

# PERSONNEL POLICIES AND PROCEDURES MANUAL



## Tennessee Valley Unitarian Universalist Church

*The Mission of Tennessee Valley Unitarian Universalist Church is to create a welcoming community that encourages spiritual growth and challenges us to transform the world through acts of love and justice.*

Tennessee Valley Unitarian Universalist Church  
2931 Kingston Pike, Knoxville, TN 37919  
Phone: (865) 523-4176 - Fax: (865) 523-4177  
Web Site: [TVUUC.org](http://TVUUC.org)



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## **WELCOME FROM THE SENIOR MINISTER!**

Dear New Employee,

Thank you for choosing to accept the new position of employment with us at Tennessee Valley UU Church (TVUUC). We hope that you find here a place that will encourage the growth of and appreciate your unique gifts to our programming and ministries. TVUUC is a respected and trusted organization in Knoxville and we have worked over our sixty plus years in this community of East Tennessee to be a place where liberal religious and philosophical values are cherished and put into action. Our work has a proud reputation of being in conjunction with most, if not all movements in East Tennessee to further the liberty and well-being of all our fellow citizens and fellow believers in our diverse communities of faith. We work to assure that our care is also for the on-going healthy relationships we build to maintain our particular church community.

To date, we have adopted a respectful, professional atmosphere that you will find more relaxed than many institutions. We hope this provides the kind of work environment where you will feel free to be yourself and flourish without the constraints of pretense or overt concern with form over function. We also hope that our hospitality and openness allow you to share where you may feel we can collectively be better and more consistent in achieving our aims and living up to our mission. We will also require that you be open to receiving the exchange of information that may improve your particular goals and methods of achievement.

Should you desire to inquire about any aspect of this manual or how we operate please feel free to ask the Administrator or me at any time. I am typically available when I am present on the church campus. I also check my email correspondence on a regular basis at [ChrisBuice@TVUUC.org](mailto:ChrisBuice@TVUUC.org).

Again from the depths of our desire to be an inclusive agency of positive change in the world, we welcome you and look forward to our working together and becoming colleagues in this endeavor.

Most sincerely,

Reverend Christopher Buice, M.Div.,

Senior Minister, Tennessee Valley Unitarian Universalist Church



## **PURPOSE OF THIS MANUAL**

This Personnel Manual has been developed to help you to understand the benefits, rules policies and procedures of Tennessee Valley Unitarian Universalist Church (referred to herein as “TVUUC”) 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 TVUUC creates an express or implied contract, promise or representation between TVUUC and any employee.

TVUUC’s policies generally will be applied consistently. However, TVUUC 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, TVUUC 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, 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 TVUUC may terminate the employment relationship at any time for any reason, with or without 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.

These policies are administered by the Personnel Committee and apply to all staff. Exceptions to these policies require the approval of the Board of Directors (Board)

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

## **HARASSMENT**

### **Policy**

The Church will not tolerate harassment in the workplace. No employee should be subject to unwelcome verbal or physical conduct that is illegal in nature (e.g., derogatory of an employee’s gender, religion, age, disability, race, national origin, or any other category protected by applicable law). Illegal harassment refers to behavior that is not welcome, that



is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness. Violations of this policy may result in disciplinary action up to and including dismissal.

### **Coverage**

The Church will not tolerate harassment during work, during business involving the Church on or off the Church property, or while on Church property by an employee (including supervisors and managers) or by any non-employee (including members, visitors, and independent contractors).

### **Management Responsibilities**

Management at all levels is responsible for preventing workplace harassment. This responsibility includes immediately reporting conduct by anyone - coworker, supervisor, or non-employee - that may constitute illegal harassment, even if the conduct was sanctioned and regardless of how awareness of conduct was gained.

### **Sexual Harassment Defined**

Sexual harassment, as prohibited by law and under this policy, includes the following:

Unwelcome verbal or physical conduct of a sexual nature when submission to the conduct is made either an explicit or implicit term or condition of employment (such as promotion, training, overtime assignment, leaves of absence); or

Unwelcome verbal or physical conduct of a sexual nature when submission to or rejection of the conduct is used as a basis for making employment decisions; or

Unwelcome verbal or physical conduct of a sexual nature when the conduct has the purpose or effect of substantially interfering with a person's work performance, or creating an intimidating, hostile, or offensive work environment; or

Unwelcome verbal or physical nonsexual conduct that denigrates or shows hostility toward a person because of his or her gender when the conduct has the purpose or effect of substantially interfering with a person's work performance, or creating an intimidating, hostile, or offensive work environment.

Note that similar behavior based on any other protected category is similarly prohibited. Sexual harassment is set out more specifically in Appendix A because it more often involves a physical component, although offensive gestures, symbols, or touch may characterize any form of illegal harassment.



## **Disability**

Any employee who requires an accommodation in order to perform his or her job because of a disability (whether resulting from a physical or a mental impairment) should immediately contact his or her supervisor and inform him or her about the situation. Accommodations can include, but are not limited to, modifications and/or adjustments to the work environment, a modification to the employee's job position, or a change in the Church's policy or procedure. The employee requesting the accommodation should advise the supervisor about the physical or mental impairment and fully inform the supervisor about the effect that the impairment has on the employee's job performance.

