

**Personnel Policy Manual**

For

**Unitarian Universalist Church of Bloomington**

2120 N Fee Lane  
Bloomington, IN 47408

**Date Adopted: June 19, 2024**

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## **WELCOME**

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

We work together to ensure that the administrative, operational, and other needs of the congregation are met. Our work supports volunteer members of our congregation and helps advance the mission of the Church.

At UUCB, the Lead Minister is responsible for overseeing and managing staff in their position as Head of Staff, working in collaboration and consultation with staff supervisors and the Personnel Advisory Committee. The charge and composition of the Personnel Advisory Committee are given in Appendix A. If you have any questions or suggestions concerning information in this Manual, please feel free to contact the Lead Minister or the Chair of the Personnel Advisory Committee.

Again, welcome!

## CONGREGATION MISSION AND HISTORY

In 1948, a half dozen Indiana University faculty, students, and staff, who had been active in Unitarian activities elsewhere, started to meet together in Bloomington. Meetings were lay-led and held in each other's homes about once a month.

On January 5, 1949, they applied to the American Unitarian Association (AUA) for Fellowship status and were recognized as an affiliate. They shifted their meetings to twice a month and met at the IU campus club on 7<sup>th</sup> Street. After the meeting, they would socialize at a member's home. In October 1949, the Fellowship shifted its meeting place to the IU Memorial Union, which had a larger meeting room. The congregation at the end of 1949 had grown to 30 adults.

In the ten years of its existence, the Fellowship promoted integration, civil rights, free speech, and fostered a liberal religious education for its children.

The Fellowship developed an outreach to the University students on campus and supported efforts by the City of Bloomington and Monroe County to make the area respectful of religious, cultural, and racial diversity.

The Fellowship became a church with a minister in 1958 and moved to North Fee Lane, its present location, on the edge of the Indiana University campus in 1962, originally holding its services in the farmhouse located on the property.

The present building has expanded since it was started in 1965. The present meeting room or sanctuary where Sunday services are held was constructed as an addition and dedicated in 1999. This addition nearly doubled the size of the building. In 2011, the Green Spaces project encouraged the installation of more efficient windows, lighting, and solar panels for generating electricity.

We estimate the current Church membership at roughly 450. The staff includes professionals in charge of Church administration, religious education, membership, and music.

## OVERVIEW

This Manual has been prepared to help you understand the personnel policies and procedures of the Unitarian Universalist Church of Bloomington (referred to herein as "Employer" or "Church"). 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 creates an employment agreement, express or implied, or a contract that employment or any benefit will be continued for any specific period of time. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment, or revocation by the Employer at any time.

Not every situation can be anticipated. For that reason, this manual provides only a general overview. When applying the policies and procedures in this Manual, the Employer will take into consideration the specific facts and circumstances of each situation.

The personnel policies of the Unitarian Universalist Church of Bloomington are established by the Board of Directors which has delegated authority and responsibility for their implementation to the Lead Minister as Head of Staff. The Head of Staff may, in turn, delegate authority for implementing specific policies. Employees are encouraged to consult with the Head of Staff regarding the policies, privileges, and responsibilities described in this Manual. Questions about personnel matters may also be referred to the Chair of the Personnel Advisory Committee.

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, adopted in June, 2024 replaces all previous personnel policy manuals or handbooks and any inconsistent policies.

## VALUES THAT GUIDE OUR WORK

Unitarian Universalist principles affirm the inherent worth of each human being and commit to working towards justice, equity, and compassion in human relations. The Congregation believes that policies advancing diversity, equity and inclusion are essential in creating social change which responds to historical and current practices of discrimination. Additionally, we believe that diversity among our staff makes for a richer, more dynamic organization. Our Congregation is committed to addressing the systemic prejudices and biases found within all parts of society by, among other things, working to ensure that all staff are trained to understand, welcome, and better serve a multiracial, multiethnic, increasingly diverse community and enhance the ability of each individual to live our values of justice, equity, and interdependence.

