

# **Personnel Manual**

**Unitarian Universalist  
Church of Buffalo**

**Revised June 2014**

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## **I. EMPLOYMENT POLICIES AND PRACTICES**

### **A. STATEMENT OF PURPOSE**

***NOTE THAT THE POLICIES AND PROCEDURES OUTLINED IN THIS MANUAL DO NOT APPLY TO ORDAINED MINISTERS IN FELLOWSHIP WITH THE UUA WHO ARE CALLED BY THE CONGREGATION.***

The Board of Trustees of the Unitarian Universalist Church of Buffalo (referred to herein as “the Church”) has approved and authorized this Personnel Manual to help its employees to understand some of the policies and procedures of the Church. You should familiarize yourself with the Manual, as it will provide answers to some questions you may have about your work with the Church.

All employees are considered to be employees at will. That means that the employee is authorized to resign their position at any time and that the Church is authorized to terminate the employee’s employment status at any time. Nothing in this Manual, or in any other written or unwritten policies and practices of the Church, creates an expressed or implied contract, promise or representation between the Church and any employee, or alters the employee-at-will standard. A change from the employee-at-will status can only be made by a written contract or agreement expressly granting a different, contractual status.

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

From time to time, changes in this Manual may be made. Therefore, the Church reserves the right to amend, supplement or rescind any provisions of this Manual as it considers appropriate. It will be the practice of the Church to advise current employees of such changes as they occur. Revised copies of this Manual or pages of this Manual will be issued and distributed when changes are made.

The Church will maintain a copy of the latest version of this Manual in the Church office and on the Church website. Employees are encouraged to consult that copy from time to time to assure that the copy they have of the Manual is up to date.

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, or salaried or hourly, except where otherwise stated. However, this Manual does not apply to ordained Ministers(s), in fellowship with the UUA, called by vote of the congregation. It also does not apply to unpaid volunteers.

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 any employee has any questions or comments about this Manual, or if they desire more information, that employee is requested to ask their supervisor or the Minister. An effort will be made to answer any such questions accurately and carefully. However, if the answer appears to be inconsistent with the terms of this Manual, please feel free to consult the Chair of the Church’s

Personnel Committee. In any instance where any oral explanation is inconsistent with the plain meaning of the policies set forth in this Manual, the Manual, as so written, will apply.

## **B. EQUAL EMPLOYMENT OPPORTUNITY**

### ***Board Policy 4.4.2.1 Equal Opportunity Policy***

*The Church is committed 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, gender identity or expression, sexual or affectional orientation, national origin, age, ability/disability, socio-economic status, education, spirituality, or religious belief. Any discrimination in the workplace based upon any protected classification is illegal and against policy, except that the Church may require employees to respect Unitarian Universalist principles.*

*Affirmed by the Board of Trustees November 13, 2013*

The Church 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, gender identity, national origin, age, or disability. Any discrimination in the workplace based upon any protected classification is illegal and against policy, except that the Church may require some employees to practice the Unitarian Universalist faith.

Pursuant to the Americans with Disabilities Act (ADA) and New York State (NYS) Human Rights Law, the Church will not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

A qualified individual with a disability means an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without a reasonable accommodation, can perform the essential functions of such position.

Under the ADA, disability is defined as 1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; 2) a record of such an impairment; or 3) being regarded as having such an impairment.

In addition to complying with legal requirements as stated above, it is the policy and will be the practice of the Church to conduct itself in a manner that is also not discriminatory as to any person with respect to that person's sexual orientation, and the Church encourages any person who believes that they have been treated inappropriately by virtue of their sexual orientation to pursue remedies available under the terms of this Manual.

