



UNIVERSITY  
UNITARIAN  
CHURCH

## Human Resources Manual

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## Table of Contents

<b>INTRODUCTION .....</b>	<b>4</b>
<b>ORGANIZATION .....</b>	<b>4</b>
<b>MISSION AND VISION.....</b>	<b>4</b>
<b>APPLICABILITY OF HUMAN RESOURCE POLICIES.....</b>	<b>5</b>
<b>EQUAL EMPLOYMENT OPPORTUNITY .....</b>	<b>5</b>
<b>EXPECTATIONS OF OUR EMPLOYEES .....</b>	<b>5</b>
<b>STANDARDS OF EMPLOYEE CONDUCT .....</b>	<b>5</b>
<b>CONFLICTS OF INTEREST/PERSONAL GAIN .....</b>	<b>6</b>
<b>PROFESSIONAL EXCELLENCE .....</b>	<b>6</b>
<b>CONFIDENTIALITY .....</b>	<b>6</b>
<b>USE OF UUC INFORMATION/COMMUNICATIONS SYSTEMS .....</b>	<b>7</b>
<b>HARRASSMENT .....</b>	<b>7</b>
<b>EMPLOYMENT CLASSIFICATIONS.....</b>	<b>8</b>
<b>FULL-TIME, PART TIME &amp; TEMPORARY .....</b>	<b>8</b>
<b>NON-EXEMPT AND EXEMPT .....</b>	<b>8</b>
<b>HOURS OF WORK.....</b>	<b>8</b>
<b>ATTENDANCE AND PUNCTUALITY.....</b>	<b>9</b>
<b>PERFORMANCE DEVELOPMENT.....</b>	<b>9</b>
<b>COMPENSATION AND BENEFITS.....</b>	<b>9</b>
<b>PAY PERIODS AND COMPENSATION .....</b>	<b>9</b>
<b>VACATION .....</b>	<b>10</b>
<b>HOLIDAYS .....</b>	<b>10</b>
<b>FLEXTIME.....</b>	<b>11</b>
<b>HEALTH SERVICES .....</b>	<b>11</b>
HEALTH PLAN.....	11
GROUP DENTAL, TERM LIFE, AND LONG-TERM DISABILITY .....	12
FLEX SPENDING ACCOUNT.....	12
WORKERS COMPENSATION INSURANCE .....	12
UNEMPLOYMENT INSURANCE.....	12
EMPLOYEE ASSISTANCE PROGRAM.....	12
<b>SICK LEAVE.....</b>	<b>13</b>
DOMESTIC VIOLENCE LEAVE.....	14
<b>RETIREMENT.....</b>	<b>14</b>
<b>ELECTIVE COMPENSATION PLAN .....</b>	<b>14</b>
<b>F.I.C.A.....</b>	<b>15</b>
<b>EXPENSE REIMBURSEMENT .....</b>	<b>15</b>
<b>STAFF EXPENSES .....</b>	<b>15</b>
<b>LEAVE OF ABSENCE: FAMILY LEAVE.....</b>	<b>15</b>
ADVANCE NOTICE AND MEDICAL CERTIFICATION.....	16
JOB BENEFITS AND PROTECTION .....	16
<b>BEREAVEMENT LEAVE .....</b>	<b>16</b>
<b>LEAVE OF ABSENCE: PERSONAL .....</b>	<b>16</b>
<b>JURY DUTY.....</b>	<b>17</b>
<b>BREASTFEEDING AT WORK .....</b>	<b>17</b>

<b>INCLEMENT WEATHER .....</b>	<b>17</b>
<b>ADDRESSING EMPLOYEE CONCERNS .....</b>	<b>17</b>
<b>EMPLOYEE GRIEVANCES.....</b>	<b>17</b>
<b>HARRASSMENT AND DESCRIMINATION .....</b>	<b>18</b>

## **INTRODUCTION**

This Human Resources Manual is intended to help you understand the basic policies and procedures of the church. You should familiarize yourself with the manual as it will provide answers to some questions you may have about your employment. The policies and procedures contained in this manual have been developed with a spirit of trust, good faith, and fairness between UUC and its employees and are aimed at maintaining a productive and harmonious work environment that meets the administrative and programmatic needs of the congregation, its children and guests.

