

Valley Unitarian Universalist Congregation
Personnel Policy Manual

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ABOUT THIS MANUAL

This Manual has been prepared to help you understand procedures regarding employment with Valley Unitarian Universalist Congregation (VUU) (referred to herein as “VUU,” “employer” or “congregation”). You should familiarize yourself with the content of this manual as it provides basic information about our expectations, policies, procedures and benefits. Nothing in this manual is intended to create or creates an employment agreement, express or implied, or a contract that employment or any benefit will be continued for any period of time.

Because every situation cannot be anticipated, this manual provides a general overview only. Individual letters of employment will define specific terms of employment. In applying the policies and procedures in this manual, the congregation will take into consideration the specific facts and circumstances of each situation. Note that the policies outlined in this manual do not apply to ordained ministers called by the congregation.

All employees are hired on an *at-will* basis unless stated otherwise in a written individual employment agreement signed by the President of the congregation’s Board of Trustees or prohibited by law. This means that the employee may terminate the employment relationship at any time, for any reason, with or without notice, and the congregation retains the same right.

As a progressive and evolving organization which 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 your supervisor, the Senior Minister, or the Congregational Administrator. Your comments and suggestions are encouraged.

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 to all staff and interested congregants.

I. Welcome and Introduction

Welcome to Valley Unitarian Universalist Congregation. We are glad to have you as a member of our staff and hope you will enjoy working for the congregation and contributing to our liberal religious community.

Working together, we will help to ensure that the administrative, operational and other needs of the congregation are met. This will support volunteer members of our congregation to do their work.

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 Senior Minister or designated staff member.

- 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 Senior Minister or designated staff member will select who will be hired. An interview panel will be utilized to assist in the hiring process, as necessary. 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. 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, gender, sexual orientation, gender identity, national origin, age, disability, veteran or uniformed service member status, genetic information, pregnancy, or any other classification protected by law. The congregation may consider religion in the hiring and terms and conditions of employment of certain positions. Any discrimination in the workplace based upon any protected status/classification is illegal and against policy.
- B. Employees who believe they have 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 their supervisor, the Senior Minister, or a member of the Personnel Committee. Harassment includes verbal or physical conduct which may offend, disparage 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 which creates an environment that is derogatory, intimidating, hostile or offensive to anyone.
- C. Although 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
- conduct unreasonably interferes with an individual’s employment or creates an intimidating, hostile, or offensive employment environment.

Some examples of conduct which 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 which 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 web sites 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.
- D. 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. The UUA Ministries and Faith Development Staff Group is available to assist with complaints involving ministers.
- E. 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.
- F. The congregation provides reasonable accommodations to enable an individual with a disability to perform the essential functions of their job in compliance with state and federal law. If employees are unable, or find it difficult, to perform all the functions of their job due to a disability, they should inform their Supervisor/Senior 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 congregation will need medical documentation of the disability and of possible accommodations. The congregation 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 congregation may also ask to speak to the employee's physician or health care provider to help the congregation 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 congregation may also ask the employee to submit to an independent medical or other appropriate examination, at the congregation's expense.

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. Supervisors and employees are strongly encouraged to discuss job performance, set expectations and establish goals on an informal, day-to-day basis. Formal written performance evaluations are generally conducted at the end of 90 days in any new position and annually, near the anniversary of the employee's first day of employment.

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:

- a. Oral counseling
- b. Written memo of concern
- c. Written reprimand
- d. Limited suspension with pay
- e. Limited suspension without pay
- f. 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, supervisors must consult with their supervisor and the Personnel Committee prior to taking action.

Employees may submit their 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. Electronic Communications Policy

VUU is committed to an environment that encourages the use of technical resources and other forms of electronic communications as essential tools to support VUU's mission and ministry. The term "technical resources" includes, but is not limited to, all electronic communications systems, computer hardware and software, smartphones, tablets, data, information, email, instant

messages, social media sites, Intranet, Extranet and Internet services, domain name registrations, and related systems. All employees are required to abide by this section in their use of VUU's technical resources including the section dealing specifically with social media. In particular, technical resources are to be used in a manner that is consistent with good stewardship and the mission and ministry of VUU; that is responsible, professional, and legal; and that does not compromise the security or confidentiality of proprietary or other sensitive information or VUU's technical resources.

Employees are expected to use their VUU-provided email address only when representing VUU, unless authorized by their supervisor or the Senior Minister. Employees are personally responsible for any activities they conduct with a VUU-provided email address, and for any of their activities that can be traced back to VUU's domain or assets.

Employees will be held responsible for their use of a VUU-provided email address or VUU technical resources to engage in any social media or professional social-networking activity, and personal blogs. Employees must obtain written approval from the Senior Minister before establishing any external social media or professional social networks identified with or utilizing equipment or resources of VUU. Employees should reference the electronic communication procedures on VUU's web site for further clarification.

V.01 Acquiring Technical Resources

All technical resources provided by or through VUU are assets of VUU and must be acquired with the written approval of the Senior Minister or designated technical resources representative. No employee may load, download, or receive software on VUU technical resources without the prior written approval of the Senior Minister or designated technical resources representative.

V.02 No Expectation of Privacy

VUU employees do not have a personal privacy or proprietary right in any matter created, received, sent, or stored on VUU technical resources, telephones, or equipment, or on third-party resources used for work-related matters, whether or not the matter is designated as private or confidential.

VUU has the right, at any time and without prior notice, to monitor employees and to read, listen to, and copy all files or data contained on any technical resource, including but not limited to email messages, instant messages, Internet access records, voice messages, faxes, official employee content on Internet discussion groups, and personal file directories.

VUU also has the right in its complete discretion to access all technical resources for the purpose of supporting its mission and ministry, complying with statutory requirements and internal policies regarding internal investigations, and any additional issues that may arise in connection with the management of VUU's electronic communications systems.

V.03 Prohibited Activities

The following behaviors are examples of previously stated or additional activities that are prohibited in the use of VUU equipment or technical resources. They include, but are not limited to:

- Violating any law, statute, regulation, or ordinance;
- Violating any VUU policy or procedure or otherwise interfering with the mission and ministry of VUU;
- Jeopardizing the safety and security of VUU members, employees, or technical resources;
- Jeopardizing the tax-exempt status of VUU, including transmission of political or partisan campaign materials;
- Violating the legal rights of any person or entity;
- Stealing, using, or disclosing someone else's code or password without authorization;
- Copying, pirating, or downloading software and electronic files without permission;
- Creating unauthorized contractual liability for VUU;
- Giving the impression that personal views are those of the organization;
- Sending anonymous email messages;
- Sending or posting discriminatory, harassing, or threatening messages or images;
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities, or using the Internet for any sort of gambling;
- Sending or posting messages that defame any other individuals or organizations;
- Attempting to break into the computer system of another person or organization; and
- Downloading or participating in the viewing or exchange of pornographic or sexually explicit materials unless specifically authorized for an investigation or other extraordinary, work-related purposes.

V.04 Avoiding Harassing Behavior

When communicating about VUU or VUU-related matters, employees must never send or display any information that may be construed as offensive or harassing. Offensive or harassing messages include, but are not limited to, pornographic images; sexual references; racial slurs; comments regarding an individual's gender, age, sexual orientation, gender identity, religious beliefs, national origin, disability, or any other characteristic protected by law; and comments that threaten or intimidate others.

V.05 Speaking on Behalf of the Organization

Unless specifically instructed or authorized, employees are restricted from speaking to the news media or others while purporting or appearing to represent VUU.

Employees are responsible for ensuring that all information they share in work-related Internet discussion groups, chat rooms, blogs, or social networking sites is accurate, and that any personal opinions they express are clearly identified as personal and not attributed to VUU.

V.06 Posting Recommendations for Colleagues

Online recommendations and comments about current and former VUU employees could have unanticipated consequences, even if made personally by an employee and not on behalf of the organization. Therefore, employees must clear all potential recommendations and comments with the Senior Minister if they refer to anyone who is or was ever associated with VUU.

V.07 Safety and Mission

Electronic communications that negatively affect an employee's job performance, the safety of others, VUU's mission and ministry, or the business interests of VUU may be treated as employment-related, regardless of whether the communication took place during or outside of working hours.

V.08 Social Media

VUU understands that social media can be a helpful and rewarding way to share one's life and opinions with family, friends, and co-workers. Nonetheless, the use of social media also presents certain risks and carries with it certain responsibilities. This policy, which applies to all VUU employees, is intended to assist employees in making responsible decisions about use of social media. VUU has additional requirements for people who are employed to create and use social media communications as part of their employment responsibilities. For purposes of this policy, "social media" is defined as all means of communicating or posting information or content of any sort on the Internet, whether or not associated with VUU, including postings to one's own or someone else's blog, journal, diary, personal website, social networking or affinity website, web bulletin board, or chat room. The same principles and guidelines found in these Personnel Policies apply to activities online. Ultimately, employees are solely responsible for what they post online.

- Maintain confidentiality. Never divulge information that would be considered confidential. Observe all other policies of VUU. Refrain from postings that contain discriminatory remarks, harassment (sexual or any other type), or threats of violence, or that constitute inappropriate or unlawful conduct.
- Be respectful. Always be fair and courteous to fellow employees, members, suppliers, and other people who work with VUU. Keep in mind that resolving work-related complaints by speaking directly with co-workers or supervisors is

more effective than by posting to a social media outlet. Nevertheless, an employee who decides to post complaints or criticism must avoid posting anything that reasonably could be viewed as malicious, obscene, threatening, or intimidating; that disparages fellow VUU employees; or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation and posts that could contribute to a hostile work environment on the basis of race, sex, gender identity, disability, religion, or any other legally protected status.

- Be honest and accurate. Make sure that posted information or news is honest and accurate, and if a mistake is made, make sure that it is corrected quickly. Be open about any previous posts that have been altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any rumors or information known to be false about VUU or other employees.
- Represent yourself accurately. When participating in an online community and commenting on topics related to VUU, employees must make clear that they are speaking for themselves and not on behalf of the congregation. Do not create a link from any blog, website, or other social media site to a VUU website without identifying yourself as a VUU employee.
- Do not post at work. Refrain from using social media while on work time or on VUU equipment unless such activities are related to your duties or have been specifically authorized by the Senior Minister. Employees may not use their VUU email address to register on social networks or other sites for personal use without permission.
- Check comments by others. Any photos or messages that are linked or "tagged" from "friends" and attached to employee site(s) or profile(s) that violate these guidelines are not permitted and, if not promptly removed from the employee's own page or site, will be attributed to the employee.
- No Retaliation. VUU prohibits taking negative action against any employee for reporting possible deviation from this policy or for cooperating in an investigation of a possible deviation.

Nothing in this policy or any other VUU policy should be interpreted in a manner that unlawfully prohibits any right employees may have to engage in protected concerted activity.

V.09 Reporting Violations

Employees should direct all questions regarding the proper use of VUU Internet systems and electronic communications to the Congregational Administrator. Any employee who discovers or suspects a violation of this policy must notify the Congregational 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, a 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 Congregational Administrator.
- D. In response to these requests the Congregational 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 or potential 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 or potential conflicts of interest could involve the use of information, property, or personal contact which is not generally available except through employment with 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.
- 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, honoraria, 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. Employees should also notify their supervisor immediately if they become aware that a situation has developed that might create a conflict of interest, or the appearance thereof.

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. 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 health-care, disability, or life insurance benefits.
- B. Employees shall not use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others.
- C. If it is determined that employees' outside employment interferes with their performance or the ability to meet the requirements of their job at VUU, as those requirements are modified from time to time, they may be asked to terminate the outside employment if they wish to remain employed by VUU.
- D. With full disclosure, exceptions to the provisions of this section of the Manual can be made by the Board of Trustees.

X. Personnel Records

- A. Personnel records shall be maintained in accordance with state and federal law. Personnel files are the property of VUU and access to the information they contain is appropriately restricted. VUU will take reasonable precautions to protect confidential information from inappropriate disclosure. 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 a secure area of VUU or secure electronic file 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 evaluation(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 Congregational Administrator. VUU may alter, increase, or reduce benefits and compensation 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 Congregational 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, July 1st of each year. Compensation is based mainly on performance, job responsibilities, UUA guidelines, local wage information, and budgetary conditions.

Collaborating with key staff and the Personnel Committee, the Senior Minister shall recommend compensation and staffing priorities to the committee preparing the annual VUU operating 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 Leave

Regular employees working 30 hours per week or more are eligible to receive paid bereavement leave of up to 4 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 Congregational 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 11 holidays:

- New Year’s Day
- Martin Luther King/Civil Rights Day
- President’s Day
- Memorial Day
- Juneteenth

- 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 five 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 Retirement Plan

The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. UUA will contribute ten 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 will 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 an 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, an 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 the maximum allowed accumulation in one calendar year

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

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

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

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

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

XI.10 Working Remotely

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 (Working Remotely). 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 remote work 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.

While working remotely, employees may not use their personal automobile for work purposes except with written instructions or requests from a supervisor. Employees who are working remotely may need to travel to and from the office to obtain materials or equipment to use at home or for meetings in the office. Travel to and from the office for any reason while the employee is telecommuting is considered coming and going to and from work, for which the employee and not VUU is liable and responsible.

