

# ***Personnel Policy Manual***



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# **Personnel Policy Manual**

For

Emerson Unitarian Universalist Chapel  
“Employer”  
Adopted 1996  
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## **I. EMPLOYMENT POLICIES AND PRACTICES**

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

*This Personnel Policy Manual (Manual) is not a contract and can be modified or changed at any time. The relationship between Emerson UU Chapel (hereinafter, referred to as “Employer”) and employee is legally defined as “employment at will”, which means that such employment may be terminated without penalty by either party. Employers may not be compelled to pay wages to persons no longer in their service, and employees may not be compelled to render their labor without their consent.*

**NOTE THAT THE POLICIES OUTLINED IN THIS MANUAL DO NOT APPLY TO ORDAINED MINISTERS CALLED BY THIS CONGREGATION. ALL ORDAINED MINISTERS CALLED BY THIS CONGREGATION HAVE A LETTER OF AGREEMENT WHICH SUPERCEDES ANY POLICIES OUTLINED HEREIN.**

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

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

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

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, except ordained ministers(s) called by vote of the congregation. Employment “at-will” means that an employee or the Employer may terminate the employment relationship at any time for any reason, with or without notice.

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

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

### **B. EMPLOYER MISSION AND HISTORY**

At a St. Louis Area Unitarian Universalist Council meeting on February 19, 1984 the first meeting was held to discuss the creation of a new Society in West County. Both major UU churches in the St. Louis area - First Unitarian Church in the city and Eliot Chapel in Kirkwood - were reaching capacity. Emerson Chapel held its first service September 9, 1984. The Chapel began with \$50,000 donated by First Unitarian Church and Eliot Chapel. On February 24, 1985, Charter Sunday, eighteen people signed the

## Membership Book.

Barbara A. Baker  
Pat Baker  
Dewalt Fowler  
Janie Fowler  
Cindy Holten  
James C. Holten  
Kristen Lassen Hunt  
Bruce Hunt

Carol Hutchison  
Barbara Jensen  
William Jensen  
John W. Leet  
Jayne Bury Leet  
Dean Petersen  
Roland Promisy  
Jerald vanNatta

The ministers of First Unitarian Church, Earl K. Holt and Eliot Chapel, John Robinson, preached alternating months the first year to ensure a speaker for each Sunday. Services were held at 9:30 a.m. so that each minister could return to his own church for their 11:00 a.m. service. Emerson Chapel held its first canvass in March of 1985.

September 7, 1986 Emerson called its first half-time minister, Martha S. Newman. She served Emerson for three years. In 1990, the first full-time minister, Leonetta Bugleisi was called.

In 1992, after four rented spaces, Emerson Chapel purchased this permanent sacred space on 3.69 acres in Ellisville, MO. Here Emerson has had two intern ministers, Alicia Grace and Susan Heller. The Rev. Danny R. Reed was our half-time minister for 2000-2001.

During the course of our first 15 years, Emerson grew from those 18 Founding Members to more than 60 members, greatly expanded their programs, hired a part time Religious Education Director and a part time Chapel Administrator. With the explosive growth in West County, we found ourselves on the verge of expanding our physical facilities to meet the needs of our growing membership. The process of expanding the Chapel facilities began when the *Long Range Planning Committee* identified both ministerial and facility expansion goals for the congregation. In 1998, the *Bricklayers Committee* began looking into the details of the building expansion and produced a **Program Statement**, a guiding architectural document that identified the essential elements for our new, expanded facilities. The Emerson congregation approved the **Program Statement** in February by a unanimous vote and authorized the hiring of an architect to turn our statement of ideas and goals into a real architectural design.

By 1999, we were looking at exciting building and renovation plans. These plans supported the needs of a 300-member congregation with a full-time minister. They included adequate office and administrative space, RE classrooms, parking and sanctuary seating for 150 - all of which was to be handicap accessible - and to allow for further expansion in the years to come. In short, they were the plans to guide Emerson Chapel's growth toward a full-service church. All we needed to fulfill this dream, which was really just the culmination of the dream started 15 years before, was money - and so was born our Capital Campaign with its goal of \$350,000.

