

Personnel Manual

Employee Policies

THE UNITARIAN UNIVERSALIST CONGREGATION OF ATLANTA, INC.



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I. EMPLOYMENT POLICIES AND PRACTICES

A. STATEMENT OF PURPOSE

This Personnel Policy Manual (Manual) is not a contract and can be modified or changed at any time. The relationship between Employer and employee is legally defined as “employment at will,” which means that such employment may be terminated without penalty by either party. Employers may not be compelled to pay wages to persons no longer in their service, and employees may not be compelled to render their labor without their consent.

Note that the policies outlined in this manual do not apply to ordained ministers called by the congregation.

The phrase “Lead Administrative Officer” is used to refer to the person with primary administrative responsibilities for the congregation. Unless otherwise stated, the “Lead Administrative Officer” is the Director of Administration or, in the absence of a Director of Administration, the Office Administrator.

We have prepared this Personnel Manual to help UUCA’s employees to understand some of the policies and procedures of The Unitarian Universalist Congregation of Atlanta, Inc. (referred to herein as "Employer"). Employees should familiarize themselves with this 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. 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 Lead Administrative Officer. Your comments and suggestions are genuinely encouraged.

B. EMPLOYER MISSION AND HISTORY

The Unitarian Universalist Congregation of Atlanta has grown from Universalist (1895) and Unitarian (1882) churches which merged in 1918 to form the predecessor of UUCA. With about 800 members and contributing friends, UUCA is the largest UU congregation in the Atlanta area. Our size lets us maintain many programs, both within the congregation and the larger community. UUCA is a community of faith that encourages and supports individual spiritual questions out of which the community acts together for social justice. To learn more about UUCA Mission & History, please go

to:

<http://www.uuca.org/us/our-history>

C. EQUAL EMPLOYMENT OPPORTUNITY

UUCA 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, sexual orientation, gender identity or any classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to the Lead Administrative Officer. 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

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment regardless of gender identity of persons involved. 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 he or she has been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to his or her supervisor or the Lead Administrative Officer. 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 the Executive (Senior Minister).

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 has 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 his or her 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.

Any employee who believes he or she 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 his or her supervisor or the Lead Administrative Officer. 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 the Executive (Senior Minister).

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, employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

- ❖ The employee should present any complaint or grievance to his/her supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

- ❖ If discussion with the supervisor does not resolve the matter to the employee's satisfaction or if the complaint or grievance is with the supervisor, the employee should submit the complaint or grievance in writing to the Lead Administrative Officer. If the report or complaint involves the Lead Administrative Officer, or if the Lead Administrative Officer is unavailable, the report or complaint may be taken to the Executive (Senior Minister). The Lead Administrative Officer or Executive (Senior Minister) may interview the employee or appoint an ad hoc committee to advise him/her. The Lead Administrative Officer or Executive (Senior Minister) 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 UUCA Board of Trustees. The resolution recommended by the Board will be binding upon the congregation and employee.

G. INTERNET POLICY

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 legitimate business use only 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; 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, sexual orientation, gender identity or any 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.

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.

Any software or other material downloaded into Employer'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 Lead Administrative Officer is required before introducing any software into Employer's computer system.

Employees may not express opinions or personal views in social media that could be misconstrued as being those of Employer.

H. MEDIA INQUIRIES

Periodically, UUCA will receive requests for information from organizations or persons with the role of publishing or disseminating information to the general public. This may include (but is not limited to) newspapers, radio, and television journalists, social media websites (e.g., blogs, forums, podcasts), professional associations or other third-party organizations. All such media should be directed to the Lead Administrative Officer. 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 AND OWNERSHIP

Employees may have access to confidential information about the Employer, members, friends, other staff members, volunteers, visitors, suppliers, vendors, contractors, and rental and other groups. Such information must remain confidential and may not be released, 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 Lead Administrative Officer.

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 Lead Administrative Officer.

Exceptions to this provision are permitted as agreed to and documented, in writing, in a prehire agreement.

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.

Exceptions to this provision are permitted as agreed to and documented, in writing, in a prehire agreement.

