

**Valley Unitarian Universalist Congregation  
Personnel Policies & Procedures Manual**

Current Policy 08/14/2019

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## **I. Introduction**

The purpose of this manual is to present and define policies and procedures regarding employment with the Valley Unitarian Universalist Congregation (VUU). VUU is a member of the larger Unitarian Universalist Association of Congregations (UUA). The Personnel Policies and Procedures Manual is not a contract and may be modified or changed at any time. The Personnel Policies and Procedures Manual is not intended to alter the at-will status of employment at VUU. Except for employees who have written contractual agreements stating a term of employment, both VUU and the employee can terminate the employer-employee relationship for any reason or for no reason whatsoever. The manual refers to general employment policies and practices for VUU. Individual letters of employment will define specific terms of employment. Note that the policies outlined in this manual do not apply to ordained ministers called by the congregation.

The Personnel Committee has the responsibility to provide advice to VUU regarding the interpretation and application of policies and procedures as set forth in this manual. The current manual will be published and available.

## **II. Employee Recruitment and Hiring**

- A. The Personnel Committee will consult and advise VUU staff and others as necessary to design position descriptions and recruitment strategies. This includes providing advice to ensure that the process is conducted in accordance with legal and denominational guidelines. The committee will be available to assist with the hiring or termination of personnel as requested by the Final Decision Maker as per Appendix B.
- B. All interviewees who are current VUU members shall be provided a copy of “When a Member Joins the Staff,” an excerpt from a 1998 article on changes that members can expect if they become staff, by Dan Hotchkiss, in First Days Record. See Appendix A.
- C. The Supervisor/Final Decision Maker will select who will be hired after receiving advice from the interview panel in accordance with Appendix B. The Senior Minister will prepare and sign a letter of employment for each new employee.

## **III. Discrimination and Harassment**

- A. It shall be the policy of Valley Unitarian Universalist Congregation to provide a workplace free of discrimination and harassment as defined by applicable Arizona and federal law. VUU’s non-discrimination and anti-harassment policy applies to all persons employed by VUU and prohibits unlawful discrimination against or harassment by any

employee or supervisor. VUU will not tolerate unlawful discrimination against or harassment of employees by any person encountered in the course of employment.

- B. Any employee who believes he or she has been unlawfully discriminated against or harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to his or her supervisor, the Senior Minister, or a member of the Personnel Committee.
- C. Absent a conflict of interest, the Senior Minister is responsible for all investigations of unlawful discrimination or harassment. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken.
- D. Retaliation or reprisal against employees who report unlawful discrimination or report a harassment claim is prohibited by law and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

## **IV. Employment Relations and Communications**

It is the policy of VUU to strive to maintain positive, efficient, fair, and equitable relations and communication with all employees and to meet the requirements of state and federal law.

Specific components of the Employment Relations and Communications policy include providing employees feedback regarding job-related performance and behavior and providing employees with a means of addressing complaints regarding the conditions of their employment. These fundamental components shall be supported through the following formal systems:

### **IV.01 Performance Evaluation**

VUU recognizes the value of feedback on job performance. The Personnel Committee, working with the Senior Minister and staff, develops the system for employee performance evaluation based on good management practices and professional UUA guidelines as appropriate.

### **IV.02 Progressive Discipline**

The application of progressive discipline is dependent upon the severity of the performance or behavior problem and may include some or all of the following steps:

1. Oral counseling
2. Written memo of concern
3. Written reprimand

4. Limited suspension with pay
5. Limited suspension without pay
6. Termination

The Personnel Committee is a resource available to both employees and supervisors that provides counsel and support during the progressive discipline process.

All incidents of unsatisfactory performance and misconduct should be brought to the attention of the employee at the earliest possible opportunity by the employee's supervisor.

All progressive disciplinary actions, other than oral counseling, must be documented by the supervisor, copied to the employee, and entered into the personnel file. If appropriate, the Personnel Committee should be consulted when progressive disciplinary actions (c-e) are being considered.

In the case of disciplinary action (f), termination, the supervisor must consult with his or her supervisor and the Personnel Committee prior to taking action.

The employee may submit his or her own documentation regarding a progressive disciplinary action, which will be entered into the personnel file of the employee.

