

PERSONNEL POLICY MANUAL
of the
Unitarian Universalist Fellowship of Huntington (UUFH)

Adopted August 15, 2011

Contents

- Introduction 1
- Employment Policies and Practices 2
 - Equal Employment Opportunity..... 2
 - Sexual Harassment 2
 - Discrimination..... 2
 - Workplace Threats and Violence..... 3
 - Internet Policy 3
 - Media Inquiries..... 3
 - Community Concerns/Public Relations 4
 - Confidentiality 4
 - Conflicts of Interest 4
 - Outside Employment..... 4
 - Employment of Relatives and Members 4
 - Professional Behavior 5
 - Work Guidelines 5
 - Initial Review Period 6
 - Performance Evaluation 6
 - Resolution of Employee Concerns..... 6
 - Resolution of Congregant/Employee Conflicts 7
 - Separation from Employment 7
 - Safety and Accidents 7
 - Personal Property 8
 - Inspection Rights 8
 - Employment Authorization 8
- Wage and Hour Administration 9
 - Employment Classifications..... 9
 - Hours of Work 9
 - Break Periods..... 10
 - Timekeeping and Overtime 10
 - Pay and Payroll Deductions 10
- Employee Benefits 11
 - Group Insurance Programs..... 11
 - Medical Insurance Benefits 11

Long Term Disability Insurance	11
UUFH Flexible Spending Plan	11
Life Insurance	11
Retirement Benefits.....	11
Vacation	12
Holidays	12
Leaves Of Absence.....	13
General Provisions.....	13
Sick/Personal Leave With Pay (Unplanned Leave).....	13
Medical Leave Without Pay.....	13
Military Leave Without Pay	14
Funeral or Bereavement Leave With Pay.....	15
Jury Duty.....	15
Parental Leave	15
Appendix A	16
Personnel Supervision And Evaluation Policy	16
The Role of Personnel Committee	16
The Role of Treasurer	16
The Role of Committee on Congregational Ministry (CoCM)	16
The Role of the Minister.....	17
Appendix B	18
Timeline	18
Notes.....	19
Appendix C	20
PERSONNEL MANUAL ACKNOWLEDGMENT FORM	20

Introduction

Congratulations on your employment with the Unitarian Universalist Fellowship of Huntington!

This manual sets forth the basic policies and practices of the Unitarian Universalist Fellowship of Huntington (“UUFH”). In general, the Minister is responsible, along with the Board of Trustees (“BOT”), for overall operation of the Fellowship and supervision of the Fellowship staff. The Personnel Committee represents the BOT in staff relations and implementation of personnel policies. Please feel free to consult with them as needed.

All employees are required to read this manual and comply with the policies, practices and rules of the UUFH. This Manual supersedes all previous policies, written or oral, expressed or implied. The policies and procedures herein apply to all staff, except where otherwise noted, and govern all employment arrangements unless specifically altered in writing in an individual circumstance.

Please note that this manual is provided as a matter of information and reference only. It is not a legal document and is not intended to create an express or implied contract of employment between UUFH and any of its employees, or to bind UUFH in any contractual way. UUFH reserves the right to amend, supplement, rescind or interpret any policies or procedures as it may deem necessary, with or without notice.

No one person has the right to amend these policies or procedures, either in writing or verbally.

Employees acknowledge that employment is at will and that employment may be terminated by either the UUFH or the employee, at any time, for any reason or no reason, with or without notice.

Employment Policies and Practices

Equal Employment Opportunity

In the selection of staff, prospective employees shall receive appropriate consideration without regard to non-merit factors such as age, race, gender, color, national origin, sexual orientation, marital status, disability, or any other classification protected by law. We comply with all U.S. Federal, State and local regulations and provide every reasonable accommodation in matters related to employment.

Sexual Harassment

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

- submission to the conduct is made either explicitly or implicitly a term or condition of employment; or
- 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.

All employees shall inform their supervisor or the BOT President of any behavior that they have witnessed or experienced, which they believe may violate this policy.

The UUFH BOT President will investigate the matter based on the UUFH internal investigative procedure.

Discrimination

The UUFH 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.

