

**PERSONNEL POLICY MANUAL
FOR THE UNITARIAN UNIVERSALIST CHURCH OF ROANOKE**

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I. EMPLOYMENT POLICIES AND PRACTICES

A. STATEMENT OF PURPOSE

Welcome! We have prepared this Personnel Manual to help you to understand some of the policies and procedures of the Unitarian Universalist Church of Roanoke (UUCR). Employees should familiarize themselves with the Manual, as it will provide answers to some questions you may have about your employment.

The Unitarian Universalist Church of Roanoke is a diverse, caring community, nurturing our members in their quest for spiritual growth and living our faith in service to the larger community. The church, including the Board of Directors (the Board) and the supervisor will use our seven principles as a guide in our relationships and interactions with all employees.

The Seven Principles are as follows:

1. The inherent worth and dignity of every person;
2. Justice, equity, and compassion in human relations;
3. Acceptance of one another and encouragement to spiritual growth in our congregations;
4. A free and responsible search for truth and meaning;
5. The right of conscience and the use of the democratic process within our congregations and in society at large;
6. The goal of world community with peace, liberty, and justice for all;
7. Respect for the interdependent web of all existence of which we are a part.

UUCR will make every effort to be fair, consistent, and kind in our relationships with employees and will expect the same in return.

This Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. This Manual does not apply to ordained minister(s) called by vote of the congregation. In those cases where the employee may be employed under the terms of a written Letter of Employment, to the extent any terms of such Letter shall conflict with any provision hereof, the Letter shall prevail. 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.

UUCR will make every effort to apply these policies consistently and in accordance with our Seven Principles. However, UUCR reserves the right to deviate from normal policy when deemed necessary by the Board. Since every employment situation cannot be anticipated, this Manual provides a general overview only.

Each new employee will be required to read and acknowledge having read this Manual at the time he or she is hired. From time to time, changes in the Manual may become necessary. Therefore, the UUCR reserves the right to amend, supplement or rescind any provisions of this Manual as necessary. Any such changes must be in writing and approved by the Personnel

Committee and the Board. Each employee will be notified in writing of any changes to the Manual following Board approval.

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 genuinely encouraged.

B. SUPERVISION

The Board will appoint a supervisor to oversee staff unless otherwise stated. The supervisor reports to the Board and applies policy as adopted by the Board. The supervisor shall be responsible for the application of personnel policies and compliance with work rules. The supervisor shall make clear the expectations for employee performance as described in job descriptions. The supervisor shall be available to provide counsel or direction to such employees and to ensure the effectiveness of the team of employees and volunteers.

- Employees Directly Supervised by Board appointed supervisor:
 - Director of Lifespan Faith Development (DLFD)
 - Office Administrator
 - Sexton
 - Music Director
- Employees Supervised by the DLFD:
 - Youth Advisor
- Employees Supervised by the Director of Music:
 - Assistant Music Director

C. EQUAL EMPLOYMENT OPPORTUNITY

UUCR affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with all federal, state and local laws and without regard to race, color, religion, 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 supervisor or the Chair of the Personnel Committee, or if the concern regards the supervisor, the 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.

D. SEXUAL HARASSMENT

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite genders. Unwelcome sexual

advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

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

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

Any employee who believes he or she has been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to his or her supervisor or the Chair of the Personnel Committee. If the report or complaint involves either of these, or they are unavailable, the employee should report it to the president or other member 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 will be communicated as appropriate to those with a need to know. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken.

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

E. OTHER ILLEGAL HARASSMENT

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

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

- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

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

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

Any employee who believes he or she has been harassed by another employee, a supervisor, an agent of UUCR, or any other person who the employee encounters in the course of employment should report that conduct immediately to his or her supervisor, or the Chair of the Personnel Committee. If the report or complaint involves either of these, or they are unavailable, the employee should report it to the president or other member 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.

F. JOB DESCRIPTION

Before the recruitment or hiring of any employee, an applicable job description shall be approved by the Board unless one has previously been approved and no changes thereto are deemed necessary. Job descriptions may be modified from time to time as circumstances may change, including without limitation, the adding or deleting of duties and responsibilities for that position. In such cases, the revised job description shall be prepared by the Personnel Committee and presented to the Board for approval.

Each job description shall include the necessary and desired qualifications, the function(s) to be performed, the supervisor to whom the employee reports, whether the employee shall be Non-Exempt or Exempt, the average number of hours to be worked per week, and the work schedule. Job descriptions shall be developed by the Personnel Committee in consultation with the supervisor of such position and presented to the Board for approval. Job descriptions will be reviewed every three years.

G. 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 first present any complaint or grievance to his/her supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the President who shall gather the evidence necessary to complete an investigation. The President may interview the employee, involve the Personnel Committee, or appoint an ad hoc committee to advise him/her. The President shall then recommend a resolution of the problem to the supervisor and employee.

If the President'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 the congregation and employee.

H. INTERNET POLICY

UUCR maintains an e-mail and Internet presence that may be used by authorized employees in connection with UUCR business in accordance with the following guidelines:

1. The hardware and software used in conjunction with the email and Internet system are UUCR's property. All e-mails or files received over the system constitute UUCR records and may be accessed by UUCR at any time for any reason. Employees understand that email and Internet usage using UUCR's property is not private.
2. Employees must use UUCR e-mail and Internet systems in accordance with professional standards of behavior. Employees are prohibited from using the e-mail or Internet systems to distribute inappropriate jokes, pictures, or otherwise offensive or disruptive messages.
3. Outside the scope of their employment, employees may not transmit confidential information regarding UUCR, its business, its employees, or its members without the express authorization of a supervisor.
4. The e-mail and Internet system is provided for use by authorized employees in connection with performing their job duties. While we recognize that employees may use the system for non-business related reasons from time to time, abuse or overuse of the system may result in disciplinary action.
5. Due to viruses and other malware, the downloading of anything from the Internet other than business-related material is prohibited.
6. Employees should direct all questions regarding the proper use of UUCR email and Internet systems to their Supervisor. Any employee who discovers or suspects a violation of this policy must notify their Supervisor immediately. Violations of this policy may result in disciplinary action.

I. MEDIA INQUIRIES

All requests or inquiries received by an employee from any media source involving information not already provided through official UUCR channels shall be directed to their Supervisor. In cases where their Supervisor is absent or unable to fulfill this role or when the inquiry requires a response from the Board, the request shall be directed to the President, his or her designee, or any person so authorized by the Board. 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?"

J. CONFIDENTIALITY

Employees may have access to confidential information about the UUCR, including but not limited to information about members, friends or other employees. Such information must remain confidential and may not be released, removed from the UUCR'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 Supervisor.

K. 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 UUCR, 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 UUCR.

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 UUCR. Employees who have questions about whether an activity violates this policy should discuss the matter with their Supervisor.

L. 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 UUCR's time, 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 or physical demands, would impair the employee's ability to meet their regular responsibilities; reflect discredit on the UUCR; or tend to increase UUCR's payments for sick leave, worker's compensation benefits or long term disability benefits. If the hours of an outside activity or employment impair the employee's ability to meet their regular responsibilities, the employee may request altering their regular schedule from their supervisor to accommodate occasional outside activities as specified under "Hours of Employment", IIB, below. Collateral employment should not result in excessive outside telephone calls the employee receives at UUCR.

M. EMPLOYMENT OF RELATIVES AND MEMBERS

Other members of an employee's family may be considered for employment; however, relatives may not supervise or be in a direct line of supervision of one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild.

As a general policy, employment with the church is not open to members of the congregation except in rare and unusual circumstances, or for temporary/ad hoc positions such as nursery/child care providers, playground supervisors, in-house catering, etc. Members hired before the adoption of this policy will be exempt from this policy.

N. PERSONNEL RECORD

It is very important that employees keep up-to-date all the information provided to UUCR 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 supervisor and Office Administrator should be promptly notified of any changes in:

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

Personnel records may only be reviewed by the employee's direct supervisor and members of the Personnel Committee, unless in the event of disciplinary action, in which case personnel records may be reviewed by the board during executive session.

O. 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, which may be shortened or lengthened in the UUCR'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. 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 UUCR.

P. PERFORMANCE EVALUATION

Employees will receive from their supervisor a written performance evaluation once each year that will be maintained in the Employee's permanent personnel file. Factors considered in assessing performance include but are not limited to quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the congregation, and progress toward established goals. The PC will serve as a neutral resource for the evaluation process.

The evaluation process includes the following steps:

1. In December, the supervisor will meet with the employee to select a list of relevant people with whom the employee has had regular interaction throughout the performance year. This list will be provided to the Personnel Committee by mid December. The Personnel Committee will contact these relevant people to schedule January meetings.
2. In January, the Personnel Committee will meet and obtain written feedback on the employee's performance from the designated relevant others. The committee will then summarize the feedback obtained from the relevant others in written form.
3. The supervisor will complete a written evaluation of the employee's performance. The supervisor will direct the employee to complete a self evaluation. Both of the documents will be provided to the Personnel Committee by mid January.
4. The Personnel Committee will integrate and summarize all three documents (supervisor evaluation, employee self evaluation, and relevant others evaluation) into an evaluation document and provide to the supervisor for review.
5. The supervisor and Personnel Committee member will then meet with the employee to discuss the evaluation document and solicit the employee's feedback by the end of January.
6. Each of the people in this meeting will sign the evaluation document. The supervisor and the employee will keep a copy to guide their efforts in the next year. The Chair of the Personnel Committee will maintain a copy in the locked PC file drawer for ten years.
7. The employee may add any comments concerning the evaluation's contents. Such comments are also to be signed by the employee, supervisor and Personnel Committee member and maintained in the PC file drawer.
8. The supervisor will inform the Chair of the Personnel Committee when an evaluation has been completed.

9. The supervisor will schedule a meeting within 30 days to meet with the employee to discuss and prepare goals for the coming year. A signed copy by the supervisor and employee will be provided to the chair of the Personnel Committee and maintained in the employee's file. The supervisor and employee will maintain copies to guide them during the year.
10. In July, a mid year evaluation will take place between the supervisor and the employee. This is a less formal evaluation to provide mutual feedback to both the supervisor and employee on areas of strength and challenges. A review of employees goals will take place. The supervisor will provide a written summary of this meeting to the employee for review and comment. Signed copies will be provided to the supervisor and employee, and the original signed copy will be provided to the Personnel Committee chair to be maintained in the employee's personnel file.

General guidelines:

For the evaluation to be effective, the discussions and documents need to be confidential. Information pertaining to the evaluation will not be shared in any manner by the supervisor or Personnel Committee. However, if there is ever a performance issue that could eventually need the Board's attention in their role as employer, the supervisor or the Personnel Committee will inform the Board in executive session.

The supervisor will maintain written documentation throughout the year of employee progress, goals met, projects completed, constructive feedback given, and unsolicited feedback from church members or staff about employee performance to inform the evaluation process.

New employees will receive from their supervisor a written performance evaluation at the end of the 90 day probationary period. A signed copy will be provided to the employee and supervisor, and the original will be provided to the Personnel Committee chair to be maintained in the employee's personnel file.

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.

Regular work schedules are set out in employee Letters of Agreement. Regular full-time employees are regularly scheduled to work 40 hours/12 units per week. (A unit is one morning, afternoon, or evening.) Employees scheduled to work an average of 20 hours/6 units or more 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. The Music Director and Director of Lifespan Faith Development are exempt employees. The Office Administrator, Sexton, Assistant Music Director and Youth Advisor are non-exempt as defined by the Fair Labor Standards Act.

B. HOURS OF WORK

Normal office hours are Tuesday through Friday from 9am-2pm. Individual work schedules may change from time to time, but must equal the number of hours/units agreed upon in the employee’s job description or Letter of Employment. Attendance at meetings at the request of the employee’s supervisor will be considered time worked. Employees are expected to attend any staff retreats or off-site events that are part of their employment.

Occasionally, employees may arrange, with advance approval of their supervisor, to work an alternate schedule to accommodate personal appointments in lieu of time off. This should not impact their availability as expected for regular required tasks or impede their ability to complete required tasks as routinely scheduled. Any use of compensatory time must be recorded on employee time sheets. Use of compensatory time should not be frequent or regular as this impedes work performance.

C. TIMEKEEPING AND OVERTIME

All employees must submit a written and signed record of their time worked to their supervisor. Any scheduled hours not worked or (if non-exempt) time worked in excess of their regular schedule must be noted. Where required by applicable law, overtime will be paid to non-exempt employees listed in section A above 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 will not work overtime without authorization in advance by their supervisor. There are no exceptions.

D. PAY AND PAYROLL DEDUCTIONS

Compensation adjustments generally will be considered for all employees once a year and any adjustments will normally begin at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Employees are generally paid on the 15th and the last business day of the month. Youth Advisor and Assistant Music Director positions are typically paid on the last business day of the month.

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

Employees are responsible for promptly notifying the supervisor of any changes to or errors in their deductions. Employees may change federal or state income tax withholding at any time. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

E COMPENSATION

Compensation adjustments are usually based upon such factors such as individual performance, job responsibilities and other factors, including church income. Compensation adjustments may include but are not limited to pay increases, cash bonuses, and/or additional paid time off.

III. EMPLOYEE BENEFITS

The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through UUCR. This summary is not intended to and does not create an express or implied contract, promise or representation between UUCR and the employee. Specific benefits for each employee will be explained in the employee's Letter of Employment. These benefits are subject to change at any time at the discretion of UUCR. In the event of any discrepancy between the benefits outlined below and the Letter of Agreement itself, the Letter will govern. Any questions about employee benefits should be directed to the supervisor.

A. GROUP INSURANCE PROGRAMS

1. Health Insurance Benefits

UUCR reimburses employees for group health insurance purchased elsewhere using the guidelines below:

	Reimbursement Amount
Full time employee	5,000
3/4 time employee	3,750
1/2 time employee	2,500

2. Long Term Disability Insurance

Employees who work 1000 hours or more per year are offered the option of purchasing long-term disability insurance through the group plan sponsored by the UUA. Further information concerning these policies is available from the Personnel Committee.

B. RETIREMENT BENEFITS

The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, the Employer contributes a percentage of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis if the UUCR contributes 10% of the employee salary.

Before an employee can become a participant, there are certain eligibility requirements that must be met. These requirements and other provisions are provided to all participants. Each employee should review this material carefully and discuss any questions he or she may have with the Personnel Committee or with the appropriate staff members at the UUA. The plan has an initial waiting period for eligibility.

C. HOLIDAYS

The following paid holidays are observed each year:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

If an observed holiday falls on a Saturday, the preceding regularly scheduled work day will generally be observed as the holiday. If an observed holiday falls on a Sunday, the next regularly scheduled work day generally will be observed as the holiday. If employees are required to work on an observed holiday, they will be granted another day off to be scheduled with the supervisor's approval within 30 days.

D. VACATION

Vacation is available to permanent employees. Employees who work 20 hours a week or more as specified in the Letter of Agreement are eligible for prorated vacation. Vacation is awarded based on years of service at UUCR on the following schedule:

40 hr/wk employees		32 hr/wk employees	20 hr/wk employees
3 mos-5 yrs	80 hours	64 hours	40 hours
5 or more	120 hours	96 hours	60 hours

In the event that alternate vacation benefits are set out in the employee Letter of Agreement, the Letter of Agreement will prevail. Employees are eligible for vacation after probationary period has been completed. Employees cannot carry over more than half their prorated vacation hours per year.

The supervisor and the employee will mutually agree on the scheduling of vacation time in advance. The supervisor and employee will be responsible for keeping track of the amount of vacation taken.

E. LEAVES OF ABSENCE

1. General provisions

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

2. Sick leave with pay

All full-time employees accrue one day of paid sick leave for every month worked, up to a maximum of twelve days per calendar year. One year’s worth of sick time may be carried forward into the following year. Part-time permanent employees who average 20 hours per week as stipulated in their Letter of Agreement accrue sick leave on a prorated basis. For less than full time employees, sick leave is prorated by the agreed upon weekly work hours divided by the average days worked per week. Employees are not eligible for reimbursement of unused sick leave. Occasional employees do not accrue paid sick leave.

Sick leave is to be used only in the event the employee is unable to work due to the employee’s own illness, injury or other medical condition, as part of medical leave or sick childcare leave and as otherwise required by applicable law. Sick leave may be used for routine dental or medical appointments.

If at all possible, employees must notify their supervisor before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their medical condition, including why the employee was not able to work. The UUCR reserves the right to request employees who are repeatedly absent for illness or injury be examined by a physician chosen by the UUCR, and at the expense of the UUCR.

3. Leave without pay

Employees may request a leave without pay through her or his direct supervisor. For extensive leaves, Board approval may be required. For any approved leave, a written agreement will be drawn up by the supervisor specifying the conditions and length of the leave.

Full-time employees who become natural or adoptive parents may be eligible for a leave of absence of up to six weeks upon written request to his/her direct supervisor. The leave must begin within six weeks of the birth or adoption. Biological mothers may also be eligible for sick leave or medical leave without pay following the birth of a child. Such a leave may, at the discretion of the supervisor, run concurrently with unpaid parental leave.

At the discretion of the Board, parental leave with pay may be granted.

4. 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 (copy of orders), the date the leave is to commence and the expected date of return.

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

5. Jury duty leave with pay

Employees shall be given leave to serve on a jury. Jury pay will be supplemented by UUCR to equal the employee's normal pay. Employees should appear for work upon being excused from jury duty on any day.

6. Funeral or bereavement leave with pay

Full-time employees may be eligible for a leave of absence for up to three days with pay for the death of an immediate family household (spouse/partner, children, grandchildren, parents, siblings, grandparents, and in-laws). The number of paid days off will be determined by the supervisor based on the circumstances.

F. VEHICLE USAGE AND REIMBURSEMENT

Employees using their own cars for church-related business may be paid mileage at the current rate per mile as established by the Board. Mileage will be reimbursed upon request by the employee and approval by the supervisor. Trips must be authorized by the employee's supervisor. Employees must have a current and valid driver's license and proof of insurance.

All tickets for parking and traffic violations are the responsibility of the employee.

IV. OTHER UUCR POLICIES

A. ATTENDANCE AND PUNCTUALITY

Each employee is expected to be prompt and regular in his or her attendance at work. Personal appointments should be scheduled before or after work hours, if possible. All scheduled absences must be approved in advance by the supervisor. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence and the expected time of return to work. Employees must call in each day they are absent, unless otherwise authorized by their supervisor.

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

Any employee who fails to report to work without notice for three consecutive days will be considered to have voluntarily terminated employment, effective immediately.

B. WORK AND DISCIPLINARY GUIDELINES

Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures including verbal warnings or written warnings from the supervisor or termination. Dismissal of an employee shall require the approval of the Board.

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 UUCR.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment described in this Manual.
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working on UUCR premises (including meal and other breaks).
- Unauthorized possession of weapons.
- Disclosure of confidential information.
- Smoking in unauthorized areas.
- Failure to report-on-the job injuries.
- Working another job while on unscheduled absence.

- Failure to accurately complete or permitting another person to complete the employee's timecard.
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his or her job.
- Theft or dishonesty.
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
- Discourteous treatment of others.
- Taking UUCR property without paying for it or without written permission.
- Reckless, careless or unauthorized use of UUCR property, equipment or materials.
- Improper or profane language.
- Violation of any other UUCR policy.

C. SEPARATION FROM EMPLOYMENT

Resignation: An employee may voluntarily resign from his/her employment at any time provided he/she gives written notice of intention to resign as specified in the Employee Letter of Agreement. Failure to report to work for three (3) consecutively scheduled work days without adequate notice to, or approval by, his/her supervisor, the taking of leave without the prior approval of the employee's supervisor, or the failure to return to work following an approved leave, may be deemed by the Church to constitute voluntary resignation and result in termination.

Dismissal: Dismissal of an employee shall require the approval of the Board, which will consult with the Personnel Committee. Recommendations for discipline or dismissal of such an employee may be referred to the Board by the supervisor, but the final decision to dismiss may be made only by the Board. UUCR will give a minimum of two (2) weeks written notice of intention to dismiss an employee except in severe cases involving the safety of staff and/or members of the church.

The Church, as a responsible employer, may summarily remove any employee from the work place who shall act in such a way as to jeopardize him/herself or others on church property, or may be suspected of or convicted of performing criminal acts. The Personnel Committee and the Board shall review the detailed circumstances of such removal so as to be able to act in an advisory capacity to the supervisor.

D. 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 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. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the supervisor. 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.

E. PERSONAL PROPERTY

The UUCR cannot be responsible for damage to or loss of personal property, including loss or damage in or on church property. Employees should report any lost items to the supervisor so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to the supervisor.

F. WORKPLACE THREATS AND VIOLENCE

Threats, threatening behavior, or acts of violence against persons by anyone on church property will not be tolerated. Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on church property may be removed and will remain off church property pending the outcome of an investigation. If the UUCR determines that a violation of this policy has occurred, the UUCR 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 their supervisor and the Chair of the Personnel Committee of any behavior which they have witnessed or experienced which they regard as threatening or violent, when that behavior is job-related or is connected to employment.

G. PROFESSIONAL BEHAVIOR

Employees should maintain a professional attitude and appearance that is appropriate to their position and the UUCR congregation.

H. INSPECTION RIGHTS

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

I. EMPLOYMENT AUTHORIZATION

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

PERSONNEL MANUAL ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Personnel Policy Manual of the Unitarian Universalist Church of Roanoke. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of the UUCR.

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 Manual supersedes all previous policies, written or oral, express or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that the UUCR reserves discretion to add, change or rescind any policy, practice or rule.

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 May 7, 2012, amended August 4, 2014.

Date

Employee Name (Print)

Employee Signature