L. EMPLOYMENT OF RELATIVES AND MEMBERS

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 UUCA is not open to members of the congregation except in rare and unusual circumstances. Likewise, membership of the congregation is not open to employees of UUCA except in rare and unusual circumstances. Any and all exceptions must be authorized, in writing, by the Senior Minister.

M. PERSONAL RELATIONSHIP

UUCA strives to provide a work environment that is respectful and productive. This policy establishes rules for the conduct of personal relationships between employees, including supervisory personnel, in an attempt to prevent conflicts and maintain a productive and friendly work environment.

A "personal relationship" is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. An employee who is involved in a personal relationship with another employee may not occupy a position in the same department as, work directly for or supervise the employee with whom he or she is involved. UUCA reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in a personal relationship that may affect terms and conditions of employment. Supervisors and managers are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination. When a conflict or the potential for conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment, or terminated from employment. If such a personal relationship between employees develops, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to the department director or manager so that appropriate adjustments can be made.

N. 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 Lead Administrative Officer 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.

O. 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.

P. 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 entire UUCA community, 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.

Full-time employees are regularly scheduled to work 40 hours per week. Employees scheduled to work less than 40 hours per week will be considered part-time employees and the benefits for which they are eligible will be prorated according to the percentage of a 40-hour week worked.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as “nonexempt” employees. Those in administrative, management, or supervisory positions who are not subject to such regulation are referred to as “exempt” employees. Employees will be informed as to which type of employee they are.

B. HOURS OF WORK

Employees must establish regularly scheduled work hours with their supervisor and are expected to publicly share their schedule. The schedule should include hours, availability location, and (when appropriate) contact information. Individual work schedules may change from time to time. Changes/modifications to an employee’s published schedule should be communicated via email autoreply, voicemail message, and interoffice correspondence. 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 offsite events that are part of their employment.

Exempt employees regularly scheduled to work on Sundays are typically granted one Sunday off per month. This time is not to be treated as vacation or paid holiday. It is expected that time typically worked on a Sunday will be added to the employee’s regular work schedule within the same time period as the Sunday off.

C. TELEWORKING POLICY

The presence of staff members on site at UUCA makes informal communication and consultation easier, provides a stronger sense of teamwork, and improves overall staff morale. However, sometimes employees may need to go offsite to complete their job responsibilities. Examples of job-related offsite duties include purchasing supplies, taking mailings to the Post Office, attending meetings or other events, and taking part in denominational activities. Work that is creative in nature may, at times, also require being offsite, in places that are less hectic and less subject to interruption.

The option to conduct some portion of one’s work from home is a privilege extended to some staff members. This privilege is granted by the Executive (Senior Minister) or an appropriate supervisor. Employees who conduct some portion of their work at home should take special care to ensure that they actually work the number of hours outlined in their employment letters. Accordingly, employees who conduct some portion of their work at home should demonstrate an extra measure of accountability by keeping records of which work activities they conducted at home and when they conducted these work activities. As a rule of thumb, staff members should plan to be present on site at UUCA for at least two-thirds of the hours for which they are paid.

D. BREAK PERIODS

The time of meal and break periods will be at the discretion of the employee's immediate supervisor.

- ❖ Nonexempt employees scheduled to work at least 4 but less than 6 hours, may take one 15 minute, paid break.
- ❖ Nonexempt employees scheduled to work at least 6 hours but less than 8 hours, may take two 15 minute, paid breaks OR one 30 minute, unpaid meal break.
- ❖ Nonexempt employees scheduled to work at least 8 hours, MUST take one 30 minute, unpaid, meal break.
- ❖ Nonexempt employees scheduled to work at least 10 hours but less than 12 hours, MUST take one 30 minute, unpaid, meal break AND may take one 15 minute, paid break.
- ❖ Nonexempt employees scheduled to work 12 or more hours, MUST take one 30 minute, unpaid, meal break. In addition the employee may take two 15 minute, paid breaks OR one additional 30 minute, unpaid meal break.
- ❖ Nonexempt employees should not perform any work during their meal period. Break periods may not be accumulated, nor may they be substituted for tardiness or longer meal periods.