All employees shall inform their supervisor or the BOT President of any behavior that they have witnessed or experienced, which they believe may violate this policy.

The UUFH BOT President will investigate the matter based on the UUFH internal investigative procedure.

Workplace Threats and Violence

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

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on UUFH property may be removed and will remain off UUFH property pending the outcome of an investigation. If the UUFH determines that a violation of this policy has occurred, the UUFH 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 their supervisor or the BOT President of any behavior that they have witnessed or experienced, which they believe may violate this policy.

The UUFH BOT President will investigate the matter based on the UUFH internal investigative procedure.

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 the Lead Administrative Officer is required before introducing any software into Employer's computer system.

Media Inquiries

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.

Community Concerns/Public Relations

Inquiries or expressions of concern that are substantive, complex or controversial should be directed to the Minister or BOT President or his or her designee. Emergency requests of a personal nature should be handled promptly, often by referral to the appropriate community resource, and with notice to the Minister.

Confidentiality

Employees may have access to confidential information about the UUFH, 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 UUFH premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Personnel Committee. The duty to maintain confidentiality extends both during and after the period of employment.

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 UUFH, 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 UUFH.

Employees shall not engage in any business or transaction (including outside speaking and writing), 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 UUFH. Employees who have questions about whether an activity violates this policy should discuss the matter with the Minister or BOT President.

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. This would include use of the UUFH'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 UUFH duties; reflect discredit on the UUFH; or tend to increase UUFH payments for sick leave, worker's compensation benefits or long term disability or other benefits. Collateral employment should not result in use of the UUFH's resources (such as outside telephone calls) while on duty for the congregation.

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, permanent employment with the UUFH is not open to Members and Friends of the congregation.

Professional Behavior

UUFH has the right and obligation to take reasonable steps to ensure a comfortable professional environment. Employees should maintain a professional attitude and appearance that is appropriate to their position and the UUFH. Courtesy and respect for one's colleagues are expected of all, and standards of personal conduct should at all times reflect professional discretion and sound judgment. Personal activity or personal use of UUFH resources (such as phones, printers, copiers, Internet, equipment, supplies, etc.) should be kept to a minimum. Any uninvited, unwarranted, or unwelcome personal activity during work hours or on UUFH premises that is disruptive or unduly interferes with work performance, can be limited or prohibited at the discretion of the UUFH.

Work Guidelines

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

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

- Failure to perform work in a manner acceptable to the UUFH.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences, as required.
- Sexual harassment or harassment described in this manual.
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on UUFH premises (including meal or other breaks).
- Unauthorized possession of weapons.
- Disclosure of confidential information.
- Smoking in unauthorized areas.
- Failure to report on-the-job injuries.
- Working another job while absent.
- Failure to accurately complete, or permitting another person to complete, the employee's timesheet.
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his/her job.
- Theft or dishonesty.
- Falsifying records or information.
- Misuse, or unauthorized manipulation, of any computer or electronic data processing equipment or system.
- Discourteous treatment of others.
- Taking UUFH property without paying for it, or without written permission.
- Reckless, careless, or unauthorized use of UUFH property, equipment or materials.
- Improper or profane language.
- Violation of any other UUFH policy.

Initial Review Period

New employees and employees who are transferred to another position will be required to complete an initial review period of three (3) months, which may be shortened or lengthened at the UUFH's discretion. Upon completion of this period, the Personnel Committee will evaluate the employee. A satisfactory evaluation will result in a successful conclusion to the initial review period. A less than satisfactory evaluation will result in either termination or a maximum two (2) months extension to the initial review period. An unsatisfactory evaluation at the end of an extended review period for new employees will result in termination without notice or further pay.

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 or re-structured at any time at the discretion of the UUFH.

Performance Evaluation

Employees will receive regular written performance evaluations 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
- Related job skills
- Adherence to UUFH policies
- Professionalism
- Personal conduct
- Effective interpersonal relationships
- Dependability; attendance and punctuality
- Proper judgment.

A less than satisfactory evaluation will result in either a probationary period of up to three (3) months, or termination of employment, at the discretion of the UUFH.