The supervisor of the employee requesting an accommodation should contact the Senior Minister or designee to inform him about the request. Working with the employee, the Church has the right to gather more information and confirmation about the employee's impairment from a health care provider. The Church will then work with the employee, where all parties involved will attempt to identify possible reasonable accommodations that will solve the identified problem or problems.

From this process, Church management will determine which accommodations will be implemented, and whether the requested accommodation presents an undue hardship to the Church. Church management will give appropriate consideration to the solution that the employee feels would be best.

## **Workplace Violence**

TVUUC does not tolerate acts of violence committed by or against employees. TVUUC strictly prohibits employees from making threats or engaging in acts of violence.

## **False Statements**

Materially false statements made during the course of applying for employment will be cause for immediate termination.

## **Employee Conduct**

TVUUC has the expectation that all employees will act in the most professional manner and will always perform their duties to the highest standard. The work behaviors listed in Appendix C are deemed inappropriate. Any employee engaged in such behavior will be subject to discipline, up to and including, discharge.

## **Outside Employment**

If you are employed 20 hours or more per week, TVUUC considers your employment to be primary to any outside employment. TVUUC discourages outside or secondary employment



that may have a negative influence on the quantity or quality of your work. Consult your supervisor concerning outside employment.

### **Access to Personnel Files**

TVUUC maintains a personnel file for each employee. Personnel files are the property of the church. Access to the information they contain is restricted. Only supervisory personnel who have a legitimate reason to review information in a file are allowed access.

If you wish to review your file, contact the Director of Administration. You may review your file in the presence of the Director of Administration. You may have a copy of any document you have signed.

### **Personnel Data Changes**

It is the employee's responsibility to promptly notify TVUUC of any changes in personnel data. Pertinent information should be accurate and current at all times.

### **Reviewing Concerns**

TVUUC intends that miscommunications be cleared up and concerns be addressed as quickly as possible. When an employee believes a work condition or treatment is unjust, inequitable, a hindrance to effective operation, or creates a problem, he or she is encouraged to discuss the condition or treatment with the supervisor. Accordingly, concerns are first to be taken by an employee to his or her supervisor. If, in the opinion of the employee, the issue has not been satisfactorily resolved, the employee will submit a written summary of the issues to the Senior Minister or any member of the Personnel Committee, with a copy to the supervisor. The decision of the Personnel Committee is final regarding all employees with the exception of the Senior Minister. If the grievance is against the Senior Minister, the Personnel Committee will prepare a written report to the Board. The decision of the Board will be final. Copies of all written submissions will be retained in the employee's personnel file.

After informing the employee and the supervisor of the date of their meeting, the Personnel Committee will meet to hear, discuss, and attempt to resolve or respond to the employee's concerns. This meeting should take place no more than two weeks after the summary has been received by the committee. If the Minister is the supervisor, the Personnel Committee may meet at least once without the Minister present. If the employee chooses, he or she may meet with the committee at that time. The Personnel Committee will take into account all perspectives and prepare a written recommendation to the Board. A Board decision shall be final.



This procedure is open to any employee at any time and is intended to make clear that the Church leadership cares about the rights of an employee. Any use of this process cannot and will not be held against the employee by the supervisor.

## **GENERAL POLICIES**

### **NON-ORDAINED RELIGIOUS PROFESSIONALS**

The Director of Religious Education, the Director of Administration, the Music Director, and any other religious professionals who are not ordained, licensed, or commissioned shall be accorded the same status as professionals in other business, corporate, or academic organizations. Their work is critical to the health of TVUUC, and they make vital contributions to worship and lifespan religious education.

### **HIRING POLICIES**

#### **Minister (Not covered by this Manual)**

The Minister will be called by and employed by the Congregation in accordance with the bylaws of the Church and in accordance with the policies and procedures of the Unitarian Universalist Association (UUA) and the Unitarian Universalist Ministers' Association.

#### **Other Employees**

All other church employees, with the exception of the Director of Administration, will be hired by the Executive Team with support from the Personnel Committee. Hires will be made in accordance with this manual and with the UUA guidelines where ever possible.

### **TERMS OF EMPLOYMENT**

#### **Salary**

Salaries are competitive and based on goals set by the UUA and the TVUUC Board.

The Personnel Committee will review all staff salaries annually and submit a compensation recommendation package to the Finance Committee which will make salary recommendations to the Board for approval.

Final salaries are determined by the Congregation by its action on the next fiscal year budget.

#### **Employee Status**

Full time Employees – Full-time employees are those regularly scheduled to work 30 or more hours per week, 52 weeks per year.



**Exempt Employees** – Professional, executive, and administrative employees as defined by state and federal law are exempt from the overtime provisions of the Fair Labor Standards Act. Exempt employees are paid a salary commensurate with their position and do not receive overtime compensation. Exempt employees work as required to fulfill the job requirements. Current employees who are in the exempt status are the Senior Minister, the Director of Religious Education, the Director of Administration, and the Music Director.

**Hourly Employees** – Clerical, building maintenance employees, and part time Religious Education employees are among those who are subject to the provisions of the Fair Labor Standards Act and its state equivalent and who must receive overtime pay (at time and one-half the regular rate of pay) for hours worked in excess of 40 hours per week. No overtime may be worked by an hourly employee without prior approval of the supervisor. A supervisor may work with an employee to alter the workweek schedule to avoid having the Church incur the additional expense.

**Employees as Volunteers** – A volunteer is someone who donates time without expectation of compensation. When an employee is also a volunteer, it is imperative that the line be clearly drawn as to which portions of the employee's time/activities are paid and unpaid. Non-exempt employees may not volunteer for activities which closely resemble their paid work unless approved by their supervisor.

**Independent Contractors** – these guidelines are intended to apply to all employees. Contract workers are not employees and therefore are not bound by these guidelines. Specifications in the contracts take precedence over these guidelines, and a copy of the guidelines is provided not to control the contractor but rather to provide the contractor with a description of this work culture.

**Church Member Employees / Applicants** – When you are an employee who is also a member of the congregation, your rights as a congregant are superseded by your responsibilities as an employee. For instance, as an employee, you may not be eligible to receive pastoral counseling from a Minister of this Church if such counseling could compromise the employee/employer relationship. Rather, you will need to find another place where such spiritual and pastoral counseling needs can be met. Any volunteer who holds a position on any elected or appointed position must resign if they become a member of the staff.

Church members will not be given preference for hire, transfer or promotion and will not be hired, transferred or advanced unless the member candidate is the best qualified candidate for the position. Volunteerism is not a track to employment, and these two roles will be kept separate and distinct. The member considering employment should be aware that becoming an employee will result in a change in the relationship with the Church.



Hiring Church Members/Employment of Relatives – TVUUC may prefer to fill employee positions with nonmembers of TVUUC; however, members with adequate qualifications will receive consideration. No family member of staff may be employed.

Non-Member Church Employees – Employees who are not members of the congregation have no responsibilities of Church membership. No employee is required to participate directly in such a religious or spiritual observance unless it is an integral part of the position for which the employee was hired.

### **NEWLY HIRED PROBATIONARY PERIOD**

Employees will initially be hired for a 90-day probation period. During the probationary period, supervisors will provide adequate orientation and training, taking into account the fact that different people learn and retain information in different ways. A review will take place periodically during which time the supervisor and employee will assess performance and, if necessary, mutually agree on areas for change and improvement.

Benefits, excluding retirement benefits, will be applicable retroactively following successful completion of the probation period. Employees may be terminated, with the approval of the Senior Minister and the Personnel Committee Chair if their performance is unsatisfactory during this period.

### **PERFORMANCE EVALUATIONS**

#### **Evaluation and Goal Setting**

Supervisors will meet with each employee no later than September 15th of each year for performance evaluation and goal setting. The evaluation and goals should reflect the employee's job description. Because it is recognized that effective change requires individual commitment, the review process will be highly participatory, providing ample opportunity for the employee's views and involvement. If an employee works closely with a volunteer committee, this committee's advice, as well as advice from the Personnel Committee, may be sought as part of the evaluation process. Completed (written) evaluations will be discussed by the employee and the supervisor by January 1st. After this discussion and any changes which may arise from it, the written evaluations will be signed and dated by both the employee and supervisor, shared with the person to whom the supervisor reports, made available to the Board, and placed in the employee's personnel file no later than February 1st. The evaluation and goals may lead to needed changes in the employee's job description. By March 1st, the supervisor will review with the employee the goals and discuss progress as well as any problems with the employee.



### **Performance Standards**

When an employee's performance does not meet accepted or required standards, the supervisor will make every effort to give constructive advice and provide the employee with opportunities to improve and/or change in the problem area. Because it is recognized that unsatisfactory performance may be a symptom of a wider systemic problem, the supervisor will consult with his or her supervisor and then the Senior Minister for advice in facilitating the needed changes. The supervisor will discuss perceived problems with the employee and together they will reach an understanding regarding the employee's objectives. The supervisor will retain an informal memorandum of these discussions.

If the employee's performance does not improve by the agreed time, a written warning may be issued together with specific descriptions of the required changes. Continued unsatisfactory performance is grounds for termination without further notice.

### **ACCOUNTABILITY AND RESPONSIBILITY**

All non-ordained employees are part of staff team led by the Senior Minister/Chief of Staff. Other staff members may take responsibility for daily supervision of particular positions (e.g., the Secretary and the Custodian/Groundskeeper report to the Director of Administration). The Minister is responsible to the Board for activities of the staff.

Ordained staff is ultimately responsible to the Congregation because of the nature of their call.

### **EMPLOYMENT SEPARATION**

Employment at TVUUC is at will and therefore employees may terminate their employment at any time with or without notice. TVUUC may also end the employment relationship at any time with or without cause.

To resign in good standing, employees must give TVUUC two weeks' notice. An employee may choose to resign at any time, for any reason. Employees must work the entire notice period and will not be eligible for non-work related pay, such as pay for sick/emergency time. TVUUC may decide to accept the notice or may choose to terminate the employee during the notice period. The employee will receive payment for the notice period absent any other circumstances that will negate payment.