Employees who have questions about the terms of this Manual should feel free to consult with the Minister or the Chair of the Church's Personnel Committee. 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. FREEDOM FROM WORKPLACE HARASSMENT

### ***Board Policy 4.4.2.3 Freedom from Workplace Harassment***

*Harassment of any kind is prohibited and will not be tolerated. The Church prohibits conduct directed to its employees that shows hostility or an aversion toward an individual because of race, color, religion, sex, gender identity or expression, sexual or affectional orientation, national origin, age, ability/disability, socio-economic status, education, or spirituality. The Church also prohibits any other classification protected by law, or any other harassment or bullying, whether or not protected by law. Any action that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities is strictly forbidden. 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.*

*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. The aforementioned actions and behaviors are also considered sexual harassment when submission to or rejection of the conduct is used as a factor in employment decisions affecting the individual. The aforementioned actions and behaviors are also considered sexual harassment when the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.*

*Affirmed by the Board of Trustees, November 13, 2013*

The Church prohibits conduct directed to its employees that shows hostility or an aversion toward an individual because of their race, color, religion, sex, national origin, age, disability, or any other classification protected by law, or, in addition, because of sexual orientation, or any other harassment or bullying, whether or not protected by law, and that:

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

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

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

Any employee who believes they have been harassed by another employee, a supervisor, an agent of the Church, or any other person encountered in the course of employment, should report that conduct immediately to their supervisor or the Minister, following the procedures for grievance outlined in Section F of this manual.

## **D. SEXUAL HARRASSMENT**

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

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

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

Any employee who believes they have been harassed by another employee, a supervisor, an agent of the Church or any other person encountered in the course of employment should report that conduct immediately to their supervisor or the Minister, following the procedures for grievance outlined in Section F of this manual.

## **E. WHISTLEBLOWER PROTECTION**

### ***Board Policy 4.4.2.4 Whistleblower Policy***

*The Church shall protect employees who make any lawful disclosure of information on a matter of Church concern, when they have reason to believe they are reporting a violation of any law, mismanagement, gross waste or misappropriation of Church funds or assets, a substantial and specific danger to public health and safety, or other alleged wrongful conduct. Further, the Church prohibits adverse actions being taken against employees, volunteers, or any Church member in knowing retaliation for such disclosure. Any person found to have so violated this Policy shall be disciplined, up to and including termination from employment or expulsion from membership.*

*Affirmed by the Board of Trustees, November 13, 2013*

Any Church employee who has knowledge of what they believe to be a violation of any law, mismanagement, gross waste or misappropriation of Church funds or assets, a substantial and specific danger to public health and safety, or other alleged wrongful conduct, is encouraged to report the situation to their supervisor or the Minister. If the Minister is not available, or if the report or complaint involves the Minister, the individual making such report or complaint, or the individual receiving the report or complaint, should immediately report it to the President or Vice-President of the Board of Trustees.

Any such report or complaint may be made orally or in writing. Unless the person originally making such report or complaint receives a written acknowledgment of the receipt of the report or complaint within five (5) days, they should confirm the making of the report or complaint in writing and provide it to the President of the Board of Trustees indicating the date when such report or complaint was originally made and how it was made.

Every complaint or report under this category will be promptly investigated. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know (which generally will include the person or persons whose conduct prompted the making of the complaint). If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken. While the time periods within which such investigation may be undertaken and completed may vary according to the nature of the claims made and other factors that may affect the ability to pursue such investigation effectively (for example, the availability of witnesses and/or other persons important to such investigation who should be interviewed or contacted), the person making a complaint should ordinarily expect an initial response, and an estimate of the time it will take to complete the process, within a period of not more than one week.

If the outcome of the investigative process does not resolve the matter to the employee's satisfaction or to the satisfaction of the person against whom the complaint or grievance is filed, the dissatisfied person (or persons) may then seek a review by the Board of Trustees by written notice delivered or mailed to the President of the Board or Trustees, any such mailing being directed to him or her in care of the Church. Notice of any such request for a review shall be delivered or mailed within thirty (30) days after the employee receives final notice of the disposition of the complaint.

The Board of Trustees shall then act on the request for review by rejecting it, by considering it on the merits at an executive session of the Board of Trustees or otherwise as it may determine. The person seeking review shall be given the opportunity to speak to the Board, and to be present when others are permitted to speak to the Board, on the subject of the review.

Retaliation or reprisal against employees who report whistleblower 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 of employment.

