

Unitarian Universalist Congregation
Blacksburg, Virginia

Policy and Procedures Manual

Part III

Personnel

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Introduction

Part III of the Executive Board Policies and Procedures Manual covers personnel matters including job descriptions, personnel policies for staff and long-term-contracted employees, and policies for independent contractors

Section I: Staff and Long-Term-Contract Employees

Unless otherwise noted, all employed staff contracts or negotiated agreements that include a job description begin 1 July and end 30 June of the following year. Holiday and sick-leave agreements shall be part of all contracts. All employee contracts will be automatically renewed unless the supervisor or Executive Board acts to do otherwise. A potential non-renewal of a contract will be communicated to the Personnel Committee/Executive Board.

A. Minister

The Congregation shall employ a full-time, settled minister. The minister's contract year shall begin July 1 and end on June 30 so that it coincides with the Congregation's calendar year. The minister is the supervisor of the Congregational Administrator (Administrator) and the Director of Religious Education (DLFD).

As part of the annual budget process, the Board will establish in consultation with the Committee on Ministry a financial package called "The Total Cost of Ministry" (TCM) which shall be divided into the following categories by the minister and approved by the Board: professional expenses, health insurance, disability insurance, retirement, housing and salary. All changes to the allocation of the TCM shall be voted on by the Board before taking effect. The minister and the Board will be in compliance with IRS regulations regarding the TCM. In addition, the minister shall abide by a Ministerial Accountable Expense Reimbursement Plan, which will be part of the TCM package approved by the Board.

B. Administrator

The Minister, with the approval of the Executive Board hires the Administrator; the details of employment and job description are

negotiated at the start of employment. The Administrator works under the supervision of the Minister. The Administrator meets annually with the Minister -- in consultation with the President, and the Treasurer -- for a job review, a performance evaluation, and a compensation review as part of the budget preparation process.

The Administrator is responsible for the day-to-day operation of the office, for certain activities that facilitate communications within the Congregation, for tasks related to day-to-day financial operations, for certain building-management decisions, and for assisting the Minister, the DLFD, the Executive Board, the Trustees, and the committees of the Congregation by providing support services. The Administrator's job responsibilities include but are not limited to:

- Operation of the Office
- Communications including Newsletter production
- Financial Responsibilities
- Support Services as required

C. Director of Lifespan Faith Development (DLFD)

The Director of Lifespan Faith Development is hired by the Executive Board and is responsible to the Minister and Executive Board. The DLFD provides direction and leadership for religious education (RE) programs spanning all ages. The DLFD collaborates with the Minister and LFD task forces to create LFD policy and to carry out LFD program operation and development.

At the Nov. 10, 2016 Board meeting, the Board voted: *That the DLFD's contract be amended to include a sabbatical with details to be negotiated.*

General Responsibilities:

1. Develop a learning environment which fosters the religious and spiritual growth of children, youth and adults within a UU context.
2. Review and oversee UUC policies that relate to LFD. Ensure that policies are followed by all groups at UUC working with minors.
3. Oversee the Sunday morning RE program to ensure that the RE mission is being met within a welcoming and safe environment.
4. Assist all groups in the recruitment of volunteer teachers, youth group advisors, and substitutes. Maintain the list of individuals with background checks. Oversee the training and support of volunteer teachers and youth group advisors.

5. Work with the LFD task forces to plan and carry out special events, social action projects, and extra-curricular programs.
6. Maintain communication with parents, the Board, and the congregation about the goals, needs, and activities of the LFD program. Conduct congregational surveys to obtain input and feedback.
7. Conduct year-round registration of children and maintain records of basic information for each child. Maintain records of attendance at all classes and meetings.
8. Work with the Finance Committee to develop a budget to support the LFD program. Keep financial records of LFD expenditures.
9. Maintain records of curricula and other teaching materials, oversee the purchase of supplies, furnishings, or other needed materials.
10. In consultation with the minister, select curricula for all age groups.
11. Plan developmentally appropriate class groupings, while also maintaining balanced class sizes.
12. Represent the Congregation at district and area RE and LFD conferences and workshops.

D. Pianist

A pianist shall serve under the supervision of the Minister in conjunction with the Music Director. The pianist shall play for Sunday services and other occasions according to a letter of agreement that has been accepted by the individual and the Executive Board. Duties shall include, but not be limited to, providing music as needed during a service, accompanying the choir and other musicians, and playing for choir rehearsals as well as rehearsals for special musical programs. The pianist is not expected to play for weddings or memorial services, but may contract to do so with the individuals involved.

E. Nursery Staff

At least two sitters shall be in attendance at all services. Those requiring child-care shall sign up one week prior to the event to ensure the proper number of sitters.

The Administrator shall hire nursery staff as needed and inform them of their responsibilities. The Administrator shall maintain a list of substitute sitters.

A sitter shall be hired for Congregational events, other than Sunday services, that are open to the general membership.

Sitters must meet the following criteria:

- Be at least age 18;
- Have experience caring for children three and under;
- Maintain the cleanliness of the nursery; and
- Provide references.

In the event that a scheduled sitter must cancel, he/she shall contact the Administrator. If the Administrator is unavailable, the sitter shall contact the DRE if it is for an RE event or Sunday service only and the Past President if it is not for an RE function or if the DRE is unavailable.

The DRE shall supervise the nursery sitter(s) only during RE functions but not at other times when the nursery requires a sitter for a Congregational social function or meeting.

F. LFD Assistant

The Director of Lifespan Faith Development (DLFD), upon authorization by the minister, may hire an assistant. The LFD Assistant provides both administrative and program assistance to the DLFD and reports to the DLFD.

The LFD Assistant's schedule will vary week to week depending on program needs.

The general responsibilities are as follows:

1. Recruitment:
 - Oversee recruitment efforts for all LFD volunteer positions, coordinating efforts with DLFD.
 - Maintain list of background checks needed and communicate with Administrator on needs.
 - Conduct reference checks, as needed, maintaining confidentiality.
 - Enter background and reference check information into PowerChurch.
 - Communicate online policy training requirements, and follow-up to ensure training is completed.
2. Administrative Assistance
 - Assist with RE registration, and upkeep of registration and attendance records in PowerChurch.
 - Assist with curriculum and material compilation and copying.
 - Assist with mailings.
 - Assist with maintenance of RE library.

- Assist with maintenance of RE supplies.
3. Program Assistance
 - Assist with finding substitute teachers, as needed.
 - Act as Sunday morning RE supervisor on Sundays DFLD is off duty (9:30 – 11:30), or assist in finding a qualified volunteer.
 4. Childcare Assistance
 - Coordinate with Administrator to provide assistance in obtaining child-care providers, as needed.

G. Choir Director

The Minister, with the approval of the Executive Board, hires the Choir Director: the details of employment and job description are negotiated at the start of employment. The Choir Director works under the supervision of the Minister. The Choir Director will direct the choir and perform other duties consistent with the position.

H. Sexton

The Administrator hires the Sexton and determines his job responsibilities.

J. Facilities Coordinator

The Facilities Coordinator is responsible for:

- Monthly walk through of the facilities using a checklist provided by the B&G committee including a written report to the Administrator
- Replacing any light bulbs, backup batteries or filters needed.
- Performing small electrical, mechanical and painting repairs.
- Scheduling, meeting, admitting and assisting service technicians for the fire alarm system (annually), sprinkler system (twice annually) backflow preventers (annually), HVAC system including filters (four- times annually), and fire extinguishers (annually).
- Scheduling, admitting and assisting repair technician visits on an as needed basis including carpet cleaners, plumbers, electricians and window cleaners.

- Meeting with outside contractors such as the cleaning service, lawn service (in season) and snow removal service (in season) on a regular scheduled basis.
- Close coordination with the Sexton to assure smooth operation and safety of the facilities. Responsible for realigning chairs in the main room weekly as needed.
- The coordinator reports to the administrator. The coordinator is responsible for other duties as assigned by the Administrator or B&G Chair. The coordinator attends B&G meetings.

Section II. Other Personnel: Independent Contractors

A. Introduction

- There are two categories of non-staff workers: continuing workers, and short-term (occasional or seasonal) workers. Continuing workers normally are required to perform duties on a regular weekly or monthly basis. Continuing workers include but are not limited to the bookkeeper and the maintenance and cleaning-service providers. Short-term workers include but are not limited to tradesmen, outdoor maintenance providers, caterers, and the like. In cases where the status of a worker is not clear, the Executive Board will make the determination. [Note: outside speakers invited on Sunday mornings are considered guests and are paid honoraria.]
- Expected duties to be performed by such individuals will be described in a Letter of Agreement. Additional information, including duties to be performed by the supervisor, is listed in the policies for Independent Contracted Services located in Part II.

B. Hiring and Termination

The Executive Board hires continuing workers. The person making the recommendation may ask others to assist in the selection process. The Executive Board designates the individual who is to supervise the worker. Continuing workers normally are hired with no ending date specified; they are expected to continue working from one fiscal year to the next. The President of the Executive Board or a designated representative and the worker signs a Letter of Agreement. Either the Executive Board with input from the supervisor or the worker may terminate the Letter of Agreement.

C. Duties of the Supervisor

- Draft the Letter of Agreement for the position that includes a description of the duties and tasks to be performed, the amount and method of payment, and any other information the supervisor feels necessary;
- Ensure that the worker understands the duties or tasks to be performed;
- Determine the level of supervision needed;
- Recommend to the Executive Board any changes in the Letter of Agreement, as needed;
- Using an appropriate method, review with the worker(s) no less than once a year the worker's job description and performance and make recommendations to the Executive Board;
- Annually send the Executive Board a note that states this was accomplished and that include a brief explanation of why the work was, or was not, satisfactory.
 - Propose to the Executive Board that it pay bonuses or other forms of recognition, as appropriate.

D. Short-Term Workers

1. Hiring and Termination

Subject to availability of funds in the appropriate budget line, committee chairs, the Chair of the Trustees, paid staff, or other individuals designated by the Executive Board may hire short-term or occasional workers. Where funds are not available, the Executive Board may grant approval to hire a worker; in cases of emergency, (e.g., flooding from a broken water main), the President may approve the hiring of necessary worker(s). Verbal agreements are acceptable when hiring short-term workers; a Letter of Agreement is not needed. The person doing the hiring may terminate the work agreement prior to completion of tasks/duties if this person feels the work is unsatisfactory

2. Duties of the Supervisor

The individual who makes the hiring decision normally serves as the worker's supervisor and determines the level of supervision needed. The supervisor is to ensure that the worker understands the duties or tasks

to be performed. The supervisor is encouraged to keep written notes that may assist future supervisors. The supervisor negotiates the amount of payment or receives an estimate for the work to be performed prior to its beginning. Upon mutual agreement, payment may be made either when the work is completed or at agreed upon intervals during the course of the work. A written invoice or other form of record is needed in order to authorize payment.

Section III: Employment Policies and Practices

With the exception of the minister, the relationship between the Congregation and any employee is legally defined as "employment at will," which means that such employment may be terminated without penalty by either party. Employers may not be compelled to pay wages to persons no longer in their service, and employees may not be compelled to work without their consent.

The following items outline the general employment conditions that apply to all employees unless specifically altered by a written agreement.

A. Equal Employment Opportunity

The Executive Board affirms its commitment to equal employment opportunities 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, sexual orientation, gender identity, even if they are not covered by current or future legal mandates, or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against this 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 President or the Chair of the Committee on Ministry. Retaliation against individuals who make claims of discrimination or participate in the investigation of such claims is prohibited.

B. Harassment

The Executive Board prohibits conduct that shows hostility toward an individual because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, even if they are not covered by current or future legal mandates, or any other classification

protected by law, and that has the purpose or effect of:

- Creating an intimidating, hostile, or offensive work environment;
- Unreasonably interfering with an individual's work performance or otherwise adversely affects an individual's employment opportunities.
- Any employee who believes he or she has been harassed by another employee, a supervisor, or any other person whom the employee encounters in the course of employment should report that conduct immediately to his or her supervisor or the President or Chair of the Committee on Ministry.
- 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 claim harassment 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 as a member and/or employee.

C. Sexual Harassment

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

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

Employees who believe that any person or persons encountered in the course of employment has sexually harassed them should report that conduct immediately to their supervisor or the President or Chair of the Committee on Ministry. 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 might have occurred,

timely and appropriate action will be taken.

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

D. Resolution of Employee Complaints

Employees are encouraged to discuss any concerns about work or suggestions for improving operations with their supervisor and to work together and discuss the problem, applicable rules, and or policies and to come to a possible resolution.

If discussion with the supervisor does not resolve a problem to the employee's satisfaction or if the employee doesn't feel comfortable discussing the problem with the supervisor, the employee should submit the complaint or grievance in writing to a member of the Committee on Ministries (CoM) who may offer to go with the employee to discuss the situation with the supervisor. If the employee does not wish to do this, the written complaint will be passed to the full CoM. If the employee does not want the minister to be involved at this point, the CoM may elect to discuss the situation without the minister present. At the discretion of the CoM chair, the minister may be brought into the discussion. If there is no resolution, the entire CoM, including the minister will make a recommendation to the President. The President shall then 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 Executive Board. The resolution recommended by the Executive Board will be binding upon the Congregation and employee.

E. Confidentiality

Employees who may have access to confidential information about other employees, the Executive Board and /or Members of the Congregation must hold this information in strictest confidence. Such information must remain confidential and may not be released, removed from the Congregation'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 President

F. Conflicts of Interest

(Policy) As a matter of ethical conduct, when a volunteer or employee who is in a position of authority or influence over a situation or decision has a conflict of interest, whether monetary or personal bias, they should withdraw from participation in any meeting, venue or decision when their impartiality could be questioned. This should not be limited to decisions regarding money, but also to situations or disputes that involve the right of full participation by any congregant as defined in the UUC Bylaws.