### **SMOKING/TOBACCO USE**

The Church is committed to providing its employees with a comfortable working environment and protecting the safety and welfare of its employees. The Church will also comply with any state and local ordinances that apply.



Smoking is prohibited in all areas inside the Church. Smoking is permitted only in the designated area on the property.

### **ELECTRONIC COMMUNICATIONS AND COMPUTER USE POLICY**

The Church has the right to monitor any and all aspects of its computer and telecommunications systems, including, but not limited to, monitoring sites visited by employees on the Internet, reviewing materials downloaded and uploaded by employees, and reviewing email sent and received by employees. The computers and telecommunications systems belong to the Church and are to be used for Church purposes. Employees should not have the expectation of personal privacy in anything they create, store, send, or receive on the Church computers. Employees waive the right to privacy.

### **PUBLIC INTERACTION**

All public presentations, press releases and interviews must be approved by the Senior Minister and/or the Director of Administration.

### **DRUG AND ALCOHOL USE**

The Church is strongly committed to maintaining a workplace free from the effects of alcohol and drugs. We expect all employees to report to work free from these effects and to be able to fully perform their job duties.

An employee may not engage in the unlawful possession or use of illegal drugs at work or on the job. Violation of this policy may lead to disciplinary action up to and including discharge. An employee may be subject to disciplinary action up to and including discharge if an employee works while impaired by a prescription or over the counter drug and that impairment the employee's ability to perform the job or the safety and well-being of others. The Church will make reasonable accommodations for the physical or mental limitations of an otherwise qualified individual unless undue hardship for the Church would result.

If an employee has a drug or alcohol problem that has not resulted in disciplinary action, the employee may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if an employee agrees to abstain from use of the problem substance and if granting the leave will not cause the Church undue hardship.

Employees who are medically authorized to use drugs or other substances which may impair job performance are responsible to determine from the physician whether or not the substance may impair their ability to perform their work safely and effectively. If it may, the employee must report the use of the substance (but need not disclose the name of the drug described or the condition being treated) to their supervisor and provide proper written



medical authorization from a physician certifying that it is acceptable to work while using such authorized drugs.

### **ATTENDANCE AND PUNCTUALITY**

The Church expects employees to be reliable and punctual in reporting for scheduled work. Poor attendance and excessive tardiness are disruptive and a burden on other employees and the Church. Employees must notify their supervisor as soon as possible if absence or tardiness is unavoidable.

Absenteeism or tardiness may lead to disciplinary action up to and including termination of employment.

### **SOLICITATION**

Employees may not solicit on Church premises without the approval of the Senior Minister or the Director of Administration.

### **PAY PERIOD AND TIME SHEETS**

TVUUC hourly employees are paid every two weeks. Salaried are paid once a month and the payment covers the same pay period.

Employees will complete time sheets for a two week period and turn them in to their supervisor on the Monday following the work week.

Salaried employees must report their vacation, sick days, and other days off to the Director of Administration each month.

### **HOURS OF WORK**

Employees will work hours as assigned by their supervisor and as indicated in their Letter of Agreement. Each position has its own work schedule.

Hourly employees must take at least a 30-minute unpaid lunch hour on any day in which they are scheduled for more than six hours of work, and they will be permitted to take the time free from normal responsibilities. Employees may not choose to work through the lunch hour to negotiate an earlier departure.

### **OVERTIME**

For hourly employees, overtime is defined as hours worked over and above the amount allocated for that position in the church budget or in the employee's letter of agreement in a given pay period. Overtime requires prior authorization by the supervisor. Overtime will be recorded on a time sheet and paid at the regular hourly rate for hours worked up to 40 hours a week. Hours worked over 40 hours per week will be paid at 1 1/2 times the hourly rate.



The Church is concerned with its budget, appropriate allocation of workload, and the opportunity for everyone to have a life outside of the office. Thus, all overtime must be pre-approved by an employee's supervisor subject to financial oversight by the Director of Administration.

### **COMPENSATORY TIME**

Employees filling exempt positions will receive compensatory time when it is necessary to work more than their normally scheduled hours in any one week or on holidays.

Compensatory time may be taken in small increments at the employee's discretion, as long as it does not interfere with smooth Church operations. Larger blocks of compensatory time (e.g., several days off) must be arranged in consultation with the Minister or supervisor and a compensatory time off request form must be completed.

Compensatory time should be taken within one month after it is accrued.

Compensatory time cannot be carried over from one calendar year to the next.

### **DRESS CODE**

Employees are expected to dress appropriately for the job and the requirements of their department. Employees whose dress is not appropriate may be asked by their supervisor to leave the facility and return more appropriately dressed.

### **EXPENSE REIMBURSEMENT**

Professional employees may be provided an expense allowance of an amount specified in the Church budget. Expenditures from this allowance must follow the provisions of the publication, "Professional Expense Allowances," of the UUA Department of Ministry, Office of Church Staff Finances. TVUUC will reimburse only those expenses that are properly substantiated. TVUUC will reimburse employees for work related travel in accordance with the IRS annual standard mileage rate for business related travel. Budgeted expense allowances are subject to change based upon the decisions of the Board concerning budget limitations. The Senior Minister is responsible for approval of those allowances.

