

# Personnel Policy Manual



River Road  
Unitarian Universalist  
Congregation

**6301 River Road  
Bethesda, Maryland 20817**

**Approved by Board of Trustees**

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## **I INTRODUCTION**

As an employer, River Road Unitarian Universalist Congregation (RRUUC) aspires to treat its employees consistent with the guiding principles of our faith. These personnel policies have been developed to promote a fair and equitable workplace consistent with the congregation's guiding principles.

Employees should familiarize themselves with this Manual, as it will provide answers to some questions you may have about your employment. Nothing in this Manual or in any other written or unwritten policies and practices of RRUUC creates an express or implied contract, promise or representation between RRUUC and any employee.

Employees are required to comply with all federal, state, and local laws as well as other RRUUC policies not included in this manual. A set of RRUUC policies can be found on RRUUC's website. Failure to comply may lead to disciplinary action, up to and including termination of employment.

These personnel policies generally will be applied consistently. However, RRUUC reserves the right to deviate from normal policy in certain situations. From time to time, changes to the Manual may become necessary. Therefore, RRUUC reserves the right to amend, supplement or rescind any provisions of this Manual as necessary.

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. This Manual does not apply to ministers(s) called by vote of the congregation or to interim or other ministers hired by the board for a specific term of employment. If a staff employee is employed under a "Letter of Agreement," such agreement shall govern in the case of a conflict with RRUUC policies or guidelines.

This Manual supersedes all previous employment handbooks and personnel policies. If any provisions of this Manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

If you have any questions or comments about this Manual, or if you need more information, please ask your supervisor. Your comments and suggestions are encouraged.

## **II MISSION OF RIVER ROAD UU CONGREGATION**

The mission of River Road Unitarian Universalist Congregation is to meet the spiritual aspirations of people of free faith in our community through inspiring worship, life-long religious education, a caring community, and the ability to put our faith into action in society.

In carrying out our mission, we are guided by the following values that are essential to River Road Unitarian Universalist Congregation:

*Right Relations:* We are committed to discovering, creating, and protecting right relations to self, to our community, to our culture, and to creation.

*Appreciation of Beauty:* We appreciate the beauty of nature and human life and seek to create beauty around us through all forms of art including the visual arts, architecture, and music.

*Stewardship and Ministry:* As stewards we assume individual responsibility to care for the values, people, and material resources to support our religious community. To sustain that community we practice ministry to ourselves and others.

*Participatory and Thoughtful Processes:* We work together to make decisions that are inclusive and respectful of all.

*Intellectual Openness:* We embrace a diversity of ideas in pursuit of spiritual growth.

### **III BEGINNING TO WORK AT RRUUC**

#### **III.1 APPLICATION PROCESS**

As part of RRUUC's employment practices, prospective employees will be required to complete an application form and submit references. After one or more interviews, all references of suitable candidates will be checked. Successful applicants will be required to pass a Criminal Background Check as a condition of employment. The Background Check will be completed at RRUUC's expense. RRUUC is an Equal Opportunity Employer.

#### **III.2 EMPLOYMENT AUTHORIZATION**

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

#### **III.3 EMPLOYMENT AT WILL**

The relationship between RRUUC and its employees is legally defined as "employment at will," which means that each employment may be terminated without penalty by either party, with or without notice. RRUUC may not be compelled to pay wages to persons no longer in the service of the congregation, and employees may not be compelled to render their labor without their consent.

### **III.4 PERSONNEL RECORDS**

Employees are responsible for ensuring that the following information is kept up-to-date in the records of RRUUC. Please notify your supervisor promptly of any changes in:

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

Please notify the Bookkeeper promptly of any change in:

- Number or status of dependents; and
- Beneficiaries.

This information is essential for many purposes, including benefit administration, mailing information to the employee's home, and contacting friends or family in case of emergency.

### **III.5. EQUAL OPPORTUNITY EMPLOYMENT**

River Road Unitarian Universalist Congregation affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions shall be made in compliance with all federal, state and local laws and without regard to race, color, religion, gender identity, sexual orientation, pregnancy, national origin, age marital or parental status, disability or any other classification protected by law. However, the congregation may require that certain positions, as permitted by law, be held by individuals who are Unitarian Universalists. Any discrimination in the workplace based upon any protected classification is against RRUUC policy and may be illegal.

