

**UNITARIAN UNIVERSALIST CHURCH OF THE SHENANDOAH VALLEY  
PERSONNEL POLICIES AND PROCEDURES**

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#### **I. PERSONNEL COMMITTEE AND BOARD PERSONNEL LIAISON**

The Chair of the Personnel Committee is appointed by the Board of Directors. This policy includes all categories of employees as listed below, with the exception of the Minister. The board should not have employees under contract without a standing Personnel Committee. In the absence of a committee, a member of the board will serve the duties of the personnel committee.

#### **II. EMPLOYMENT POLICIES**

It is the policy of the UUCSV to establish uniform and consistent procedures for recruiting and hiring employees. UUCSV is an equal opportunity employer and does not discriminate according to ethnic origins, gender, disabilities or sexual orientation of applicants. UUCSV seeks to provide fair and equitable salaries, benefits and working conditions for all employees. In the event any of these policies conflict with federal or state laws, those laws will take precedence.

##### **A. Employee Categories**

The Church may hire employees in any of four categories:

1. Full-time regular employment, as defined by current labor laws, which includes working at least 30 hours per week for the duration of the church year.
2. Full-time temporary employment, as defined by current labor laws, which includes working 40 hours per week for a term shorter than a church calendar year.
3. Part-time regular employment, consisting of less than 30 hours per week for the duration of the church year.
4. Part-time temporary employment, consisting of less than 30 hours per week for a term less than the duration of the church year.

Full-time employees are eligible for a benefit package as defined by current labor laws and as stipulated in the contract. Employees classified in their job descriptions as non-exempt (eligible for overtime pay) under the fair labor standards act are paid at an hourly rate.

The Church may contract for services with individuals who are not classified as employees. The remainder of this policy document refers to employees in the first 4 categories and not to fee-for-service contracts.

## **B. Position Descriptions**

Each church position shall have a written description approved by the Board prior to hiring. Any changes in position descriptions will be approved by the Board. The Personnel Committee will assure that position descriptions are current and that they have Board approval. As part of the annual performance review, position descriptions are to be assessed for currency by the employee, Minister Supervisors and Personnel Committee. Any contract entered into by the Board and a prospective employee in a category described above shall contain the position description, objectives specific to that position during the upcoming year, and a set of metrics that allow supervisor and employee to measure progress toward those objectives. All contract employees will be given a copy of the church's Personnel Policy Manual and will review the policy with a member of the Personnel Committee. Contracts will be reviewed and approved by Personnel Committee prior to signature by applicant. All contracts shall be annual (usually in accordance with the Church Year) and any renewal includes a revised set of metrics, and possibly objectives, for that year. For contracts entered in mid-year, they will be revised and reinitiated at start of next Church Year.

## **C. Scheduling/Timekeeping/Record Keeping**

Employees will obtain approval from the supervisor before scheduling time off. In the event that an employee is ill on a scheduled work day, they should notify the supervisor so that appropriate coverage can be arranged. Hours worked will be reported on a monthly basis to the supervisor who will record the hours in the employee personnel file.

## **D. Creating New Positions**

When the supervisor or Board President determines there is a need to hire a new employee, he/she prepares a justification statement, summary of proposed responsibilities, hours of employment and recommended salary range. These are presented to the chair of the Personnel Committee for review and recommendation to the Board. When the Personnel Committee recommends that the Board consider a new position, a full position description and specific salary proposal are presented to the Board by the Supervisor, Personnel Committee chair and Finance Committee chair. All new positions are to be approved by the Board.

All paid staff positions will usually be supervised by the designated Board supervisor, who has responsibility to keep the Personnel Committee informed of any personnel related issues. Director of Religious Education, Music Director or other senior staff, may be designated as a staff supervisor at discretion of Board. Changes in status of staff (such as resignation, probation, or firing) will be the responsibility of the supervisor following consultation with the Personnel Committee and the Board.

## **E. Searches for Personnel**

Candidate searches are managed by the Personnel Committee in consultation with the Minister (excepting a search for a Minister, which is managed by the Board). The Personnel Committee and Minister determine a search strategy, including advertising. Expenses for the proposed search, such as for advertising and travel, are to be approved by the Board. Interviews will be scheduled and coordinated by the chair of the Personnel committee. Applicants not to be interviewed will be notified promptly, as will candidates not selected following interview. The chair of the Personnel Committee will present to the Board its recommendations for hiring. The Board decides who will be hired and approves all salary and benefits packages.

## **F. Background Checks**

UUCSV strives to provide a safe environment for all employees and church members. Because of the access to children, the RE Director must be determined free of arrests for any behavior that could endanger any child or person with whom the Director interacts.

## **G. Employee Personnel Files**

Personnel files will be kept in a locked container in the church office. Access is limited to the Board President, the Minister, the employee's supervisor and the chair of the Personnel Committee. A current employee will review his or her file during each evaluation with his/her supervisor and may have access to the file at any time by appointment, in the presence of one or more of the above-listed persons. The employee may take notes, but may not remove items from the file. Copies of materials may be given to the employee at the discretion of one or more of the persons listed (above) having access. The church is not required to give former employees access to their personnel files, but may do so at the discretion of all of the persons who are designated as having access. The Board President shall be the final arbitrator of any disputes.

## **H. Performance Reviews**

It is the policy of UUCSV that all new employees are initially hired on probation and are given a performance review after 3 months of employment. An unsatisfactory review by his/her supervisor at this time can result in termination or resignation of the employee. All returning and new employees will have an annual performance review. The supervisor must meet with the employee/s prior to the beginning of the church's fiscal year to set agreed upon goals. The supervisor shall conduct a mid-year review to assess progress toward achieving the employee's annual goals to ensure such goals remain valid and attainable.

Objectives for these reviews include:

- Improving employee performance.
- Identifying training and other professional development needs.
- Helping the employee to achieve his/her potential.
- Assessing past performance before recommending changes in salary and job descriptions.
- Setting performance goals for the upcoming year.

Written performance reviews are completed on an annual basis by the supervisor and discussed with each employee (see Employee Performance Evaluation form). The supervisor will solicit feedback from the Board regarding the performance of the Office Manager, from the Religious Education Committee regarding the performance of the Religious Education Director and from the Worship Committee regarding the performance of the Music Director. Completed reviews will be signed by the employees and the employee will be afforded an opportunity to add comments if they choose to do so. The employee will receive a copy of the review. The original copy of the review will be placed in the employee's personnel file.

## **I. Merit Increases and Bonuses**

All changes in compensation must be linked to the church's financial performance and approved by the Board to ensure that they are affordable. If the church's financial situation is adversely affected by external factors, such as a downturn in the economy or unexpected financial situations, then the

Board must have the ability to curtail merit pay increases and bonuses. Funding for bonuses should be specifically noted in the budget.

#### **J. Lump Sum Merit increases**

Lump Sum Merit increases do not elevate an employee's base pay. They are awarded based on individual employee goals and achievements of those goals by a designated committee(s) and the employee's supervisor. Performance is measured against established standards and the results are used to determine eligibility for lump sum merit increases.

### **2 COLA**

Cost of living increases should be budgeted for all salaried and hourly employees. The COLA should be determined by the Annual CPI as reported for the Washington Metro Area by the U.S. Department of Labor, Bureau of Labor Statistics. COLA increases should be considered separate from Merit Increases, Bonuses or others pay increases not related to Cost of Living. The intent of the COLA is to keep wages at the same value as the previous year.

### **3 Bonus**

Bonuses are not to be used as a substitute for bringing staff salaries in line with Fair Compensation guidelines (see 4 below). A bonus may be recommended by a supervisor. The minister will review all recommendations and pass on approved bonus recommendation to the Board for final approval of all bonuses valued over \$100... If the minister is requesting the bonus the request will go directly to the Board.

Bonuses of \$100 or less may be presented to employees with approval of the minister provided there is sufficient funding in the budget specific to these bonuses. An employee would be eligible for one bonus a year, any additional bonuses would require Board approval.

A bonus can be a cash bonus or can take the form of paid time off in addition to earned vacation days, gift card, etc. A supervisor wishing to award a bonus to an employee must document the event/s that specify in writing why a bonus is justified in the case of the particular employee and seek approval of the award.

### **4 Salary Review**

Salaries for individual positions should be compared to UUA Fair Compensation guidelines for the particular position in the appropriate GEO region. All efforts should be made to keep pay rates for UUCSV employees within the UUA suggested ranges. Re-classification of positions may need to be considered prior to employee evaluations. If the employee's job description is no longer valid, then the position needs to be reclassified. Reclassification may move the employee into a new position with a higher or lower pay rate.

#### **J. Employee Development**

Each employee is encouraged to add to his/her knowledge and skills through formal and informal training on the job and away. Within budgetary and time constraints, the Church is willing to facilitate such development activities. Employees are encouraged to discuss development opportunities with his/her supervisor.

Subject to the needs of the Church and the approval of his/her supervisor, employees may apply for and participate in denominational and professional growth programs as part of their paid work schedule.

Any professional development activity that requires an employee to be away from his or her normal work assignments and/or requires an unscheduled expenditure of Church funds must be reviewed and approved by his/her supervisor and the Board President.

**K. Outside and Collateral Employment**

Employees are prohibited from engaging in any activity that interferes with his or her job performance, responsibilities or the operation of the church, including unauthorized use of the church’s facilities. Outside employment for full-time employees is not encouraged.

**L. Conflicts of Interest**

Employees are expected to avoid actual, potential, or perceived conflicts of interest. A conflict of interest includes any situation where an employee may receive personal gain or potential personal gain or which may serve as a detriment to the church, 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 UUCSV. In order to avoid real or perceived conflicts of interest, employees should not refer church business to a member of the employee’s family or other persons with whom there may exist a personal, business or financial relationship. All church business and the choice of contractor are to be approved by the board.

**M. Holidays and Leave**

UUCSV employees will have the following paid holidays: New Year’s Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and the day after. The Church office will be closed on these holidays. For Christmas Eve through New Year's Day, the office will be open at the discretion of the minister. If a paid holiday falls on a Saturday or Sunday or on a day when an employee has work responsibilities, she or he may take that holiday at another time (within a month) provided she or he received prior approval from the supervisor. At the discretion of the minister, other faith requirements for leave will be accommodated.

**1. Annual Leave**

An employee earns leave as described below. The employee leave calendar goes from July 1 to June 30. All leave rates will be adjusted according to time of service on July

1. Employees may carry over leave from one fiscal year to the next, not to exceed the total amount of leave they could earn in one year as of the 30th of June.

	hours annual leave per year	months	rate earned per month
40 hour employee years 1 through 2	80	12	6.67
32 hour employee years 1 through 2	60	12	5.00

20 hour employee years 1 through 2	40		3.33
40 hour employee years 3 through 5	100	12	8.33
32 hour employee years 3 through 5	75	12	6.25
20 hour employee years 3 through 5	50		4.17
40 hour employee years 6 and beyond	120	12	10.00
32 hour employee years 6 and beyond	90	12	7.50
20 hour employee years 6 and beyond	60		5.00

## 2. Sick Leave

At the supervisor's discretion, an employee can take up to 3 days of consecutive paid sick leave. After that, leave will be unpaid. Employees will have up to 6 paid sick leave days per year. Records are kept for all leave categories as part of the employee's personnel file.

## 3. Leave Without Pay

An employee may request a leave without pay through his/her supervisor. If the supervisor and President of the Board agree to such a leave a written agreement will be drawn as to the conditions and length of the leave. Any replacement employee assigned or rehired to perform duties of the employee on approved leave shall be regarded as temporary during the period within which the employee on approved leave may legally return to work. For instance, parental leave, jury duty, sick leave, bereavement leave and military leave are examples of instances when leave without pay may be granted.

Employees who are members of the armed 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.

## 4. Severe Weather and Emergency Closings

Arrangements are to be made by phone with the employee's immediate supervisor on days when weather prohibits safe travel to work.

## N. Keys

UUCSV employees are issued keys by the Church Administrator when hired. These must be carefully safeguarded and returned before the last paycheck is given to employee when employment is terminated.

## O. Personal Computer and Network Software

UUCSV will acquire licenses for all software products as required by contracts with vendors. Employees may not duplicate or copy licensed software or copyrighted documentation unless necessary permissions have been secured. UUCSV's electronic systems are to be used exclusively for conducting church business. Employees are prohibited from adding software or downloading files not related directly to church business without permission from his/her supervisor.

Employer provides Internet access (including e-mail) to its staff members to assist and facilitate business communications and work-related research. These services are for business use in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on the Employer's computer system are the property of the Employer and may be accessed only by authorized personnel.

Inappropriate Internet use includes, but is not limited to:

- transmitting obscene, harassing, offensive or unprofessional messages
- 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,
- Transmitting any of the Employer's confidential or proprietary information, including member/friend data or other materials covered by the Employer's confidentiality policy.

Employer reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Only authorized staff members may communicate on the Internet on behalf of Employer. Employees may not express opinions or personal views that could be misconstrued as being those of Employer. Employees may not state their church affiliation on the Internet unless required as part of their assigned duties. Any violation of this policy may result in disciplinary action.

With prior authorization, UUCSV employees may use the Church computers to enhance their skills on their own time and when the equipment is not otherwise in use.

## **P. Harassment**

UUCSV is committed to providing a workplace free of sexual harassment as well as harassment based on race, color, religion, national origin, ancestry, age, disability, sexual orientation or any other characteristics protected from discrimination by law. This prohibition against harassment applies to all employees, as well as to visitors and other non-employees.

1. Sexual harassment is strictly prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, unwelcome or offensive touching, verbal conduct such as sexual jokes or suggestive or obscene comments, written or graphic materials, such as sexually suggestive or obscene documents, pictures, cartoons or photos, as well as any other conduct of sexual nature, whether written, verbal or physical.

It is unlawful to harass a person (an applicant or employee) because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for



sexual favors, and other verbal or physical harassment of a sexual nature. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex, sexual orientation and gender presentation. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

2. Physical or psychological harassment on the basis of any other category protected by law is also strictly prohibited. Under this policy, harassment is conduct that insults, shows hostility towards or makes fun of an individual or group because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability or any other category protected by law. This includes, but is not limited to, jokes, comments, slurs, epithets, gestures, posters, cartoons, pictures, drawings, and e-mails.
3. If an employee believes he/she has been subjected to or witnessed harassment committed by anyone, including visitors and other non-employees toward employees, it should be immediately reported to his/her supervisor and the chair of the Personnel Committee.
4. Every complaint of harassment will be promptly investigated by the Personnel Committee and UUCSV will take appropriate corrective action; if need be, up to and including discharge against any employee who violates this policy.
5. UUCSV will not in any way retaliate against anyone who, in good faith, makes a complaint or report of harassment, or participates in the investigation of such a complaint or report. Retaliation by anyone against any individual for reporting a claim of harassment or cooperating in the investigation of same will not be tolerated and will itself be subject to appropriate discipline, including discharge.

#### **Q. Work and Disciplinary Guidelines**

UUCSV holds high expectations for its employees. To safeguard the integrity of the church, engaging in inappropriate/unacceptable behaviors may result in disciplinary actions, including verbal warnings, documented (written) warnings, probation, or termination. Examples of these types of behaviors include but are not limited to:

- Failure to perform assigned duties in a manner acceptable to the Supervisor or the Board.
- Excessive absenteeism or tardiness.
- Possession or sale, or being under the influence, of alcohol or non-prescribed controlled substances while working.
- Insubordination toward supervisor, Minister or Board President.
- Unauthorized possession of weapons.
- Disclosure of confidential information.
- Working another job while scheduled to be on the job at UUCSV.
- Theft or dishonesty.
- Abusive treatment of others or engaging in behavior that is offensive to others
- Using the church facilities or resources for the conduct of non-church business.

Commitment of a felony action by an employee is grounds for immediate dismissal. Non-felony actions are grounds for a verbal or written warning, or possibly probation if the offense is deemed severe by the supervisor and Personnel Committee chair. Repeat written warnings for the same general offense during the same contract year are grounds for placement on Probation. For employees with multiple years at UUCSV, a single written offense may be grounds for Probation if written warnings pertaining to the same issue are present in the employee's personnel file from the previous year and the issue is mentioned as a goal for the current year. All employees (categories 1-4) must undergo a period of probation prior to termination when the issue is not a felony or civil offense.

Probation represents a failure of the employee to engage in proper behavior with the church community and/or their supervisor, with the above list as representative of actionable offenses. Probation results in a meeting between the employee, supervisor and Personnel Committee chair with additional goals and metrics set to specifically address the offending behavior. The revised objectives and metrics will be agreed to in writing by all members. The supervisor and employee will meet on at least a bi-monthly basis to review progress on the goals and metrics. Written notes signed by both parties will conclude each meeting. The Personnel Committee chair can be included in this meeting at the request of either the employee or supervisor. If employee progress is not deemed adequate by the supervisor after at least three meetings, the employee can be terminated following recommendation by the supervisor and review by the chair of the Personnel Committee and the Board President. Failure by the employee to engage in the Probation process is grounds for immediate dismissal. It is the discretion of the supervisor, following consultation with Personnel Committee chair and Board President to terminate employment through either a firing or a tendered letter of resignation, depending on the severity and the nature of the employee offense.

## **R. Problem Resolution**

While all employees, with the exception of the Minister serve at the pleasure of the Board, it is the policy of UUCSV to resolve complaints, problems and grievances that may arise between church employees and the supervisor, Minister or other church officers. A three-step procedure is adopted to address employee complaints.

Step One: The employee should make every effort to discuss the problem with his/her supervisor to seek resolution without proceeding further.

Step Two: If the employee is not satisfied with the outcome of the discussion with his/her supervisor, a written statement is tendered to the chair of the Personnel Committee. After consultation with appropriate persons, which may include the supervisor, Minister and the employee, the chair of the Personnel Committee will investigate the complaint and give the employee a written decision within ten days of receiving the complaint.

Step Three: If the employee is not satisfied with the results of Step Two, he /she may appeal to the Board with a written statement, including responses to the earlier requests. The President will provide a final decision for the employee in writing. This decision is without appeal.

## **S. Separations**

1. Final Paycheck
  - Salary will be paid through the final day of work performed.
2. Voluntary Separation

- An employee resigning his or her position is required to give at least a two-week written notice to the Minister, who will notify the Board.
  - Prior to receiving a final paycheck, the resigning employee will complete an exit interview with the chair of the Personnel Committee or the President of the Board and return all keys and church supplies and equipment to the Church Administrator.
3. Involuntary Separations
- Causes for immediate termination may include criminal activity, sexual harassment, or other civil offenses of a serious nature. A recommendation of termination from the supervisor may follow the probationary period of either new or long term staff. A terminated employee can be allowed to submit a Letter of Resignation if approved by the supervisor or the Board President. See also Section Q.
  - The Board must approve, in a timely manner, any request for termination at a special meeting called by the Board for that purpose, and this meeting must include consultation with the Personnel Committee chair.

### **III PERSONNEL DOCUMENTATION**

#### **A. Job Descriptions (appendix 1)**

1. Church Administrator
2. Music Director
3. Director Religious Education

#### **B. Personnel Forms (appendix 2)**