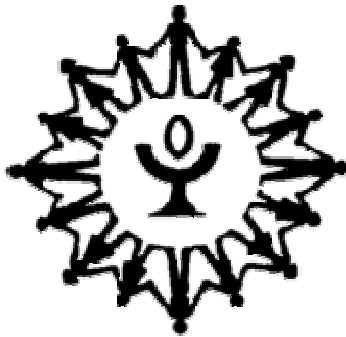


Accotink Unitarian Universalist Church



PERSONNEL MANUAL

ADAPTED BY
AUUC Human Resources Committee

APPROVED BY
AUUC Board of Trustees
December 9, 2002
REVISED, March 12, 2003
March 13, 2007
Revised October, 2008

Acknowledgements

This manual is the work of the AUUC Human Resources Committee and includes the efforts of Paul Barry, Chair, Oliver Easterwood, Marion Moser, Ruth Olsen, D.J. Caulfield, Juliejohn Knott, and Dotty Smith. Much of the substance of this manual was adapted from the Personnel Policy Handbook of the Joseph Priestly District.

Updates for this manual occurred in 2007 by Anna Cochrane, Bobbie Williams, Judy Robison and Harriett Winingham, and in 2008 by Mary Kringer, Judy Robison, Philip Loftus and Connie Diamant.

This manual shall be reviewed annually by the Human Resources Committee ("HR Committee") to keep it current with national and state laws, and best practices as recommended by UUA. From such reviews, the HR Committee shall recommend appropriate changes to the Board of Trustees of AUUC.

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DEFINITION OF SELECTED TERMS

Throughout the Personnel Manual, the following terms are used with the meaning shown:

Board Board of Trustees (BOT) of the Accotink Unitarian Universalist Church (AUUC)

Executive Committee

The Executive Committee (EC) is responsible for the day-to-day operation of the church, including financial and program decision-making within the policy guidelines provided by the Board of Trustees. The Executive Committee consists of the President, the Program Council Chair, the Financial Advisor and the senior Minister.

President Presiding officer of AUUC

Supervisor The person to whom a position reports, as specified by the position description

I- GENERAL

I-A. INTRODUCTION

The Personnel Manual establishes general guidelines for relationships between AUUC and its employees. It is the policy of the Board of Trustees (BOT) that its relationship with employees is based on mutual trust, good faith, and fairness consistent with the Unitarian Universalist Association (UUA). AUUC recognizes its responsibility to provide reasonable and equitable salaries, to reward its employees for performance, to establish safe, healthy, fair, and equitable working conditions, to provide reasonable and equitable employee benefits, to take account of employee views in decision making, and to encourage employees' creativity, innovation, accomplishment, and job satisfaction. It is AUUC's policy to meet the requirements of a "Fair Compensation" congregation, as defined by the UUA. In turn, employees are expected to perform their work to their full ability and to use good judgment in a manner that is fair and equitable to the congregation they serve.

The BOT Policies and Procedures Manual specifically instructs the HR Committee to serve as both: an "advocate for the Church's paid staff to promote a work environment that reflects AUUC's commitment to adherence with Unitarian Universalist principles;" and as an advocate for AUUC as an employer. Therefore, this document represents a work in progress and will be reviewed and revised annually by the HR Committee.

The AUUC requires employees to follow the Personnel Manual policies and procedures. The immediate supervisor, Minister, Chair of the HR Committee, the Executive Committee, or the President of AUUC should be contacted for advice when a policy or procedure does not appear to cover a specific situation.

This Personnel Manual is not a contract of employment. AUUC retains the right to alter it at any time. Changes require the approval of the BOT.

I-B. EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

AUUC is an equal opportunity employer. AUUC employees will receive appropriate consideration in all matters without regard to factors such as race, color, age, religion, gender, sexual orientation, national origin, disabilities, marital status or political affiliation.

I-C. HARASSMENT

AUUC is committed to maintaining a work environment free of discrimination and harassment based on race, color, national origin, religion, age, gender, sexual orientation, and/or, disabilities. AUUC expects employees to conduct themselves in a professional manner with concern and respect for colleagues.

