

Unitarian  
Universalist  
Congregation of  
South County

Personnel Policy Manual

Revised as of September 20, 2022 by UUCSC Personnel Committee

## Table of Contents

I.	EMPLOYMENT POLICIES & PRACTICES	
A.	Statement of Purpose	4
B.	Equal Employment Opportunity	4
C.	Sexual Harassment	5
D.	Harassment	6
E.	Resolution of Employee Complaints	7
F.	Internet Policy	7
G.	Media Inquiries	8
H.	Confidentiality	8
I.	Conflicts of Interest	9
J.	Outside Employment	9
K.	Employment of Relatives & Members	9
L.	Personnel Record	10
M.	Initial Review Period	11
N.	Annual Performance Evaluations	11
II.	WAGE AND HOUR ADMINISTRATION	
A.	Employment Classifications	12
B.	Hours of Work	12
C.	Timekeeping and Overtime	12
D.	Pay and Payroll Deductions	13
III.	EMPLOYEE BENEFITS	
A.	Military Leave Without Pay	13
B.	Jury Duty Leave with Pay	13
C.	Expenses and Reimbursement	14
D.	Retirement	14
E.	Health Insurance/Life Insurance	15
IV.	OTHER EMPLOYEE POLICIES	
A.	Attendance and Punctuality	15
B.	Work and Disciplinary Guidelines	16
C.	Separation from Employment	17
D.	Safety and Accidents	18
E.	Personal Property	18
F.	Workplace Threats and Violence	18
G.	Professional Behavior	19
H.	Inspection Rights	19
I.	Employment Authorization	20
J.	Recruitment and Hiring	20
	ACKNOWLEDGEMENT OF RECEIPT	23
V.	ORGANIZATIONAL CHART	24
VI.	UUCSC STAFF/COMMITTEE EVALUATION PROCESS	25

- VII. REFERENCED DOCUMENTS NOT INCLUDED IN THIS MANUAL 26  
(See sections: I. N. first paragraph; IV. J. 2. Search Procedure, first paragraph)
1. Religious Education Committee Handbook
  2. Music Committee Handbook
  3. Congregational Administrator Handbook
  4. Staff Search Committee Handbook
  5. Personnel Committee Handbook
  6. Safe Congregational/Disruptive Behavior Policies-see UUCSC Policy Handbook

## **I. EMPLOYMENT POLICIES AND PRACTICES**

### **A. STATEMENT OF PURPOSE**

This Personnel Policy Manual (PPM) is provided to help you understand the policies and procedures of the Unitarian Universalist Congregation of South County (referred to herein as “Employer”). Employees are required to read the Manual and sign the Acknowledgement of Receipt (AOR) form on page 22. The AOR form is forwarded to the Congregational Administrator for placement in the employee’s file. Nothing in this Manual or in any other written or unwritten policies and practices of Employer creates an expressed or implied contract, promise or representation between Employer and any employee. The PPM is provided for explanation purposes only.

The Employer’s policies generally will be applied consistently. However, the Employer reserves the right to deviate from normal policy in certain situations. Since every employment situation cannot be anticipated, this Manual provides a general overview only.

From time to time, changes in the Manual may become necessary. Therefore, the Employer reserves the right to amend, supplement or rescind any provisions of this Manual as necessary. The employer will make every effort to inform employees of changes in a timely manner.

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt (*see II. A., page 12*), except where otherwise stated. This Manual does not apply to ordained Ministers serving the UUCSC with a Letter of Agreement in place. Employment “at-will” means that an employee or the Employer may terminate the employment relationship at any time for any reason, with or without notice. Both parties will make a good faith effort to give at least a two-week notice.

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

If you have any questions or comments about this Manual, or if you need more information, please ask the Chair of the Personnel Committee, or the minister. Your comments and suggestions are genuinely encouraged.

### **B. EQUAL EMPLOYMENT OPPORTUNITY**

The UUCSC affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and any similar employment decisions must be made in compliance with all federal, state and local laws and without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to the Minister, Personnel Committee or direct supervisor, or if necessary, the Board President. Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated. (See section I. E. Resolution of Employee Complaints.)

### **C. SEXUAL HARASSMENT**

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

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

Some examples of conduct that may constitute sexual harassment, depending on the circumstances, include, but are not limited to, the following:

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

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

Every complaint or report of sexual harassment will be investigated promptly. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know, including legal entities. 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. (See UUCSC Disruptive Behavior Policy in the UUCSC Policy Handbook.)

#### **D. HARASSMENT**

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

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

Some examples of conduct that may constitute harassment, depending on the circumstances, include, but are not limited to, the following:

- Epithets or slurs; or
- Threatening or intimidating acts; or
- Inappropriate written or graphic material; or
- Written, verbal or physical acts that purport to be inappropriate jokes or pranks.

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

complaint should immediately report it to the chair of the Personnel Committee.

Every complaint or report of harassment will be investigated promptly. 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. (See UUCSC Policy Regarding Disruptive Behavior in Section VIII.)

#### **E. RESOLUTION OF EMPLOYEE COMPLAINTS**

Effective communication is essential for productive working relationships. To that end, employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

- The employee should present any complaint or grievance to **his/her/their** supervisor and together discuss the problem, applicable rules or policies, and possible resolution.
- If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Minister.
- If discussion with the Minister does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Personnel Committee, which will gather the evidence necessary to complete an investigation and /or hold a hearing. The Personnel Committee shall then recommend a resolution of the problem. If the Minister is the supervisor, unresolved grievances should be directed to the Personnel Committee.
- If the Personnel Committee's recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the Board. The resolution recommended by the Board will be binding upon all parties involved in the grievance.

#### **F. INTERNET POLICY**

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

Inappropriate Internet use includes, but is not limited to, intentionally:

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

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

Any software or other material downloaded into Employer's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Software introduced to employer's computers must have prior authorization from appropriate UUCSC parties.

Only authorized staff members may communicate on the Internet on behalf of Employer. Employees may not express opinions or personal views that could be misconstrued as being those of Employer. Any violation of this policy may result in disciplinary action.

## **G. MEDIA INQUIRIES**

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

## **H. CONFIDENTIALITY**

Employees may, in the course of their duties, have access to confidential information about the Employer, including but not limited to, information about members, friends or other staff members. Such information must remain confidential and may not be released, removed from the Employer's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment. All requests for information



concerning past or present employees received from organizations or individuals should be directed to the Minister.

## **I. CONFLICTS OF INTEREST**

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to the Employer, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with the Employers.

Employees shall not engage in any business or transaction and shall not have a financial or other personal interest, which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for the Employer. Employees who have questions about whether an activity violates this policy should discuss the matter with the Minister, or their direct supervisor.

## **J. 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 the Employer's time, facilities, equipment or supplies, or the use of the title, prestige, or influence of the congregation for private gain or advantage.

An employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the employee's performance of Employer duties; reflect discredit on the Employer; or tend to increase Employer's payments for sick leave, worker's compensation benefits or long-term disability benefits. Collateral employment should not result in excessive outside telephone calls while on duty for the congregation.

Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or work different hours. If outside employment contributes to any of these situations, normal disciplinary procedures will be followed, up to and including termination.

## **K. EMPLOYMENT OF RELATIVES AND MEMBERS**

Other members of an employees' family may be considered for employment; however, relatives may not supervise one another. "Relative" means: spouse, domestic partner, parent, sibling, child, grandparent or grandchild.

The UUA recommends and it is the preferred policy of the UUCSC to hire outside the congregation, unless there are extraordinary circumstances.

## **L. PERSONNEL RECORD**

It is very important that employees keep up-to-date all the information provided to the Employer at the time of hire. This information is essential for many purposes, including benefit administration, mailing information to the employee's home, and contacting friends or family in case of emergency. The Minister or direct supervisor should be promptly notified of any changes in:

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

### Access to Personnel Records

The UUCSC maintains a personnel file for each employee. These files are the property of the UUCSC. Files may include, but are not limited to: resumes, cover letters, reference information, evaluations, contracts, background checks, signed AOR forms, and any record of disciplinary action. Access to these files is restricted. Generally, only supervisors and those who have a legitimate reason to review the employee's records shall have access. The Personnel Committee must approve requests for access to a personnel file. Personnel files may be reviewed only in the UUCSC office under supervision of a member of the Personnel Committee or the employee's supervisor. Employees who wish to review their own personnel files should contact their supervisor, the Minister, or the Chair of the Personnel Committee. With reasonable advance notice, employees may then review their own personnel file.

## **M. INITIAL REVIEW PERIOD**

New employees and employees who are transferred to another position are required to complete an initial review period of ninety

days, which may be shortened or lengthened at the Employer's discretion. Upon completion of this period, the employee will be considered a regular employee. Satisfactory completion of the initial review period does not alter the employment-at-will relationship (*see I. A., page 4, paragraph 4*). Employees must continue to perform satisfactorily even after the initial review period is completed. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of the Employer.

## **N. ANNUAL PERFORMANCE EVALUATIONS**

Each employee is evaluated annually with a written performance evaluation. The minister/supervisor will write each evaluation. All evaluations will be completed by March 15, signed and filed by March 21. The evaluations will be maintained in the Employees' permanent personnel files. Factors considered in assessing performance include, but are not limited to: job description, annual goals, quality and quantity of work and duties as directed by the supervisor; dependability; attendance and punctuality; effective interpersonal relationships with the congregation, and personal conduct. Refer to the relevant Committee Handbook for more information on the evaluation process (Table of Contents, IX).

Employees report to the following supervisor: Congregational Administrator-Minister; Director of Religious Education-Minister; Director of Music-Minister; Financial Administrator-Treasurer, Nursery Supervisor-Director of Religious Education (exempt from formal evaluation process).

In collaboration with their respective supervisor, employees are requested to identify goals and objectives prior to the beginning of the evaluation period, so that their work may be evaluated on the basis of clear criteria they have helped to develop.

The evaluation process is as follows: In March the minister/supervisor writes each employee evaluation. Evaluations must be completed by March 15 and filed by March 21. If the supervisor and employee agree on the evaluation by signing their names with no objections, the supervisor places the performance evaluation in the employee's personnel file and notifies the Board and Personnel Committee seven (7) days before the April Board meeting. The supervisor advises the Personnel Committee to proceed with preparation of a new contract.

In the event of any unresolved issues, such as the employee signing her/his evaluation with objections, the parties have until the May Board meeting to resolve them. Unresolved issues should be directed to the Personnel Committee. The Personnel Committee will gather the evidence necessary to complete an investigation and/or hold a hearing. The Personnel Committee shall then recommend a resolution of the issues. If the Personnel Committee's recommendation does not resolve the issue(s) to either party's satisfaction, the dissatisfied party may then seek a review by the Board. The resolution recommended by the Board shall be binding on all parties. A contract for the next fiscal year is offered only after a satisfactory resolution of the outstanding issue(s).

## **II. WAGE AND HOUR ADMINISTRATION**

### **A. EMPLOYMENT CLASSIFICATIONS**

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

Employees who are subject to state or federal minimum wage and overtime laws are referred to as "non-exempt" employees. Those in administrative, management, or supervisory positions who are not subject to such regulation are referred to as "exempt" employees. The Director of Religious Education and the Music Director are "exempt" employees.

Nursery assistants are paid as independent contractors with IRS form 1099. They are "at-will" employees, and are not subject to annual evaluations as defined in section I. N.

### **B. HOURS OF WORK**

Employees' hours are stipulated in their job descriptions. Individual work schedules may change from time to time.

Attendance at meetings at the request of the employee's supervisor or as stipulated in the employee's job description will be considered time worked. Employees are expected to attend any staff retreats or off-site events, which are part of their employment.

### **C. TIMEKEEPING AND OVERTIME**

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

#### **D. PAY AND PAYROLL DEDUCTIONS**

Pay adjustments generally will be considered for all employees once per year, and any adjustments will be made upon adoption of the current year budget. There is no guarantee of an annual pay adjustment. Pay is usually based upon budget allocations. Employees are generally paid once a month.

The Finance Committee will report to each employee deductions made from the employee's wages. 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 Treasurer of any changes to or errors in their deductions. Any necessary adjustments are usually made and reflected in the employee's next paycheck.

### **III. EMPLOYEE BENEFITS**

Employee benefits are delineated in each employee's contract and the Minister's letter of agreement. The following benefits will apply to all employees.

#### **A. 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.

In accordance with applicable law, eligible employees will be reinstated to the same or equivalent job upon return from an authorized military leave of absence.

## **B. JURY DUTY LEAVE WITH PAY**

Employees called for jury duty are paid their regular pay for up to twenty (20) working days, minus court payment.

Employees should appear for work upon being excused from jury duty on any day.

## **C. EXPENSES AND REIMBURSEMENT**

### **1. Congregation and Job-Related Expenses**

Employees should submit requests for payment of anticipated expenses for the coming fiscal year to the supervisor and then to the Board for approval prior to the Annual Budget Approval by the Congregation. Examples include professional dues, association fees, workshops, or related costs. Employees should submit requests for reimbursement and documentation of unanticipated expenses (e.g., photocopies) to the supervisor as soon as possible, but prior to the end of the fiscal year in which they are incurred.

### **2. Vehicle Use and Reimbursement**

UUCSC does not reimburse employees using their own cars for UUCSC-related business. However, staff members are encouraged to track their mileage while conducting church business for their own tax returns.

Employees must have a current and valid driver's license and proof of insurance as required by the State of Rhode Island. The UUCSC is not liable for any personal injury or property/vehicle damage incurred by the employee or any passengers. All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by the UUCSC.

### **3. Credit**

The lead administrative officer, the Congregational Administrator, or the Chair of the Finance Committee must approve use of the UUCSC credit card(s).

#### **D. RETIREMENT**

Every employee at least eighteen years old is eligible to enroll in the UUA retirement plan, regardless of hours or length of service. The Finance Committee is responsible for enrollment. Contributions are voluntary. Employees may start, stop, or change their contribution at any time. It is incumbent upon the UUCSC to offer this benefit before signing contracts. Questions should be addressed to the Chair of the Finance Committee.

#### **E. HEALTH INSURANCE/LIFE INSURANCE**

It is incumbent upon the UUCSC to offer employees or potential employees the health and/or life insurance benefits they are eligible for, and what their own cost would be, before signing contracts. The UUCSC is not required to pay for them. Questions should be addressed to the Chair of the Finance Committee. Enrollment in any plan is voluntary.

Health Insurance: Our current policy has a time limit for enrollment.

Life Insurance: The UUA insurance plans are available to all employees scheduled to work at least 750 hours per year, established by plan rules.

### **IV. OTHER EMPLOYEE POLICIES**

#### **A. ATTENDANCE AND PUNCTUALITY**

Each employee is expected to be prompt and regular in his/her/their attendance at work. Personal appointments should be scheduled before or after work hours, if possible. The supervisor must approve all scheduled absences in advance. Employees who are unable to report to work at their scheduled time must call their supervisor as

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

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

Excessive absenteeism without adequate notice or explanation may result in disciplinary action.

Employees must notify their supervisor before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their medical condition, including why the employee was not able to work.

## **B. WORK AND DISCIPLINARY GUIDELINES**

Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures, including verbal warnings, written warnings or termination.

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

- Failure to perform work in a manner acceptable to Employer;
- Excessive absenteeism or tardiness;
- Leaving work without permission; delete
- Failure to report absences as required;
- Sexual harassment or harassment described in this Manual;
- The use, possession or sale, or being under the influence, of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on Employer premises (including meal and other breaks);
- Disclosure of confidential information;
- Smoking in unauthorized areas;
- Failure to report on-the-job injuries;
- Working another job while on approved absence;
- Arrest and conviction for criminal offenses, including those that may affect the employee's ability to perform his/her job;
- Falsifying records or any UUCSC record or report, such as an application for employment or timecard, or information, or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system.
- Discourteous treatment of others.



- Insubordination – refusal to follow management’s instructions concerning a job-related matter, or lack of responsiveness to supervision;
- Assault on a co-worker;
- Gambling on UUCSC property;
- Possession of fire arms or other weapons on UUCSC property;
- Theft or misuse of UUCSC property or of another employee’s property;
- Taking employer property without paying for it or without written permission.
- Reckless, careless or unauthorized use of Employer property, equipment or materials.
- Improper or profane language.
- Violation of any other Employer policy.

### **1. Property Damage**

An employee who damages UUCSC property will be subject to appropriate action, which could include, but is not limited to, disciplinary action, discharge and/or reduction of wages for restitution of damages, and legal prosecution.

### **2. Disciplinary Procedure**

All matters of employee performance will be handled in a progressive process designed to improve the employee’s performance in a fair and equitable manner.

**Step 1** – Supervisor issues a **Verbal** warning that outlines the problem with corrective action. Corrective action required within 14 days.

**Step 2** – Supervisor issues a **Written** warning that details the recurrence of the problem with written corrective action; that action required within 14 days.

**Step 3** –Board issues a **Termination** notice as a result of no corrective action being taken by employee.

## **C. SEPARATION FROM EMPLOYMENT**

It is the UUCSC’s policy to terminate employment because of an employee’s resignation, discharge for cause, retirement, permanent reduction in the workforce, employee misconduct, unsatisfactory job performance, or any other reason. In the absence of a specific written agreement, employees are free to resign at any time with proper notice, and the UUCSC reserves the right to terminate employment for any reason.

Employees can be terminated immediately and without recourse for the following infractions:

- Gross misconduct/disruptive behavior (see section VIII.)
- Theft
- Verbal/physical abuse
- Sexual harassment (after investigation)

Employees may be terminated by the UUCSC Board of Directors when, after receiving discipline from the supervisor, they are unwilling or unable to bring about the needed change in conduct, attitude or job performance.

Employees who resign are requested to give at least two weeks' written notice in order to find a suitable replacement.

## **D. SAFETY AND ACCIDENTS**

### **1. Physical Safety**

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 whereabouts of fire extinguishers and the first aid kit.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor or Minister. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the supervisor or the Minister. In the event of a fire or other emergency, the fire department and/or police should be called immediately, and all staff and members of the congregation should leave the premises.

### **2. Safe Congregation**

UUCSC employees, volunteers, members, friends and visitors are expected to abide by the UU/UUCSC Safe Congregation policies. (See Safe Congregation Policy in the UUCSC Policy Handbook.) Violations may result in employee termination or congregational action.

## **E. PERSONAL PROPERTY**

The Employer cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on UUCSC property. Employees should report any lost items to the Minister so that the item can be returned if it is found. If an employee finds an item, it should be turned in to the Congregational Administrator.

## **F. WORKPLACE THREATS AND VIOLENCE**

Threats, threatening behavior, or acts of violence against persons by anyone on UUCSC property will not be tolerated.

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

All employees shall inform the Minister or their supervisor of any employee behavior that they have witnessed or experienced, that they regard as threatening or violent, when that behavior is job-related or is connected to employment.

## **G. PROFESSIONAL BEHAVIOR**

Employees should maintain a professional attitude and appearance that is appropriate to their position and the Employer-congregation. Personal mail and non-essential telephone calls at work are discouraged.

The work environment should reflect a high degree of professionalism, and under no circumstances are items of apparel considered to be inappropriate to the job allowed in the workplace. Examples include revealing or tight clothing, graphics with explicit or derogatory wording, or that advocate inappropriate behavior.

### **1. Personal Finances**

All employees are expected to discharge their financial obligations promptly so that creditors will not have to ask the UUCSC's assistance in collecting amounts owed to them. In the event that garnishment or similar proceedings are instituted against an employee, the UUCSC

will deduct the required amount from the employee's paycheck. The amount so deducted will not exceed that permitted by law. No employee will be terminated by reason of the fact that his/her earnings have been subject to garnishment for one's indebtedness. However, an employee whose earnings are subject to repeated garnishments could be liable for disciplinary action, up to and including termination.

## **H. INSPECTION RIGHTS**

The UUCSC has storage facilities such as desks, file cabinets, closets and storage areas for the use of employees on its premises; however, the UUCSC can make no assurances that they will always be secure. The storage or use of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on UUCSC premises. Therefore, the Employer reserves the right to open and inspect any desk, file cabinet, storage closet or storage area at any time and without prior notice or consent. Employees may not use personal locks on UUCSC-owned desks, cabinets, closets or storage areas. All authorized keys and locks will be maintained in the UUCSC office (central location); and may be duplicated only with authorization.

## **I. EMPLOYMENT AUTHORIZATION**

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

## **J. RECRUITMENT AND HIRING**

### **1. Hiring Policy**

It is UUCSC policy to hire individuals who are qualified or trainable for employment as determined by our standards of education, experience, aptitude and character. All decisions regarding the recruitment, selection and placement of employees are made solely on the basis of job-related criteria. Every effort will be made to hire new employees for positions which best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth. In no event shall a hiring of an employee be considered as creating a contractual relationship between the employee and the UUCSC; see "At Will Statement" section I. A., page 4, paragraph 4.

The UUA recommends and it is the preferred policy of the UUCSC to hire outside the congregation, unless there are extraordinary circumstances.

## **2. Recruitment and Hiring Process**

Appropriate committees and relevant individuals will bear responsibility for the recruitment and hiring process, adhering to EEO standards; see section I. B.

### Search Procedure

When a Search Committee is charged with hiring a new employee, the Personnel Committee Chair must be notified. The Search Committee will consist of at least six members. The committee will include a member of the Personnel Committee, a member of the Board, the Minister, a member of the staff with a formal relationship to the new position, and any other UUCSC member with job-related expertise. The committee will use the **Staff Search Committee Handbook. All forms, including sample letters, are found in the handbook.**

The Search Committee will hold an organizational meeting. A timeline for the hiring of the new employee will be determined, a help wanted ad will be written and advertised in area and electronic media.

### Application Requirements

A complete application will include a cover letter and a resume.

### Selection and Interview Procedure

Each unsuccessful applicant will receive a letter of regret from the Search Committee Chairperson. The finalist will receive a letter from the Chair, and a phone call from the Minister. All applications received will be kept in the Personnel Filing Cabinet for three years before being shredded.

### Hiring Procedure

The Search Committee Chair will offer the position via phone and the Personnel Committee Chair will offer it in writing (Employment Offer Letter) contingent upon an acceptable background check.

The contract will be written by the Personnel Committee and then signed by the President of the Congregation and the new employee. Orientation (Employee Orientation Procedure Form) will include

providing a copy of the relevant Committee Handbook and a copy of this manual to the new employee, who will sign the ACKNOWLEDGEMENT OF RECEIPT on page 22.

Please Note: New employees and employees who are transferred to another position are required to complete an initial review period of ninety days which may be shortened or lengthened at the Employer's discretion. (Section I. M. p. 10)

### **3. Minimal Safety Standards**

A Background Criminal Investigation (BCI) is required for all UUCSC employees, Youth Advisors, Owl Trainers/Facilitators, Mentors, and youth-related volunteers. If the BCI shows a criminal record, the Minister with either the President or the DRE (if appropriate) will meet privately with the applicant to discuss the results. On a case basis, the UUCSC reserves the right to withdraw its offer of employment. All personal information will be kept confidential.