## **F. RESOLUTION OF EMPLOYEE CONCERNS AND/OR GRIEVANCES**

### ***Board Policy 4.4.2.6 Grievance***

*It is the policy of the Church that an employee shall have access to the grievance process specified in the Personnel Manual before a final determination of discharge is made. In no event shall the filing of a grievance result in retaliation. A discharged employee who successfully pursues a grievance will receive back pay for the period between the date of discharge and the date of reinstatement based upon the ruling on their grievance.*

*Affirmed by the Board of Trustees, November 13, 2013*

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 (other than sexual harassment or harassment claims) in the following manner:

Any Church employee who has concerns or believes they have been harassed, sexually harassed or otherwise subjected to discriminatory behavior by another employee, a supervisor, an agent of the Church, or any other person encountered in the course of employment should report that conduct immediately to their supervisor or the Minister and together discuss the problem, applicable rules or policies, and possible resolution. The person who receives such a report shall report it as soon as possible to the Minister. If the Minister is not available, or if the report or complaint involves the Minister, the individual making such report or complaint, or the individual receiving the report or complaint, should immediately report it to the President or Vice-President of the Board of Trustees.

Any such report or complaint may be made orally or in writing. Unless the person originally making such report or complaint receives a written acknowledgment of the receipt of the report or complaint within five days, they should confirm the making of the report or complaint in writing and provide it to the President of the Board of Trustees indicating the date when such report or complaint was originally made and how it was made.

Every complaint or report of harassment, sexual harassment or a whistleblower violation will be promptly investigated. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know (which generally will include the person or persons whose conduct prompted the making of the complaint). If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken. While the time periods within which such investigation may be undertaken and completed may vary according to the nature of the claims made and other factors that may affect the ability to pursue such investigation effectively (for example, the availability of witnesses and/or other persons important to such investigation who should be interviewed or contacted), the person making a complaint should ordinarily expect an initial response, and an estimate of the time it will take to complete the process, within a period of not more than one week.

If the outcome of the investigative process does not resolve the matter to the employee's satisfaction or to the satisfaction of the person against whom the complaint or grievance is filed, the dissatisfied person (or persons) may then seek a review by the Board of Trustees by written notice delivered or mailed to the President of the Board or Trustees, any such mailing being

directed to him or her in care of the Church. Notice of any such request for a review shall be delivered or mailed within thirty (30) days after the employee receives final notice of the disposition of the complaint or grievance.

The Board of Trustees shall then act on the request for review by rejecting it, by considering it on the merits at an executive session of the Board of Trustees or otherwise as it may determine. The person seeking review shall be given the opportunity to speak to the Board, and to be present when others are permitted to speak to the Board, on the subject of the review.

Retaliation or reprisal against employees who report harassment or 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 of employment.

## **G. INTERNET POLICY**

The Church provides Internet access (including e-mail) to certain of its staff members to assist and facilitate business communications and work-related research. These services are for legitimate business use, although occasional and limited use of these facilities for personal or other purposes is permitted. All materials, information and software created, transmitted, downloaded or stored on the Church's computer system are the property of the Church and may be accessed only by authorized personnel.

Inappropriate Internet use includes, but is not limited to:

- 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 or any other classification protected by law, or about sexual orientation, whether or not protected by law; or
- transmitting any of the Church's confidential or proprietary information, including member/friend data or other materials covered by any confidentiality policy adopted by the Church (including, without limitation, section H of this policy).

The Church reserves the right to monitor employee use of the e-mail system or the Internet at any time, including the right to access and read any information in the e-mail system, with or without prior notice to any customary user of that system. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords (if used) are not an assurance of confidentiality, and the Internet itself is not secure.

Any software or other material downloaded into the Church's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. The introduction of any software onto the Church's computer system that is not provided by the Church is not permitted without prior approval from the Minister and/or the Board of Trustees.

Only authorized staff members may communicate on the Internet on behalf of the Church. Employees may not express opinions or personal views that could be misconstrued as being those of the Church. Employees may not state their Church affiliation on the Internet unless required as part of their assigned duties.

Any violation of this policy may result in disciplinary action, up to and including termination of employment.

## **H. MEDIA INQUIRIES**

All requests for information about the Church from print, Internet, television and radio media should be directed to the Minister. 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?" In the event any such inquiry is made when the Minister is not available, media inquiries will be directed to the President of the Board.