E. TIMEKEEPING AND OVERTIME

Nonexempt employees must complete a written and signed record of their time worked at the end of each day (see **Biweekly Time Sheet form in Appendix A**); such form must be submitted timely to employee's supervisor. 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 nonexempt 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. The time sheet **must** be reviewed and approved by the employee's supervisor.

Exempt employees must submit a written and signed record of their time when it includes any time outside of their normal work hours for the two-week reporting period. Except for holiday and sick leave, time taken as personal, vacation, professional development or denominational service leave, must be submitted via a UUCA Staff Time-Off Request form at least two weeks prior to the payroll in which the leave will occur. The UUCA Staff Time-Off Request form **must** be reviewed and approved by the employee's supervisor. **See UUCA Time-Off Request form in Appendix B.**

F. 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. Employees are usually paid biweekly.

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 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, obligation, 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 Lead Administrative Officer.

A. GROUP INSURANCE PROGRAMS

1. Health Insurance Benefits

Employees who work at least 750 hours/year or are regularly scheduled to work at least 15 hours per week may enroll in the group health insurance plan sponsored by the congregation unless they have health insurance through a family member or collateral employment.

Employer will pay 100% of the group health insurance premium for full-time employees.

Eligible employees who are not regularly scheduled to work 40 hours per week will pay 100% of the group health insurance premium.

Eligible employees may enroll their spouse/partner and dependents in the group health insurance plan sponsored by the congregation with the employee paying 100% of cost.

Employer will deduct the employee portion of the group health insurance premium(s) through payroll deduction.

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

Employees who work at least 750 hours/year or are regularly scheduled to work at least 15 hours per week are offered the option of purchasing group dental insurance, term life insurance, and long-term disability insurance through the group plan sponsored by the UUA.

Employees must enroll within the first 60 (sixty) calendar days from date of hire/eligibility, or during a specifically designated Open Enrollment opportunity.

Employer will deduct the cost of these premiums through payroll deduction.

3. 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 Lead Administrative Officer. 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 an amount equal to a percentage of an eligible employee's wages, and the employee has the option of making additional voluntary contributions on a pretax basis.

Before an employee can become a participant, there are certain eligibility requirements that must be met through employment with UUCA, but in general, after completing one year of employment, employees who work more than 1,000 hours in one year are eligible to be enrolled in a Defined Benefit Pension Plan. 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 UUCA Lead Administrative Officer or with the appropriate staff members at the UUA.

UUCA makes a percentage contribution of each eligible employee's salary, which percentage is set each year by the UUCA Board of Trustees, and employees are vested immediately.

All employees are covered by Social Security.

C. VACATION

1. Exempt Employees

Employer grants paid vacation to exempt employees at their regular rate of pay based on their length of service. Vacation accrual is as follows:

<u>Length of Service</u>	<u>Vacation Accrual¹</u>
6 months to 3 years of active employment	4.62 hours per pay period (up to 3 weeks/15 days annually)
More than 3 years but less than 7 years of active employment	6.15 hours per pay period (up to 4 weeks/20 days annually)
7years or more of active employment	7.69 hours per pay period (up to 5 weeks/25 days annually)

Increases in vacation accrual rate will be made on the first day of the pay period following the anniversary date of the year in which an employee completes his or her 3rd or 7th year of employment.

Vacation time must be requested in advance on the UUCA Staff Time-Off Request Form and can only be taken with the approval of the employee's supervisor. In the event of conflicting vacations requests, vacation generally will be granted in accordance with length of service and consistent with workload requirements. Summertime vacations generally are encouraged.

Vacation leave is not accrued during leaves of absence or during other nonactive duty status. A transfer from one position to another does not affect the employee's accumulated vacation hours.

Effective January 1, 2019, unused vacation may not be carried forward from one calendar year to the next.

An employee who resigns will not be compensated for unused accrued vacation. An employee may not borrow from future vacation.

¹ Accrual based on regular full-time employees regularly scheduled to work 40 hours per week. The accrual for exempt employees scheduled to work less than 40 hours per week will be prorated. For example, the accrual rate for an exempt employee working 30 hours per week will be 75% (30/40) or 3.461 hours per pay period during six (6) months' to three (3) years' employment.

