UNITARIAN UNIVERSALIST COMMUNITY CHURCH
PERSONNEL POLICY MANUAL

December 2017

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Update Spring 2011
November, 2013
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General Provisions

Purpose

It is the purpose of the Board of Trustees, in prescribing these personnel policies, to establish and set forth a uniform and equitable system of personnel administration for the Unitarian Universalist Community Church (UUCC) of Augusta. These policies and subsequent modifications shall supersede any previous written or verbal policy expressions. These policies are intended to increase understanding, eliminate the need for personal decision-making on personnel policy matters, and ensure consistent procedures and benefits for all UUCC employees.

These policies apply to all employees of the UUCC both full-time and part-time, including but not limited to pianists, event sexton, nursery care workers, small group ministry coordinator, music director, director of religious exploration and spirit play helpers.

EEO Opportunity/Affirmative Action

The UUCC is an equal opportunity employer with a policy to provide equal employment opportunities based upon an individual’s ability and qualifications. The UUCC will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age ancestry, national origin, mental or physical disability, sexual orientation, or other characteristics prohibited by law. UUCC will ensure that all employees are treated fairly during employment without regard to the above. Such action will apply to, but not be limited to, advertising, recruitment, employment, promotion, demotion, transfer, selection for training, termination, and compensation. Any complaints of discrimination will receive fair and impartial consideration, and should be directed to the minister and Personnel Committee simultaneously.

Performance Reviews

The minister on an annual basis will review job performance and responsibilities for employees working more than 12 hours per month. The director of religious exploration will train and supervise nursery care and spirit play workers annually. The process will allow feedback and there shall be an opportunity to correct any deficiencies. The minister will be responsible for the conduct of said evaluation. The Board President or appointed designee shall review the performance appraisal.

Performance, amount of responsibility, attendance, punctuality and attitude will all be considered in determining continuation, promotion, termination or salary adjustments.
Disciplinary Action and Separation

Disciplinary Action

Whenever, in the minister’s or Board President or appointed designee’s judgment, employee performance, attitude, work habits, or personal conduct at any time falls below a suitable level, the minister shall inform the employee promptly and specifically of such lapses and give counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action. In some instances, a specific incident in and of itself may justify severe disciplinary action, including discharge; however, the action to be taken depends on the seriousness of the incident and of the employee’s past performance and conduct. Employees may be disciplined for cause.

An employee who feels that he/she has been treated unfairly shall have access to the grievance procedure as outlined in this personnel policy.

Separation

Lay-off. An employee may be laid off at any time, without recourse to the grievance procedures, for lack of work, elimination of the position, or lack of funds. All employees shall be furnished a statement, in writing, setting forth the reasons for the lay-off.

Separation. Any employee wishing to leave UUCC employment in good standing shall provide their supervisor with written notice of intent to terminate employment at least 10 (10) working days prior to such termination. Upon separation, the Church shall pay wages owed.

Alcohol and Drug Free Work Space

The UUCC intends to provide an alcohol and drug free working environment. It is the Policy of the UUCC to recognize alcohol and drug abuse as a treatable disease. However, it is not the intent of the Church to accept below standard performance or to restrict supervisors in dealing with performance problems.

Whenever appropriate, the Church shall refer employees to appropriate agencies and organizations to seek treatment. The possession, sale or use of illegal drugs on Church premises is strictly prohibited and is grounds for immediate dismissal. The use of alcohol on Church premises is also prohibited.
Grievance Procedure

All employees are encouraged to discuss any grievance or job-related dissatisfaction with their immediate supervisor in an effort to arrive at a decision or solution quickly and fairly. The supervisor should make himself/herself available within three days of an employee’s request. If the problem cannot be resolved, the employee may set forth the grievance in writing. The supervisor will outline recommendations to the employee within ten working days. As a final recourse, the employee may request either verbally or in writing a review of the grievance by contacting a member of the Executive Committee (President, Vice President, Clerk, Treasurer) of the Board of Trustees. The decision of the Executive Committee, to be rendered in ten working days, shall be final.

The UUCC’s grievance procedure is meant to be flexible. If an employee wishes documentation of the discussions or meetings, a reasonable summary will be provided upon request. It is the church’s policy to provide individual attention as appropriate when requested.

Salary Policy

It is the policy of the UUCC to pay salaries and wages that equitably reflect the duties and responsibilities, the internal and market value of the position, and the amount and quality of the work performed by an employee in comparison with other UUCC employees. It is also the intent of the UUCC to set salary ranges that provide for competitive pay opportunities comparable with relevant labor markets insofar as it is within the financial ability for the Church to do so.

Benefits

Health


UUCC employees under the age of 65 years who work at least 750 hours per year are eligible to participate in the UUA health plan.

The UUCC shall contribute 80% of the individual premium for the employee and 50% of the additional cost for family coverage. The church’s contribution for less than full-time employees will be prorated according to the percentage of full-time that the employee is contracted to work.

Group Insurance

The UUCC shall offer all eligible employees group insurance (dental, life/AD&D, and Long-Term Disability) A full description of the plan, is available at https://www.uua.org/finance/compensation/group.
UUCC employees who work at least 750 hours per year - about 15 hours/week, year round - are eligible to enroll in UUA Group Insurance Plans.

The UUCC shall contribute 100% of the individual premium for the employee. The church’s contribution for less than full-time employees will be prorated according to the percentage of full-time that the employee is contracted to work.

Retirement

The UUCC shall provide to every employee (age 18+) a qualified retirement plan through the UU Organizations Retirement Plan. The plan is an IRS qualified 401 (k) defined contribution retirement plan. A full description of the UU organizations Retirement Plan is available at http://www.uua.org/careers/compensation/retirement/index.shtml

New Hire Onboarding: Every new employee, regardless of hours, can authorize elective contributions from DAY ONE of employment.

Eligibility for Employer’s Contributions: UUCC employees who fit one of the following criteria are eligible to participate in the retirement plan:

1. Hours of Service: has completed 12 consecutive months of employment, AND has completed 1,000 hours of service
   a. within the first 12 months from date of hire OR
   b. during any calendar year thereafter

2. Already Eligible: has previously met this provision when employed by another UU employer that offered the Retirement Plan.

The UUCC shall contribute 10% of gross salary for each eligible employee. All contributions to the UU Organization’s Retirement Plan are fully vested to the employee. Once enrolled, active participation in the 401 (k) is required until separation from Church employment.

Paid Leave Time

Employees of the UUCC who work half time or more will be entitled to Paid Leave Time. Paid Leave Time will be earned on an annual basis at the rate of one and one-half times the hours of the employee’s regular weekly work schedule. For example, an employee who works 20 hours a week will be entitled to 30 hours of Paid Leave Time annually. Such leave must be used annually and shall not be accrued or paid upon separation.

An employee’s Paid Leave Time will be available after three months of successful employment. Thereafter, Paid Leave Time will be credited on the employee’s anniversary date.

Smoking Policy

UUCC intends to provide a smoke-free working environment. Therefore, smoking is not permitted in any building owned or used by the UUCC.
Policy on Harassment

It is the policy of the UUCC that all employees should be able to work in an environment free from all forms of harassment. Harassment, as defined by this policy is prohibited. This policy refers not only to supervisor-subordinate actions but also to actions between co-workers and actions between congregants and employees. Any complaints of harassment will be investigated promptly. There will be no intimidation, discrimination or retaliation against any employee who makes a report of harassment.

A. Sexual Harassment

1. Sexual harassment is the attempt to control, influence or affect the career, salary or job of an individual in exchange for sexual favors. Sexual harassment can also be conduct that creates a hostile or offensive work environment or unreasonably interferes with a person’s ability to perform his or her job. Sexual harassment is an extremely serious matter. It is prohibited in the workplace by any person and in any form.

2. Specific conduct which is prohibited includes, but is not limited to:
   a. threats or insinuations, implicit or explicit, that any employee’s refusal to submit to sexual advances will adversely affect the employee’s retention, evaluation, wages, promotion, duties or any other condition of employment;
   b. unwelcome sexual flirtations, advances or propositions;
   c. verbal or written abuse of a sexual nature;
   d. graphic verbal comments about an individual’s body;
   e. sexually degrading words used to describe an individual;
   f. the display in the workplace of sexually suggestive objects or pictures.

3. Any employee who believes he or she has been the subject of sexual harassment should report the alleged act to the Minister, President of the board of Trustees, or a member of the Personnel Committee.

4. Any supervisor or employee who is found after appropriate investigation to have engaged in sexual harassment will be subject to discipline, up to and including discharge.
B. Verbal Harassment

1. Derogatory or vulgar comments regarding a person’s sex, religion, age, ethnic origins, physical appearance, sexual orientation, or the distribution of written or graphic material having such an effect are prohibited.

2. Any employee who believes she or he has been the subject of such harassment should report the alleged conduct to the Minister, President of the Board of Trustees or Personnel Committee.

3. Any supervisor or employee who is found, after appropriate investigation, to have engaged in any harassment will be subject to discipline, up to and including discharge.

Note: Employees are subject to additional policies including but not limited to Safe Congregation and Ethics. Accordingly, new employees should read and sign acknowledgement of both the Safe Congregation and Ethics Policies. Signed acknowledgment forms shall remain in employee’s personnel files.