## **I. CONFIDENTIALITY**

Employees may have access to confidential information about the Church, 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 Church'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.

## **J. CONFLICTS OF INTEREST**

### ***Board Policy 4.4.2.5 Conflict of Interest***

*This policy reflects the Board's determination to prevent 1) the personal interest of paid staff members from interfering with the performance of their duties to the Church; and 2) such staff members from receiving personal, financial, or professional gain at the expense of the Church, beyond the terms of their employment.*

*Paid staff members are therefore required to disclose any competing financial, professional or personal obligations or interests that do or might interfere with their ability to perform their required duties in a fair and objective manner.*

*A conflict of interest is defined as a conflict between the private interests and official responsibilities of a paid staff member. This includes, but is not limited to, the following:*

- *Financial interest: receiving personal gifts or loans from third parties dealing or competing with the Church; having any kind of financial interest in any third party dealing with the Church;*
- *Personal interest: relationship to a Board or Committee member, or another employee or contractor of the Church, by blood, adoption, marriage or domestic partnership; serving in a supervisory capacity to another staff member so related;*
- *Professional Interest: holding office, serving on the Board, participating in management or ownership, or being otherwise employed (or formerly employed) by any third party dealing with the Church; using Church time, personnel, equipment, or supplies for other than Church-approved activities, programs and purposes; being in a position with another organization that leads to approaching the same donors on behalf of both organizations.*

*Affirmed by the Board of Trustees September 11, 2013*

It is in the interest of the Church to disclose the personal interests of employees, board members and other appointees to prevent these from interfering with the performance of their duties to the Church, or resulting in personal, financial, or professional gain on the part of such persons at the expense of the Church. Employees who have questions about whether an activity violates this policy should discuss the matter with the Minister. The Conflict of Interest procedure and form are on file in the church office, and attached to this Manual as Appendix A.

#### **K. 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 of the Church. Activities that may constitute a conflict include use of the Church's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the Church 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 Church duties; reflect discredit on the Church; or tend to increase the Church's payments for sick leave, worker's compensation benefits or long term disability benefits.

#### **L. PERSONNEL RECORDS**

It is very important that employees keep up-to-date all the information provided to the Church 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. Employees should promptly notify their supervisor 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
- Any relevant changes in licensing or education

Supervisors will promptly forward this information to the Church Administrator for updating personnel records.

## **II. WAGE AND HOUR ADMINISTRATION**

### ***Board Policy 4.4.2.2 Fair Compensation***

*The Church strives to maintain fiscal and ethical integrity with respect to compensation to employees. Thus, the Church shall fulfill employment agreements in terms of hours of work, wages, and benefits. Employment agreements will be offered within the confines of the projected annual budget. Our goal is to follow the UUA guidelines for fair compensation.*

*Affirmed by the Board of Trustees November 13, 2013*

## **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.

Non-exempt, full-time employees are regularly scheduled to work 37.5 hours per week. Non-exempt employees scheduled to work less than 37.5 hours per week will be considered part-time employees.

Employees who are expected to work less than six months and who are not otherwise contracted with or to the Church are considered temporary employees.

## **B. HOURS OF WORK**

Exempt Employees: For exempt professional employees, the Unitarian Universalist Association recommends a unit-based system for measuring service rendered and determining compensation levels. A unit is defined as a morning, afternoon or evening devoted to the congregation's work. In the unit system, 12 units per week constitute full-time service.

Non-exempt Employees: The hours worked will be arranged individually with each non-exempt employee. Individual work schedules may change from time to time. If a non-exempt employee works in excess of 37.5 hours and up to 40 hours during any week, they will be compensated *for the additional* hours on a straight-time basis. Work over 40 hours per work week will be compensated at a rate of time and one-half. No employee is permitted to work more than 37.5 hours per week without prior written approval from his/her supervisor or the Minister. Attendance at meetings at the request of the employee's supervisor or the Minister will be considered time worked.

## **C. TIMEKEEPING AND OVERTIME**

The Church will maintain an appropriate system for keeping accurate time records of employee work. As part of this responsibility, the employee's supervisor will establish standards for reasonable work breaks and time off for lunch or other meals during the working period.