Resolution of Employee Concerns

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

- a) The employee should present any concern, grievance, or suggestion to his/her supervisor and together discuss the problem or suggestion, applicable rules or policies, and possible resolution.
- b) If discussion does not resolve the matter to the employee's satisfaction, the employee should submit the problem or suggestion in writing to the Personnel Committee. A meeting of the employee, the Minister, and a representative of the Personnel Committee will be arranged within two weeks, or at the earliest convenience of the employee, and resolution, or approval, will again be sought.

- c) An employee has the right to request a meeting with the BOT to appeal the decision of the Personnel Committee. Ultimately, a decision made by a majority of the BOT, present and voting, will be final.

Resolution of Congregant/Employee Conflicts

Just as effective communication is essential for productive work relationships, so it is also with relationships between employees and Members and Friends of the congregation. To that end, the following steps shall be taken to resolve any conflicts that may arise between an employee and a Member or Friend of the congregation:

- a) The Member or Friend and the employee shall first talk with each other, face-to-face, in an effort to resolve the conflict between them
- b) If this does not resolve the conflict, then the Member or Friend and said employee shall meet with the employee's supervisor and together discuss the problem, and attempt a resolution.
- c) If this still does not resolve the issue, then there shall be a meeting with the Committee on Congregational Ministry (CoCM). The Personnel Committee shall also be involved, as needed. The CoCM will then make a recommendation to the BOT, which will rule on the matter.
- d) Any party dissatisfied with the BOT's decision has the right to request a meeting with the BOT to appeal such decision. Ultimately, a decision made by a majority of the BOT, present and voting, will be final.

Separation from Employment

Employees who resign are requested to give at least two (2) weeks' written notice.

Employees who resign with at least two weeks' written notice may receive payment for accrued, unused vacation days for the current year, and a maximum of five carryover days from the previous year. Unused vacation time will not be applied for any employee who leaves with less than two weeks' written notice.

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.

If an employee is terminated involuntarily, the UUFH will generally give two (2) weeks' written notice or two (2) weeks of pay in lieu of notice. No notice or further pay will be granted at the conclusion of an unsuccessful initial review period for new employees, or upon termination for reasons of gross misconduct.

Safety and Accidents

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

Any unsafe condition, equipment, or practice observed by an employee should be reported immediately to his/her supervisor. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the supervisor. In the event of a fire or other

emergency, the fire department and/or police should be called immediately, and all persons should leave the premises.

Personal Property

Employees should report any lost items to the UUFH office so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to the UUFH office. However, the UUFH cannot be responsible for damage to, or loss of, personal property, including loss or damage to vehicles or other property in or on UUFH property. Employees should use discretion and good judgment when bringing personal belongings onto UUFH property.

Inspection Rights

The UUFH has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees; however, the UUFH can make no assurances that they will always be secure. The UUFH 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 UUFH-owned desks, cabinets, closets or storage areas, and the storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia on UUFH premises is strictly prohibited.

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. Employees must provide any original documents to the Personnel Committee that may be required to establish identity and employment eligibility and to complete any required forms.

Wage and Hour Administration

At the beginning of employment, each staff member shall receive a statement of the employment arrangement, duties and responsibilities. The determination of work schedule of a staff member is an integral part of the position description. If there is a substantial change in the work proposed, the position description may be modified, and the rate of pay appropriately adjusted, by the BOT.

The Minister, Director of Religious Education, and Music Director shall be provided with a letter of employment that clarifies the relevant employment arrangements. These arrangements generally shall not be altered during the Fellowship year (July 1 thru June 30), except by mutual written agreement between the employee and the BOT. All other employees shall be employed as specified by the BOT, including FLSA (Fair Labor Standards Act) status, hours of employment and rate of compensation.

Employment Classifications

Regular employees hold ongoing positions and have completed their initial review period satisfactorily and are classified as follows:

- Full-time employees are those who are hired to work a 37.5 hour week and are paid a salary.
- Employees scheduled to work less than 37.5 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. Average terms of employment in the range of 20- 26 hours are prorated at 1/2 time, 27-36 hours prorated at 3/4 time, with benefits adjusted in direct proportion to those of full-time benefits.
- 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.
- Acting employees hold a temporary position and may be eligible for regular status.
- Interim employees hold a temporary position and are not eligible for regular status.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as “non-exempt” employees. Those employees who are not subject to such regulations are referred to as “exempt” employees.

Hours of Work

Each employee is expected to be consistent and punctual in his/her attendance at work. Personal appointments should be scheduled before or after work hours. The employee’s supervisor must approve all absences in advance.

Normal UUFH office hours are Monday through Friday from 9:00 a.m. until 5:00 p.m. with ½ hour unpaid lunch, and the office may also be open at other times, including Saturdays or Sundays. Employees may be scheduled for work before, during, or after normal office hours. 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 that are part of their employment.

Overtime pay shall be paid to non-exempt employees only, in compliance with relevant laws. An exempt employee who works significantly beyond his or her regular schedule may be granted compensatory time, with the advance approval of the BOT President or the employee's supervisor. Compensatory time will normally be taken within one (1) month of the time it is earned. If compensation time is not taken within the normal period, the employee must request an extension from his or her supervisor.

Break Periods

Generally, employees who work a minimum six (6) hour shift shall be entitled to a minimum thirty (30) minute unpaid meal break. Non-exempt employees should not perform any work during their meal period. The timing of a meal break, and any break periods, will be at the discretion of the immediate supervisor.

Timekeeping and Overtime

Employees must submit to their supervisor a written and signed record of their time worked, weekly or monthly, as determined by the supervisor. Non-exempt employees should not work overtime without authorization.

Pay and Payroll Deductions

Pay adjustments generally will be considered for all employees once a year. Any adjustments will normally begin at the beginning of the fiscal year (July 1). 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.

Employees are generally paid twice monthly.

Deductions made from employees' wages are reflected on pay statements. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction.

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

Employee Benefits

The UUFH will pay all benefits required by local, state, and federal regulations, including, but not limited to, FICA, state disability insurance, and worker's compensation. The benefits outlined in these policies represent significant additional compensation to eligible employees. These benefits are subject to change at any time at the discretion of the UUFH. Any questions about employee benefits should be directed to the supervisor or the Personnel Committee.

The value of employee benefits is not available as additional compensation for those who decline benefit coverage.

Group Insurance Programs

Medical Insurance Benefits

Full-time employees are entitled to individual medical insurance benefits. Coverage start date will be determined by the insurance provider requirements. Employer will contribute 60% of the premium due for a full time employee only. Dependents are eligible for coverage at the employee's full expense. Employees who work less than full-time may enroll in the group health insurance plan sponsored by the congregation at the discretion of the UUFH and at the employee's expense, provided that they meet the minimum threshold for eligibility and the carrier approves the enrollment. Further information concerning the plan, and any benefits, may be requested from the Personnel Committee. Benefit availability is subject to change at the discretion of the UUFH Personnel and Finance Committees based upon cost and market conditions.

Long Term Disability Insurance

Full-time employees are entitled to employer-paid Long Term Disability insurance as determined by the insurance provider requirements.

UUFH Flexible Spending Plan

Employees who are scheduled to work at least 1000 hours per year may participate in the UUFH Flexible Spending Plan.

Life Insurance

Full-time employees are entitled to employer-paid life insurance as determined by the insurance provider requirements.

Retirement Benefits

Employees who work 1000 hours or more annually are eligible for employer-paid pension contributions. The UUFH will contribute a percentage of the employee's annual salary to the UUA pension plan or its equivalent, as determined by the BOT. This benefit will commence one year after the start of employment.

Vacation

The Minister and Director of Religious Education shall receive paid annual leave according to the terms of their employment agreements. All other salaried employees shall be eligible for paid leave after six (6) months 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 vacation requests, vacation will generally be granted consistent with workload requirements. Summertime vacations are generally encouraged.

- All benefits accrue based upon monthly employment completed.
- Full-time employees will earn two (2) weeks of vacation time per year for the first five (5) years of employment; three (3) weeks thereafter. This will be earned by accruing .83 days per month for the first five years of employment, and 1.25 days per month beginning in the sixth (6th) year of employment.
- Eligible part-time employees working at least twenty (20) hours a week will receive pro-rated time accordingly.
- Hourly employees working fewer than 20 hours per week are not eligible for paid vacation.

