

The Unitarian Church in Westport

Human Resources Policy Manual

Adopted and Approved by the Board Trustees

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MISSION STATEMENT OF THE UNITARIAN CHURCH IN WESTPORT

The Unitarian Church in Westport is a diverse and welcoming religious community, free of creed and dogma, and open to people of all backgrounds and beliefs. We **inspire** and support individual spiritual growth. We **connect** through worship, music, learning, and caring ministries. We **act** in the service of peace and justice.

This Human Resources Manual is a document that supports the mission of the church by ensuring fair and equitable treatment of church employees. The provisions are not mandated from the Unitarian Universalist Association (UUA); they are derived from state and federal legal requirements. In addition, some of these provisions represent good management practices that support effective implementation of our mission.

I. NEW HIRE POLICY AND PRACTICES

A. STATEMENT OF PURPOSE

This Human Resources Policy Manual (“Manual”) has been prepared to help you to understand some of the policies and procedures of The Unitarian Church in Westport (“Church”). 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 Church creates an express or implied contract, promise or representation between Church and any employee.

The Church’s policies generally will be applied consistently. However, the Church 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 Church reserves the right to amend, supplement or rescind any provisions of this Manual as necessary.

The Manual applies to all Employees, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. This Manual applies to ordained ministers(s) called by vote of the congregation with the exception that when there is a conflict between the minister’s contract and the Manual in which case, the contract prevails.

All employment with the Church is “at-will.” Employment “at-will” means that an employee or the Church 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 Immediate Supervisor. Your comments and suggestions are genuinely encouraged.

B. UUA AND CHURCH PRINCIPLES

The Church believes in tolerance and acceptance of people and lifestyles. Church members challenge each other to live in accordance with the following Unitarian Universalist principles which the Church affirms and promotes:

- The inherent worth and dignity of every person
- Justice, equity and compassion in human relations
- Acceptance of one another and encouragement to spiritual growth
- A free and responsible search for truth and meaning
- The right of conscience and the use of the democratic process within our congregation and in society at large
- The goal of world community with peace, liberty and justice for all
- Respect for the interdependent web of all existence of which we are a part

C. EQUAL EMPLOYMENT OPPORTUNITY

The Church affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and 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 and/ or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to their Immediate Supervisor. 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. BACKGROUND CHECKS

Because of the nature of the Church's operation, each employee and prospective employee will be required to authorize a background check which complies with federal, state and local laws and requirements, as a term and condition of employment.

E. 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 Immediate Supervisor that establish identity and employment eligibility from the date employment begins.

II. EMPLOYMENT POLICIES AND PRACTICES

A. INITIAL EMPLOYMENT

New employees are not entitled to benefits for a period of three (3) months from date of employment. At that point in time, other eligibility requirements may apply (see Benefits section).

There is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of Church.

B. 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 Immediate Supervisor. Employees who are unable to report to work at their scheduled time must call their Immediate 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 Immediate 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 Immediate 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.

C. PROFESSIONAL BEHAVIOR

Employees should maintain a professional attitude and appearance that is appropriate to their position and the Church. Name badges should be worn when employees are on duty on Sunday. Personal mail and non-essential telephone calls at work are discouraged and can subject the Employee to disciplinary action. Neither use of the Church's email, social media or telephone communications is confidential. The Church reserves the right to monitor all such communications.

D. CONFIDENTIALITY

Employees may have access to confidential information about the Church, including but not limited to information about members, friends or other Employees. Such information must remain confidential and may not be released, removed from the Church's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment.

Disclaimer: However, nothing in this paragraph shall be construed as preventing employees from discussing or releasing information about wages, hours, working conditions, or other terms and conditions of employment when engaged in concerted activity or as protected under Connecticut law and/or Section 7 of the National Labor Relations Act.

All requests for information concerning past or present employees received from organizations of individuals should be directed to the Head of Staff.

E. CONFLICTS OF INTEREST

A Conflict of Interest is any actual or potential situation in which an individual's close relationship to another party would make it difficult for the individual to be unbiased in carrying out his or her obligations. To this end, the Church maintains a separate Conflict of Interest Policy. All employees are required to acknowledge receipt of the Policy by their signature. Employees who have questions about whether an activity violates this policy should discuss the matter with the Immediate Supervisor.

F. 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 Church'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 Church duties, subject to the disclaimer of Section II.D ; or tend to increase Church'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.

G. PERSONNEL RECORD

It is very important that employees keep up-to-date all the information provided to the Church. 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 Immediate Supervisor 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.