(Procedure) If there is disagreement as to whether the policy applies to any volunteer or employee, raised by either by the volunteer or employee, or by another member of the affected Congregational entity, the decision to recuse and its boundaries may be appealed to the next level of our Congregational structure, with the final decision made by the Executive Board.

If it is determined that a conflict of interest exists or would appear to exist, the volunteer or employee will recuse themselves, that is, they will refrain from participation in such matter, including attending meetings in which discussion of such is discussed or decided, except as invited by the Chair of the affected Council or Committee, or the UUC President for clarification of matters of fact.”

G. Outside Employment

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

H. Personnel Records

All information about employees provided at the time of hire shall be kept up-to-date by the ADMINISTRATOR. This should be done by the employees notifying the supervisor who will in turn inform the ADMINISTRATOR.

I. Initial Review Period

New employees and employees who are transferred to other positions

may be required to complete an initial review period of ninety days, but which may be shortened or lengthened at the Executive Board's discretion. Upon completion of this period, the employee will be considered a regular employee. Satisfactory completion of the initial review period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily even after the initial review period is completed. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of the Executive Board.

J. Performance Evaluation

The supervisor with a member of the Personnel Committee in attendance annually will conduct a formal written evaluation that will be reviewed with the employee. The supervisor will make a report to the Executive Board. The supervisor will maintain a written evaluation in the employee's file and will submit a second copy to the Personnel Committee. Factors considered in assessing performance include, but are not limited to, quality and quantity of work, dependability, attendance and punctuality, effective interpersonal relationships with the Congregation, and personal conduct.

Employees together with the supervisor will review the position description and then identify goals and objectives in advance so that their work may be evaluated on the basis of clear criteria they have helped to develop.

K. Hours of Work

Employees will work when work is required, but, unless the Supervisor approves changes, cannot work more hours than stated in their Letter of Agreement. 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 related to their employment.

L. Vacations and Sick Leave

Vacation and sick-leave benefits shall be negotiated at the time of hire and reviewed at the annual performance review. Any modifications requested during the year require Executive Board approval.

M. Timekeeping

Hourly employees must submit a written and signed note of their time worked to the Administrator monthly.

N. Pay and Payroll Deductions

Employees are generally paid at the end of the month. Pay adjustments generally will be considered for all employees once a year and any adjustments will normally begin at the beginning of the fiscal year. The Executive Board shall determine initial rates for the new employees based on recommended guidelines from **Personnel Committee (?)**. Cost-of-living increases will be considered each year in accordance with the Cost of Living Index published by the U.S. Department of Commerce. Merit increases, within the guidelines, may be recommended by the employee's supervisor and must be approved by the Executive Board. 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 such as the operating funds of the Congregation.

Deductions made from employees' wages are reflected on the stubs of their paychecks. Federal law requires deductions from pay for income, Social Security, and Medicare taxes. 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 them. Employees are responsible for promptly notifying the Treasurer of any changes to or errors in their deductions. Any necessary adjustments usually are made in the employee's next paycheck.

O. 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, which are intended only as a guide and are not at all inclusive, may result in disciplinary actions:

- Failure to perform work in a manner acceptable to the supervisor,
- Unauthorized possession of weapons,
- Disclosure of confidential information,

- Failure to report on-the-job injuries,
- Failure to observe fire department regulations,
- Arrest and conviction for criminal offenses 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 Congregational property without paying for it or without written permission,
- Reckless, careless or unauthorized use of Congregational property, equipment or materials,
- Improper or profane language,
- Violation of any other Executive Board policy.

P. Separation from Employment

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

Q. Safety and Accidents

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor or President. All on-the-job accidents or injuries to employees, Members of the Congregation or visitors, 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 staff and Members of the Congregation should leave the premises.

R. Personal Property

The Congregation and the Executive Board are not responsible for damage to, or loss of, personal property, including loss or damage to vehicles or other property in or on Congregational property. Employees should report any lost items to the ADMINISTRATOR 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 ADMINISTRATOR.

S. Vehicle Usage and Reimbursement.

Employees using their own vehicles for Congregation-related business may be paid mileage at the current rate per mile as established by the Internal Revenue Service. Mileage will be reimbursed upon request by the employee and approved by the Treasurer. The Executive Board must authorize such trips. Employees may not take unauthorized passengers on such trips. All tickets for violations are the responsibility of the employee and will not be reimbursed by the Congregation.

T. Inspection Rights

The Congregation has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees; however, the Congregation 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 the Congregation's premises. Therefore, the President reserves the right to open and inspect any desk, file cabinet, storage closet, storage area at any time without prior notice. Employees may not use personal locks on any Congregational equipment.

U. 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 original documents to their supervisor that establish identity and employment eligibility from the date employment begins, for example a passport, a birth certificate, and a Social Security card.