

# **Personnel Policy Manual**

For

**The Unitarian Universalist Society (of Iowa City)**

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## WELCOME

Welcome to the Unitarian Universalist Society (UUS). We are glad to have you as a member of our staff and hope you will enjoy working for UUS and contributing to our liberal religious community.

Working together, we will help to ensure that the administrative, operational, and other needs of the congregation are met. This will support volunteer members of UUS to do their work.

This Manual is not a contract and can be modified or changed at any time. If any benefits or requirements in this Manual differ from your Letter of Hire or most recent Letter of Agreement, the terms of your Letter supersede those of this Manual.

If you have any questions or suggestions concerning information in this Manual, please feel free to contact the Minister or your Supervisor.

Again, welcome!

## ABOUT THIS MANUAL

This Manual has been prepared to help you understand some of the policies and procedures of UUS. You should familiarize yourself with the content of this Manual as it provides basic information about our expectations, policies, procedures, and benefits. Nothing in this Manual is intended to create or creates an employment agreement, express or implied, or a contract that employment or any benefit will be continued for any period of time.

Since every situation cannot be anticipated, this Manual provides a general overview only. In applying the policies and procedures in this Manual, specific facts and circumstances of each situation will be taken into consideration.

All employees are hired on an *at-will* basis unless stated otherwise in a written individual employment agreement signed by the Board President and/or Minister or prohibited by law. This means that the employee may terminate the employment relationship at any time, for any reason, with or without notice, and UUS retains the same right.

As a progressive and evolving organization which must respond to operating needs and other circumstances, changes and modifications in policies, procedures, and benefits will be made from time to time. This Manual replaces all previous personnel policy manuals or handbooks and any inconsistent policies. Material changes will be reported to all employees. Benefits or staff requirements in this Manual do not supersede those in your most recent annual Letter of Agreement unless specifically noted in an addendum to your Letter of Agreement signed by your Supervisor/the Minister.

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

## **DIVERSITY AND INCLUSION**

### **EQUAL EMPLOYMENT OPPORTUNITY**

Unitarian Universalist principles affirm the inherent worth of each human being, and commit to working towards justice, equity, and compassion in human relations. UUS believes that policies advancing diversity, equity, and inclusion are essential in creating social change which responds to historical and current practices of discrimination. Additionally, we believe that significant diversity among our staff makes for a richer, more dynamic organization. UUS is committed to addressing the systemic prejudices and biases found within all parts of society by, among other things, working to ensure that all staff are trained to understand, welcome, and better serve a multiracial, multiethnic, increasingly diverse community and enhance the ability of each individual to live our values of justice, equity, and interdependence.

UUS affirms its commitment to inclusion and equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions will 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, veteran status, genetic information, or any other classification protected by law. UUS may consider religion in the hiring and terms and conditions of employment of certain positions. Any discrimination in the workplace based upon any protected status/classification is illegal and against policy.

Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited and will not be tolerated. Prohibited retaliation includes shunning and avoiding an individual who reports harassment, discrimination, or retaliation; express or implied threats or intimidation intended to prevent or inhibit an individual from reporting harassment, discrimination, or retaliation; or denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Employees who have questions about discrimination, harassment, or retaliation in the workplace, or who believe this policy has been violated, should report their concerns immediately to their Supervisor/Minister, or a Board officer.

### **HARASSMENT**

Harassment of any kind has no place in the workplace. UUS is committed to promoting an environment that is professional and respectful. Any harassment regarding race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran status, genetic information, or any other protected status will not be tolerated. UUS expects all employees to conduct themselves in a professional manner with concern and respect for their colleagues, congregational members, and others served by UUS. Similarly, we expect all employees to be free from harassment from congregational members and others encountered while serving UUS. Harassment by anyone in the workplace is unlawful.

Harassment includes verbal or physical conduct which may offend, denigrate, or belittle any person because of or due to any of the characteristics described above. Such conduct includes

pictures, jokes, comments, epithets, innuendoes, name-calling, or any other behavior which creates an environment that is derogatory, intimidating, hostile, or offensive to anyone.

Conduct prohibited by these policies is unacceptable in the workplace, and in any work-related setting or event outside the workplace, such as congregation meetings, social events, and any other UUS-related activity. Any employee who believes that they have been harassed by another employee, Supervisor/Minister, a congregant, or any other person who the employee encounters in the course of employment should report that conduct immediately to their Supervisor/Minister or officer of the Board. If the report or complaint involves the Supervisor/Minister, or if the Supervisor/Minister is unavailable, the individual making the complaint or the individual receiving the report or complaint should immediately report the complaint to an officer of the Board. The UUA Ministries and Faith Development Staff Group is available to assist with complaints involving ministers.

## **SEXUAL HARASSMENT**

While all types of harassment are prohibited, sexual harassment requires particular attention. 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 such 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:

- Unwelcome sexual advances, whether or not it involves physical touching; sexual assault, or coerced sexual acts;
- Requests for sexual favors in exchange for actual or promised benefits such as a favorable review, salary increases, promotions, or other benefits;
- Unwelcome suggestions regarding, or invitations to, social engagements or social events;
- Any indication, expressed or implied, that any aspect of employment conditions depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature;
- Unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated;
- Use of offensive or demeaning terms which have a sexual connotation;
- Inappropriate remarks of a sexual nature;
- Sexual gestures, suggestive comments, sexually-insulting comments, epithets, jokes, or name-calling; written or verbal references about sexual conduct;
- Communication or displaying sexually suggestive objects, pictures, cartoons, or websites in writing, electronically, or verbally;

- Sex stereotyping, such as when conduct or traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look; or
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, or gender identity, such as interfering with an individual's work area, equipment, ability to do their job, name-calling, etc.

Any employee who believes they have been sexually harassed by another employee, a Supervisor/Minister, or any other person encountered in the course of employment, including a congregant, should report that conduct immediately to their Supervisor/Minister or a Board officer. If the report or complaint involves the Supervisor/Minister, or if the Supervisor/Minister is unavailable, the individual receiving the report or complaint should immediately report it to an officer of the Board.