## **ORGANIZATION**

UUC is a member of the Unitarian Universalist Association (UUA), a religious organization that represents the merger of two earlier church organizations: the American Unitarian Association, organized in 1825, and the Universalist Church of America, formed in 1793. The two denominations merged in 1961 to form the UUA. Outstanding Unitarians and Universalists have included John Adams, Louisa May Alcott, Ralph Waldo Emerson, Clara Barton, and Oliver Wendell Holmes.

Each of the more than one thousand congregations is democratic in structure and governs itself. These congregations work with the UUA to provide services that individual churches cannot provide for themselves, and to support national and international work within the goals of Unitarian Universalism.

The Board of Trustees (BOT), elected by the congregation, governs UUC. Each member is elected to a three-year term by vote of the congregation at the annual meeting of the church. The Board elects a president, vice-president, secretary and treasurer. The Executive Team – the Minister, Assistant Minister, Director of Operations and Director of Ministries – develop operational procedures, programs and services to fulfill the Mission and Vision established by the Board and congregation.

## **MISSION AND VISION**

**Mission:** UUC is a community that covenants to awaken spirit, nurture hope, and inspire action.

### **Vision**

- We will create a more connected multigenerational community where all individuals welcome, value, and support one another and contribute to the common good.
- We will risk leaving the safety of known ways in order to open ourselves to experiences of awe and mystery and deepen our sense of gratitude and awareness that we are connected to creation.
- We will be responsible stewards of the gifts we hold in trust, endeavoring to leave a generous and sustainable legacy for those who come after us.
- We will vocally and actively oppose injustice and stand in prophetic judgment of all that would diminish the equality and dignity of human beings or harm the web of life. We seek partnership with those who share our goals and creative dialogue with those who challenge us in our search for larger truths.

## ***APPLICABILITY OF HUMAN RESOURCE POLICIES***

These policies apply to all staff members of UUC, whether full time, part-time, exempt or nonexempt, except where otherwise stated. Individual job descriptions or agreements may supersede these general guidelines, when specifically stated. It is recommended that any job descriptions or agreements that contain content that does not conform to these general guidelines be reviewed by the Human Resources Committee. Any differences that affect a member of the Executive Team must be approved by the Board of Trustees prior to their implementation. All new employees may receive offer letters that include descriptions of duties and responsibilities, reporting relationships, and compensation and benefits.

This manual is not a contract between the Church and its employees. No contractual rights are conferred by this manual and it in no way alters or affects any employee's status as an **at will** employee. 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. All staff at UUC who are not ministers called by the congregation are employed at will.

This manual and employee job descriptions do create conditions of employment, stating both rights and responsibilities of the Church and its employees. The Church retains the right to alter these policies and procedures at any time without notice. This manual is presented as information concerning policies and procedures and is not intended to provide fixed rules for dealing with all questions that arise in the work environment of the church; rather it sets forth guidelines, subject to modification or alteration as circumstances require.

A copy of this manual will be provided to all employees at the time of hire. Copies of revisions to the manual will be provided to all staff after approval by the Board of Trustees. It is the employee's responsibility to comply with the provisions of the manual. Questions may be clarified with the employee's supervisor.

## ***EQUAL EMPLOYMENT OPPORTUNITY***

UUC is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions or privileges of employment on the basis of race, color, religion, national origin, gender, age, physical or mental ability, marital status, sexual orientation, gender identity, gender expression or otherwise as may be prohibited by state or federal laws.

## **EXPECTATIONS OF OUR EMPLOYEES**

### ***STANDARDS OF EMPLOYEE CONDUCT***

University Unitarian Church expects each staff member to perform his or her job in a satisfactory manner.

UUC also expects its employees to conduct themselves in a manner consistent with high standards of professional conduct and behavior that contributes toward a harmonious, effective working environment. These standards include respect and courtesy toward others, punctuality, timely completion of tasks, and a cooperative approach to the work

environment. Any breach of trust, or behavior which shows a lack of dependability or good judgment, may be grounds for immediate disciplinary action, up to and including dismissal.

These include, but are not limited to, the following:

- Violation of UUC policies
- Failure to satisfactorily perform job duties
- Discriminatory behavior toward other staff or congregants
- Harassment or misconduct in violation of UUC policies
- Theft or misuse of UUC equipment, supplies or other property
- Disruptive workplace behavior
- Excessive absenteeism or lateness
- Inappropriate use of alcohol or other drugs
- Falsification of records
- Violation of confidentiality standards

### **CONFLICTS OF INTEREST/PERSONAL GAIN**

All UUC employees are expected to avoid conflicts of interest and not to encourage personal gain.

