

Unitarian Church of Montpelier
Montpelier, Vermont

Personnel Manual

Adopted June 12, 2024; Amended October 8, 2025

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Welcome

Welcome to the Unitarian Church of Montpelier! We are glad to have you as a member of our staff team and hope you will enjoy working for the Congregation and contributing to our religious community.

Working together and in partnership with the Congregation, the staff ensures that the administrative and programmatic needs of the Congregation are met in service of the Mission set out below.

We are committed to creating and upholding a fulfilling work environment and have outlined policies and procedures towards that end in the following Personnel Manual.

This Manual is not a contract and will be updated with modifications and changes as needed. The most up-to-date version of the Manual is always available at <https://ucmvt.org/operational-policies/>

If you have any questions or suggestions concerning information in this Manual, please feel free to contact the Minister or the Executive Team.

Again, welcome!

Congregation Mission

The Unitarian Church of Montpelier's mission is:

*We welcome all
As we build a loving community
To nurture each person's spiritual journey,
Serve human need,
And protect the earth, our home.*

About This Manual

This Manual has been prepared to help you understand some of the policies and procedures of the Unitarian Church of Montpelier ("Employer," "Church," or "UCM"). You should familiarize yourself with the content of this Manual as it provides basic information about our expectations, policies, procedures and benefits.

This Manual and the policies, guidelines, and benefit descriptions it contains do not represent or create contractual terms of employment, an agreement of employment for a definite period of time, or a warranty of benefits and may not be construed to imply an obligation on the part of the Employer to pay a salary or hourly wage if funds for that purpose are not available due to the Employer's inability to sustain adequate operating funds. The Employer reserves the right to add, amend or delete any benefit or policy stated herein at any time.

Since every situation cannot be anticipated, this Manual provides a general overview only. In applying the policies and procedures in this Manual, the Employer will take into consideration the specific facts and circumstances of each situation.

As a progressive and evolving organization that must respond to operating needs and other circumstances, changes and modifications in policies, procedures, and benefits will be made from time to time. This Manual replaces all previous personnel policy manuals or handbooks and any inconsistent policies.

If you have any questions or comments about this Manual, or if you need more information, please ask the Minister or a member of the Executive Team. Your comments and suggestions are encouraged.

Introduction

The bylaws of the Church vest responsibility and authority for managing Church affairs in the Congregation, which is composed of members of the Church. The Congregation 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 coordination achieved through an Executive Team, which meets frequently throughout the year.

Various committees work directly with staff; your supervisor will introduce you to volunteer members of any committees with which you need to work.

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

Employment

At-will Employment

All employees are hired on an at-will basis unless stated otherwise in a written individual employment agreement. This means that the employee may terminate the employment relationship at any time, for any reason, with or without notice, and the Employer retains the same right.

Diversity, Equity and Inclusion

Unitarian Universalist principles affirm the inherent worth of each human being, and commit to working towards justice, equity and compassion in human relations. The Employer believes that policies advancing diversity, equity and inclusion are essential in creating social change that responds to historical and current practices of discrimination. Additionally, we believe that

significant diversity among our staff makes for a richer, more dynamic organization. Our Congregation is committed to addressing the systemic prejudices and biases found within all parts of society by, among other things, working to ensure that all staff are trained to understand, welcome, and better serve a multiracial, multiethnic, increasingly diverse community and enhance the ability of each individual to live our values of justice, equity, and interdependence.

The Employer affirms its commitment to inclusion and equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions will be made in compliance with all federal, state, and local laws and without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other classification protected by law. Any discrimination in the workplace based upon any protected status/classification is illegal and against policy.

Accommodations of Disability

The Employer provides reasonable accommodations to enable an individual with a disability to perform the essential functions of their job in compliance with Vermont state and federal law. If an employee is unable, or finds it difficult, to perform all the functions of their job due to a disability, they should inform the Minister about the disability and discuss the type and nature of any assistance or adjustment that would enable the employee to perform the essential functions of the job.