Employees whose positions are terminated involuntarily will not be compensated for unused accrued vacation.

2. Nonexempt Employees

Specified nonexempt employees shall accrue vacation leave on a prorated hourly basis per the actual hours worked. An employee may not borrow from future vacation.

Effective January 1, 2019, unused vacation may not be carried forward from one calendar year to the next.

Nonexempt employees who resign or whose positions are terminated involuntarily will not be compensated for unused accrued vacation.

D. HOLIDAYS

1. Exempt Employees

The following paid holidays are observed each year:

- ❖ Martin Luther King Day (3rd Monday in January)
- ❖ Memorial Day (4th Monday in May)
- ❖ Fourth of July (observed)
- ❖ Labor Day (1st Monday in September)
- ❖ Thanksgiving Day (4th Thursday in November)
- ❖ Day after Thanksgiving 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.

The UUCA offices are closed from December 25th through January 1st. Exempt employees are granted this time off as additional observed holidays.

Employer grants three (3) Personal Holidays per year. Personal Holidays must be requested in advance via the UUCA Staff Time-Off Request Form and can only be taken with the approval of the employee's supervisor. In the event of conflicting requests, time off generally will be granted in accordance with length of service and consistent with workload requirements.

Should an employee be sick on a holiday, the employee will be paid for the holiday rather than paid sick/emergency leave.

2. Nonexempt Employees

Employer does not grant paid holidays or personal holidays to nonexempt employees.

E. LEAVES OF ABSENCE

1. General provisions

The policies in this section describe various types of paid and unpaid leaves of absence on a per-year basis 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

Sick leave may be used in the event the employee is unable to work because of personal injury, illness or other medical condition. In addition, sick leave may be used as paid medical leave or sick childcare leave and as otherwise required by applicable law. Sick leave should be used for routine dental and medical appointments, or when the employee has an unexpected personal problem such as car trouble, legal appointments, or other personal emergencies.

Employees must notify their supervisor before their starting time if they are ill and/or unable to come to work or if taking sick leave for routine dental or medical appointments. 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.

a) Exempt Employees

Full-time exempt employees accrue 3.692 hours of paid sick leave per pay period. Part-time exempt employees scheduled to work less than 40 hours per week will accrue sick leave on a prorated basis. For example, the accrual rate for an exempt employee working 30 hours per week is 75% (30/40) or 2.885 hours per pay period.

Sick leave is not accrued during leaves of absence or during other non-active duty status. A transfer from one position to another does not affect the employee's sick leave accumulation.

Unused sick leave is not payable on the termination of employment or employee resignation.

b) Nonexempt Employees

Nonexempt employees do not accrue paid sick leave.

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 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 Executive (Senior Minister).

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. In this context, immediate family member refers to an employee's parents, grandparents, spouse, partner, siblings or children, including foster and adopted children. The number of paid days off will be determined by the 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 Lead Administrative Officer, run concurrently with unpaid parental leave.

9. Denominational Service leave with pay

Employees are encouraged to engage in the service and support of the wider UU movement. It is part of what it means for UUCA to be in covenantal relationship with the larger UU community. At the same time, such service inevitably benefits UUCA. Employees who engage in the service of the wider UU community develop relationships, skills, and a knowledge base that can be used to enhance his/her work in the congregation.

Employees engaged in unpaid service of the UUA or the Mid-South District may be granted leave for up to 10 days with pay. Time required to travel, participate, and rest will be taken as Denominational Service leave. Denominational service leave must be requested in advance and can only be taken with the approval of the employee's supervisor. The employee is expected to ensure coverage for their regular work responsibilities while on Denominational Service leave with no additional expense to UUCA.

On rare occasions, additional Denominational Service leave may be granted at the discretion of the Senior Minister.²

² Additional denominational service leave may be granted depending on such factors as (1) whether the staff

Employees who receive a Professional Expense allowance may use these funds to pay for any non-reimbursed costs or expenses related to Denominational Service leave. As a general policy, Employer will not pay for any non-reimbursed costs or expenses related to Denominational Service except in rare and unusual circumstances. Any and all exceptions must be authorized, in writing, by the Senior Minister.