- A. Avoid any activity or outside interest that conflicts with the best interests of UUC
- B. Do not request or expect any gratuity or favor in the service of one's position. If any gratuity is offered, an employee may accept it on behalf of UUC; it will be deposited into the Sharing Fund.
- C. Do not use one's position for personal gain outside the terms of one's employment.

### **PROFESSIONAL EXCELLENCE**

All UUC employees have the responsibility to:

- A. Strive to perform at the highest level and in accordance with the mission and vision.
- B. Encourage growth and self-improvement in themselves and their co-workers.
- C. Foster respect and dignity for co-workers and all those they come in contact with, including congregants.
- D. Have the courage to face situations squarely and offer a minority opinion when necessary.
- E. Encourage the reporting of code of ethics violations and protect those who report.
- F. Refuse to engage in or tolerate any fraud, misuse, abuse or waste of UUC resources.

### **CONFIDENTIALITY**

In the course of employment at the church, staff members will receive sensitive information about other members of the staff, the congregation, or the wider community. This information may be in written or verbal form. In order to maintain a supportive environment of trust and confidentiality and to channel information appropriately, UUC staff agrees to work by the following guidelines:

- A. Discuss sensitive information about members with each other when such sharing is part of our effective performance as staff of this church and is in the best interest of its members. Otherwise, we do not share sensitive information about church members without their permission.

- B. Do not discuss sensitive staff issues and information with church members, except in the appropriate committee setting.
- C. Do not agree to keep confidences if they are intended to exclude another staff member from concerns that should be dealt with directly.
- D. Direct any questions on matters of confidentiality to a supervisor.
- E. When approached by a member of the congregation with a criticism of another staff member, refer that person to, in the following order:
  - 1) The person they have concerns about
  - 2) A member of the Executive Team
  - 3) The President of the Board of Trustees

## ***USE OF UUC INFORMATION/COMMUNICATIONS SYSTEMS***

This policy covers usage of all communications systems by employees, including but not limited to computers, telephones, fax machines, electronic and hard copy files. Limited and reasonable personal use of communication equipment and systems provided by UUC will be deemed acceptable if:

- A. The use does not interfere with the performance of the employee's work
- B. The use will not violate any applicable law or regulation or any policy of UUC
- C. The use does not add expense to UUC
- D. The use will not be likely to damage UUC's good name or reputation or result in, or place UUC at risk of incurring any liability

Requirements for use of communication systems include, but are not limited to:

- A. Refraining from accessing inappropriate internet sites
- B. Utilizing appropriate and constructive language in emails and other communications
- C. Avoiding unauthorized copying or distribution of copyrighted material
- D. Protecting all confidential information

## ***HARRASSMENT***

As a religious organization, Unitarians covenant to affirm and promote the inherent worth and dignity of every person. Based on this principle, UUC is committed to maintaining a work environment free from all forms of illegal work place harassment and discrimination. All employees and volunteers must be provided a professional work environment that promotes equal employment opportunity and prohibits discrimination and illegal conduct. Harassment can include any behavior which a reasonable person would deem to be offensive, and which debilitates morale, or which interferes with the work effectiveness of its victims and their co-workers. Such behaviors may include:

- A. Unsolicited and unwelcome sexual overtures.
- B. Verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, citizenship or any other characteristic protected by law.
- C. Any that have the effect of creating an intimidating, hostile or offensive work environment or that interferes with an individual's performance.

D. False complaints.

For information about addressing any concerns, see the *Addressing Employee Concerns: Harassment & Discrimination* section later in this manual.

## **EMPLOYMENT CLASSIFICATIONS**

### ***FULL-TIME, PART TIME & TEMPORARY***

A **regular full-time employee** is normally scheduled to work 40 hours a week. Regular full-time employees are eligible to receive paid time off and certain other benefits. A **regular part-time employee** is scheduled to work less than 40 hours per week and may be eligible for certain benefits on a prorated basis. A **temporary or interim employee**, who has been engaged for a limited term assignment, is not eligible for benefits.

### ***NON-EXEMPT AND EXEMPT***

Under the Fair Labor Standards Act (FLSA), jobs fall into two major categories, "exempt" and "non-exempt". Non-exempt positions are compensated at the rate of time-and-one-half the employee's regular rate for overtime work. Overtime work is defined as time worked over 40 hours in a week. Exempt positions as defined by the FLSA are paid on a salary basis and are not compensated for overtime work.