Every complaint or report of sexual harassment will be promptly investigated. Although investigations will be conducted with as much sensitivity and confidentiality as possible, 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.

## **PROCEDURE FOR RESOLUTION OF EMPLOYEE COMPLAINTS**

UUS takes allegations of discrimination and/or harassment seriously. If you believe you have been discriminated against and/or harassed by another employee, a Supervisor/Minister, or any other person encountered in the course of employment, you should take the following steps:

- Communicate immediately with your Supervisor. If the report or complaint involves your Supervisor, you should report it to the Minister. If the Minister is your Supervisor, you should report it to an officer of the Board, who will bring it to the Executive Committee of the Board to assign a Board member to provide prompt investigation and follow up. You may be asked to put your complaint in writing.
- The Supervisor, Minister, or Executive Committee may appoint an ad hoc committee to advise the employee and/or involve the Personnel Committee.
- An investigation will then be initiated, and evidence will be gathered. The investigation will normally include an interview of the employee, the accused, and any relevant witnesses.
- The Minister or Board President shall then take appropriate action. The complainant should be notified that appropriate action has been taken.



- If either the complainant or the alleged harasser objects to the resolution, they may seek a review by UUS's Board. The resolution recommended by the Board will be binding upon UUS, the complainant, and the alleged harasser.

## **GRIEVANCE PROCEDURE**

Effective communication is essential for productive working relationships. Grievances arise when communication fails or when an employee feels they have been unfairly denied a right or benefit of employment. Employees are encouraged to discuss any concerns about work or suggestions for improving operations directly with the person(s) involved in the grievance whenever possible. If grievances cannot be solved directly, employees may report issues to their Supervisor and go through the Procedure for Resolution of Employee Complaints as documented for discrimination/harassment above.

## **WHISTLEBLOWER PROTECTION**

The Society prohibits retaliation against employees or other persons who in good faith report a suspected violation of state or federal law, such as harassment, fraud, or misappropriation of Society assets; a suspected danger to public health or safety; or suspected violations of UUS policies.

Employees should report concerns to their Supervisor and go through the Procedure for Resolution of Employee Complaints as documented for discrimination/harassment above. Written reports are preferred, but verbal reports will be accepted if an Employee is uncomfortable putting a concern into writing. An employee who retaliates against anyone who has made such a report is subject to discipline up to and including terminations of employment.

## **ACCOMMODATIONS OF DISABILITY**

UUS provides reasonable accommodations to enable an individual with a disability to perform the essential functions of their job in compliance with state and federal law. If an employee is unable, or finds it difficult, to perform all the functions of their job due to a disability, they should inform their Supervisor/Minister about the disability and discuss the type and nature of any assistance or adjustment that would enable the employee to perform the essential functions of the job.

In most cases, UUS will need medical documentation of the disability and of possible accommodations. UUS may also need regular discussions with the employee to determine what, if any, accommodations are appropriate, the employee's continuing need for accommodations and the effectiveness of the accommodations provided. UUS may also ask to speak to the employee's physician or health care provider to help UUS assess the need for and the appropriateness of the proposed accommodations and to ensure that the employee can safely perform the essential functions of the job with the accommodations. UUS may also ask the employee to submit to an independent medical or other appropriate examination, at UUS's expense.

## CATEGORIES OF EMPLOYMENT

**Full-Time:** An employee who regularly works the congregational year or 12 months of continuous full-time service at an average of 30 hours or more per week is considered a full-time employee.

**Part-Time:** An employee who regularly works for the congregational year or 12 months of continuous service for fewer than an average of 30 hours per week is considered a part-time employee. Part-time employees scheduled to work at least 15 hours per week are eligible for benefits according to the benefit plan descriptions in this Manual.

**Casual/Temporary Employee:** An employee who works full or part-time for a specific time period, including during peak or seasonal periods, for specific projects, to fill in for an absent regular employee, or for other reasons for a limited period of time is considered a casual/temporary employee. Regardless of whether an employee is scheduled to work for a limited period of time the employee will be considered “at-will.” Casual/Temporary employees are entitled to benefits consistent with the provisions of benefit plans offered by UUS or as required by law.

## FLSA DEFINITIONS

Employees are also categorized as either **Non-Exempt** or **Exempt** for purposes of the minimum wage and overtime provisions of the Fair Labor Standards Act (“FLSA”).

**Non-Exempt Employees** are compensated based on the number of hours worked each workweek and are entitled to be paid the minimum wage and overtime for hours worked over 40 in a workweek.

**Exempt Employees**, who are employed in an executive, administrative, or professional position which meet certain requirements, are paid on a salary basis, and are exempt from the minimum wage and overtime provisions of the FLSA.

**Ministerial Exception:** Ministers, and other employees who perform “essential religious duties,” are exempt from FLSA requirements under the ministerial exception (sometimes called the ecclesiastical exemption). Under this exemption, other employees, such as religious educators or music directors, might be classified as exempt depending upon their specific responsibilities. Unlike the FLSA exemptions, the ministerial exception is dependent only on responsibilities, not salary.

## **WORK SCHEDULES AND PAY**

### **ORIENTATION**

A new employee's Supervisor/Minister will introduce the new employee to their co-workers and orient them to their work area and job responsibilities. The Administrator will assist in onboarding new employees in regard to setting up initial paperwork and office procedures and access.

### **JOB DESCRIPTIONS**

Written job description has been prepared for each job position at UUS that contains a summary of duties and responsibilities. Job descriptions are to be reviewed and updated annually and more frequently as necessary. It is impossible to list or to describe all of the duties of a particular job. Moreover, from time to time, changes in jobs will occur to reflect temporary or long-term changes in staffing or operational needs. A Supervisor/Minister has the authority to assign duties, responsibilities, or functions to their employees even though the duties have not been assigned in the past or are not specifically mentioned in the employee's job description.