Any employee who believes he or she has been the victim of prohibited discrimination shall report the matter immediately, if comfortable in doing so, to his or her supervisor. If not comfortable making a report to their supervisor, an employee may make a report to the Senior Minister, and/or any member of the Personnel Committee. If the report or complaint involves a called minister, the report should be made to any member of the Executive Committee of the Board and/or the Chair of the Board.

### **III.6 EMPLOYMENT OF MEMBERS OF THE CONGREGATION OR RELATIVES OF EMPLOYEES**

In the event of a job vacancy or the creation of a new position, all qualified applicants, including members of RRUUC, are welcome to apply. All applicants will be evaluated equally during the hiring process and the best available candidate will be chosen for the position. RRUUC reserves the right not to hire any of the available applicants.

Members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild, or step-relations in any of these categories.

### **III.7 INITIAL REVIEW PERIOD**

New employees and employees who are transferred to another position may be required to complete an initial review period of ninety days, but this period may be shortened or lengthened in RRUUC's discretion. Upon completion of this period and a satisfactory review, the employee will be considered a regular employee. 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 in accord with yearly performance evaluations. Although regular employees typically work on an ongoing basis, there is no guarantee that any position will continue indefinitely. Any position may be eliminated or modified at any time at the discretion of RRUUC.

### **III.8 INSPECTION RIGHTS**

All organizations are occasionally victimized by thieves. The congregation has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees; however, RRUUC can make no assurances that they will always be secure.

The storage of any unauthorized alcohol, illegal drugs, or drug-related paraphernalia or any other illegal item is prohibited on RRUUC premises. Therefore, RRUUC 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 RRUUC owned desks, cabinets, closets or storage areas.

## **IV. PERSONNEL ADMINISTRATION AND EMPLOYEE RESPONSIBILITIES**

### **IV.1 EMPLOYMENT CLASSIFICATIONS**

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

Regular full-time employees are regularly scheduled to work 40 hours per week. Employees scheduled to work less than 40 hours per week will be considered part-time employees and their eligibility for benefits will be pro-rated according to the percentage of time worked.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as “non-exempt” employees. Those in administrative, management, or supervisory positions who are not subject to such regulation are referred to as “exempt” employees.

### **IV.2 POSITION DESCRIPTIONS AND PERFORMANCE EVALUATIONS**

All employees shall have position descriptions developed by their supervisor and the Personnel Committee in consultation with the employee.

Supervisors are responsible for giving all employees clear performance criteria and periodic feedback on how well they are meeting these criteria. At least annually, employees will participate in a written performance evaluation. Evaluations are maintained in the employee’s permanent personnel file. Factors considered in assessing performance include, but are not limited to, performance in support of the congregation’s priorities; quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the congregation; and personal conduct. Formal evaluations may, as appropriate, include input from committees with whom the employee has functional relationships.

### **IV.3 COMPENSATION AND PAYROLL DEDUCTIONS**

The salary guidelines provided by the Unitarian Universalist Association on the basis of congregation size and geographic area will be taken as recommendations but are not determinative of compensation levels.

Adjustments to compensation may be considered for all employees annually and any agreed adjustments will normally begin at the beginning of the fiscal year. RRUUC does not guarantee annual pay adjustments. Compensation is based upon such factors as individual qualifications, performance, responsibilities, and other appropriate factors. Employees are generally paid bi-weekly.

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

Employees are responsible for promptly notifying the Bookkeeper of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

#### **IV.4 SEPARATION FROM EMPLOYMENT**

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

Should RRUUC determine that it is necessary to terminate the employment of an employee, members other than exempt staff may have their employment terminated on two weeks' notice or, in lieu of notice, upon payment of two weeks' salary. In the absence of a "Letter of Agreement" with different provisions, members of the non-exempt staff shall receive the following notice of termination: individuals employed one year or longer shall be entitled to 30 days' notice; and individuals employed less than one year shall be entitled to two weeks' notice. Salary for the required notice period may be given in lieu of such notice.

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

#### **IV.5 PAY PERIODS AND HOURS OF WORK**

A regular, full-time work week consists of 40 working hours. The standard pay period of RRUUC is 14 days.

Each employee's work hours will be determined by their supervisor. Normal office hours are Monday through Friday from 9 a.m. to 4 p.m. The office is also open on Sunday from 8 a.m. to 12 p.m. Some positions may be scheduled to work on Sunday mornings.

Individual work schedules may change from time to time. Attendance at meetings at the request of the employee's supervisor will be considered time worked. Employees are expected to attend staff meetings or retreats or off-site events which are required as part of their job duties.

## **IV.6 TIMEKEEPING AND OVERTIME**

**IV.6.a Timekeeping:** Non-exempt employees must keep a written and signed record of their time worked at the end of each day and must turn the record in to their supervisor at the end of each pay period. Any scheduled time not worked, or time worked in excess of the regular schedule, must be noted.

**IV.6.b Overtime:** Where required by applicable law, overtime will be paid to non-exempt employees at the rate of one and one-half times the regular rate of pay for all hours worked in excess of forty in any one work week. Holiday, vacation and sick leave are not counted for purposes of overtime compensation. Employees are not permitted to work overtime without prior authorization from their supervisor. Exempt employees are not eligible for overtime pay.

**IV.6.c Compensatory Time:** Non-exempt employees scheduled to work less than 40 hours in a week will be awarded one hour compensatory time for every hour worked in excess of their normal work week. Such excess hours must receive prior authorization by the employee's supervisor. The use of compensatory time must be authorized in advance by the employee's supervisor and must be taken within the same pay period as it was earned, unless the employee's supervisor approves its use in a future pay period. All booked compensatory time must be used during the fiscal year in which it is earned, unless otherwise authorized by an employee's supervisor. No additional monetary compensation will be paid for unused compensatory time at the end of the fiscal year or upon separation of employment.

**IV.6.d Break Periods:** The time of meal and break periods will be at the discretion of the employee's immediate supervisor. Employees working 6 hours or longer are encouraged to take one hour's unpaid meal period. Non-exempt employees should not perform any work during their meal period, except as otherwise directed by their supervisor.

## **IV.7 HAZARDOUS DRIVING CONDITIONS**

Employees are expected to exercise good judgment concerning the advisability of reporting for work when driving conditions are hazardous. However, employees are expected to notify RRUUC as quickly as possible of any delay they anticipate in reporting to work at their expected time.

Exempt employees will not have their pay reduced when, in their opinion, it is unsafe for them to report for work. Non-exempt employees will not be paid for hours of work lost because of hazardous driving conditions, but, may, with the prior approval of their supervisor, adjust their work schedule to compensate for time lost.

## **V STANDARDS OF CONDUCT FOR EMPLOYEES**

### **V.1 GENERAL**

Employees are required to maintain a professional attitude and appearance appropriate to their position and their role representing RRUUC and the congregation.

Receipt of personal mail, making non-essential telephone calls, and personal use of computers should be kept to a minimum.

### **V.2 ATTENDANCE AND PUNCTUALITY**

Employees are required to be prompt and regular in their attendance at work. Scheduled absences must be approved in advance by the supervisor. Where possible, employees are expected to schedule medical or other personal appointments before or after work hours.

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

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

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

### **V.3 CONFIDENTIALITY**

- Employees may have access to confidential information about RRUUC and members of the congregation, including, but not limited to, personal information about staff, members and friends. Such information must remain confidential and must not be publicly discussed or shared. Neither may it be released, removed from RRUUC'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 employee's supervisor. Violation of this policy will result in disciplinary action, up to and including termination.

#### **V.4 SAFETY AND ACCIDENTS**

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

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to his or her supervisor or the Congregational Administrator. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Congregational Administrator. Employees should be aware that Workers Compensation may refuse to pay for claims that are not submitted immediately following the accident or injury.

In the event of a fire or other emergency, the fire department and/or police should be called immediately (911), and all staff and other persons in the buildings must leave the premises.

#### **V.5 WORK AND DISCIPLINARY GUIDELINES**

Certain behavioral and performance standards must be observed by all employees to protect the integrity of the congregation. Violations will result in disciplinary measures including verbal warnings, written warnings or termination of employment. Employees may be terminated for cause without notice.

The following are examples of unacceptable conduct which may subject an employee to disciplinary action. These examples are intended only as a guide and are not all-inclusive.

- Failure to perform work in a manner acceptable to RRUUC.
- Disclosure of confidential information, whether to other employees, congregation members, or any other individual or group.
- Failure to report-on-the job injuries.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Discourteous treatment of others.
- Profanity.
- Smoking in any RRUUC building or within ten (10) feet of the premises.
- Falsifying records or information.
- Use of computers in violation of the Internet policy.
- Sexual harassment or harassment.
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on RRUUC premises (including meal and other breaks).

- Unauthorized possession of weapons.
- Working another job while on unauthorized leave.
- Failure to accurately complete or permitting another person to complete the employee's timecard.
- Arrest and conviction for criminal offenses, including those that may affect the employee's ability to perform his or her job.
- Theft or dishonesty.
- Taking RRUUC property without paying for it or without written permission.
- Reckless, careless or unauthorized use of RRUUC property, equipment or materials.
- Violation of any other RRUUC policy. Employees should consult their supervisor for details of RRUUC policies which may be relevant to their position.

## **V.6 SEXUAL HARASSMENT**

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as the opposite gender. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

Conduct which may constitute sexual harassment, depending on the circumstances, include but are not limited to, the following:

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

Sexual images or remarks included as part of a RRUUC authorized program, such as the Our Whole Lives sexual education class, are not considered to be sexual harassment.

Any employee who believes he or she has been sexually harassed by another employee, a supervisor, a member of the congregation, an agent of RRUUC, or any other person whom the employee encounters in the course of employment should report that conduct immediately to their supervisor. If not comfortable making a report to their supervisor, an employee may make a report the Senior Minister and/or any member of the Personnel Committee. If the report or complaint involves a called minister the report should be made to any member of the Executive Committee of the Board and/or Chair of the Board.

Every complaint or report of sexual harassment will be promptly investigated. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information may be communicated to those with a need to know. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken.

Retaliation or reprisal against employees who report sexual harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

## **V.7 HARASSMENT**

River Road Unitarian Universalist Congregation prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, gender identity, sexual orientation, pregnancy, national origin, age, marital or parental status, disability or any other classification protected by law, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance;
- represents a serious departure from commonly accepted ethical standards that adversely affect the employee's ability to perform his or her job; or
- otherwise adversely affects an individual's employment opportunities.

Examples of conduct which may constitute harassment include but are not limited to, the following:

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

Any employee who believes he or she has been harassed by another employee, a

supervisor, a member of the congregation, an agent of RRUUC, or any other person whom the employee encounters in the course of employment should report that conduct immediately, if comfortable doing so, to their supervisor or the Senior Minister. If not comfortable making a complaint to their supervisor, an employee may make a report to the Senior Minister and/or any member of the Personnel Committee. If the report or complaint involves the Senior Minister, the report should be made to any member of the Executive Committee of the Board and/or the Chair of the Board.

Every complaint or report of harassment will be promptly investigated. If the investigation indicates that an act of harassment has occurred, timely and appropriate action will be taken. Retaliation or reprisal against employees who report harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

## **V.8 THREATS AND VIOLENCE**

Threats, threatening behavior, or acts of violence by an employee on RRUUC property or at another location while representing RRUUC or at any location when the act flows from employment at RRUUC will not be tolerated. Any employee who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on RRUUC property or while engaged in RRUUC business or activities may be removed and will remain off RRUUC property pending the outcome of an investigation. If RRUUC determines that an employee has violated this policy, RRUUC may take appropriate disciplinary action up to and including termination of employment, and/or legal action, as appropriate.

Any employee who believes he or she has witnessed or experienced threatening or violent behavior, when that behavior is job-related or is connected to employment, shall report the matter immediately, if comfortable doing so, to their supervisor. If not comfortable making a report to their supervisor, an employee may make a report to the Senior Minister, and/or any member of the Personnel Committee. If the report or complaint involves the Senior Minister, the report should be made to any member of the Executive Committee of the Board and/or the Chair of the Board.

## **V.9 WHISTLEBLOWER PROTECTION**

If an employee has a reasonable belief that somebody acting on behalf of RRUUC has engaged in any action that violates an applicable law or regulation, or that constitutes a fraudulent activity, the person should immediately report such information to the Senior Minister, the Board Chair, or the Chair of the Finance Committee.

RRUUC will not retaliate against an employee in the terms and conditions of employment because that employee has reported in good faith an action that appears to violate a law or regulation, or constitutes a fraudulent activity. RRUUC may take disciplinary action (up to and

including termination) against an employee who, in the assessment of the Senior Minister or the Personnel Committee, has engaged in retaliatory conduct in violation of this policy. If the report or complaint involves the Senior Minister the report should be made to any member of the Executive Committee of the Board and/or Chair of the Board.

#### **V.10 EMPLOYEE GRIEVANCES AND COMPLAINTS**

This section applies to matters not covered by III.5, V.6, V.7, and V.8.

Effective communication is essential for productive working relationships. To that end, employees are encouraged to discuss any concerns about their work or working conditions, or suggestions for improving operations, with their supervisor at any time.

If an employee has a complaint or grievance that workplace conditions violate law or policy, or that policies have not been applied fairly, such complaint or grievance shall be resolved in the following manner:

- The employee should present any such complaint or grievance to their supervisor. Together the employee and supervisor will discuss the problem, review applicable rules or policies, and explore possible resolutions.
- If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Senior Minister and/or to any member of the Personnel Committee. With the assistance of the Personnel Committee, the Senior Minister shall gather the evidence necessary to complete an investigation.
- The Senior Minister shall recommend a resolution of the matter to the supervisor and employee. If the Senior Minister is the supervisor, the Senior Minister shall recommend a resolution to the employee and the Personnel Committee. In either case the resolution shall be binding upon RRUUC and the employee.
- If the report or complaint involves the Senior Minister the report should be made to any member of the Executive Committee of the Board and/or Chair of the Board.

#### **V.11 COMPLAINTS ABOUT EMPLOYEES MADE BY MEMBERS OR FRIENDS OF THE CONGREGATION**

Members or friends of the congregation who make a complaint about an employee should be directed first to discuss their concern with the employee. If the complaint cannot be resolved

in this fashion, the member/friend should discuss the matter privately with the staff member's supervisor or the Senior Minister. If none of these discussions lead to a resolution satisfactory to the complainant, he or she should present the complaint to the Personnel Committee in the presence of the Senior Minister. If the complaint is about a called minister, the unresolved complaint should be directed to the Board.

## **V.12 INTERNET POLICY**

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

Inappropriate Internet use includes, but is not limited to:

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

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

Use of software or other material downloaded into RRUUC's computers must be consistent with the licenses and copyrights of the vendors, authors, or owners of the material. Prior written authorization from the Congressional Administrator is required before introducing any software into RRUUC's computer system.

Only authorized employees or a volunteer reporting directly to an authorized employee may communicate on the Internet on behalf of RRUUC. Employees may not state their religious affiliation on the Internet in the performance of their duties unless required as part of those duties. Any violation of this policy will result in disciplinary action.

## **V.13 MEDIA INQUIRIES**

All requests for information about RRUUC from newspapers, television, radio or other media should be directed to the Senior Minister or another minister. An appropriate response

to a media inquiry is, "I'm not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"

#### **V.14 CONFLICTS OF INTEREST**

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to RRUUC, 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 RRUUC.

Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for RRUUC. Employees who have questions about whether an activity violates this policy should discuss the matter with their supervisor before engaging in the activity. Employees are advised to familiarize themselves with RRUUC's Conflict of Interest policy posted on the website.

Nothing herein shall restrict the personal right of any individual to participate in political and public issues as his/her conscience dictates.

#### **V.15 OUTSIDE EMPLOYMENT**

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

An employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the employee's performance of their duties for RRUUC or reflect discredit on RRUUC. Employees shall not use RRUUC resources or equipment, including computers or musical instruments, to perform collateral employment.

#### **V.16 PERSONAL PROPERTY**

RRUUC is not responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on RRUUC property. Employees must report any lost items to the Congregational Administrator so that found items may be returned. If an employee finds an item that appears to be lost, the item should be immediately turned in to the Congregational Administrator or his or her delegate.

## **VI EMPLOYEE BENEFITS**

The benefits outlined in this Manual represent significant additional compensation to eligible employees. The benefit summary outlined below is not intended to and does not create an express or implied contract, promise or representation between RRUUC and the employee. These benefits are subject to change at any time in the discretion of RRUUC. In the event of any discrepancy between the benefits outlined below and a specific benefit plan, the provisions of the plan will govern.

Non-exempt employees should note that their base salary is the basis for calculating all employee benefits.

Any questions about employee benefits should be directed to the Congregational Administrator.

### **VI.1 GROUP INSURANCE PROGRAMS**

#### **VI.1.a Health Insurance Benefits**

Employees who are scheduled to work at least the minimum number of hours required by RRUUC's designated health insurance carrier may enroll in the group health insurance plan sponsored by the congregation, unless they have health insurance through a family member or collateral employment. Employees are expected to pay a portion of the premium, with RRUUC paying a specified amount of the balance. Further information concerning the plan and any alternative health-related benefits may be obtained from the Congregational Administrator.

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

Long term disability insurance through a group plan sponsored by the UUA is provided at no cost to the employee.

Employees who work at least half time (20 hours per week) may purchase group dental insurance or term life insurance, through the group plan sponsored by the Unitarian Universalist Association (UUA). Further information concerning these policies is available from the Building and Administrative Manager.

#### **VI.2. Workers' Compensation Insurance**

All on-the-job injuries or illnesses, regardless of severity, must be reported immediately to the employee's supervisor, or the Congregational Administer, or in his or her absence to the Senior

Minister. The Congregational Administrator shall promptly report all injuries to the appropriate insurance carrier. RRUUC carries workers' compensation insurance that may cover certain medical expenses and provide partial income protection in the event of illness or injury arising out of or in the course of employment. Employees may be required to provide a physicians statement in order to receive workers compensation benefits, or to return to work.

### **VI.3 RETIREMENT BENEFITS**

The Unitarian Universalist Association maintains a defined contribution qualified retirement plan to assist employees who meet the 1,040 hours per year minimum hours worked provision to accumulate tax-deferred savings for retirement.

Under the plan, RRUUC contributes a specified percentage of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis. Before an employee can become a participant, there are certain eligibility requirements that must be met. Generally, all employees become eligible for Retirement Benefits after one year of continuous employment with RRUUC or another UUA-related organization.

Employees should review the material regarding the retirement plan carefully and discuss any questions he or she may have with the Congregational Administrator or with appropriate staff members at the UUA.

### **VI.4 VACATION**

RRUUC grants paid vacation to employees who are scheduled to work at least half time. Vacation must be requested in advance and may only be taken with the approval of the employee's supervisor. In recognition of the seasonal variations in congregational life, employees are encouraged to schedule vacations in the summer months (June through August) where possible. In the event of conflicting vacation requests, vacation generally will be granted in accordance with length of service and consistent with workload requirements.

Vacation pay is calculated at the employee's regular rate of pay based on the number of hours the employee would normally work. Eligibility is based on the employee's length of service with RRUUC. Vacation time is earned from the date of employment but may not be taken until the completion of six consecutive months' employment. All vacation time must be authorized in advance by the employee's supervisor. Unused vacation may be carried over to the following calendar year but must be used before the end of that year.

Exempt staff will have their eligibility for vacation and, where applicable, study leave and sabbatical leave, specified in their letters of agreement. For all other employees scheduled to work at least half time, except those whose letters of agreement provide otherwise, vacation eligibility is as follows:

<b>Length of Service</b>	<b>Amount of Vacation</b>
0 - 4 years	2 weeks' vacation
4 - 8 years	3 weeks' vacation
More than 8 years	4 weeks' vacation

These provisions became effective July 1, 2011 and are not retroactively applicable. When an employee becomes eligible for an increased rate of vacation accrual, such increase will commence on the first day of the month following the anniversary date of the year in which an employee completes the required length of service.

Employees who resign with at least two weeks' notice will receive payment for the accrued vacation days.

#### **VI.5 PAID HOLIDAYS**

The following eleven (11) paid holidays are observed each year, and the office will be closed on these days:

New Year's Day  
 Martin Luther King's Birthday  
 President's Day  
 Memorial Day  
 Independence Day  
 Labor Day  
 Columbus Day  
 Veterans' Day  
 Thanksgiving Day  
 The day after Thanksgiving  
 Christmas Day

If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed as the holiday. If employees are required to work on an observed holiday, they generally will be granted another day off.

## **VI.6 SICK LEAVE AND LEAVES OF ABSENCE**

### **VI.6.a General provisions**

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

### **VI.6.b Sick leave with pay**

Full-time employees accumulate sick leave at the rate of four hours per pay period and may accumulate the unused portion of such leave up to 720 hours for use in the event of illness or injury. This cap is intended to cover the period up to the point at which Long Term Disability Insurance payments should begin. In the event the length of an illness exceeds the available sick leave, the Senior Minister may, in consultation with the Personnel Committee, extend the additional sick leave (up to the above limitation) or offer the employee medical leave without pay.

Part time employees who work at least 20 hours per week accumulate sick leave at a rate of one-half their normal workday per month worked. A person who works 20 hours a week, for instance, would earn two hours of sick leave per month. Accumulation provisions are the same as for full-time employees.

Employees who work fewer than 20 hours per week do not earn sick leave, they are paid only for hours worked.

Unused, accrued sick leave will not be paid at termination of employment.

Sick leave is intended to be used in the event the employee is unable to work due to the employee's own illness, injury or other medical condition or the illness, injury or other medical condition of a person in their direct care such as a sick child. Sick leave may also be used for routine dental or medical appointments.

Employees must notify their supervisor before their starting time if they are unable to come to work due to illness. Employees may be required to provide a physician's statement regarding their medical condition, including why the employee was not able to work. RRUUC reserves the right to request that employees who are repeatedly absent for illness or injury be examined by a physician chosen by RRUUC, and at the expense of RRUUC, before continuing sick pay or allowing the employee to return to work.

#### **VI.6.c Medical leave without pay**

Unpaid medical leave may be granted in instances where an employee's medical condition requires an absence from work for more time than the amount of available sick leave. This leave requires the approval of the employee's supervisor and the Senior Minister. Sufficient evidence of the medical condition, which may include authorization to speak with the employee's treating physician, is required for a medical leave. The maximum unpaid medical leave time that may be granted is three months or until a physician releases the employee to return to work, whichever is shorter.

#### **VI.6.d Personal leave without pay**

Employees who have been employed full-time for at least one year may be given unpaid personal leave up to a maximum of five days per year, which must be approved in advance by the Senior Minister. This benefit may not be accumulated from year to year.

#### **VI.6.e Military leave without pay**

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

Employees may choose to use any accumulated vacation time for all or part of the period of military service. Military leaves of absence in excess of available vacation time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same or an equivalent position upon returning from an authorized military leave of absence.

#### **VI.6.f Funeral or bereavement leave with pay**

Full and part-time employees may be eligible for a leave of absence for up to three days with pay for the death of an immediate family member. An immediate family member is defined as spouse, parent, grandparent, sibling, child or grandchild, or step-relations in the above categories. The number of paid days off will be determined by the Senior Minister based on the circumstances.

**VI.6.g Jury duty leave with pay**

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

**VI.6.h Parental leave without pay**

Full and part-time employees who become natural or adoptive parents may be eligible for an unpaid leave of absence of up to six weeks. The leave must begin within six weeks of the birth or adoption.

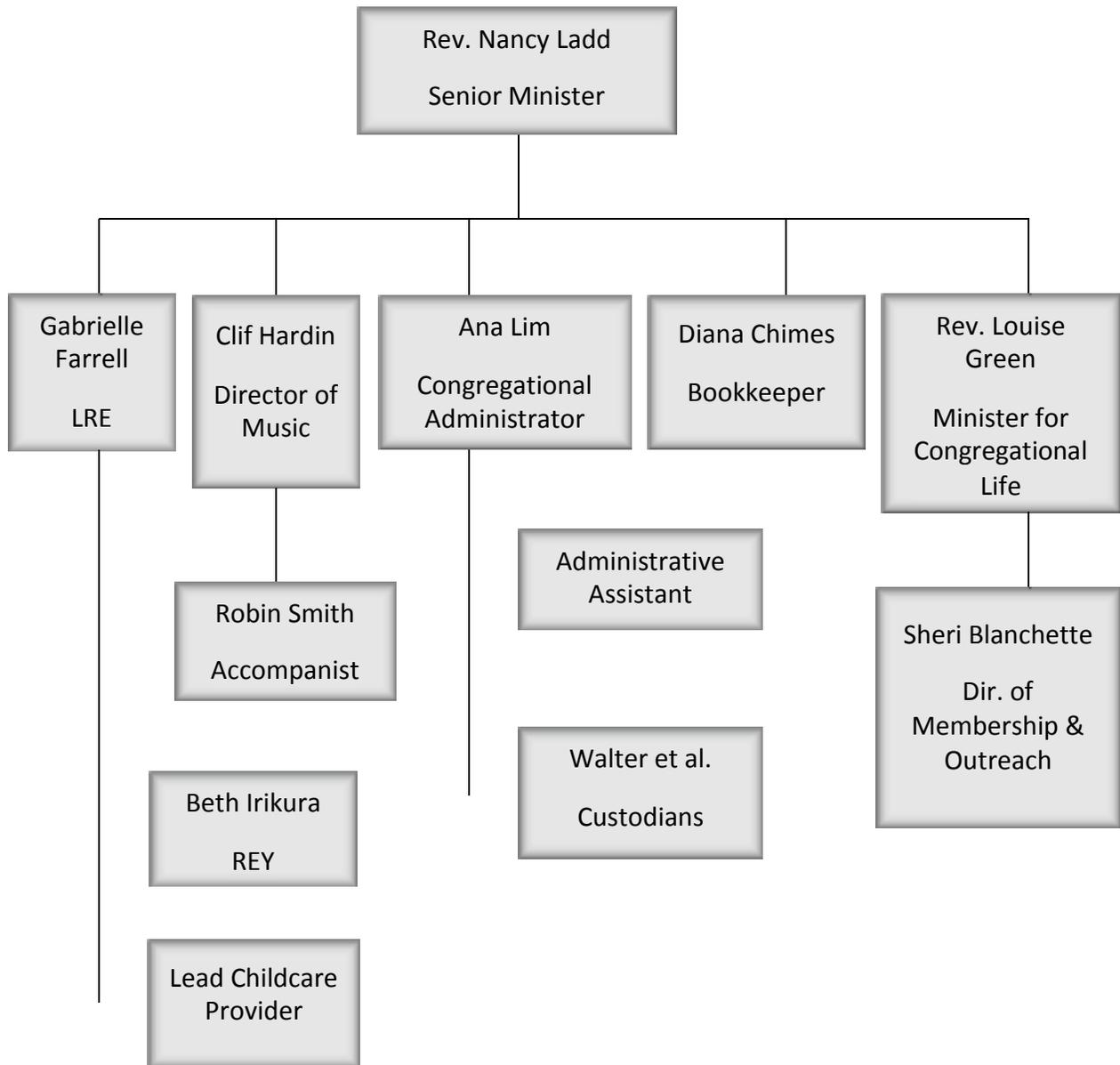
In addition to parental leave without pay, biological mothers may also be eligible for sick leave or medical leave without pay following the birth of a child. Such a leave may, in the discretion of the Senior Minister, run concurrently or consecutively with unpaid parental leave.

**VI.7 PERSONAL VEHICLE USAGE AND REIMBURSEMENT**

Employees using their personal vehicles for congregation-related business may be paid mileage at the current rate per mile as established by Internal Revenue Service, providing the trip was authorized in advance by the employee's supervisor. Mileage will be reimbursed monthly upon request by the employee and approval by the Congregational Administrator. Refer to RRUUC's Accountable Reimbursement Policy for specific details. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips.

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

## RRUUC Organization Chart 2015



### Exempt Employees:

Rev. Nancy Ladd, Gabrielle Farrell, Clif Hardin, Ana Lim, Rev. Louise Green, Beth Irikura, Sheri Blanchette

### Non-Exempt Employees:

Diana Chimes, Robin Smith, Administrative Assistant, Walter et. al. Custodians

**PERSONNEL MANUAL ACKNOWLEDGMENT FORM**

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Personnel Manual of River Road Unitarian Universalist Congregation (RRUUC). I understand that it is my responsibility read the Manual and to comply with all the policies, practices and rules of RRUUC.

If the employee has a “Letter of Agreement” that document will supersede the Personnel Manual to the extent of any conflict between the agreement and personnel policies.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either RRUUC or I may terminate the employment relationship, at any time, with or without reason and with or without notice. I specifically understand and agree that this statement of policy contains all of the terms relating to termination of employment and that no representations may be made contrary to the foregoing, either express or implied. I understand that this statement of policy is subject to change at the will of RRUUC.

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

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

\_\_\_\_\_.

\_\_\_\_\_  
Date

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

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