

Unitarian
Universalist
Congregation of
South County

Personnel Policy Manual

2008-2009

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I. EMPLOYMENT POLICIES AND PRACTICES

A. STATEMENT OF PURPOSE

We have prepared this Personnel Policy Manual to help you understand some of the policies and procedures of Unitarian Universalist Congregation of South County (referred to herein as “Employer”). Employees should familiarize themselves with the Manual, as it will provide answers to some questions you may have about your employment. Nothing in this Manual or in any other written or unwritten policies and practices of Employer creates an expressed or implied contract, promise or representation between Employer and any employee.

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

From time to time, changes in the Manual may become necessary. Therefore, the Employer reserves the right to amend, supplement or rescind any provisions of this Manual as necessary.

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt (*see II. A., page 8*), except where otherwise stated. This Manual does not apply to ordained Ministers called by vote of the congregation. Employment “at-will” means that an employee or the Employer may terminate the employment relationship at any time for any reason, with or without notice. Both parties will make a good faith effort to give at least a two-week notice.

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

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

B. EQUAL EMPLOYMENT OPPORTUNITY

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

by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy.

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

C. SEXUAL HARASSMENT

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

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

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

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

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

Every complaint or report of sexual harassment will be investigated promptly. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken.

Retaliation or reprisal against employees who report sexual harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination. (See UUCSC Policy Regarding Disruptive Behavior in Section VIII.)

D. HARASSMENT

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

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

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

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

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

Every complaint or report of harassment will be investigated promptly. If the investigation indicates that an act of harassment has occurred, timely and appropriate action will be taken. Retaliation or reprisal against employees who report harassment claims is prohibited

and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination. (See UUCSC Policy Regarding Disruptive Behavior in Section VIII.)

E. RESOLUTION OF EMPLOYEE COMPLAINTS

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

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

F. INTERNET POLICY

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

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

- Transmitting obscene, harassing, offensive or unprofessional messages; or
- Accessing, displaying downloading or distributing any offensive or inappropriate messages, including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, age, disability, sexual orientation or any other classification protected by law; or

- Intentionally transmitting any of the Employer's confidential or proprietary information, including member/friend data or other materials covered by the Employer's confidentiality.

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

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

Only authorized staff members may communicate on the Internet on behalf of Employer. Employees may not express opinions or personal views that could be misconstrued as being those of Employer. Employees may not state their UUCSC affiliation on the Internet, without prior Board approval, unless required as part of their assigned duties. Any violation of this policy may result in disciplinary action.

G. MEDIA INQUIRIES

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

H. CONFIDENTIALITY

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

I. CONFLICTS OF INTEREST

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may

serve as a detriment to the Employer, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with the Employers.

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

J. OUTSIDE EMPLOYMENT

Employees shall not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as an employee. Activities that may constitute a conflict include use of the Employer's time, facilities, equipment or supplies, or the use of the title, prestige, or influence of the congregation for private gain or advantage.

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

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

K. EMPLOYMENT OF RELATIVES AND MEMBERS

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

L. PERSONNEL RECORD

It is very important that employees keep up-to-date all the information provided to the Employer at the time of hire. This information is essential for many purposes, including benefit administration, mailing information to the employee's home, and

contacting friends or family in case of emergency. The Minister should be promptly notified of any changes in:

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

M. INITIAL REVIEW PERIOD

New employees and employees who are transferred to another position may be required to complete an initial review period of ninety days, but which may be shortened or lengthened at the Employer's discretion. Upon completion of this period, the employee will be considered a regular employee. Satisfactory completion of the initial review period does not alter the employment-at-will relationship (*see I. A., page 1, paragraph 4*). Employees must continue to perform satisfactorily even after the initial review period is completed. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of the Employer.

N. PERFORMANCE EVALUATION

Employees will receive a written performance evaluation from their supervisor and/or committee once each year that will be maintained in the Employee's permanent personnel file. Factors considered in assessing performance include, but are not limited to: quality and quantity of work and duties as directed by the supervisor; dependability; attendance and punctuality; effective interpersonal relationships with the congregation, and personal conduct. Refer to the Personnel Committee Calendar for the procedural timeline for the evaluation process.

