non-exempt staff do not accrue paid sick leave.

Sick leave is to be used when the employee is unable to work due to the employee's own illness, injury or other medical condition. Sick leave may also be used as part of medical leave or sick childcare leave. 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 employee's supervisor. 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. Regarding any medical leave of absence, Employer reserves the right to request a second opinion from a physician chosen by the Employer.

4. Personal leave with pay

Employees who have been employed full-time for at least one year may be given paid personal leave of three days per year, which must be approved in advance by their supervisor.

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 days with pay for the death of an immediate family member. The number of paid days off will be determined by the Personnel Committee based on the circumstances.

7. Jury duty leave with pay

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

8. Parental leave without pay

Full-time 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, in the discretion of the Personnel Committee, run concurrently with unpaid parental leave.

F. VEHICLE USAGE AND REIMBURSEMENT

Employees using their own cars for church-related business may be paid mileage. Trips must be authorized by the employee's supervisor. Employees using their own cars for church-related business 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 AND PUNCTUALITY

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. All scheduled absences must be approved in advance by the supervisor. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence and the expected time of return to work. Employees must call in each day they are absent, unless otherwise authorized by their supervisor.

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 which normally occur in four steps:

1. Verbal warning or counseling for a first occurrence.
2. Informal written warning for a second occurrence.
3. Formal written warning for a third occurrence.
4. Suspension without pay or termination for a fourth occurrence.

Written warnings (formal and informal) will be retained in the employee's personnel file as a record of work performance. Formal written warnings are in effect for varying periods of time depending on the severity, up to a maximum of one year, during which time an employee will not be eligible for merit wage increases or employee-requested transfers or promotions. The Employer reserves the right in its discretion to bypass any of the above steps and utilize a higher level of discipline for any given occurrence. The severity of discipline will depend upon the severity of the occurrence as well as the employee's work history.

Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive.

Failure to perform work in a manner acceptable to Employer.
Absenteeism or tardiness.
Leaving work without permission.
Failure to report absences as required.
Sexual harassment or harassment described in this Manual.
The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on Employer premises (including meal and other breaks).
Unauthorized possession of weapons.
Disclosure of confidential information.
Smoking in unauthorized areas.
Failure to report-on-the job injuries.
Working another job while absent.
Failure to accurately complete or permitting another person to complete the employee's timecard.
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.
Employee threats and violence.

C. 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 an Employee has violated this policy, the Employer may take appropriate disciplinary action that may include, but is not limited to, suspension and/or termination of employment, and/or legal action as appropriate.

All employees shall inform the Personnel Committee, the Church Administrator, 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.

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 location 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 Church Administrator. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Church Administrator. In the event of a fire or other emergency, dial 911 immediately, and all staff should follow evacuation procedures as directed by supervisor.

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 Church Administrator so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to the Church Administrator.

G. PROFESSIONAL BEHAVIOR

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

H. INSPECTION RIGHTS

Churches, like other organizations, are sometimes the victims of thieves. The church has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees, however, the church can make no assurances that they will always be secure. The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on church premises. Therefore, the Employer reserves the right to open and inspect any desk, file cabinet, storage closet or storage area at any time and without prior notice or consent. Employees may not use personal locks on church owned desks, cabinets, closets or storage areas.

I. EMPLOYMENT AUTHORIZATION

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

This page should be separate from the Personnel Policy Manual, as it will be placed in the employee's personnel file after it has been signed.

PERSONNEL MANUAL ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Personnel Policy Manual of _____. 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 subject to change.

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

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

Date

Employee Name (Print)

Employee Signature