### **LETTERS OF HIRE AND AGREEMENT**

New employees will receive a Letter of Hire, documenting the agreed upon hours, salary/wage, benefits, and paid time off for their position. Every year subsequent all employees will receive an updated Letter of Agreement with the current terms of employment. Letters of Hire and Letters of Agreement must be signed by the employee, the Minister, and the Board President. Employees will receive a copy of their signed Letters and the originals will be filed in the employee's personnel file.

### **EMPLOYMENT AUTHORIZATION**

Federal law requires that prospective employees must show proof of eligibility to work in the United States by completing Form I-9 within 3 days of time of hire. When applicable, employees must provide an original document or documents to the employee's Supervisor/Minister that establishes identity and employment eligibility from the date employment begins.

### **HOURS OF WORK**

The Supervisor/Minister will work with employee's to establish individual work schedules, which may change from time to time based on the needs of UUS and at the discretion of the Supervisor/Minister. Attendance at meetings outside of established work schedules at the request of the employee's Supervisor/Minister will be considered time worked. Employees may occasionally be required to attend staff retreats or off-site events which are relevant to their positions.

## **TIMEKEEPING AND OVERTIME**

Non-exempt employees must submit a written record of their time worked on a monthly basis, consistent with the recordkeeping provisions of the Fair Labor Standards Act (“FLSA”) and state law. Exempt employees must submit written records of paid leave used for recordkeeping on a monthly basis but are otherwise not required to track hours.

From time to time, employees may be required to work in excess of their regularly scheduled hours. Any time worked by a non-exempt employee in excess of 40 hours in a workweek will be overtime which must be approved in advance. Paid holidays, sick days, vacation days, or any other paid time off does not count as time worked for purposes of calculating overtime. Non-exempt employees will be paid time and one-half for all hours over 40 in a workweek. Exempt employees do not receive overtime pay when working in excess of 40 hours.

## **PAY AND PAYROLL DEDUCTIONS**

UUS strives to offer its employees equitable and competitive wages and salaries commensurate with its ability, resources, and sound policy. Pay adjustments generally will be considered for all employees once a year, with any adjustments effective at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay adjustments are usually based upon such factors as individual performance, job responsibilities, and other appropriate factors, such as increases in the cost-of-living as well as changes to UUA salary recommendations.

Deductions made from employees’ wages are reflected on a pay stub. 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, such as voluntary retirement contributions, or medical or other benefit cost-sharing, are optional and are made only if the employee has authorized the deduction. Paychecks and pay stubs should be reviewed when they are received. If an employee believes a mistake has occurred, or if there are any questions, the Administrator should be contacted immediately.

Employees are paid monthly by check and available on payday. Employees may have their pay electronically deposited into a personal checking or savings account each pay period by authorizing direct deposition and providing required information to the Administrator.

## **CORRECTIONS OF ERRORS IN PAY**

It is UUS’s policy to comply with federal and state laws governing payment of wages, and UUS makes every effort to ensure employees are paid correctly. Occasionally, however, mistakes may happen. When mistakes occur, employees should call them to the Administrator’s attention immediately. The Administrator will promptly investigate the issue and make any corrections necessary.

## **PERSONNEL INFORMATION AND FILES**

It is very important that employees keep up-to-date all the information provided to UUS at the time of hire and as requested from time to time. 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. Please notify the Administrator promptly of any changes in:

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

UUS maintains personnel files for each employee that contains new hire paperwork, performance reviews, and other documents related to the Employee's employment. An employee is allowed to have a written response to any document added to the file. Employees may review the contents of their file in the presence of the Administrator or Minister at a mutually agreed upon time.

## **PROFESSIONAL EXPENSES**

UUS provides eligible employees with an annual budget for professional expenses. Eligibility is determined by position requirements and UUA recommendations.

Appropriate uses of these funds include professional association expenses, expenses related to attendance at professional meetings (UUMA, LREDA, UUMN, AUUA, and similar organizations), district events and General Assembly, continuing education and professional development to support the position and the Society, subscriptions to professional publications and books, limited expenses related to staff celebrations and team-building activities, and other necessary related experiences. Questions about the appropriateness of an expense should be brought to the Minister as Head of Staff. All professional expenses over \$300 must be approved by the Minister. The amount of each employee's professional expense budget will be determined annually based on available congregational resources and UUA recommendations.

## **POLICIES APPLICABLE TO EMPLOYMENT**

### **ABSENTEEISM AND TARDINESS**

Each employee is expected to maintain good attendance and to report to work on time. Absence and lateness hinder the effectiveness of our work and must be kept to a minimum.

Employees should keep their Supervisor/Minister/colleagues informed of any absences or anticipated tardiness occurring during scheduled work times and should work to avoid leaving the office unattended during open hours.

Personal appointments should be scheduled before or after work hours, if possible. Excessive absenteeism or repeated tardiness may result in discipline up to and including termination of employment. Any employee who fails to report to work for three or more consecutive scheduled workdays will be considered to have voluntarily terminated employment, effective immediately.

### **PROFESSIONAL ATTIRE AND CONDUCT**

Employees should maintain a professional appearance that is appropriate to their position and UUS. Name badges should be worn when employees are on duty on Sunday or at major congregational events.

### **ALCOHOL AND ILLEGAL DRUGS**

UUS maintains a drug-free workplace. The use, possession, or distribution of any illegal drug (or prescription drugs not being taken or possessed according to medical direction) on UUS premises or property is prohibited. Under no circumstances may an employee appear at work while intoxicated or under the influence of illegal non-prescription drugs or alcohol or smelling of alcohol. Improper use of prescription drugs is also prohibited. A violation of this policy may be grounds for immediate disciplinary action up to and including termination.

Generally, the UUS workplace is alcohol-free. UUS recognizes that responsible consumption of alcohol might be acceptable at occasional functions. On such an occasion, all employees are expected to uphold an atmosphere of professionalism and respect for those who choose not to participate. Any staff function at which alcohol is served must first be cleared with the Supervisor/Minister. It is expected that employees consuming alcohol at UUS functions do so in moderation and in the spirit of maintaining a safe and comfortable environment for all.