## **D. PAY AND PAYROLL DEDUCTIONS**

Pay adjustments generally will be considered for all employees once a year and any adjustments will normally start at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment.

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

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

### **III. EMPLOYEE BENEFITS**

Temporary employees or regular employees working less than 750 hours a year are not eligible for these benefits, except those required by law.

#### **A. INSURANCE PROGRAMS**

**Workers' Compensation:** The Church provides certain employee benefits, including state-law mandated workers' compensation coverage and New York State short-term disability insurance. All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's supervisor, or the Minister. Employees may be required to provide a physician's statement in order to receive workers' compensation benefits, or to return to work.

**Health Benefits:** Eligibility for benefits will be pro-rated according to the percentage of time worked, unless, because of the position or amount of time worked or other applicable factors, the employee is not eligible for benefits. (Choir soloists are not entitled to benefits, except as may be required by law.) The Church offers both a local health insurance plan and the UUA health plan to regular employees working 750 hours/year or more. The Church will pay 100% of the premium (pro-rated by percent of time worked) for individual (single) coverage of the lower-cost plan, no matter which the employee chooses. Dependents may be added to the plan at the employee's cost.

**Life Insurance, Long-Term Disability, Dental, and Vision:** These types of insurance are available to eligible employees through the UUA Insurance Program, subject to its conditions, if the employee wants to purchase these benefits. Eligible employees are strongly encouraged to purchase Long-Term Disability Insurance.

#### **B. RETIREMENT**

The UUA maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. In order to be eligible for retirement benefits, an employee must work at least half time and have worked for a UUA organization for a minimum of 1 year. The Church contributes 10% of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis. These benefits are immediately vested.

### C. VACATION

Vacations with pay will be granted to eligible employees from the date of hire. Employees accrue vacation from the date of hire, but are not permitted to take vacation time for the first 6 months of employment. Vacation time is capped at 20 days maximum, and cannot accrue beyond that number. Vacation days are earned and credited bi-weekly, and must be used within a year of the date earned. Vacation will be earned on the following schedule for full-time employees. Part-time employees will earn vacation at a rate pro-rated according to their percentage of full time equivalent.

<b>Years Employed</b>	<b>Vacation Days for Full Time Employee</b>	<b>Bi-weekly accrual rate</b>
<b>6 months – 4 years</b>	10 days annually	.4 days bi-weekly
<b>5 years – 10 years</b>	15 days	.6 days bi-weekly
<b>10+ years</b>	20 days	.8 days bi-weekly

While every effort will be made to grant an employee his/her vacation during the requested time, a vacation shall be granted only at such time as the work of the Church permits. A vacation schedule will be arranged upon consultation with the employee's supervisor.

Vacation time must be requested in advance and can be taken only with the approval of the employee's supervisor. In the event of conflicting vacation requests, vacation generally will be granted in accordance with length of service and consistent with workload requirements. Summertime vacations generally are encouraged.

Specific employment contracts take precedence over these general policy statements.

### D. HOLIDAYS

The Church will provide the following paid holidays to eligible employees each year:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Fourth of July
- Labor Day
- Veterans Day
- Columbus Day/Indigenous Peoples Day
- Thanksgiving Day
- Winter Holiday (on or near December 25<sup>th</sup>)

An alternative day off may be substituted for any of the above holidays, provided (a) the employee requests the change and (b) the Supervisor determines that the substitution will serve the best interests of the Church as well as meeting the needs of the employee. Any such arrangement must be approved in writing prior to the designated holiday.

#### **E. LEAVES OF ABSENCE**

The following benefits are available only to eligible employees.

**Bereavement:** Leave due to a death in the family may be taken with pay, not to exceed three consecutive days, if granted by the Supervisor to an employee in the event of death occurring in the employee's immediate family. "Immediate family" shall include parent, spouse, brother, sister, son, daughter, grandparent, grandchild, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, other relatives or another member of the employee's household. If, due to unusual circumstances, an employee encounters more than one incident of bereavement in the same year, he/she may request the approval of the Minister for a second leave of absence.

