

# 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.*

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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 seventy 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.

We strive to provide a respectful, professional atmosphere that may be 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 me or the Director of Finance and Operations. We serve together as the TVUUC Executive Team, responsible for providing supervision and leadership to all programmatic elements of the church.

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

## **ABOUT THIS MANUAL**

This Personnel Manual has been developed to help you understand the expectations of Tennessee Valley Unitarian Universalist Church (referred to herein as “TVUUC”). You should familiarize yourself with the Manual, as it provides basic information about our policies, procedures, rules, and benefits. 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.

Since every employment situation cannot be anticipated, this Manual provides a general overview only. In applying the policies and procedures in this Manual, TVUUC will take into consideration the facts and circumstances of each situation. Exceptions to these policies require approval by the TVUUC Board of Directors.

Changes and modifications in policies, procedures, and benefits will be made from time to time in response to operating needs and other circumstances. When that occurs, you will be notified promptly.

This Manual applies to all staff other than an ordained minister called by vote of the congregation. All employees are hired on an “at will” basis, meaning that the employee or TVUUC may terminate the employment relationship at any time, for any reason, with or without notice.

This Manual replaces all previous personnel policy manuals or handbooks and any inconsistent policies.

If you have any questions or comments about this Manual, or if you need more information, please ask your supervisor, a member of the Personnel Committee, or a member of the Executive Team. Your comments and suggestions are genuinely encouraged.

## **DIVERSITY & INCLUSION**

### **EQUAL EMPLOYMENT OPPORTUNITY**

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

TVUUC affirms its commitment to inclusion and equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions will be made in compliance with all federal, state, and local laws and without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other classification protected by law. TVUUC may consider religion in hiring and in terms and conditions of employment for certain positions. Any illegal discrimination in the workplace based upon any protected status/classification is against policy.

### **HARASSMENT**

Harassment of any kind has no place in the workplace. TVUUC is committed to promoting an environment that is professional and respectful. We expect all employees to conduct themselves in a professional manner with concern and respect for their colleagues, congregational members, and other served by the congregation. Similarly, we expect all employees to be free from harassment from congregational members and others encountered while serving our congregation.

Any harassment regarding race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, or any other status, protected or otherwise, will not be tolerated. Harassment includes verbal or physical conduct which may offend, denigrate, or belittle any person because of or due to any of the characteristics described above. Such conduct includes pictures, jokes, comments, epithets, innuendoes, name-calling, or any other behavior which creates an environment that is derogatory, intimidating, hostile or offensive to anyone.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting or event outside the workplace, such as congregational meetings, social

events, community meetings, or any other TVUUC-related activity. Any violation of this policy will be treated as a serious matter and may result in disciplinary action, up to and including termination.

### **Sexual Harassment**

While all types of harassment are prohibited, sexual harassment requires particular attention. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- \* submission to the conduct is made either explicitly or implicitly a term or condition of employment
- \* submission to or rejection of such conduct is used as a factor in employment decisions affecting an individual (such as promotion, training, overtime assignment, leaves of absence); 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 the following:

- \* unwelcome sexual advances, whether or not it involves physical touching, sexual assault, or coerced sexual acts;
- \* requests for sexual favors in exchange for actual or promised benefits such as a favorable review, salary increase, promotion, or other benefits;
- \* unwelcome suggestions regarding, or invitations to, social engagements or social events;
- \* any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature;
- \* unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated;
- \* use of offensive or demeaning terms which have a sexual connotation;
- \* sexual gestures, suggestive comments, sexually insulting comments, epithets, jokes or name-calling, written or verbal references to sexual conduct;
- \* communication or display of sexually suggestive objects, pictures, cartoons or computer websites in writing, electronically, or verbally;
- \* sex stereotyping, such as when conduct or traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look; or
- \* hostile actions taken against an individual because of that individual's sex, sexual orientation, or gender identity, such as interfering with an individual's work area, equipment, or ability to do their job.

### **RETALIATION**

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

harassment, discrimination or retaliation or participated in the reporting and investigation process.

### **RESOLUTION of EMPLOYEE COMPLAINTS**

If you have questions about discrimination, harassment or retaliation in the workplace or believe this policy has been violated, you should report that concern immediately to a member of the Executive Team, a member of the Personnel Committee, or a Board officer.