Employees may accrue up to five (5) unused vacation days into the next calendar year. Except in unusual circumstances, employees cannot borrow from future (un-accrued) vacation.

Upon termination, the UUFH may pay the employee for any unused vacation time accrued during the current year and up to five (5) days accrued but unused from the previous year.

Holidays

Regular full-time employees receive the following ten paid holidays:

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

Eligible part-time employees, working at least twenty (20) hours per week, will receive prorated holiday time accordingly.

If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed as the holiday. If employees are required to work on an observed holiday, they generally will be granted another day off. The employee and his/her supervisor must mutually agree to the alternate day off.

Leaves of Absence

General Provisions

The policies in this section describe various types of paid and unpaid leaves of absence provided by the UUFH. Leaves must be requested in advance in writing and require the approval of the employee's immediate supervisor. 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/her supervisor.

Paid Sick/Personal Leave (Unplanned Leave)

All full-time employees accrue one half day of paid sick/personal leave for every month worked, up to a maximum of six (6) days per calendar year. Unused sick/personal time may accrue up to a maximum of ten (10) days. Employees work twenty (20) hours or more per week, but less than full time, accrue sick/personal leave on a prorated basis. Employees who work less than twenty (20) hours per week are not entitled paid sick/personal leave.

Sick/personal time may be taken in full or half day units only. The UUFH will not pay the employee for unused sick/personal time upon termination.

Sick/personal leave can be used for any reason that requires you to be unable to report to work on a specific day. These reasons include, but are not limited to: being sick, taking care of a sick child or elder, or to accomplish personal business that cannot be accomplished during time other than your normal working hours. Where possible, you are required to request sick/personal time from your manager in advance and obtain his or her approval; however, due to the nature of this leave, prior approval is not mandatory.

Employees must notify their supervisor before their starting time if they will not come to work.

During your first calendar year of employment, sick/personal time is pro-rated.

If you are required to take a disability leave of absence, any available sick leave will be paid at the time the leave commences.

Unpaid Medical Leave

Unpaid medical leave may be granted in instances where an employee's medical condition requires absence from work for more time than the amount of accrued sick leave and vacation time. This leave requires the approval of the employee's immediate supervisor and the BOT. 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 UUFH also reserves the right to request a second opinion from a physician chosen by the UUFH.

Unpaid medical leave may also be granted in the case of an immediate family member's illness, following the above approval and documentation requirements.

The maximum unpaid medical leave time that may be granted is three (3) months.

Unpaid Military Leave

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.

Paid Funeral or Bereavement Leave

Full-time employees may request up to three days of paid bereavement leave, to be granted at the discretion of the employee's supervisor. Bereavement leave will be prorated for eligible part-time employees.

Jury Duty

Employees who are called to jury duty during active Fellowship months may be asked to request postponement. The UUFH will pay the employee's regular salary for the first three (3) days of jury duty, and the difference between regular pay and jury duty earnings each day thereafter, up to a maximum of twenty (20) working days. Employees should appear for work upon being excused from jury duty on any day or partial day.

Parental Leave

A full time employee who has completed the Initial Review Period and who becomes a natural or adoptive parent may take up to six (6) weeks unpaid leave following the birth or adoption of a child under the age of eighteen (18). During such leave, the UUFH shall continue to pay the established contribution, if any, for individual health insurance premiums in order to maintain coverage during this period, but no other benefits will be paid or accrued, except those as required by local, state, or federal regulations. A parental leave requires prior approval from the employee's supervisor.

The employee will pay to the UUFH health insurance premiums for dependents if coverage is desired.

Appendix A

Personnel Supervision and Evaluation Policy

The Role of Personnel Committee

With regard to the DIRECTOR OF RELIGIOUS EDUCATION (DRE):

- Evaluates, with the Minister
- Recommends Compensation

With regard to the RE ASSISTANT:

- Evaluates, with the DRE
- Recommends Compensation

With regard to the MUSIC DIRECTOR:

- Evaluates, with the Minister
- Recommends Compensation

With regard to the OFFICE MANAGER:

- Evaluates, with the Minister
- Recommends Compensation

The Role of Treasurer

- Liaison to the BOOKKEEPER and CPA
- Evaluates their performance
- Reports their performance to their consultant firms

The Role of Committee on Congregational Ministry (CoCM)

- Evaluates the MINISTER
- Recommends compensation for the MINISTER, with input from the Personnel Committee

The Role of the Minister

- Supervises the OFFICE MANAGER
- Supervises the DIRECTOR OF RELIGIOUS EDUCATION (DRE)
 - The DRE supervises the RE ASSISTANT
 - The DRE supervises the Child Care workers
- Supervises the MUSIC DIRECTOR

Date Adopted: August 15, 2011

Appendix B

Timeline

(3/9/11)

This timeline attempts to weave together the parallel processes of performance appraisals and compensation decisions so as to better coordinate with the Board's finalization of the annual Budget.

1. January: Pre-interview staff reviewing job description & goals

2. February: Information Gathering

- for Minister: CoCM begins gathering information from Congregation and Cluster Coordinators.
- for Staff: Personnel Committee begins gathering information from Minister, supervisor(s) and congregation.

3. March: Preparation and Approval of Performance Appraisals

- for Minister: CoCM prepares performance appraisal of Minister.
- Early: For Staff: Personnel prepares performance appraisals of staff.
- 3rd Monday: performance appraisals are presented to Board for approval.
- CoCM, Personnel Committee and Finance Committee meet to discuss initial related compensation issues.

4. Early April: Presentation of Performance Appraisals and Goal-Setting

- For Minister: CoCM discusses performance appraisal and goals with Minister and invites Minister's concerns/expectations re compensation.
- For Staff: Personnel and Supervisors meet with staff to present performance appraisals. Supervisor sets meeting within following two weeks to articulate professional & job development plans.

5. April Board Meeting: Compensation Recommendations

- For Minister and Staff: CoCM and Personnel make compensation recommendations to BOT and Finance.

6. May Spiritual Directions Meeting

- Finance sends copy of tentative Budget to BOT in advance for perusal.
- BOT has in-depth conversation on proposed Budget. (May be continued over next two weeks.)

7. May Business Meeting

- BOT finalizes Budget decisions and notifies CoCM, Personnel, & Finance.
- CoCM informs Minister and Personnel inform staff of final package being submitted to congregation for approval.

8. June Annual Meeting

- BOT presents Budget to Congregation for approval.

Notes

1. It is recommended that Personnel & CoCM have one member in common.
2. "Committee" may imply "designee".

Adopted: August 15, 2011

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Appendix C

PERSONNEL MANUAL ACKNOWLEDGMENT FORM¹

I hereby acknowledge that I have received a copy of the Personnel Policy Manual of the Unitarian Universalist Fellowship of Huntington (UUFH).

I understand that it is my responsibility to read the manual and comply with the policies, practices and rules of the UUFH.

I understand that this manual:

- sets forth the basic policies and practices of UUFH,
- supersedes all previous policies, written or oral, expressed or implied,
- applies to all staff, except where otherwise noted, and
- governs all employment arrangements unless specifically altered in writing in an individual circumstance.

I further understand that this manual:

- is provided as a matter of information and reference only,
- is not a legal document, and
- is not intended to create an express or implied contract of employment between UUFH and any of its employees, or to bind UUFH in any contractual manner.

I understand that UUFH reserves the right to amend, supplement, rescind or interpret any policies or procedures as it may deem necessary, with or without notice, and that no one person has the right to amend these policies or procedures, either in writing or verbally.

I specifically acknowledge that my employment is at will and that my employment may be terminated by either the UUFH or by me, at any time, for any reason or no reason, with or without notice, with the understanding that two weeks' notice is desirable for both parties.

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 on ____/____/____ (date).

_____ Employee Name (Print)

_____ Employee Signature

____/____/____

Date

¹ This page will be placed in the employee's personnel file after it has been signed.