

Personnel Policy Manual

Unitarian Universalist Church of Brunswick

**Adopted by Board of Trustees
October 20, 2009**

TABLE OF CONTENTS

I. EMPLOYMENT POLICIES AND PRACTICES	1
A. STATEMENT OF PURPOSE	1
B. EMPLOYMENT AT WILL	1
C. PHILOSOPHY OF EMPLOYMENT	1
D. EMPLOYEE COVENANT	2
E. EQUAL EMPLOYMENT OPPORTUNITY	2
F. SEXUAL HARASSMENT	3
G. HARASSMENT	4
H. RESOLUTION OF EMPLOYEE COMPLAINTS	4
I. INTERNET POLICY	5
J. MEDIA INQUIRIES	6
K. CONFIDENTIALITY	6
L. CONFLICTS OF INTEREST	6
M. OUTSIDE EMPLOYMENT	6
N. EMPLOYMENT OF CHURCH MEMBERS AND EMPLOYEES' RELATIVES	7
O. PERSONNEL RECORD	7
P. HIRING	7
Q. INITIAL REVIEW PERIOD	7
R. SUPERVISION	8
S. PERFORMANCE EVALUATION	8
II. WAGE AND HOUR ADMINISTRATION	8
A. EMPLOYMENT CLASSIFICATIONS	8
B. HOURS OF WORK	8
C. BREAK PERIODS	9
D. TIMEKEEPING AND OVERTIME	9
E. PAY AND PAYROLL DEDUCTIONS	9
III. EMPLOYEE BENEFITS	9
A. GROUP INSURANCE PROGRAMS	10
B. RETIREMENT BENEFITS	10
C. HOLIDAYS	11

D. VACATION	11
E. LEAVES OF ABSENCE	12
F. VEHICLE USAGE AND REIMBURSEMENT	13
IV. OTHER EMPLOYER POLICIES	14
A. ATTENDANCE AND PUNCTUALITY	14
B. WORK AND DISCIPLINARY GUIDELINES	14
C. TERMINATION OF EMPLOYMENT	15
D. SAFETY AND ACCIDENTS	15
E. PERSONAL PROPERTY	15
F. WORKPLACE THREATS AND VIOLENCE	16
G. PROFESSIONAL BEHAVIOR	16
H. INSPECTION RIGHTS	16
I. EMPLOYMENT AUTHORIZATION	16

I. EMPLOYMENT POLICIES AND PRACTICES

A. STATEMENT OF PURPOSE

We have prepared this Personnel Manual to help you to understand some of the policies and procedures of the Unitarian Universalist Church of Brunswick (referred to herein as "UUCB"). 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 UUCB creates an express or implied contract, promise or representation between UUCB and any employee.

The Manual applies to all employees. In cases where the policies in the Manual are not congruent with the Minister's contractual agreement, the Ministerial Agreement takes precedent.

UUCB's policies generally will be applied consistently. However, UUCB reserves the right to deviate from normal policy in certain situations. Because we cannot anticipate every employment situation, this Manual provides a general overview only.

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

This Manual supersedes all previous employment policies, both written and oral, expressed and 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 an employee has questions or comments about this Manual or needs more information, s/he should ask his or her supervisor or the Minister. Comments and suggestions are genuinely encouraged.

B. EMPLOYMENT AT WILL

This Personnel Policy Manual (Manual) is not a contract and can be modified or changed at any time. The relationship between Employer and employee is legally defined as "employment at will," which means that such employment may be terminated without penalty by either party with or without notice. [Also see Section IV.C.]

The Unitarian Universalist Church of Brunswick 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.

C. PHILOSOPHY OF EMPLOYMENT

The Unitarian Universalist Church of Brunswick intends to align its employment practices and expectations with its Mission Statement and with the Purposes and Principles of the Unitarian Universalist Association, which include the respect for the inherent worth and dignity of all persons. The Church supports a collaborative work environment among its minister, employees and church members.

D. EMPLOYEE COVENANT

The church values its staff and pledges to provide a positive work experience, which entails:

- Equal employment opportunity for all applicants and employees without regard to race, color, religion, sex, sexual or gender orientation, national origin, age, physical ability, and all categories protected by Federal, State and local anti-discrimination laws;
- Fair and ethical employment practices, including freedom from sexual or other forms of harassment that show hostility or an aversion toward an individual because of status characteristics protected by law;
- Compensation, health insurance subsidy, retirement contribution and other benefits in keeping, to the extent possible, with market conditions, UUA Guidelines, and church resources;
- Clear communication and fair administration of employment policies, supervisory roles, job expectations and benefits, and an annual evaluation process;
- Respectful communication from all constituencies;
- Safe, clean and comfortable offices, buildings and grounds;
- Clear guidelines for resolution of conflicts that may arise between staff members or between the staff and other parties within or outside the church.

In return, the staff pledges:

- A collaborative and constructive approach to the general work of the church and to their respective responsibilities;
- Professional and respectful behavior in dealing with all constituencies and each other, and commitment by all to the well-being of the church;
- Confidentiality of information about church members and friends, and other staff;
- Initiative and self-direction in accomplishing work, in accordance with the job description, and within the scheduled work hours for each position;
- Timely response to requests for information and services;
- Respectful and conservative use of church resources, buildings and equipment, including appropriate use of the Internet and electronic mail.

E. EQUAL EMPLOYMENT OPPORTUNITY

UUCB 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 the Minister.

Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by law and will not be tolerated.

F. SEXUAL HARASSMENT

Sexual harassment is prohibited by law 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.

Some examples of conduct that 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 that is of a sexual nature or sexually motivated; or
- deliberate use of offensive or demeaning terms that 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 the Minister. The report may be made anonymously. If an employee reports an incident of sexual harassment and asks that nothing be done, the Church is nonetheless obligated by law to investigate any reported complaint. If the report or complaint involves the Minister, or if the Minister is unavailable, the report or complaint should be made to the Board Chair.

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 by law and will not be tolerated.

If an employee reports that s/he is a victim of harassment or discrimination and the claim cannot be substantiated, the policy will be reviewed with the alleged offender and the situation will be monitored for a reasonable period of time to protect everyone involved.

Any violation of these policies will be treated as a serious matter and will be subject to disciplinary action, up to and including termination.

G. HARASSMENT

UUCB prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, national origin, age, physical or mental status, veteran status, 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 that may constitute harassment, depending on the circumstances, include but are not limited to, the following:

- epithets or slurs; or
- derogatory comments or visual depiction; or
- threatening or intimidating acts; or
- unwanted teasing; 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 UUCB, or any other person who the employee encounters in the course of employment should report that conduct immediately to his or her supervisor or the Minister. If the report or complaint involves the Minister, or if the Minister is unavailable, the report or complaint should be made to the Board Chair.

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.

H. 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 the Minister or Board Chair, who shall gather the evidence necessary to complete an investigation. The Minister or Board Chair may interview the employee, involve the Personnel Committee, or appoint an ad hoc committee to advise him/her. The Board Chair shall then, with the advice and consent of the Personnel Committee Chair or his/her designated committee member, recommend a resolution of the problem to the supervisor and employee.

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

I. INTERNET POLICY

UUCB 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 UUCB's computer system are the property of UUCB 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 UUCB's confidential or proprietary information, including member/friend data or other materials covered by UUCB's confidentiality policy.

UUCB reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet use 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 UUCB's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material, and directly related to the employee's job responsibilities. Prior authorization from the Minister is required before introducing any software into UUCB's computer system.

Staff members may communicate on the Internet on behalf of UUCB only as authorized. Employees' job titles shall be stated for all Internet use related to church business. Employees shall not use their church job titles during personal use of the Internet and may not express

personal opinions or views that could be misconstrued as being those of UUCB. Any violation of this policy may result in disciplinary action.

J. MEDIA INQUIRIES

All requests for information about UUCB from print, television and radio media should be directed to the Minister. 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?"

K. CONFIDENTIALITY

Employees may have access to confidential information about UUCB, 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 UUCB'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 the Minister.

L. CONFLICTS OF INTEREST

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain from their employment at the church, or which may serve as a detriment to UUCB, 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 UUCB.

Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest that is incompatible with their employment duties or that would impair their judgment or actions in the performance of their duties for UUCB. Employees who have questions about whether an activity violates this policy should discuss the matter with the Minister or the Personnel Committee.

M. 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 UUCB'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 that, by its nature, hours or physical demands, would impair the employee's performance of UUCB duties; reflect discredit on UUCB; or tend to increase UUCB's payments for sick leave, worker's compensation benefits or long term disability benefits. Collateral employment should not result in use of the telephone or Internet during church working hours for business not related to the church.

N. EMPLOYMENT OF CHURCH MEMBERS AND EMPLOYEES' RELATIVES

As a general practice, preference for employment with the church will be given to external applicants.

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.

O. PERSONNEL RECORD

It is very important that employees keep up-to-date all the information provided to UUCB 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. The Minister should be promptly notified of any changes in:

- Address and telephone number;
- Marital status (including legal separation);
- Legal name;
- Dependents;
- Beneficiaries;
- Person to notify in case of emergency; and
- Relevant changes in licensing or education.

P. HIRING

The Board of Trustees, as described in the church bylaws, is responsible for hiring personnel. The Board also establishes policies governing employment and employee compensation and benefits, upon recommendation of the Personnel Committee.

A letter of agreement specifying salary, benefits, work schedules, etc., shall be written by the Board of Trustees at the time of hiring, transmitted to the employee and a copy filed in the employee's personnel file.

The Board will notify employees in writing of any changes in salary, benefits, work schedules, etc., at the beginning of the church year, or whenever the changes occur. Copies of the update letters will be filed in the employee's personnel file.

Q. INITIAL REVIEW PERIOD

New employees and employees who are transferred to another position will be required to complete an initial review period of ninety days. Satisfactory performance during the initial review period does not alter the employment-at-will relationship. There is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of the church Board.

R. SUPERVISION

The Minister is responsible for providing direction to and supervising all staff. Certain staff members may supervise subordinates, as defined in their job descriptions. Staff members are responsible to the Minister for the performance of the employees they supervise.

Supervisors, working collaboratively with employees, will establish priorities, processes and procedures that facilitate work flow, reflect the incumbents' job descriptions and support the work of the church. Employees must get their supervisor's approval before performing tasks beyond the normal scope of duty.

S. PERFORMANCE EVALUATION

Supervisors and employees are requested to identify goals and objectives and to meet periodically to assess progress against goals so that employees' work may be evaluated on the basis of clear criteria they have helped to develop

In general, employees will receive a written, annual performance evaluation that will be maintained in the employee's 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.

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.

Full-time employees are scheduled to work 40 hours per week. Employees scheduled to work less than 40 hours per week will be considered part-time.

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. Office hours are determined by the Minister and staff, and will be published and posted for the congregation. Individual work schedules are determined by the employee and the employee's supervisor, and may change from time to time. Attendance at meetings, staff retreats or off-site events at the request of the employee's supervisor will be considered time worked.

C. BREAK PERIODS

The time of meal and break periods will be at the discretion of the immediate supervisor. Generally, there will be one paid ten minute break period for every four-hour work period. Non-exempt employees are entitled to an unpaid meal period of one-half hour within a work period of at least six hours, during which they are to be free of work assignments.

D. TIMEKEEPING AND OVERTIME

Non-exempt employees must submit a written and signed record of their time worked at the end of each week. 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 used in a given work week is not counted to determine overtime compensation. Employees may work extra hours only with their supervisor's approval.

E. PAY AND PAYROLL DEDUCTIONS

Pay adjustments generally will be considered for all employees once a year and 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.

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.

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

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 the employer. This summary is not intended to and does not create an express or implied contract, promise or representation between the employer and the employee. These benefits are subject to change at any time in the discretion of the employer. In the event of any discrepancy between the benefits outlined below and the benefit plan itself, the plan will govern. Any questions about employee benefits should be directed to the Minister and referred to the Personnel Committee for clarification if necessary.

A. GROUP INSURANCE PROGRAMS

1. Health Insurance Benefits

The church will provide health insurance for all employees who work at least 20 hours per week, according to the plan approved annually by the Board. Eligible employees are required to participate unless they have health insurance through a family member or other employment. The Board will determine the allocation of premium costs between the church and the employee. Further information concerning the plan may be obtained from the Church Office Administrator.

2. Term Life, and Long Term Disability Insurance

The church will provide term life insurance and long-term disability insurance to all eligible employees, according to the plans approved by the Board. Further information concerning these plans is available from the Church Office Administrator.

3. Workers' Compensation Insurance

UUCB 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, however minor, should be reported immediately to the employee's immediate supervisor or the Minister. 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 qualified defined contribution retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, UUCB contributes a percentage of the employee's wages. At certain employer contribution levels, 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 the Church Office Administrator or with the appropriate staff members at the UUA.

C. HOLIDAYS

Employees who work at least half-time (20 hours per week) are entitled to ten paid holidays each calendar year. Holidays will include:

- Thanksgiving Day
- the day after Thanksgiving Day
- Christmas Day
- New Year's Day
- The three or four regular work days [Tuesday through Friday] between Christmas and New Year's days

Additional holidays required to reach ten days will be chosen from the following:

- January 2, when it falls on a Friday
- Martin Luther King Day (3rd Monday in January)
- President's Day (3rd Monday in February)
- Memorial Day (last Monday in May)
- Fourth of July
- Labor Day (1st Monday in September)

For any holiday that falls on a Monday, or is traditionally observed on a Monday, the church staff may observe the holiday on the Tuesday immediately following.

Each church year, the minister and staff will decide the holidays to be observed, and so inform the Board. As the holidays approach, their schedule will be published for the congregation.

D. VACATION

UUCB provides paid vacation to full-time employees at their regular rate of pay, based on their length of service with UUCB. Part time employees who work at least half-time (20 hours per week) are entitled to a pro-rated amount of vacation time. Employees earn vacation credits from their first day of employment. No vacation may be taken during the initial 90-day review period.

Credit toward vacation is given for all paid hours worked and paid absences.

<u>Length of Service</u>	<u>Accrual Rate</u>
1-3 years	2 weeks
4-7 years	3 weeks
8 + years	4 weeks

Vacation hours may not be carried over beyond the anniversary date of employment.

Vacation leave may be taken only with the approval of the employee's supervisor and must be requested in advance. In the event of conflicting vacation requests, vacation generally will be granted in accordance with length of service and consistent with workload requirements. Summertime vacations generally are encouraged. Occasionally, vacation leave may be requested and approved on short notice for an employee's urgent personal business.

Records for actual hours worked, annual leave accrued and annual leave taken will be established and maintained by the Church Office Administrator.

Employees who resign with at least two weeks' notice shall receive payment for the accrued vacation days that have not been used.

E. LEAVES OF ABSENCE

1. General provisions

The policies in this section describe various types of paid and unpaid leaves of absence provided by UUCB. 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 or her supervisor.

2. Sick leave with pay

All full-time employees accrue one day of paid sick leave for every month worked, up to a maximum of ten days per calendar year. Part-time employees who work at least twenty hours per week will accrue sick leave on a pro-rata basis (i.e. based on a work "day" of less than eight hours).

Sick leave is to be used in the event the employee is unable to work due to the employee's own illness, injury or other medical condition, or for routine medical or dental appointments that cannot be scheduled during non-working hours. Sick leave may also be used as part of an approved medical leave or for sick childcare leave and as otherwise required by applicable law.

Employees must notify their supervisor before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their inability to work and projected length of absence. UUCB reserves the right to request that an employee who is repeatedly or continuously absent for illness or injury be given a "fit for duty" and/or "return to work" examination by a physician chosen by UUCB, and at the expense of UUCB.

3. 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 the Minister. 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. UUCB also reserves the right to request a second opinion from a physician chosen by UUCB on any medical leave of absence.

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

Full-time employees may be eligible for a leave of absence for up to three days with pay for the death of an immediate family member (spouse, domestic partner, child, sibling, or parents). The number of paid days off will be determined by the Minister based on the circumstances.

6. Jury duty leave with pay

Employees called for jury duty are paid their regular pay, minus jury duty compensation, 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

Full-time 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 paid sick leave or medical leave without pay following the birth of a child. Such a leave may, in the discretion of the Minister, 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 nonprofit rate per mile as established by the Internal Revenue Service. Mileage is reimbursed monthly upon request by the employee and approval by the Minister. Trips must be authorized by the employee's supervisor. Employees who are expected to drive on church

business 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 that occur in the course of church business are the responsibility of the employee.

IV. OTHER EMPLOYER 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.

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 UUCB.
- 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 of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on UUCB premises (including during meal and other breaks).
- Being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on UUCB premises (including during meal and 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 from normal work schedule at UUCB.
- Dishonest reporting of hours worked.
- 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.
- Taking UUCB property without paying for it or without written permission.
- Reckless, careless or unauthorized use of UUCB's property, equipment or materials.
- Improper or profane language.
- Violation of any other UUCB policy.

C. TERMINATION OF EMPLOYMENT

Employees are hired and retained on an at-will basis. Either the church or the employees may terminate the employment relationship at any time, for any reason, with or without cause. The Board of Trustees shall make the final decision in regard to the termination of any employee. Any terminated employee may receive, at the discretion of the Board of Trustees, either two weeks notice or immediate termination with up to two weeks' pay. Employees who resign or retire are encouraged to give at least two week's 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.

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 first aid kits.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor or Minister. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Minister. 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. If an individual feels threatened or property is endangered, employees should immediately notify the police.

E. PERSONAL PROPERTY

UUCB 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 the Minister 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 Minister.

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 UUCB determines that an employee has violated this policy, UUCB 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 the Minister or their supervisor of any behavior they have witnessed or experienced that they regard as threatening or violent. UUCB expects reports of such behavior when it is job-related or is connected to employment, but also when the behavior is between or among parishioners or other people using the UUCB premises.

G. PROFESSIONAL BEHAVIOR

Employees should maintain a professional behavior and appearance that is appropriate to their position and the UUCB congregation. Personal mail, visitors 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 Board may authorize the opening and inspection of any desk, file cabinet, storage closet or storage area at any time for good cause, 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 prospective employees to be eligible to work in the United States. Upon hire, employees must provide an original document(s) to the Church Office Administrator that establishes identity and employment eligibility from the date employment begins. Certain jobs may require additional checks, for example a medical exam to verify physical capability to perform required job tasks. UUCB may conduct criminal background, driving history and/or credit history checks at its discretion.

PERSONNEL MANUAL ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Personnel Policy Manual of the Unitarian Universalist Church of Brunswick, dated _____. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of the church.

I understand and agree that my employment is at will and for an unspecified period of time and that either UUCB or I may terminate the employment relationship, at any time, with or without reason and with or without notice. I 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 UUCB reserves discretion to add, change or rescind any policy, practice or rule at any time with or without notice.

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.

Employee Name (Print)

Employee Signature

Date