### **TRANSFERS AND PROMOTIONS**

All employees are welcome to apply for all available positions and will be given priority over outside applicants. The positions will be offered at the current salary, whether the interested employee is being paid more or less, and will be offered solely on the basis of current performance and ability to perform the available job.

The Minister and the Ministerial Program shall be evaluated following "A Guide to Review and Renewal of Ministry in Unitarian Universalist Congregations," draft edition—June, 1998.



This guide recommends an annual review of goals achievement, with a full evaluation every three to five years.

## **CONFIDENTIALITY**

Maintaining congregant and other confidences is essential. Every employee must be aware of this at all time. A breach of confidence is a mistake which cannot be undone, and is grounds for discipline up to and including immediate termination.

All employees, independent contractors, Board Members and other key volunteers as determined by the Executive Team are required to execute the Church's Confidentiality Agreement (see Appendix C). While most volunteers are not required to sign the Church's Confidentiality Agreement, they should be instructed on the importance of confidentiality.

An employee should not give personal contact information regarding any other employee without the latter's consent. Congregant phone numbers and addresses may be given only to other members of the Church community once the identity of the person requesting the number has been reasonably verified. Every precaution should be taken to ensure that no such information is ever used for solicitation except Church-approved fund-raising.

## **PRIVACY**

There is no reasonable expectation of privacy in any aspect of an employee's job with the Church. The equipment and other areas where information and supplies are stored in the Church (including office spaces, desk, drawers, cabinets, bookcases, computer files, e-mail, etc.) are all set up and designed to take care of the business of the Church: serving the ministry, our congregants, and running the Church business office. For this reason, no employee should have any expectation of privacy in any such area. If an employee is away from his/her office or desk, others at the Church may need to and should be expected to look through that employee's office space, desk, shelves, files, computer files, etc. to find whatever is needed for Church business purposes. For this reason, employees should not keep any personal information at the Church. No computer file may be password protected on Church equipment unless authorized by the Senior Minister or the Director of Administration. No space in the Church may be locked except on the authority of the Senior Minister or the Director of Administration. Employees should not plan to receive personal mail at work.

## **EMPLOYEE BENEFIT PROGRAMS**

### **RETIREMENT**

TVUUC participates in the Unitarian Universalist Organizations Retirement Program. Employees become eligible for the program after one year of employment by TVUUC in



which they are employed 1000 or more hours per year. Details of the program are available from the TVUUC Administrator.

## **HEALTHCARE**

The UUA offers a self-funded, not-for-profit health care program for those employed by UU congregations and related organizations. Church employees have the option to participate in the UUA plan with the church paying up to 80 percent of monthly premiums of the medical portion for eligible church employees and 50 percent of monthly premiums for each additional family member (according to UUA recommendations). Consistent with UUA guidelines, TVUUC will offer this important benefit to all employees working at least 750 hours per year (approximately 14 hours per week). The employer's share of the premium will be prorated for qualified, part time employees.

## **SOCIAL SECURITY**

TVUUC will pay the employer Social Security match as required by federal law.

## **Vacation**

In order to provide for the necessary free time, with pay, for rest, recreation, and personal activities, all employees who are not temporary, and work 30 hours per week or more, are eligible to accrue and receive paid vacation leave.

Vacations must be planned and scheduled in advance with the supervisor to ensure minimum disruptions of the normal work flow. In the arrangement of vacation schedules, the smooth operation of Church activities will be the foremost consideration.

Full time employees, i.e., 30 or more hours per week, accrue vacation as follows:

Non-exempt and Hourly employees: Two weeks (10 days) per year, increasing to three weeks (15 days) after five years employment, to four weeks (20 days) after ten years employment.

Exempt salaried employees: Three weeks (15 days) per year, increasing to four weeks (20 days) after five years employment.

Salaried employees may accumulate up to four weeks (20 days) vacation leave. This privilege is offered to allow employees sufficient freedom to take an extended vacation or take care of personal business. This privilege is not intended to allow employees to accumulate leave in order to extend severance benefits. When an employee has accumulated four weeks (20 days) vacation, additional vacation accrued must be taken or will be lost at the end of the accrual year. Employees accrue vacation at the rate of one twelfth of their vacation eligibility per month.



Vacation is not accrued during leaves of absence without pay or during any other non-active duty status without pay. A transfer from one position to another does not affect the employee's vacation accumulation, except for a change from non-exempt to exempt status.

Persons working 30 hours per week will accrue at three quarters the full-time rate, up to three quarters the full-time maximum. Prorated fractions of days' vacation calculated for employees working less than full-time may accrue from year to year to be taken as whole days' vacation in succeeding years of employment.

Vacation accrual will be applied retroactively following successful completion of the probation period.

Upon resigning and giving not less than two week's notice, an employee shall be compensated for all vacation accrued through the last day of active employment, up to the accrual limit of four weeks. Pay in lieu of vacation for active employees will not be granted.

## **HOLIDAYS**

Eleven (11) holidays during the year are granted, with pay, to regular full time TVUUC employees (minimum of 30 hours per week). In addition to the seven (7) holidays specifically identified below, four (4) Floating Holidays will be designated by the Executive Team at the beginning of each fiscal year

These holidays are:

New Year's Day

M. L. King's Birthday

Memorial Day

4th of July

Labor Day

Thanksgiving

Christmas Day

When it is required that a non-exempt employee work on an approved holiday, the time worked is considered "working time" and will be paid as overtime. When an exempt employee is required to work on an approved holiday, the employee will receive compensatory time off for the hours worked.



When an approved holiday is observed during an employee's vacation, the vacation may be scheduled to extend one working day for each holiday. The employee does not need to take those extended days consecutively with the vacation. If an employee is sick on a holiday, the employee will be paid for the holiday rather than paid sick/emergency leave.

Holiday pay will not be given for any approved holiday occurring during a leave of absence without pay. The Church will make every effort to accommodate the holiday requirements of staff with other religious preferences.

### **BEREAVEMENT LEAVE**

Active full time employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Up to five days of paid leave will be provided to all eligible employees. Up to three days of paid leave will be provided to eligible employees as a result of the death of the spouse's immediate family.

The church defines immediate family as the employee's spouse or partner, parent, child, sibling; the employee's spouse's or partner's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren, daughter in law or son in law.

### **JURY DUTY**

Appearance in court for jury duty is not charged against vacation, holidays, or sick/emergency leave. Employees are encouraged to fulfill their obligations for jury duty, and will be compensated at their regular rate, and need not refund any jury pay. In all cases, the employee should return to the office whenever possible and provide as much work as reasonable during such duty.

### **WITNESS DUTY LEAVE**

The Church encourages you to appear in court for witness duty when subpoenaed to do so. You will be granted a maximum of 24 hours paid time off to appear in court as a witness at the request of a party other than the Church.

### **SICK LEAVE**

Sick/Emergency leave may be granted when an employee is unable to perform assigned duties because of personal injury or illness, when it is necessary for the employee to temporarily care for a member of the immediate family who is ill or injured, when it is necessary to schedule medical or dental treatment during the work day, or when the employee has an unexpected personal problem such as car trouble, legal appointments, or other personal emergencies. The employee may be required to provide documentation of the reason for the absence.



Full time employees, i.e., 30 or more hours per week, accrue sick/emergency leave at one day per month for a total of 12 days per year.

A person employed as a full time employee before the 16th of the month will accrue a full day's sick/emergency leave for the month. A person employed on or after the 16th day of the month will begin to accrue sick/emergency leave beginning with the first day of the following month.

Sick/emergency leave is not accrued during a personal leave of absence. A transfer from one position to another does not affect the employee's sick/emergency leave accumulation.

Unused sick/emergency leave may be accumulated up to a maximum of 36 days. However, unused sick/emergency leave is not payable at the termination or resignation of an employee. An employee will not be granted paid sick/emergency leave in excess of the number of leave days accrued or accumulated.

### **MEDICAL LEAVE**

The Church will provide leaves of absence without pay to eligible employees who wish to take time off from work to fulfill family obligations relating directly to childbirth, adoption or placement of a foster child; or to care for a child, spouse, partner, or parent with a serious health condition; or for the employee's own serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a healthcare provider.

Employees who have completed one year of service and have worked 1250 hours are eligible to request family leave as described in this policy.

Medical leaves must be approved by the Personnel Committee.

Eligible employees may request up to a maximum of 12 weeks of medical leave within any 12 month period. Any combination of family or medical leave may not exceed this maximum limit. Subject to the terms of the applicable plans, the Church will continue to provide health insurance benefits for the period of the approved family leave. Benefits such as vacation, sick leave, or holiday benefits will continue to accrue during the leave.

If an employee fails to return to work upon the agreed return date, the Church will treat the employee's actions as a voluntary resignation.



## **PERSONAL LEAVE**

The Personnel Committee will consider requests for unpaid personal leave only under the most unusual circumstances. Request should be submitted in writing to the committee.

## **MILITARY LEAVE**

A military leave will be granted to employees, except those occupying temporary positions, to attend drills or training or if called to active duty with the U.S. armed services. If the military leave is less than 31 days, health insurance benefits will remain in effect. Vacation, sick leave, and holiday benefits will continue to accrue during an assignment of 31 days or less.

## **UNAUTHORIZED ABSENCES**

An employee will be considered as being absent without leave and will not be paid for such period when the employee:

Fails to report for work as scheduled and fails to notify the supervisor properly as to the absence; or

Fails to present adequate justification for the absence upon return to work; or

Is deliberately absent from work without the supervisor's sanction.

Unauthorized absences may result in disciplinary action up to and including termination.

## **EMERGENCY CLOSINGS**

The Executive Team will determine and announce the need for emergency closing. All full time employees scheduled for that day or those hours closed will be paid. Decisions to cancel Sunday worship or reduce the number of services will be made by the Executive Team and appropriate notification will be made.