XI.11 UUA Benefits

A variety of other UUA benefits are available to employees at employee expense. Information regarding these benefits is available at the Unitarian Universalist Association website, uua.org.

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 years' 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.

| No. of Years Employed | Hours of Vacation Accrual Per Month | Potential Accrued Vacation Hours Per Year | Maximum Hours of Vacation Accrual Allowed |
|------------------------------|--|--|--|
| 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 30 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 third or seventh 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 complete and submit a signed time sheet to their supervisor. 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 Monday to 11:59 PM Sunday). Holiday, vacation, sick, and other types of leave are not counted for purposes of overtime compensation. Employees must obtain proper authorization prior to working overtime.
- C. Exempt employees are responsible for signing and submitting an appropriate leave form to the Congregational Administrator monthly. This should include a record of vacation time, sick leave, and other types of leave used during the month.

XIII. Reporting Work-Related Injuries

- A. On-the-job accidents that must be reported include any incidents that may cause minor or severe injuries or incidents that are results of negligence or inadequate safety precautions. The victims may be employees who were injured while performing their duties or other people that were on company premises or vehicles.
- B. All employees have a right to report work-related injuries and illnesses free from retaliation by their supervisor or VUU.
- C. Accidents must be reported to the employee's supervisor and the Congregational Administrator as soon as possible to expedite investigation and increase likelihood of important findings. The sooner the cause or details of the accident are identified, the sooner the company can establish preventative measures for the future. Especially when an employee needs medical coverage, the accident must be reported immediately since insurance benefits may have to be approved after the investigation. When employees are the cause of an accident they must report it immediately.
- D. VUU encourages employees to report all accidents no matter how minor. Accidents that involve very minor injuries like small cuts, non-extensive bruises etc. and would not normally require any action on behalf of VUU (e.g., the breaking of a drinking glass) do not have to be reported (although employees could report them if they want). On the other hand, accidents that involve (or could have involved) more severe injuries and require investigation and action from VUU must be dutifully reported.
- E. Employees are also required to report occurrences that may not have involved injuries or victims but could be potentially dangerous in that respect if repeated. Failure to report accidents or potentially dangerous conditions may be cause for disciplinary action.

XIV. 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

Members of the congregation who join the paid staff can expect important changes in their 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 or partner in leadership, they 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 Ministries 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!¹

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

Appendix B: 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.

August 2022:

The Personnel Committee consulted personnel/HR policy language from the UUA, corporate and non-profit entities, and other denominations. In addition, an attorney and VUU member reviewed the final draft.

- Title Page: Changed to VUU Congregation Personnel Policy Manual; Address added; adoption/revision date added.
- Section I. Changed to Welcome and Introduction; new text added from sample UUA manual.
- Section II. Unchanged.
- Section III. More specific categories added using text from sample UUA manual. Added entire section specific to sexual harassment from sample UUA manual. This content was not included in the current version of the VUU manual. Added section specific to accommodations of disability. This content was not included in the current version of the VUU manual.
- Section IV, Subsection .01: Added language related to job performance, expectations, and goal-setting for all employees. Added language related to formal performance evaluations.
- Section V. Changed Section V title from Computer, E-Mail, and Internet Use to Electronic Communications Policy to reflect use of more types of technology including social media. Included new content to update existing policy and clarify decision-making process and stakeholders regarding technology acquisition and use.

- Section VI. Unchanged.
- Section VII. Unchanged.
- Section VIII. Added clarifying language related to “potential” conflicts of interest. Specific examples of conflicts of interest added.
- Section IX. Added clarifying language related to potential consequences of outside employment.
- Section X. Added clarifying language related to restriction of and access to personnel records.
- Section XI, Subsection .03. Added one day for bereavement leave (from 3 to 4).
- Section XI, Subsection .06. Increased number of paid holidays from ten to eleven with inclusion of Juneteenth.
- Section XI, Subsection .07. Added two days for jury duty (from 3 to 5)
- Section XI, Subsection .08. Changed language from “pension” to “retirement plan.”
- Section XI, Subsection .10. Changed language from “telecommuting” to “working remotely” and all references within. Added language re: using personal vehicle for work purposes.
- Section XI, Subsection .11. Added UUA website address.
- Section XII. [Committee suggestion related to Subsections B and C: need to have standardized time log and leave form and need to clarify reporting process.] Subsection B: changed work week from Sunday to Saturday to Monday to Sunday. Subsection C: added clarifying language.
- Section XIII. Added new section entitled “Reporting Work-Related Injuries.”
- Section XIV. Renumbered from original Section XIII (content unchanged).