**Family Leave:** Leave without pay following childbirth or adoption of a child, not to exceed 90 days, may be granted.

**Jury Duty:** Employees called to jury duty or witness duty are paid their regular salary for all court-approved days, for a period not to exceed ten (10) working days per year. An employee who is party to a legal action will not be granted paid leave under this section. The supervisor should be notified immediately by the employee upon notice of selection by the court. The employee shall, however, report for work as scheduled when on stand-by status or otherwise excused as a juror during working hours.

**Military:** Unpaid leave for military reserve duty will be granted.

#### **F. SICK LEAVE WITH PAY**

This benefit is available only to eligible employees.

Ten days of sick leave with pay are accrued at the rate of .4 days bi-weekly, beginning with the date of employment, to an eligible employee who is incapacitated or unable to perform the duties of his/her position by reason of (a) sickness or injury, (b) serious illness of the employee's immediate family requiring the care and attendance of the employee, (c) quarantine regulations or (d) medical or dental visits.

Sick leave may not be taken until it is granted and will accumulate annually to a maximum of thirty (30) days. Sick time is forfeited when employment with the Church ends.

There is no sick leave granted to regular employees working less than 50% of a full-time schedule. For eligible employees working less than full-time, sick leave benefits are allocated proportional to the employment percentage.

#### **IV. OTHER EMPLOYEE POLICIES**

##### **A. ATTENDANCE AND PUNCTUALITY**

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

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

Any employee who is absent for three consecutive days without notifying their 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.

##### **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 the Church
- 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 Church premises (including meal and other breaks)
- Unauthorized possession of weapons
- Disclosure of confidential information
- Smoking anywhere in the building
- 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
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform their job
- Theft or dishonesty
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system)

- Discourteous treatment of others
- Taking Church property without paying for it or without written permission
- Reckless, careless or unauthorized use of Church property, equipment or materials
- Improper or profane language
- Violation of any other Church policy

### **C. EMPLOYEE PERFORMANCE REVIEW**

#### ***Board Policy 5.3.2.1 Staff Performance Appraisal***

*As Head of Staff, the minister organizes and leads a systematic process of developmental performance appraisal for all Church staff, to be completed by April 30 of each year. Each staff member participates in the process with their supervisor, and all final reports are signed off by the Head of Staff.*

*Affirmed by the Board of Trustees March 19, 2014*

The goal of the Church is to provide each employee with a working environment that is safe, efficient, motivating and conducive to success. An exchange of honest feedback allows the employee, the Minister and the Board of Trustees to make improvements that benefit both the Church and the community with whom we partner.

The procedure and process for employee performance review is attached as Appendix B.

### **D. SEPARATION FROM EMPLOYMENT**

Employees who resign are expected to give at least two weeks' written notice in order for the Church to find a suitable replacement. Employees will forfeit all unused, earned vacation benefits if proper notification is not given, or in cases where termination is the result of misconduct.

Employees are expected to complete a written exit survey and are entitled to an exit interview with the Church's Personnel Committee.

### **E. SAFETY AND ACCIDENTS**

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

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

## **F. PERSONAL PROPERTY**

The Church cannot be responsible for damage to, or loss of, personal property, including loss or damage to vehicles or other property in or on Church property. Employees should report any lost items to the Church Administrator 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 Church Administrator.

## **G. PROFESSIONAL BEHAVIOR**

Employees should maintain a professional attitude and appearance that is appropriate to their position and the Church. Personal mail, email, and non-essential telephone calls at work are discouraged.

## **H. INSPECTION RIGHTS**

Churches, like other organizations, are sometimes the victims of thieves. The Church has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees. The Church can make no assurances that they will always be secure.

The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on Church premises. Therefore, the Church reserves the right to open and inspect any desk, file cabinet, and storage closet or storage area at any time and without prior notice or consent. Employees may not use personal locks on Church-owned desks, cabinets, closets or storage areas.