The Church as Employer encourages open discussion of work-related problems or concerns so that those problems and concerns can be addressed quickly and fairly. It also 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 or expression, national origin, age, disability, veteran status, genetic information, or any other classification protected by law. As a church, the Employer 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 and against policy. The Church as Employer 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.

Employees who have concerns about the Church as a workplace, who believe that they have been subject to discrimination, harassment, or retaliation in the workplace, or who believe that any other Employer policies have been violated, should report their concerns immediately to the Lead Minister as Head of Staff, or the Chair of the Personnel Advisory Committee.

## NATURE OF EMPLOYMENT AND DEFINITIONS

### **Voluntary At-Will Employment**

All employment at the Church is “at-will.” That means that employees may be terminated from employment with or without cause and employees are free to leave the employment of the Church with or without cause.

### **Definitions**

**Employer** refers to the Unitarian Universalist Church of Bloomington as the legal entity that hires people to complete assigned work for wages or a salary.

**Congregation** refers to the members and the larger community of regular participants in the activities and programs of the Unitarian Universalist Church of Bloomington.

**Head of Staff** refers to the Lead Minister (or Co-Lead Ministers) in their capacity as Head of Staff, as described in the Unitarian Universalist Church of Bloomington’s Bylaws.

Full-time employees are defined as employees who regularly work 12 months of continuous full-time service at 40 hours or more per week.

Part-time employees are defined as employees who regularly work less than 40 hours per week and/or less than 12 months per year. Part-time employees can be both salaried and hourly. Part-time employees scheduled to work at least 10 hours but less than 40 hours per week are eligible for many of the benefits described in this Manual.

Temporary employees are defined as employees who work 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. Temporary employees are employed for a limited period of time. Temporary employees are entitled to benefits consistent with the provisions of benefit plans offered by the Employer or as required by law.

Employees can also be 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 workweek and are entitled to be paid the minimum wage and overtime for hours worked over 40 in a workweek.

**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.

Appendix B includes the current staff organizational chart for the Unitarian Universalist Church of Bloomington.

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.

### **Position Descriptions**

Each position will have a written job description. In general, the description will include the: purpose of the position, areas of responsibilities, immediate supervisor(s), qualifications required, salary range, and working conditions affecting the job, e.g., working hours, use of car,



etc. The Head of Staff or the direct supervisor will have discretion to modify the job description to meet the needs of the Employer.

## **HOURS OF WORK, ATTENDANCE, AND PAYROLL**

### **Hours of Work**

Your immediate supervisor and/or Head of Staff will establish individual work schedules, which may change from time to time based on the needs of the Church and at the discretion of the supervisor/Head of Staff. Attendance at meetings outside of established work schedules at the request of the employee's supervisor or 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. Some employees may be eligible for partial remote work arrangements, with advance permission of the Head of Staff. In general, employees are expected to work at least half of their hours onsite.

The Church Office is currently open Monday through Friday from 9 a.m. to 3 p.m. The office is also open on Sunday from 10 a.m. to 1 p.m. Some employees may be scheduled for work on weekends and evenings.

### **Attendance, Timekeeping, and Overtime**

Each employee is expected to maintain an up-to-date schedule of their work hours, indicating whether they will be working in the Church building or remotely. Each employee is expected to work their scheduled hours. Repeated failure to work as scheduled may result in discipline up to and including termination of employment.

All scheduled absences must be approved in advance by the supervisor or Head of Staff. Employees who are unable to work at their scheduled time must contact their supervisor or 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 their supervisor or Head of Staff. Any employee who fails to work their scheduled hours without notice for three or more consecutive workdays will be considered to have voluntarily terminated employment, effective immediately.

Employees who are paid on an hourly basis must submit a written record of their time worked on a weekly basis, consistent with the record-keeping provisions of the Fair Labor Standards Act ("FLSA") and state law. The time of meal and break periods will be at the discretion of the employee's immediate supervisor. In general, brief break periods are considered part of time worked each day and lunch periods are not.