Harassment in the workplace is unacceptable. Any harassment regarding race, color, national origin, religion, age, gender, sexual orientation or disability will not be tolerated. Such harassment includes (but is not limited to) unsolicited remarks, gestures or physical contact, display or circulation of written materials or derogatory pictures directed at any of these categories. In addition, sexual advances, jokes, explicit or offensive pictures, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct or communication is made a term or condition (either explicitly or implicitly) to obtain or maintain employment; or
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment; or
3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive environment.

An employee who feels a victim of harassment should report the incident to the supervisor, the Minister, and/or the Chair of the HR Committee. Reprisals against either the victim or the accused are forbidden during any investigation or thereafter. All reports are held confidential and will be fully investigated and appropriate disciplinary action up to and including termination will be taken as the investigation results warrant. The procedure used for the investigation will be the same as prescribed in the section covering complaints.

I-D. EMPLOYEE CLASSIFICATIONS

Every employee is classified in one or more of the following categories:

Exempt (Salaried) Employee- The term applied to the incumbent in a position that is exempt from the regulations of the Fair Labor Standards Act, a.k.a. "Salaried". This position requires specified duties to be performed but pay is not based on the number of hours worked. Salaried exempt staff will work the amount of time needed to fulfill requirements of the position.

Non-Exempt Employee- Non-Exempt staff are considered "Hourly" by the Fair Labor Standards Act. The term applies to the incumbent in a position for which the pay is based on hours worked in a given pay period.

Full-time Employee- An employee regularly scheduled to work 40 hours or more each week, for at least a full year.

Part-time Employee- An employee regularly scheduled to work at less than 40 hours per week for at least a full year.

Temporary Employee- An employee hired for a specific period of time or for a specific project.

I-E. AUTHORITY FOR HIRING OR TERMINATION OF EMPLOYMENT

The ultimate legal authority for all AUUC operations is vested in its elected BOT. The BOT delegates authority for the day-to-day staff operating decisions to the Minister. The AUUC congregation calls the Minister and any change in the Minister's employment status requires a vote of the congregation.

The BOT has the sole authority to hire or dismiss employees. The selection of candidates for employment and the daily supervision of staff is delegated to the Minister or to any other individual so designated by the BOT.

AUUC shall recruit staff from outside the church membership. Any exception to this policy must be brought before the Human Resource Committee for approval, which will be taken to the Board of Trustees for their approval. Exceptions to this policy can be sought only if all other hiring options have been exhausted. If congregational members are employed by AUUC, they will be considered interim and ineligible to apply for a permanent

position. Current staff members who are also members of the congregation are exempt from this policy as of November 2008.

II. JOB RESPONSIBILITY AND REVIEW

II-A. POSITION DESCRIPTIONS

Each position of the Church staff shall have a description approved by the AUUC BOT that states the work and duties to be done, the responsibilities and authority of the position, and the immediate supervisor.

A position description provides a mutual understanding between AUUC, employee, and supervisor of the work to be performed. Position descriptions will be reviewed annually.

In recognition of AUUC's small number of employees and variety of work, position descriptions do not include every duty an employee will be asked to perform. Special projects, emergencies, and temporary assignments are not cause for redefining a position or adjusting salary. On the other hand, a description must be realistically compatible with the hours allotted.

II-B. EMPLOYEE PERFORMANCE REVIEW

AUUC requires annual Employee Performance Reviews. Each employee of AUUC shall participate in an annual Employee Performance Review. The Employee Performance Review is carried out within a framework that emphasizes fairness, support, and genuine interest in furthering the professional growth of each employee.

The EC and representatives from the appropriate committee(s) shall conduct the Minister's annual Employee Performance Review. Additionally, the Minister shall participate in discussions about program and staff issues with the President and the Chair of the HR Committee at least twice annually so that positive, constructive feedback can be provided that will enhance and strengthen the overall leadership and management of AUUC.

1. Timing: Each new employee and the supervisor will write initial goals in accordance with the employee's job description. These initial goals will serve as the basis for an Employee

Performance Review six (6) months after the employee's hire date. Thereafter, each employee shall participate in an Employee Performance Review at least once a year and within three (3) months prior to an adjustment in salary. No salary adjustment, except for a COLA if authorized, will be made for an employee without participation in the Employee Performance Review.