In most cases, the Employer will need medical documentation of the disability and of possible accommodations. The Employer may also need regular discussions with the employee to determine what, if any, accommodations are appropriate, the employee's continuing need for accommodations, and the effectiveness of the accommodations provided. The Employer may also ask to speak to the employee's physician or health care provider to help the Employer assess the need for and the appropriateness of the proposed accommodations and to ensure that the employee can safely perform the essential functions of the job with the accommodations. The Employer may also ask the employee to submit to an independent medical or other appropriate examination, at the Employer's expense.

Categories of Employment

Full-Time: An employee who is regularly scheduled to work for at least 40 hours/week is considered full-time. Employees are expected to work during the summer months when worship services are paused.

Part-Time: An employee who is regularly scheduled to work fewer than 40 hours/week is considered a part-time employee. Except as otherwise specifically set forth in this Manual or other official document, part-time employees are entitled to benefits if they are regularly scheduled to work at least 10 hours/week.

FLSA Definitions

Employees are categorized as either Non-Exempt or Exempt for purposes of the minimum wage and overtime provisions of the Fair Labor Standards Act (“FLSA”).

Non-Exempt Employees are compensated based on the number of hours worked each workweek.

Exempt Employees, who are employed in an executive, administrative, or professional position that meets certain requirements, are paid on a salary basis, and are exempt from the minimum wage and overtime provisions of the FLSA.

Ministerial Exception: Ministers, and other employees who perform “essential religious duties,” are exempt from FLSA requirements under the ministerial exception (sometimes called the ecclesiastical exemption). Under this exception, other employees, such as religious educators or music directors, might be classified as exempt depending upon their specific responsibilities. Unlike the FLSA definition of exempt and non-exempt employees, the ministerial exception is defined by responsibilities, not salary.

Work Schedules and Pay

Orientation

The Minister or a designated supervisor will introduce you to your co-workers and orient you to your work area and job responsibilities. A written job description has been prepared that contains a summary of duties and responsibilities and will be given to a new employee on their first day of work. Of course, it is impossible to list or to describe all of the duties of a particular job. Moreover, from time to time, changes in jobs will occur to reflect temporary or long-term changes in staffing or operational needs. Please keep in mind that the Minister has the authority to assign duties, responsibilities, or functions to you even though the duties have not been yours in the past or are not specifically mentioned in your job description.

Hours and Location of Work

The Minister, or designated supervisor, will establish individual work schedules, which may change from time to time based on the needs of the Congregation and at the discretion of the Minister or supervisor. Employees may work remotely from time to time with the approval of the Minister or designated supervisor. Employees may flex the time the work is performed over the course of the workweek with the approval of the Minister or designated supervisor. Expectations concerning attendance at and participation in Sunday services, work, and office schedules, as well as any paid time off on Sundays for employees who regularly work on Sundays, are set out in each employee’s employment letter and job description. Attendance at meetings outside of established work schedules at the request of the Minister or the Executive Team will be considered time worked. Employees may occasionally be required to attend staff retreats or off-site events that are relevant to their positions.

Meal and Break Periods

Employees are encouraged to take breaks and meal breaks throughout their workdays in order to take good care of themselves. For non-exempt employees, these breaks are not considered work time and should not be included in daily hours worked.

Timekeeping and Overtime

Non-exempt employees must submit a written record of their time worked on a weekly basis, to the church office and the Minister. All employees should submit a written record on a weekly basis of any leave time utilized.

From time to time, employees may be required to work in excess of their regularly scheduled hours.

Any time worked by a non-exempt employee in excess of the employee's regularly scheduled hours in a workweek must be approved in advance and, if approved, will be compensated. Non-exempt employees will be paid time and one half of the employee's regular hourly rate for all hours exceeding 40 in a workweek.

Exempt employees do not receive payment for working in excess of their regularly scheduled hours.

Pay and Payroll Deductions

The Employer strives to offer its employees equitable and competitive wages and salaries commensurate with its ability, resources, and sound policy. Pay adjustments generally will be considered for all employees once a year, with any adjustments effective at the beginning of the fiscal year (the fiscal year is July 1-June 30). There is no guarantee of an annual pay adjustment. Pay adjustments are usually based upon such factors as individual performance, job responsibilities, and other appropriate factors, such as increases in the cost-of-living as well as changes to UUA salary recommendations.

Employees are paid semi-monthly, on the 15th and the last day of each month. Your pay will be paid by check and available on payday. You may have your pay electronically deposited into your checking account each pay period by providing the information necessary to authorize direct deposit.

Personnel Information and Files

It is very important that employees keep up-to-date all the information provided to the Employer at the time of hire and as requested from time to time. This information is essential for many purposes, including benefit administration, mailing information to the employee's home, and contacting friends or family in case of emergency. Please notify your supervisor promptly of any changes in:

- Address and telephone number;

- Marital status (including legal separation);
- Legal change in employee's name;
- Changes to hours of availability to work;
- Dependents;
- Changes in beneficiaries;
- Person to notify in case of emergency; and
- Any relevant changes in licensing or education.

The Employer maintains a personnel file for each employee that contains new hire paperwork, performance reviews, and other documents related to the employee's employment. An employee may write their response to any document added to the file. Employees may review the contents of their file in the presence of the Minister at a mutually agreed upon time.

Policies Applicable to Employment

Office Space and Parking

As part of our commitment to help employees do their best work, the Employer provides a work space suitable to each employee's responsibilities, and other tools required for their work. The Employer has a small lot of off-street parking for employees to share. When needed, the Employer can also make arrangements to offer on-street parking free of cost to employees during work time.

Absenteeism

Each employee is expected to maintain good attendance and to report to work on time. Maintaining a consistent schedule supports teamwork, one of our core values. Failure to communicate about absences with your supervisor can interfere with church operations. When life events interfere with your schedule, please be in touch with your supervisor as soon as possible in order to ensure good workflow and communication.

Professional Attire

Employees should maintain a professional appearance that is appropriate to their position.

Alcohol and Illegal Drugs

The Employer maintains an alcohol- and drug-free workplace, consistent with the Employer's alcohol policy. It is prohibited to use, possess or distribute any illegal drug or to use any

prescription drug without or inconsistent with medical direction while working. Under no circumstances may an employee appear at work while intoxicated.

Smoking

The Employer offers a smoke-free workplace. Smoking and vaping are not allowed anywhere on Employer property.

Confidentiality

In the course of performing their duties, employees may have access to confidential information. Such information must remain confidential and may not be released, copied, transmitted, or in any other way used for any purpose by employees outside the scope of their employment. Employees have the right to use and share information about their own personal wages and benefits. All requests for personal or employment information concerning past or present employees received from organizations or individuals should be directed to the Minister.

Computers, Internet, Email, and Other Resources

The Employer provides a wide variety of tools and resources to employees for use in running day-to-day business activities. Their use should be reserved for legitimate business use and for not more than incidental personal use.

All communication using tools provided by the Employer or used for Employer-related business should be handled in a professional and respectful manner. Inappropriate use includes, but is not limited to:

- transmitting obscene, harassing, offensive or unprofessional messages;
- accessing, displaying, downloading, “liking”, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other classification protected by law;
- transmitting any of the Employer's confidential or proprietary information, including member/friend data or other materials covered by the Employer's confidentiality policy.

The Employer reserves the right to monitor and review the content of employee e-mails or the use of the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

All materials, information and software created, transmitted, downloaded, or stored on the Employer's computer system, including laptops and other devices utilized by employees, are the

property of the Employer and may be reviewed and inspected at the Employer's discretion.

Any software or other material downloaded onto the Employer's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the material. Authorization from the employee's supervisor is required before downloading any software.

Only authorized staff members may communicate on the Internet on behalf of the Employer. Any account established on behalf of the Employer must be authorized with all access information, including passwords, communicated to, and maintained, by the Employer.

Employees may not express opinions or personal views that could be construed as being those of the Employer on an Internet account maintained by the Employer or using tools provided by the Employer. With prior authorization, employees may use their own personal electronic devices (computers, tablets, phones, etc.) for work-related purposes provided the devices have appropriate security software and the employee agrees to follow appropriate data protection and back up practices. Any files or software belonging to the Employer may only be downloaded and used for Employer-related work if the employee is given prior permission from the Employer.

The employee is responsible for any maintenance, repair, or replacement of a personal device required or used for Employer-related purposes, irrespective of the amount of work usage or the cause of the damage, unless agreed to in writing by the Employer. The employee must provide the Employer with immediate notice should a personal device containing Employer software or files be lost or stolen.

Upon employment termination for any reason, the employee agrees promptly to return all tools provided by the Employer and to delete any and all Employer-related documents and copies thereof from any personal devices or backups.

Conflict of Interest/Outside Employment and Financial Interests

Employees shall not engage in any other employment or activity that is incompatible or in conflict with their duties, functions, or responsibilities as an employee of UCM. Activities that may constitute a conflict include use of the Employer's time, facilities, equipment, or supplies, or the use of the title, prestige, or influence of the Employer for private gain or advantage. If the Employer and the employee disagree about a conflict of interest or the appearance of a conflict of interest, the Employer retains the right to make the final determination.

Employees shall comply with the Conflict of Interest Policy as outlined in UCM's Financial Policies.

Employment of Relatives

Members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, grandchild or person in a close personal relationship with the employee.

Medical Documentation

In specific relevant circumstances employees may be required to provide the Employer with requested medical documentation, such as evidence of the existence or duration of a medically-required absence, ability to return to work after an injury, etc.

Vehicle Usage and Expense Reimbursement

Employees using their own vehicles for Congregation business shall be paid mileage at the current business rate per mile as established by the Internal Revenue Service upon request by the employee and approval by their supervisor. All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by the Employer. The use of hand-held cell phones or texting is strictly forbidden when driving on Employer-related business.

Other approved expenses incurred by an employee on behalf of the Employer will be reimbursed according to the Employer's expense reimbursement policy.

Safety and Accidents

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards and any other Congregation policy regarding safety of children and youth, disruptive conduct or any other safety-related policies at all times. Employees should know the whereabouts of fire extinguishers, first aid kits, and defibrillators.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to their supervisor. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to their supervisor. In the event of a fire or other emergency, the fire department and/or other emergency services should be called immediately, and all staff and members of the Congregation should leave the premises.

Personal Property

The Employer cannot be responsible for damage to or loss of an employee's personal property, including loss or damage to vehicles or other property in or on the Employer's property. Employees should report any lost items to their supervisor so that the item can be returned if it is found. If an employee finds an item, the employee should immediately turn it in to the church office.

Workplace Threats and Violence

Threats, threatening behavior, or acts of violence against persons by anyone on the Employer's property will not be tolerated. The possession or use of weapons, firearms, ammunition, etc., is prohibited on the property of the Employer except for authorized law enforcement personnel.

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on Employer's property may be removed and must remain off Employer's property pending the outcome of an investigation. If the Employer determines that a staff member has

violated this policy, the Employer may take appropriate disciplinary action that may include, but is not limited to, suspension and/or termination of employment and/or legal action as appropriate.

All employees shall inform their supervisor of any behavior that they have witnessed or experienced, which they regard as threatening or violent.

Media Inquiries

All requests for information on behalf of or regarding the Employer from newspapers, television or radio media should be directed to the Minister.

Performance Reviews

Periodic evaluations are a formal opportunity to assess an employee's performance, consider the scope of the position's responsibilities, identify ways to increase the employee's effectiveness, and indicate areas where performance could be strengthened. Church volunteers and committee members with whom an employee has regularly worked will be invited to offer feedback as part of the annual performance review. Evaluations are completed for new employees by the end of the first six months of employment and annually thereafter by June 30.

Standards of Conduct

The Employer expects that all employees will conduct themselves in a manner consistent with the highest standards of professional conduct and that is conducive to creating a harmonious and pleasant work environment. This includes courtesy, respect, and working collaboratively and cooperatively, and demonstrating the characteristics of high performing team members. As a staff of professionals in whom trust and power has been placed, all staff are called to be faithful both morally and legally to upholding professional relationships. Staff must never abuse the authority of their position by manipulating others to satisfy personal needs, or engage in any exploitative relationship that abuses the power and damages the trust that has been placed in a staff member.

The Employer seeks to provide the highest quality of service and support to those it serves. Thus, poor work habits, such as careless work, failure to complete assignments on time, or a failure to follow instructions, are unacceptable.

Conduct that does not meet the Employer's standards, such as violations of the Employer's policies, a lack of respect or courtesy to a fellow employee or member, disruptive or disorderly conduct, etc., will not be tolerated and will be grounds for immediate disciplinary action and may result in termination of employment. In addition, any breach of trust or conduct that shows a serious lack of dependability or good judgment, such as theft, falsification of Employer records, destruction of Employer property, conflict of interest, insubordination, etc., may be grounds for immediate discipline, up to and including termination from employment.

Resignation/Retirement

Employees resigning or retiring are requested to provide at least one month's notice to allow for adequate planning and a smooth transition without undue strain on other staff.

At the termination of employment, employees are paid out for any unused accrued vacation time.

Harassment

Conduct Not Tolerated

Harassment of any kind has no place in the workplace. The Employer is committed to promoting an environment that is professional and respectful. Any harassment regarding race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or any other protected status will not be tolerated. The Employer expects all employees to conduct themselves in a professional manner with concern and respect for their colleagues, Congregation members, and others served by the Congregation. Similarly, UCM expects all employees to be free from harassment from Congregation members and others encountered while serving the Congregation. Harassment by anyone in the workplace is unlawful.

Harassment includes verbal or physical conduct that may offend, denigrate or belittle any person because of or due to any of the characteristics described above. Such conduct includes pictures, jokes, comments, epithets, innuendoes, name-calling or any other behavior that creates an environment that is derogatory, intimidating, hostile or offensive to anyone.

Conduct prohibited by these policies is unacceptable in the workplace, and in any work-related setting or event outside the workplace, such as Congregation meetings, social events, and any other Congregation activity. Any employee who believes that they have been harassed by any person who the employee encounters in the course of employment should report that conduct immediately to the Minister. If the report or complaint involves the Minister, or if the Minister is unavailable, the individual making the complaint or the individual receiving the report or complaint should immediately report the complaint to the Executive Team and the President of the Board. The UUA Ministries and Faith Development Staff Group is available to assist with complaints involving ministers.

Sexual Harassment

While all types of harassment are prohibited, sexual harassment requires particular attention. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to the conduct is made either explicitly or implicitly a term or condition of employment;

- submission to or rejection of such conduct is used as a factor in employment decisions affecting an individual; or
- the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Some examples of conduct that may constitute sexual harassment, depending on the circumstances, include but are not limited to, the following:

- Unwelcome sexual advances, whether or not it involves physical touching; sexual assault, or coerced sexual acts;
- Requests for sexual favors in exchange for actual or promised benefits such as a favorable review, salary increases, promotions, or other benefits;
- Unwelcome suggestions regarding, or invitations to, social engagements or social events;
- Any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature;
- Unwelcome or coerced physical proximity or physical contact that is of a sexual nature or sexually motivated;
- Use of offensive or demeaning terms which have a sexual connotation;
- Inappropriate remarks of a sexual nature;
- Sexual gestures, suggestive comments, sexually insulting comments, epithets, jokes or name-calling; written or verbal references about sexual conduct;
- Communication or displaying sexually suggestive objects, pictures, cartoons or computer Websites in writing, electronically or verbally;
- Sex stereotyping, such as when the conduct or traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look; or
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, or gender identity, such as interfering with an individual's work area, equipment, or ability to do their job, name-calling, etc.

Any employee who believes they have been sexually harassed by any person encountered in the course of employment should report that conduct immediately to the Minister. If the report or complaint involves the Minister, or if the Minister is unavailable, the employee, or an individual receiving the report or complaint, should immediately report it to the Executive Team and the President of the Board.

Investigation

Every complaint or report of discrimination, harassment, or sexual harassment will be promptly investigated. Although investigations will be conducted with as much sensitivity and confidentiality as possible, investigative information will be communicated as appropriate to those with a need to know. If the investigation indicates that a violation of this policy may have

occurred, timely and appropriate action will be taken.

Retaliation or reprisal against employees who report discrimination, harassment, or sexual harassment claims or participate in the investigation of such claims is prohibited and will not be tolerated. Prohibited retaliation includes shunning and avoiding an individual who reports a claim or retaliation; express or implied threats or intimidation intended to prevent or inhibit an individual from reporting a claim or retaliation; or denying employment benefits because an applicant or employee reported a claim or retaliation or participated in the reporting and investigation process.

Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

Procedure/Resolution of Employee Complaints

The Employer takes allegations of discrimination and/or harassment seriously. If you believe you have been discriminated against and/or harassed by any person encountered in the course of employment, the following steps should be followed:

- The employee should communicate immediately with the Minister or, if the Minister is unavailable, with the Executive Team and the President of the Board. If the report or complaint involves the Minister, the employee should immediately report it to the Executive Team and the President of the Board. The employee may be asked to put the complaint in writing.
- The Employer may appoint an ad hoc committee to advise the employee and/or involve the personnel committee.
- The Minister shall ensure that an investigation is initiated, and evidence gathered. If the matter involves the Minister, the President of the Board shall ensure that an investigation is initiated, and evidence gathered. The investigation will normally include an interview of the employee, the accused, and any relevant witnesses.
- The Minister or President of the Board, as appropriate, shall then take appropriate action. The complainant should be notified that appropriate action has been taken.
- If either the complainant or the alleged harasser or discriminator objects to the resolution, they may seek a review by the Board. The resolution recommended by the Board will be binding upon the complainant and the alleged harasser / discriminator.

Benefits

The Employer provides a suite of benefits to eligible employees that includes various types of time off, and may include health insurance, and a retirement program as the budget allows.

Time Off Policies

All paid leave time, as described below, will be established and granted to each employee as described below. Employees are responsible for reporting regularly to their supervisor regarding hours worked and hours taken off. At the end of each fiscal year a full written accounting of time worked/off will be provided to each employee by their supervisor. This accounting will include all calculations of earned time, time taken off for any reason, and the time that can be rolled over into the following fiscal year, such as sick and allowed vacation time. This data will also be reported by letter to each employee by the supervisor.

Holidays

The following are the 12 holidays for which an employee is paid:

- 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

Each employee may also designate two additional holidays as paid days off upon prior notice to and approval by their supervisor.

If a paid holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If a paid holiday falls on a Sunday, the following Monday generally will be observed as the holiday.

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 their supervisor.

Vacation

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

Hourly vacation leave is granted in one-year increments measured from the date of hire, and, as used in this “Vacation” section only, the word “year” means a year measured in that way except where explicitly defined otherwise. In the first year of employment, vacation leave hours are available for use beginning 90 days after the date of hire. In subsequent years, vacation hours accrue and may be used on each anniversary of the date of hire.

An employee who is regularly scheduled to work 40 hours per week, and who is defined as a non-exempt employee by the FLSA, accrues and may use paid vacation hours as follows:

Years of Employment Completed	Hours of Vacation Per Year
90 days through 3 years	120 hours (3 weeks)
4 years through 9 years	160 hours (4 weeks)
10 + years	240 hours (6 weeks)

A part time employee who is regularly scheduled to work at least 10 hours per week, and who is defined as a non-exempt employee by the FLSA, accrues and may use paid vacation hours according to the above schedule; however, the number of hours earned are prorated based on the appropriate percentage of the employee’s regularly scheduled hours/week as compared to full-time employment of 40 hours/week. For a part time employee who is regularly scheduled to work fewer hours per week during the summer than during the rest of the year, or for a part time employee who is regularly scheduled to work fewer than 52 weeks per year, the term “regularly scheduled hours/week” means the full-time equivalent hours the employee is scheduled to work.

Standard FTE (full-time equivalent) Computation

Based on 40 hours per week, 52 weeks per year = 2080 hours per year

<u>Full Time</u>	<u>Part Time with reduced summer hours</u>	
Annual Hours	Annual Hours	
40 hrs/wk for 52 weeks	20 hours/week for 44 weeks	10 hours/week for 8 weeks
Hours Per Year =	Hours Per Year	
2080	=(44*20)+(8*10)	
FTE = 2080/2080	960	
FTE=	FTE =	=960/2080
1.0	FTE =	0.46

Paid vacation leave shall be used on an hourly basis, where use of any portion of an hour equals one hour.

Vacation allowances for salaried employees (i.e., employees who are defined as exempt employees by the FLSA or fall under the ministerial exception) are specified in their individual employment agreements.

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

Employees may take only accrued vacation, except in an emergency and if approved by their supervisor.

Vacation time must be requested at least two weeks in advance, coordinated with other staff members, and approved by the employee's supervisor. In the event of conflicting vacation requests, vacation generally will be granted in accordance with length of service and consistent with workload requirements.

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, accrued vacation days may be used at other times of the year.

Employees are encouraged to use all allocated vacation time annually. Unused vacation hours may be carried over for one subsequent fiscal year. Pay will not be given in lieu of accrued vacation days not taken, except in the case of termination of employment.

At the termination of employment, employees are paid only for any unused accrued vacation time.

Paid Personal Leave

After 90 days of employment, all employees will earn 3 personal days per fiscal year, prorated by the appropriate percentage of full-time employment. Personal days do not carry over into a new fiscal year.

Sick Leave

1. Paid Sick Leave

An employee who is regularly scheduled to work at least 10 hours per week, and who is defined as a non-exempt employee by the FLSA, is eligible to accrue paid sick leave hours, accrued at the completion of each month worked.

A non-exempt employee who is regularly scheduled to work 40 hours per week accrues 8 hours of paid sick leave per month, for a total of 96 hours (12 days) of paid sick leave per fiscal year.

A part time non-exempt employee who is regularly scheduled to work at least 10 hours per week accrues one “day” of paid sick leave per month, where a “day” is prorated based on the appropriate percentage of the employee’s regularly scheduled hours/week as compared to full-time employment of 40 hours/week. For a part time employee who is regularly scheduled to work fewer hours per week during the summer than during the rest of the year or, or for a part time employee who is regularly scheduled to work fewer than 52 weeks per year, the term “regularly scheduled hours/week” means the full-time equivalent hours the employee is scheduled to work.

Sick leave shall be used on an hourly basis, where use of any portion of an hour equals one hour.

Sick leave allowances for salaried employees (i.e., employees who are defined as exempt employees by the FLSA or fall under the ministerial exception) are specified in their individual employment agreements.

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 the birth of a child or placement of a child with the employee for adoption or foster care; the employee’s own illness, injury, or other medical condition; or the need to care for a member of the employee’s 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 may also be used for routine dental or medical appointments.

Employees are expected to notify their supervisor in advance if they are ill and unable to come to work or, in the event of sudden illness or injury, as soon as practicable thereafter.

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; however, paid sick leave hours shall continue to accrue and can be used.

2. Parental and Family Leave

Inspired by the Vermont Parental and Family Leave Act (PFLA), the Employer will voluntarily provide eligible employees up to a total of 12 weeks of parental and/or family leave (“Family Leave”) in a 12-month period, 4 weeks of which shall be paid and 8 weeks of which shall be unpaid (except to the extent that the employee has any other available paid leave that may be applied to the period of unpaid parental and/or family leave time as described below).

To be eligible for this leave, the employee must:

- Have been employed with UCM for at least 12 months and have worked at least 1,250 hours over the previous 12 months.
- Work an average of at least 24 hours per week.

An eligible employee may take up to 12 weeks of Family Leave in a 12-month period for:

- The employee’s own serious illness; or
- The birth of a child or placement of a child with the employee for adoption or foster care; or
- The serious illness of the employee’s child, stepchild, ward, or foster child; spouse or civil union partner; parent or stepparent; or parent or stepparent of a spouse or civil union partner.

“Serious illness” means an accident, disease, or physical or mental condition that poses imminent danger of death, requires inpatient care in a hospital, or requires continuing in-home care under the direction of a physician.

The total amount of leave, for any reason or combination of reasons, under this policy is 12 weeks in a 12-month period. Family Leave may be taken all at once or on an intermittent basis or reduced schedule. Family Leave must be taken within a 12-month

period that starts on the first day of the leave.

A “week” means the number of hours per week that the employee typically works. For example, a full-time employee receives 480 hours (12 X 40) of leave under this policy; an employee who typically works 28 hours per week receives 336 hours (12 X 28) of leave under this policy.

Employees must use accrued vacation time, paid personal time, and paid sick time first during the 12 weeks, but may opt to retain a total of 5 sick days for use outside of the 12 weeks of Family Leave. Once accrued paid leave (excluding the 5 sick days an employee may opt to retain) are exhausted, the employee is entitled to an additional 4 weeks of paid Family Leave. The number of unpaid weeks of Family Leave to which an employee is entitled shall be decreased by the accrued paid leave time used at the beginning of the 12 weeks – i.e., Family Leave runs concurrently with any accrued paid time taken at the beginning of the Family Leave, such that the total amount of Family Leave in a 12-month period shall not exceed 12 weeks.

Holidays during the Family Leave are paid if they occur during any paid portion of the leave, but are not paid if they occur during an unpaid portion of leave.

Additional paid vacation and sick days do not accrue during the paid or unpaid portion of Family Leave.

When possible, an employee must provide 30 days’ advance notice of their intention to take leave under this policy. The notice must include the date the leave is expected to begin and the estimated duration of the leave. As soon as practicable, notice must be provided to the Employer if an employee needs to extend the length of leave beyond the initial expected duration and up to the maximum of 12 weeks. The Employer may request a form be completed by a medical professional to document the leave.

Employee’s insurance coverage and retirement contributions, if any, shall continue during Family Leave at the same level and under the same conditions as were in place had no leave been taken.

Employees will be required to continue to pay their portion of the cost of benefits during Family Leave. If the employee does not return to work after Family Leave, then the employee will reimburse the Employer for the cost of any premiums paid on the employee’s behalf by the Employer during the period of Family Leave.

Funeral or Bereavement Leave

Employees who regularly work at least 10 hours per week will be granted up to 5 workdays of paid bereavement leave to attend to arrangements and to take care of matters attendant to the

death, in the event of a death of an immediate family member (spouse/partner, child, parent) or a family member living in the employee's household, and up to 3 work days for death of a member of the extended family. Additional time may be requested from their supervisor. For purposes of this section, a "workday" is equivalent to the number of hours the employee is regularly scheduled to work per week divided by the number of days typically worked.

Jury Duty

The Employer recognizes jury duty as a civic and community obligation and duty of a citizen. Employees will receive their regular pay during any required jury service.

The employee should keep their supervisor informed of scheduled jury service so plans can be made to provide continued coverage of the employee's position. On any day or half-day in which the employee is not required to serve, the employee is expected to return to work.

Military Leave

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted paid and unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence, and the expected date of return.

Employees may choose to use any accumulated vacation time or professional development time for all or part of the period of military service. Leaves of absence in excess of any available vacation or professional development time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.

Other Leaves of Absence

From time to time, employees may need to have time away from work in order to address certain urgent issues. During such leaves, an employee may use their accrued sick, vacation, and personal time and any applicable insurance coverage. Such leaves require the approval of the Minister. They must be requested in writing, in advance whenever possible. The reason for the leave and its anticipated length must be included in the written request. In granting the leave, the Minister may approve a period of time that will include paid and unpaid leave. Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify their supervisor.

Professional Development

The Employer strongly supports the professional development of its employees through funding

to the extent possible through the budgeting process. The Minister's approval is required for any professional development opportunities an employee wishes to attend. Once approved, any regularly-scheduled work hours spent engaging in professional development opportunities are paid as work time.

Workers' Compensation Insurance

The Congregation carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of carrying out work responsibilities.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's supervisor. Employees may be required to provide a written report of the illness or accident and a physician's statement in order to receive worker's compensation benefits, or to return to work.

Personnel Manual Acknowledgment

By signing below, I acknowledge that I have received a copy of the Unitarian Church of Montpelier's Personnel Manual. I understand that it is my responsibility to read the Manual and to comply with the policies, practices, and rules of the Congregation as outlined therein.

Employee Signature

Date

Employee Name (printed)

June 12, 2024 – The Board adopted the policies in this Personnel Manual.

October 9, 2025 – The Executive Team made non-substantive, clarifying amendments to both the Vacation and the Paid Sick Leave policies.