## **I. EMPLOYMENT AUTHORIZATION**

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

## **V. ADMINISTRATIVE OFFICE USE POLICY**

Toward the goal of good financial and employment practices and in recognition of the need for office staff to have acceptable working conditions, the Board of Trustees of the UU Church of Buffalo has established the following policies:

### **A. RESTRICTIONS**

Because the administrative office of the Church contains cash, financial documents, personnel records, and other sensitive and confidential information of the Church, the administrative office shall NOT be used:

1. As a public space

2. For storage for any purposes other than the financial, administrative, legal, and personnel files of the Church or for materials or equipment directly supporting the work of the office staff
3. For purposes other than fulfilling the administration of the Church or supporting the work of the office staff. Thus, committee work or a member's personal work of any kind is prohibited in the Church's administrative office

## **B. ADDITIONAL POLICIES**

The administrative office of the Church shall be kept locked at all times unless a Church employee or authorized volunteer of the Church is present in the office.

Use and possession of the key to the administrative office is authorized by the Church Administrator for Church-related purposes. This authorization is automatically rescinded for members if there is a change in their membership status with the Church, for employees if there is a change in their employment status with the Church, or for contractors if there is no contract in force with the Church.

**APPENDIX A**  
**CONFLICT OF INTEREST PROCEDURE AND FORM**

**Conflict of Interest Procedures** (Board of Trustees, Board Committee, paid staff members)

1. Full disclosure: At the time of hire, taking office or accepting appointment, and periodically thereafter as requested or when there is a change in a conflict of interest circumstance, all Board of Trustees, Board committee and paid staff members will complete the Conflict of Interest Disclosure Form.
2. Following full disclosure and notification of a possible conflict of interest, the Board of Trustees shall determine whether a conflict of interest exists, and if so, the Board shall vote to take any action deemed necessary to address the conflict and protect the church's best interest.
3. An interested Trustee, Board committee or staff member shall not participate in any discussion or debate of the Board of Trustees, or of any committee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. The interested individual may, however, be present to provide clarifying information in such a discussion.
4. Anyone in a position to make decisions about spending church resources who also stands to benefit from that decision has a duty to disclose that conflict as soon as it arises, and not participate in any decisions or voting pertaining to that matter.
5. A copy of the Conflict of Interest policy and procedure shall be given to all Trustees, Board committee members, and paid staff members, upon commencement of their relevant elected, appointed or employed relationship with the church. Completion of the disclosure form constitutes acknowledgement of awareness the policy and procedures.

**Unitarian Universalist Church of Buffalo  
Conflict of Interest Disclosure Form**

This form is to be filed by all members of the Board of Trustees and Board committees, and by all employees, upon commencement of their relevant relationship with the church and annually thereafter. Completion of the disclosure form constitutes acknowledgement of awareness the policy and procedures.

\_\_\_\_\_ I have no conflict of interest to report

\_\_\_\_\_ I have the following conflict(s) of interest to report (specify):

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I certify that I have read, understand and will comply with the Unitarian Universalist Church of Buffalo's policy on Conflict of Interest. Failure to sign does not nullify the policy.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX B**  
**EMPLOYEE PERFORMANCE APPRAISAL PROCEDURE AND FORM**

Activity	Process
<b>First Review Cycle (First year of employment, or first implementation of the process)</b>	
Using the position description as a guide, identify central job functions and reach agreement on a list	Supervisor initiate, consult collaboratively until agreement is reached; Head of Staff reviews & signs off.
Establish mutually agreed measurable/observable expectations for each job function	Consult collaboratively until agreement is reached; Head of Staff reviews & signs off.
For each function, score current performance on the identified parameters: job knowledge, productivity, quality of work, communication, initiative, judgment	Supervisor and employee score independently, compare and discuss (a “360” process may be used in support of scoring); Head of Staff reviews & signs off.
Score special areas as applicable: people management, teamwork, planning and organization, assigned projects, personal development	Supervisor and employee score independently, compare and discuss; Head of Staff reviews & signs off.
Set goals for the coming year; one to three goals for each central job function, goals as applicable for special areas	Consult on goals and reach agreement on expectations; Head of Staff reviews & signs off.
File completed scoring and goals in the personnel file	Supervisor
<b>Mid-Year Review</b>	
Review and record progress on goals at mid-year, discussing barriers and facilitators to goal attainment	In consultation; Head of Staff reviews & signs off.
<b>Annual Review Process (after first implementation of the process)</b>	
Review central job functions for current applicability, revise as needed	Supervisor initiate, consult collaboratively until agreement is reached; Head of Staff reviews & signs off.
Review measurable/observable expectations for each job function	Consult collaboratively until agreement is reached; Head of Staff reviews & signs off.
For each function, score current performance on the identified parameters: job knowledge, productivity, quality of work, communication, initiative, judgment	Supervisor and employee score independently, compare and discuss (a “360” process may be used in support of scoring); Head of Staff reviews & signs off.
Score special areas as applicable: people management, teamwork, planning and organization, assigned projects, personal development	Supervisor and employee score independently, compare and discuss; Head of Staff reviews & signs off.
Set goals for the coming year; one to three goals for each central job function, goals as applicable for special areas	Consult on goals and reach agreement on expectations; Head of Staff reviews & signs off.
File completed scoring and goals in the personnel file	Supervisor