### **4. Promotions and Transfers**

Whenever possible, employees will be given preference in filling vacancies based on their past performance evaluations and the qualifications necessary to fulfill the requirements of the position.

**ACKNOWLEDGEMENT of RECEIPT**

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Unitarian Universalist Congregation of South County Personnel Policy Manual. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of the Employer.

I specifically understand and agree that my employment is at will and for an unspecified period of time, and that either the Employer or I may terminate the employment relationship at any time, with or without reason and with or without notice. Both parties will make a good faith effort to give at least a two-week notice. I specifically understand and agree that this statement of policy contains all the terms relating to employment, and that no representations may be made contrary to the foregoing, either expressed or implied. I understand that this statement of policy is not subject to change.

I understand that this Manual supersedes all previous policies, written or oral, expressed or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that the Employer reserves discretion to add, change or rescind any policy, practice or rule at any time, with or without notice. It is understood that any change will be communicated through the usual channels and will become effective immediately.

I understand that my signature below indicates that I have read, understood, and will comply with the above statements, and have received a copy of the \_\_\_\_\_(current year) Unitarian Universalist Congregation of South County Personnel Policy Manual.

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

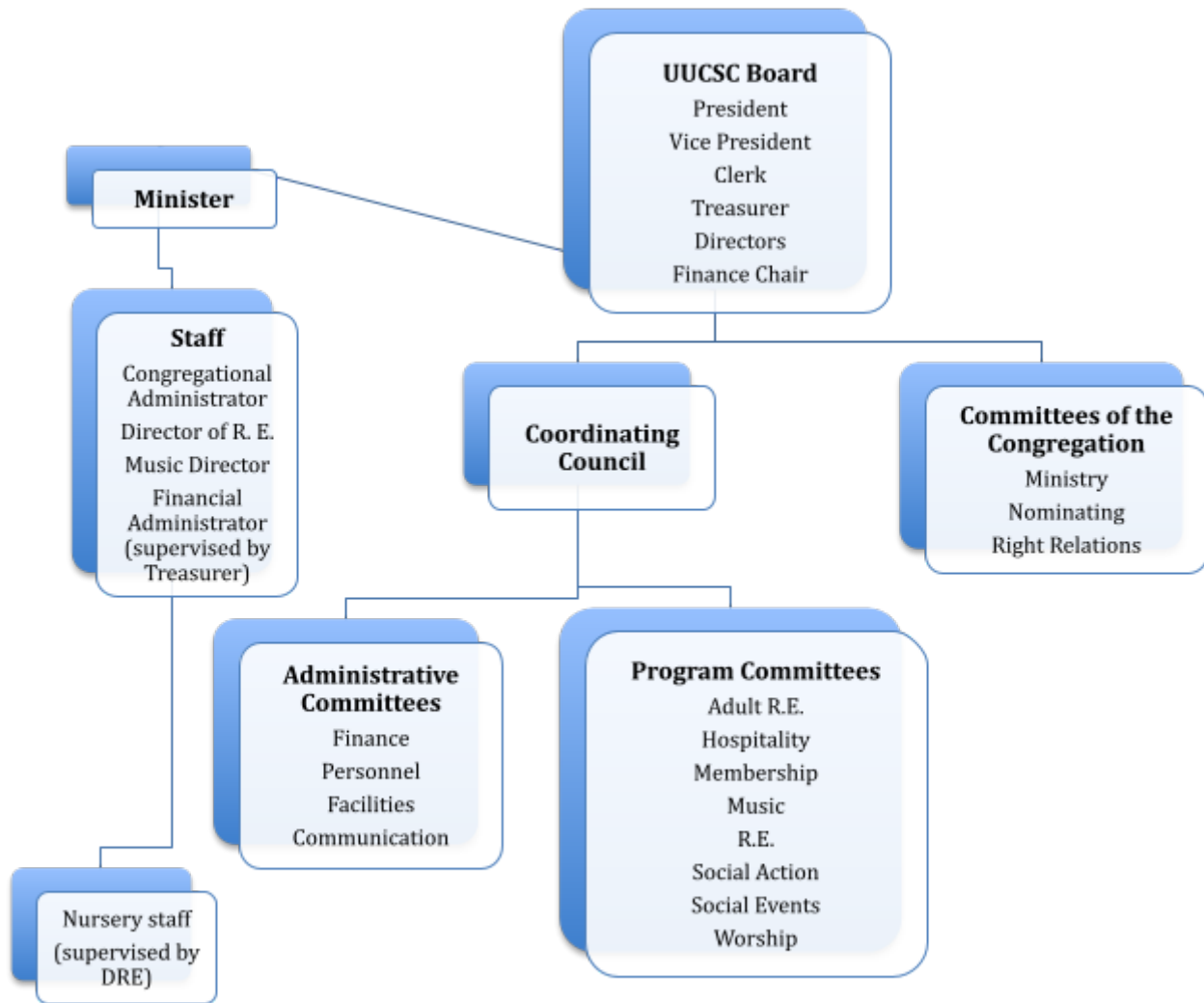
\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**VI. UUCSC ORGANIZATIONAL CHART**

*Note:* All committees and Supervisor report directly to Board; Staff report to Minister. Group headings are nominal and are those used in the UUCSC Bylaws section headings.





## **VI. UUCSC STAFF/COMMITTEE EVALUATION PROCESS**

The evaluation process involves the following two components: Staff Supervisory Evaluations and Program Evaluations.

### **Staff Supervisory Evaluations**

The Music Director, the Director of Religious Education, and the Congregational Administrator are supervised by the Minister. The Financial Administrator is supervised by the Treasurer. The nursery staff are supervised by the DRE and are exempt from this evaluation process.

The staff member's supervisor will

- write an overall performance evaluation assessing:
  - the extent to which the staff met the requirements of the job description
  - the extent to which the staff achieved their professional goals for the year
  - the staff's skill at communication, collaboration, and commitment to UUCSC's mission.

The final steps of the employee evaluation process are as follows:

The supervisor will meet with staff members to discuss their evaluations.

- The supervisor and the staff member will sign the evaluation to acknowledge that the evaluation process did occur.
- If the evaluation is signed with objections, refer to the Personnel Policy Manual, section I. N. paragraph 5.
- Evaluations will be filed, and confidentiality maintained in the UUCSC staff members' personnel files.

### **Committee Program Evaluations**

The Music Director and Director of Religious Education meet with their respective committees to complete an annual program evaluation. These evaluations will be shared with the minister.

Program goals:

- are established by the appropriate committee in consultation with the staff member associated with the program.
- are written in September of the program year. The Personnel Committee will ensure that this process occurs.

The year-end evaluation will:

- assess how well the program achieved the goals.
- assess how well the appropriate committee, staff, and congregation collaborated to achieve the goals
- reflect on how the program is being received in the congregation.

Committee chairs submit their goals and evaluations to the Board and notify the Personnel Committee.

03/09/14; revised 11/11/2018, 09/30/21, 04/09/22

Last Revised 9/20/2022

**VII. REFERENCED DOCUMENTS NOT INCLUDED IN THIS MANUAL**

(See sections: I. N. first paragraph; IV. J. 2. Search Procedure, first paragraph)

1. Religious Education Committee Handbook
2. Music Committee Handbook
3. Congregational Administrator Handbook
4. Staff Search Committee Handbook
5. Personnel Committee Handbook
6. Safe Congregation Policy/Disruptive Behavior Policy-UUCSC Policy Handbook