

For
The Unitarian Universalist Congregation
of Grand Traverse

Date Adopted: _____

(Note: We will need to renumber the index once doc is complete)

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I. EMPLOYMENT POLICIES AND PRACTICES

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

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

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

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. **Some of the policies within this Manual also apply to contract employees and will be so noted in the applicable sections that follow.** This Manual does not apply to ordained ministers(s) called by vote of the congregation. Employment "at-will" means that an employee or the Employer may terminate the employment relationship at any time for any reason, with or without notice.

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

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

~~B. EMPLOYER MISSION AND HISTORY~~

C. EQUAL EMPLOYMENT OPPORTUNITY

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

An employee who has questions about discrimination in the workplace, or who believe(s) this policy has been violated, should report his concerns immediately to his supervisor or the liaison to the Personnel Committee. Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.

D. SEXUAL HARASSMENT

With the intention of creating the healthiest environment for employees, members, friends, and guests, the Unitarian Universalist Congregation of Grand Traverse has created a Safe Congregation Policy and established a Safe Congregation Response Team. This policy can be found on the UUCGT web site and the Response Team is available to help any employee in need of assistance.

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

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

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

- repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or

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

Any employee who believes **ze** 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 hir Supervisor, the Personnel Committee liaison, the Safe Congregation Response Team, or a Board member who serves on the Safe Congregation Response Team.**

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

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

E. HARASSMENT

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

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

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

- epithets or slurs; or
- threatening or intimidating acts; or
- written or graphic material; or
- written, verbal or physical acts that purport to be jokes or pranks.
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Any employee who believes **ze** has been harassed by another employee, a supervisor, an agent of Employer, or any other person who the employee encounters in the course of employment **should report that conduct immediately to hir Supervisor, the Personnel Committee liaison, the the Safe Congregation Response Team, or a Board member who serves on the Safe Congregation Response Team.** ~~If the report or complaint involves the Lead Administrative Officer, or if the Lead Administrative Officer is unavailable, the individual receiving the report or complaint should immediately report it to president, vice president, or moderator of the congregation.~~

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

F. RESOLUTION OF EMPLOYEE COMPLAINTS

~~Effective communication is essential for productive working relationships. To that end, an employee is encouraged to discuss any concerns or issues about hir position, operations in general, or conflicts with any member of the staff in the following manner:~~

~~In keeping with our efforts to create an environment of collaboration, any complaint concerning another staff member should be discussed and resolved between the two employees. If this is not possible, or the dispute is about other issues, the following procedures should be utilized.~~

~~According to the comfort level of the employee, ze should present any complaint or grievance to either the Senior Spiritual Leader as head of staff or the staff liaison to the Personnel Committee. Together, the problem will be discussed, applicable rules or policies researched, and an appropriate resolution worked out. If the employee has contacted the staff liaison of the Personnel Committee, the two of them will meet with the Senior Spiritual Leader to accomplish the resolution of the problem if possible.~~

~~If discussions with the Senior Spiritual Leader does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance, in writing, to the Committee on Ministry. Using due diligence, the Committee will work to resolve the dispute according to its policies.~~

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G. INTERNET POLICY

Unitarian Universalist Congregation of Grand Traverse (UUCGT) Internet Use Policy

Staff, Volunteers, Members, and Friends have access to the Internet via Wi-Fi within our building. There is also access to a guest account on the computer in the congregations library. By making use of this service you agree to adhere to the following:

- All users to access the UUCGT's Wi-Fi will either be 18 years or older, or be under a responsible parent or guardians supervision.
- All devices that connect to the UUCGT Wi-Fi are strongly recommended to have both Antivirus and Firewall software installed for the users safety.
- UUCGT is not responsible for any damages that may occur to personal devices when accessing the UUCGT Wi-Fi Network.
- Members friends and guests are prohibited from use of Online-Gaming, Online streaming services, Bit-Torrent sites, and any other site that requires large amounts of data-usage., while on the UUCGT Wi-Fi Network.
- Staff, and Volunteers, or members that have gotten permission may use Online-streaming services when it is required for a UUCGT task or project.
- All users are prohibited from using the UUCGT Network from accessing any form of erotica, gambling, piracy, or any illegal activity.
- Inappropriate Internet use includes, but is not limited to:
 - transmitting obscene, harassing, offensive or unprofessional messages; or
 - accessing, displaying, downloading, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, age, disability or any other classification protected by law; or
 - transmitting any of the Employer's confidential or proprietary information, including member/friend data or other materials covered by the Employer's confidentiality policy.

These requirements are in place for the safety of all users that take advantage of this service. The UUCGT reserves the right to:

- revoke Wi-Fi and Network access at any point.
- monitor use of the UUCGT e-mail system or the Internet at any time. Users should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

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

Only authorized staff members may communicate on the Internet on behalf of UUCGT. Users with a UUCGT email may not express opinions or personal views that could be misconstrued as being those of the UUCGT.

H. MEDIA INQUIRIES

All requests for information about the Employer from newspapers, television and radio media should be directed to the Senior Spiritual Advisor and should be handled in a manner

consistent with the UUCGT External Communications Policy. ~~An appropriate response to a media inquiry would be, "I'm not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"~~

I. CONFIDENTIALITY

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

J. CONFLICTS OF INTEREST

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

Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for the Employer. Employees who have questions about whether an activity violates this policy should discuss the matter with the **Senior Spiritual Advisor, as head of staff, or the Personnel Committee.**

K. OUTSIDE EMPLOYMENT

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

An employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the employee's performance of Employer duties; reflect discredit on the Employer; or tend to increase Employer's payments for sick leave, worker's compensation benefits or long term disability benefits. Collateral employment should not result in outside telephone calls while on duty for the congregation.

L. EMPLOYMENT OF RELATIVES AND MEMBERS

Congregations may wish to consider this:

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

As a general policy, employment with the church is not open to members of the congregation except in rare and unusual circumstances. (WE NEED TO DISCUSS THIS!!)

M. PERSONNEL RECORD

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

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

N. INITIAL REVIEW PERIOD

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

O. PERFORMANCE EVALUATION

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

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

II. WAGE AND HOUR ADMINISTRATION

A. EMPLOYMENT CLASSIFICATIONS

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

Regular full-time ~~employees are regularly scheduled to work~~ employment is considered to be 40 hours per week. Employees scheduled to work less than 40 hours per week will be considered part-time employees and their eligibility for benefits will be pro-rated according to the percentage of time worked.

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

B. HOURS OF WORK

A normal, full-time workweek consists of 40 working hours. ~~Normal office hours are Monday through Friday from ___ a.m. to ___ p.m. The office is also open on Sunday from ___ a.m. to ___ p.m., and~~ Some employees may be scheduled for work on Sunday mornings. Individual work schedules may change from time to time. Attendance at meetings at the request of the employee's supervisor will be considered time worked. Employees are expected to attend any staff retreats or off-site events to which are part of their employment.

C. BREAK PERIODS (Not applicable)

The time of meal and break periods will be at the discretion of the immediate supervisor. Generally, there will be one paid minute break period for each hour work period. Employees working hours or longer usually receive an hour unpaid meal period. Non-exempt employees should not perform any work during their meal period, except as otherwise directed by their

supervisor. ~~[Optional Language: Break periods may not be accumulated, nor may they be substituted for tardiness or longer meal periods.]~~

D. TIMEKEEPING AND OVERTIME Not Applicable

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

E. PAY AND PAYROLL DEDUCTIONS

Pay adjustments generally will be considered for all employees once a year and any adjustments will normally begin at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay is usually based upon such factors as individual performance, job responsibilities and other appropriate factors. Employees are paid bi-monthly, on the 15th and the 31st of a month, or on the closest business day to these dates if they fall on a weekend or holiday.

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 ~~Lead Administrative Officer~~ Business Administrator of any changes to or errors in their deductions. Any necessary adjustments usually are 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 Employer. This summary is not intended to and does not create an express or implied contract, promise or representation between Employer and the employee. These benefits are subject to change at any time in the discretion of Employer. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern. Any questions about employee benefits should be directed to the Business Administrator.

A. GROUP INSURANCE PROGRAMS

1. Health Insurance Benefits

Employees who work at least half-time are eligible to receive a health insurance benefit consisting of a taxable stipend which is to be used by the employee to purchase individual health insurance. The Personnel Committee will be reviewing benefit options each year. The goal of the review will be to adopt a program that provides employees with a fair contribution toward their health insurance costs while ensuring that the program is both affordable and sustainable for the Employer.

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

Employees who work at least half-time are offered the option of purchasing will receive employer funded long-term disability insurance, calculated at 1% of salary and the option to obtain group dental insurance-term life insurance, and long term disability insurance through the group plan sponsored by the UUA. Dental insurance is partially funded by the Employer. Further information concerning these policies is available from the Business Administrator.

1. Workers' Compensation Insurance

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

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

B. RETIREMENT BENEFITS

The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, the Employer contributes 10% of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis.

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

C. ~~VACATION~~ Paid Time Off (PTO)

The Employer grants PTO to regular full-time employees at their regular rate of pay based on their length of service with the Employer unless specified in a contract. Part-time employees who are half-time are entitled to a prorated amount of vacation time. PTO may be

used for purposes of vacation, personal time, or sick time. ~~Vacation~~-PTO eligibility is as follows:

- 1) *Base computation of PTO on % of hours worked per year. Recommended 10%.*
- 2) *Spreadsheet of PTO kept by Office Administrator.*

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

~~Vacation~~ PTO time must be requested in advance (*with the exception of unexpected illness*) and can only be taken with the approval of the employee's supervisor. In the event of conflicting ~~vacations~~ requests, ~~vacation~~ PTO generally will be granted in accordance with length of service and consistent with workload requirements. ~~Summertime vacations generally are encouraged.~~ *Unused PTO time will expire at the end of the fiscal year with the exception of 40 hours which can be carried over for sick leave use only. See policy below on Sick Leave with Pay. (note: Needs to be discussed)*

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

D. HOLIDAYS

The following paid holidays are observed each year: (*this is the schedule we currently use*)

New Year's Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Christmas Day

If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed as the holiday. If employees are required to work on an observed holiday, they generally will be granted another day off.

E. LEAVES OF ABSENCE

1. General provisions

The policies in this section describe various types of paid and unpaid leaves of absence provided by the Employer. 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 **(Include under PTO section?)**

~~All full-time employees accrue one day of paid sick leave for every month worked, up to a maximum of twelve days per calendar year. One year's worth (12 days) of sick time may be carried forward into the following year. Part-time employees who work more than twenty hours per week accrue sick leave on a pro-rata basis. Occasional employees do not accrue paid sick leave.~~ **PTO may be used for sick leave purposes. Up to 40 hours of unused PTO time at the end of each fiscal year may be carried over into the following fiscal year to be used for Sick leave only. These hours will expire after the carryover year if they have not been used.**

Sick leave is to be used only in the event the employee is unable to work due to the employee's own illness, injury or other medical condition. Sick leave may be used as part of medical leave or sick childcare leave and as otherwise required by applicable law. Sick leave should be used for routine dental or medical appointments.

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 medical condition, including why the employee was not able to work. The Employer reserves the right to request employees who are repeatedly absent for illness or injury be examined by a physician chosen by the Employer, and at the expense of the Employer.

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 **Senior Spiritual Advisor** ~~Lead Administrative Officer~~. Sufficient evidence of such a medical condition is required for a medical leave. Such evidence may include a request or requirement for authorization to speak with the employee's treating physician. The maximum unpaid medical leave time that may be granted is three months or until a physician releases the employee to return to work, whichever is shorter. Employer also reserves the right to request a second opinion from a physician chosen by the Employer on any medical leave of absence.

4. Personal leave without pay

Employees who have been employed full-time for at least one year may be given unpaid personal leave of five days per year, which must be approved in advance by the **Senior Spiritual Advisor** ~~Lead Administrative Officer~~.

5. 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.

6. 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. The number of paid days off will be determined by the **Senior Spiritual Advisor** ~~Lead Administrative Officer~~ based on the circumstances.

7. Jury duty leave with pay

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

8. 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 sick leave or medical leave without pay following the

birth of a child. Such a leave may, in the discretion of the ~~Senior Spiritual Advisor~~ ~~Lead Administrative Office~~, run concurrently with unpaid parental leave.

F. VEHICLE USAGE AND REIMBURSEMENT

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

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

IV. OTHER 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.

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

B. WORK AND DISCIPLINARY GUIDELINES

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

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

- Failure to perform work in a manner acceptable to Employer.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment described in this Manual.

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

C. SEPARATION FROM EMPLOYMENT

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

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

D. SAFETY AND ACCIDENTS

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

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

E. PERSONAL PROPERTY

The Employer cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on church property. Employees should report any lost items to the **Senior Spiritual Advisor** ~~Lead Administrative Officer~~ 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 **Senior Spiritual Advisor** ~~Lead Administrative Officer~~.

F. WORKPLACE THREATS AND VIOLENCE

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

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

All employees shall inform the **Senior Spiritual Advisor** ~~Lead Administrative Officer~~ or their supervisor of any behavior which they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or is connected to employment.

G. PROFESSIONAL BEHAVIOR

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

H. INSPECTION RIGHTS

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

I. EMPLOYMENT AUTHORIZATION

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

PERSONNEL MANUAL ACKNOWLEDGMENT FORM

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

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

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

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

Date

Employee Name (Print)

Employee Signature