Nothing in this procedure is intended to alter the at-will employment relationship of any VUU employee with VUU. Progressive discipline is discretionary, and VUU may at its sole discretion elect to utilize any appropriate disciplinary action as necessary, including termination.

### **IV.03 Work and Disciplinary Guidelines**

Employees should maintain a professional attitude and appearance appropriate for their individual positions and observe all workplace rules and regulations. Violations may result in disciplinary measures including verbal warnings, written warnings, or termination.

Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive.

- Disclosure of confidential information.
- Failure to perform work in a manner acceptable to Employer.
- Absenteeism or tardiness.
- Leaving work early without permission.
- Failure to report absences as required.
- Discrimination or harassment described in this manual.

- Using, selling, possessing, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on Employer premises (including meal and other breaks).
- Unauthorized possession of weapons.
- Smoking in unauthorized areas.
- Failure to report on-the-job injuries.
- Failure to accurately complete or permitting another person to complete the employee's timecard.
- Engaging in or encouraging political lobbying activity among members of the congregation intended to manipulate or change the conditions of employment of an active staff member.
- Theft or dishonesty.
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
- Discourteous treatment of others.
- Taking Employer property without paying for it or without written permission.
- Reckless, careless, or unauthorized use of Employer property, equipment, or materials.
- Improper or profane language.
- Excessive personal use of mobile phones.
- Violation of any other employment policies.

#### **IV.04 Employment Complaint Process**

Employees are provided a means of addressing complaints regarding the conditions of their employment (including working conditions, compensation, performance evaluation, violation of law, the interpretation or application of a policy, or improper treatment). The employee shall not be subjected to intimidation or reprisal for assertion of any employment complaint.

Employees should attempt to resolve employment complaints through discussions with their supervisor. The employee may submit a written assertion of the complaint to the Senior Minister, if not satisfied with the supervisor's decision. The employee shall be informed of the Senior Minister's response.

The employee may submit a written appeal to the Personnel Committee within 15 days if the response by the Senior Minister is not acceptable. Mediation may be requested with this appeal. The employee shall be given written acknowledgment of the employment complaint received by the Personnel Committee. The

acknowledgment shall be accompanied by a written response that will either outline a plan toward resolution or provide a dismissal of the complaint.

## **V. Computer, E-Mail, and Internet Use**

- A. VUU maintains an e-mail and Internet system that may be used by authorized employees in connection with VUU business in accordance with the following guidelines:
- B. The hardware and software used in conjunction with the email and Internet system is VUU's property. All e-mails or files received over the system constitute VUU records and may be accessed by VUU at any time for any reason. Employees understand that email and Internet usage using VUU's property is not private.
- C. Employees must use VUU e-mail and Internet systems in accordance with professional standards of behavior. Employees are prohibited from using the e-mail or Internet systems to distribute inappropriate jokes, pictures, or otherwise offensive or disruptive messages.
- D. Outside the scope of their employment, employees may not transmit confidential information regarding VUU, its business, its employees, or its members without the express authorization of a supervisor.
- E. The e-mail and Internet system is provided for use by authorized employees in connection with performing their job duties. While we recognize that employees may use the system for non-business related reasons from time to time, abuse or overuse of the system will result in disciplinary action.
- F. Due to viruses and other malware, the downloading of anything from the Internet other than business-related material is prohibited.
- G. Employees should direct all questions regarding the proper use of VUU email and Internet systems to the Administrator. Any employee who discovers or suspects a violation of this policy must notify the Administrator immediately. Violations of this policy may result in disciplinary action up to and including termination of employment.

## **VI. Media Inquiries**

All requests or inquiries from any media source involving information not already provided through official VUU channels shall be directed to the Senior Minister. In cases where the Senior Minister is absent or unable to fulfill this role or when the inquiry requires a response from the Board of Trustees, the request shall be directed to the President, his or her designee, or any person so authorized by the board.

## **VII. Confidentiality**

- A. Employees will protect the confidentiality and privacy of information about members, friends, and staff of VUU.
- B. Confidential information may not be released, removed from VUU's premises, copied, transmitted, or in any other way used for any purpose by employees outside the scope of their employment.
- C. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Administrator.
- D. In response to these requests the Administrator may only provide the following information: dates of employment, status (full or part time), and/or job title. Additional information requires written permission from the employee in question.

## **VIII. Conflicts of Interest**

- A. It is the responsibility of all employees to engage in ethical behavior and practice. Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain that may serve to be detrimental to VUU, either monetarily or to its public image. Such conflicts of interest could involve the use of information, property, or personal contact which is not generally available except through employment with VUU.
- B. Employees shall not engage in any business or transaction nor have a financial or other personal interest, direct or indirect, that is incompatible with the proper discharge of their official duties or tends to impair their independence, judgment, or action in the performance of such duties for VUU.
- C. Persons in the service of VUU shall not accept money or other considerations of favors from anyone in exchange for the performance of an act that they would be required or expected to perform in the regular course of their duties. This prohibition would not normally include items such as plaques, souvenirs, honorariums, or mementos of nominal value often associated with a given event. Employees shall not accept gifts, gratuities, or favors of any kind that might reasonably be interpreted as an attempt to influence their actions with respect to VUU business.
- D. Employees who have questions about whether an activity violates this policy should discuss the matter with their supervisor.

## **IX. Collateral or Outside Employment**

- A. Employees shall not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions, or responsibilities as an employee of VUU. Activities that may constitute a conflict include: the use of VUU work time, facilities, equipment, or supplies and/or the use of the title, prestige, or influence of VUU for private gain or advantage. An employee shall not engage in any collateral business activity or employment, which, by its nature, hours, or physical demands, would impair the required quality or quantity of the employee's work with VUU, impair the employee's independence of judgment or action in the performance of official duties, reduce the effectiveness or efficiency of the employee's department, reflect discredit on VUU, or tend to increase VUU's payments for Sick Leave, Worker's Compensation benefits, or Long Term Disability benefits.
- B. Employees shall not use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others.
- C. With full disclosure, exceptions to provisions of this policy can be made by the Board of Trustees.

## **X. Personnel Records**

- A. Personnel records shall be maintained in accordance with state and federal law. Each employee will have a personnel file, payroll file, insurance file, and I-9 file.
- B. Personnel files will be stored in a locked cabinet in secure area of VUU and will contain, where applicable:
  - Employment form that will contain: address, telephone number, legal change in employee's name, person to contact in case of emergency
  - Resume and/or other materials submitted upon application
  - Application form
  - Copy of driver's license
  - Documentation related to licensing or education
  - Letter of employment
  - Performance appraisal(s)
  - Documentation of change of position
  - Letters of recognition
  - Documentation of progressive discipline
  - Termination letter

- C. Payroll file will include W-4, past years' W-2 copies, pre-tax elections, authorization for payroll deductions, actual hours worked or "full time" designation, insurance premiums, documentation of change in pay, and retirement plan contributions.
- D. Insurance file will include the following: Benefit election/rejection forms, enrollment forms, children's birth certificates, adoption/guardianship documents, and beneficiary changes.
- E. I-9 file will contain I-9 form.
- F. Personnel records shall be stored for a minimum of five years after termination of employment.

## **XI. Compensation and Benefits**

In the area of compensation and benefits, VUU will follow all federal and state laws and will strive to be fair to employees. Upon hire, an employee will receive a letter of employment stating job title, compensation, and start date. For questions regarding compensation and benefits, employees should contact the Administrator. VUU may alter, increase, or reduce benefits at its discretion, in compliance with Arizona and federal law.

### **XI.01 Compensation**

Employees will be paid twice per month. They are responsible for promptly notifying the Administrator of any errors in the amount of their pay or deductions so that necessary adjustments can be made. VUU is responsible for the employer's share of FICA/Medicare taxes.

Compensation adjustments generally will be considered for employees during the yearly budget process, but there is no guarantee of an annual wage increase. Any adjustments normally will start at the beginning of the fiscal year. Compensation is based mainly on performance, job responsibilities, UUA guidelines, local wage information, and budgetary conditions.

Working with key staff and the Personnel Committee, the Senior Minister shall recommend compensation and staffing priorities to the committee preparing the budget.

### **XI.02 Benefits**

A range of benefits is available to qualified regular employees.

For purposes of benefit calculations, a "day" is equal to eight hours for a full-time employee, six hours for a three-quarter-time employee, and four hours for a half-time employee. All leave time will be accrued on a pro-rata basis.

Vacation, sick, holiday, and bereavement leave will be taken in increments of not less than one hour.