## **WORKERS' COMPENSATION**

Any injury sustained while employees are performing their duties should be reported immediately to their supervisor. TVUUC employees are covered by Workers' Compensation as required by law.

## **GRANDFATHERING OF BENEFITS**

In the absence of any agreements to the contrary, employees who were employed prior to July 1, 2011 will be "grandfathered". This means that benefits previously earned will not be taken away and benefits "promised" under the earlier 2003 Personnel Manual will be honored.



## **APPENDICES**

### **APPENDIX A**

#### **Sexual Harassment Procedures**

Any employee who believes that he or she has been subjected to harassment by anyone is encouraged - but not required - to tell the person promptly that the conduct is unwelcome and ask the person to stop the conduct. Anyone who receives such a request must immediately comply with it and must not retaliate against the employee.

Harassment complaints must be brought to the attention of the Senior Minister or the Director of Administration.

The employee may also choose to raise the complaint through his or her immediate supervisor, who will in turn contact any of the officials listed above.

If the employee feels uncomfortable about discussing the complaint with the supervisor, the employee should feel free to bypass the supervisor and take the complaint to one of the other listed officials listed above.

#### **Supervisors**

After receiving any employee's complaint of harassment, the supervisor is required immediately to contact the Senior Minister or the Director of Administration.

If a supervisor has not received a complaint but suspects that conduct might constitute illegal harassment, the supervisor must immediately contact either the Senior Minister or the Director of Administration.

Even if the suspected illegal harassment involves persons who work in a department other than the supervisor's, the supervisor must report it.

#### **Investigation and Resolution**

After notification of the employee's complaint, appropriate management will immediately initiate an investigation to gather all facts about the complaint. After completion of the investigation, a determination will be made. If warranted, disciplinary action up to and including discharge will be imposed. Other appropriate actions will be taken to correct problems caused by the conduct.

#### **Confidentiality**

All complaints will be handled as confidentially as possible.



## **Retaliation**

This policy also prohibits retaliation against employees who bring harassment charges or assist in investigating charges. Retaliation in violation of the policy may result in discipline up to and including termination. Any employee who reports illegal harassment or assists in an investigation will not be adversely affected in terms and conditions of employment nor discriminated against or discharged because of the complaint, report or assistance.

### **EXAMPLES OF CONDUCT PROHIBITED UNDER THE SEXUAL HARASSMENT POLICY:**

- Offering or implying an employment-related reward (such as a promotion or raise) in exchange for sexual favors, submission to sexual conduct, or other prohibited conduct.
- Threatening or taking of a negative employment action (such as termination, demotion, denial of a leave of absence) if sexual conduct or some other action tied to a protected category is rejected.
- Unwelcome sexual advances or repeated flirtations. Unwelcome gestures or symbols related to any protected class.
- Unwelcome intentional touching of another person or other unwanted physical contact.
- Intentional physical contact (including patting, pinching, or brushing against another person's body).
- Asking unwelcome questions or making unwelcome comments about another person's sexual activities, dating, personal or intimate relationships, appearance, race, religion, age, or any other category protected by law.
- Unwelcome whistling, staring, or leering at another person.
- Unwelcome sexually suggestive or flirtatious gifts, letters, notes, e-mail, or voice mail.
- Conduct or remarks that are sexually suggestive or that demean or show hostility to a person because of the person's gender, age, race, disability or any other category protected by law (including jokes, taunts, negative stereotyping, threats, and blocking of physical movement).
- Displaying or circulating pictures, objects, or written materials (including graffiti, cartoons, photographs, pinups, calendars, magazines, figurines, novelty items) that are sexually suggestive or that demean or show hostility to a person because of the person's gender, race, age, religion, disability, marital status, sexual preference or any other category protected by law.



## **EMPLOYMENT/LEGAL AND ETHICAL CONDUCT**

### **NATURE OF EMPLOYMENT**

Nothing in this manual should be construed as implying an employment contract. All employment by TVUUC is Employment at Will and either the employee or TVUUC may terminate employment at will with or without cause, at any time. This manual is not intended to create contractual obligations of any kind.

### **WORKING AT TENNESSEE VALLEY UNITARIAN UNIVERSALIST CHURCH**

We strive to create a welcoming, engaging, challenging and fulfilling workplace where people are encouraged to achieve their best potential. The success of the Church in meeting its mission depends heavily on both member volunteer efforts and the work of paid staff. Much is thus expected of the employees and volunteer members of this Church: to work together in a respectful and caring way toward our mutual goals.

### **PERSONAL RELATIONSHIPS**

A congregation places special trust in its professional leadership, and the members of the congregation allow employees to become part of their lives on the basis of that trust. No employee shall abuse or exploit that trust for his/her own gratification, particularly within the sphere of his/her influence. Employees should not enter into intimate relationships with congregants without considered thought.

### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER -**

#### **Non-discrimination**

The Church is dedicated to offering equal employment opportunity to everyone in calling, hiring, promoting, assigning, and fully participating in the work and life of the Church without regard to sex, age, disability, race, color, ethnicity, national origin, religion (unless it is a religiously-sensitive position and your beliefs directly conflict with the principles and purposes of the Church), sexual orientation, gender identity, marital status, veteran or conscientious objector status, or any other category protected by applicable law.