## **HOURS OF WORK**

Full-time employees shall be scheduled for 40 hours of work each week on a schedule that is appropriate to their job function. The supervisor will determine specific work schedules for each staff member.

The workday for full-time, non-exempt employees includes a paid half-hour meal break and two fifteen-minute breaks. Part-time employees who work at least four hours receive a paid fifteen-minute break and part-time employees who work at least five hours receive a paid half-hour meal break in addition to the fifteen-minute rest break. Employees are encouraged to coordinate breaks and meal times as necessary to promote coverage of basic office functions.

Non-exempt employees are expected to accurately complete timecards each payroll period; all employees must accurately report all leave each payroll period.

It is the practice of UUC to avoid overtime. Non-exempt employees must not perform any work outside their normal work schedule without prior supervisory approval. A non-exempt employee's supervisor may allow or request additional hours outside a normal work schedule, especially for exceptional church programming needs, such as Christmas Eve services. At their discretion, the supervisor may approve payment of time-and-one-half for exceptional hours worked beyond 8 hours in any one day, regardless of the total number of hours worked the entire week. Any employee with concerns in this area is encouraged to speak to her or his supervisor.

It is expected that exempt staff will perform the duties and responsibilities required by their positions. This may require that exempt employees work in excess of their regularly scheduled hours to complete their work without additional compensation. However, in unusual circumstances, which require the employee work a significant number of



additional hours, additional time off may be appropriate. To ensure equity, the Executive Team will be consulted before an exempt employee is granted additional time off. If any additional time off is granted to an exempt employee who has worked significant additional time, this time off is not accrued, should not be recorded on attendance sheets, and is not compensated when employment is terminated.

## **ATTENDANCE AND PUNCTUALITY**

Punctuality and attendance at work are essential aspects of satisfactory job performance. Unsatisfactory attendance and/or punctuality will subject the employee to disciplinary action up to and including termination.

For information about UUC's Sick and Safe Leave Policy, refer to the *Sick Leave* section in this manual.

## **PERFORMANCE DEVELOPMENT**

The church believes that employees should be offered opportunities for growth and kept informed by their supervisor regarding the quality of their performance. Therefore, UUC expects the supervisor to:

- Encourage employee development.
- Help them achieve their job goals and objectives
- Evaluate employees on a fair and consistent basis. All employees should know what is expected of them and how they are progressing toward fulfilling expectations. In addition to ongoing and timely feedback from their supervisor, the supervisor shall review all employees' performance annually.

The performance review will include supervisory review information as well as employee self-evaluation information.

## **COMPENSATION AND BENEFITS**

UUC reserves the right, in its discretion, to change the nature of benefits offered to employees, the definition of who may be eligible for benefits or pro-rated benefits, or to change insurance carriers, deductibles, premiums or other features of any benefit. In addition, UUC may decide to discontinue one or more benefits. Employees eligible for benefits will be notified of changes or discontinuations as soon as possible.

## **PAY PERIODS AND COMPENSATION**

Employees shall be paid twice monthly, usually within two working days of the 15th and the last day of the month. Salaries and other forms of compensation will be reviewed annually by the Director of Church Operations, with recommendations for changes made to/by the Human Resources Committee. Changes to salaries, if any, are recommended by the Board of Trustees as part of the overall church budget and approved by the congregation. UUC will strive to provide compensation to its employees that is fair, internally equitable, and comparable to that of peer institutions.

## **VACATION**

Vacation time will be accrued according to the following guidelines for regular full time employees: \*

- Year 1: 10 days (accrued at rate of 3.33 hours per pay period)
- Years 2 – 3: 12 days (accrued at rate of 4 hours per pay period)
- Years 4 – 6: 15 days (accrued at rate of 5 hours per pay period)
- Years 7 and above: 20 days (accrued at rate of 6.66 hours per pay period)

Vacation time for part-time employees who work at least 20 hours per week throughout the year is pro-rated accordingly.

Vacation time accrues from the first day of employment. All vacation time must be coordinated and approved by the employee's supervisor. Employees are encouraged to use their vacation time in the year it is earned. In the first three years of employment, no more than 40 hours can be carried over beyond the employee's anniversary date or they will be lost. After three years up to 80 hours may be carried over, any hours above that amount will be lost. This is to encourage employees to use their vacation time for its intended purpose: a break and rejuvenation. Employees working less than full time will be allowed to carry over vacation hours at the same ratio as their employment.

