

Unitarian Church of Montpelier

Personnel Policies

Adopted 4/22/09; Amended March 29, 2011, June 4, 2015, December 1, 2015, September 27, 2016

The bylaws of the Church vest responsibility and authority for managing Church affairs in the Congregation, which makes major program and financial decisions at an annual meeting held in May. During the rest of the year, day-to-day activities are in the hands of various committees and the minister and staff with co-ordination achieved through an Executive Team, which meets frequently throughout the year. Adoption or amendment of these Personnel Policies is the responsibility of the Executive Team. The Minister's employment is described in the Church bylaws and the Letter of Agreement with the Minister, and is not dealt with here. These Policies apply to hired staff only.

I. General

A. Definition of Terms

1. "Church" means the Unitarian Church of Montpelier.
2. Full-time employee: standard work schedule of 40 hours per week, or 2,080 hours per year, including paid holidays, vacations and sick time.
3. Part-time employees: work schedule of less than 40 hours per week or less than 52 weeks per year. Some part-time scheduled employees (the Church Administrator, the Office Assistant, and the Accompanist) work a fixed schedule with a certain number of hours on certain days. Some part-time flexible employees (the Music Director and the Director of Religious Education) work a flexible schedule with a certain average number of hours worked each week over the year. The Sexton works a fixed number of hours a week on a flexible schedule.
4. Hours are reported to the church office and the Minister.
5. Personnel Committee: Consists of a chair and at least three members in addition to the chair, each appointed by the Executive Team. The members of the Personnel Committee shall be familiar with the mission and vision of the Church and UUA principles. Personnel Committee chair and members shall also have experience in human resources or supervision of employees or be willing to acquire expertise in human resources and employee supervision.
6. Relevant Committees: The committees which work directly with staff members: Religious Education Committee with Director of Religious Education, Administration Committee with Church Administrator, Music Committee with Music Director, and Property Committee with Sexton.

B. Personnel Policy Not a Contract

These Personnel Policies are not an employment contract and may not be construed to imply an obligation on the part of the Church to pay a salary or hourly wage if funds for that purpose are not available due to the Church's inability to sustain adequate operating funds. The Church reserves the right to add, amend or delete any benefit or policy stated herein at any time.

C. Equal Opportunity Employment

It is the policy of the Church, in accordance with all applicable federal and state laws and regulations, to maintain an employment environment free from discrimination. Accordingly, the Church is committed to hiring employees and administering all employment related matters without regard to race, religion, color, national origin, gender, sexual preference, marital or pregnancy status, physical or mental disability, age or veteran status except when such characteristics affect bona fide, legal occupational qualifications.

D. Recruitment and Hiring

1. The Church, being an equal opportunity employer, shall fill positions solely on the basis of candidate qualifications as related to the requirements of the job, except that preference may be given to members of this Church.
2. Vacant positions will be publicized in the Church announcements and in other manners as deemed necessary by the Executive Team.

E. Employment Decision-Making Authority

The authority to appoint, transfer, promote, demote and separate personnel shall be vested in the Board, based on the recommendation of the Executive Team.

II. Conditions of Employment

A. Professional Standards and Conflict of Interest

Employees of the Church shall perform their duties in good faith and in a manner which is in the best interest of the Church. Employees of the Church who have a conflict of interest in any matter involving the Church shall refrain from participating in all decisions relating to that matter.

B. Employment of Relatives

Relatives of Church employees shall not be employed except with the approval of the Board after having been informed of the family relationship.

C. Performance Review

1. All employees of the Church will be evaluated by the Minister. The Minister will seek input from appropriate stakeholders.
2. For purposes of this policy, supervision of Church staff shall be the responsibility of the Minister.
3. Periodic evaluations are a formal opportunity to assess the employee's performance, consider the scope of position responsibilities, identify ways to increase the employee's effectiveness

and indicate areas where performance could be strengthened. The Personnel Committee is responsible for ensuring that an evaluation form is prepared for each employee focusing on his or her areas of responsibility.

4. Evaluations are completed for new employees by the end of the first six months of employment and annually thereafter.

5. Performance Review Procedure: All employees of the Church will be evaluated by the Minister with feedback from the employee through self-assessment, and from the relevant committees.

a. In May, the Minister will seek input from appropriate individuals to assess performance of staff members. Narrative feedback will be provided on a form supplied by the Minister. Representation from relevant appraisers will be determined by the position held and will include the following:

Administrator: Administration Committee; Finance Committee/Treasurer; Property Committee; Regular renters of the church; and peer staff members.

Office Assistant: Administrator; Administration Committee; Communications Committee; renters; and other committee chairs.

Sexton: Property Committee, parishioners

DRE: RE Committee; Adult RE Committee; RE Teachers; Worship & Arts Committee; parents; and high school youth.

Music Director: Worship & Arts Committee; Music Committee; Choir; participants in a program (e.g., chanting, drumming, soloist).

Accompanist: Music Director; Worship & Arts Committee; Music Committee; Choir

b. In May, the Minister will ask each staff member to complete a self-assessment due June 1. The Minister will gather the self-assessments on June 1.

c. An essential part of the annual evaluation process is establishing goals for the coming year. These goals are related to the position description and are reviewed throughout the year. Goals are specific, measurable, action oriented, realistic, and timely (i.e., SMART). Each employee is expected to include at least one goal with his or her self-assessment.

d. In June, the Minister will gather narrative feedback for each staff member from the relevant appraisers. The Minister will complete an evaluation for each employee. The evaluation will include 2-3 goals for the coming year.

e. The employee and the Minister will meet, discuss, and sign the evaluation summary in June. Signing the evaluation does not necessarily indicate agreement with the evaluation by the employee but rather that the meeting was held.

f. The employee is provided with a copy of the signed evaluation and another copy is filed in the employee's personnel file.

g. The evaluation process is completed by June 30.

h. If any part of the evaluation does not meet performance expectations, the employee is counseled on ways to address the concern. The Minister determines whether the employee should be given the opportunity to remedy the problem or whether termination of the employee should be recommended to the Executive Team.

i. If the decision is to give the employee the opportunity to remedy the concern, the Minister reviews the issues and clarifies performance expectations going forward. At this time, a date is set for review of the evaluation to assess progress. The Minister monitors the employee's progress. If there is not sufficient progress, the Minister may recommend dismissal of the employee to the Executive Team. If the Executive Team agrees that termination is appropriate, a recommendation moves to the Board. If the Board agrees, notice of termination is provided and two weeks' severance pay may be given.

j. If an employee disagrees with the evaluation, s/he may request a meeting with the full Personnel Committee and then with the Executive Team in executive session. If the employee opposes the decision to recommend termination to the Executive Team, s/he has the right to be heard by the Executive Team in executive session.

D. Resolution of Employment Problems

When an employee has a problem or complaint related to any aspect of his/her employment, the problem should first be discussed with the Minister who can then take appropriate action or, if necessary, bring the matter to the attention of the Executive Team. If an employee has a complaint regarding his or her supervisor, s/he should discuss it first directly with the supervisor, and if it cannot be resolved, then with the Executive Team. In either case, if the Executive Team cannot resolve the issue, the ultimate arbiter is the Board. If the Minister has a complaint of any type, she should bring it to the Board. See also section V. C relative to sexual harassment.

E. Termination of Employment

1. Only the Board has the authority to hire or terminate an employee.

2. The Church does not enter into employment contracts in which employment is guaranteed. The terms and conditions of employment for employees are set out in these Personnel Policies, the employee's employment letter, and amendments thereto, and the employee's job description. Church employees may resign at any time, and the Board may suspend or terminate the employment of any individual at any time for any reason, and on terms it may specify.

3. Employees who resign voluntarily are expected to give a minimum of two weeks notice to allow time to hire and train a replacement. Employees who are terminated involuntarily generally will be given two weeks notice of the intent to terminate and may be given two weeks severance pay and provided with an explanation as to why they are being terminated. This does not prevent the Church from terminating any employee without prior notice if warranted by the circumstances.

F. Expense Reimbursement

1. The Minister shall be reimbursed for expenses, as provided in the minister's employment contract.

2. Other employees may be reimbursed for budget related expenses by submitting bills and proper documentation to the Church Administrator within two weeks of being incurred.

G. Tuition Reimbursement: Continuing education which will improve the capabilities of employees is encouraged. It must be approved by the Minister, and will be reimbursed up to the amount stipulated in the budget. Employees should make tuition reimbursement requests known to their supervisor for inclusion in the budget.

III. Compensation

A. Calendar Year Compensation

Employees are paid over the full year unless otherwise negotiated, even though work periods may vary.

B. Benefits

All salaried employees are eligible for a menu of benefits which may include a group life program, medical savings plan, child care or dependent care benefits, health insurance programs and retirement program as the budget allows.

IV. Attendance, Paid Time Off and Leaves of Absence

A. Attendance

Expectations concerning attendance at and participation in Sunday services, work and office schedules are set out in each employee's employment letter and job description.

B. Paid Time Off and Leaves of Absence

1. Determination of Time

All leave time, as described below will be established and granted to each employee on July 1 each year. Employees are responsible for regular reporting of hours worked and hours taken off to the supervisor. At the end of each year a full written accounting of time worked/off will be provided to each employee by the supervisor. This accounting will include all calculations of earned time, time taken off for any reason, the time that can be rolled over into the following

year, such as sick and allowed vacation time. This data will also be reported by letter to each employee by the supervisor. This data will also be reported to the Personnel Committee and the Board.

2. Holidays

The following holidays are recognized: New Year's Day; Martin Luther King, Jr. Day; Presidents Day; Town Meeting Day; Memorial Day; Fourth of July; Labor Day; Veterans Day; Thanksgiving Day and the day after; Christmas Day and the day after Christmas. Any employee required to work on a holiday may take another day as a substitute. Employees whose work schedules do not fall on holidays are entitled to take their holiday on another day in agreement with the supervisor.

3. Vacation

UCM provides paid annual leave to allow employees time off from work for vacations and other personal reasons.

a. Annual Allowance

Employees may take only accrued vacation, except in an emergency and if approved by their supervisor. Vacation time must be coordinated with other staff members and approved in advance by one's supervisor.

Regular UCM employees may take paid vacation as follows:

Years Employment Completed	Vacation Per Year
90 days through 4 years	2 weeks
5 years through 9 years	3 weeks
10 years through 19 years	4 weeks
20 or more years	5 weeks

Part-time and non-exempt employees who are regularly scheduled to work at least 10 hours per week earn paid vacation according to the above schedule; however, the amount earned is prorated based on the appropriate percentage of full-time employment.

[Examples of pro-rated:

For an employee working 12 hours a week at 3 hours a day for four days a week, pro-rating would mean calculating in terms of hours rather than days. In this example it would mean:

- ✓ Two weeks of pro-rated vacation time would be 24 hours of vacation.
- ✓ Sick leave would be similarly pro-rated for 12 days a year being 36 hours a year.
- ✓ Personal days of 3 per year would be 9 hours.

For employees who do not work a regular number of days, the formula would be based on the contracted hours per week rather than days. For an employee contracted for 10

hours a week, but without a daily work schedule, this would mean:

- ✓ Two weeks of pro-rated vacation time would be 20 hours of vacation.
- ✓ Sick leave would be similarly pro-rated for 12 days a year being 24 hours a year.
- ✓ Personal days of 3 per year would be pro-rated for 6 hours.]

Salaried employees' vacation allowances are as specified in their individual employment agreements.

If an authorized holiday occurs during an employee's approved annual leave, it will not be charged as annual leave.

b. Scheduling Vacation

Vacation time must be requested in advance and approved by the employee's supervisor. Vacations are normally taken during those times when there are fewer UCM activities, like summer or mid-winter. Summertime vacations generally are encouraged. However, with permission of the supervisor, part of the vacation may be taken at other times of the year.

In the event of conflicting vacation requests, vacation generally will be granted in accordance with length of service and consistent with workload requirements.

c. Vacation Time Allowance

Increases in the vacation allowance will be made on the first day of the month after an employee completes his or her 4th, 9th or 19th year of employment, based on the employee's date of hire.

d. Unused Vacation Time

UCM employees are encouraged to use all allocated vacation time annually. Unused vacation hours may be carried over for one subsequent year. However, this carry-over must be used up within the subsequent year. Pay will not be given in lieu of vacation days not taken, except in the case of termination of employment with UCM.

At the termination of employment, UCM employees are reimbursed for any unused, earned vacation time.

4. Compensatory Time

a. Compensatory Time Accrual

Comp Time may be earned in any week when, in order to complete the assigned work, the employee must work beyond the number of hours designated in the job description. Comp time is earned on an hour for hour basis.

b. Compensatory Time Use

Comp time is reported on the "Employee Time Record" form. In general, comp time should be taken and reported on the "Employee Time Record" form as a substitute for use of other earned time. For example, it may be used instead of vacation or sick time.

c. Earned Compensatory Time Cap

A cap on earned comp time is set at three (3) weeks. When the cap is reached, no more comp time shall be earned.

d. Earned Compensatory Time Expiration

Comp time earnings expire at the end of the church year, but only after a grace period during the month of July. Comp time may be used during the month of July.

5. Paid Personal Leave

After completion of the first full year of employment, all employees will earn 3 personal days, prorated by the appropriate percentage of full-time employment. Personal days do not carry over from year-to-year.

6. Other Leaves of Absence

Statement of General Policy: The policies in this section describe various types of paid and unpaid leaves of absence provided by UCM. Leaves must be requested in advance when possible and require the approval of the employee's supervisor. The exact nature of the leave and its anticipated length must be included in the request, and such information will be kept confidential.

a. Paid Sick Leave

Full time employees are eligible for 12 days of sick leave per fiscal year. Sick leave for part-time employees will be calculated on a pro rata basis. Sick days are accrued monthly. Employees may accrue sick leave indefinitely to be used for extended illnesses.

Sick leave may be used when the employee is unable to work due to his or her own illness, injury, or other medical condition, or to care for a member of his or her immediate family member's illness, injury, or other medical condition. An immediate family member is a spouse or civil union partner; a child, stepchild, ward, or foster child; a parent or stepparent; or a parent or stepparent of a spouse or civil union partner. Sick leave should also be used for routine dental or medical appointments.

Employees must notify their 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. In case of an emergency, the employee should notify the supervisor or UCM office at the earliest opportunity.

In longer-term situations, it is the employee's responsibility to communicate with the supervisor before the absence when possible, so that an understanding can be reached on timing and conditions for the leave and so that a substitute can be obtained if needed. Accrued sick leave is not paid upon resignation or termination of employment. Normal pay will cease for employees who are eligible for and receiving disability insurance payments.

b. Unpaid Medical Leave

Unpaid medical leave with continuation of benefits may be granted in instances where

an employee's medical condition requires an absence from work for more time than the amount of available sick leave. This leave requires the approval of the employee's supervisor with notice to the Executive Team. Sufficient evidence of a medical condition is required, which 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.

c. Unpaid Family Leave

(1) Any employee shall be entitled to take unpaid leave during the employee's pregnancy, and following the birth or adoption of his/her child for a period not to exceed twelve weeks.

(2) Employees shall also be entitled to take unpaid leave for a period not to exceed twelve (12) weeks to care for a seriously ill immediate family member as defined in section 4.A. above. The requirement for sufficient evidence of a medical condition is the same as stated in section 4.B. above.

(3) All employees who take family leave must give thirty days notice or, in case of unforeseen circumstances, as much notice as possible to their supervisor and the UCM Executive Team.

(4) During family leave, retirement plans are not contributed to, vacation time does not accrue, and the employee is responsible for continuing to pay the monthly premiums for health, dental, dependent life, and long term disability insurance coverage. During periods of unpaid family leave the UCM may continue coverage for employee life and Accidental Death and Disability insurance. For more information on how to take a family leave, please consult with the UCM Personnel Committee.

d. Paid Educational/Professional Development Leave

UCM strongly supports the professional development of its employees. In most cases, educational or professional development opportunities require minimal time away from the job. UCM Executive Team approval is required for any instances where an absence will exceed more than one week. An employee should discuss with his/her supervisor during the annual Employee Performance Review any interests or plans which might require time away from the job. Once plans are clear, the employee must submit a written request for educational or professional development leave to the supervisor. He/she must outline the nature of the professional development, its relevance to the employee's current job, when and where the development opportunity will take place and the amount of time that the employee will need to be away from his/her job.

e. Paid Bereavement Leave

Full-time employees are eligible for a leave of absence for three days with pay for the death of an immediate family member. Additional paid days off may be approved by

the supervisor based on the circumstances.

f. Personal Leave Without Pay

Employees who have been employed full-time for at least one year may be given unpaid personal leave of five days per year, which must be approved in advance by the employee's supervisor.

g. 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 the 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.

h. Jury Duty

Employees will receive their regular pay during any required jury service.

C. Memorandum of Understanding

Coming to terms with what really is the length of the work week and work day is something the staff and Personnel Committee have struggled with over time. Each job is different, and the time required to complete the work as well as the flow of work varies from job to job. The staff and personnel committee however, have come to some useful conclusions.

For most employees (the Sexton seems the exception) it is possible to describe a work week, approximate though it may be. As we know, a strict 28 or 30 hour work week for 52 weeks a year is not practical. As we examined our working routines and schedules, we found that clear patterns emerged. The DRE, Administrator, Office Assistant and Music Director could each overlay their work week on a four-day-per-week model. That is, most of the time, employees each worked most of four days and did not work most of three days. It seems fairly important that, however many days per week the employee works, to the extent possible, it should be the same four days each week. Again, we acknowledge that there will be exceptions to this, often many exceptions. As well, these schedules may be found unworkable by other employees in the future, but the basic concept should apply.

The key thing that we take from this review of our schedules and workloads is that a week is not necessarily 5 days or seven days or even four days. It is determined by the work flow and the deliberations of the employee and the supervisor.

V. General Policies of the Unitarian Church of Montpelier

A. Smoking in the Workplace

The premises of the Unitarian Church of Montpelier are smoke-free. Smoking by employees is not permitted inside the building or on the Church grounds.

B. Drug/Alcohol-free Workplace

The Unitarian Church of Montpelier is a drug-free workplace. The use of illegal substances and alcohol by employees during work hours, while on Church business and inside the building or on the Church grounds is not permitted.

C. Sexual Harassment and Sexual Discrimination

It is against the policy of the Church and illegal under state and federal law for any employee, male or female, to sexually harass another employee or volunteer working on Church premises. "Sexual Harassment" is defined as a form of sex discrimination and includes unwelcome sexual advances, requests for sexual favors, the creation of a hostile work environment and other verbal or physical conduct of a sexual nature. Any act of harassment, sexual or otherwise, against an employee by anyone shall be reported to the Minister, the Executive Team, or the chair of the Personnel Committee.

Any complaint of sexual discrimination shall be reported to the Minister and the Executive Team or Chair of the Personnel Committee.

D. Workplace Health and Safety

1. In the interest of the safety and well-being of employees, the Personnel Committee shall advise employees of their responsibility for observing safety rules as may be required by the Vermont Occupational Safety Hazards Act (VOSHA).
2. Employees shall conduct themselves in a safe manner at all times while in the Church. Any defective, unsafe equipment or any known physical, medical or psychological conditions or activities that may create a danger to workers, members of the congregation or the public shall be brought to the attention of the Minister and the Executive Team promptly so that the situation can be corrected as soon as possible.

E. Recycling and Resource Conservation

It is the policy of the Church to conserve, reuse and recycle materials. Fiber products (paper, cardboard, etc.), glass and metals should be sorted for recycling through the trash collection service or recycling center. The Church building should be used, managed and maintained so as to conserve oil, water and electricity to the extent possible while still maintaining the program of the Church.