### **ILLEGAL HARASSMENT POLICY**

The Church will not tolerate harassment in the workplace. No employee should be subject to unwelcome verbal or physical conduct that is illegal in nature (e.g., derogatory of an employee's gender, religion, age, disability, race, national origin, or any other category protected by applicable law). Illegal harassment refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness. Violations of this policy may result in disciplinary action up to and including dismissal.



### **Coverage(2) COVERAGE**

The Church will not tolerate harassment during work, during business involving the Church on or off the Church property, or while on Church property by an employee (including supervisors and managers) or by any non-employee (including members, visitors, and independent contractors).

### **Management Responsibilities(3) MANAGEMENT RESPONSIBILITY**

Management at all levels is responsible for preventing workplace harassment. This responsibility includes immediately reporting conduct by anyone - coworker, supervisor, or non-employee - that may constitute illegal harassment,



## **APPENDIX B**

The following work behaviors are deemed inappropriate. Any employee engaged in such behavior will be subject to discipline, up to and including discharge.

The list below is not all-inclusive and is subject to change.

- Discourteous or unprofessional behavior.
- Insubordination.
- Sleeping on the job.
- Deliberate destruction of TVUUC property.
- Falsification of TVUUC documents.
- Theft, unauthorized use or misuse of TVUUC property.
- Divulging confidential information.
- Failure to perform job requirements.
- Possession or consumption of illegal drugs while on the job, reporting to work under the influence of illegal drugs or alcohol or misuse of illegal drugs.
- Abuse of legal drugs, reporting to work under the influence of drugs or alcohol.
- Possession, use or sales of weapons on the premises.
- Verbal or physical abuse of fellow employees.
- Discriminatory conduct.
- Failure to cooperate in a TVUUC initiated investigation.
- Job abandonment.
- Falsifying job related reports such as time reports and expense reports.
- Gossip regarding church members and/or staff.
- Racial or ethnic slurs, harassing remarks, threats of violence, and any other provocative comments, language, or actions are not tolerated



## **APPENDIX C**

### **EMPLOYEE ACKNOWLEDGMENT FORM**

(A copy of the following will be provided in memo format for the new employee to sign and return to the Director of Administration)

The manual describes important information about the Tennessee Valley Unitarian Universalist Church, and I understand that I should consult my supervisor regarding any questions not answered in the manual. I have entered into my employment voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the Church or I can terminate the relationship at will, with or without cause, at any time. The information, policies, and benefits described here are necessarily subject to change. I acknowledge that revisions to the manual may occur, except to the Church's policy of employment at will. I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that THIS MANUAL IS NEITHER A CONTRACT OF EMPLOYMENT NOR A LEGAL DOCUMENT. I have received the manual, and I understand that it is my responsibility to read and comply with all policies contained in this manual and any revisions made to it.

Employee's Signature\_\_\_\_\_

Date\_\_\_\_\_



## **APPENDIX D**

### **Confidentiality Agreement**

This is an Agreement between \_\_\_\_\_ (Individual) and the Tennessee Valley Unitarian Universalist Church (TVUUC) in which Individual agrees not to disclose any Confidential Information belonging to TVUUC, to TVUUC members or to employees, that the Individual may obtain via the normal course of their duties or may obtain inadvertently while in the service of TVUUC either as an employee, contractor or volunteer.

**Term** - This Agreement applies to interactions between Individual and TVUUC related to the duties (the "Church Business") during the period of time beginning on the date set forth below and ending with the Individual is no longer engaged with TVUUC (the "Exchange Period").

**Acknowledgement** - Individual understands and acknowledges that in his/her position he/she may receive confidential information pertaining to the activities, operations and the business of TVUUC and/or financial and personal information of TVUUC members ("Confidential Information"). Individual further acknowledges that disclosure of such Confidential Information may be prejudicial to the TVUUC member and/or to TVUUC.

**Confidentiality** - Individual agrees to: not disclose or discuss Confidential Information with others not authorized to receive such; use reasonable means to protect and prevent the disclosure of Confidential Information, whether oral or written; and use the Confidential Information only in connection with the Church Business during the Exchange Period. Individual may disclose Confidential Information only to staff members or other such member(s) that has/have a real need to know or as otherwise directed by TVUUC. Individual shall contact the Director of Administration with any questions or concerns.

**Remedy** - Upon any violation of this Agreement by Individual, TVUUC may in its sole discretion remove such Individual immediately from said position of service and prevent such Individual from serving on any other position at TVUUC that involves receipt of Confidential Information.

In Witness Whereof, the parties have duly executed and delivered this Agreement as of the date set forth below.



**Tennessee Valley Unitarian Universalist Church**  
**Personnel Policies and Procedures Manual**

*Tennessee Valley Unitarian Universalist Church (TVUUC)*  
Personnel Committee

Effective Date: \_\_\_\_\_

Individual:

Signature:

Print Name:

Title:

Tennessee Valley Unitarian Universalist Church:

Signature:

Print Name: \_\_\_\_\_

Title: Director of Administration