H. 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 at the beginning of the fiscal year so that their work may be evaluated on the basis of clear criteria they have helped to develop. Evaluations shall, to the extent practical, be conducted on a schedule that reflects their start date and other important Church events.

I. 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 and/or illegal conduct may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive.

- Failure to perform work appropriately.
- 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 Church premises (including meal and other breaks).
- Unauthorized possession of weapon(s).
- Disclosure of confidential information subject to the disclaimer in Section II.D.of the Manual
- Smoking on church property
- 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 record of time worked.
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his or her job and as permitted by law.
- Theft or dishonesty.
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
- Malicious or Discourteous treatment of others (subject to the disclaimer in Section II.D.of the Manual
- Taking Church property without paying for it or without written permission.
- Reckless, careless or unauthorized use of Church property, equipment or materials.

- Improper or profane language.
- Violation of any other Church policy.

J. 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 Immediate Supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the Immediate Supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Head of Staff who shall gather the evidence necessary to complete an investigation. The Head of Staff may interview the employee, involve the personnel committee, or appoint an ad hoc committee to advise him/her.

Head of Staff shall then recommend a resolution of the problem to the Immediate Supervisor and employee. The resolution recommended by the Head of Staff will be binding on the congregation and employee. If the complaint or grievance involves the Head of Staff, the individual receiving the written report or complaint should be the Chair of the Board of Trustees who shall conduct the investigation and communicate the recommended solution which shall be binding on the congregation and employee.

K. PROGRESSIVE DISCIPLINE

Employees have the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their duties to the best of their ability and to the standards as set forth in their job description or as otherwise established.

The Church generally supports the use of progressive discipline to address certain issues such as poor work performance. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of certain undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with UUA values, accepted Human Resources practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. The Church reserves the right to combine or skip any or all steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on the Church.

The following outlines The Unitarian Church in Westport's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.

- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

The Church reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

L. SEPARATION FROM EMPLOYMENT

Employees who resign are requested to give at least three (3) weeks written notice in order for the congregation to find a suitable replacement. If less than three (3) week's notice is provided, the Employee waives all accrued and unused vacation.

Any employee who is absent for three consecutive days without notifying his or her Immediate 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.

III. GENERAL WORKPLACE POLICIES

A. INTERNET POLICY AND SOCIAL MEDIA

The Church 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 Church's computer system are the property of the Church and may be accessed only by authorized personnel.

Internet use includes Social Media. Inappropriate use includes, but is not limited to:

- transmitting obscene, harassing, offensive or unprofessional messages; or
- bullying, discriminating or acting in a way that would not be [permitted in the actual workplace
- 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, gender orientation, disability or any other classification protected by law; or

- transmitting any of the Church's confidential or proprietary information, including member/friend data or other materials covered by the Church's confidentiality policy
- When posting on social media sites, the employee must use the following disclaimer when discussing job-related matters; *"The opinions expressed on this site are my own and do not necessarily represent the views of The Unitarian Church in Westport."*

The above is subject to the Disclaimer in Section II. D of this Manual

Church 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 Church'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 Director of Operations is required before introducing any software into Church's computer system.

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

B. MEDIA INQUIRIES

All requests for information about the Church from newspapers, television and radio media should be directed to the Head of Staff. An appropriate response to a media inquiry would be, "I'm not authorized to answer that question. May I contact the appropriate person and have that individual get back to you?"

C. PERSONAL PROPERTY

The Church 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 Immediate Supervisor 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 Immediate Supervisor.

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 must know the whereabouts of fire extinguishers and the first aid kits.

Any unsafe condition, equipment or practice observed by an employee must be reported immediately to the Immediate Supervisor. All on-the-job accidents or injuries to employees, no matter how minor, must be reported immediately to the Immediate Supervisor. In the event of a fire or other

emergency, the fire department and/or police must be called immediately, and all Employees, visitors, and members of the congregation should leave the premises.(see TUCW Safety and Security Protocol)

E. 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 Church determines that a violation of this policy has occurred, the Church 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 Immediate 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.

F. HARASSMENT

The Church 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 the Church, or any other person who the employee encounters in the course of employment should report that conduct immediately to his or her Immediate Supervisor. If the report or complaint involves the Immediate Supervisor, the individual receiving the complaint should be the Head of Staff. If the report or complaint involves the Head of Staff, the individual receiving the report or complaint should be the Chair of the Board of Trustees.

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.

G. SEXUAL HARASSMENT

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 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 Immediate Supervisor. If the report or complaint involves the Immediate Supervisor, the individual receiving the complaint should be the Head of Staff. If the report or complaint involves the Head of Staff, the individual receiving the report or complaint should be the Chair of the Board of Trustees.

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 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.

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 guns ,weapons, unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on church premises. Therefore, the Church 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 OF RELATIVES AND FAMILY MEMBERS

Employment with the church is not open to members of the congregation except in extraordinary circumstances as determined by the Head of Staff and approved by the Board of Trustees.

The employment of other members of an employee's family, including but not limited to, domestic partner, spouse, sibling, child and/or parent is not permitted except in extraordinary circumstances and for a limited time.

J. REFERENCES

No employee is permitted to provide an employment reference. All inquiries for references for current or former employees are to be forwarded to the Director of Operations who will confirm name, employment, compensation, title and dates of employment.

K. OTHER REQUIREMENTS

Employees are to read, be aware of, and comply with all the Policies Protocols and Procedures of the Church.

IV. 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. Hourly employees are those who are paid by the hour.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as "non-exempt" employees. Those in 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. Some Employees may be scheduled for work on Saturday or Sunday; however their total work week should not exceed 40 hours. Part-time hourly employees will generally have a set written minimum work schedule (“Scheduled Hours”) established by their Immediate Supervisor and signed by the Employee.

Individual work schedules may change from time to time in accordance with the needs of the Church. Attendance at staff meetings will be considered time worked. Employees are expected to attend any staff retreats or off-site events which are part of their employment.

If the Church is closed due to severe weather or other emergency, employees who are full-time and those whose Scheduled Hours fall on that day receive their pay. For the latter it is based on the number of hours on their Schedule for that day.

C. BREAK PERIODS

Except as required by law, the time of meal and break periods will be at the discretion of the Immediate Supervisor. Non-exempt employees are not to perform any work during their meal period, except as otherwise directed by their Immediate Supervisor.

D. TIMEKEEPING AND OVERTIME

As required by federal and/or state law, non-exempt employees must submit a written and signed record of their time worked at the end of each pay period. Any scheduled hours not worked or time worked in excess of their Scheduled Hours 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.

Non-exempt employees should not work overtime without authorization in advance. Failure to comply will result in disciplinary action up to and including dismissal.

E. PAY AND PAYROLL DEDUCTIONS

Pay adjustments generally will be considered for employees periodically 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, Church finances and other appropriate factors. Employees are generally paid every two weeks.

Deductions made from employees’ wages are reflected on the Employee’s paycheck . 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 Accounting Department of any changes to, or errors in, their deductions. Any necessary adjustments usually are made and reflected in the employee’s next paycheck.

V. EMPLOYEE BENEFITS

The Church has made effort to, and desires, if possible and appropriate, to comply with the UUA Fair Compensation Guidelines. The ability to do so depends on many factors and is not guaranteed.

The benefits outlined in this Manual represent significant additional compensation to that currently available through Church.

This summary is not intended to and does not create an express or implied contract, promise or representation between Church and the employee. These benefits are subject to change at any time in the discretion of Church.

In the event of any discrepancy between the benefits outlined below and the Employee Benefit Plan issued by the applicable provider (“PLAN”) itself, the Plan will govern. Any questions about employee benefits should be directed to the Accounting Department.

A. GROUP INSURANCE PROGRAMS

Health Insurance Benefits

An Employee with Scheduled Hours of 16 to 29 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 after one (1) year of service.. An employee with Scheduled Hours of 30 or more are entitled to enroll in the health Plan after ninety (90) days unless the employee is already enrolled in health insurance through a family member or collateral employment.

The Church will be pay 80% of the premium for the Employee and the Employee will be required to pay 20%. Spouses/partners and/or child dependents of the Church may be covered by such insurance if, and only if, the Employee pays 50% of the premium and they are not entitled to coverage under some other policy or program. The Church will pay the remaining 50% of the premium..

Upon reaching the age of 65, an Employee may enroll in the Medicare coverage provisions of the Health Plan and the Church will pay 100% of Plan “F” premium. The Church will pay 100% of such coverage for a covered dependent aged 65 or over.

Further information concerning the Plan may be obtained from the Accounting Department

Dental Insurance

Employees who have Scheduled Hours of at least 20 hours per week may enroll in the group dental insurance plan sponsored by the congregation unless they have health insurance through a family member or collateral employment. The Church will be pay 100% of the premium for the Employee. Spouses and/or child dependents of the Church may be covered by such insurance if, and only if, the Employee pays 50% of the premium and they are not entitled to coverage under some other policy or program. The Church will pay the remaining 50% of the premium.