Vacation time accrued but not used during the year will be paid to regular employees upon separation from employment with UUC, except where (a) the employee fails to provide two-week written notice of resignation, or (b) the employee is terminated for willful misconduct or gross negligence.

\* Executive team members (defined as Senior Minister, Assistant Minister, Director of Ministries, and Director of Operations) are on a self-managed time off program. Any vacation time taken should be mutually agreed to in advance by the Senior Minister and the Executive Team member or, in the case of the Sr. Minister, between the Sr. Minister and a representative of the Board of Trustees. Paid time off for Executive Team members is not accrued nor tracked within the payroll system but will be tracked by the Sr. Minister and/or Director of Operations.

## **HOLIDAYS**

All regular full-time employees and part-time employees scheduled to work at least 20 hours per week will receive time off with pay on the holidays listed.

**Alternate Holiday** – If an employee must work on a scheduled holiday, he/she may take another day off with pay, as arranged with his/her supervisor. Part-time employees will receive holiday pay, or may request an alternate holiday, on a pro-rated basis.

**Floating Holiday** – In addition to the paid holidays listed below, eligible employees will receive four Floating Holidays per year, earned one day per quarter. Floating Holidays must be arranged with the employee's supervisor and must be used during the calendar year in which they were earned.

### **Designated paid holidays are:**

- New Year's Day (observed January 1<sup>st</sup> or Monday following New Year's Day if it falls on Saturday or Sunday)

- Martin Luther King Day (observed the 3<sup>rd</sup> Monday in January)
- Memorial Day (observed the last Monday in May)
- Juneteenth National Independence Day (observed June 19<sup>th</sup> or closest weekday if holiday falls on a weekend)
- Fourth of July (observed the closest weekday if holiday falls on a weekend)
- Labor Day (observed the 1<sup>st</sup> Monday in September)
- Thanksgiving Day (observed the 4<sup>th</sup> Thursday in November)
- Native American Heritage Day (observed the Friday after Thanksgiving Day)
- Christmas Day (observed December 25<sup>th</sup> or Monday following Christmas Day if it falls on Saturday or Sunday)

Note: The office is closed on Christmas Eve Day if it falls on a weekday; however, it is not a paid holiday. Staff needs to take a floating holiday or other leave on Christmas Eve. Staff may choose to work while the office remains closed.

## ***FLEXTIME***

Flexible working hours are sometimes an option for staff members who desire slightly different work schedules due to such factors as transportation issues, child or family care, school hours, etc. Flextime is also an option for staff that attends evening or other "off hours" meetings or events as part of their job responsibilities. Flextime work schedules must be approved by the employee's supervisor prior to implementation.

## ***HEALTH SERVICES***

### **HEALTH PLAN**

The Church offers group health care coverage to employees who are employed at least 20 hours per week. Coverage will start on the first of the month following an employee's date of hire.

UUC offers health care coverage for all regular staff employed at least 20 hours or more per week. Those that work at least 20 hours per week and less than 40 hours per week pay 25% of the group-plan premium. UUC pays the remaining 75%.

Employees may elect to cover qualifying spouses or domestic partners (registered in Washington State or non-registered) and dependents on the same plan. Employees electing dependent coverage shall be responsible for the cost of such coverage. The payment for dependent coverage shall be made via payroll deduction.

For the purpose of establishing a non-registered domestic partnership, UUC requires that the following be true of the employee:

- Unmarried, at least 18 years of age, resides with the other partner and intends to continue to reside with the other partner for an indefinite period of time
- Is not related to the other partner by adoption or blood
- Is the sole domestic partner of the other partner and has been a member of this domestic partnership for at least 6 months

- Agrees to be jointly responsible for the basic living expenses and welfare of the other partner:

If at the time of hire an employee decides not to take health insurance, he or she may enroll in the following year during the open enrollment period for that coverage or after experiencing a qualifying event, as established by the group plan provider. Employees may also transfer from one plan to another (if any) on these dates.

## **GROUP DENTAL, TERM LIFE, AND LONG-TERM DISABILITY**

At present, UUC makes available to employees working 20 hours or more per week the option of purchasing group dental insurance, term life insurance, and/or long-term disability insurance through the UUA sponsored group plan. Further information concerning this plan may be obtained from the Director of Church Operations. Qualifying dependents may also be enrolled in the UUA sponsored dental plan.