Employees who choose or are invited, called, or elected to engage in paid service of the UUA or the Mid-South District may be granted no more than 5 days of unpaid leave, at the discretion of the Senior Minister.

10. Professional Development/Study Leave with pay

Part of the work that UUCA employees are hired to do is to continue growing as professionals. Their on-site work at UUCA suffers if it does not benefit from regular engagement with organizations, networks, and programs to enhance professional development, education and study. This applies to exempt employees only.

At the discretion of the employee's supervisor, an employee may be granted Professional Development/Study Leave for up to 10 days with pay. Time required to travel, participate, and rest will be taken as Professional Development/Study Leave. The employee is expected to ensure coverage of their regular work responsibilities while on professional development/study leave with no additional expense to UUCA. Additional Professional Development/Study Leave may be granted at the discretion of the Senior Minister.

No more than the equivalent of 4 weeks unused professional development/study leave may be carried forward from one calendar year to the next. Unused professional development/study leave is not payable on the termination or resignation of employment.

As part of its annual budgeting process, Employer will designate a pool of funds to cover costs related to Professional Development/Study Leave. The usage and disbursement of these funds will be at the discretion of the Senior Minister. Written authorization for the use of these funds is required.

11. Sabbatical Leave with pay

Professional Spiritual Leaders called by the congregation are eligible for sabbatical leave with pay through their call agreement. The terms, conditions and provision of this leave are not covered in the Personnel Policy Manual.

12. Short-term Disability Leave with pay

Employer will provide short-term disability to bridge the gap between sick leave and vacation time AND the long-term disability protection. Exempt employees with at least one year of service who are suffering from a short-term disability that does not permit them to work will be expected to exhaust all of the accrued/unused sick and vacation time. Once exhausted, Employer will continue to pay the exempt employee's salary at 65% of their regular pay for the duration of the disability, or 60 days from the beginning of their absence, whichever is less. Exempt employees who

person has made reasonable plans for his/her work to be done in his/her absence and/or to complete work while away; (2) whether the absence avoids missing a Sunday or a day on which critical meetings happen, and (3) whether the staff person's participation results in a tangible, short- or long-term benefit to the congregation. This list of factors is not complete but merely illustrative of the kinds of considerations that the Senior Minister will take into account in approving paid denominational service leave beyond the allotted ten (10) days.

are able to anticipate the need for a disability leave of absence will save their vacation time for use during their leave period.

Exempt employees taking short-term disability leave will be expected to provide medical certification in a form acceptable to the Lead Administrative Officer. Employer may require the employee to seek a second opinion, with a physician of the Employer's choosing, and when the first and second opinion differ, may require a third. UUCA will reimburse for medical expenses (excluding the employees deductible) resulting from the second and third opinions which are not covered by medical insurance.

Nonexempt employees are not eligible for short-term disability with pay.

F. VEHICLE USAGE AND REIMBURSEMENT

Employees using their own cars for UUCA-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 Lead Administrative Officer. Trips must be authorized, in advance, 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 scheduled workdays 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.
- ❖ Unauthorized possession of weapons.
- ❖ Disclosure of confidential information.
- ❖ Smoking in unauthorized areas.
- ❖ Failure to report on-the-job injuries.
- ❖ 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.
- ❖ 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 Lead Administrative Officer. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Lead Administrative Officer. In the event of a fire or other emergency, the fire department and/or police should be called immediately, and all nonemergency personnel 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 UUCA property. Employees should report any lost item to the 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 Lead Administrative Officer.

F. WORKPLACE THREATS AND VIOLENCE

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

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on UUCA property may be removed and will remain off UUCA 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 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. Name badges should be worn when employees are on duty.

H. INSPECTION RIGHTS

Faith communities, like other organizations, are sometimes the victims of thieves. UUCA has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees, however, UUCA can make no assurances that they will always be secure.

The storage of any unauthorized alcohol, weapons, illegal drugs or drug-related paraphernalia is prohibited on UUCA premises. Therefore, the Employer reserves the right to open and inspect any desk, file cabinet, closet or storage area at any time and without prior notice or consent.

Employees may not use personal locks on UUCA 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.