From time to time, employees may be required to work in excess of their regularly scheduled hours. Work by a non-exempt employee in excess of 40 hours in a workweek will be compensated as comp time or overtime. Both overtime pay and the scheduling of comp time must be approved by the employee's immediate supervisor in advance. Whenever possible, comp

time should be taken during the current pay period. Paid holidays, sick days, vacation days, or any other paid time off do 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**

UUCB strives to live its values by compensating staff appropriately and providing access to high quality benefits. Pay adjustments generally will be considered for all employees during budget construction for the next fiscal year (April to June), 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, and other appropriate factors, such as increases in the cost-of-living as well as changes to UUA salary recommendations.

Deductions made from employees' wages are reflected on the paycheck. 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 should be reviewed when they are received. If an employee believes a mistake has occurred, or if there are any questions, the Director of Administration or Head of Staff should be contacted immediately so that they can investigate the matter and make any necessary corrections.

Unless otherwise indicated in their contract or through a legacy agreement, employees will be paid twice each month, on the 15th and last day of each month. Employee pay will be electronically deposited into their bank account each pay period.

## **ECONOMIC BENEFITS AND INSURANCE**

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

### **Health Insurance Benefits**

Employees who are expected to work at least 750 hours per year may enroll in the group health insurance plan sponsored by the Church. The Employer currently pays 80% of the health insurance premiums and 50% of dependent coverage for full-time exempt employees. Other employees who choose to enroll in the group health insurance plan sponsored by the Church will cover the full cost of their health insurance premiums.

Employees will be required to make their mandatory contributions to the group health insurance plan by payroll deduction.

Further information concerning the UUA health plan may be obtained from the Head of Staff or by going to <https://www.uua.org/finance/compensation/health>.

### **Group Dental, Term Life, And Long-Term Disability Insurance**

Employees who are expected to work 750 hours per year are enrolled in term life insurance and long-term disability insurance through the group plan sponsored by the UUA. The cost of insurance is deducted post-tax from the employee's salary.

Employees who work 750 hours per year may also enroll in group dental and vision insurance. As for health insurance, the Employer pays 80% of the premium cost for dental and vision coverage for these employees and 50% of dependent coverage for full-time exempt employees. Further information concerning these policies is available from the Head of Staff or by going to <https://www.uua.org/finance/compensation/uua-insurance-plans>

### **Workers' Compensation Insurance**

The 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 accidents or injuries to employees, no matter how minor, should be reported immediately to the Head of Staff, who will report it to the workers compensation insurance carrier. 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**

The Employer has adopted the Unitarian Universalist Organizations Retirement Plan (UUORP). The plan is an IRS qualified, defined contribution, 401(a)(k) multiple employer 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.

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 Employer 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 Head of Staff, with the Retirement Plan staff at the UUA, and/or with a trusted personal financial advisor.

The Employer does not make retirement contributions on severance pay.

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

## **LEAVE BENEFITS**

### **Holidays**

Employees regularly scheduled to work at least 20 hours per week are eligible for holiday pay, with part-time employees receiving pay for 1/5<sup>th</sup> of their regularly scheduled weekly hours.

If eligible employees are required to work on a holiday, they generally will accrue PTO for that day. Full-time employees who are required to work on a holiday accrue one full day of paid time off. Part-time employees who are required to work on a holiday are granted 1/5<sup>th</sup> of their regularly scheduled weekly hours in paid time off. The following are holidays for which eligible employees are paid:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Indigenous Peoples' Day
- Veterans' Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve

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. Eligible employees (those who are scheduled to work 20 hours or more per week) may choose to take up to two floating holidays in place of holidays listed above.

**Paid Time Off (PTO)**

The Employer grants paid time off (PTO) to full-time and part-time employees scheduled to work at least 16 hours per week at their regular rate of pay based on their length of service with the Church according to the schedule below.

Length of Service	Annual Amount of PTO
0-4 years	5 x employee's regularly scheduled weekly hours
5-9 years	6 x employee's regularly scheduled weekly hours
10 + years	7 x employee's regularly scheduled weekly hours

For example, an employee who has worked 30 hours per week for 3 years is entitled to 150 (5 x 30) hours of PTO each year.

PTO begins to accrue at the date of employment. PTO accrues at each pay period. Employees may not use more than the amount accrued without approval of the Head of Staff.