2. Scheduling: It is the responsibility of the Minister or supervisor to schedule the employee's Performance Review.

3. Preparation: An Employee Performance Review is to be a cooperative process taking into consideration input from both the employee and the supervisor. Before the actual review, both the Minister or supervisor and the employee will complete appropriate sections of the currently used Performance Review form

4. Guidelines for Discussion: The Employee Performance Review discussion shall use the job description and current work plan as guides. Focus is on the work accomplished, the areas in which the employee has excelled, and the areas in which the employee's performance needs to improve. During this review process, new goals for the coming year will be determined and specific action plans developed to meet these goals.

5. Discussion: The current Performance Review form serves as the basis for the review. It is intended to foster conversation between the employee and the supervisor. The supervisor completes the currently used form and provides the employee a copy. Employees are encouraged to add further information necessary for an adequate review. After discussion, both parties sign and date the report. Signing this report indicates and acknowledges that the employee was present at the review but does not necessarily indicate agreement with the report information. A copy of the final report will be provided to the employee by the minister or supervisor and another copy filed according to AUUC procedures.

III. PAY PROCEDURES

III-A. Working Hours

For full-time employees, the normal workweek is 40 hours, exclusive of lunch period.

For part-time employees, the supervisor, based on the job description, and in consultation with the employee, will determine the work schedule.

III-B. Overtime

All required overtime worked by non-exempt (Hourly) employees would be compensated by overtime pay as detailed in the *Federal Fair Labor Standards Act*. Pay for all hours worked up to 40 hours per week will be at the regular rate. Pay for hours worked in excess of 40 hours per week will be at 1-1/2 times the regular rate. The immediate supervisor must approve all overtime hours in advance.

III-C. Pay Schedule

The pay period is every two weeks, with pay received no later than the Wednesday following the end of the pay period.

Temporary employees will be paid within two weeks of the task completion or monthly, whichever is less.

III-D. RAISE DETERMINATION

General Policy

The BOT has the authority to implement any change in rate of pay for staff members. It is AUUC policy that the HR Committee review each employee's rate of pay at least once per year and make recommendations regarding raises based on the following criteria:

Cost of Living Adjustment (COLA)

So that the real value of compensation received does not decrease due to the effects of inflation or other economic fluctuations, the first component of the annual wage review will be a Cost of Living Adjustment, or COLA. This will reflect the total one-year change in the Consumer Price Index (CPI) based on the following index series components available on the web at <http://data.bls.gov/cgi-bin/surveymost>

- All-Urban Consumers

- Not Seasonally Adjusted
- All Items
- Index period from 1982 to 1984 = 100 percent

In addition, the following will be used when considering the COLA:

- **August** of any given year will be used as the month for start/end period analysis.
- The only staff to receive a COLA will be those in the employ and on the AUUC payroll as of January 1 in the year for which the COLA is approved.
- The full COLA established for this period will be applied to all staff salaries at the start of next scheduled increase for each staff member regardless of the commencement date for any individual employment period. (e.g. - Staff members who obtain a new pay rate in January will have the COLA rate factored into their compensation package starting in January, while those obtaining a new pay rate in August will have that same COLA rate factored into their compensation package that will commence in August.)
- AUUC establishes a minimum COLA for any given year of **zero percent** (0%).
- AUUC establishes a maximum COLA for any given year of **four percent** (4%).
- Any waiver to providing a staff COLA in any given year must be approved by a 2/3rds vote within the entire Board of Trustees.

Illustration on how AUUC will determine COLA

(MATERIAL FROM BUREAU OF LABOR STATISTICS) *ESCALATION AGREEMENTS USING THE CPI USUALLY INVOLVE CHANGING THE BASE PAYMENT BY THE PERCENT CHANGE IN THE LEVEL OF THE CPI BETWEEN THE REFERENCE PERIOD AND A SUBSEQUENT TIME PERIOD. THIS IS CALCULATED BY FIRST DETERMINING THE INDEX POINT CHANGE BETWEEN THE TWO PERIODS AND THEN THE PERCENT CHANGE. THE FOLLOWING EXAMPLE ILLUSTRATES THE COMPUTATION OF PERCENT CHANGE:*

CPI for current period	136.0
Less CPI for previous period	129.9
Equals index point change	6.1
Divided by previous period CPI	129.9
Equals	0.047
Result multiplied by 100	0.047 x 100

Equals percent change

Promotions

The HR Committee may recommend promotion for an employee whose responsibility and work load increased. All promotions must have approval of the EC.