### **XI.03 Bereavement**

A regular employee working 30 hours per week or more is eligible to receive paid bereavement leave of up to 3 days when a close relative dies. For bereavement leave, the following are examples of close relatives:

- Spouse or domestic partner
- Parent
- Sibling
- Child, stepchild, or ward
- Parent of a spouse or domestic partner
- Grandparent

### **XI.04 Compensatory Time**

Paid compensatory time is not available. Employees may work a limited number of flexible hours as approved by their supervisors.

### **XI.05 Health Insurance**

VUU will contribute a portion of the health care insurance premium for qualified regular employees working 30 hours or more per week who enroll in the employer's health insurance plan. (Contact Administrator to see UUA-VUU health insurance plan documentation.)

### **XI.06 Holidays**

Eligible regular employees who work 20 hours per week or more will be paid for the following ten holidays:

- New Year's Day
- Martin Luther King/Civil Rights Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day

- Friday after Thanksgiving Day
- Christmas Eve Day
- Christmas Day

If employees work on a holiday, they may coordinate with their supervisor to arrange an alternate day off. An employee will have a maximum of 90 days to utilize alternate holiday time; after that, the holiday time will be removed from the books.

Normally, when an observed holiday falls on a Saturday, the preceding Friday will be observed as the holiday; if an observed holiday falls on a Sunday, the following Monday will be observed as the holiday. The Senior Minister may change this pattern of holiday observance when necessary.

### **XI.07 Jury Duty**

Regular employees who work 30 hours per week or more may be paid at their normal rate of pay for up to three days of leave per year for jury duty, state's witness duty, or service as a subpoenaed witness. Employees should come to work if excused early.

### **XI.08 Pension**

The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. VUU will contribute 10 percent of the employee's wages to this plan, and the employee has the option of making additional voluntary contributions on a pre-tax basis. (See UUA plan for eligibility requirements.)

### **XI.09 Sick Leave**

Paid sick leave shall accrue and paid time off shall be granted in accordance with Arizona's Fair Wages and Healthy Families Act. An employee will begin earning sick leave on the first day of employment and be eligible to use it, in hourly increments. Accrued sick leave may be carried over from one year to the next; total sick leave accrued may not exceed the limits listed below. An employee may use earned paid sick time as it is accrued, except that employee must wait until the ninetieth calendar day after commencing employment before using accrued earned paid sick time.

Accrued sick leave will not be paid to an employee upon separation.

An employee desiring to use sick leave must give appropriate notice to the supervisor. When the use of earned paid sick time is foreseeable, employee shall make a good faith effort to provide notice to the employee's supervisor of the need for such time in advance of the use of the earned paid sick time and shall make a reasonable effort to

schedule the use of earned paid sick time in a manner that does not unduly disrupt employer's operations.

Sick leave may be used for any purpose outlined in Arizona's Fair Wages and Healthy Families Act.

"Exempt" refers to employees who are exempt from the federal Fair Labor Standards Act's overtime pay requirements. "Non-exempt" refers to employees who are eligible for overtime pay under the federal Fair Labor Standards Act.

### **Full-time exempt and non-exempt regular employees working 40 hours per week**

One month of sick leave (6.67 hours) will be allotted on the first day of employment and on the first day of each month thereafter.

6.67 hours of sick leave will be earned per month

80 hours of sick leave is maximum allowed accumulation in one calendar year

160 hours of sick leave is maximum allowed accumulation at any one time

### **Part-time exempt and non-exempt regular employees working 30 hours or more per week**

#### **Exempt Employees**

Number of hours worked per week will be defined in employee's letter of employment.

.0385 hour of sick leave will be earned per hour of work

60 hours of sick leave is maximum allowed accumulation in one calendar year

120 hours of sick leave is maximum allowed accumulation at any one time

#### **Non-Exempt Employees**

.0385 hours of sick leave will be earned per hour of work

60 hours of sick leave is maximum allowed accumulation in one calendar year

120 hours of sick leave is maximum allowed accumulation at any one time

### **Part-time exempt and non-exempt employees working less than 30 hours per week**

#### **Exempt Employees**

Number of hours worked per week will be defined in employee's letter of employment.

1 hour of sick leave will be earned per 30 hours of work

40 hours of sick leave is maximum allowed accumulation in one calendar year

40 hours of sick leave is maximum allowed accumulation at any one time.

### **Non-Exempt Employees**

1 hour of sick leave will be earned per 30 hours of work

40 hours of sick leave is maximum allowed accumulation in one calendar year

40 hours of sick leave is maximum allowed accumulation at any one time.

## **XI.10 Telecommuting**

As a general rule, employees are expected to perform their work at VUU. However, there are situations where it may be beneficial to the employee and/or VUU for the employee to work away from VUU property (Telecommuting). With supervisor approval, this may occur informally on an infrequent and random basis in cases of short-term need like a brief illness. More frequent or regular telecommuting is permitted only under the following circumstances:

- Arrangements are made with the employee's supervisor to fulfill all job duties that the supervisor expects will be done on VUU property. This includes but is not limited to maintaining adequate and regular office hours.
- A written plan is drawn up with the employee and the supervisor that states which job duties will be performed offsite and what portion of work time will be spent offsite. A copy of this plan is placed in the employee's personnel file.

In all circumstances, the best interests of VUU will be of primary concern.

## **XI.11 UUA Benefits**

A variety of other UUA benefits are available to employees at employee expense.

## **XI.12 Unpaid Leave**

Requests for unpaid leave shall be submitted in writing to the supervisor in advance with a copy to the Senior Minister. Approval may be granted for up to eight weeks with the consent of the supervisor and Senior Minister. Unpaid leave beyond eight weeks requires review and approval by the Board of Trustees and the Senior Minister, and such leave will be granted only in extraordinary circumstances and when not detrimental to VUU.

### **XI.13 Vacation Days**

Vacation leave accrual shall be calculated based on the start date for each eligible full-time regular employee according to the table below. A maximum total of 1½ year's worth of vacation time (the number of vacation hours that would normally be accumulated in 1½ years at the employee's current rate of accrual) may be accrued by an employee at any one time.

<b>No. of Years Employed</b>	<b>Hours of Vacation Accrual Per Month</b>	<b>Potential Accrued Vacation Hours Per Year</b>	<b>Maximum Hours of Vacation Accrual Allowed</b>
0 to 3	6.67	80	120
3 to 7	10.00	120	180
7 or more	13.34	160	240

Part-time regular employees who consistently work 20 hours per week or more will accrue vacation time on a pro rata basis and their maximum accrual will be prorated appropriately.

An eligible employee will receive one month's accrual if on the payroll for a total of 15 or more calendar days in the month. If days employed are less than 15, the employee will not receive that month's accrual.

After an employee completes the 3<sup>rd</sup> or 7<sup>th</sup> year of employment, the vacation accrual rate will be increased on the first day of the month following the employee's anniversary date.

Utilization of vacation hours must be arranged in advance with the supervisor. Unused accrued vacation time will be paid to the employee upon separation.

## **XII. Timekeeping and Overtime**

- A. VUU will follow all federal and state guidelines regarding timekeeping and overtime compensation.
- B. At the end of each pay period, non-exempt employees must submit a written and signed time sheet to their supervisor. Non-exempt employees shall be paid one pay period in arrears. Overtime will be paid to non-exempt employees at the rate of one and one-half times the regular rate of pay for all hours worked in excess of forty hours in any one work week (12:00 AM Sunday to 11:59 PM Saturday). Holidays, vacation time, and sick-leave are not counted for purposes of overtime compensation. Employees must obtain proper authorization in advance prior to working overtime.
- C. Exempt employees are responsible for signing and submitting a leave form to the Administrator monthly.

### **XIII. Separation from Employment**

- A. VUU requests that employees provide two weeks' notice prior to resigning.
- B. The relationship between VUU and the employee is legally defined as "employment at will," which means that such employment may be terminated at any time by either party with or without cause.

## Appendix A: When a Member Joins the Staff

A congregation member who joins the paid staff can expect important changes in his or her relation to VUU. The following list is meant to help you to anticipate how these changes may affect you. You may wish to discuss some of these items with the Senior Minister and search committee at your interview.

**A Staff Member Is Both A Leader and An Employee.** Unlike a committee chair or congregation president, as a staff member you work for VUU. You are expected to follow policies adopted by the board and committees and to cooperate with the minister and other staff. In order to keep the distinction clear, a staff member should normally not also hold lay leadership positions in the congregation. If you have a spouse in leadership, he or she must take care not to speak or vote on anything directly affecting you. You will of course promote your program, but objectively, advocating for the congregation's larger mission, not for what you personally prefer.

A staff member belongs to the staff team. Especially in small congregations, this may seem a little odd. Doesn't the Director of Faith Formation really work for the Faith Formation program, and the Director of Music for the choir? These relationships seem real and practical, while the "staff" may rarely meet. But in congregations of all sizes, conflict among staff is frequent and destructive. Lack of cooperation among staff causes frustration, failure, burnout and high turnover. For these reasons, no one should accept a paid job who does not expect to balance loyalty to one's "department" with a positive relationship to the whole staff team.

A staff member may need to find another minister. Your minister is still your minister for weddings, funerals, and other public functions, but for the more private, pastoral aspects of ministry there are some limits. Whether he or she is formally your supervisor or not, the minister's first role with staff is to lead the team. This means articulating the mission and goals of the congregation to you, seeing that you have the support you need to do your job, and giving you frank feedback about how you are doing. These roles may not be compatible with intense pastoral care or counseling, in which case you may have to look elsewhere for the ministry you need.

A staff member may need to find a new peer group. Your enjoyment of your peer group in VUU may be part of what moved you to apply for a staff job. For a time, the satisfactions of group membership continue, but eventually — with new members especially — you will be more a leader than a peer. As a staff member, you cannot be casually available to anyone who wants to chat. In time your relationship with fellow members shifts, and you will find that to feel truly relaxed and "off work," you need to find friends who are not part of your congregation.

As a member of the congregation, you bring unique experience, knowledge and enthusiasm to the paid staff. If you say "yes" to a staff position, you will join thousands of others who have moved from lay membership to professional service. Best wishes!<sup>1</sup>

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<sup>1</sup> \*(From First Days Record, 1998 "Becoming Staff" by The Rev. Dan Hotchkiss, a UU minister who is an Alban Institute field consultant.)

**Appendix B: VUU Hiring Procedures for All Positions Except Ministers**

<b>Position</b>	<b>DLRE</b>	<b>DMM</b>	<b>Pianist</b>	<b>Administrator</b>	<b>Maintenance Tech</b>
<b>Final Decision Maker/Supervisor</b>	Sr. Minister	Sr. Minister	DMM	Sr. Minister	Administrator
<b>Convening Body</b>	Board	Board	DMM	Sr. Minister	Sr. Minister
<b>Possible Groups Represented on Search/Interview Panel</b>	Sr. Minister Board Congregation Teachers Parents FF Participants** PC*	Sr. Minister Board Congregation Choir PC*	Sr. Minister DMM Choir PC*	Sr. Minister Board Finance Com. Facilities Team PC*	Sr. Minister Administrator Facilities Team*** PC*

\*PC: Personnel Committee

\*\*FF: Faith Formation

\*\*\*If applicable

Prior to a search group being formed, the Personnel Committee will consult with the Convening Body to discuss the job description, compensation, benefits, hours, and possible changes in expectations for the position. Should there be any gaps in the outlined hiring procedures (e.g., if VUU were without a Senior Minister) the Personnel Committee will help determine how the search and selection should proceed.

For interim Director of Faith Formation and Director of Music Ministry positions, the Personnel Committee will be the convening body and select the interview panel.

The Senior Minister will be consulted prior to any job offer being extended and will sign all letters of employment.

**Appendix C: History**

August 2019:

- Reformatted document. Added hyperlinked table of contents.
- Updated sick leave policy. The topics below were updated.

Paid sick leave may be granted for absences due to illness or medical necessity.

Sick leave accrual shall be calculated based on the start date for each eligible full-time regular employee. These employees shall accrue 6.67 hours of sick leave for each month worked (80 hours for one year). A maximum total of two years' worth of sick leave (160 hours) may be accrued by a full-time employee at any one time.

Part-time regular employees who work 30 hours per week or more will accrue sick leave on a pro rata basis and their maximum accrual will be prorated appropriately.

An eligible employee will receive one month's accrual if on the payroll for a total of 15 or more calendar days in the month. If days employed are less than 15, the employee will not receive that month's accrual.

Accrued sick leave will not be paid to an employee upon separation.