If the outcome of the review is not to the employee’s satisfaction, the employee may then seek a review by the Board of Trustees by written notice delivered or mailed to the President of the Board of Trustees, any such mailing being directed to him or her in care of the Church. Notice of any such request for a review shall be delivered or mailed within thirty (30) days after the employee receives the review. The Board of Trustees shall then act on the request for review by rejecting it, by considering it on its merits at an executive session of the Board of Trustees or otherwise as it may determine. The person seeking review shall be given the opportunity to speak to the Board, and to be present when others are permitted to speak to the Board, on the subject of the review as deemed appropriate by the Board.

# UUCB Annual Performance Plan and Review

Employee Name: \_\_\_\_\_  Initial Rating      Date: \_\_\_\_\_

Position Title: \_\_\_\_\_  Mid-Year Update      Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_  Annual Review      Date: \_\_\_\_\_

**Job Function Appraisal (as many as needed to address central job functions for the position)**

Job Function 1:
Measurable/Observable Expectations:

1.

General Areas	Rating Low to High	Goals	Comments
Job Knowledge	1.....5		
Productivity	1.....5		
Quality of Work	1.....5		
Communication	1.....5		
Initiative	1.....5		
Judgment	1.....5		
Other	1.....5		

Job Function 2:
Measurable/Observable Expectations:

2.

General Areas	Rating Low to High	Goals	Comments
Job Knowledge	1.....5		
Productivity	1.....5		

<b>Quality of Work</b>	1.....5		
<b>Communication</b>	1.....5		
<b>Initiative</b>	1.....5		
<b>Judgment</b>	1.....5		
<b>Other</b>	1.....5		

Job Function 3:

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Measurable/Observable Expectations:

3.

<b>General Areas</b>	<b>Rating</b> Low to High	<b>Goals</b>	<b>Comments</b>
<b>Job Knowledge</b>	1.....5		
<b>Productivity</b>	1.....5		
<b>Quality of Work</b>	1.....5		
<b>Communication</b>	1.....5		
<b>Initiative</b>	1.....5		
<b>Judgment</b>	1.....5		
<b>Other</b>	1.....5		

**Special Areas as Applicable to Role (may be n/a for some positions)**

<b>Special Areas</b>	<b>Rating</b> Low to High	<b>Goals</b>	<b>Comments</b>
<b>People Management</b>	1.....5		
<b>Team Work</b>	1.....5		
<b>Planning and Organization</b>	1.....5		

<b>Assigned Projects</b>	1.....5		
<b>Personal Development</b>	1.....5		
<b>Other</b>			

**Performance Summary**

<b>Supervisor</b>	<b>Employee</b>

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*A copy of this page should be signed and placed in the employee's personnel file.*

**PERSONNEL MANUAL ACKNOWLEDGMENT FORM**

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

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the Church or I may terminate the employment relationship, at any time, with or without reason and with or without notice. I specifically understand and agree that this statement of policy contains all of the terms relating to termination of employment and that no representations may be made contrary to the foregoing, either express or implied. I understand that this statement of policy is not subject to change.

I understand that this Manual supersedes all previous policies, written or oral, express or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that the Church reserves discretion to add, change or rescind any policy, practice or rule at any time, with adequate notice given to its employees.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the Personnel Policy Manual, most recent edition dated \_\_\_\_\_.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature