

UUFA EMPLOYEE HANDBOOK

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TABLE OF CONTENTS

I. Purpose of the Handbook.....	2
II. Equal Opportunity Employment.....	2
III. Employment.....	2
IV. Employee Benefits.....	6
V. Work Rules & Discipline.....	10
VI. Problem Resolution.....	11

I. Purpose of the Handbook

This handbook gives a general understanding of the personnel policies and procedures of the UUFA. Please review all of these policies and procedures.

This handbook should help answer many common questions. However, it cannot cover every situation or answer every question regarding employment at the UUFA. At times we may need to change, add, or cancel policies or procedures. As a result, this handbook is not an employment contract and is not intended to create contractual obligations of any kind.

II. Equal Opportunity Employment

A. General Policy

The UUFA does not discriminate in employment practices or advancement opportunities on the basis of race, color, religion, gender, national origin, age, sexual orientation, or any other characteristic protected by law. Employment decisions are based on each person's performance, qualifications and abilities. This policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

B. Disability Accommodation

The UUFA is committed to complying fully with the Americans with Disabilities Act (ADA). We are committed to ensuring equal opportunity in employment for qualified persons with disabilities.

C. Immigration Law Compliance

The UUFA is committed to employing only people who are United States citizens, or people who are legally authorized to work in the United States. We do not discriminate on the basis of a person's citizenship or national origin.

D. Compliance Questions or Complaints

If you have a question about any type of discrimination at work, talk with your immediate supervisor or the Personnel Committee.

E. Consequences

If it is found that someone has discriminated in any employment practice, that person will be subject to disciplinary action, up to and including termination of employment.

III. Employment

A. Job Categories

1. **Full-Time Salaried:** Works the equivalent of a full-time schedule (40

hours per week), but the actual number of hours worked in any given week depends on the work to be done.

2. **Part-Time Salaried:** Works the equivalent of whatever portion of a week is contracted for (i.e., half-time, 20 hours; quarter-time, 10 hours) but the actual number of hours worked in any given week depends on the work to be done.

3. **Full Time Hourly:** Regularly scheduled to work 40 hours per week.

4. **Part-Time Hourly:** Regularly scheduled to work fewer than 40 hours per week.

5. **Temporary:** Hired for a specific, limited time or to complete a specific project, temporary employees may be full or part-time. An extension of the time that a temporary employee remains working at UUFA does not change his or her temporary status. Temporary employees receive legally mandated benefits, such as Social Security and Workers' Compensation insurance, but are not eligible for other UUFA benefits.

B. Job Descriptions

The UUFA creates and maintains job descriptions for all paid positions. These job descriptions are used to identify the requirements of a job, set up hiring criteria, set content for performance appraisals, and establish a basis for making reasonable accommodations for individuals with disabilities. A job description does not necessarily cover every task or duty that the covered employee might be assigned.

The Personnel Committee will prepare an initial job description when a new position is created. Each employee, in conjunction with his or her supervisor and the Personnel Committee, should review and amend his or her description annually at the time of the annual performance appraisal to ensure that it remains accurate.

C. Hiring

The Minister oversees recruitment and selection of new employees in consultation with the Personnel Committee and any other relevant committees. Advertisement for applicants and information about the job will be based on qualifications and skill in the relevant job description.

D. Employment Applications

Applicants must complete an employment application form and be interviewed by the appropriate persons. If any information is found to be false, misleading or purposefully omitted, we may reject an applicant from further consideration. If the person has been hired already, it could result in termination of employment.

E. Employment Reference Checks

It is the policy of the UUFA to check all employment references. Additionally, the Personnel Committee will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by the UUFA's records. The members of the Personnel Committee and the minister are the only representatives of the UUFA authorized by the Board of Trustees to give employment references.

F. Probationary Period

The UUFA has a probationary period for new employees. The probationary period for all new and rehired employees, with the exception of the minister, is the first 90 calendar days after the hire date. If a new employee is absent for more than five working days during the probationary period, the length of the absence will automatically extend the probationary period.

During the probationary period, new employees are eligible for those benefits that are required by law, such as Social Security and Workers' Compensation insurance. They also may be eligible for other UUFA benefit programs, subject to the terms and conditions of each benefit program.

During the probationary period, the supervisor and the Personnel Committee will evaluate the new employee's work habits and abilities to make sure that the job is performed satisfactorily. It also gives you time to decide if the job meets the expectations of the new employee.

When employees satisfactorily complete the probationary period, they are assigned to the regular employment classification.

G. Contracts

Once hired, all employees are issued employee agreements. All employees receive updated agreements when necessary.

H. Personal Information

It is important that the UUFA have certain personal information about you in our records. This information includes your mailing address, telephone number(s), marital status, dependants' information, educational accomplishments, emergency contacts and other related information. This information needs to be updated as soon as a change occurs. To update your personal information, contact the Personnel Committee.

I. Performance Appraisal

We encourage you and the Minister to discuss job performance and goals

on an informal, day-to-day basis. In addition, you, the Minister, and the Personnel Committee will conduct formal performance appraisals every 12 months to discuss your work and goals, to identify and correct weaknesses, and to encourage and recognize strengths. Employee appraisals will be based on feedback from the following members of the fellowship:

1. Director of Religious Education: R.E. Committee, the Minister, and R.E. teachers.
2. Congregational Administrator: Minister, Members of the Board, Treasurer, Chair of Finance Committee, and Administrative Support Committee
3. Music Director: Minister, Music Committee, Sunday Services Committee
4. Pianist/Accompanist: Minister, Choir Director, Music Committee.

Procedures:

1. In March of each year, Personnel Committee members will review, and make any needed updates to, each staff performance appraisal form. This may involve having the staff person review their job description and suggest any appropriate changes to the committee.
2. In early April, performance appraisal forms should be distributed to the persons specified in the Employee Handbook, and a return date approximately 2 weeks later should be requested. Self-evaluation forms and evaluation of UUFA forms should also be sent to each employee at this time. Each employee will be assigned to a member of the Personnel Committee for this process.
3. Results from each employee's appraisal forms should be compiled on one form by:
 - 1) Using summary statistics to convey the entire range of responses.
 - 2) Summarizing any additional comments in the "Other Comments" section. Use discretion and tact.
4. In early May, Personnel Committee meets to review all compiled appraisal forms. All individual appraisal forms are returned to the chairperson for shredding, and any areas of concern which were identified are discussed.
5. Performance review meetings are scheduled for each employee to be held during May. The minister and a member of Personnel Committee should be present at each meeting, with Chair present at any potentially difficult meetings. During this meeting

- a. the results of the compiled appraisal form are shared with the employee,
 - b. the employee's written self-evaluation form and evaluation of UUFA as an employer are reviewed.
 - c. status of employee goal attainment from last year is discussed
 - d. employee goals for the coming year are developed collaboratively in light of the appraisal and the strategic plans for the UUFA
6. The performance review ratings, comments and goals for next year are summarized in writing by the Personnel Committee member, signed by the Personnel Committee chair or designee, and sent to the employee within one week of the meeting.
 7. The employee signs and dates the form, adds any response comments if desired, and returns the form to the Congregational Administrator to be filed.
 8. All compiled appraisal forms, including the copy of goals for the coming year and the employee feedback forms, are turned in to the Congregational Administrator for filing in the employee's personnel file.

Responsibilities:

Congregational Administrator: Responsible for maintaining electronic copy of job descriptions and blank appraisal forms, and for updating these as requested by Personnel Committee. Also for filing compiled appraisal forms, self evaluation forms, and written employee goals in personnel file.

Personnel Committee: All other procedures specified above.

J. Calendar

1. April: contact designated staff and fellowship members to obtain feedback for the performance appraisals.
2. May: Performance appraisal summaries developed, and performance appraisal/goal-setting meetings conducted.
3. August: The Personnel Committee will identify any salary issues (such as merit, work time, new jobs, etc.) that may impact the budget and will make recommendations to the Board.
4. December: Revised contracts are issued and salaries updated to coincide with the fiscal year.

K. Access to Personnel Files

The UUFA maintains personnel files on all employees. Personnel files include the job applications and related hiring documents, training records,

performance documentation, salary history, and other employment information.

Personnel files are the property of the UUFA. Because personnel files contain confidential information, the only people who can see them are the Board President, Chair of the Personnel Committee, and the Minister. Employees may view their own personnel file, after giving advance notice to either the minister or the Personnel Committee. A representative of the UUFA (the Minister, President of the Board of Trustees, or Chair of the Personnel Committee) must be present when an employee views his or her personnel file.

IV. Employee Benefits

A. Eligibility for Benefits

Full time employees, whether salaried or hourly, are eligible for all benefits offered. Part time employees, whether salaried or hourly, who work the equivalent of at least three-quarter time (30 hours per week) are also eligible for all benefits offered. Part time employees, whether salaried or hourly, who work the equivalent of at least half-time are eligible for all benefits except health insurance. Part time employees, whether salaried or hourly, who work the equivalent of less than half-time are only eligible for paid holidays, sick leave, and those benefits mandated by law, such as social security, and Workers' Compensation Insurance.

B. Vacation

Once an employee has completed his or her probationary period, he or she earns one hour of vacation time for each 25 hours worked. An employee does not accrue vacation time during his or her 90 day probationary period. For purposes of this section, a "benefit year" is the 12-month period that begins when you start earning vacation time.

An employee may not take less than one-half hour vacation at a time. He or she should schedule vacation time with and subject to approval from the Minister. Each request will be reviewed based on a number of factors, including our needs and staffing requirements.

Vacation time is paid at the employee's base pay rate as of the time of the vacation. Vacation pay does not include overtime or any special forms of compensation.

If an individual's employment terminates, he or she will be paid for any unused vacation time that he or she has earned through the last day of work.

Eight hours additional paid vacation will be awarded for each employee for each year of service beyond three. (Pro-rated for part-time e.g. 20-hour-a-

week employee would get four hours additional paid vacation for each year of service beyond three). These additional hours would accumulate on the anniversary date of hiring.

The current work week should be used to figure the hours. (Ex: An employee who worked five years half-time and now is full-time for a year would get 24 hours (8 hours X 3 years beyond 3) on the anniversary date. Conversely, an employee working 5 years at 40 hours and the current year at 30 hours would receive 18 hours (6 X 3) additional vacation hours to keep it as one additional current work day off for each additional year of service. The following year it would go up to 30 hours for the full-time employee and 24 hours for the 3/4 time one etc. (Added October, 2008.)

C. Holidays

The UUFA gives time off to all employees on the following holidays:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Independence Day (July 4)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)
- Two personal days off per calendar year (Added October, 2008.)

Personal days may be taken at any time but must be requested in advance and approved by the Minister like any other paid leave. Otherwise they will be paid and treated as holidays. (Added October, 2008.)

Employees will be paid for holiday time off at their straight-time pay rate as of that holiday multiplied by the number of hours they would normally have worked that day.

Any employee on a paid absence, such as vacation or sick leave, which includes a holiday, will get holiday pay instead of having to use vacation or sick leave to cover that day. Holiday paid time off does not count as hours worked when calculating overtime.

D. Sick Leave

The UUFA provides paid sick leave benefits to eligible employees who are temporarily absent due to illness or injury.

Employees accrue sick leave benefits at the rate of one (1) hour of sick leave for each 37 hours worked. All employees eligible for sick leave begin earning sick leave on their first day of work.

Employees must take sick leave benefits in increments of at least one hour. Sick leave may be used for absences caused by illness or injury of the employee or his or her child, parent or partner.

Employees must notify the Minister of illness or injury that requires an absence before the scheduled start of the workday, if possible. The Minister also must be contacted on each additional day of absence.

If requested by the Minister, an employee must give a doctor's statement confirming illness or injury, when it began, and when he or she should be able to return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of the absence. Sick leave benefits do not include any special forms of compensation.

No employee will be paid for unused sick leave benefits either during employment or when employment terminates.

E. Time Off to Vote

The UUFA wants employees who are citizens to vote in elections. Employees will be given up to one (1) hour paid time off to vote during working hours.

F. Bereavement Leave

The UUFA provides unpaid bereavement leave to any employee who needs to take time off because an immediate family member has died. Bereavement leave can include both time off to attend a funeral and time off to make any necessary arrangements associated with the death.

For bereavement leave, "immediate family" means spouse or partner, parent, child, or sibling, your spouse or partner's parent, child, or sibling, your child's spouse or partner, your grandparent or your grandchild. We also will consider requests for bereavement leave if someone dies who was as close as an immediate family member.

G. Jury Duty

The UUFA encourages employees to fulfill their civic responsibilities by serving jury duty in response to a summons. Employees may request unpaid jury duty leave for the absence.

Employees should notify the Minister as soon as possible after they receive a jury summons.

Subject to the terms, conditions, and limitations of the applicable plans, the UUFA will continue to provide health insurance benefits for the full period of jury duty leave.

H. Witness Duty

Employees who are subpoenaed to testify in court may request time off to appear. If the summons requests the employee to be a witness for the UUFA, he or she will be paid for the time in court, otherwise witness duty leave will be unpaid.

Employees should notify the Minister as soon as possible after they receive a subpoena.

I. Health Insurance

Eligible employees can enroll in UUFA's health insurance plan subject to the terms and conditions of the agreement between the UUFA and its insurance carrier. Details about the health insurance plan offered to eligible employees are included in the Summary Plan Description (SPD) prepared by the health insurance provider.

J. Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance even if they are no longer eligible under our health plan. COBRA lets an eligible employee and dependents choose to continue their health insurance when a "qualifying event" occurs. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under your health plan.

Employees who continue insurance under COBRA pay the full cost of the insurance at the UUFA's group rates plus an administration fee.

K. Leave Policy (Policy added October, 2008)

1. All planned family leave (including new baby) must be requested in writing in advance and include a written plan for coverage of responsibilities during the leave period.
2. Employees should use the attached form to request leave. (Note the office has copies of the form we have started using.)
3. In case of sick leave or emergency leave the form should be filled out as soon as the employee returns to work.
4. The forms are to be sent to the Minister or acting supervisor and a copy sent to the Personnel Committee. The Pianist will need the Music Director's approval for leave as well. Copies of the forms will also go to the Fellowship Administrator who is keeping track of leave hours.
5. Leave that is taken and not approved will not be paid and may be

subject to other disciplinary action

6. Compensatory time in lieu of leave is at the discretion of the Minister/supervisor and should be requested in advance if at all possible.

7. Family leave (including new baby) leave should be requested in advance in writing using the form. Up to 12 weeks (as specified in the Employee Handbook) may be requested. The employee is expected to utilize all remaining personal, vacation, holiday and sick time accumulated before utilizing leave without pay. The total of all those kinds of leave used is should not exceed 12 weeks.

8. Additional leave time does not accrue while the employee is on leave.

9. The Minister/Supervisor should set up a policy as to how far in advance the forms and related plans need to be handed to them for approval to allow enough time to consider the leave and arrange any coverage required to meet the needs of the Fellowship. Pending that policy, two weeks' notice is requested.

10. Refer to the "UUFA EMPLOYEE HANDBOOK" for all other details of the leave policy.

V. Work Rules and Discipline

A. Work Rules

While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary actions, up to and including termination of employment:

- Violation of confidentiality rules
- Theft of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Disruptive activity in the workplace
- Insubordination or other disrespectful conduct
- Sexual or other unlawful or unwelcome harassment
- Violation of safety or health rules
- Possession of dangerous materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or absence without notice
- Unsatisfactory performance

B. Disciplinary Procedure

Within the three month probationary period, an employee may be

terminated for any reason by recommendation of the Personnel Committee or Minister and approved by the Board. There is no appeal.

After the probationary period, for most infractions, an employee must receive two verbal warnings and one written warning from the Minister before dismissal by the Personnel Committee. However, in very serious situations involving infractions that compromise the safety of other employees or members of the UUFA, such as violent acts or improper sexual advances, an offense may be met with a more extreme disciplinary response, including suspension or termination, without going through the usual progressive steps.

VI. Problem Resolution and Grievance Procedure

Within the three month probationary period, an employee may be terminated for any reason by recommendation of the Personnel Committee or Minister and approved by the Board. There is no appeal.

The UUFA encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a serious and timely response from UUFA supervisors and/or the Personnel Committee or Board of Trustees.

Any employee who disagrees with UUFA rules of conduct, policies, or practices, should voice his or her concerns, following the steps outlined below. No employee will be penalized for voicing concerns in this way.

- Present the problem to the Minister. If the Minister is unavailable, or it would be inappropriate to discuss it with the Minister, present the problem to the Personnel Committee.
- The Minister will respond to the concern by discussing it with the employee, after consulting with the Personnel Committee or the Board of Trustees when necessary. The Minister will document the discussion.
- If it is not resolved at this point, bring the problem to the Personnel Committee within 30 days of the discussion with the Minister.
- The Personnel Committee will meet with the employee and help put the problem in writing for consideration by the Board of Trustees.
- The Board of Trustees will address the problem within 30 calendar days of receiving the written account and forward a written response to the Personnel Committee. The Board of Trustees has full authority to make any adjustment that it determines to be appropriate to resolve the problem.
- Following action by the Board of Trustees, if the employee is not satisfied with the resolution, he or she may seek mediation. Mediation will be conducted under the Employment Mediation Rules of the American

Arbitration Association, and the costs will be shared by the employee and the UUFA.