Increases in the amount of PTO to which employees are entitled will be made each year on the anniversary date of the employee's hire.

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

Vacation time must be requested at least two weeks in advance and can only be taken with the approval of the immediate supervisor or Head of Staff. In the event of conflicting vacation requests, vacation generally will be granted in the order the requests are received, in accordance with length of service and consistent with workload requirements.

Employees may carry up to two weeks of their annual PTO accrual into the next employment year but for no longer. Upon termination or resignation, employees will be paid for accrued, but unused, PTO carried over from the previous year and what has accrued during the current employment year.

## **Funeral or Bereavement Leave**

Full-time employees will be granted up to 10 consecutive paid work days for bereavement leave to attend to arrangements and to take care of matters attendant to the death in the event of a death of an immediate family member (spouse/partner, child, parent), up to 5 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). Part-time employees will be granted the same benefits on a pro-rated basis. Additional time without pay may be requested from the Head of Staff.

## **Jury Duty**

While employees serve on a jury, they will receive their regular paycheck with no loss of regular pay for up to 20 days as long as they provide the Head of Staff with copies of court documents affirming the facts concerning their service on a jury.

Employees are expected to keep the Head of Staff informed of their service as a juror so plans can be made to provide continued coverage of their positions during their absence. On any day or half-day they are not required to serve, they 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 urgent matters. During such leaves, an employee may use their accrued PTO and any applicable insurance coverage. 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**

The Employer 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 PTO 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.

## **Parental Leave**

After successful completion of 90 days of employment, full-time employees will be provided 8 weeks of unpaid leave for the birth or adoption of a child under the age of 18 years or 23 if mentally or physically disabled. This unpaid leave counts toward the FMLA leave period. The employee must give 2 weeks' notice of anticipated date of departure and notice of intent to return to work.

## **Extended Medical Leave**

Employees who work a minimum of 10 hours per week, who have been diagnosed with a serious illness or disabling condition by a physician, and who have exhausted their PTO, may be paid extended sick benefits at 75 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 PTO has been used.

The Employer also reserves the right to request a second opinion from a physician chosen by the Employer on any medical leave of absence. If an employee is covered by the Employer's health insurance, the Employer portion of the health insurance premium will continue to be paid by the Employer during the unpaid medical leave. The Employer will also continue to pay the premium for long-term disability, life insurance, and dental insurance.

## **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 PTO for all or part of the period of military service. Leaves of absence in excess of any available PTO 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.

## **Sabbatical Leaves**

Religious professionals benefit from time spent in study, reflection, spiritual renewal, continuing education, or community service. Sabbatical leaves are a privilege applicable to only certain positions, are completely discretionary, and may be suspended, terminated, or altered at any time. Any sabbatical leaves offered by the Employer will be addressed in employees' letters of agreement.

## **SEPARATION**

### **Separation Pay**

If an employee's position is terminated for reasons unrelated to work performance or employee conduct, the employee is eligible for 2 weeks of severance pay, calculated as the regularly scheduled hours x the hourly pay rate for non-exempt hourly employees, for each year of employment up to a maximum of 16 weeks. Accrued, but unused, PTO will be paid.

If employment is ended for poor performance before the second anniversary, the employee will be paid 2 week's severance pay, calculated in the same manner. If the employee has completed two years or more then they will receive one additional week of severance for each year of service up to 6 weeks. If an employee is dismissed for serious misconduct, no severance is paid and all benefits cease at the time of dismissal. Accrued, unused PTO will be paid.

### **Resignation/Retirement**

Resignations and retirements are voluntary terminations of employment initiated by the employee. Employees resigning from the Employer 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 PTO is paid at the end of employment.

## **OTHER WORK POLICIES**

### **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 Employer that establishes identity and employment eligibility from the date employment begins.

### **Disability Accommodations**

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 Head of Staff about the disability and discuss the type and nature of any assistance or adjustment that would enable the employee to perform the essential functions of the job.

