

Personnel Policy Manual

September 9, 2020

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Revisions History	
7/9/2018	Carol FencI (Personnel Policy completely rewritten Sept 9, 2017)
7/9/2018	Carol FencI (Personnel Policy – include Sick Leave April 18, 2018)
9/9/2020	Nancy Henry (Personnel Policy removed reference to Council Director Article III)

ST. JOHN'S MISSION STATEMENT

St. John's is committed to creating a safe and caring community, working for peace and social justice, and celebrating beliefs that respect freedom of thought.

STATEMENT OF PURPOSE

The purpose of the Personnel Policy Manual is to document the policies of St. John's Unitarian Universalist Church relating to staff. Its intent is to foster a working environment where staff feel motivated and supported, and to facilitate productive relationships between the staff, Minister, Board, Personnel Committee and the broader congregation.

This Personnel Policy Manual is not a contract and can be modified or changed at any time. The relationship between employer and employee is legally defined as *employment at will*, which means that such employment may be terminated with or without cause, and with or without notice, at any time, at the option of either employer or employee, except as provided by law. Employers may not be compelled to pay wages to persons no longer in their service, and employees may not be compelled to render their labor without their consent.

Article I. Policy Exceptions for the Called Minister

The policies in this manual do not apply to the ordained and called minister of the congregation. Ministers of the Church are called according to the terms of the Church's Charter and Bylaws, and UUA and UUMA guidelines. The conditions of "employment" are defined by individual contract agreements with ministers, but the relationship between a minister and the Church exists as a covenant agreement.

Article II. Scope

Section 2.01 *Overview*

This Personnel Policy Manual applies to all staff members that are employed by the Board but does not apply to contractors or other non-employees. The manual outlines the general policies and procedures of St. John's Unitarian Universalist Church (referred to herein as *Employer or Church*). Staff members should familiarize themselves with the manual, as it will provide answers to some questions they may have about their employment. Nothing in this manual or in any other written or unwritten policies and practices of the employer creates an expressed or implied contract, promise or representation between employer and employee.

Section 2.02 *Deviations from Policy*

The employer reserves the right to deviate from general policies in certain situations. Since every employment situation cannot be anticipated, this manual provides a general overview only.

Section 2.03 *Changes to Policy*

From time to time, changes in the manual will become necessary. Therefore, the employer reserves the right to amend, supplement, or rescind any provisions of this manual as necessary.

Section 2.04 *Supremacy*

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.

Section 2.05 *Questions Regarding Policies*

Anyone with questions or comments about this manual, or with a need for more information, should please ask the Personnel Committee. Comments and suggestions are genuinely encouraged.

Article III. Definition of Roles

(a) ***Board of Trustees (Board)***: The Board, as a whole, has the role of employer. It is responsible for offering and terminating employment., approving the personnel policies, setting wages and benefits, and conducting the church's official business with regard to all matters of personnel. However, neither the Board as a whole nor its individual members are to be the supervisors of individual staff members. In addition, the Board in consultation with staff, is responsible for developing annual budgets for church programs.

(b) ***Minister***: The Minister has the role of chief of staff of the church, and therefore, the role of leading the staff team. The Minister is also the direct supervisor of certain individual staff members, helping define the scope of their work. The Minister will coordinate staff schedules, will assist in problem resolution, will arrange for professional development, and will oversee the performance management of the staff. The Minister will schedule staff training in church policies, protocol, and the budget process. The Minister, supported by the Personnel Committee, will provide annual performance evaluations for staff members and will address any performance issues.

(c) **Staff team:** The staff members, while having individual roles and responsibilities, are also members of a staff team. This team has the roles of supporting each other and coordinating their efforts in delivering the church's program.

(d) **Personnel Committee:** The Personnel Committee has the role of human resources department. It serves the Board and the Minister in an advisory capacity on all things relating to personnel. It is responsible, in coordination with the Board and Minister, for developing personnel policies, salary recommendations, and offers of employment for Board approval. The committee is also responsible for addressing personnel issues and staff conflicts that cannot be resolved through direct cooperation or with the help of their direct supervisor or the Minister. The committee also has responsibility for assisting the Minister in conducting searches for and interviewing new personnel.

While each of these above entities has the responsibility for its own roles, it is highly desirable that the channels of communication between all of them remain free and open.

Article IV. Equal Opportunity Policy

Our Congregation affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, firing, training, promotions, compensation, benefits, and all similar conditions and terms of employment must be made in compliance with all federal, state and local laws and without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, family status, veteran status, or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is strictly prohibited.

Staff members who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to the Minister or the Personnel Committee. Retaliation against individuals who make claims of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.

Article V. Hiring Practices

Section 5.01 *Minimum Qualifications*

All applicants must meet or exceed the minimum qualifications for their positions.

Section 5.02 *Pre-Employment Screening*

All applicants may be subject to a pre-employment criminal background check, a urine drug

screen, a credit check, and reference and education verification.

Section 5.03 *Employment Offers*

Upon offer of employment, each applicant will receive an offer letter outlining the job title, rate of pay, benefits package, paid time off, supervisor's name, and position start date.

Section 5.04 *Definition of Employee*

St. John's defines an employee as someone who has a regular set schedule or who works more than eighty (80) hours in a calendar year.

Article VI. Termination of Employment

(a) Employment with the Church is at will, which means that either party may terminate employment with or without cause and with or without notice, at any time, except as otherwise provided by law.

(b) Staff members are requested to provide a written notice of resignation at least one month before their last day of employment. The employer will make an effort to provide similar notice.

Article VII Leave

Section 7.01 *Unpaid Medical Leave*

St. John's will allow employees to take up to six months of unpaid leave in the event that a serious medical condition of the employee or the employee's immediate family prevents the employee from working. After six months of unpaid leave the employee's employment will be terminated.

Section 7.02 *Leave with Pay*

(a) Jury Duty:

Staff members shall be given leave to serve on a jury. Jury pay will be supplemented by the Church to equal the employee's normal pay for any regularly scheduled work days missed. During the specified term of jury duty, it is expected that the staff member will continue to work as scheduled on days when they are not required to report to the court for jury duty.

(b) Parental Leave:

A staff member requesting parental leave due to the birth or adoption of a child while actively employed by the Church may, upon written request to the Minister, and with approval of the Board, take up to four weeks of paid parental leave.

Article VIII. Compensation/Payroll

Section 8.01 *Pay Schedule*

The Church will pay its staff members on a regular monthly basis by direct deposit. Deductions made from staff members' wages are reflected on the stubs of their pay receipts. 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 made only if the staff member has authorized their deduction.

Section 8.02 *Pay Errors*

Staff members are responsible for promptly notifying their supervisor of any changes or errors in their deductions or pay. Any necessary adjustments usually are made and reflected in the staff member's next paycheck.

Section 8.03 *Pay Adjustments*

Pay adjustments generally will be considered for all staff members once a year and any adjustments will normally begin at the beginning of the fiscal year. Pay adjustments are usually based upon such factors as individual performance, job responsibilities, market competitiveness, and available budget.

Article IX. Professional Development

(a) The Church supports and encourages the personal and professional development of its staff, while recognizing that each staff member is responsible for her/his own development. Each staff member is, therefore, encouraged to add to his/her knowledge and skills through formal and informal training on the job and away. The Church will support such development activities whenever possible. Staff members are encouraged to discuss development opportunities with the Minister. Financial support for development activities is subject to annual budget constraints.

(b) Subject to the needs of the Church and the approval of the Minister and the Board,

staff members may apply for and participate in denominational and professional growth programs as part of their paid work schedule.

Article X. Holidays

Section 10.01 *Paid Holidays*

Employees scheduled for 10 hours or more per week will receive nine floating holidays to be used at their discretion provided they coordinate with their supervisor.

Article XI. Vacation

Section 11.01 *Eligibility*

(a) Paid Time Off will be provided based on average scheduled weekly hours and the employees' years of service for employees scheduled to work 10 hours or more per week. The years of service for each staff member will be calculated based on his or her individual employment date. Paid Time Off will be awarded at the beginning of a calendar year and will be based on the employee's length of service, rounded up to the next whole number at that time. The vacation amount received for each year of employment will be as listed below:

0-4 years	2 Weeks
5-9 years	3 Weeks
10+	4 Weeks

(b) Staff members will become eligible for vacation after completing six months of employment with the Church.

Section 11.02 *Scheduling*

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

Section 11.03 *Carryover*

Vacation time received in any one year of the staff member's employment must generally be used within that year. Staff members may request from the Minister a carry-over of vacation, not to exceed one week, from one calendar year to the following calendar year. Any approved carry-over vacation must be used within the first three months of the **next** year or it will be forfeited. A request to carry over vacation should be directed to the Minister for consideration prior to the

end of the church year in which it was received.

Section 11.04

If an employee is terminated or resigns, they shall be paid for the vacation they were eligible for under this policy, prorated by the number of months of service completed in that year, less any paid time off already taken.

Article XII. Health Care Benefits

Section 12.01 *Eligibility*

Staff members regularly scheduled to work 15 hours a week or more are eligible to join the UUA group health plan.

Section 12.02 *Cost Sharing*

Employees who are regularly scheduled for 20 hours a week or more are eligible for benefits cost sharing as defined in this section. For employees who meet the eligibility criteria and elect to purchase health insurance, the church will contribute an amount equal to 80% of the cost of the lowest coverage level individual plan offered by the UUA group health plan towards the purchase of any eligible UUA health plan.

Article XIII. Retirement Benefits

Section 12.03 *Eligibility*

A staff member who has completed one year of service and works 1000 or more hours per year is eligible to participate in the UUA Pension Plan.

Section 12.04 *Contribution Level*

For a staff member who is eligible, the Church will contribute ten percent of salary to the UUA Pension Plan.

Article XIV. Performance Management

(a) The Minister, as the direct supervisor of the staff team, will meet yearly with each staff member to discuss his or her performance in the past year providing them with clear and actionable feedback.

(b) The Personnel Committee is available to assist the Minister in this process. At a minimum, the employee will be told that their performance is, or is not satisfactory. The Minister will work with the Personnel Committee to provide written feedback to the employee. The employee shall receive a copy of this feedback for their records and a copy will be placed in the employee's file.

Article XV. Conflict Resolution

It is recommended that a staff member first take any complaint or grievance to their direct supervisor to discuss ways to resolve the issue. In the event that their direct supervisor or the Minister is not able to satisfactorily resolve the issue, the employee may request the assistance of the Personnel Committee to help reach resolution. The Personnel Committee, under the guidance of the board, will assist in resolving the issue at its discretion.

Article XVI. Corrective Counseling

St. John's will only impose corrective action for adequate cause. In cases of unacceptable performance, St. John's will use counseling and corrective action steps, except when summary action is necessary and appropriate. Prior to any corrective action beyond step one below, the Minister will inform the Personnel Committee and seek their advice.

Steps:

1. Verbal Warning
2. Written Warning
3. Final Written Warning
4. Termination of Employment

Article XVII. Volunteer Policies

Section 13.01 *Overview*

(a) Volunteers, who are acting to supplement the efforts of the paid staff, are important and highly valued as workers. These volunteers freely choose to participate. The management of these volunteers requires creativity and flexibility on the part of the paid staff.

(b) St. John's has developed specific methods for accomplishing certain tasks and will provide adequate instructions to volunteers as to the most efficient and effective ways of doing work. The paid staff is responsible for clearly communicating to volunteers the expectations, procedures and work rules

regarding tasks to be accomplished.

Section 13.02 *Volunteer Expectations*

(a) Be open and honest about his/her intent, goals, and skills. (b) Understand what is expected before accepting the job. (c) Carry out duties promptly and reliably. (d) Accept guidance and direction from the paid staff or Board members associated with the volunteer job. (e) Participate in any training required for tasks assigned. (f) Respect confidentiality. (g) Notify the appropriate people of necessary absences or work schedule changes as far in advance as possible.

Section 13.03 *Church Expectations*

(a) Give worthwhile and appropriate assignments. (b) Provide a clear understanding of work assignments including the duties, responsibilities, time commitments and who will be the work supervisor. (c) Give guidance, direction, and training for assignments. (d) Treat the volunteer as a colleague. (e) Formally and informally recognize volunteers for work performed.

Article XVIII. Ethics and Staff Member Conduct

- (a) The Safe Congregations policies and procedures apply to all staff members.
- (b) Employees will exercise good judgment when handling personal information such as, but not limited to, pledge information, addresses, phone numbers, membership lists, financial information, credit card numbers, and other highly sensitive personal information.
- (c) Employees will exercise good judgment when dealing with confidential, sensitive, and, personal concerns.
- (d) The staff of the Church is expected to employ safe work practices on the job and on Church property and to maintain a safe working environment at all times
- (e) Staff members are expected to be on time for work, to have regular attendance, to dress appropriately for their particular position, and to conduct themselves professionally.
- (f) The Church will not tolerate illegal use, possession, sale, manufacture, or distribution of drugs, alcohol, or other controlled substances on Church property; having any illegal or unauthorized controlled substances in one's system while at work;

having excess amounts of otherwise lawful controlled substances in one's system; or having any unauthorized drug-related paraphernalia in one's possession or on Church property.

(g) The staff members of the Church are expected to conduct themselves at the highest standard of ethics and integrity

(h) The staff members of the Church are expected to treat with respect those with whom they come in contact in the course of their work, including members, volunteers, visitors, and other Church staff.

(i) Staff members are prohibited from carrying or bringing firearms or weapons onto church property at any time.

(j) The Church will endeavor to deal with staff conduct and performance in a positive and constructive manner. Nevertheless, staff may be subject to disciplinary action for failure to meet the above performance/conduct expectations up to and including termination of employment. The level of action taken will be determined solely by the Church based on the conduct involved. This is not intended to affect the at-will status of all Church staff.

Article XIX. Policy Implementation

(a) The above Personnel Policies shall become effective immediately upon their approval by the Board of Trustees of St. John's Unitarian Universalist Church.

(b) The Church reserves the right to change, modify, alter, withdraw or cease in its sole discretion, any and all of its personnel policies and procedures at any time. That includes, but is not limited to, all of the policies and procedures of each section of this document. Amendments, changes, and temporary variants or suspensions of these policies shall require a majority vote of the entire Board of Trustees.

Article XX. Sick Time

(a) Because we value our employees' health and wellbeing, employees of St. John's are permitted to take time off with pay when they are sick.

(b) Given the limited number of staff and time sensitive nature of their work, we ask that you try to reschedule missed time during the week that you were absent if necessary, to meet deadlines. Working remotely can be another option for completing time sensitive tasks.

(c) Employees who miss all of their regularly scheduled work for two or more weeks will be placed on unpaid leave.

(d) Regular attendance is a requirement for all positions at St. John's. Failure to maintain regular and dependable attendance can lead to disciplinary action up to and including termination of employment.