We arrived at our present design, by architect Robert Acree, in the fall of 2000. We then spent the next several months finding our contractor, Tom Copeland, acquiring a loan commitment from Bank of America and establishing a budget which the congregation approved on August 29, 2001. We were on our way.

Today, our dream has been realized. We broke ground on October 14, 2001 and held our first

official service in the new Sanctuary for **Homecoming** on September 8, 2002. In the past year, we have not only built a new sacred space, but we have renovated our old one to give us new administrative offices, those promised RE spaces, an enlarged kitchen, a new parking lot, handicap accessibility in both new and old buildings and beautiful gardens as well. We look forward to the new faces who will come through our doors and stay in this welcoming place. There is much to be done in the future but we are happy to have come this far. As Ralph Waldo Emerson said, “The reward of a thing well done is to have done it.” And, so we have!

See appendix A for additional information about our growth and numbers.

### **C. EQUAL EMPLOYMENT OPPORTUNITY**

*Churches and other religious organizations may or may not be covered by state equal employment or anti-discrimination laws. This policy assumes that a congregation has actually made a commitment to equal employment opportunity.*

*The federal anti-discrimination law specifically allows churches to discriminate on the basis of religion in hiring; many state laws do likewise. Once a church is aware of whether it is covered by its state law and what that law says, a church should make a conscious decision about whether it wants to include religion as a protected category.*

*If it is not covered by state or federal statute, the most important policy decision the church needs to make here is if it wants to agree to not discriminate on the basis or certain protected classes. Once the policy is adopted, the church may be bound by it.*

Employer affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with all federal, state and local laws and without regard to race, color, religion, sex, national origin, age, disability or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy.

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

### **D. SEXUAL HARASSMENT**

*This policy is based on federal law and the federal guidelines. If a church wants to prohibit sexual harassment, this policy will work in any state.*

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

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

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

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

Any employee who believes he or she has been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to his or her supervisor or your supervisor or President of the Board of Trustees. If the report or complaint involves your supervisor or President of the Board of Trustees, or if your supervisor or President of the Board of Trustees is unavailable, the individual receiving the report or complaint should immediately report it to the president, vice president, or moderator of the congregation.

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

Retaliation or reprisal against employees who report sexual harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

## **E. HARASSMENT**

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

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

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

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

Any employee who believes he or she has been harassed by another employee, a supervisor, an agent of Employer, or any other person who the employee encounters in the course of employment should

report that conduct immediately to his or her supervisor or your supervisor or President of the Board of Trustees. If the report or complaint involves your supervisor or President of the Board of Trustees, or if your supervisor or President of the Board of Trustees is unavailable, the individual receiving the report or complaint should immediately report it to president, vice president, or moderator of the congregation.

Every complaint or report of harassment will be promptly investigated. If the investigation indicates that an act of harassment has occurred, timely and appropriate action will be taken. Retaliation or reprisal against employees who report harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

## **F. RESOLUTION OF EMPLOYEE COMPLAINTS**

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

The employee should present any complaint or grievance to his/her supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to your supervisor or President of the Board of Trustees or president of the congregation who shall gather the evidence necessary to complete an investigation. Your supervisor or President of the Board of Trustees or president may interview the employee, involve the personnel committee, or appoint an ad hoc committee to advise him/her. The president of the congregation shall then recommend a resolution of the problem to the supervisor and employee.

If the president's recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the governing board. The resolution recommended by the board will be binding upon the congregation and employee.

## **G. INTERNET POLICY**

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

Inappropriate Internet use includes, but is not limited to:

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

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

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

Only authorized staff members may communicate on the Internet on behalf of Employer. Employees may not express opinions or personal views that could be misconstrued as being those of Employer. Employees may not state their church affiliation on the Internet unless required as part of their assigned duties. Any violation of this policy may result in disciplinary action.

## **H. MEDIA INQUIRIES**

All requests for information about the Employer from newspapers, television and radio media should be directed to your supervisor or President of the Board of Trustees. 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?"

## **I. CONFIDENTIALITY**

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

## **J. CONFLICTS OF INTEREST**

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to the Employer, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with the Employer.

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

## **K. OUTSIDE EMPLOYMENT**

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

An employee shall not engage in any outside activity which, by its nature, hours or physical

demands, would impair the employee's performance of Employer duties; reflect discredit on the Employer; or tend to increase Employer's payments for sick leave, worker's compensation benefits or long term disability benefits. Collateral employment should not result in outside telephone calls while on duty for the congregation.

## **L. EMPLOYMENT OF RELATIVES AND MEMBERS**

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

As a general policy, employment with the church is not open to members of this congregation. The employment policy of this chapel follows.

Employment Policy, adopted by the Board of Trustees October 15, 2006

- 1) When in search to fill a paid position (full or part time), all effort will be made to fill the position with an outside candidate. Where no suitable outside candidate can be found, the search committee may appeal to the board for permission to consider inside candidates.
- 2) Should an inside candidate be secured for a paid position, that person will withdraw from all lay leadership positions and will refrain from voting at congregational meetings.
- 3) Should an outside candidate be hired for a paid position, and should that person wish to become a member of Emerson, that person will refrain from all lay leadership positions and will refrain from voting at congregational meetings.
- 4) Non-member relatives of Emerson members may be considered for employment; however, as a general rule, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild.

## **M. PERSONNEL RECORD**

It is very important that employees keep up-to-date all the information provided to the Employer at the time of hire. This information is essential for many purposes, including benefit administration, mailing information to the employee's home, and contacting friends or family in case of emergency. Your supervisor or President of the Board of Trustees should be promptly notified of any changes in:

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

The Treasurer may request a new W4 (Federal and State) from each employee even if he/she does not believe any information has changed. All Federal, State and Banking information is kept in the Employee's Personnel File in a Locked Cabinet.

## **N. INITIAL REVIEW PERIOD**

New employees and employees who are transferred to another position may be required to complete an initial review period of ninety days, but which may be shortened or lengthened in the Employer's discretion. Upon completion of this period, the employee will be considered a regular

employee. Satisfactory completion of the initial review period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily even after the initial review period is completed. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of Employer.

## **O. PERFORMANCE EVALUATION**

In general, employees will receive a written performance evaluation once each year that will be maintained in the Employee's permanent personnel file. Factors considered in assessing performance include but are not limited to quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the congregation, and personal conduct.

Employees are requested to identify goals and objectives in advance so that their work may be evaluated on the basis of clear criteria they have helped to develop.

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

### **A. EMPLOYMENT CLASSIFICATIONS**

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

Regular full-time employees are regularly scheduled to work 40 hours per week (or 12 “units” as defined by our association). Employees scheduled to work less than 20 hours per week will be considered part-time employees and their eligibility for benefits will be pro-rated according to the percentage of time worked.

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

### **B. HOURS OF WORK**

A normal, full-time workweek consists of 40 working hours. Normal office hours are established with your supervisor or the President of the Board of Trustees. The office may also be open on Sunday from 9 a.m. to noon, and most congregational employees are scheduled for work on Sunday mornings. Individual work schedules may change from time to time. Attendance at meetings at the request of the employee's supervisor will be considered time worked. Employees are expected to attend any staff retreats or off-site events to which are part of their employment.

### **C. BREAK PERIODS**

The time of meal and break periods will be at the discretion of the immediate supervisor. Employees working five hours or longer usually receive an unpaid meal period. Non-exempt employees should not perform any work during their meal period, except as otherwise directed by their supervisor. Break periods may not be accumulated, nor may they be substituted for tardiness or longer meal periods.

### **D. TIMEKEEPING AND OVERTIME**

Non-exempt employees must submit a written and signed record of their time worked prior to pay day. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Where required by applicable law, overtime will be paid to non-exempt employees at the rate of one and one-half times the regular rate of pay for all hours worked in excess of forty in any one work week. Holiday, vacation and sick leave is not counted for purposes of overtime compensation. Employees should not work overtime without authorization from the President and Treasurer of the Board of Trustees in advance.

### **E. PAY AND PAYROLL DEDUCTIONS**

Pay adjustments generally will be considered for all employees once a year and any adjustments will normally begin at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay is usually based upon such factors as individual performance, job responsibilities and other appropriate factors. Non-exempt staff are paid on the 15<sup>th</sup> and last day of the month. Exempt staff

are paid on the 15<sup>th</sup> of each month.

Deductions made from employees' wages are reflected on the stubs of their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction. A voluntary pay reduction form is required to be completed, signed and maintained in the employee's personnel record after the Treasurer has made the appropriate changes to payroll.

Employees are responsible for promptly notifying your supervisor and the Treasurer of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck; if possible, the Treasurer will attempt to issue a new paycheck at that time.

### **III. EMPLOYEE BENEFITS**

The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through Employer. This summary is not intended to and does not create an express or implied contract, promise or representation between Employer and the employee. These benefits are subject to change at any time in the discretion of Employer. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern. Any questions about employee benefits should be directed to your supervisor or President of the Board of Trustees.

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

##### **1. Health Insurance Benefits**

Employees who work 30 (thirty) hours or more will receive a Health Reimbursement Account at the amount equal to 10% of the employee's annualized pay. This is paid by the Chapel and is not the property of the employee, that is, if the account is not utilized the funds may not be remitted to the employee, nor may the funds be used for any other purpose, and if used for other purposes, may need to be considered wages on the employee's W2.

##### **2. Group Dental, Term Life, and Long Term Disability Insurance**

Employees who work at least half-time (30 hours) are offered the option of purchasing group dental insurance, term life insurance, and long-term disability insurance through the group plan sponsored by the UUA. Further information concerning these policies is available from your supervisor or President of the Board of Trustees.

##### **3. Workers' Compensation Insurance**

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

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's immediate supervisor or your supervisor or President of the Board of Trustees. Employees may be required to provide a physician's statement in order to receive worker's compensation benefits, or to return to work.

#### **B. RETIREMENT BENEFITS**

The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, the Employer contributes a percentage of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis.

Before an employee can become a participant, there are certain eligibility requirements that must be met. These requirements and other provisions are provided to all participants. Each employee should review this material carefully and discuss any questions he or she may have with your supervisor or President of the Board of Trustees or with the appropriate staff members at the UUA.

## C. VACATION

The Employer grants religious professionals paid vacation in line with UUA Fair Compensation guidelines. The Employer grants paid vacation to all employees at their regular rate of pay based on their length of service with the Employer. Part-time employees who are half-time are entitled to a prorated amount of vacation time. *If volunteer time for coverage may be arranged, the congregation provides the week between Christmas and New Years (inclusive) as a week of vacation for all employees.*

Vacation eligibility is as follows:

Years of Service to Chapel	Hours Worked Weekly*	Vacation Time Accrued Annually
1-5	0-9	0
	10-19	20
	20-40	40
6-10	0-9	10
	10-19	40
	20-40	80
11-+	0-9	15
	10-19	60
	20-40	80

\* worked at least during half of the years of service

Increases in vacation accrual rate will be made on the first day of the month following the anniversary date of the year in which an employee completes his or her first year of employment.

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

## D. HOLIDAYS

The following paid holidays are observed each year for full-time employees if the holiday falls on the employee's normally scheduled workday:

New Year's Day	Martin Luther King Day	President's Day	
Memorial Day	Labor Day	Fourth of July	Veteran's Day
Thanksgiving Day	Day after Thanksgiving	Christmas Day	

## E. LEAVES OF ABSENCE

The policies in this section describe various types of paid and unpaid leaves of absence provided by the Employer (written requests must be submitted in advance for consideration, if possible, to both your supervisor and the Board of Trustees; only the Board of Trustees may grant permission for leaves of absence). The exact nature of the leave and its anticipated length must be included in the written

request. Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify his or her supervisor.

### **1. Sick leave with pay**

It is the general policy of the Employer to work with staff to allow all staff the time they need to be well or take care of sick dependents. However, employees who abuse this generosity will receive one written warning. The second warning may result in dismissal. Abuse will not be tolerated.

Employees must notify their supervisor before their starting time if they are ill and unable to come to work. Additionally, your supervisor may require you to change outgoing email “out of office” responses and voice mail greetings to notify others that you are out of the office. Employees are required to provide a physician's statement regarding their medical condition, including why the employee was not able to work, if the illness required the employee to be out for longer than three days. The Employer reserves the right to request employees who are repeatedly absent for illness or injury be examined by a physician chosen by the Employer, and at the expense of the Employer.

### **2. Medical leave without pay**

Unpaid medical leave may be granted in instances where an employee’s medical condition requires an absence from work for more time than the amount of available sick leave. This leave requires the approval of the employee's supervisor and your supervisor or President of the Board of Trustees. Sufficient evidence of such a medical condition is required for a medical leave. Such evidence may include a request or requirement for authorization to speak with the employee’s treating physician. The maximum unpaid medical leave time that may be granted is three months or until a physician releases the employee to return to work, whichever is shorter. Employer also reserves the right to request a second opinion from a physician chosen by the Employer on any medical leave of absence.

### **3. Personal leave without pay**

Employees who have been employed full-time for at least one year may be given unpaid personal leave of five days per year, which must be approved in advance by your supervisor or President of the Board of Trustees.

### **4. Military leave without pay**

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

Employees may choose to use any accumulated vacation time for all or part of the period of military service. Leaves of absence in excess of any available vacation time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.

### **5. Funeral or bereavement leave with pay**

All employees may be eligible for a leave of absence for up to three days with pay for the death of an immediate family member. The number of paid days off will be determined by your

supervisor or President of the Board of Trustees based on the circumstances.

### **6. Jury duty leave with pay**

Employees called for jury duty are paid their regular pay for up to twenty working days. Employees should appear for work upon being excused from jury duty on any day.

### **7. Parental leave without pay**

All employees who become natural or adoptive parents may be eligible for a leave of absence of up to six weeks. The leave must begin within six weeks of the birth or adoption. Biological mothers may also be eligible for sick leave or medical leave without pay following the birth of a child. Such a leave may, in the discretion of your supervisor or President of the Board of Trustees, run concurrently with unpaid parental leave.

## **F. VEHICLE USAGE AND REIMBURSEMENT**

Employees using their own cars for church-related business may be paid mileage at the current rate per mile as established by Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and approval by your supervisor or President of the Board of Trustees. Trips must be authorized by the employee's supervisor. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips.

All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by Employer.

## **IV. OTHER POLICIES**

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

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

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

Any employee who fails to report to work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.

### **B. WORK AND DISCIPLINARY GUIDELINES**

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

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

- Failure to perform work in a manner acceptable to Employer.
- Absenteeism or tardiness.
- Abuse of the generous sick leave policy.
- Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment described in this Manual.
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on Employer premises (including meal and other breaks).
- Unauthorized possession of weapons.
- Disclosure of confidential information.
- Smoking or allowing smoking anywhere on Chapel property.
- Working another job while absent.
- Failure to accurately complete or permitting another person to complete the employee's timecard.
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his or her job.
- Theft or dishonesty.
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
- Discourteous treatment of others.
- Allowing volunteers to practice outside the policies established under "Safe Congregation"

- or personally providing guidance to volunteers outside this policy.
- Taking Employer property without paying for it or without written permission.
- Reckless, careless or unauthorized use of Employer property, equipment or materials.
- Improper or profane language.
- Violation of any other Employer policy.

### **C. SEPARATION FROM EMPLOYMENT**

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

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

### **D. SAFETY AND ACCIDENTS**

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

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

### **E. PERSONAL PROPERTY**

The Employer cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on church property. Employees should report any lost items to your supervisor or President of the Board of Trustees so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to your supervisor or President of the Board of Trustees.

### **F. WORKPLACE THREATS AND VIOLENCE**

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

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

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

## **G. PROFESSIONAL BEHAVIOR**

Employees should maintain a professional attitude and appearance that is appropriate to their position and the Employer-congregation. Name badges should be worn when employees are on duty on Sunday. Personal mail and non-essential telephone calls at work are discouraged.

## **H. INSPECTION RIGHTS**

Churches, like other organizations, are sometimes the victims of thieves. The church has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees, however, the church can make no assurances that they will always be secure. The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on church premises. Therefore, the Employer reserves the right to open and inspect any desk, file cabinet, storage closet or storage area at any time and without prior notice or consent. Employees may not use personal locks on church owned desks, cabinets, closets or storage areas.

## **I. EMPLOYMENT AUTHORIZATION**

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

## How we have grown

### Reported to UUA Feb of this year

Feb Cert of Year	Total Act'l Expen	Voting Members*	RE Children	Pledging Units	Minister Hours	DRE Hours	Office Admin Hours	Other Events Taking Place circa these church-years
1984								Began meeting, no affiliation, no reporting
1986	\$ 5,575	0	11	18	20			Just affiliated with UUA and CMwD; half time ministry split with Alton
1987	\$ 18,482	24	12	21	20			
1988	\$ 22,221	24	12	22	0			Decided to grow with ministry: Accepted for UUA Extension Ministry program
1989	\$ 23,920	29	20	30	0			Entered into Extension Ministry, Rev. Leonetta Bugleisi
1990	\$ 24,916	45	20	30	40			
1991	\$ 34,133	52	25	33	40			Began search for new location
1992	\$118,939	51	30	39	40			Moved into our new building 10/92; Chalice Lighters Grant awarded 10/92
1993	\$ 68,321	66	25	39	40			Leonetta left 12/1993
1994	\$ 68,321	71	25	39	0	6		Hired new DRE Bette Maag
1995	\$ 68,321	74	25	39	0	6		Incorporated as an independent nonprofit from district
1996	\$ 44,000	74	36	33	0	6		
1997	\$ 44,000	62	57	33	0	6		
1998	\$ 53,330	68	70	40	0	10	10	Betty wants to retire, search for new DRE; Chalice Lighters Grant for paid Chapel Admin; later that year: Bricklayers began the program statement for a new building
1999	\$ 61,300	70	50	50	0	10	10	New DRE Marilyn Ortinau
2000	\$ 62,820	71	50	50	10	10	10	Capital Campaign for new building and space; the Rev. Danny Reed is called.
2001	\$ 63,820	71	62	50	10	10	10	Building mtgs; Student Minister Alicia Grace
2002	\$ 72,420	63	62	52	10	10	10	New Sanctuary being built; Susan Heller is intern minister; building meetings & contractor selection
2003	\$ 84,730	63	41	63	20	15	10	Congregation Approved half time ministry, Rev. Ruth Gnagey, 5/03; Building Dedication Fall 03
2004	\$ 89,200	68	51	65	20	15	10	Ruth Gnagey announces retirement 10/04
2005	\$ 93,000	74	55	68	20	16	12	Green Sanctuary, congregation votes to call Rev. Krista Taves 5/05; Marilyn retires 12/05; congregation hires DRE Lauren Lyurla
2006	\$125,400	78	56	68	30	20	12	Congregation votes to move to 3/4-ministry and 1/2-DRE in May 06
2007	\$146,000	81	58	68	30	20	16	Carolyn Collins retires 12/31/06; Beth Harmon hired Jan 07
2008	\$181,000	94	58	72	40	24	16	Held a generous 13-mo recommitment ; New Office Admin Randy Whitman hired
2009	\$188,461	98	55	76	40	16	16	Ended year with low budget due to economy; tightened belts and through energies into positive growth outcomes.
2010	\$138,450	103	58	78	30	16	12	Lauren Lyerla retires from position, new DRE Jenn Taylor is hired

2011	\$165,171	115	78	80	40	23	12	DRE Kelly Riney is hired to start June 2011.
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*This page will be placed in the employee's personnel file after it has been signed.*

**PERSONNEL MANUAL ACKNOWLEDGMENT FORM**

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Personnel Policy Manual of Emerson Unitarian Universalist Chapel (“Employer”). I understand that it is my responsibility read the Manual and to comply with the policies, practices and rules of the Employer.

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

I understand that this Manual supersedes all previous policies, written or oral, express or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that the Employer reserves discretion to add, change or rescind any policy, practice or rule at any time with or without notice.

I understand that my supervisor is \_\_\_\_\_.

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

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Employee Name (Print)	Date	Employee Signature
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