In most cases, the Employer will need medical documentation of the disability and of possible accommodations. The Employer 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 Employer may



also ask to communicate with the employee's physician or health care provider to help the Employer assess the need for and the appropriateness of the proposed accommodations and to ensure that the employee can safely perform the essential functions of the job with the accommodations. The Employer may also ask the employee to submit to an independent medical or other appropriate examination, at the Employer's expense.

### **Professional Attire and Conduct**

Employees should maintain a neat and clean appearance that is appropriate to their position and the Church. If you have questions about what is appropriate, please ask your supervisor or Head of Staff. Name badges should be worn when employees are on duty on Sunday or at major congregational events.

### **Alcohol and Illegal Drugs**

The Church 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 Church premises or property is prohibited. Under no circumstances may an employee appear at work while intoxicated or under the influence of marijuana or 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 Employer recognizes that responsible consumption of alcohol might be acceptable at occasional functions, but generally, the workplace is alcohol-free. On occasions where alcohol consumption is permitted, 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 Church is a smoke-free workplace. Smoking and vaping are not allowed anywhere on Church property, either inside or outside the Church building.

### **Confidentiality**

Employees sometimes have access to confidential information about the Church, including but not limited to information about members, friends, or other staff members (e.g., personal information pledge amounts, requests for ministerial support). 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 Head of Staff.

### **Computers, Internet, Email, and Other Resources**

The Employer provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Employer-provided technology should be reserved for legitimate business use and not for more than incidental personal use. All communication using tools provided by the Employer or used for Employer-related business should be handled in a professional and respectful manner.

The Employer 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 Employer's computer system are the property of the Employer and may be reviewed and inspected at the Employer's discretion. Any account established on behalf of the Church must be authorized with all access information, including passwords, communicated to and maintained by the Church.

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

Only authorized staff members may communicate on behalf of the Church. Employees may not express opinions or personal views that could be construed as being those of the Church.

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 Employer may only be downloaded and used for Employer-related work provided the employee is given express written permission from the Employer, 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 provide copies of and then to delete any and all Church-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 Employer. The employee must provide the Employer with immediate notice should a personal device containing Church software or files be lost or stolen.

**Personnel Information and Files** Employees are expected to keep up-to-date all the information provided to the Employer at the time of hire and as requested from time to time. This information is essential for many purposes, including benefits administration, mailing information to the employee's home, and contacting friends or family in case of emergency. Please notify the Director of Administration promptly 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 their contact information; and
- Any relevant changes in licensing or education.

The Employer 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 the Head of Staff at a mutually agreed upon time.

### **Conflict of Interest/Outside Employment**

Employees will not engage in any other employment or business activity that is incompatible or in conflict with their duties, functions, or responsibilities as an employee of the Church. Activities that may constitute a conflict include use of the Employer's time, facilities, equipment or supplies, or the use of the title, prestige, or influence of the congregation for private gain or advantage.

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

If the Employer and the employee disagree that outside employment creates a conflict of interest or the appearance of a conflict of interest, the Employer 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. Should a family member hold a position that would usually place them under the supervision of another family member, the Head of Staff will assign an alternative supervisor.

As a general policy, employment with UUCB is open to members of the congregation as well as non-members.

### **Medical Documentation**

From time-to-time, employees may be required, as a condition of employment, to undergo a medical examination or otherwise to provide the Employer with requested documentation, such as evidence of the existence or duration of medically required absence, ability to return to work,

etc.

### **Vehicle Usage and Expense Reimbursement**

Employees using their own cars for Employer-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 supervisor. Trips must be authorized by the employee's supervisor and reimbursement must be requested within two weeks of the completion of the authorized travel. Employees driving on Employer-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 the Employer. The use of hand-held cell phones or texting is strictly forbidden when driving on Employer-related business.

Other approved expenses incurred by an employee on behalf of the Employer will be reimbursed according to the Employer'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 policy regarding safety of children and youth, disruptive conduct, or any other safety related policies at all times. They should know the whereabouts of fire extinguishers, first aid kits, and defibrillators. Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the Head of Staff. In the event of a fire or other emergency, the fire department and/or other emergency services should be called immediately.

### **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 Director of Administration or 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 Director of Administration or Head of Staff.

### **Workplace Threats and Violence**

Threats, threatening behavior, or acts of violence against persons by anyone on Church property will not be tolerated. The possession or use of weapons, firearms, ammunition, etc. is prohibited on Church property except for authorized law enforcement or security personnel.

Anyone who verbally or physically threatens another, exhibits threatening behavior, or engages in violent acts on Church property may be removed and must remain off Church property pending the outcome of an investigation. If the Employer determines that a staff member 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 will inform the Head of Staff of any behavior which they have witnessed or experienced, which they regard as threatening or violent.

### **Inspection Rights**

The Church 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, weapons, explosives, or 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 Employer-owned desks, cabinets, closets, or storage areas.

### **Media Inquiries**

All requests for information on behalf of or regarding the Church from newspapers, television and radio media should be directed to the Lead Minister. An appropriate response to a media inquiry would be, "I'm not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"

## **SUPERVISION AND PERFORMANCE REVIEWS**

The immediate supervisor or Head of Staff assists employees in learning their jobs and identifying priorities and goals. Early in their employment, new employees will meet with their immediate supervisor and/or Head of Staff to clarify their responsibilities and to identify goals. This will include the preparation of a written work plan. New employees complete an initial review period of up to ninety days, after which the employer will make a decision about continued employment. Employees transferring to a new position will also receive a review after ninety days to evaluate performance of their new responsibilities.

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.

At least twice per year, the immediate supervisor and/or Head of Staff will meet with employees who report to them, reviewing the employee's work plan, job performance, goals and priorities, assessing needs, and working through challenges. Any employee performance concerns will be discussed with the employee and documented. To complement ongoing performance feedback, a

formal written performance review will also be conducted annually. Factors considered in assessing performance include but are not limited to quality and quantity of work; attainment of goals for the position; dependability; attendance and punctuality; effective interpersonal relationships with other employees and with congregants; and personal conduct. As part of that review, all employees are given the opportunity to respond in writing.

## **PERFORMANCE AND CONDUCT EXPECTATIONS**

### **Standards Of Conduct**

All employees must observe certain guidelines to protect the integrity of the Church as described in this document. Violations may result in disciplinary measures including verbal warnings, written warnings, or termination.

We strive to resolve problems at an early stage through open communication between the employee and the immediate supervisor or Head of Staff. When improvements are necessary in the conduct or performance of an employee, the immediate supervisor or Head of Staff will meet with the employee to discuss the needed improvements. If an employee's performance continues to not measure up to the established standards of the job, or if an employee does not conform to work or conduct expectations, the immediate supervisor or Head of Staff will attempt to give the employee written advance notice of the problem and inform the employee that their job is in jeopardy if satisfactory improvement is not made. Under some circumstances, the immediate supervisor or Head of Staff may choose to establish a performance improvement plan which provides specific details of the conduct or performance in question along with metrics for evaluating improvement. The Employer will strive to help employees succeed in their work. However, continued employment depends on the Employer's needs and the employee's ability to satisfy performance and conduct standards.

In the case of serious misconduct, the Head of Staff retains the right to terminate an employee immediately. Generally, the Employer will provide an employee who is believed to have engaged in unacceptable conduct with written documentation of the concern and will give the employee an opportunity to respond. While the Head of Staff has hiring and firing authority, if an employee believes that they have been falsely accused of unacceptable conduct, they may request a review of the matter by the Personnel Advisory Committee. During the review period, the Head of Staff may temporarily suspend the employee without pay. If the Personnel Advisory Committee determines that the accusation of unacceptable conduct was unwarranted, the employee will be compensated retroactively for the review period.

## **GENERAL PROCEDURE FOR WORKPLACE CONCERNS**

Employees may occasionally experience problems affecting their employment relationships. It is important to work out a solution as quickly and fairly as possible. The Employer encourages employees to discuss work-related ideas or concerns with their supervisors. Employees who have a work-related problem that they cannot resolve on their own, or who are responsible for

handling or responding to employee concerns and would like assistance, should reach out first to their immediate supervisor for informal discussion. For additional assistance, staff should discuss the problem with the Head of Staff.

If this discussion does not resolve the problem, employees may seek additional conflict resolution:

- The employee will first submit the matter in writing to their immediate supervisor, which may be the Director of Administration or Head of Staff. The immediate supervisor will meet with the employee, investigate the problem, and respond, ordinarily within ten (10) days.
- If the immediate supervisor is the Director of Administration and the employee believes that the problem is not resolved, the employee may next submit their concern in writing to the Head of Staff. The Head of Staff will meet with the employee, collect information as needed, and respond as they deem appropriate.
- Finally, if the problem is not resolved, the employee may submit their concern in writing to the Chair of the Personnel Advisory Committee, who may consult as needed with the Head of Staff and Board of Directors. If requested both by the parties and Head of Staff, the Chair of the Personnel Advisory Committee or their designee may serve as a mediator or facilitator for the matter.

## **POLICY AGAINST WORKPLACE HARASSMENT**

Our Church expects all employees to conduct themselves in a professional manner with concern and respect for their colleagues, congregants, and others served by the congregation. Similarly, we expect all employees to be free from harassment from congregants and others encountered while serving our Church. Any harassment regarding race, color, religion, age, sex, sexual orientation, social class, gender identity or expression, national origin, disability, or any other protected status will not be tolerated. Harassment by anyone in the workplace is unlawful.

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. It can occur in interpersonal interactions and also via email or social media.

### **Sexual Harassment**

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; or

- the conduct unreasonably interferes with an individual’s employment or creates an intimidating, hostile, or offensive employment environment.

### **Procedures for Harassment Complaints**

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 Church-related activity. Any employee who believes that they have been harassed by another employee, by any minister, a congregant, or any other person who the employee encounters in the course of employment should report the incident to the Head of Staff or, if the report involves the Lead Minister, to the chair of the Personnel Advisory Committee. You may be asked to put your complaint in writing.

If appropriate, the Head of Staff or chair of the Personnel Advisory Committee may refer that matter to the Personnel Advisory Committee for formal investigation and resolution pursuant to its procedure (a copy of the procedure is available upon request). After investigation, if the Employer determines the respondent engaged in misconduct, the Lead Minister as Head of Staff will take appropriate measures and/or disciplinary action.

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.

### **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 Bloomington dated June, 2024. I understand that it is my responsibility to read the Manual and to comply with the policies, practices, and rules as outlined therein.

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Employee name

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Employee signature

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Date signed



## **APPENDIX A**

### **UUCB Personnel Advisory Committee**

The overall purpose of the Personnel Advisory Committee is to assist the Board in developing and reviewing policies and related procedures pertaining to employment of the congregation's paid staff.

This work includes:

- Working with the Lead Minister as Head of Staff to develop and review personnel policies and practices
- ;
- In accordance with the budget cycle, analyzing the costs of maintaining staff with fair and appropriate salaries and benefits, based on UUA guidelines, local cost-of-living, and other best practices;
- Serving as advisors to the Lead Minister as Head of Staff in resolving staff grievances.
- Serving as the Investigation Committee for cases of alleged discrimination, harassment, or sexual misconduct. In cases of alleged discrimination, harassment, or misconduct, against the Lead Minister, the Lead Minister does not serve on the Investigation Committee. In cases of complaints involving ministers, the UUA Ministries and Faith Development Staff Group is available to assist;
- Providing consultative support to the Lead Minister in the management and utilization of staff as well as benefits administration.

The Personnel Advisory Committee will have a minimum of three members, appointed by the Board for staggered three-year terms. At least one member should be a member of the Board. The Lead Minister is an additional, ex officio member of the committee.

**APPENDIX B**  
**UUCB Org Chart**

Lead Minister, Head of Staff

Director of Administration

    Communications Coordinator

    Sexton

    Cleaning services by independent contractor (non-staff)

Director of Lifespan Religious Education

    Religious Education Assistant

    Childcare staff

Director of Music

    Choir accompaniment by independent contractor (non-staff)

Connections Coordinator

Technology Coordinator

    Multimedia Technologists