J. GIFTS FROM VENDORS

No gifts of any kind, that are offered by vendors, suppliers, customers, potential employees, potential vendors and suppliers, or any other individual or organization with a financial relationship to UUCA, no matter the value, can be accepted by any employee, at any time, on or off the work premises.

K. CORPORATE CREDIT CARDS

In order to take advantage of the convenience, mobility and efficiency of credit-card purchasing, Employer may elect to issue a corporate credit card to an Employee (Cardholder) for charges and purchases that pertain to such employee's job, responsibilities and/or program(s).

- ❖ A credit card may be issued to an Employee at the recommendation of Employee's supervisor and with the approval of the Executive (Senior Minister). Such card's credit limit will be determined by the Executive and UUCA Administration.
- ❖ Card must be used solely for charges and purchases that pertain to Cardholder's job, responsibilities and/or program(s) at or pertaining to UUCA; personal purchases are strictly prohibited. If a personal purchase is accidentally made using a UUCA corporate card, such purchase must be reimbursed by Cardholder to UUCA along with the monthly UUCA VISA Statement on which the accidental purchase appears.
- ❖ Cardholder must maintain and retain sufficient records for all charges and purchases including original receipts; Cardholder is strongly encouraged to maintain a file folder containing all credit-card receipts from which receipts will be extracted to attach to the monthly credit card printed statement.
- ❖ Card and its use must be safeguarded by Cardholder; if lost, stolen or compromised or suspected as such in any way, Cardholder must—as soon as possible—first notify the card issuer (to prevent fraudulent purchases) and then notify UUCA Administration.
- ❖ A monthly *Excel* spreadsheet credit-card statement will be provided to each Cardholder following the card issuer's monthly processing cut-off. Such statement will include a Due Date established by UUCA Administration to provide sufficient time for UUCA

Administration to process all such statements and effect timely payment to the card issuer. Cardholder must:

- Update said spreadsheet with the GL Account and Business Purpose for each purchase listed.
 - Print the completed spreadsheet (Print Entire Workbook), attach all receipts (in purchase date reverse order) to the printed worksheet, and sign and date the cover page.
 - Employee must provide the signed statement to Employee's supervisor to review, sign and date Employee's monthly credit card statement a minimum of two (2) supervisor's working days prior to the Due Date. It is the responsibility of Cardholder to be aware of the supervisor's and UUCA Administration's work, vacation, holiday, etc. schedules to ensure that the statement can be reviewed and signed timely.
 - Supervisors must forward each approved and signed statement to UUCA Administration a minimum of one (1) Administration working day prior to the Due Date. It is the responsibility of Supervisor to be aware of UUCA Administration's work, vacation, holiday, etc. schedules to ensure that the statement can be reviewed and signed timely by UUCA Administration.
 - UUCA Administration must process all received *Excel* spreadsheet/printed statement pairs to ensure timely payment to card issuer.
 - If a Cardholder's monthly *Excel* spreadsheet and signed/approved printed statement is not received timely three (3) times (not necessarily consecutive) within a 12-month period, Cardholder's card will be deactivated.
- ❖ Credit limit adjustment requests should be addressed to UUCA Administration and must be approved by Cardholder's supervisor, the Executive and UUCA Administration. If approved, UUCA Administration will work with card issuer to effect such change. Note that a credit limit change to one card may require credit limit changes to one or more other cards in order to remain within the constraints of our overall corporate credit limit.
- ❖ If UUCA Administration becomes aware of any unusual, inappropriate or potentially fraudulent spending activity on a card, the card will be deactivated. If such spending activity is justified by the Cardholder and supported by Cardholder's supervisor, Cardholder's card will be reactivated; otherwise Cardholder must surrender said card to UUCA Administration.