Merit Pay

Employee Performance Reviews in accordance with procedures established by this Personnel Manual will be utilized by the HR Committee in determining any merit component to be recommended to the BOT.

Financial Condition of The Church

The BOT will make a good faith effort at all times to promote employment security and equity in compensation for employees by seeking to increase income and control expenses through adherence to sound financial practices. The BOT reserves the right to review any policy or procedure governing the establishment of new rates of pay to limitations imposed by the AUUC's financial health and well-being.

III-E. Transparency of Staff Compensation

Members of the congregation may have access to employee salary and compensation information. Access to that information will be provided in a manner that respects the privacy of our employees.

Individual staff salary and compensation information will be provided in the annual budget mailing to the membership, and as required to support denominational business. While transparency is our policy, we do not intend to communicate this information beyond the membership. Therefore, staff compensation information will not be provided in communications intended for general distribution, such as in the church newsletter, mass e-mails, or other documents posted to our website except as an aggregate number in the budget.

IV. BENEFITS

Some employee benefits are required by law while other benefits are negotiated separately with each employee and depend on the nature and relationship of the AUUC with that employee, usually as defined by the position description. The sections below address benefits as they apply.

IV-A. INSURANCE AND RETIREMENT

Worker's Compensation

AUUC employees are covered by worker's compensation insurance which provides medical expense coverage for hospital and outpatient medical treatment as well as a limited amount of disability income protection should an employee incur a work-related illness or injury.

It is imperative that all on-the-job injuries or work-related illnesses be reported to and documented by the supervisor on appropriate forms promptly to ensure that eligibility for coverage under this policy is validated. All forms must be completed and filed according to the requirements of the Commonwealth of Virginia.

Social Security

The Federal Social Security program protects employees and their families against complete loss of income due to retirement, disability or death. Additionally, the Medicare provisions of Social Security provide basic health care protection for people 65 or older and for disabled workers receiving income from Social Security. Except for ministers, who are required by law to pay their own Social Security taxes, both employees and the AUUC contribute on an equal basis to provide these benefits. These benefits are provided as required by law.

Retirement Plan

A UUA Retirement Plan is funded by AUUC for the employee in the year following the performance of 1,000 hours of scheduled work. This is a mandate established by the UUA.

Medical Insurance

Effective January 1, 2007, Medical Insurance will be offered to all employees who work a regular schedule consisting of a minimum 20 hours per week (half time). The AUUC will pay 80% of a full-time employee's medical insurance coverage, 60% for half-time employees, and will pay a pro-rated percentage for those employees who fall in between these two categories. The HR Committee will select a specific medical insurance program and insurance provider and obtain approval from the EC. The HR

Committee will review the medical insurance program on an annual basis and obtain approval for any proposed changes by the BOT. If any current employees elect coverage, the HR Committee will enroll the employee(s) in the approved medical plan.

Short-Term Disability Plan

A Short-Term Disability plan may be part of the overall negotiated salary and benefit package.

Life Insurance Plan

A Life Insurance plan may be part of the overall negotiated salary and benefit package.

IV-B. HOLIDAYS

Holidays Observed

- New Years
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day following
- Christmas

No employee shall work on a holiday unless specifically scheduled to work by the supervisor.

Holiday Allowance

All full time non-exempt (Hourly) employees will receive a holiday allowance based on the normal daily pay for each holiday observed. Such employees asked to work on a holiday will be paid at one and half times the normal rate.

Salaried employees required to work on a holiday receive no extra pay but may take compensatory time off at a later time as permitted by their workload.

Employees who are absent from work with insufficient cause on either the day before or the day after a scheduled holiday will not receive a holiday allowance.

IV-C. Paid Leave

Statement of General Policy

AUUC provides paid annual leave to allow both full and part time employees time off from work for vacations and other personal reasons.

Annual Allowance

MINISTER - Separate arrangements are made as part of a negotiated agreement and are recorded in the "Minister's Letter of Agreement".

OTHER STAFF -

1. Paid leave time is determined by the number of hours worked per week. Each staff member accrues paid leave time at a rate of 4.5% of the number of hours worked per week. Paid leave is defined as time taken for vacation, illness, or other personal business. Staff members may take earned paid leave after 6 months of service. Paid leave may not be taken until it is earned.
2. Annual carried over accrued paid leave is limited to the equivalent of the individual staff member's contracted weekly hours.
3. Accrued paid leave will be paid to an employee in the event he/she resigns with notice.
4. If a paid holiday occurs during an employee's approved paid leave, it will not be charged as a paid leave day.
5. It is the employee's responsibility to communicate with the supervisor before the absence so that an understanding can be reached on timing and conditions for the leave, and so that a substitute can be obtained if needed. In the case of an emergency or sudden onset of illness the employee shall notify the supervisor or the AUUC office, at the earliest opportunity, of the intended absence.
6. Extended leave without pay (beyond two weeks) for any reason can be granted only with the approval of the HR Committee in conjunction with the employee's supervisor. The HR Committee will consider each case on an individual basis.

7. Excessive absence is cause for disciplinary action and could lead to termination of employment.

8. Normal pay will cease for employee's eligible for and receiving disability insurance payments.

9. AUUC will provide unpaid family leave as mandated by state and/or federal law.

IV-D. Educational/Professional Development

AUUC strongly supports the professional development of its employees. Employees should discuss with their supervisors any interests or plans for educational or professional development.

1. Employees wishing to participate in educational/professional development activity outside of AUUC must provide their supervisor with a description of the activity, how it will help improve job skills, and the cost. The supervisor has the authority to approve educational/professional development activities within budgetary considerations.

2. The employee's supervisor must seek EC approval for any educational/professional development activity that will require the staff member to be away from AUUC duties for more than one calendar week. In addition, the supervisor must seek EC approval for any staff member's educational/professional development activity that exceeds costs already included in the annual budget.

V. EMPLOYEE CONDUCT

AUUC expects professional, courteous, responsible, and business conduct of all its employees. This conduct is necessary to provide a safe, pleasant, and efficient working environment.

V-A. Conduct

1. Internet Usage: AUUC provides Internet access (including email and IM usage) to its employees to assist and facilitate business communications and work-related research. These services are for AUUC official business use only in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on AUUC's computer system are the property of AUUC and are accessed by authorized personnel only.

Inappropriate Internet use includes, but is not limited to:

- Transmitting obscene, harassing, offensive or unprofessional messages; or
- Accessing, displaying, downloading, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations, or offensive comments about race, color, religion, sex, national origin, age, disability or any other classification protected by law; or
- Transmitting any of AUUC's confidential or propriety information, including member/friend data or materials covered by AUUC's confidentiality policy.

AUUC reserves the right to monitor employee use of the email system or the Internet at any time. Employees should not consider their Internet usage or email 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 on AUUC'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 AUUC administrative officer is required before introducing any software onto AUUC's computer system. Nothing should be downloaded and/or installed without written permission from the supervisor with a copy placed in the employee's file.

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

2. Use of Church Property: AUUC employees are expected to show professional care for AUUC property entrusted to them in connection with the performance of their jobs. Any unauthorized use may result in: the employee reimbursing the AUUC for any charges incurred; the employee reimbursing AUUC for any damages to AUUC property; and/or disciplinary action.

3. Dress Code: AUUC is both a spiritual home and a place of business. Employees must dress appropriately in business casual.

4. Time Reporting: Each employee maintains an accurate record of time and attendance by logging arrival time and departure time on the designated form/book each day.

5. Media Inquiries: All requests for information about AUUC from newspapers, internet and/or radio media shall be directed to the President or Minister. An appropriate response to a media inquiry would be, "I am not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"

6. Confidentiality: Employees may have access to confidential information including but not limited to information about members, friends, or other employees. Such information must remain confidential and may not be released, removed from AUUC premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment. Direct all requests for information concerning past or present employees received from organizations or individuals to the Minister or President.

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

All employees shall not engage in any outside activity which, by its nature, hours, or physical demands, would impair the employee's performance; reflect, discredit AUUC; or increase AUUC's payments for sick leave, worker's compensation benefits or long term disability benefits. Outside employment should not result in outside telephone calls or internet activity while on duty at AUUC.

8. Conflicts of Interest: Employees are expected to avoid conflicts of interest. A conflict of interest is defined as any situation where an employee may attain personal gain or serve as a detriment to AUUC, either monetarily or to its public image.

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 AUUC. Employees who have questions whether an activity violates this policy should discuss the matter with the Minister, the president or the chair of the HR Committee.

V-B Performance Problems

It is not practical to attempt to list every act of misconduct that might require disciplinary action or termination, thus the following provides examples and is not an exclusive or complete list. Any conduct that violates the law will be reported to the police.

1. Violation of AUUC's Equal Employment Opportunity (EEO) policy prohibiting discrimination against any employee based on race, color, age, religion, gender, sexual preference, national origin, disability, marital status or political affiliation
2. Possession, selling or use illegal drugs in the workplace and/or reporting to work under their influence
3. Abuse of alcohol or public drunkenness is unacceptable
4. Unauthorized possession of firearms or explosives on AUUC property
5. Insubordination, including, but not limited to, refusal to comply with lawful and reasonable instructions from an authorized supervisor
6. Violation of a safety rule that endangers the life or safety of others or AUUC's continuous operation
7. Falsification of employment applications or other records
8. Illegal or unlawful conduct, including assaulting or threatening to assault another under circumstances that could cause a reasonable person to become concerned for his or her personal safety
9. Theft, misappropriation or destruction of AUUC records, property, or equipment
10. Inappropriate intimate relations with another AUUC employee, or with a member or friend of the congregation with whom a trusted relationship is expected (Employees are required to disclose any sexual or romantic relationship with an AUUC member, friend, or co-worker to their immediate supervisor.)
11. Inappropriate contact with or conduct involving a minor

12. Harassment of any employee, which may include slurs, hazing, provocative conduct, offensive jokes or stories, or violations of office rules and standards of decorum
13. Sexual harassment of the minister, fellow employees, visitors to the Church, or members or friends of AUUC
14. Excessive or unexcused absenteeism and/or tardiness
15. Rudeness, including insolence or offensive behavior toward the minister, a fellow worker, supervisor, AUUC visitor, member or friend of AUUC,
16. Other actions or behavior that interferes with operations, brings discredit on the Church, violates AUUC policy or rules of safety and conduct or is offensive to members of the Church, visitors or fellow employees
17. Criminal convictions not disclosed prior to employment or occurring while employed

V-C. TERMINATION OF EMPLOYMENT

Either the employee or the EC has the right to terminate the employment relationship at any time. Employees are encouraged to submit written notice of resignation to their supervisor at least two weeks prior to their last day of employment.

The EC will provide a minimum of one-month notice if a determination is made to terminate the employment of any staff member because of reduced and/or changed work requirements or insufficient funds being available.

Individuals hired as temporary employees shall have their employment terminated at the end of the temporary work assignment. Temporary employees will be given an estimated date of termination at time of hire.

Benefits Upon Termination

Since the circumstances of every resignation or termination are different, no policy can address every situation. While the Board does not routinely award severance pay, it may elect to do so under certain limited circumstances, in its sole discretion.

Upon resignation or termination, employees will be entitled to earned, but unused paid leave.

All employees have the right to convert life and health insurance to individual policies as described in the policies in force at the time of their termination.

Exit Interview

A member of the HR Committee or designee shall hold an exit interview with any employee who is leaving voluntarily. This is to better understand the employee's reasons for leaving and the employee's perception of which factors aided and which detracted from job satisfaction. Patterns emerging from such interviews will enable the HR Committee to identify areas where policies and procedures are working well and areas where improvements are needed. A summary of the exit interview shall be prepared and maintained in confidential HR Committee files for future reference.

Departing employees will sign a release that documents what the AUUC may communicate if asked for a reference. The employee release document will be maintained in the employee's confidential personnel file and will be referred to before any reference information is released.

V-D. COMPLAINT/GRIEVANCE POLICY

Statement of General Policy

In the interest of harmonious and cooperative working relationships, employees are encouraged to discuss and resolve requests, suggestions, and concerns informally.

When a problem arises, an employee shall discuss it first with the immediate supervisor. It is the responsibility of the supervisor to conduct the discussion objectively and confidentially, and, if possible, to resolve the problem. If, after such informal action, the problem is not resolved to the employee's satisfaction, the employee may present a written grievance in accordance with the procedure outlined below. The employee may request a third party be present.

The intent is to resolve the grievance by the following outlined steps in the shortest time consistent with careful consideration. Time limits are listed for each step, but these can be extended

slightly in the absence of the key parties or for other legitimate reasons.

Step 1:

Within five (5) calendar days from the date of the previous informal discussion, the employee shall present to the supervisor the details of the grievance and the relief sought in a clear and concisely written letter (usually less than one page).

Within five (5) calendar days following receipt of the written grievance, the supervisor shall meet with the employee and discuss the employee's concerns and respond, in writing, within five (5) calendar days of said meeting. If the immediate supervisor is not the Minister, the supervisor should review the proposed reply with the Minister before giving it to the employee.

Step 2:

If the decision of the immediate supervisor and/or the minister is not satisfactory to the employee, the employee may, within five (5) calendar days, request that the Chair of the HR Committee convene a confidential meeting of the HR Committee to review the grievance. All previous written correspondence relating to the grievance should accompany the employee's request. Within ten (10) calendar days following receipt of the grievance, the Chair of the HR Committee shall review the employee's appeal. The Chair will issue a written decision to the employee within five (5) calendar days following the meeting.

Step 3:

If the employee is still not satisfied with the resolution of the grievance, the employee may, within five (5) calendar days, request in writing a meeting with the EC. The employee's correspondence should be addressed to the President and be accompanied by all earlier correspondence. The President shall respond to the employee within ten (10) calendar days. This meeting also shall be confidential. The President has the authority to act independently or to call a special EC review. In the case of a special EC review, the EC shall render its decision within five (5)

calendar days of the special review. The EC's decision shall be final.

Action beyond the scope of this grievance procedure must be in accordance with the laws of the Commonwealth of Virginia and the *Federal Fair Labor Standards Act*.

VI. WORKING RELATIONS

AUUC promotes positive working relations with its employees. The following section provides guidelines for maintaining professional relationships. It is the desire of AUUC to support its employees appropriately. This includes delineating the working relationships between employees and the Congregation but also includes policies to address problems.

VI-A. RELATIONSHIPS OF THE STAFF WITH THE BOARD, COMMITTEES, AND VOLUNTEERS

Supervisors shall include information from AUUC committees and EC in developing job descriptions and work plans for employees. However, the employee is directly responsible to the immediate supervisor and not to the chairperson of any associated committee, any committee member, or any member of the EC.

VI-B. Personnel Confidentiality

All matters related to personnel actions including background checks, performance evaluation, grievances, disciplinary action or other sensitive items will be considered confidential and will be protected from inappropriate disclosure. Supervisors, the Administrative Assistant, the HR Committee, the Finance Committee, and the Board will be provided access to such information as necessary to accomplish their responsibilities. AUUC BOT will conduct all sensitive matters related to personnel in executive session and the minutes of the Board meeting will exclude details of such sessions. The minutes of the executive session will be marked confidential and filed separately.

VI-C. ROLE OF THE MINISTER

The Minister is in charge of day-to-day staff operations, and is both the spiritual and administrative leader of AUUC. AUUC

employees report to the Minister, except where specifically exempted [e.g. maintenance staff]. The Minister in turn is accountable to the Congregation and the **BOT** and shall communicate fully and regularly with them.

The role and work of the Minister is described throughout this document in relation to the various policies and procedures. The Minister is subject to the provisions of this document except where the unique status as a called Minister supercedes these standards.

VII. PERSONNEL RECORDS POLICY

Each employee shall have an official personnel record file Access to the file information shall be on a need to know basis administered by the Chair of the HR Committee or the Minister, or President.

The Personnel File for each employee should contain the following:

- Application and/ or resume'
- Record of references checked
- Police background check
- Letter of agreement
- Initial goals
- All Personnel Performance Evaluations
- Any job-related memo addressed to employee or sent by employee
- Any correspondence concerning employee
- Letter of resignation
- Record of Exit Interview

Retention times for records shall be six (6) years after termination.

Appendix A

Performance Evaluation Form