Employees report to the following supervisor/committee: *Sexton*—Facilities Committee and Minister; *Office Administrator*—Minister and Personnel Committee; *Director of Religious Education*—Minister and Religious Education Committee; *Director of Music*—Minister and Music Committee.

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

The evaluation process is as follows: The relevant committees conduct their employee evaluations in March, in collaboration with the Minister. If the Minister, committee and employee all agree on the evaluation by signing their names with no objections, the Minister reports to the Board and the Personnel Committee seven (7) days before April Board meeting. The minister advises the Personnel Committee to proceed with preparation of a new contract. In the event of any unresolved issues, the parties have until the May Board meeting to resolve them. Unresolved issues may be directed to the Personnel Committee. A contract for the next fiscal year is offered only after a satisfactory performance evaluation.

II. WAGE AND HOUR ADMINISTRATION

A. EMPLOYMENT CLASSIFICATIONS

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

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

B. HOURS OF WORK

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

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

C. TIMEKEEPING AND OVERTIME

Non-exempt employees must submit a written and signed record of their time worked at the end of each day. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Where required by applicable law, overtime will be paid to non-exempt employees at the rate of one and one-half times the regular rate of pay for all hours worked in excess of forty in any one

work week. Holiday, vacation and sick leave are not counted for purposes of overtime compensation. **Non-exempt employees should not work overtime without authorization in advance.**

D. PAY AND PAYROLL DEDUCTIONS

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

The Finance Committee will report to each employee deductions made from the employee's wages. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction.

Employees are responsible for promptly notifying the Treasurer of any changes to or errors in their deductions. Any necessary adjustments are usually made and reflected in the employee's next paycheck.

III. EMPLOYEE BENEFITS

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

A. MILITARY LEAVE WITHOUT PAY

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

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

B. JURY DUTY LEAVE WITH PAY

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

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

C. EXPENSES AND REIMBURSEMENT**1. Congregation and Job-Related Expenses**

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

2. Vehicle Use and Reimbursement

UUCSC does not reimburse employees using their own cars for UUCSC-related business. However, staff members are encouraged to track their mileage while conducting church business: a) for their own tax returns; and b) to enable the Finance Committee to budget for possible mileage reimbursement in the future.

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

3. Credit

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

IV. OTHER EMPLOYEE POLICIES

A. ATTENDANCE AND PUNCTUALITY

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

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

Excessive absenteeism or tardiness shows a lack of interest in one's job and will result in disciplinary action. Within a calendar year, three unexcused absences will be considered excessive and subject to disciplinary action, up to and including termination. A documented discussion will be held with the employee following each unexcused absence or disruptive tardiness.

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

Absence of three (3) or more days because of sickness may require a doctor's certificate upon return to work. **Any employee who fails to report to work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.**

B. WORK AND DISCIPLINARY GUIDELINES

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

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

- Failure to perform work in a manner acceptable to Employer;
- Excessive absenteeism or tardiness;
- Leaving work without permission;
- Failure to report absences as required;
- Sexual harassment or harassment described in this Manual;
- The use, possession or sale, or being under the influence, of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on Employer premises (including meal and other breaks);
- Disclosure of confidential information;
- Smoking in unauthorized areas;
- Failure to report on-the-job injuries;
- Working another job while on approved absence;
- Arrest and conviction for criminal offenses, including those that may affect the employee's ability to perform his/her job;
- Falsifying records or any UUCSC record or report, such as an application for employment or timecard, or information, or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system.
- Discourteous treatment of others.
- Insubordination – refusal to follow management's instructions concerning a job-related matter, or lack of responsiveness to supervision;
- Assault on a co-worker;
- Gambling on UUCSC property;
- Possession of fire arms or other weapons on UUCSC property;
- Theft or misuse of UUCSC property or of another employee's property;
- Taking employer property without paying for it or without written permission.
- Reckless, careless or unauthorized use of Employer property, equipment or materials.
- Improper or profane language.
- Violation of any other Employer policy.

1. Property Damage

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

2. Disciplinary Procedure

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

Step 1 – Verbal warning, outlining the problem with corrective action. Corrective action required in next 14 days.

Step 2 – Written warning, covering the recurrence of the problem with written corrective action required in next 14 days.

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

C. SEPARATION FROM EMPLOYMENT

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

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

- Gross misconduct/disruptive behavior (see section VIII.)
- Theft
- Verbal/physical abuse
- Sexual harassment (after investigation)
- Absence from work three (3) consecutive days without approval

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

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

Any employee who is absent for three consecutive days without notifying his/her supervisor, or who fails to report to work on or before the expiration of a leave, will be deemed to have resigned, consistent with applicable law.

D. SAFETY AND ACCIDENTS

1. Physical Safety

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards at all times. They should know the whereabouts of fire extinguishers and the first aid kit.

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

2. Safe Congregation

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

E. PERSONAL PROPERTY

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

F. WORKPLACE THREATS AND VIOLENCE

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

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

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

G. PROFESSIONAL BEHAVIOR

Employees should maintain a professional attitude and appearance that is appropriate to their position and the Employer-congregation. Name badges should be worn when employees are on duty on Sunday.

Personal mail and non-essential telephone calls at work are discouraged.

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

1. Personal Finances

All employees are expected to discharge their financial obligations promptly so that creditors will not have to ask the UUCSC's assistance in collecting amounts owed to them. In the event that garnishment or similar proceedings are instituted against an employee, the UUCSC will deduct the required amount from the employee's paycheck. The amount so deducted will not exceed that permitted by law. No employee will be terminated by reason of the fact that his/her earnings have been subject to garnishment for one's indebtedness. However, an employee whose earnings are subject to repeated garnishments could be liable for disciplinary action, up to and including termination.

H. INSPECTION RIGHTS

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

I. EMPLOYMENT AUTHORIZATION

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

J. RECRUITMENT AND HIRING

1. Hiring Policy

It is UUCSC policy to hire individuals who are qualified or trainable for employment as determined by our standards of education, experience, aptitude and character. All decisions regarding the recruitment, selection and placement of employees are made solely on the basis of job-related criteria. Every effort will be made to hire new employees for positions which best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth. In no event shall a hiring of an employee be considered as creating a contractual relationship between the employee and the UUCSC; see “At Will Statement” section I. A., page 1, paragraph 4.

2. Minimal Safety Standards

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

3. Promotions and Transfers

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

ACKNOWLEDGEMENT

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

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

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

I understand that my signature below indicates that I have read, understood, and will comply with the above statements, and have received a copy of the 2008-2009 Unitarian Universalist Congregation of South County Personnel Policy Manual.

Employee Name (Print)

Employee Signature

Witness Signature

Date

V. PERSONNEL COMMITTEE

A. MISSION

The Personnel Committee's mission is to compensate and treat those who work and care for our congregation generously, fairly, and respectfully. This mission is consistent with the Principles of the UUA Covenant, our congregation's annual request for generous pledging, and the UUA's personnel compensation and salary policy guidelines.

B. PURPOSE

The UUCSC Personnel Committee recommends and maintains staff policies, procedures, and practices, in order to promote harmonious and productive relations between staff and congregation. The Personnel Committee reviews staff needs and performance with regard to the strategic goals and objectives of the UUCSC. The Personnel Committee will ensure that the UUCSC is staffed appropriately with personnel who have the abilities to perform well or exceed the duties and responsibilities of their roles, and demonstrate commitment to the needs and goals of the UUCSC and its work in the internal and external communities.

C. MEMBERSHIP/COMPOSITION

- Membership: three at-large, one member from Board—currently the Vice President, one from Finance Committee. See Bylaws, ARTICLE 8, Part B.3
- Terms: chair is limited to 3 terms, see Bylaws ARTICLE 8 Part B.1
- Preferred interests & expertise for positions: some experience with labor relations, membership on RE or Worship Committees
- Descriptions of positions: chair leads meetings, sends meeting notices and agendas, corresponds with Board members and writes monthly Board report; one member serves as recording secretary (needs a computer—preferably a laptop)

D. FUNCTIONS

- Schedule—See Calendar for scheduled tasks and responsibilities
- Set Annual Focus and Direction
- Review past actions and calendar annually
- Facilitate committee check-ins for goals and plans
- Facilitate annual needs assessment
- Conduct spring contract and annual staff reviews
- Submit contract proposals to UUCSC Board
- Prepare and send copies of final contracts for signatures
- Supervise hiring for new employees

- Deal with personnel issues as they arise; make recommendations to Board (includes mediation and negotiation if needed)
- Develop & maintain storage system (organizational plan) for storing documents; ensure safe repository electronic and paper storage.

E. **CALENDAR** (subject to change)

- *September*
- Update records and files for completeness and accuracy—monthly task
- Create meeting schedule (September—meet with Finance Committee representative; Fall—meet with staff; Spring—Finance Committee)
- Set annual Focus and Direction tasks

- *October*
- Review last calendar year actions, progress
- Ensure that staff members submit written personal goals to their respective supervisor/committee, and Personnel Committee
- Facilitate committee check-in for program goals and plans (Music, Minister/Staff Team, RE, Facilities)

- *December*
- Notify the following committees/staff; Music/MD, RE/DRE, Office Administrator, and Facilities/Sexton to review needs and submit needs assessments to Board/Finance Committee by January.

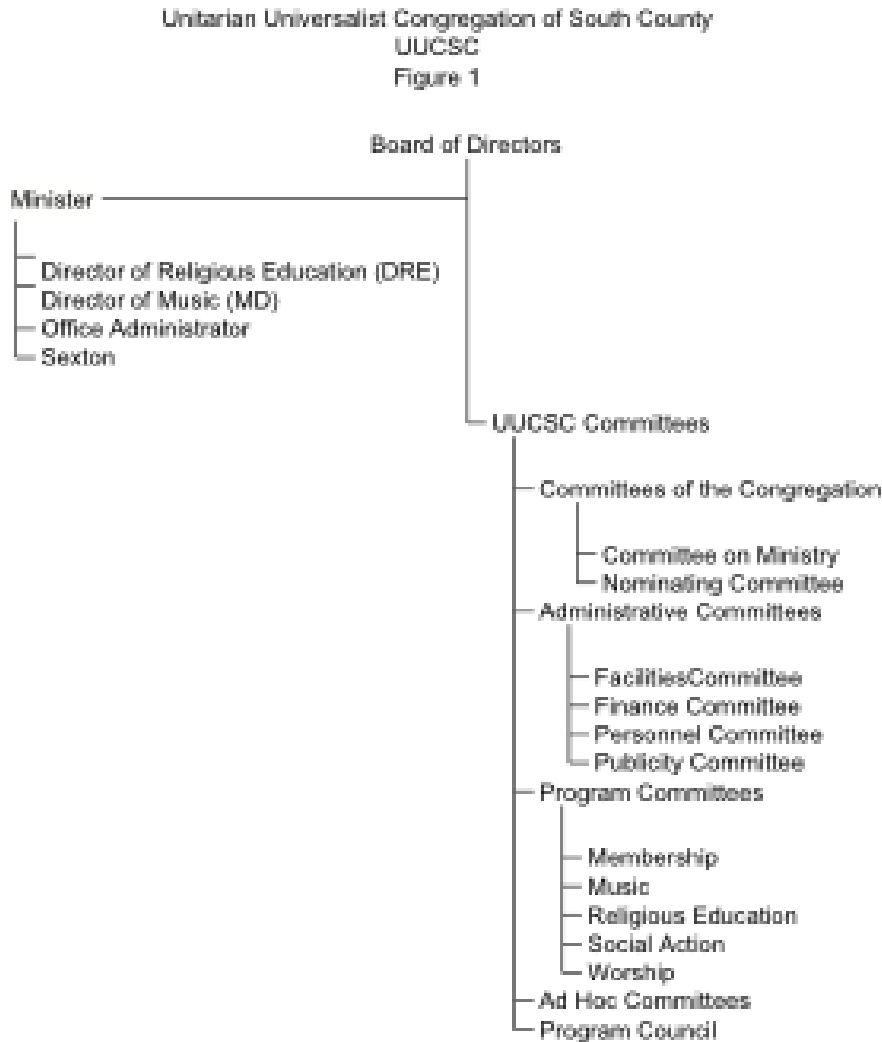
- *March*
- Annual staff evaluation; Ask evaluations/reports be submitted to Minister
- Prepare contract and letter of agreement proposals

- *April*
- Obtain financial data projections for contracts and letter of agreement
- Maintain personnel records and update files

- *May*
- After Board Annual Budget meeting, analyze results
- Verify and/or revise contracts as appropriate; send copies of final contracts to President for signatures.
- Submit staff evaluations to Board

- *June*
- Ensure contracts are signed subsequent to annual UUCSC business meeting
- Meet with committee chairs and Minister/Staff Team to plan coming year programming and evaluations
- Maintain personnel records and update files

Figure 1: Organizational Structure of Unitarian Universalist Congregation of South County (UUCSC)



Note: All committees and Minister report directly to Board; staff (DRE, MD, Office Administrator, and Sexton) report to Minister. Group headings are names only and are taken from the Bylaws section headings.

EMPLOYMENT APPLICATION SUPPLEMENT
Staff

Name: _____

Education (continued): If college or technical school graduate, note Degree/Diploma.

College/Technical School	City	Degree/Diploma

Professional Registration(s): _____

Interests & Hobby(s): _____

SELF DESCRIPTION

1. Please write a brief description of yourself:

2. What are your goals? **Professional:**

Personal: _____

3. What did you accomplish in your present or past employment(s)?

4. Describe your most significant work-related accomplishment during the past twelve months:

5. How do others view your strength(s)?

6. How do others view your "need for improvement" attribute(s)?

7. To what do you attribute your success?

Signature: _____ Date: _____

TO BE COMPLETED BY UUCSC IF EMPLOYMENT OFFER MADE

Reporting Date: _____ Position _____ Salary \$ _____ By _____

EMPLOYMENT REFERENCE INQUIRY

Unitarian Universalist Congregation of South County
P.O. Box 5473
Wakefield, RI 02880
401-783-4170

The below former employee, by signing this form, has given you permission to answer the following questions candidly:

Former Employee _____
Given/Maiden Name(s) Signature

Date: _____

1. Dates of Employment: _____

2. Position at Separation: _____

3. Salary at Separation: _____

4. Overall Work Performance Evaluation During Last Year of Employment:

5. Eligibility for reemployment: Eligible Ineligible (Circle one). If "Ineligible" please state reason (Please Use Back of Form if Needed): _____

Supervisor's Name (Please Print)

Company/Institution Address

EMPLOYMENT REFERENCE INVESTIGATION
(Phone)

Applicant: _____
Co./Institution Contacted: _____ Person/Dept.: _____
Phone No.: _____ Date: _____
By: _____
Conclusion (Favorable or Unfavorable): _____

QUESTIONS

1. Dates of Employment: _____
2. Position at Separation? _____
3. Salary at Separation? _____
4. Work-Related Strengths? _____
5. Need for Improvement Areas/Weaknesses?

6. Leadership Ability/Potential?

7. Relationship with Subordinates?

8. Relationship with Supervisor?

9. Attitude towards Position and Company?

10. Overall Work Performance Evaluation During Past Year (Based on Performance Evaluations)?

11. Eligibility for rehire?: Eligible Ineligible (Circle One). If "Ineligible" please state reason.

12. Other Questions/Comments?

SAMPLE EMPLOYMENT OFFER LETTER

Prospective Employee
Street
Any town, RI, 02980

Date

Dear _____:

On behalf of the search committee, officers, congregation, and Minister, this letter will confirm the verbal offer made to you to become our _____. This position reports directly to _____, our _____. Our _____ will serve in an advisory role to you during your first year of employment.

Your employment will commence on _____.

Your beginning salary with us will be _____ for _____ hours per week. You will receive your first performance evaluation in _____, and every _____ months thereafter, by _____, and a performance evaluation with salary consideration in _____.

You are eligible for _____ days/weeks of unpaid vacation per year with the dates for same predetermined with Betty Kornitzer, the Minister. Vacation may be requested for a two-week period or may be taken in one-week increments.

You will receive two paid holidays, which are Thanksgiving and Christmas.

We are all excited about your becoming a *vital* part of our community at UUCSC! Please sign and return one copy of this offer letter in the enclosed, self-addressed envelope while retaining the other copy for yourself. If you have any further questions, please call me.

Sincerely,

_____, Chair, Search Committee

I understand and accept the above conditions of employment,

Signature

Date

Copies: Minister Betty Kornitzer
Personnel File of _____
Personnel Committee

EMPLOYEE ORIENTATION PROCEDURE

Employment Information:

Position: _____
 Employment Date: _____
 Starting Salary: _____
 Work Schedule _____
 First Perf. Eval. Date: _____
 Work/Alien Permit # (if applicable): _____

Orientation Record:

1. Greeted by supervisor
2. Completed Employment forms:
 - a. W-4: Federal and State
 - b. I-9: Department of Immigration
 - c. State Work Permit for minors
 - d. Employment application (if not completed)
 - e. Insurance applications (if eligible)
3. Tour of UUCSC and work area; introduction to coworkers and review of work schedule
4. Explain UUCSC rules (working from the Personnel Policy Manual with employee)
 - a. Training period
 - b. Importance of attendance and punctuality
 - c. Phone supervisor when ill or delayed
 - d. Parking
 - e. Personal appearance
5. Performance evaluations and wage increases
6. Staff meeting: day and time and importance of attending
7. Other information/Answer questions
8. Work Safety and Fire Prevention:
 - a. Contact supervisor in case of accident
 - b. Location of first aid kit
 - c. Slippery floors
 - d. Objects on floor
 - e. Lifting objects
 - f. Proper shoes (Housekeeping employees)
9. On the job training:
 - a. Review of work materials and schedule
 - b. Review of job description
 - c. Introduction to trainer who will explain job
 - d. Employee observes job tasks
 - e. Employee performs job tasks
 - f. Trainer corrects employee if needed
10. End of day review with employee by supervisor
 - a. How did your day go?
 - b. Questions?

Orientation completed

Date

Supervisor

Employee

PERSONNEL ACTION NOTICE

NEW EMPLOYEE or CONTINUING EMPLOYEE DATA	1) Name: Last, First, & Middle	2)	3) Effective Hire Date: Mo.-Day-Yr.	4) Home Phone No.
	5) Street Address or Box No.	6) City	7) State 8) Zip Code	9) Birth Date
	10) Employment Date	11) Job Title	12) Salary Grade	13A) Non-ordained () or Ordained ()
WAGE DATA	13B) Job Classification () Full Time () Part Time () Seasonal	14A) Wage To \$ From \$ 14B) Pay Period () Weekly () Biweekly () Bimonthly () Quarterly	15A) Next Perf. Eval. Date: 15B) Next Wage Review Date:	EEOC 16A) <u>Race/Ethnicity</u> () Caucasian () African-American () Asian () Hispanic () Native American () Bi- or Multiracial 16B) <u>Sex</u> () Female () Male 16C) <u>Marital Status</u> () Single () Married/Partnered () Divorced
JOB STATUS/ CHANGE	17A) () Classification () Job Title () Promotion () Demotion () Other _____	17B) To: From:	18A) () Ordained () Non-Ordained 18B) () Full Time () Part Time () Seasonal () Hourly	19) <u>Salary:</u> To: From:
ABSENCE	20A) <u>Leave Type:</u> () Paid Vacation () Non-Paid Vacation () Paid Family () Non-Paid Family () Paid Illness () Non-Paid Illness	20B) () Leave of Absence () Illness () Disability () Maternity () Military () Jury () Other _____	20C) Funeral Leave () Paid () Non-Paid	21) Dates: From: To:
TERMINATION	22) () Voluntary () Involuntary () Reduction in Staff	23) Last Day Worked:	24A) <u>Severance Pay</u> () Yes () No	24B) No. of Days/Dollar
APPROVAL/ COMMENTS	25) Signatures Sr. Minister _____ Supervisor _____ Personnel Liaison/Committee Chair _____ Officer _____		Date: Date: Date:	26) Comments

Unitarian Universalist Congregation of South County

Background check for UUCSC Staff member or Applicant

Please visit: <http://www.uusouthcountyri.org/Docpublic/UUCSC-PPM-BackCheck-Staff.rtf>
to view an editable copy of page 33.

Unitarian Universalist Congregation of South County

Background check for UUCSC Religious Education Volunteers:

Please visit: <http://www.uusouthcountyri.org/Docpublic/UUCSC-PPM-BackCheck-RE.rtf> to view an editable copy of page 34.

Safe Congregation Policy

Submitted by the Director of Religious Education; Debby Hedison

And The Religious Education Committee; John Glasheen, Pam Santos and Cindy West

Date: September 2006

Classroom Environment:

- *Fire Alarms with Carbon Monoxide detection will be installed in the main classroom area, furnace room and kitchen.
- *All curtains, cloth banners and cloth sound buffers will be fire proofed with fire-proofing spray.
- *The fire extinguisher will be checked by the local fire dept. as needed. Teachers will be made aware of its location.
- *A First Aid box is located in the RE Supply Cabinet. Soon there will be one on the wall near the fire extinguisher as well.
- *A Clean Hands notice will be posted in both bathrooms, kitchen and in the Nursery Handbook.

Fire Drills:

- *Fire Drills will take place once per teaching session. Teachers will have the fire drill procedure on their clipboards which also hold the weekly attendance sheets for each class.
- *Evacuation notices will be posted in several locations in the Hall and also will be on the teacher's clip boards. Once a final Evacuation notice is created, it will also be available to all church members.

Nursery:

- *Paid nursery caregivers (teens) will now be joined by an adult volunteer.
- *Nursery safety Guidelines are given to all nursery caregivers.(A)
- *All caregivers will sign the Code of Ethics
- *Childcare other than Religious Education class time will be scheduled using the Nursery Guideline Form B (B)

Classroom Teachers:

- *All Teacher volunteers will be approved by the DRE and Religious Education Committee and will sign the Code of Ethics (C). The Code of Ethics will be reviewed and, if necessary, updated each September by the RE Committee.
- *All teachers will fill out an injury report if an accident or injury should occur with any of the children or youth. (D)
- *All teachers and Volunteers will receive a Safety Policy Notice for Teachers.(E)
- *All teachers will consult the DRE about any planned events off the Church property and utilize the Basic Permission Slip (F)

Jr. Youth Group:

- *All adult volunteers will sign up for events in order to create a complete calendar of events and chaperones for the year. All volunteers will be approved by the RE Committee and DRE.
- *All parents/guardians will sign the Jr. Youth Group Permission slip. (G)

Youth Group:

- *All Youth Group Advisors will sign the Code of Ethics
- *All Youth Group Advisors will complete a Criminal Background check

Action Item: Information is being sought for how to handle driving situations for both Youth Group meetings and conferences.

Minimal Safety Standards:

- *Criminal Background check for RE paid employees, Youth Advisors, Owl Trainers/Facilitators, Mentors and Youth Advisors.
- * Read/ Sign Code of Ethics – All RE teachers, childcare providers, youth advisors
- *At least 2 care providers present at all times.
- *All allegations of potential abuse reported to DRE or Minister.
- * All reports investigated immediately
- *All investigations logged.
- *Unless allegation is clearly invalid – report to DCYF or local police.
- *All Background checks, code of ethics and license checks will be kept on file in the office (locked). The minister and DRE will have the keys.

UUCSC Policy Regarding Disruptive Behavior

Conflict will occur in the normal course of events in any committed community such as this congregation. This congregation has established procedures to use in the event of conflict arising between individuals and/or groups within the congregation. This policy is designed for behavior, which is seriously dangerous, disruptive or offensive to members, friends, and potential members of the Congregation.

The UUCSC welcomes EVERYONE to its community. High among our congregation's values are: respect for an individual's worth and dignity, acceptance and expression of unique theologies and life perspectives, support of fair and reasonable practices through democratic methods, and the creation of a safe and nurturing community. We affirm the belief that our congregation must maintain this secure spiritual environment, and thereby institute this policy to address disruptive behaviors that threaten or compromise the congregations' physical and/or emotional well being.

Such situations may include, but are not limited to:

1. Perceived threats to the safety of any adult or child;
2. The disruption of congregational activities;
3. Communication to members intended to misrepresent, deceive, cause confusion, or undermine truth or harmony in the UUCSC; and
4. Diminishment of the appeal of the Congregation to its potential and existing membership.

The following shall be the policy of the Unitarian Universalist Congregation of South County in dealing with the issues above, or others of similar ilk. Every case will be carefully considered and addressed firmly and promptly.

For Disruptive Behavior of Unknown Origin

In accordance with our denomination's principle for a free and responsible search for meaning, we encourage open and honest communication, mutual support, and compassion for those within our midst and all others. Anonymous communications are not in keeping with the spirit of this congregation, are inappropriate, and will not be responded to.

The congregation affirms that the safety and well-being of the congregation must be given priority over the privileges of the individual.

If the person(s) responsible for disruptive behavior does so anonymously, and with a threat of violence, the appropriate law enforcement agency will be contacted immediately.

If there is illegal action, yet no threat of violence, one "best" attempt to request the disrupter to come forward and resolve the conflict/concern in a forthright and safe manner will be made by the Minister. The perpetrator will be informed that the next step will be to report the illegal actions to the appropriate law enforcement agency. If within one weeks' time, the person does not reveal himself or herself, then legal action will commence.

For Disruptive Behavior of Known Origin

If an immediate response to disruptive behavior is required, this will be undertaken by the Minister, if available, and/or the leader of the group involved, e.g. Board President/Committee Chair/RE Director/Music Director, etc.

This may include drawing the disruptive person(s) aside and stating that the behavior is not acceptable and to please stop, asking the offending person or persons to leave, or suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required the Police Department may be called.

Anytime any of these actions are undertaken without the Minister or Board President being present, they both must be notified.

If deemed necessary by the Minister or group leader, an ad hoc committee of three or more people (appointed by the Board of Directors) will convene around this incident.

A follow-up letter detailing what steps must be taken before returning to the activities involved will be drawn up by the appropriate Leader and approved by the Committee. The letter should state that if the individual chooses to do so he/she can request that the ad hoc committee mediate the dispute. **The individual needs to state the problem to the Committee in writing.** Copies of the letter to the disruptive party are to be sent to the Minister, Congregation President, and Committee.

Situations not requiring an immediate response will be referred to the ad hoc committee appointed by the Board of Directors. The Committee will respond in terms of their own judgment, observing the following:

- A. The Committee will respond to problems as they arise. There will be no attempt to define "acceptable" behavior in advance.
- B. Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.
- C. The Committee will collect all necessary information, speaking with all relevant parties if deemed safe to do so.
- D. To aid in evaluating the problem, the following points will be considered:
 - DANGER - Is the individual the source of a threat or perceived threat to persons or property?
 - DISRUPTIVENESS - How much interference with Congregational functions is going on?
 - OFFENSIVENESS - How likely is it that prospective or existing members will be driven away?
- E. To determine the necessary response, the following points will be considered:
 - CAUSES - Why is the disruption occurring? Is it a conflict between the individual and others in the Congregation? Is it due to a professionally diagnosed condition of mental illness?
 - HISTORY - What has been the frequency and degree of disruption caused in the past?
 - PROBABILITY OF CHANGE - How likely is it that the problem behavior will diminish in the future?
- F. The Committee will decide on the necessary response on a case-by-case basis. However, the following four levels of response are recommended:

LEVEL ONE- The committee may decide that no action is warranted. In that event, the minister and the Board should be informed.

LEVEL TWO - The Committee shall inform the Minister of the problem and the Minister and/or member of the committee shall meet with the offending individual to communicate the concern.

LEVEL THREE – After making reasonable attempts to secure appropriate behavior; the disruptive person remains noncommittal, the offending individual is excluded from the Congregation and/or specific activities for a limited period of time, with reasons and the conditions of return made clear.

LEVEL FOUR – If after making all reasonable attempts to secure appropriate behavior, and the disruptive person refuses to comply; the offending individual is permanently excluded from the premises and all UUCSC activities. Before this is carried out, the Committee will consult with the Board of Directors and the Minister. If it is decided that expulsion will take place, a letter will be sent by the Minister and Board explaining the expulsion and the individual's rights and possible recourse.

G. For any behavior judged to need a Level 2, 3 or 4 response, contact the District Executive. Depending on the nature of the behavior, it may also be appropriate to involve professionals in other fields: e.g. mental health workers, social service agencies, or the police.

H. Any action taken under item F. (above) may be appealed to the Board of Directors and/or the Minister.

I. If, in time, the person reconsiders and wishes to reenter the group, he/she may meet with the leadership of the congregation to request reentry, subject to Board approval.

Note: Regarding rights of individuals who feel threatened by behavior of other individuals: No heretofore stated policy of the Congregation applies to an individual, on the premises, who feels threatened and calls the police on his/her own behalf.

July 17, 2008