If you believe you have been harassed by another employee, minister, congregant, or any other person you encounter in the course of your employment, you should report that conduct immediately to a member of the Executive Team, a member of the Personnel Committee, or a Board officer. You may be asked to put the complaint in writing. The President of the Congregation, in consultation with the Chair of the Personnel Committee, will initiate an investigation and determine appropriate action to be taken. If you or the alleged harasser object to the resolution, either of you may seek review by the Board. The resolution recommended by the Board shall be binding.

### **EMPLOYEE RESPONSIBILITY**

Employees at all levels are responsible for preventing workplace harassment. This responsibility includes immediately reporting to your supervisor, a member of the Executive Team, a member of the Personnel Committee, or a Board officer conduct by anyone (coworker, supervisor, congregant, visitor or other non-employee) that may constitute harassment in violation of this policy, whether illegal or otherwise.

### **DISABILITY**

TVUUC provides reasonable accommodations to enable an individual with a disability to perform the essential functions of their job in compliance with state and federal law. If you are unable, or find it difficult, to perform all functions of your job due to a disability (whether resulting from a physical or a mental impairment), you should inform your supervisor about the disability and discuss the type and nature of any assistance or adjustment that would enable you to perform the essential functions of the job; your supervisor will then notify the Director of Finance and Operations and the Personnel Committee.

TVUUC will work with you to identify possible reasonable accommodations that will solve the identified problem or problems. From this process, TVUUC will determine what accommodation, if any, will be implemented, and whether the requested accommodation presents an undue hardship to the Church. The Board will give appropriate consideration to the solution you feel would be best.

In most cases, TVUUC will need medical documentation of the disability and of possible

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

## **CATEGORIES OF EMPLOYMENT**

### **FAIR LABOR STANDARDS ACT DEFINITIONS**

Employees are also categorized as either exempt or non-exempt for purposes of the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA).

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

Non-exempt employees, such as clerical, custodial, and childcare staff, are paid for the number of hours worked each week.

Ministers and other employees who perform "essential religious duties" are exempt from FLSA requirements under the ministerial exception (sometimes called the ecclesiastical exemption). Under this exemption, other employees, such as religious educators or music directors, might be classified as exempt depending upon their specific responsibilities.

### **EMPLOYEE STATUS**

Full-Time: An employee regularly scheduled to work 30 or more hours per week, 52 weeks per year, is considered a full-time employee.

Half-Time: An employee regularly scheduled to work 20 hours up to 30 hours per week, 52 weeks per year, is considered a half-time employee.

Part-Time: An employee regularly scheduled to work at least 10 hours but less than 20 hours per week, 52 weeks per year, is considered a part-time employee.

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

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 which are unpaid. Non-exempt employees must seek approval from their supervisor before volunteering for activities that closely resemble their paid work.

Employment of Relatives: Members of an employee's family may be considered for employment, however, relatives may not supervise one another.

Employment of Members: As a general policy, employment of members of the congregation will be discouraged because a member who becomes an employee will necessarily forfeit certain benefits of membership. For instance, an employee may not be eligible to receive pastoral counseling from a TVUUC minister. Although employees may be expected to serve as ex-officio members of various committees, no exempt employee may hold an elected position. Any volunteer member who holds such a position must resign upon becoming an exempt employee of TVUUC. For some positions, hiring a member may add significant enough value to counteract the potential risks associated with such employment.

Employees who are not members of the congregation have no responsibilities of church membership. Employees are not required to be TVUUC church members, and no employee is required to participate directly in any religious or spiritual observance unless it is an integral part of their job.

### **NEWLY HIRED PROBATION PERIOD**

Employees will be hired initially for a 90-day probationary period. During the probation period, your 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 you and your supervisor will assess performance and, if necessary, mutually agree on areas for change and improvement.

Certain benefits, excluding retirement benefits, will be applicable retroactively following successful completion of the probation period.

## **WORK SCHEDULES and PAY**

### **ORIENTATION**

Your supervisor will introduce you to your co-workers and orient you to your work area and job responsibilities. A written job description has been prepared for you that contains a summary of duties and responsibilities. Of course, it is impossible to list or describe all the duties of a particular job. Moreover, from time to time, changes in jobs will occur to reflect temporary or long-term changes in staffing or operational needs. Please keep in mind that your supervisor has the authority to assign duties, responsibilities, or functions to you even

though the duties have not been yours in the past or are not specifically mentioned in your job description. The personnel committee reviews each job description on an annual basis. If you believe that your job description no longer matches the work you do, please contact a member of that committee.

### **EMPLOYMENT AUTHORIZATION**

Federal law requires that prospective employees show proof of eligibility to work in the United States by completing Form I-9 within 3 days of hire.

### **HOURS OF WORK**

Your supervisor will establish individual work schedules, which may change from time to time based on the needs of TVUUC and at the discretion of your supervisor. You may be expected to work weekday office hours, when the building is open, and/or on Sundays, depending on your position. Employees may be scheduled to work evenings, to attend meetings outside of normal work hours, to attend staff retreats or other off-site events relevant to their positions. These will all be considered time worked.

### **Meal and Break Periods**

Employees are encouraged to take a 10-minute break for each 4-hour work period. Such breaks are paid but may not be accumulated or added to the end of the day to shorten the work day. Employees working more than a 6-hour period are required to take a 30-minute unpaid meal break. The time of meal and break periods will be scheduled at the discretion of the supervisor. Employees should not perform any work during their meal period. For non-exempt employees, any time worked during meal breaks is compensable, including time they need to be available for work (e.g., to answer the phone or open the door). As with breaks, the 30-minute unpaid meal periods may not be accumulated or used to shorten the work day.

### **Overtime**

Overtime is defined as hours worked in a given pay period over and above the amount allocated for that position in the TVUUC budget, the employee's job description or letter of agreement. Overtime will be paid at the employee's regular hourly rate for hours worked up to 40 hours in one workweek. Hours worked in excess of 40 hours in any one workweek will be compensated at 1.5 times the employee's regular hourly rate.

TVUUC is concerned with its budget, appropriate allocation of workload, and the opportunity for everyone to have a life outside of employment. Thus, no overtime may be worked by an hourly employee without prior approval of the employee's supervisor, subject to financial oversight by the Director of Finance and Operations. A supervisor may work with an employee to alter the workweek schedule to avoid having TVUUC incur the additional expense. Compensatory time off may not be used

or accrued as a substitute for pay if an employee works more than 40 hours in any one workweek.

### **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 established by TVUUC policy.

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 your supervisor and a Compensatory Time Off Request Form must be completed and submitted to the Director of Finance and Operations. Approval of compensatory leave, similar to approval of vacation time, will depend on the smooth operation of TVUUC activities. If you are eligible for compensatory time, you should work with your supervisor to ensure that you have a plan for using that leave within a reasonable time.

### **Timekeeping**

Non-exempt employees must submit a written record of their time worked to the Director of Finance and Operations on a weekly basis.

## **PAY and PAYROLL DEDUCTIONS**

TVUUC strives to offer its employees equitable and competitive wages and salaries commensurate with its ability, resources, and sound policy. TVUUC further strives to ensure that all employees are paid a living wage rather than the federal or state minimum wage. The Personnel Committee reviews all staff salaries annually and submits compensation recommendations as part of the budget process, with any adjustments effective at the beginning of the next fiscal year. There is no guarantee of an annual pay adjustment. Pay adjustments are usually based upon such factors as individual performance, job responsibilities, increases in the cost-of-living, and changes to UUA salary recommendations.

Deductions made from your wages are reflected on your pay stub. Federal law requires deductions from pay for income tax, Social Security, and Medicare. Some deductions, such as voluntary retirement contributions, or medical or other benefit cost-sharing, are optional and are made only if the employee has authorized the deduction. You should review your paychecks and pay stubs when you receive them. If you believe a mistake has occurred, or if there are any questions, contact the Director of Finance and Operations immediately.

All employees are paid bi-weekly. You are required to complete a time sheet and turn it in to your supervisor on the Monday following the workweek. Salaried employees must report any vacation, sick days, and other days off to the Director of Finance and Operations each

pay period.

## **PERSONNEL INFORMATION & FILES**

### **Access to Personnel Files**

TVUUC maintains a confidential personnel file for each employee that contains new hire paperwork, performance reviews, and other documents related to the individual's employment. Personnel files are the property of the church. If you wish to review your file, contact the Director of Finance and Operations. You may review your file in the presence of the Director of Finance and Operations or a representative of the Board at a mutually agreed upon time. You are allowed to write a response to any document added to the file and to receive a copy of any document you signed.

Access to the information in your personnel file is restricted to supervisory personnel (including members of the Executive Team, members of the Board or of the Personnel Committee) who have a legitimate reason to review information in the file.

### **Personnel Data Changes**

It is your responsibility to promptly notify TVUUC of any changes in personnel data. This information is essential for many purposes, including benefit administration, mailing information to your home, and contacting friends or family in case of emergency. Pertinent information, including the following, should be accurate and current at all times.

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

## **POLICIES APPLICABLE TO EMPLOYMENT**

### **ATTENDANCE AND PUNCTUALITY**

TVUUC expects employees to be reliable and punctual in reporting for scheduled work. Absence and lateness are a burden on other employees and hinder the effectiveness of our work. Excessive absenteeism or repeated tardiness may lead to disciplinary action up to and including termination of employment. You must notify your supervisor as soon as possible if absence or tardiness is unavoidable.

Personal appointments should be scheduled before or after work hours, if possible. All

scheduled absences must be approved in advance by your supervisor. If you are unable to report to work at the scheduled time, you must contact your supervisor or the Director of Finance and Operations as soon as possible to report the absence and the expected time of return to work. If you fail to report to work without notice for three or more consecutive days, you will be considered to have voluntarily terminated employment, effective immediately.

### **DRESS CODE**

Remember that you are a representative of TVUUC. You are expected to dress appropriately for your job and the occasion. If your supervisor determines your dress is not appropriate, you may be asked to leave and return more appropriately dressed. You should wear your name badge on duty on Sunday or at congregational events.

### **DRUG AND ALCOHOL USE**

TVUUC maintains a drug-free workplace. The use, possession, or distribution of any illegal drug (or prescription drugs not being taken or possessed according to medical direction) on TVUUC premises or property is prohibited. Under no circumstances may you appear at work while intoxicated or under the influence of illegal or non-prescription drugs or alcohol or smelling of alcohol. Violation of this policy may result in immediate disciplinary action, up to and including termination. All employees are responsible for maintaining our drug-free workplace. If you observe conduct by anyone that may constitute a violation of this policy, you should report that observation to a member of the Executive Team, a member of the Board, or a member of the Personnel Committee.

If you have a drug or alcohol problem that has not resulted in disciplinary action, you may request approval to take unpaid time off to participate in rehabilitation or treatment. Leave may be granted if it will not result in undue hardship to TVUUC.

Improper use of prescription drugs is also prohibited. You may be subject to disciplinary action up to and including discharge if you appear to work while impaired by a prescription or over-the-counter drug that affects your ability to perform your job or affects the safety and well-being of others. If you are medically authorized to use drugs or other substances that may impair job performance, you are responsible to determine from your physician whether the substance may impair your ability to perform your work safely and effectively. If it may, you must report the use of the substance and the advice of your physician to your supervisor. TVUUC may request documentation from your physician or health care provider and will make reasonable accommodations for the physical or mental limitations of an otherwise qualified individual unless undue hardship for TVUUC would result.

While TVUUC recognizes that responsible consumption of alcohol might be acceptable at occasional functions, the workplace is generally alcohol-free. At any event where alcohol is served, employees are expected to uphold an atmosphere of professionalism and respect for those who choose not to participate. It is further expected that employees consuming

alcohol on the premises or at other church-related events do so in moderation and in the spirit of maintaining a safe and comfortable environment for all. Any staff function at which alcohol is served must first be cleared with the Director of Finance and Operations.

### **SMOKING AND TOBACCO USE**

TVUUC is a smoke-free workplace. Smoking and vaping are prohibited in all areas inside the church building and permitted only in designated areas on the property, outside the building.

### **CONFIDENTIALITY**

Employees may have access to confidential information, 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 TVUUC premises, copied, transmitted, or in other way used for any purpose by employees outside the scope of their employment. A breach of confidence is a mistake which cannot be undone and is grounds for discipline up to and including immediate termination.

You should not give personal contact information regarding any other employee without the latter's consent. All requests for information concerning past or present employees should be directed to the Director of Finance and Operations.

Personal information about congregants should be assumed to be confidential. Contact information listed in the TVUUC database (REALM) may be shared with other TVUUC members and friends unless that information has been coded as private. Every precaution should be taken to ensure that no such information is ever used for solicitation except TVUUC-approved fund-raising.

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

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

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

- \* transmitting obscene, harassing, offensive or unprofessional messages;
- \* accessing, displaying, downloading, "liking" or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or any other classification protected by law;

- \* transmitting any of TVUUC's confidential or proprietary information, including member/friend data or other materials covered by TVUUC's confidentiality policy.

TVUUC reserves the right to monitor and inspect any and all aspects of its computer and telecommunications systems at any time, 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 TVUUC and are to be used for Church purposes. You should not have any expectation of personal privacy in anything you create, transmit, download or store on TVUUC computers. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

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

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

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

You are responsible for any maintenance, repair, or replacement of a personal device required or used, irrespective of the amount of work usage or the cause of the damage. You must provide the Director of Finance and Operations with immediate notice should a personal device containing TVUUC software or files be lost or stolen.

### **CONFLICT OF INTEREST/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.

You must not engage in any other employment or business activity that is incompatible or in conflict with your duties, functions, or responsibilities as an employee. Activities that may constitute a conflict of interest include use of TVUUC's time, facilities, equipment or supplies, or the use of the title, prestige, or influence of TVUUC for private gain or advantage.

You must not engage in any outside activity which, by its nature, hours, or physical demands, would impair your performance of your duties or reflect negatively on TVUUC. If TVUUC and you disagree that outside employment creates a conflict of interest or the appearance of a conflict of interest, TVUUC retains the right to make the final determination.

### **MEDICAL DOCUMENTATION**

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

### **EXPENSE REIMBURSEMENT**

Professional employees may be provided an expense allowance of an amount specified in the TVUUC budget. Expenditures from this allowance must follow the guidelines of "Professional Expense Allowances," of the UUA Office of Church Staff Finances (<https://www.uua.org/leaderlab/money-matters/professional-expense>). TVUUC will reimburse only those expenses that are properly substantiated. Budgeted expense allowances are subject to change based upon the decisions of the Board concerning budget limitations.

Employees using their own cars for TVUUC-related business may be paid mileage at the current business rate per mile established by the IRS. Trips must be authorized by your supervisor. You must have a current and valid driver's license and proof of insurance. You may not take unauthorized passengers on such trips. All tickets for parking and traffic violations are your responsibility; you must pay all fines promptly and will not be reimbursed by TVUUC. The use of hand-held cell phones or texting is strictly forbidden when driving on TVUUC-related business.

### **SAFETY AND ACCIDENTS**

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards and any other TVUUC policy

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

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the Director of Finance and Operations. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Director of Finance and Operations and to TVUUC's Workers' Compensation insurance carrier. In the event of a fire or other emergency, the fire department and/or other emergency services should be called immediately, and all staff and members of the congregation should leave the premises.

### **PERSONAL PROPERTY**

TVUUC cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on TVUUC property. You should report any lost items to the Director of Finance and Operations so the item can be returned if it is found. If you find an item, you should turn it over immediately to the Director of Finance and Operations.

### **WORKPLACE THREATS & VIOLENCE**

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

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on TVUUC property may be removed and must remain off TVUUC property pending the outcome of an investigation. Violation of this policy by a staff member will result in disciplinary action including, but not limited to, suspension, termination of employment, and/or legal action.

If you experience or observe any behavior you regard as threatening or violent, you should report that conduct immediately to your supervisor, a member of the Executive Team, a member of the Personnel Committee, or a Board officer.

### **INSPECTION RIGHTS**

Congregations, like other organizations, are sometimes the victims of theft. TVUUC has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees. The storage of any unauthorized alcohol, weapons, explosives, or illegal drugs or drug-related paraphernalia is prohibited on TVUUC premises. Therefore, TVUUC reserves the right to open and inspect any desk, file cabinet, storage closet, or storage area at any time and without prior notice or consent. You may not use personal locks on TVUUC-owned desks, cabinets, closets, or storage areas.

## **MEDIA INQUIRIES**

All requests for information on behalf of or regarding TVUUC from newspapers, television and radio media should be directed to the Director of Finance and Operations. 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?"

## **PERFORMANCE AND CONDUCT EXPECTATIONS**

### **ACCOUNTABILITY AND RESPONSIBILITY**

All employees are part of the staff team led by the Senior Minister and the Director of Finance and Operations (the Executive Team). Other staff members may be assigned responsibility for daily supervision of particular positions (e.g., the Assistant Director of Religious Education reports to the Director of Lifespan Religious Education). The Executive Team is responsible to the Board for activities of the staff. Called ministers are ultimately responsible to the Congregation due to the nature of their call.

### **SUPERVISION AND PERFORMANCE REVIEWS**

Supervisors assist employees in learning their jobs and identifying priorities and goals and are expected to meet with the employees who report to them on a regular basis, reviewing job performance, goals and priorities, assessing needs, and working through challenges. Any employee performance concerns will be discussed with you and documented. To complement ongoing performance feedback, a formal written performance review will also be conducted on a regular basis.

Supervisors must treat those they supervise with dignity.

- \* Refer to the information on Harassment, Sexual Harassment, and Resolution of Employee Complaints in the Diversity and Inclusion section of this Manual.
- \* Ministers must not engage in bullying or emotional abuse of colleagues, staff, congregants, or anyone else they serve. This is made explicit in the Unitarian Universalist Ministers Association Guidelines (<https://www.uuma.org/page/guidelines>; see part A of the Addendum, which outlines examples of bullying and emotional abuse.)

### **Goal Setting**

Your supervisor will meet with you no later than September 15th of each year to set performance and professional development goals for the year. The goals should reflect your contribution to the overall goals of TVUUC, as determined by the Board, and should be incorporated in your job description, which will be signed and dated by both you and your supervisor, shared with the Personnel Committee, and placed in your personnel file.

## **Performance Evaluations**

Your supervisor will discuss your job performance and progress toward goals with you, at least quarterly, in one-on-one meetings. That discussion will be documented in a brief memo to your file. Because TVUUC recognizes that effective change requires individual commitment, the performance evaluation process will be highly participatory, providing ample opportunity for your views and involvement. If you work 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.

An annual written evaluation will be completed by you and your supervisor prior to the next year's goal setting. You will have an opportunity to comment on anything in that document. The written evaluation will be signed and dated by you and your supervisor, shared with the Personnel Committee, and placed in your personnel file.

## **DIFFICULTIES ON THE JOB**

In every organization, there are situations where an employee's performance does not match the standards of the job established by the organization, or where an employee does not conform to work or conduct expectations. If your performance does not meet accepted or required standards, your supervisor will make every effort to give constructive advice and provide you with opportunities to improve and/or change in the problem area. Your supervisor will discuss perceived problems with you to reach a mutual understanding regarding your objectives. Your supervisor will retain an informal memorandum of these discussions. We hope problems will be resolved at an early stage with open communication between you and your supervisor.

Because TVUUC recognizes that unsatisfactory performance may be a symptom of a wider systemic problem, your supervisor may consult with a member of the Executive Team, the Personnel Committee, or members of the Board for advice in facilitating the needed changes. If your 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.

In some circumstances, due to the nature and seriousness of the conduct or performance deficiencies involved, your employment may be terminated immediately without prior notice.

## **STANDARDS OF CONDUCT**

TVUUC expects that all employees will conduct themselves in a manner consistent with the highest standards of professional conduct and conducive to creating a harmonious and pleasant work environment. This includes courtesy, respect, and working collaboratively and cooperatively, demonstrating the characteristics of high performing team members. As a staff of professionals in whom trust and power have been placed, all staff are called to be

faithful both morally and legally to upholding professional relationships. You must never abuse the authority of your position by manipulating others to satisfy personal needs, or engage in any exploitative relationship that abuses the power and damages the trust that has been placed in you.

TVUUC seeks to provide the highest quality of service and support to its members. Thus, poor work habits, such as careless work, failure to complete assignments on time, or a failure to follow instructions, are unacceptable.

Conduct that does not meet the TVUUC's standards, such as violations of TVUUC policies, lack of respect or courtesy to a fellow employee or member, disruptive or disorderly conduct, etc., will not be tolerated and will be grounds for immediate disciplinary action and may result in termination of employment. In addition, any breach of trust or conduct which shows a serious lack of dependability or good judgment, such as theft, falsification of TVUUC records, destruction of TVUUC property, conflict of interest, insubordination, etc., may be grounds for immediate discipline, up to and including termination from employment.

### **EMPLOYMENT SEPARATION**

Employment at TVUUC is "at will;" you may terminate your employment at any time with or without notice. TVUUC may also end your employment relationship at any time with or without cause.

You may choose to resign at any time, for any reason. To resign in good standing, you must give TVUUC two weeks' notice and work the entire notice period to allow for adequate planning and a smooth transition without undue strain on other staff. If covered by health benefits, resigning staff member may be eligible to continue their health insurance under the provisions of COBRA (Consolidated Budget Reconciliation Act of 1985). You will not be eligible for non-work-related pay, such as pay for sick/emergency time during that notice period. TVUUC may decide to accept the notice or may choose to terminate you during the notice period. You will then receive payment for the notice period absent any other circumstances that would negate payment.

If you are terminated for reasons unrelated to work performance or employee conduct (such as elimination of the position), you will be eligible for 2 weeks of severance pay based on your regularly scheduled hours. If you are dismissed for serious misconduct, no severance is paid and all benefits cease at the time of dismissal.

Accrued, unused vacation will be paid at the end of employment, regardless of the reason for dismissal. Sick/emergency leave is not subject to payment at the end of employment.

## **BENEFITS: LEAVE**

### **HOLIDAYS**

The following are holidays for which full-time employees are paid:

- \* New Year's Day
- \* M.L. King's Birthday
- \* Memorial Day
- \* Juneteenth
- \* Pride Day (June 28<sup>th</sup>)
- \* 4th of July
- \* Labor Day
- \* Thanksgiving
- \* Christmas Day

Four (4) additional "floating holidays" will be designated by the Executive Team at the beginning of each fiscal year. If a paid holiday falls on a Saturday or Sunday, the holiday generally will be observed in conjunction with the federal holiday.

When a non-exempt employee is required to work on an approved holiday, the time worked 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 your vacation, the vacation may be scheduled to extend one working day for each holiday. You do not need to take those extended days consecutively with the vacation. If you are sick on a holiday, you 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. TVUUC will make every effort to accommodate the holiday requirements of staff with other religious preferences.

### **VACATION**

In order to provide for necessary free time, with pay, for rest, recreation, and personal activities, all employees who are not temporary, and who work 20 hours per week or more, are eligible to accrue and receive vacation leave at their regular rate of pay.

Vacations must be requested in advance and can only be taken with the approval of the Director of Finance and Operations. In the arrangement of vacation schedules, the smooth operation of TVUUC activities will be the foremost consideration. In the event of conflicting vacation requests, vacation generally will be granted in the order requests are received, in accordance with length of service and consistent with workload requirements.

Vacation will be calculated from your hire date and will be applied retroactively following successful completion of your probation period.

Full-time Employees, that is, those who work 30 or more hours per week, accrue vacation as follows:

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

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.

Half-time Employees, that is, those who work 20 hours up to 30 hours per week, accrue vacation at the rate of one-half the days accrued by full-time, non-exempt employees, that is: One week (5 days) per year, increasing to one-and-one-half weeks (7.5 days) after five years employment, to two weeks (10 days) after ten years employment.

Vacation Accrual: The privilege of vacation accrual 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 a full-time employee has accumulated four weeks (20 days) vacation or a half-time employee has accumulated two weeks (10 days), additional vacation accrued must be taken or will be lost at the end of the accrual year, on the anniversary of the employee's hire date. 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.

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.

If you resign and give not less than two week's notice, you will 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.

### **SICK/EMERGENCY LEAVE**

All employees are eligible for sick/emergency leave accrued one day per month. A person hired 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 may be used when you are unable to perform assigned duties

due to your own or an immediate family member's illness, injury, or other medical condition or when you have an unexpected personal problem such as car trouble, legal appointments, or another personal emergency. While you are encouraged to schedule appointments outside of work time as much as possible, sick leave may be used for routine dental or medical appointments for you or your immediate family. You may be required to provide documentation of the reason for the absence.

Sick/emergency leave is not accrued during a personal or unpaid leave of absence. A transfer from one position to another does not affect your 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. You will not be granted paid sick/emergency leave in excess of the number of leave days accrued or accumulated.

### **MEDICAL and FAMILY/PARENTAL LEAVE**

Consistent with UU values, TVUUC 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; 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.

Eligible employees may request up to a maximum of 12 weeks of family or medical leave within any 12-month period. This leave may be taken all at once or intermittently, depending on the circumstances. Any combination of family or medical leave may not exceed this maximum limit. Subject to the terms of the applicable plans, TVUUC will continue to provide health insurance benefits for the period of the approved family leave.

At the conclusion of this leave period, you have the right to return to the same position. If you fail to return to work upon the agreed return date, TVUUC will treat your action as a voluntary resignation.

Medical leaves must be approved by the Director of Finance and Operations and reported to the Personnel Committee.

### **Extended Medical Leave**

Employees, who work a minimum of 10 hours per week, have been diagnosed with a serious illness or disabling condition by a physician and have exhausted their vacation, sick and personal leave benefits, may be paid extended sick benefits at 75 percent of their regular pay until the earlier of release to return to work by the physician, approval for long-term disability payments, or 90 days whichever occurs first. Vacation and other time off with pay benefits do not accrue during this period. Extended medical leave goes into effect after all other leave (sick and vacation) has been used. If you recover and are able to return to your normal schedule before the earlier of the 90-day period or when long-term disability insurance takes over, TVUUC will retroactively pay you at 100 percent of pay.

TVUUC reserves the right to request a second opinion from a physician chosen by the Congregation on any medical leave of absence. If you are covered by the TVUUC's health insurance, TVUUC will continue to pay the employer portion of the health insurance premium during unpaid medical leave.

### **FUNERAL or BEREAVEMENT LEAVE**

You may be granted up to 10 consecutive work days for bereavement leave to attend to arrangements and to take care of matters attendant to the death of your immediate family member and an immediate family member of your spouse/partner.

TVUUC defines immediate family as the individual's spouse or partner, parent, child, sibling, grandparent or grandchild, or daughter- or son-in-law.

If you wish to claim bereavement leave, you should notify your supervisor immediately.

### **JURY DUTY**

TVUUC recognizes jury duty as a civic and community obligation and duty of a citizen. You are encouraged to fulfill your obligation for jury duty, and will be compensated at your regular rate; you need not refund any jury pay. Appearance in court for jury duty is not charged against vacation, holidays, or sick/emergency leave. In all cases, you should return to the office whenever possible and provide as much work as reasonable during such duty. You are expected to keep your supervisor informed of your service as a juror so plans can be made to provide continued coverage of your position during your absence.

### **WITNESS LEAVE**

TVUUC 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 TVUUC.

## **MILITARY LEAVE**

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.

## **BENEFITS: INSURANCE AND RETIREMENT**

### **HEALTH INSURANCE**

The UUA offers a self-funded, not-for-profit health care program for those employed by UU congregations and related organizations. Consistent with UUA guidelines, TVUUC offers this important benefit to all employees who are expected to work at least 750 hours per year (approximately 14 hours per week). TVUUC currently pays 80% of the premium for the standard PPO plan for full-time employees. Part-time staff working 750 hours or more receive a pro-rated payment of the premium. Eligible employee dependents may be enrolled with TVUUC paying 50% of the additional premium for dependents, again pro-rated for part-time staff. The employer's share of the premium will be prorated for qualified, part time employees. TVUUC does not offer dental, life, or long-term disability

### **SOCIAL SECURITY**

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

### **WORKERS' COMPENSATION**

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

Any injury you sustain while performing your duties should be reported immediately to your supervisor or the Director of Finance and Operations. You may be required to provide a written report on the illness or accident and a physician's statement in order to receive worker's compensation benefits, or to return to work.

## **RETIREMENT BENEFITS**

TVUUC participates in the Unitarian Universalist Organizations Retirement Program (UUORP). The plan is an IRS qualified, defined contribution, 401(a)/(k) multi-employer, church retirement plan designed to help ensure employees of UUA-related organizations have an opportunity to accumulate savings for their retirement years. 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. More information can be found at:

<https://www.uua.org/finance/compensation/retirement>