## **FLEX SPENDING ACCOUNT**

The Church offers a Section 125/Flexible Spending plan to employees who are eligible for the health insurance plan. Employees who choose to participate may save money by paying for many health care and dependent care expenses with pre-tax dollars, and paying employee portions of premiums with pre-tax dollars. Further information concerning this plan may be obtained from the Director of Church Operations.

## **WORKERS COMPENSATION INSURANCE**

The Church carries workers' compensation insurance that pays for certain medical expenses and may provide partial income protection in the event of illness or injury arising out of or in the course of employment with UUC. In the event of any on-the-job injury or illness, regardless of severity, the employee must complete an Employee Incident Report form and give it to the Director of Church Operations as soon as possible.

## **UNEMPLOYMENT INSURANCE**

Based on the size of the church, UUC does not participate in the Washington State Unemployment Insurance program. At the end of employment, employees are due nothing beyond payment of unused accrued vacation.

## **EMPLOYEE ASSISTANCE PROGRAM**

UUC offers employees support, information and resources for a variety of work-life issues through an external Employee Assistance Program (EAP). Employees can access free, confidential assistance 24 hours a day, 7 days a week, via telephone or online chat. This valuable benefit provides resources and referrals for: feelings of stress; childcare and parenting resources; relationship issues; job and work-related concerns; elder care; legal or financial concerns; ID theft; and more. Intake clinicians help in locating resources. And, since this service is completely confidential, nobody at UUC is made of aware of the names or circumstances of those who contact EAP.

## **SICK LEAVE**

During the first six months of employment, full time employees are eligible for up to three paid sick days earned at a rate of 4 hours per month. Employees working less than full time will earn sick leave at a rate proportional to their percent of employment. After the first six months, sick leave is accrued at the rate of one day per month worked for full time staff. Sick leave is prorated for part time staff. \*

Sick leave may be accrued up to 480 hours (60 days) for full time staff. Employees working less than full-time may accrue sick leave at a rate proportional to their percent of employment (i.e. half-time employee may accrue 240 hours (30 days) of sick leave).

Sick leave may be used for such reasons as:

- Personal medical needs related to preventive medical and dental care, illness, injury, or disability.
- Medical needs of a family member, including medical and dental appointments, illness and injury.
- Maternity or adoption related purposes
- Emergency childcare situations.

In addition, UUC offers employees to use accrued sick time in accordance with Seattle's Safe Time ordinance. "**Safe time**" includes the following:

- Closure of UUC by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material;
- To accommodate the employee's need to care for a child whose school or place of care has been closed by order of a public official for such a reason as described above.
- For domestic violence, sexual assault or stalking affecting the employee, the employee's family member or person who the employee is dating. (See also Domestic Violence Leave, below.)
- Employees shall contact their supervisor by their scheduled starting time on the day they require sick or safe time. Thereafter, the employee shall keep their supervisor informed as to their probable date of return to work.

The Church reserves the right to have an employee comply with any or all of the following: a doctor's written certification of absence, a doctor's written assessment verifying an employee's ability/inability to return to work. Any accrued sick leave is forfeited upon termination of employment.

For purposes of utilizing sick leave, a family member includes spouse, domestic partner, child, parent, parent-in-law, grandparent or grandchild.

Employees may use sick leave in 1-hour increments.

\* Under the self-managed time off program for executive team members, sick and safe leave is not accrued nor tracked through the payroll system for members of the Executive Team (defined as Senior Minister, Assistant Minister, Director of Ministries, and Director of Operations). Members of the Executive Team may inform the Senior Minister that they would like to designate up to 40 hours of paid leave as protected under Seattle's Paid

Sick and Safe Time Ordinance. The Senior Minister will inform the Director of Operations of any such designation.

## **DOMESTIC VIOLENCE LEAVE**

Employees who are victims of domestic violence, sexual assault or stalking may take reasonable leave from work to take care of legal or law enforcement needs or obtain medical treatment, mental health counseling or social services assistance. Additionally, employees may use leave under this policy to assist family members who are victims of domestic violence, sexual assault or stalking. Employees taking this leave may use any available paid time off (sick leave, vacation, etc.) while on this leave. On request, the employee may be required to provide verification of the need for the leave.

## **RETIREMENT**

Employees are eligible to make their own contributions to the UUA defined contribution pension plan at any time after starting employment. Employees will be eligible for employer contributions to the UUA plan if they meet the following conditions: the employee must be employed on at least a half-time basis or greater; they must have reached their one year anniversary date of continuous employment at the church, or have been previously enrolled in the UUA Pension Plan at another UUA worksite; and they must be 21 years of age or above.

UUC will make an annual contribution reflecting a percentage of the base salary or wages of each eligible employee. The amount of the deferred compensation, subject to the availability of funds, will be determined by the Board of Trustees and the same percentage of base salary or wages shall apply equally to all staff members.

Vesting (ownership) of the funds by the employee occurs upon enrollment. Plan participants may make their own pre-tax contribution up to the legal limit by the completion of a Salary Reduction form authorizing the employer to withhold pre-tax salary and remit it to the plan.

## **ELECTIVE COMPENSATION PLAN**

All employees eligible for employer contributions to the retirement plan (see “Retirement Plan,” above) will receive in addition a percentage of his or her base salary or wages as “elective compensation.” Each eligible employee may elect to receive this compensation in one of two ways: a) as a one-time payment of additional taxable salary or wages at the end of the fiscal year, or b) as an employee-elected pre-tax contribution to the Church retirement plan in which the employee is already enrolled.

Eligible employees must elect to receive the funds in one of the two ways described above, and may not change this election during the course of the fiscal year. Sixty (60) days prior to the end of each fiscal year, employees will renew their election for receiving this compensation, effective for the upcoming fiscal year.

Eligible employees may only elect to receive this compensation in one of the ways described. That is, the total elective compensation must be taken as a one-time payment or contributed pre-tax to the retirement plan, but not both.

The amount of the deferred compensation, subject to the availability of funds, will be determined by the Board of Trustees and the same percentage of base salary or wages shall apply equally to all staff members.

### ***F.I.C.A.***

Under the Federal Insurance Contribution Act (Social Security) UUC pays one-half of the F.I.C.A. tax, the other half is deducted from the employee's pay. UUC is required by law to list F.I.C.A. and Medicare as separate amounts on pay stubs.

### ***EXPENSE REIMBURSEMENT***

It is the policy of UUC to reimburse its employees for all necessary and reasonable expenses incurred in the performance of their job duties.

### ***STAFF EXPENSES***

The following documented expenses are reimbursable to the extent budgeted for the position:

- Mileage for church related use of employee vehicles at the annual rate as determined by the Internal Revenue Service. Does not include cost of traveling to or from work at UUC. Parking will be reimbursed on those occasions when a personal vehicle is used for transportation to a church related duty. Receipts are to be obtained and submitted whenever possible.
- Travel expenses while away from home including airfare, taxis, rental cars, lodging, and food costs.
- Books and periodical subscriptions. All books or manuscripts become the property of the church after purchase.
- Educational expenses including tuition, books, and supplies.
- Professional dues and fees including membership in professional organizations.
- Professional convention and conference expenses including General Assembly and District meetings.
- Certain other pre-approved expenses may be reimbursed, including those needed to support church programs such as some auto and food expenses.

For reimbursement, staff must submit the appropriate reimbursement form which will include: purpose of the expense, amount, date incurred, receipt for any expense, auto mileage reported showing date, reason for trip, and miles for each trip. Expense reimbursement must be submitted within 60 days of when the expense was incurred.

### ***LEAVE OF ABSENCE: FAMILY LEAVE***

UUC has elected to extend a family leave benefit to employees, the provisions of which approximate those defined in the Family and Medical Leave Act (FMLA) of 1993. UUC provides up to 12 weeks of job-protected leave for those who require a leave for certain family and medical reasons. Employees are eligible for this leave if they have worked for UUC for at least one year. The family leave time shall be paid from the employee's appropriate paid time off balance (vacation and/or sick leave), if any; otherwise, the family leave time will be unpaid. The family leave period begins with the first day the

employee is off work, regardless of how much time is paid (i.e., sick leave, vacation) or unpaid.

Family Leave may be requested for the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, domestic partner, son or daughter, or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the employee's job.

## **ADVANCE NOTICE AND MEDICAL CERTIFICATION**

The employee must provide 30 days advance notice when the leave is foreseeable. UUC may require medical certification to support a request for leave because of a serious health condition, and may require a second or third opinion (at the employer's expense) and a fitness for duty report to return to work. The leave request may be denied if these requirements are not met.

## **JOB BENEFITS AND PROTECTION**

For the duration of family leave, UUC will maintain the employee's health coverage under the same terms as the employee had prior to the leave.

Upon return from family leave, employees will return to their original or equivalent positions with comparable pay, benefits and employment terms. The use of family leave will not result in the loss of an employment benefit that accrued prior to the start of an employee's leave.

## ***BEREAVEMENT LEAVE***

The Church provides employees with the equivalent of up to three paid bereavement days off per year. Bereavement time is not automatic or accrued. Employees may request this leave for the death of a family member, funerals or memorial services. . Employees should submit a written request for bereavement leave as soon as possible to the immediate supervisor.

The supervisor has discretion to define family member based on unique individual circumstances.

## ***LEAVE OF ABSENCE: PERSONAL***

A leave of absence without pay can be granted at the discretion of the Senior Minister. Pension, vacation, or other paid time-off benefits do not accrue during the leave period. The employees can maintain health insurance coverage at their own expense. An employee granted a personal leave of absence is not guaranteed to be reinstated to his/her prior job or another position.



## ***JURY DUTY***

If you are called to serve jury duty, UUC encourages you to fulfill your right and duty as a citizen. Time off will be granted for the duration of your jury duty. Please provide your jury duty summons to your supervisor as soon as possible so that proper arrangements can be made to cover in your absence. You will receive your full salary for time spent on jury duty up to ten (10) days. You will also be eligible for employee benefits as if you were actively employed during an approved jury duty. In the event you are dismissed from jury duty early on any day, you must report to work for the remainder of the day. In the event you are summoned to appear in court as a witness, you are allowed unpaid time off.

## ***BREASTFEEDING AT WORK***

UUC supports employees who choose to breastfeed their children. Employees shall be provided a place to breastfeed or express their milk. Employees should provide their own containers, clearly labeled with name and date. A breastfeeding employee shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for her child. Additional time, beyond allotted breaks, may be arranged to nurse and/or express. Employees should work with their supervisor to develop a schedule.

## ***INCLEMENT WEATHER***

When the church is closed due to extreme weather conditions, employees normally scheduled to work will be paid. On days of inclement weather, when the church remains open, but an employee who is scheduled to work is unable to travel, she/he may choose to take such time as vacation leave or, with approval of the supervisor, request to make up the time within the same pay period. The employee should submit this request to her/his supervisor in writing. If the time is not completely made up within the same pay period the time away from work will be recorded as vacation leave, if available. If vacation leave is not available, the remaining time will be taken as time without pay.

Employees will not be penalized for additional travel time needed to arrive at work on days of inclement weather; they will be expected to be at work if the church is open. Common sense is encouraged. UUC does not want employees to take undue risk.

## **ADDRESSING EMPLOYEE CONCERNS**

### ***EMPLOYEE GRIEVANCES***

An employee experiencing a work-related problem should first discuss the matter with her/his supervisor. It is the intent that every effort be made to resolve the grievance at this level. If the employee cannot reach a satisfactory resolution, both the supervisor and the employee will meet with the Senior Minister to resolve the grievance. The Senior Minister will be guided by Board policies and established UUC procedures.

When an employee has been unable to resolve an employment concern as outlined above, s/he may follow these steps:

1. Notify the supervisor and the Senior Minister of her/his intent to ask for a Human Resources Committee review.

2. Submit the request in writing to the Human Resources Committee, outlining the nature of the concern. The Human Resources Committee will conduct the review and share its findings with the employee and appropriate staff. The findings may also be shared with the Board of Trustees, as appropriate.

## ***HARRASSMENT AND DISCRIMINATION***

UUC is committed to maintaining a work environment free from all forms of illegal workplace harassment and discrimination. Each employee is responsible for supporting and adhering to this policy. See the Harassment policy in the *Expectations of Our Employees* section of this manual.

Employees should never tolerate inappropriate behavior. If feasible, an employee should make her/his feelings known to the offending person, tell her/him that the behavior is not appropriate, and ask that the behavior stop.

However, if an employee is uncomfortable in addressing the issue with the offending party, or if the employee may judge the behavior to be more severe, he/she must promptly report any offending behavior, whether such behavior is directed towards him/her personally or towards others associated with the church. Reports of offending behavior must be made to a member of the UUC Leadership team or to a member of the Human Resources Committee.

UUC is responsible for conducting a timely investigation of any harassment complaints and taking appropriate action based on the findings from the investigation. UUC prohibits retaliation against employees who've raised complaints of harassment or assisted in the investigation of harassment complaints.



## HUMAN RESOURCES MANUAL ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Human Resource Manual of University Unitarian Church. I 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 procedure 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 employment at will 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 Manual, dated

\_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature