

FIRST UNITARIAN CHURCH OF
WILMINGTON

Personnel Policy and Procedures
Manual

This manual is not a contract of employment, and the Church retains the right to alter it at any time. Employment with the Church is “at will” in accordance with Delaware State Laws; therefore, the employment relationship may be terminated at any time for any reason by either the employer or the employee.

Personnel Policies and Procedures Manual

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I. GENERAL

I-A EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The First Unitarian Society of Wilmington, Delaware is an equal opportunity employer in its selection and employment of staff. Church employees will receive appropriate consideration in all matters without regard to non-merit factors such as race, color, age, religion, gender, sexual orientation, national origin, disability, marital status, or political affiliation.

I-B DEFINITION OF SELECTED TERMS

Throughout the Personnel Policies and Procedures, the following terms are used with the meaning shown:

Allowance: A payment to an employee in recognition of an event, not for hours worked. Thus, a holiday allowance is paid in recognition of a holiday which falls on a day on which the employee would normally be scheduled to work even though the employee may not work on that day. A call-in allowance must be paid to a non-exempt employee in recognition of the call-in and such payment is in addition to pay for the hours worked. The call-in allowance is paid as compensation for the inconvenience and disruption to the employee's private life.

Annual Review (AR): The process used for appraising performance and discussing development issues with each employee.

Board: Collectively, the Board of Trustees elected by the Congregation.

Church: First Unitarian Society of Wilmington, Delaware.

Church Year: The period from July 1 of one calendar year through June 30 of the following calendar year.

Congregation: Collectively, the voting members of the Church.

Executive Team: The body to whom the Board of Trustees delegates day to day operations of the church.

Immediate Supervisor: The person to whom a position incumbent reports, as specified by the position description.

Program Staff: Ministers, Honorary Minister of Music, and Director of Religious Education.

Support Staff (Non-Program Staff) Business Manager/Congregational Administrator, Publications Assistant, Supervisor of Building & Grounds, Custodians, and other operational positions that may develop from time to time.

Volunteers: Individuals, non-paid, who are working as members of the Board, on committees, or on individual task assignments. They may assist staff, but are not considered "staff".

President: The President of the Congregation and presiding officer of the Board.

Vice President: The Vice President of the Congregation.

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I-C INTRODUCTION

The Church's legal existence is governed by a hierarchy of corporate documents. The most important document is the Church certificate of incorporation, also known as its charter. This document is like the Church's constitution. It gives rise to the Church's legal existence and sets forth the fundamental powers of the Congregation, the Board of Trustees and the Minister

Article VII of the Church's charter states: "The ultimate legal authority for all operations of the Church is vested in the Congregation, which delegates responsibility and authority for all policy decisions not made by the Congregation to the Board of Trustees, and, for day-to-day operating decisions, to the Minister."

Article IX of the Church's charter states: "Subject to Article VII of this Certificate of Incorporation, the direction and oversight of the affairs of the Church, and the control and disposition of its property and funds, shall be vested in the Board of Trustees, which shall be the governing body of the General Corporation Law."

Below the charter in the hierarchy of corporate documents are the Church's Bylaws. The Bylaws describe who makes up the Congregation and the Board of Trustees and how these groups meet and take action. In addition to the Bylaws, the Congregation and the Board of Trustees can adopt resolutions, which are subordinate to the Bylaws but otherwise represent binding decisions. The Board of Trustees also has adopted a series of policies to guide staff and has delegated certain responsibilities to the Executive Team under the leadership of the Minister. The Executive Team is the Board's only link to operational achievement and conduct, so that all authority and accountability of volunteer and paid staff, as far as the Board is concerned, is considered the authority and the accountability of the Executive Team. The Executive Team has, in turn, delegated the creation and maintenance of Personnel Policies and Procedures to the Personnel Team. The Personnel Team is directly accountable to the Executive Team with the Business Manager as its primary consultant.

Under this framework, the Board of Trustees establishes the Church's policies and organizational goals (called Ends). The Board instructs the Executive Team, through written policies that prescribe the organizational Ends to be achieved and prescribed Means to be avoided, allowing the Executive Team to use any reasonable interpretation of these policies. The Executive Team, led by the Minister, is responsible for day-to-day operations of the Church. This includes responsibility for the supervision, hiring and termination of all Staff with the exception of ministers who have been called by the Congregation.

The Board believes that a clear mutual understanding of the relationships between the Church and its employees and the expectations the Church has for each job assignment are essential elements to maintain and achieve a fair and mutually beneficial relationship. These Personnel Policies and Procedures establish general guides for those relationships and shall be reviewed every other year by the Executive Team, with the objective of monitoring acceptance, implementation, and effectiveness in meeting the goals of the Congregation. Written conclusions from this review will be communicated to the Board by the Minister.

It is the policy of the Board that its relationship with employees shall be based on mutual trust, good faith, fairness, and accountability. The Board recognizes its responsibility to provide reasonable salaries, to reward its employees for performance, to establish fair and equitable working conditions, to provide reasonable employee benefits, to take into account employees' views in decision making, and to encourage employees' creativity, innovation, accomplishment, and job satisfaction. In turn, all employees are expected to perform their work with their best efforts and good judgment in a manner that is fair and equitable to the Congregation they serve.

While the Church requires these Personnel Policies and Procedures to be followed closely, circumstances may occur which require policy interpretation for special situations. The immediate supervisor, Minister, Executive Team or Personnel Team should be contacted for advice when a prescribed policy or procedure does not appear to cover a specific situation.

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The Personnel Policies and Procedures Manual is not a contract of employment and the Church retains the right to alter it at any time. Employment with the Church is “at will” in accordance with Delaware State laws; therefore, the employment relationship may be terminated at any time for any reason by either the employer or the employee. All employees must be given access to this Personnel Manual and must indicate in writing, within the first month of employment, that they have been given a copy of the Manual and that they have read the Manual.

The Personnel Policies and Procedures Manual must be reviewed every two years, and revised if necessary, by the Personnel Team and the Business Manager. The final version of the manual should be completed and available to staff in June.

I-D EMPLOYEE CLASSIFICATIONS

Every employee is classified in one or more of the following categories:

Exempt Employee: Any staff member who is exempt from the overtime provisions of the Fair Labor Standards Act is considered to be an exempt staff member. Exempt staff includes executive, administrative, and professional employees involved in the management of Church programs and operations whose primary duties require the exercise of discretion and independent judgment with respect to matters of significance and may require professional credentials. The following positions are exempt: Honorary Minister of Music, Business Manager, Congregational Administrator, and Director of Religious Education. Ministers, who elect to be treated as employees, rather than independent contractors, are also considered exempt employees.

Non-Exempt Employee: Any staff member who is not exempt from the provisions of the Fair Labor Standards Act is considered to be a non-exempt staff member. These staff members are eligible for overtime compensation for all time worked in excess of forty (40) hours per work week. Non-exempt staff members include clerical, secretarial and non-management employees plus employees directly involved in maintenance of buildings and grounds. The following positions are non-exempt: Administrative Assistant, Evening Custodian, Supervisor of Building and Grounds.

Full-time Employee: An employee who is regularly scheduled to work 40 or more hours per week based on a 52-week year.

Part-time Employee: An employee who is regularly scheduled to work at least 20 hours per week, but fewer than 40 hours per week, based on a 52-week year.

Limited Part-time Employee: An employee who is regularly scheduled to work fewer than 20 hours per week based on a 52-week church year.

Temporary Employee: An employee who is hired for a specific period of time or for a specific project.

Employees scheduled to work fewer than 52 weeks per Church year will be classified according to the total number of scheduled hours worked per year divided by 52 to arrive at an average number of scheduled hours per week for the year.

Independent Contractors: Individuals hired by the Church for a specific service. Contractors are not covered by any Church benefits package. Contractors are responsible for payment of estimated income and FICA taxes. The contract with the individual must stipulate that they abide by the procedures and practices outlined in this manual; i.e., Confidentiality, Conflict of Interest, etc.

I-E AUTHORITY FOR HIRING OR TERMINATION OF EMPLOYMENT

The ultimate legal authority for all operations of the Church is vested in the Congregation. The Congregation delegates responsibility and authority for most policy decisions to the Board and delegates responsibility and

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authority for the day-to-day operating decisions to the Minister. The Minister is called or discharged by the Congregation.

The process for calling ministers is stated in Article VIII of the Church's Bylaws.

I-F EMPLOYMENT OF MEMBERS AND RELATIVES

1. As a general policy, employment with the Church of all non-Ministerial staff is not open to members of the Congregation except in rare and unusual circumstances. Staff may not become members during employment with the Church.
2. Other members of an employee's family may be considered for employment; however, relatives may not supervise one another nor may they report to the same supervisor. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild.
3. Board policy establishes that Trustees may not obtain employment in the Church for themselves, family, or close associates.

I-G CHILDCARE EMPLOYEES

Paid childcare providers may be hired as limited part time employees. Adult childcare providers (age 18 and over) are subject to a background check.

Childcare providers age 14-17 may also be hired as limited part time employees. They are required to fill in work permit forms per Delaware State Labor requirements. Business Manager will provide forms which are also accessible on the Delaware Department of Labor web site. Childcare providers ages 14-17 are subject to day and hours limitations as required by the State of Delaware. There are separate hourly restrictions and prohibited occupation requirements for 14 and 15 year-olds and 16 and 17 year-olds. Please refer to requirements for Child Labor Law in Delaware as listed in their website, <http://dia.delawareworks.com/labor-law/child-labor.php> for current requirements.

Only a small number of limited part time employee positions are available for childcare, and should not exceed funding available in a given fiscal year.

Occasional sitters may be hired as contractors, paid per job, when additional staffing is needed for large events or special occasions. These childcare providers are not considered employees. Adult occasional sitters must be subject to background checks before being placed on the list of approved providers.

See Policy and Procedure for childcare for Sunday services in the Office Procedure manual for administrative details.

I-H PROBATIONARY PERIOD FOR NEW HIRES

New employees are subject to a 90-day probationary period. During this time, performance and suitability for the position are carefully evaluated. At any time during this period, their employment may be terminated if they are not performing at a satisfactory level. Progressive disciplinary procedures under section V-B do not apply. Employees terminated during this period of time will not receive severance or other benefit accrual payout.

For performance issues after the probationary period, please see section V-B, Performance Problems

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I-I BACKGROUND CHECK

Employment of all new employees age 18 and over will be contingent on a background check. The background check may include, but is not limited to, contact with references provided by the applicant as well as investigation of criminal convictions and/or financial responsibility both within Delaware and in other states.

Volunteers age 18 and over working in children's education activities may be subject to the same background checks.

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II. JOB RESPONSIBILITIES AND ANNUAL REVIEW

II-A POSITION DESCRIPTIONS

Each staff position will have a description that states the scope of work, duties, responsibilities, authority, and limitations of the position, and identifies the position's immediate supervisor. The description will also state the knowledge, skills and abilities required for the position. Accuracy of descriptions is to be maintained. Development of descriptions for new positions is the responsibility of the immediate supervisor.

In recognition of the Church's small staff size and variety of work, position descriptions may not include every duty an employee will be asked to perform. Special projects, emergencies, and temporary assignments are not cause for redefining a position or adjusting salary. On the other hand, a description must be realistically compatible with the hours allotted.

II-B ANNUAL GOAL SETTING PROCEDURE

In June of each year, every employee and his or her supervisor will establish a set of performance goals for the coming year. These goals will be presented to the Executive Team for review in July of each year, and will follow these guidelines:

1. Reasonable and attainable performance goals, stated in concise terms, should be identified by the employee and the supervisor after consideration of the advice of the related committees, where applicable. Available resources, time required and impact on other Church programs should be considered.
2. The performance goals should be ranked in order of priority with an estimated completion date.
3. The employee and the supervisor should each sign and date the annual goals as verification of understanding and agreement to its content.
4. The performance goals should be kept on file, reviewed periodically by the employee and supervisor, and amended if major changes in the objectives or their priority ranking take place during the year.

II-C ANNUAL REVIEW

The Annual Review (AR) is a formal performance appraisal process designed to facilitate an exchange of information between employee and supervisor with the intent of encouraging employee job satisfaction, strengthening employee job performance and enhancing employee growth and development. Through this process, an employee's accomplishments and strengths can be recognized and performance deficiencies can be identified, along with an action plan for overcoming them. These reviews are meant to be two-way discussions in which the concerns of both parties may be considered and problems resolved. Each member of the Church staff (except for Ministers called by the Congregation) shall participate in an AR conducted by his/her supervisor. The ARs are to be carried out within a framework that emphasizes fairness, support and genuine interest in furthering the professional growth of each employee. Both the Annual Review and the Goal Setting Process shall be conducted in June of each year.

The Minister's progress towards goals will be reviewed annually in a prescribed process that evaluates the overall ministry of the Church and is managed by the board of trustees.

Timing: A new employee review shall be completed one (1) month, three (3) months, and six (6) months after an employee's hire date to assure that the job is being adequately carried out in accordance with the needs and requirements of the Church, as outlined in the position description. Thereafter, each employee shall receive an AR at least once a year. No salary adjustment will be provided without an AR being completed.

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Scheduling: It is the responsibility of the Executive Team to ensure that each employee receives an informal review in January and the Annual Review in June.

Preparation: Prior to the meeting between supervisor and employee, each shall complete an AR following the Guidelines for Discussion (below). The review is to be a cooperative process taking into consideration the input from both employee and supervisor. As an aid to objective preparation of the AR, both parties should keep accurate records throughout the year relating to the work being accomplished. Documentation of any performance-related counseling sessions should be reviewed to determine progress in resolving problems or work difficulties.

Guidelines for Discussion: The AR discussion shall use the position description and current year performance goals as guides. It should focus on the work accomplished, the areas in which the employee has excelled, and the areas in which the employee's performance needs to improve. Specific action plans are to be developed for any areas needing improvement.

Position Description: The AR is an opportunity for both employee and supervisor to focus on the continued accuracy of the position description. Any necessary changes should be made at the time of the AR so that the employee is clear about what is expected of him/her. For all Staff (with the exception of called ministers), an assessment must be made at the time of the AR as to the continued compatibility of the job duties and scope of responsibilities with the number of hours budgeted for the position. Any problem areas should be addressed by modifying duties and/or changing priorities.

Records Maintenance: As a result of the AR discussion, the supervisor will write the final AR and give it to the employee for review. The employee is encouraged to add and initial his/her further comments, explanations, interpretations or records of accomplishments. Both parties then sign and date the AR. A copy of the AR will be provided to the employee. The original will be placed in the employee's personnel file.

Additional information related to the timing and specifics of the review process and annual salary adjustments can be found in the Executive Team's Annual Review and Compensation Procedure. Available from the Business Manager.

II-D RESOLUTION OF DISAGREEMENTS

Employees should be counseled by their supervisor throughout the year about any performance deficiencies as they arise. If the employee and supervisor have strong differences of opinion and a consensus cannot be reached, they should discuss their concerns and perceptions jointly with the Minister (if he/she is not the immediate supervisor). If a resolution is not achieved, the employee may elect to use the grievance procedure (see V-A below). A written summary of the discussion and any recommendations should be prepared. The summary should be reviewed, signed and dated by all parties, and a copy subsequently placed in the employee's personnel file.

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III PAY PROCEDURES

Working Hours

The normal work week is 40 hours. All positions have their own weekly office hours, work hours and lunch schedules.

As a general rule, Program Staff works 3 Sundays per month. Sunday and Night Custodian hours may vary depending on building use schedule.

Staff office hours are subject to change. Please note working hours are not limited to office hours, and are flexible as needed based on the needs of the congregation. Staff may attend evening meetings, weekend events and pastoral visits outside of normal office hours.

Overtime

All required overtime worked by non-exempt employees will be compensated by extra pay. Pay for all hours worked up to 40 hours per week will be at the regular rate; pay for hours worked in excess of 40 hours per week will be at 1-1/2 times the regular rate. All overtime hours must be approved in advance by the immediate supervisor.

Exempt employees will work the amount of time needed to fulfill the requirements of the position. Pay is not based on the hours worked nor will hours worked over 40 hours per week be compensated with equivalent time off or additional pay. Program staff may, in consultation with their supervisor, alter their regular schedule from time to time according to the work load in any given week, so long as this doesn't impact the smooth functioning of the church.

Call-in or Call-back

A non-exempt employee required to work outside of the normal schedule after being called in or required to return to the Church for a second work period in one day will be paid a call-in or call-back allowance of 3 hours of regular pay in addition to pay for the hours worked during the call in period. Payment of this allowance must be approved by his or her immediate supervisor.

Church Community Volunteer Activities

Staff members may participate in the Church's Community Volunteer Activities, such as Emmanuel Dining Room, one day (or a portion of one day) per year and receive their regular pay for this time away from the office. This is applicable only if their participation occurs during their regular schedule or working hours and with approval from their immediate supervisor.

Pay Schedule

The pay period for all employees is from the first day of each month through the fifteenth day of each month, and the sixteenth day of each month through the last day of each month, each day starting and ending at midnight. All employees are paid the 15th day of the month and the last day of the month. Paychecks paid on the 15th of the month will cover the pay period ending the last day of the previous month, and paychecks paid on the last day of the month will cover the pay period ending on the 15th of that same month. When holidays or weekends occur on the 15th or last day of the month, payday will be the last business day prior. For example, when March 15 falls on a Sunday, payday is Friday, March 13.

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Other Compensation

Honorariums, custodial fees, bonuses, special occasion distributions and other income paid to church employees in addition to their regular pay must be paid through the church payroll system and is subject to withholding and reportable on W-2.

IV. BENEFITS

IV-A INSURANCE AND RETIREMENT

Worker's Compensation

All Church employees are covered by worker's compensation insurance which provides medical expense coverage for hospital and outpatient medical treatment as well as a limited amount of disability income protection should an employee incur a work-related illness or injury. It is imperative that all on-the-job injuries or work-related illnesses be reported to the immediate supervisor immediately.

Medical Insurance

All full-time and part-time (working minimum of 15 hours per week) staff are expected to participate in the Church's health insurance program, unless they are insured by another plan. If coverage is provided by another plan, then written documentation of that coverage will be requested. Limited part-time employees (under 15 hours per week) and temporary employees are not eligible for health insurance benefits through the Church. No cash payment will be made to employees in lieu of participation in the group health insurance program.

Coverage is only paid until age 65, when Medicare becomes the primary health insurance plan for people age 65 and over. Medical insurance coverage will be available to cover the cost of UUA supplemental insurance for employees over age 65 as described below:

Full-time Employees: The Church will pay a portion of the premium for single coverage for medical insurance for employees under age 65 and for UUA supplemental insurance for employees over age 65. That portion is determined by the Executive Team as part of the budget process. The church will also pay a portion of coverage for employee dependents or family, to be determined by the Executive Team as part of the budget process.

Part-time Employees (working minimum of 15(?) hours per week): For part-time employees, the Church will pay that part of the premium for single coverage (UUA Health insurance for under age 65 or supplemental insurance for over 65) described for full-time employees, or its equivalent dollar value toward family/dependent coverage, equal to the fraction of a forty-hour week that the part-time employee is regularly scheduled to work. The employee must pay the remainder. For example, if an employee works 30 hours per week (.75 FTE) then the church will pay 75% of what the church would cover for a FT employee's premium.

Social Security

The Federal Social Security program protects employees and their families against complete loss of income due to retirement, disability or death. Additionally, the Medicare provisions of Social Security provide basic health care protection for people 65 or older and for disabled workers receiving income from Social Security. Social Security taxes for all Church employees will be paid by equal contribution of the employee(s) and the Church. Ordained Ministers are the exception to this policy. Please refer to minister contracts for details.

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IV-B FAMILY LEAVE POLICY AND DISABILITY POLICY

Eligible employees are entitled to 12 work weeks of leave* during any 12-month period for:

- Birth of child of employee (father, mother and/or partner) and care of such child (entitlement may begin before birth or placement date of child and ends 12 months after birth or placement date);
- Adoption, granting of guardianship or foster care placement of a child with the employee;
- The care of a spouse, partner, (step)child, or (step)parent of the employee, if such individual has a serious health condition;
- Serious health condition of employee that makes employee unable to perform one or more of the essential functions of employee's position.

*Some or all of the leave may be paid under the provisions of the Church's Short Term Disability Policy and/or Additional Paid Leave Policy. Please see these sections for more details.

Eligibility for Family Leave and Disability

An employee must meet certain criteria in order to be eligible for family leave or disability. The individual must have been employed full-time or part-time (minimum of 20 hours per week) for at least 12 months preceding the start of Family Leave and for at least 90 days prior to the start of Short-Term Disability.

Requesting Family Leave

An eligible employee may request family leave for the birth, adoption, granting of guardianship or foster care placement of a child, to care for the employee's ill spouse, partner, (step) child or (step) parent, or when the employee is unable to perform the functions of his or her job due to a serious health condition.

A serious health condition is defined as one which requires either inpatient care or continuing treatment by a healthcare provider. Some examples of serious health conditions are heart attacks, most cancers, pneumonia, severe nervous disorders, severe morning sickness or prenatal care, childbirth, stroke, a condition which requires surgery, etc. A health condition needs to be documented by the employee's physician and notice of such provided to the Church.

Absences must be for a period of more than three days for a condition to be considered serious. The Church also allows for intermittent leave or leave on a reduced work schedule in cases of medical necessity. Employees are entitled to family leave for medical appointments such as visits to a physician, therapy for a chronic health condition or prenatal care.

An employee who is unable to perform the functions of his or her position is someone who is temporarily unable to fulfill his or her job duties or attend work due to treatment or illness. This does not mean that the person is so incapacitated that he or she could not work at all, but just that he or she is temporarily unable to perform the functions of the job.

An employee may request leave to care for a family member. The Church requires an employee to provide certification from the family member's health care provider to support the request for leave and the need to care for the family member.

Family Leave Availability

The Church's family leave policy allows an eligible employee to take up to 12 weeks of leave in any 12-month

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period. The 12-month period is calculated from the first date of leave. An employee can take the 12 weeks of leave consecutively or intermittently depending upon his or her needs. There is no minimum limitation for leave duration. If the leave is foreseeable, an employee is required to schedule the leave in advance. An employee may also work a reduced work schedule under the leave policy.

Short-Term Disability Policy

An eligible employee is protected against the loss of income if he/she is prevented from working due to a non-work related injury, illness, or other disabling medical condition. Benefits equal 100% of a disabled employee's weekly pay. The employee must be under a physician's care to receive benefits. Disability related to pregnancy, childbirth or related medical conditions are included under this policy.

This benefit continues for a maximum of 6 weeks during any 12 consecutive months of disability, unless the Board approves an exception. Part-time employees who work a minimum of 20 hours per week would be subject to similar time allowances, but with pay pro-rated to correspond to hours normally worked in a given week.

Additional Provisions for Paid Leave Policy

For leave that qualifies under the Family Leave Policy, but does not qualify for paid leave under the Short Term Disability Policy, the following provisions will apply. Benefits equal 100% of the employee's weekly pay. Unused vacation time can be utilized to supplement paid leave.

1. Adoption of a child, granting of guardianship, or placement of a child in foster care with employee - up to six weeks paid leave.
2. Care of a spouse, partner, and (step) child or (step) parent of the employee, if such individual has a serious health condition – up to six weeks paid leave.
3. Childbirth of employee's spouse or partner – up to four weeks paid leave.
4. Childbirth of employee – if physician's orders call for less than six weeks of leave, the Church will provide a minimum of six weeks paid leave for a vaginal birth, and eight weeks paid leave for a cesarean birth. Otherwise, the provisions of the Short Term Disability Policy will apply.
5. Part-time employees who work a minimum of 20 hours per week would be subject to similar time allowances, but with pay pro-rated to correspond to hours normally worked in a given week.

Long-Term Disability Plan

Every employee is eligible to purchase long term disability insurance from the UUA, at his or her prevailing rates and payable benefit. The employee pays all premiums. Employees must enroll within 60 days of hire to participate in this benefit and guarantee coverage.

Dental Plan

Every employee is eligible to purchase dental insurance from the UUA, at the prevailing rate and benefits. The employee pays all premiums. Employee must enroll within 60 days of hire to participate in this benefit, or else wait for the next open enrollment period or qualifying event.

Life Insurance

Every employee is eligible to purchase life insurance through the UUA. The church pays the premium for full time employees. Other employees pay all premiums. Life insurance benefit is equivalent to two year's salary, up to a maximum of \$200,000. There is a twelve-month waiting period before the insurance begins. Employee must enroll within 60 days of hire to guarantee coverage.

Retirement Savings Plan

Full time employees and part time employees who work for a UU organization may enroll in the Unitarian Universalist Association's Retirement Plan and begin making tax-deferred employee contributions upon employment. The plan is an IRS qualified 401(a) defined contribution plan. Additional information is available at the UUA Website, <http://www.uua.org/careers/compensation/retirement/index.shtml>
Employees that complete a minimum of 1,000 hours and one year of service are eligible for employer

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contributions.

First Unitarian Church makes tax-free contributions for all eligible employees to the plan on behalf of its employees. The contribution is made as a percentage of the employees' salary. The UUA retirement plan requires a minimum employer contribution of 5% for all eligible employees. Any additional amount is determined by the Executive team as part of our annual budget process.

IV-C PERSONAL/SICK TIME

Full-time employees have up to the hourly equivalent of five (5) days (40 hours) per year of personal/sick time per year. These hours cannot be carried forward into a subsequent year. Part-time (minimum of 20 hours per week) employees have a pro-rated number of personal/sick hours based on their number of hours worked per week on a prorated basis of a 40 hour week. The Business Manager must be notified when personal/sick time is being taken.

IV-D HOLIDAYS

Eight fixed holidays plus 3 floating holidays will be observed yearly.

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday following Thanksgiving
Christmas Day

The holiday schedule is set by the Business Manager in consultation with the Executive Team after the Program Team meets in May to set the program calendar for the upcoming church year. Prior to the beginning of each calendar year, all employees will be informed of the specific days and dates of holidays.

No employee shall work on a holiday unless specifically scheduled to work by his or her immediate supervisor.

Exempt employees who normally have a day off on a holiday (for example, Mondays are their regular day off and Labor Day is a holiday) may schedule a day off on a different day that week, with approval from their supervisor for the schedule change.

Holiday Allowance

All non-exempt employees shall receive a holiday allowance for each holiday observed on a regularly scheduled work day equal to one-fifth of the employee's normally scheduled weekly pay. A non-exempt employee scheduled by his or her immediate supervisor to work on a holiday shall be paid at two times the normal rate.

IV-E VACATION

The Church provides paid vacation to allow both full and part-time employees time off from work for vacations and other personal reasons. The amount paid for a vacation week is equivalent to the normal weekly pay for that employee. Paid vacation may not be taken until the employee has been working at the Church for at least six (6) months.

Annual Vacation

- The ministers receive vacation time per the letter of agreement with the congregation.
- Full-time exempt and non-exempt employees receive the following vacation:
 - Hire date to 5th Anniversary – two (2) weeks:

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- 5th Anniversary to 8th Anniversary – three (3) weeks:
- 9th Anniversary and beyond – four (4) weeks.
- On their anniversary date, vacation time is converted to hours and vacation tracked by hours used. For a full time employee, 2 weeks of vacation is equal to 80 hours of vacation time.
- A vacation day is equal to a standard 8 hour day. Part-time employees who work a minimum of 20 hours per week receive the equivalent vacation as full-time employees on a pro-rated basis of a 40-hour week.
- On their anniversary date, available vacation time is converted to hours. Vacation used is tracked by hours used. For example: A $\frac{3}{4}$ employee receives 30 hours per week of vacation
- If an employee usually works on a Wednesday for 8 hours, and takes a Wednesday as a vacation day, they use 8 hours. If they take 4 hours of vacation that day, they use 4 hours and work 4 hours that day.

If an authorized holiday occurs during an employee's approved vacation, it will not be charged as vacation. Program Staff may have different vacation arrangements in their contract if approved by the Executive Team.

Scheduling Time Off

Vacation time must be approved in advance by the employee's immediate supervisor. The Business Manager must be notified that vacation is being taken.

Unused Vacation Time

A full time employee may carry over to a subsequent year up to the hourly equivalent of five vacation days, or 40 hours of vacation time, with documented authorization from their immediate supervisor. Part time employees may carry over the prorated equivalent number of hours. Carried over vacation time should be used within the first three months of the following fiscal year.

IV.-F OTHER LEAVES OF ABSENCE

Brief Personal Leave with pay may be granted for personal reasons such as funerals, memorials, house closings, and graduation ceremonies or personal religious holidays. It is the employee's responsibility to communicate with the immediate supervisor before the absence so that an understanding can be reached on timing and conditions for the leave, and so that a substitute can be obtained if needed. In case of an emergency, the employee should notify the immediate supervisor or the Church office at the earliest opportunity. The immediate supervisor will determine whether the specific need justifies leave with pay and for how long, whether earned vacation time or personal days should be used, or whether more extended leave without pay should be granted. The Business Manager must be notified that leave is being taken.

Educational/Professional Development Leave will be considered on a case by case basis. The Church strongly supports the professional development of its employees. In most cases, educational or professional development opportunities require minimal time away from the job. Minister approval is required for any instances where an employee requests more than five (5) days of professional leave in a calendar year.

Non-exempt employees will be paid for time spent attending continuing education seminars associated with, or required by, their work responsibilities. This includes travel time. Full course fees will be paid by the Church. Where applicable, employees will be reimbursed for travel expenses, lodging, and meals associated with the continuing education.

An employee should discuss with his/her supervisor during the Annual Review any interests or plans which might require time away from the job. Once plans are clear, the employee must submit a written request for educational or professional development leave to his or her immediate supervisor outlining the nature of the

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professional development, its relevance to the employee's current job, when and where the development opportunity will take place and the amount of time that the staff person will need to be away from his/her job. Funding for tuition or fees should come from the employee's professional expense account. If professional account funds are not available, a request for funding should be included with the request for educational/professional development leave.

Upon recommendation by the immediate supervisor, the Executive Team will decide in each case whether to grant the leave and whether it will be paid or unpaid. In making its decision, the Executive Team will be guided by the employee's past performance and the reasons for the leave. As a rule, job-related educational or professional development leave will be looked upon more favorably than non-job related leave. If the leave is approved, the employee will be expected to play an active role in finding a replacement to cover his/her duties during the planned absence with the Executive Team having final approval of the person selected.

Jury Duty

Full-time or part-time (working minimum of 20 hours per week) staff members called to serve on jury duty will receive full salary. This is not considered vacation or personal time.

V. PERFORMANCE/CONDUCT POLICIES AND PROCEDURES

V-A COMPLAINT/GRIEVANCE POLICY

For additional information on grievance procedures related to staff members and volunteers, please view the Executive Team Grievance Procedure. The following focuses on employees and ministers only.

In the interest of harmonious and cooperative working relationships, staff members are encouraged to discuss and resolve employee requests, suggestions, and concerns informally. If there is a conflict between two members of the staff, they are encouraged to speak to each other about the matter directly. When applicable, professional guidelines shall be taken into account in resolving disputes.

If this process does not resolve the issue, an employee shall discuss it first with his or her immediate supervisor. It is the responsibility of each supervisor to conduct the discussion objectively and confidentially and to initiate action to resolve the problem. If, after such informal action, the problem is not resolved to the employee's satisfaction, he or she may present a written grievance in accordance with the procedure outlined below. The employee may request a third party to be present.

The intent is to resolve the grievance by the following outlined steps in the shortest time consistent with careful consideration. Time limits are listed for each step, but these can be extended slightly in the absence of the key parties or for other legitimate time problems.

Step 1:

Within five (5) calendar days from the date of the previous informal discussion, the employee shall present to his/her supervisor, the details of the grievance and the relief sought in a clear and concisely written format (usually less than one page)

Step 2:

Within five (5) calendar days following receipt of the written grievance, the supervisor shall meet with the employee and discuss his/her concerns and respond in writing within five (5) calendar days of said meeting. The supervisor should review the proposed reply with the Executive Team before giving it to the employee.

Step 3:

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If the response of the immediate supervisor is not satisfactory to the employee, he or she may, within five (5) calendar days, request in writing a meeting with the Executive Team. The Executive Team will review the case within 10 days and schedule the meeting as soon as possible. This meeting shall be confidential. The Executive Team shall render its decision within five (5) calendar days of the special meeting and its decision shall be final. If the supervisor is a member of the Executive Team, they must recuse themselves from the decision making process.

Step 4:

In accordance with EL 2.5, the ET shall not prevent staff from grieving to the Board when internal grievance procedures have been exhausted including grieving to the Executive Team. Once the above procedure has been followed, if the employee is still not satisfied with the resolution, they may contact the Board of Trustees directly.

V-B PERFORMANCE PROBLEMS

In an effort to provide a work environment conducive to cooperation, team building and productivity, the Church has established a system whereby employee performance, discipline or conduct problems can be resolved in a fair and equitable manner.

Policy and Procedure Details

Step 1:

If an employee experiences difficulties in meeting performance standards or in establishing satisfactory working relationships with others, the employee or the immediate supervisor should initiate a discussion with the others. This should be a thoughtful and helpful discussion to explore the nature of the problem and to reach a mutual understanding of what needs to be done about the problem behavior within a specified time period. This discussion, including an action plan for improvement, should be formally documented, signed by both parties and a copy placed in the employee's personnel file.

Step 2:

If the employee's performance does not improve during the specified time, the supervisor should have a second meeting with the employee to further discuss the performance/conduct problem and reevaluate the improvement plan. At this time the employee may be placed on probationary status by the supervisor and a member of the Executive Team for a specified time (generally thirty to ninety days) and be advised that failure to correct the problem will lead to dismissal. This discussion, including any changes to the plan for improvement, should be formally documented, signed by both parties and a copy placed in the employee's personnel file. Once an employee has been placed on probationary status, the ET shall inform the Board of Trustees.

Step 3:

At the end of the specified probationary period, the immediate supervisor should evaluate the employee's progress, share and discuss the findings with the employee, and forward the results to the Executive Team. If performance or conduct has improved and is satisfactory, the employee will be taken off probationary status. If performance has improved somewhat but still is not entirely satisfactory, the probationary period may be extended for no more than sixty days. If the performance has not improved, the Executive Team with the advice and support of the Board shall take appropriate action including potential termination.

Step 4:

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If an employee's performance improves during a probationary period or action plan and this improvement is maintained for one year, the record of the incident shall be removed from their active file. The record of performance issue may be kept in an alternative file for reference, in the event performance problems recur after the one year period.

V-C EMPLOYEE CONDUCT

The Church expects responsible conduct of all its employees. Responsible conduct is necessary to provide a safe, pleasant and efficient working environment. Irresponsible behavior will result in disciplinary action up to and including termination. Some behaviors may warrant immediate termination.

CONFIDENTIALITY

All Church-related information is proprietary. Church confidential information includes but is not limited to financial, membership, health, employment and personnel information. It also includes any confidential information about current or past members, friends, ministers, or other staff members. Such information must remain confidential and may not be released, removed from the Church'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 Executive Team.

CONFLICTS OF INTEREST

1. 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 Church, 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 Church.
2. Employees shall not engage in any business or transaction, and shall not have a financial or 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 Church. Employees who have questions about whether an activity violates this policy should discuss the matter with their supervisor.
3. Employees shall not engage in any collateral employment, business activity, or outside activity which is incompatible or in conflict with their duties, functions or responsibilities as an employee or which would impair the employee's job performance or reflect discredit on the Church.

Public communications, Social Network and Internet Presence Policy for Staff

First Unitarian Church recognizes that staff members may participate in public media, social networking sites or maintain blogs or personal web sites, or otherwise have a general presence on the internet. In addition to general Employee Conduct procedures listed under section V-C, above, please refer to the First Unitarian Church Social Media Policies and Protocols document. Please also note the following guidelines:

1. Write under your own name and not as a spokesperson for First Unitarian Church except when posting to the church's official communications outlets (Facebook, Website, Twitter, etc.)
2. Staff may not speak or post on behalf of the church unless in compliance with Board of Trustees Executive Limitation 8.11, which states that:

Only make public statements about the official position of the congregation or Board on controversial social, political, and/or congregational issues that have been formally and explicitly adopted by the

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Board as positions of record. Nothing in this policy shall be construed to infringe upon the fundamental principle of freedom of the pulpit.

3. Remember your association and responsibility with First Unitarian in online social environments. Whether or not you identify yourself as a First Unitarian employee, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, church members and the general public.
4. Employees are personally responsible for content they publish online.
5. Be aware that when you publish on social media sites, content may be viewed not only by the intended recipient but also by that person's friends and contacts.
6. Spam email and spam porn items should be deleted immediately without opening them.

Employee Participation in Church Activities

It is the intent of the Church to hire individuals who have the willingness and capacity to maintain objectivity in all matters of Church business. In order to be mindful of the power congregants invest in church employees and to foster businesslike and collaborative professional relationships of the staff with congregants, the following are policies for staff participation in Church activities.

1. Support staff may not participate in Church Support groups. Church support groups include but are not limited to ongoing small groups or time limited programs that primarily include sharing and reflection of a personal nature where the outcome is the support of other members of the group.
2. Program staff may not participate in a Church support group except when serving in the area of their assigned responsibilities. An employee may participate in a church support group outside of their portfolio with permission from their supervisor. All employees may serve on a Church Team, Committee, Task Force, etc. in their portfolio in the capacity of a staff advisor
3. All employees who serve on a Team, Committee, Task Force, etc. outside of their portfolio, may participate in committee activities or (or?) program activities but not in a leadership capacity.
4. When attending Church meetings or functions, staff members are expected always to act and speak with deference to being a staff member.

Drug Free Workplace

The Church is a drug free workplace. The presence or use of alcohol or any mood altering substances (not prescribed by the employee's own doctor) during the work period is prohibited. Employees are permitted the use of alcohol at church social events, such as church auction or pot luck suppers, provided they are age 21 or older. The use or possession of illegal drugs is prohibited at ALL times.

Violation of the above policy will result in disciplinary action up to and including termination.

The Church has the right to test an employee if a supervisor or minister determines there is a "for cause" basis. This might be due to behavior resulting in an unexplained accident, damage to property, or actions affecting the safety of our Church environment. Refusal to be tested will be cause for termination.

Conduct Which Might Require Disciplinary Action

While it is not practical to attempt to list all misconduct which might require discipline, the following behaviors will result in disciplinary action:

1. Failure to perform work in a manner acceptable to the Executive Team;

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- 2 Possession, selling or being under the influence of illegal drugs in the workplace;
3. Being under the influence of alcohol or non-prescription drugs or inhalants for non-medicinal purposes (i.e., getting “high”);
4. Possession of firearms or explosives on Church property;
5. Insubordination;
6. Falsification of employment application(s) and/or personnel records;
7. Assaulting or threatening to assault another person;
8. Theft, misappropriation or destruction of Church records, funds, property, or equipment;
9. Violation of the Church's policy prohibiting discrimination against any employee based on race, color, age, religion, gender, sexual orientation, national origin, disability, marital status, or political affiliation; harassment of any employee, which may include slurs, provocative conduct, offensive jokes or stories; or any other act which makes the working environment unpleasant for fellow workers;
10. Sexual harassment of fellow employees, visitors to the Church or members of the Congregation. See V-D below;
11. Actions or behaviors which interfere with operations, bring discredit on the Church, violate Church policy or rules of conduct or are offensive to members of the Congregation, Church visitors or fellow employees;
12. Use of Church equipment to access pornographic or violent material on the Internet is strictly prohibited at all times;
13. (Inappropriate use of or Disclosure of confidential information;
14. Violation of any other Church policy.

V-D HARASSMENT

The Church is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Any employee who feels that he/she has been a victim of harassment should immediately report such incidents to his/her supervisor, the Executive Team, or the President. All allegations will be quickly, discreetly and thoroughly investigated. To the extent possible, all information including information from the alleged victim, any witnesses and the alleged harasser, will be kept confidential and protected against unnecessary disclosure. Reprisals against a victim of sexual harassment are forbidden. When the investigation is completed, both the accuser and the alleged harasser will be informed of the outcome of the investigation.

Definition of Sexual Harassment

Sexual harassment refers to behavior of a sexual nature that is unwelcome, personally offensive, or interferes with the performance and/or effectiveness of the recipient. Sexual harassment is a form of misconduct that is demeaning to another person and undermines the integrity of the working relationship. Sexual harassment can be committed by,

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for example, a supervisor, co-worker, volunteer or vendor.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when one or more of the following are true:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

V-E SEXUAL ABUSE AND MOLESTATION PREVENTION POLICY

First Unitarian Church does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to it.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the person who is functioning as a caregiver, teacher, spiritual leader or other authority figure in the church organization and is responsible for the adult's or child's care. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by First Unitarian Church (see SECTION V-D, above)

Reporting Procedure

All staff members who learn of sexual abuse being committed must immediately report it to the Business Manager, who will take it to the Executive Team. If a staff member is a mandated reporter they should proceed with their required action, and inform the ET. If a victim is an adult, the abuse will be reported by the Executive Team to the local or state Adult Protective Services (APS) agency. If a child is the victim, the Executive Team will report it to the local or state Child Abuse Agency. Appropriate family members of the victim should be notified as per the guidance of CPS.

There are a number of "red flags" that suggest that someone is being sexually abused. They take the form of physical or behavioral evidence.

Physical signs include, but are not limited to:

- Sexually transmitted diseases
- Difficulty walking or ambulating normally
- Stained, bloody or torn undergarments
- Genital pain or itching
- Physical injuries involving external genitalia

Behavioral signals may include, but are not limited to:

- Fear or reluctance about being left in the care of a particular person
- Recoiling from being touched
- Bundling oneself in excessive clothing, especially night clothes
- Discomfort or apprehension when sex is referred to or discussed
- Nightmare or fear of night and/or darkness

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Investigation and Follow Up

We take allegations of sexual abuse seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and result of our investigation to those agencies. We reserve the right to place the subject of the investigation on an involuntary leave of absence or reassign that person to work that does not involve personal contact with adults or children. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities we endeavor to keep the identities of the alleged victims and investigation subject confidential.

Retaliation Prohibited

We prohibit any retaliation against anyone, including an employee, volunteer, board member, or individual, who, in good faith, reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.

Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse or intentionally provides false information to that effect will be subject to discipline, up to and including termination.

V-F TERMINATION OF EMPLOYMENT

Either the employee or the Church has the right to terminate the employment relationship at any time. Employees are encouraged to submit written notice of resignation to their supervisor at least four weeks prior to their last day of employment; ministers are required by the Bylaws to give three months' notice prior to resigning. Any vacation time remaining (on a pro-rated basis) should be taken before leaving the position.

The Church will provide a minimum of one month's notice if a determination is made to terminate the employment of any staff member because of reduced and/or changed requirements or insufficient funds being available.

Individuals hired as temporary employees shall have their employment terminated at the end of the temporary work assignment. Temporary employees will be given an estimated date of termination at time of hire.

Benefits upon Termination (non-ministerial staff)

Since the circumstances of every resignation or termination are different, no policy can address every situation. While the Church does not routinely award severance pay, it may elect to do so under certain circumstances, in its sole discretion.

At termination of employment, unused accrued vacation days are compensable. Unused personal/sick days are NOT compensable.

Employees have the right to convert life and health insurance to individual policies as described in the policies in force at the time of their termination. The Church will provide employee benefits through the last day of the month in which an employee terminates.

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Exit Interview

A member of the Personnel Team shall hold an exit interview with any employee who is leaving voluntarily. The purpose of the exit interview is to better understand the employee's reasons for leaving, and the employee's perception of which factors aided and which detracted from job satisfaction. Patterns emerging from such interviews will enable the Executive Team to identify areas where policies and procedures are working well and areas where improvements are needed. A summary of the exit interview shall be prepared by the interviewer and maintained in confidential files for future reference. The immediate supervisor will review pertinent benefit information such as extensions and/or conversions of life insurance and medical coverage. On the final day of employment, the Business Manager will collect from the employee all Church property (including but not limited to keys, Church credit card, and lap top computer). The employee will sign for all returned Church property.

Confirmation of Dates of Employment

Under no circumstances will letters of recommendation be provided for any former employee. The Church will only confirm the dates of employment.

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VI. VOLUNTEERS

Many of the operations of the Church are carried out by volunteers working as members of the Board, on committees or on individual task assignments. The purpose of the Volunteer Policy is to encourage effective participation on as wide a scale as possible in a manner that will provide the volunteer with encouragement, appreciation, proper direction and satisfaction in a task well done for the benefit of the Congregation.

Volunteers may be asked by members of the staff, the ministers, committee chairpersons or a designated member of a committee to perform a specific task or function (e.g. assist in the office, act as an usher, help with a party, present a worship service for the Sunday school, sing in the choir, etc.). If the volunteer agrees to serve, it is then the responsibility of the staff person or the one designated as the task or program leader to define the specific nature of the task, timing and relation of the task to those of others working on the same project. Communication about roles and responsibilities should be clear to avoid confusion, overlap, conflict or discouragement on the part of the volunteer.

Volunteers may propose to the Minister, Board, Executive Team or an appropriate committee chairperson or staff member that a certain task or program be undertaken, but should not proceed to carry it out until they have specific agreement and approval of the person(s) with the appropriate responsibility and authority. This also applies to any publicity relating to personnel, positions taken, policies or actions of the Church.

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VII. ROLE OF THE MINISTER

In matters of theology, philosophy, aesthetics, conscience and pastoral care, the minister serves the cause of UU religion and acts as preacher, teacher and pastor of the Congregation. Ministers are trained in theological seminaries, passed for fitness and service by the Ministerial Fellowship Committee of the denomination, and recommended to search committees of the UU societies that have openings for ministers.

The Minister of a church enters into a covenant or mutual promise with the Congregation to serve the Congregation as its preacher and pastor.

The tradition of the UU churches is one in which the - Minister accepts what he or she considers to be a "call" to the ministry to serve religion as his or her first commitment in response to the religious impulse and imperative. This commitment is exercised through the covenant with a local congregation. The Minister is granted freedom of the pulpit to seek truth as he or she understands it and is responsible for the integrity of worship services.

In matters other than Pastoral Matters, according to the Church's charter, the Board of Trustees is the governing body of the Church and has responsibility for the direction and the oversight of the affairs of the Church, and the control and disposition of its property and funds. The Minister is responsible for the day-to-day operation of the Church and, with respect to operational and Staff matters, acts as the Church's CEO. In this capacity, the Minister reports to and is accountable to the Board of Trustees. The role of the Board of Trustees does not extend to Pastoral Matters.

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VIII. PERSONNEL RECORDS POLICY

1. Each employee shall have an official personnel record file. This file is to be kept by the Business Manager as a confidential file in a locked cabinet. Access to the file information shall be supervised by the Executive Team.
2. Employees have the right to review their personnel file. Employees must be supervised when reviewing their file, either by their supervisor or the Business Manager. An employee can also request a member of the Personnel Team if needed.
3. Records of employment should be retained for a minimum of 15 years after termination.
4. All employee information will be retained during the entire duration of a person's employment. The personnel file ought to reflect a complete record of his or her employment.

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First Unitarian Church Compensation Policy

First Unitarian Church's compensation policy is administered in conjunction with the following Board Executive Limitations (EL):

EL #2: TREATMENT OF STAFF

With respect to treatment of staff/volunteers, the Executive Team may only act in a manner consistent with the UU Seven Principles.

Furthermore, the Executive Team shall:

- 1. Operate with and comply with written personnel policies that clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions, such as grossly preferential treatment for personal reasons.*
- 2. Provide safe and healthy conditions for the staff and volunteers.*
- 3. Post current, established, internal complaint procedures in a prominent place and allow staff/volunteers to use them.*

Allow staff to grieve to the Board when internal grievance procedures have been exhausted, including grieving to the Executive Team

EL #7: COMPENSATION AND BENEFITS

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the Executive Team must act to maintain fiscal integrity and public image.

Accordingly, the Executive Team must:

- 1. Not change any minister's compensation, benefits, or allocated professional expenses previously established by the Board.*
- 2. Not promise or imply permanent or guaranteed employment.*
- 3. Only recommend compensation and benefits that create obligations over a term for which revenues can be safely projected.*
- 4. Compensate its staff fairly and equitably, taking into account responsibility, experience and performance; specifically, the ET must*
 - a. Pay competitive salaries for the market from which we hire*
 - i. Annually, establish salary ranges for positions in our church using the UUA guidance as a base.*
 - ii. Make adjustments as appropriate based on ability to pay and differences between First Unitarian positions and those associated with the UUA guidelines.*
 - iii. Develop appropriate salary range guidelines using other sources, such as Church Law and Tax Report Annual survey or local market data, when First Unitarian positions are different from UUA positions or are not covered by UUA guidelines*
 - iv. Compensate individuals within the established salary range for a position taking into account relevant experience and performance*
 - b. Provide staff with access to benefits comparable to those offered by other religious and non-profit organizations*
 - i. Offer access to healthcare and retirement plans for each eligible employee.*
 - ii. Offer access to other benefits that can be purchased from pre- or after- tax income.*
 - c. Comply with applicable regulatory and tax requirements*
- 5. Negotiate individual compensation and benefit treatment that complies with the Executive Team's Personnel Procedures.*
- 6. Allow any employee to keep benefits already accrued from any foregoing plan.*
- 7. Treat themselves consistently with other comparable key employees.*