V. APPENDICES

A. BIWEEKLY TIME SHEET

Biweekly Time Sheet 2019

Employee Name: _____

Pay Period:

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Starting Ending

Position: _____

DATE	Regular Hours		Daily Subtotal	Rental Hours*		Daily Subtotal	A/V Tech Hours*		Daily Subtotal
	Start Time	End Time		Start Time	End Time		Start Time	End Time	
Sat									
Sun									
Mon									
Tue									
Wed									
Thu									
Fri									
Sat									
Sun									
Mon									
Tue									
Wed									
Thu									
Fri									
TOTAL Regular Hours				TOTAL Rental Hours*			TOTAL A/V Tech Hours*		

Pay Period	Due Date (by noon)
12/29/18	1/11/19 Sun 1/13/19
1/12/19	1/25/19 Sun 1/27/19
1/26/19	2/8/19 Sun 2/10/19
2/9/19	2/22/19 Sun 2/24/19
2/23/19	3/8/19 Sun 3/10/19
3/9/19	3/22/19 Sun 3/24/19
3/23/19	4/5/19 Sun 4/7/19
4/6/19	4/19/19 Sun 4/21/19
4/20/19	5/3/19 Sun 5/5/19
5/4/19	5/17/19 Sun 5/19/19
5/18/19	5/31/19 Sun 6/2/19
6/1/19	6/14/19 Sun 6/16/19
6/15/19	6/28/19 Sun 6/30/19
6/29/19	7/12/19 Sun 7/14/19
7/13/19	7/26/19 Sun 7/28/19
7/27/19	8/9/19 Sun 8/11/19
8/10/19	8/23/19 Sun 8/25/19
8/24/19	9/6/19 Sun 9/8/19
9/7/19	9/20/19 Sun 9/22/19
9/21/19	10/4/19 Sun 10/6/19
10/5/19	10/18/19 Sun 10/20/19
10/19/19	11/1/19 Sun 11/3/19
11/2/19	11/15/19 Sun 11/17/19
11/16/19	11/29/19 Sun 12/1/19
11/30/19	12/13/19 Sun 12/15/19
12/14/19	12/27/19 Sun 12/29/19

* Provide per-event breakdown of hours on reverse side.

Employee Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____

B. UUCA TIME-OFF REQUEST



UUCA Time-Off Request

Requestor Information

Requestor Name: _____

Requestor Title/Position: _____

Request Date: _____

Time Off Requested	Number of Days Requested	Date(s) Requested	Within Pay Period <small>Please specify the SINGLE Pay Period (i.e. reversed) for each range of days.</small>
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Paid Benefits

<input type="checkbox"/> Vacation <small>(paid UCA)</small>			
<input type="checkbox"/> Personal Holidays <small>(paid UCA)</small>			

Paid Leaves of Absence

<input type="checkbox"/> Denominational Service <small>(paid UCA)</small>			
<input type="checkbox"/> Funeral or bereavement <small>(paid UCA)</small>			
<input type="checkbox"/> Jury duty <small>(paid UCA)</small>			
<input type="checkbox"/> Professional Development/Study <small>(paid UCA)</small>			
<input type="checkbox"/> Sabbatical			
<input type="checkbox"/> Short-term Disability <small>(paid UCA)</small>			
<input type="checkbox"/> Sick <small>(paid UCA)</small>			

Unpaid Leaves of Absence

<input type="checkbox"/> Denominational Service <small>(unpaid)</small>			
<input type="checkbox"/> Medical <small>(unpaid)</small>			
<input type="checkbox"/> Military			
<input type="checkbox"/> Parental <small>(unpaid)</small>			
<input type="checkbox"/> Personal <small>(unpaid)</small>			
<input type="checkbox"/> Unpaid time off			

Approval

UUCA Supervisor Name/Title: _____

UUCA Supervisor Signature: _____

Date Approved: _____

H:\Users\Administrative\Forms\UUCA Staff Time-Off Request 2018-01-18.docx

C. PERSONNEL MANUAL ACKNOWLEDGMENT

This form is on a separate page at the end of the Personnel Policy Manual as it will be placed in the employee's personnel file after it has been signed.

UUCA PERSONNEL MANUAL ACKNOWLEDGMENT

I, _____, hereby acknowledge that I have received a copy of the Personnel Policy Manual for THE UNITARIAN UNIVERSALIST CONGREGATION OF ATLANTA, INC., Effective Date: December 1, 2018. I hereby understand that it is my responsibility to 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 effective December 1, 2018.

Employee Signature

Employee Name (Print)

Date