### **SMOKING**

UUS is a smoke-free workplace. Smoking and vaping is not allowed anywhere inside the UUS facilities, or on UUS grounds, except for within 20 feet of the designated smoking area, which is located by the bike racks on the north side of the parking lot.

## **CONFIDENTIALITY**

Employees may have access to confidential information about UUS, 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 UUS's premises, copied, transmitted, or in any other way used for any purpose by employees outside the scope of their employment. Employees have the right to use and share information about their personal wages and benefits. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Supervisor/Minister.

## **COMPUTERS, INTERNET, EMAIL, AND OTHER RESOURCES**

UUS provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, internet, intranet, e-mail, text messaging, or any other UUS-provided technology, use should be reserved for legitimate business use and not for more than incidental personal use.

All communication using tools provided by UUS or used for UUS-related business should be handled in a professional and respectful manner. Inappropriate use includes, but is not limited to:

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

UUS reserves the right to monitor and review the content of employee emails or the use of the Internet at any time. Employees should not consider their Internet usage or email communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Employees are required to store passwords, equipment serial numbers, account information, etc. for all UUS computers and accounts, as well as for software, applications, and websites so that they may be accessed by other UUS staff or leadership as necessary. The Administrator may require employees to submit passwords to a central repository and provide updated information when necessary.

All materials, information and software created, transmitted, downloaded or stored on UUS's computer system are the property of UUS and may be reviewed and inspected at UUS's discretion.

Any software or other material downloaded onto UUS's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the material. Prior authorization from the Administrator, Supervisor, and/or Minister is required before introducing any software into UUS's computer system.

Only authorized staff members or UUS leaders may communicate on the Internet on behalf of UUS. Any account established on behalf of UUS must be authorized with all access information, including passwords, communicated to and maintained by UUS. Employees may not express opinions or personal views that could be construed as being those of UUS.

With prior authorization, employees may use their own personal electronic devices (computers, tablets, phones, etc.) for work-related purposes, provided the devices have appropriate security software and the employee agrees to follow appropriate data protection and back-up practices. Any files or software belonging to UUS may only be downloaded and used for UUS-related work provided the employee maintains proper documentation regarding the files downloaded in the event that future retrieval is required. In addition, upon employment termination for any reason, the employee agrees to give UUS access to any personal electronic devices and passwords, to allow UUS to retrieve and/or delete all UUS files and documents from them. In the event that UUS does not request such access, then the employee agrees promptly to return, to the extent practicable, and to delete any and all UUS-related documents and copies thereof from any such devices or backups.

The employee is responsible for any maintenance, repair, or replacement of a personal device required or used, irrespective of the amount of work usage or the cause of the damage unless agreed to in writing by UUS. However, the employee must provide UUS with immediate notice should a personal device containing UUS software or files be lost or stolen.

## **MEDIA INQUIRIES**

Only authorized spokespersons for UUS (Minister, President of the Board, other designated leaders) may communicate directly with the media on behalf of the entire congregation. All requests for information about UUS from the media should be directed to the Administrator who will refer them. 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 them get back to you?"

## **CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT**

Employees shall not engage in any other employment or business activity that is incompatible or in conflict with their duties, functions, or responsibilities as a UUS employee. Activities that may constitute a conflict include use of UUS's time, facilities, equipment or supplies, or the use of the title, prestige, or influence of UUS 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 the duties of their position at UUS; reflect negatively on UUS; or tend to increase UUS's obligations or costs for benefits such as sick leave or long-term disability benefits.

Employees may discuss outside employment opportunities with the Minister/Supervisor to ensure compatibility. If UUS and the employee disagree that outside employment creates a conflict of interest or the appearance of a conflict of interest, UUS retains the right to make the final determination.



## **EMPLOYMENT OF RELATIVES AND MEMBERS**

Members of an employee's family may be considered for employment; however, relatives may not supervise one another. 'Relative', defined as a spouse, domestic partner, parent, sibling, child, grandparent, grandchild, or person in a close personal relationship with the employee.

## **MEMBERS JOINING THE STAFF & LIMITATIONS FOR THEIR RELATIVES**

As a general guideline, employment of members of UUS is discouraged because of the issues that may arise in negotiating the boundaries between one's status as a member and that of an employee. But in some instances, hiring a member may add significant enough value to counteract the potential risks associated with employment of a member. In cases where a member is hired by the congregation, they will be governed by the Personnel Manual and they will be required to:

- Give up their congregational voting rights during their term of employment.
- Forgo leadership roles beyond their job description, except as approved by their supervisor.

In addition, a conflict of interest may arise when relatives of staff members serve in certain positions of leadership. To satisfy any doubts about conflicts of interest, the following rules apply:

- A relative of a staff member may not serve on the Board of Trustees, Board Committees, or on any team for which the staff member is the responsible staff person/direct staff contact.
- If a question should arise about a potential conflict of interest related to the participation of a relative of a staff person on a committee or team, the Board of Trustees shall rule on the issue.

## **FORMER STAFF AS MEMBERS**

When a staff member leaves employment at UUS and wishes to remain associated with the congregation as a member, it is beneficial to the transitioning staff member, as well as any replacement staff member and the congregation as a whole, to follow the following rules:

- Former staff members shall abide by UUS covenants, including the UUS Covenant of Right Relations, to act with mutual respect and trust in order to maintain a healthy congregation.
- For a transition period of at least one year:
  1. Former staff shall not actively participate on any teams, projects or activities associated with their staff role, except:
    - a. At the invitation of the current staff member with responsibility for these areas, or by requesting permission from that current staff member.
    - b. As an audience member or in a similar role.
  2. Former staff shall not hold leadership or supervisory positions over the minister of other staff.

3. Former staff may make themselves known to a new staff member as a resource but they shall avoid offering unsolicited suggestions, criticism or feedback.
- The minister and new staff have the right to curtail the involvement of former staff if their behavior causes disruptions to operations or programming.

## **MEDICAL DOCUMENTATION**

From time-to-time, employees may be required, as a condition of employment, to undergo a medical examination or otherwise to provide UUS with requested documentation, such as evidence of the existence or duration of medically-required absence, ability to return to work, etc.

## **VEHICLE USAGE AND EXPENSE REIMBURSEMENT**

Employees using their own cars for UUS-related business may be paid mileage at the current business rate per mile as established by the Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and approval by the Supervisor/Minister. Trips must be authorized by the employee's Supervisor/Minister. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips. All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by UUS. The use of hand-held cell phones or texting is strictly forbidden when driving on UUS-related business.

Other approved expenses incurred by an employee on behalf of UUS will be reimbursed according to UUS's expense reimbursement policies and procedures.

## **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 and any other UUS policy regarding safety of children and youth, disruptive conduct, or any other safety-related policies at all times. They should know the whereabouts of fire extinguishers, first aid kits, and defibrillators.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the Supervisor/Minister. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Supervisor/Minister and an Incident Report be filed with the Administrator. Workers compensation insurance carriers will be notified as appropriate. In the event of a fire or other emergency, established emergency procedures should be followed.

## **PERSONAL PROPERTY**

UUS cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on UUS property. Employees should report any lost items to their colleagues 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 Administrator or to the Lost and Found.

## **WORKPLACE THREATS AND VIOLENCE**

Threats, threatening behavior, or acts of violence against persons by anyone on UUS property will not be tolerated. The possession or use of weapons, firearms, ammunition, etc. is prohibited on the property of UUS except for authorized law enforcement or security personnel.

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on congregation property may be removed and must remain off UUS property pending the outcome of an investigation. If UUS determines that a staff member has violated this policy, UUS 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/Minister of any behavior which they have witnessed or experienced, which they regard as threatening or violent.

## **INSPECTION RIGHTS**

Congregations, like other organizations, are sometimes the victims of theft. UUS has on its premises storage facilities such as desks, file cabinets, closets, and storage areas for the use of employees. The storage of any unauthorized alcohol, weapons, explosives, or illegal drugs or drug-related paraphernalia is prohibited on UUS premises. UUS reserves the right to allow the Minister, Supervisor, or Board President 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 UUS-owned desks, cabinets, closets or storage areas.

## **PERFORMANCE AND CONDUCT EXPECTATIONS**

### **SUPERVISION AND PERFORMANCE REVIEWS**

Supervisors/Ministers assist employees in learning their jobs and identifying priorities and goals. New employees may be subject to a 30- or 90-day review. On a regular basis, Supervisors/Ministers meet with employees who report to them, reviewing job performance, goals and priorities, assessing needs, and working through challenges. Any employee performance concerns should be discussed with the employee and documented. To complement ongoing performance feedback, a formal written performance review will also be conducted on an annual basis.

### **DIFFICULTIES ON THE JOB**

In every organization, there are situations where an employee's performance does not measure up to the standards of the job established by UUS, or where they do not conform to work or conduct expectations. In such cases, UUS will strive to help employees succeed in their work. However, continued employment depends on UUS's needs and the employee's ability to satisfy performance and conduct standards.

We hope problems will be resolved at an early stage with open communication between the employee and the Supervisor/Minister. When improvements are necessary in the conduct or performance of an employee, the Minister/Supervisor will attempt to give the employee written advance notice of the problem and that their job is in jeopardy if satisfactory improvement is not made. However, because of the circumstances or the nature and seriousness of the conduct or performance deficiencies involved, the Minister/Supervisor, after consulting with the Board President, may immediately terminate an employee's employment without prior notice.

## **WORK AND DISCIPLINARY GUIDELINES**

Certain guidelines must be observed by all employees to protect the integrity of UUS. Violations may result in disciplinary measures including verbal warnings, written warnings, or termination. Disciplinary measures will be applied by the Supervisor in consultation with the Minister, Board, or Personnel Committee as appropriate and documented in the employee's file.

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 UUS.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Discrimination, harassment, or retaliation as described in this Manual.
- Unauthorized possession of weapons.
- Disclosure of confidential information.
- Smoking in unauthorized areas.
- Failure to report-on-the-job injuries.
- Working another job while absent.
- Failure to accurately complete or permitting another person to complete the employee's timecard.
- Theft or dishonesty.
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment, or system).
- Discourteous or disrespectful treatment of others.
- Taking UUS property without paying for it or without written permission.
- Reckless, careless, or unauthorized use of UUS property, equipment or materials.
- Improper or profane language.
- Violation of any other UUS policy or the standards of conduct generally applicable to a professional and respectful workplace.

## **SEPARATION PAY**

If an employee's position is terminated for reasons unrelated to work performance or employee conduct, the employee is eligible for 2 weeks of severance pay, calculated as the regularly scheduled hours x the hourly pay rate for non-exempt hourly employees, for each year of employment up to a maximum of 16 weeks.

If an employee is dismissed for misconduct or poor performance, no severance will be paid and all benefits will cease at the time of dismissal. Accrued, unused vacation will be paid regardless of the cause of dismissal. Sick leave and personal time are not subject to payment at the end of employment.

## **RESIGNATION/RETIREMENT**

Resignations and Retirements are voluntary terminations of employment initiated by the employee. Employees resigning from UUS are requested to provide at least one month's notice to allow for adequate planning and a smooth transition without undue strain on other staff. If covered by health benefits, resigning staff members may be eligible to continue their health insurance under the provisions of COBRA (Consolidated Budget Reconciliation Act of 1985). UUS does not have a policy to provide separation pay for voluntary terminations. Accrued, but unused vacation time is paid at the end of employment. Sick leave and personal time are not subject to payment at the end of employment.

## **BENEFITS: TIME OFF POLICIES**

### **HOLIDAYS**

Employees regularly scheduled to work at least 20 hours or more per week are eligible for holiday pay if they would normally be scheduled to work that day. If eligible employees are required to work on a holiday, they generally will be granted another day off. Eligible part-time employees only receive holiday pay if they are scheduled to work on a holiday and are paid for the number of hours they are normally scheduled to work that day. The following are holidays for which an employee is paid:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day (Fourth of July)
- Labor Day
- Veteran's Day
- Indigenous People's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

If a paid holiday falls on a scheduled day off, the workday immediately preceding or following will be observed as the holiday.

### **VACATION**

UUS grants paid vacation to regular employees scheduled to work at least 20 hours per week at their regular rate of pay as negotiated in their Letters of Agreement, or based on their length of service with UUS according to the schedule below, as appropriate:

Length of Service	Annual Amount of Vacation
0-3 years	19 days
4-6 years	24 days
7+ years	29 days

Vacation accrues each pay period and employees may not use more than the amount accrued without approval of the Supervisor/Minister. Increases in vacation accrual rate will be made on the first day of the month following the anniversary date of the year in which an employee completes their 4<sup>th</sup> or 7<sup>th</sup> year of employment.

Employees scheduled for 20 hours weekly or more accrue vacation based on length of service. Employees scheduled 10-19 hours weekly will accrue vacation at the rate of 1.4 hours per 20 hours worked. Employees may carry over from one year to the next no more than 50% of their annual accrued vacation. If the employee chooses to use paid vacation to request Sundays off, the specific Sundays must be scheduled in consultation with the Supervisor/Minister.

Vacation time must be requested in advance and can only be taken with the approval of the Supervisor/Minister. In the event of conflicting vacations requests, vacation generally will be granted in the order the requests are received, in accordance with length of service and consistent with workload requirements.

Employees may carry over from one year to the next no more than 50 percent of the employee's annual accrual amount. Vacation cannot be carried over in subsequent years above the 50% limit. Upon termination, employees will be paid for accrued, but unused, vacation time.

### **SICK LEAVE**

All employees are eligible for Sick Leave. Sick leave is earned upon hire.

Employees who work more than 20 hours per week will accrue sick leave at the rate of 6 hours per month up to a maximum of 360 hours. Sick leave may be carried over from year to year.

Sick leave may be used in the event the employee is unable to work due to the employee's own or an immediate family member's illness, injury or other medical condition. While employees are encouraged to schedule appointments outside of work time as much as possible, sick leave may be used for routine dental or medical appointments for the employee or for the employee's child, spouse, parent or parent of spouse.

Employees must notify their Supervisor/Ministers 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.

### **BORROWING SICK/VACATION LEAVE DAYS**

During the first year of employment, a full-time employee may borrow as many as 40 hours of vacation and/or sick leave. Requests to borrow must be approved by the employee's Supervisor. Leave earned subsequent to borrowing is credited to the debt until the debt is zero. If an employee leaves employment before the leave debt is reduced to zero, the appropriate amount of pay will be deducted from the employee's final paycheck.

## **LEAVES OF ABSENCE**

From time to time, employees may need to have extended time away from work in order to address certain urgent issues. During such leaves, an employee may use their accrued sick/vacation and personal time and any applicable insurance coverage (in addition to any paid leave provided for specific circumstances as laid out below). When possible, such leaves must be requested in advance in writing and require the approval of the employee's Supervisor/ the Minister. The exact nature of the leave and its anticipated length must be included in the written request. Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify their Supervisor/the Minister.

## **FUNERAL OR BEREAVEMENT LEAVE**

Employees working over 15 hours a week will be granted the following bereavement leave:

- Up to 10 work days to attend to arrangements and to take care of matters attendant to the death in the event of a death of an immediate family member (spouse/partner, child, parent),
- Up to 5 work days for death of a member of the extended family (siblings, inlaws), or
- 1 work day for other relatives (aunts/uncles, nieces/nephews).

Details including how much leave will be granted must be decided in conversation with the employee's Supervisor/Minister. Additional time may be requested from Supervisor/Minister.

## **JURY DUTY**

UUS recognizes jury duty as a civic and community obligation and duty of a citizen. While you are serving on a jury, you will receive your regular paycheck with no loss of regular pay for up to 30 days as long as you provide your Supervisor/Minister with copies of court documents affirming the facts concerning your service on a jury. If you receive pay from the court, you will be required to advise your Supervisor/Minister and arrange to turn the amount you receive over to UUS.

You are expected to keep your Supervisor/Minister informed of your service as a juror so plans can be made to provide continued coverage of your position during your absence. On any day or half-day you are not required to serve, you are expected to return to work.



## **UNPAID FAMILY AND MEDICAL LEAVE**

UUS is too small of an organization to be covered by Family Medical Leave Act (“FMLA”). However, consistent with UU Values, UUS voluntarily provides certain aspects of the FMLA which allows an employee, after 12 months of employment, to take up to 12 weeks of unpaid leave due to the employee’s own serious health condition; for the birth, adoption, or placement for foster care of a child; or to care for a family member (child, spouse, or parent) with a serious health condition. The employee’s position will be held for them for the duration of their leave. This leave may be taken all at once or intermittently over a 12-month period, depending on the circumstances. Medical certification is required.

All employees who take FMLA leave must give thirty days’ notice, or in case of unforeseen circumstances, as much notice as possible to their Supervisor/Minister. Accrued sick and vacation time may be applied to cover unpaid leave. Employees will continue to be covered by other benefits that are a part of their employment agreement with UUS (insurance premiums, etc.), but employees will not accrue vacation or sick time during unpaid leave. Employees will continue to be responsible for their portion of insurance and other benefit contributions during leave.

## **PAID PARENTAL LEAVE**

All employees who become natural or adoptive parents are eligible for up to 12 weeks of unpaid parental leave as laid out under the FMLA provision above. Parents who have been employed by UUS for over 12 months will receive 6 of those 12 weeks paid. The rate of pay for weeks of paid parental leave is based on wages for the employee’s regularly scheduled workweek. All parental leave must begin within six weeks of the birth or adoption. Rather than taking twelve consecutive weeks of leave, the equivalent number of days may be spread out over up to a year, at the discretion of the Supervisor/Minister. Such intermittent parental leave must be used within one year of birth, placement, or whenever the leave begins, whichever is first. Paid Parental Leave benefits apply only to adoptions in which the child is new to the parent(s).

Employees who know they will be taking Parental Leave are asked to give their Supervisor or the Minister as much notice as possible, but at least 30 days’ notice of the anticipated departure date and whether they intend to return to employment.

## **EXTENDED MEDICAL LEAVE**

Employees, who work a minimum of 10 hours per week, have been diagnosed with a serious illness or disabling condition by a physician and have exhausted their vacation, sick and personal leave benefits, may be paid extended sick benefits at 50% of their regular pay. Extended medical leave goes into effect after all other leave (sick and vacation) has been used and lasts until the earlier of: 1) the release to return to work by the physician, 2) approval for long-term disability payments, or 3) 90 days, whichever occurs first. Vacation and other time-off-with-pay benefits do not accrue during this period. If the employee recovers and is able to return to their normal schedule before the earlier of the 90-day period or when long-term disability insurance takes over, UUS will pay the employee at 100 percent of pay on the day of their return to work.

UUS also reserves the right to request a second opinion from a physician chosen by UUS on any medical leave of absence. If an employee is covered by UUS's health insurance, UUS portion of the health insurance premium will continue to be paid by the Employer during the unpaid medical leave. UUS will also continue to pay the premium for long-term disability, life insurance, and dental insurance.

## **MILITARY LEAVE**

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

Employees may choose to use any accumulated vacation time or professional development time for all or part of the period of military service. Leaves of absence in excess of any available vacation or professional development 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.

## **PAID PROFESSIONAL DEVELOPMENT LEAVE**

UUS is committed to ensuring its employees have the time to pursue continuing education and professional development opportunities. Current positions who may be eligible for paid study leave under this section include the Director of Lifespan Religious Education, the Director of Congregational and Community Engagement, and the Congregational Administrator. Program Staff positions, which include the Director of Lifespan Religious Education and Director of Congregational and Community Engagement, receive 80 hours of paid study leave professional development leave a year, to be arranged with their Supervisor/Minister. The Congregational Administrator receives 40 hours a year of paid professional development leave. Staff in these positions who work less than 40 hours a week will receive professional development leave at amounts prorated for their FTE.

Appropriate uses of professional development leave include time each week within defined working hours for personal study and reflection or continuing education, enrollment in professional development courses outside of working hours, attendance at professional meetings (UUMA, LREDA, UUMN, AUUA, and similar organizations relating to the employee's position), UUA district events, General Assembly, and extended periods of study or professional development during which the employee is not actively engaged in congregational work.

## **SUNDAYS OFF**

UUS recognizes that many of its employees' job descriptions require them to work on Sundays, and that working every weekend may not be conducive to the work-life balance that is important to all of us. Regular full-time employees will generally work a schedule that includes one open

weekend per month with their 40 hours of work scheduled for Monday through Friday of that week. Part-time, hourly employees will accrue paid vacation that can be used to request Sundays off, with pay, for the same purpose. In both cases described in this section, the specific Sundays will be scheduled in consultation with the Supervisor/Minister.

## **SABBATICAL LEAVE**

UUS believes that employees in program staff positions benefit from periodic sabbaticals to study, reflect, and renew their ministries. Current positions who may be eligible for sabbatical leave under this section include the Director of Lifespan Religious Education and the Director of Congregational and Community Engagement.

To be eligible to apply for a sabbatical leave, new hires in eligible positions must work half-time or more hours per week, demonstrated a good work record of at least 7 years of continuous employment, and currently be in good standing with UUS. Other requirements may also apply. Information about sabbatical leaves may be obtained from the Minister.

When an employee is first eligible for sabbatical leave, they will have 1 month accrued. Thereafter, the employee will be eligible for 1 month of sabbatical leave every other year. The sabbatical period should be determined well in advance (one year is recommended) so that the employee may plan for the most profitable use of the period granted and so the congregation can adequately provide for the employee's absence. An employee should discuss their plan for what study, reflection, spiritual renewal, continuing education, or community service activities they will do during sabbatical leave with the Minister when they begin planning their leave period and solidify plans at least a month before sabbatical leave begins. The Minister has final approval of the sabbatical plan.

Salary will be paid normally during sabbatical leave. Study leave and vacation still accrue during a sabbatical but should be taken at another time during the year unless authorized by the Minister. Professional expenses, if used for sabbatical travel, are subject to IRS Regulations. Unused sabbatical leave is not paid out at termination of employment. Staff who take sabbatical leave agree to not resign for a minimum of three months following the end of each sabbatical leave.

## **FAMILY FLEXIBILITY POLICIES**

### **BABY AT WORK PROGRAM**

Employees who have an infant under one year of age may obtain permission to bring their baby to work with them for an extended amount of time. All instances will be decided on a case-to-case basis, considering the employee's responsibilities, necessary hours of work, workspace, safety concerns, and other aspects of the employee's specific position. When a request is granted, a written agreement will be developed containing the necessary requirements for the care of the baby at work, including appropriate space and supervision of the baby. Terms of the duration of the agreement will be established.

UUS retains the right to refuse, end, or limit an employee's ability to bring their baby to work at any time before or during the terms of the written agreement. The employee's Supervisor or appointee will regularly monitor the implementation of the agreement to evaluate its continued success for UUS and for the employee.

Employees making use of this policy assume all risks and dangers inherent in having their child at UUS. The employee agrees to indemnify, defend, and hold harmless UUS and/or any officer, employee, or other representative of UUS from and against any and all liabilities incurred out of, based upon, or in connection with having his/her baby at work, except for damages arising out of bodily harm to the employee or baby, or damage to the employee's personal property resulting directly from sole negligence of UUS.

### **CHILD OCCASIONALLY AT WORK POLICY**

UUS allows employees to bring their children to work with them for temporary periods of time when childcare or school arrangements do not work as planned (e.g. childcare worker is sick, school is cancelled, etc.) or when the employee is unable to complete work at home and needs to care for the child while completing a task (e.g. work is confidential, database driven, involves classroom preparation, etc.).

Employees are required to obtain advance permission from their Supervisor/Minister whenever possible and alert coworkers that a child is accompanying them before bringing them to UUS. The employee is required to supervise their child at all times. UUS retains the right to refuse, end, or limit an employee's ability to bring their child to work at any time. The employee's Supervisor will monitor the use of this policy for its effect on the employee and the work environment.

The employee assumes all risks and dangers inherent in having his/her child at UUS. The employee agrees to indemnify, defend and hold harmless the Unitarian Universalist Society and/or any officer, employee or other representative of UUS from and against any and all liabilities incurred out of, based upon, or in connection with having his/her child at work, except for damages arising out of bodily harm to the employee or child, or damage to the employee's personal property resulting directly from sole negligence of UUS.

## **INSURANCE AND RETIREMENT 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 UUS. These benefits are subject to change at any time at the discretion of UUS. In the event of any discrepancy between the benefits outlined below and the Summary Plan Description (“SPD”) or Plan documents, those documents will govern. Any questions about employee benefits should be directed to the Administrator or Minister.

### **HEALTH INSURANCE BENEFITS**

Employees who are expected to work at least 750 hours per year may enroll in the group health insurance plan sponsored by UUS. UUS will cover premium costs for employees and dependents according to the following schedule:

- For full-time employees (1560-2080 hours annually), UUS pays 80% employee/50% family of the Bronze plan or the employee can apply that amount toward the Silver or Gold plans.
- For part-time employees scheduled to work between 1040 - 1559 hours annually, UUS pays 50% employee/40% family of the Bronze plan or the employee can apply that amount toward the Silver or Gold plans.
- For part-time employees scheduled to work between 750 - 1039 annually, the employee is required to pay the full cost of the health medical plan insurance premium.

Employees will be required to make their required contributions by payroll deduction or timely payment as appropriate.

Employees enrolled in one of the High Deductible plans offered by the UUA (Bronze or Silver w/HAS) have the option to enroll and authorize elective contributions (pre-tax salary reduction contributions) in a Health Savings Account (HSA). HSA's are provided through the UUA's Highmark BCBS group plan, administered by PNC Bank. UUS does not contribute anything towards employee's HSAs.

Consistent with federal law, if an employee has health insurance through another qualified group plan (i.e. spouse's employer plan), UUS will reimburse the incremental cost of the employee's coverage up to the value of the health benefit the employee qualifies for in the above chart. The reimbursed amount is calculated as the difference between the cost of individual coverage and the cost of employee + spouse coverage in the other plan.

Further information concerning the UUA health plan may be obtained from the Supervisor/Minister or by going to <https://www.uua.org/finance/compensation/health>.

## **GROUP DENTAL, TERM LIFE, AND LONG-TERM DISABILITY INSURANCE**

Employees who are expected to work 750 hours per year are enrolled in term life insurance and long-term disability insurance through the group plan sponsored by the UUA. UUS pays 100% of the cost of Long-term Disability insurance and term life insurance.

Employees who work 750 hours per year may also enroll in group dental insurance. UUS pays the premium cost for dental coverage according to the following schedule:

- For full-time employees (1560-2080 hours annually), UUS pays 80% of the employee/50% family premium.
- For part-time employees scheduled to work between 1040 hours-1559 hours annually, UUS pays 50% employee/40% family of the premium.
- For part-time employees scheduled to work between 750 hours -1039 annually, the employee is required to pay the full cost of the dental insurance premium.

Further information concerning these policies is available from the Supervisor/Minister or by going to <https://www.uua.org/finance/compensation/uua-insurance-plans>

## **WORKERS' COMPENSATION INSURANCE**

UUS carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's Supervisor/Minister. Employees may be required to provide a written report on the illness or accident and a physician's statement in order to receive worker's compensation benefits, or to return to work.

## **RETIREMENT BENEFITS**

UUS has adopted the Unitarian Universalist Organizations Retirement Plan (UUORP). The plan is an IRS qualified, defined contribution, 401(a)/(k) multiple employer, Church retirement plan designed to help ensure employees of UUA-related organizations have an opportunity to accumulate savings for their retirement years. An employee's entry into the plan is on the first day of the month following or coincident with, the employee's date of hire. Every employee has the option to enroll and authorize elective contributions (pre-tax salary reduction contributions) immediately upon employment, irrespective of hours worked or scheduled.

UUS is an Automatic Enrollment congregation. All employees will, by default, have an employee contribution of 1% of gross pay withheld from their monthly paycheck and contributed to the retirement plan in their name unless the employee opts out by signing an enrollment waiver or elects another level of contribution in writing.

In addition, in keeping with the Employer's Participation Agreement on file with the UUA Office of Church Staff Finances, UUS contributes 10% percent of the employee's gross wages for each employee who has met the Plan's qualifications.

To be eligible for employer contributions, the employee must satisfy the Plan's Year of Eligibility Service provision: an individual must have a) worked a minimum of 1,000 hours during a twelve (12) consecutive month period defined in the Plan, or b) have successfully completed a UU Ministerial Internship.

If an employee is employed at more than one participating UU congregation, concurrently or consecutively, their hours of service must be combined to make the initial determination of eligibility to receive Employer's contributions.

Per the governing Plan's provisions, employees who previously received Employer contributions at another UU participating congregation or employer are immediately eligible for Employer contributions at UUS.

UUS provides an enrollment form, a description of the plan, including investment options, to the employee at the start of employment. Each employee should review this material carefully and discuss any questions they may have with their Supervisor/Minister, with the Retirement Plan staff at the UUA, and/or with a trusted personal financial advisor.

When an employee incurs severance from employment, they are ineligible to make or receive contributions.

More information can be found at: <https://www.uua.org/finance/compensation/retirement>.