Further information concerning the plan may be obtained from the Accounting Department

Long Term Disability Insurance

Employees who have Scheduled Hours of at least 20 hours per week will be enrolled in the group long term disability insurance plan sponsored by the congregation. The premium for this plan will be paid for by the Church.

Workers' Compensation Insurance

The Church 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.. Employees may be required to provide a physician's statement in order to receive worker's compensation benefits, or to return to work.

Life Insurance

Employees who have Scheduled Hours of at least 20 hours per week will be enrolled in the group life insurance plan sponsored by the congregation. The premium for this plan will be paid for by the Church.

B. RETIREMENT PLAN

The Church provides employees with Scheduled Hours of at least 20 hours per week with the opportunity to accumulate tax-deferred savings for retirement. Under the Retirement Plan provided, the Church will contribute an amount equal to 10% of your wages to a UUA sponsored personal investment account depending on the financial conditions of the Church. The Church's minimum contribution will be 5%.. At the beginning of each fiscal year, the employees in the Plan will be notified as to the actual contribution for that year. Employees also have the option of making additional voluntary contributions up to a specified limit 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 Accounting Department and their personal financial advisor.

C. VACATION

The Church grants paid vacation to full-time Employees at their regular rate of pay based on their length of service with the Church. Employees who have Scheduled Hours of 30 or more each week are entitled to a prorated amount of vacation time. Vacation eligibility is as follows:

Length of Service

Amount of Vacation

Six months -1 year

Five (5) days

1 year – 4 years

Ten (10 days)

5 years+

Fifteen (15) days

After the ninety (90) new employee period, vacation days, if any, shall accrue equally over the calendar year on the first day of each of the months of the year. Increases, if any, in vacation accrual rate will be made on the following January 1.

Vacation time must be requested in advance and can only be taken with the approval of the employee's Immediate Supervisor. In the event of conflicting vacations requests, vacation generally will be granted in accordance with length of service and consistent with workload requirements.

There is no carry-over vacation except where a legitimate need of the Church requires the employee to delay his/her vacation.

Employees who are fired are not entitled to receive accrued vacation. Employees who resign with at least three (3) 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 for full time Employees and those whose Scheduled Hours fall on these days:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Day

Two additional holidays may be observed as determined each year by the Head of Staff. These will be based primarily on the timing of the regular holidays so as to make long weekends available whenever possible. If employees are required to work on an observed holiday they are generally granted another day off. There are no optional holidays.

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 Church. 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

Full-time Employees and those with Scheduled Hours of 16 hours or more a week are eligible for a maximum of five (5) days per calendar year. Sick time can be used for only for Employee sickness during Scheduled Hours

Sick leave is to be used only in the event the employee is unable to work Scheduled Hours because of an Employee's own illness, injury, or other medical condition or as otherwise provided by law.

Employees must notify their Immediate 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 if an Employee is ill for more than one work week. The Church reserves the right to request employees who are repeatedly absent for illness or injury be examined by a physician chosen by the Church, and at the expense of the Church.

Sick leave days cannot be carried over to the next calendar year.

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 Immediate Supervisor. 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. Church also reserves the right to request a second opinion from a physician chosen by the Church on any medical leave of absence.

4. Personal leave without pay

Non-exempt employees who have been employed full-time for at least one year may be given unpaid personal leave of twelve (12) days per year, which must be approved in advance by the Immediate Supervisor and the Head of Staff.

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 (3) days with pay for the death of an immediate family member. The number of paid days off will be determined by the Immediate Supervisor based on the circumstances. An immediate family member is defined as spouse/partner, mother, father, mother-in-law, father-in-law, sister, brother, child, sister-in-law, brother-in-law, niece, nephew, aunt, uncle or grandparents.

7. Jury duty leave with pay

Employees called for jury duty are paid their regular pay for up to twenty (20) working days. Employees should appear for work upon being excused from jury duty on any day.

8. Other unpaid leave

At the discretion of the Church and when such leave will not deleteriously affect the Church, a full-time employee may request and be granted unpaid leave of absence.

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 Immediate Supervisor. Trips must be authorized by Immediate 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 Church.

HUMAN RESOURCES POLICY MANUAL ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Human Resources Policy Manual of The Unitarian Church in Westport. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of the Church.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the Church 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 Church 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 Human Resources Policy Manual, dated

_____.

Employee Signature

Date

Employee Name: