



Humboldt Unitarian Universalist Fellowship

Nurture. Embody. Empower.

Personnel Policy Manual

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I. Employment Policies and Procedures

A. Statement of Purpose

To all HUUF employees, new and established:

We take pride in our staff members and appreciate your skills, professional behavior and dedication to our purpose. We ask you to become familiar with the following concepts held by our Fellowship.

- Our Aspiration
- Bylaws
- Seven principles

This manual is written to ensure that the most qualified applicants are selected and retained for employment, that the Humboldt Unitarian Universalist Fellowship complies with Federal and State employment laws, that applicants are treated equitably and that employee wage equity is maintained. The manual is adapted from UUA guidelines and serves as the personnel policy and procedures for HUUF and its employees and volunteers.

Employees have the responsibility to familiarize themselves with the manual, as it will provide answers to some questions about their employment. Nothing in this manual or in any other written or unwritten policies and procedures of employer creates an express or implied contract, promise or representation between employer and any employee.

The Humboldt Unitarian Universalist Fellowship was founded in 1953. Our congregation is a blend of the old and the new, the young and the young at heart. We are a Welcoming Congregation: we welcome gay, lesbian, bisexual, and transgender individuals, to visit and become members. The congregation also seeks to take action on social issues locally and globally. We come from many religious perspectives, including Humanist, Buddhist, Pagan, Muslim, Atheist, Agnostic, Christian and Judaic. Some members continue to participate in other faith traditions as well as Unitarian Universalist traditions. We seek to create a community of freethinking people in the Humboldt area. We are a Fellowship that promotes compassionate values and action while supporting spiritual growth.

The congregation's community goal is described in the following Aspiration:

May love be the spirit of this Fellowship. May the quest for truth be its sacrament, and service be its prayer. To dwell together in peace, to seek knowledge in freedom, and to help one another in Fellowship. This is our aspiration.

B. Definitions

Employer: the Humboldt Unitarian Universalist Fellowship (HUUF).

Board of Trustees, also referred to as the **Board:** represents the congregation, hires and terminates employees and finalizes all HUUF decisions.

Executive committee: Co-presidents and vice president of the board, who investigate problems with personnel and deal with issues that need Board engagement but do not require the engagement of the whole Board

Personnel committee: one board member and two volunteers, who facilitate the employment process.

Full time employee: works 40 hours per week, for at least six months per year.

Part time employee: Works 20-39 hours per week for at least six months per year. Their eligibility for benefits will be prorated according to the percentage of time worked.

Casual employee: refers to people who work less than 1,000 hours per 12-month calendar year, on an irregular, infrequent, or “as-needed” basis.”

Stipend employee: A stipend is a form of payment that is given to individuals in place of salary or wage and who work less than 20 hours per week. Stipend employees are not paid hourly, but according to a prearranged set of factors regarding the type and amount of work that should be completed in a period of time.

Eligible employee: For the purpose of this manual, an employee who is eligible for UU Organizations Retirement Plan benefits under the group policy contract. Employees who don’t regularly work over 20 hours per week are not eligible for benefits.

At will employee: Employee who can be dismissed by an employer for any reason. All employees at HUUF are considered “at will”.

Exempt employee: Exempt from the Fair Labor Standards Act definitions of wages and hours and overtime. The minister is the only exempt employee.

Non-exempt employee: Subject to the Fair Labor Standards Act definitions of wages and hours and overtime, etc. All HUUF employees are non-exempt, except the minister.

C. Applicability

This manual applies to all staff whether full-time, part-time, stipend, casual, exempt or nonexempt, except when otherwise stated. It does not apply to ordained ministers(s) of the congregation, contract or called.

The policies in this manual also apply to volunteers except for items that specify “employee” and “employer”.

The board has the final responsibility for administering personnel policies. Board approval must be granted before any commitment, including rate-of-pay, is made to a prospective employee. To handle emergency personnel situations the executive committee may take temporary action without board approval. These exceptional situations, such as a sudden vacancy or gross misconduct, will be documented in writing and reported to the board.

This manual supersedes all previous employment policies, including written or oral, expressed or implied. If any provisions of this manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

D. Equal Employment Opportunity

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

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to their supervisor, a co-president of the Board of Trustees, or the administrator.

Retaliation against individuals who make a claim of discrimination or who participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.

E. Hiring policies and responsibilities

Policies

All staff members must meet or exceed the minimum qualifications for their positions, and may be subject to a background check.

All employees of HUUF are ultimately accountable to the Board of Trustees and therefore the congregation, which the board represents.

Responsibilities

The Personnel Committee will work together with the **administrator** to:

- Review and update the job description and recruitment process to be used.
- Advertise for the position both externally and internally, as appropriate for position.
- Select a committee to assist with the hiring process.
 - When hiring for Steward, Childcare Worker, Teen Coordinator and Choir Accompanist, the applicable supervisor will participate.
 - For any employees working directly with children also include current CPR and first aid certification.
- Review applications and check references.
- Interview selected applicants. Employees who will have to drive as part of the duties, must have a valid driver's license.
- Organize background checks and fingerprinting, if required. These results are to be submitted to the Board along with a recommendation to hire.
- Send recommendation for hire along with rate-of-pay to the Board.

The Board will receive the recommendation to hire and make its decision.

The Personnel Committee and **administrator** will notify the new employee and distribute the Personnel Action Form specifying:

- Beginning salary
- Schedule of work
- Job description
- Other terms, conditions and benefits as appropriate
- Supervisor
- A copy of the Personnel Policy and Procedure manual will be attached to the verification letter. The employee will sign the original letter and acknowledge receipt of the manual. The original letter will be filed in the employee's personnel file, along with application or resume and cover letter.
- **The new employee** will submit the required payroll documents before working first shift and being paid:
- W-4 (Withholding Allowance Certificate)
- I-9 (Employment Eligibility Verification) ... needs to be accompanied with proper identifying documents.

F. Harassment

HUUF prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation or any other classification protected by law, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work

environment

- Has the purpose or effect of unreasonably interfering with an individual's work performance
- Otherwise adversely affects an individual's employment opportunities
- Some examples of conduct that may constitute harassment, depending on the circumstances, include, but are not limited to, the following:
 - Epithets or slurs
 - Threatening or intimidating acts
 - Written or graphic material
 - Written, verbal or physical acts that purport to be jokes or pranks

Sexual harassment

HUUFs policy on sexual harassment is that it is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite genders. Some examples of conduct that may constitute sexual harassment, depending on the circumstances, include, but are not limited to, the following:

- Repeated and 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
- The deliberate use of offensive or demeaning terms that have a sexual connotation; or inappropriate remarks of a sexual nature.

Any employee who believes he or she has been harassed by another employee, supervisor, agent of employer, or any other person whom the employee encounters in the course of employment should submit an Incident Report of the conduct immediately to his or her supervisor or the administrator. If the supervisor or administrator is unavailable or is the target of the complaint, the report should be submitted to the executive committee of the board. Employees are requested to NOT file their complaint to anyone implicated in the complaint. The complaint is to be filed with the administrator or a board member not involved directly in the complaint. If the report or complaint involves a member of the board, employee's supervisor or the administrator, the individual receiving the report or complaint should immediately report it to a co-president of the board who is not implicated.

The executive committee must promptly investigate every complaint or report of harassment. If the investigation indicates that an act of harassment has occurred, timely and appropriate action will be taken. Retaliation or reprisal against employees who report harassment claims is prohibited 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.

G. Resolution of Employee Complaints and Grievances

Effective communication is essential for productive working relationships. To that end, employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

- The employee should present any complaint or grievance to their supervisor on an incident report and together discuss the problem, applicable rules or policies, and possible resolution.
- If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee is encouraged to submit an incident report of the complaint or grievance

to a member of the executive committee, who shall gather the evidence necessary to complete an investigation.

- The executive committee may interview the employee, request mediation services or appoint an ad hoc committee to advise him/her.
- The investigator shall then recommend a resolution of the problem to the supervisor and employee.
- If the recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the board.
- The resolution determined by the board shall be binding.

H. Safety of Children

HUUF is committed to provide a safe environment for children to worship and learn. All employees working with children are required to report any evidence of child abuse. All employees working with children shall be legally mandated reporters. Any person who has been or is convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor is not eligible to work with children. Any person discovered to have committed child abuse after hiring is subject to immediate termination.

I. Fit For Duty

All employees shall be **Fit For Duty** at work. **Fit For Duty**, as defined by OSHA, means being able to perform the duties of the job in a safe, secure, productive, and effective manner. Employees are responsible for managing their health in a manner that allows them to safely perform their job responsibilities. Employees are responsible for notifying their supervisors when they are not fit for duty.

J. Illegal Drugs and Alcohol

HUUF is committed to provide a workplace free of illegal drugs and alcohol abuse for all employees. Any employee or volunteer who arrives at work under the influence of illegal drugs or alcohol, or who falls under the influence of illegal drugs or alcohol during the course of their work, may be asked to leave the premises immediately and may be terminated. Continued employment is at the discretion of the supervisor.

K. Communications

Only authorized staff members may communicate on the Internet on behalf of HUUF. Employees may not express opinions or personal views that could be misconstrued as being those of HUUF, or state their church affiliation on the Internet unless required as part of their assigned duties.

Internet Policy

HUUF provides Internet access to its staff members to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on the employer's computer system are the property of the employer and may be accessed only by authorized personnel.

Inappropriate Internet use includes, but is not limited to:

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

policy.

HUUF reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications private. Any software or other material downloaded into 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.

Media Inquiries

All requests for information about HUUF from newspapers, television and radio media should be directed to the executive committee or the minister. When received by any staff or volunteer, the employee should respond according to the above, with an appropriate explanation to the caller.

L. Confidentiality

Employees and volunteers may have access to confidential information about HUUF, including but not limited to information about members, friends or other staff members. Such information must remain confidential and may not be released, removed from the employer's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment. All requests for information concerning past or present employees received from organizations or individuals must be directed to the executive committee.

M. Conflicts Of Interest

Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for the employer. Employees who have questions about whether an activity violates this policy should discuss the matter with their supervisor or the executive committee.

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to the employer, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with the employer.

- **Outside Employment:** 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. 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 congregation for private gain or advantage.
- **Other Outside Activity:** An employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the employee's performance of employer duties; reflect discredit on the employer; or tend to increase employer's payments for sick leave, worker's compensation benefits or long-term disability benefits. Collateral employment should not result in outside telephone calls while on duty for the congregation.
- **Employment of Relatives and Family Members:** 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, or grandchild.

N. Personnel Record

A locked personnel file on each employee is kept in the Fellowship office. The file contains the job description, hiring documents, evaluations, and personnel action forms. The contents of these files are confidential and the administrator holds the key. Only the direct supervisor and the

employee, or a personnel committee member or a Co-President, if needed, may examine the contents of any personnel file.

Inspection of their personnel file by an employee will be granted at reasonable times. In addition, there may be instances when personal information must be surrendered to outside agencies or individuals. Examples of these situations include:

- In response to a legal subpoena or court order.
- To meet federal, state, and local employment law regulations.
- The administration of an employee benefit plan.
- To confirm employment and salary.

It is very important that employees keep up-to-date all the information provided to the employer at the time of hire. 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. The administrator should be promptly notified of any changes in:

- Physical Address and telephone number.
- Legal change in employee's name.
- Changes in beneficiaries.
- Person to notify in case of emergency.
- Any relevant changes in licensing or education.

Any written report regarding an employee's performance must be shown to the employee and initialed by the employee before it is placed in the employee's personnel file.

O. Initial Review Period

New employees and employees who are transferred to another position will be assigned a Supervisor in their Verification of Employment Letter, and are required to complete an initial review period of three months. Upon satisfactory completion of this period, the Employees will be notified by their Supervisor and considered regular Employees. Satisfactory completion of the initial review period does not alter the employment-at-will relationship. Evaluations will be put into the employee's file at this time.

P. Performance Evaluation

Evaluations will be conducted again after six months of employment, and annually thereafter. Each employee, in conjunction with their supervisor, is requested to identify goals and objectives they are expected to achieve, based on their job description. These employee goals and objectives will be discussed as a part of the evaluation. The annual evaluations would ideally be timed in order for any new financial increases to be considered for the budget process that is initiated in March each year.

Evaluations are written by the supervisor with input from key people working with the employee, signed by the employee and supervisor and a copy maintained in the employee's permanent personnel file. Factors considered in assessing performance are based on the position's job description, including but are not limited to: quality and quantity of work, dependability, attendance and punctuality, effective interpersonal relationships with the congregation, and personal conduct. Outstanding performance, as well as needs for improvement, should be identified and discussed. Priorities and goals for the future should be noted.

Special evaluations may be held at any time the employee or the supervisor requests. If a special evaluation is held due to poor performance, the employee will be told what needs to be done to bring performance to a satisfactory level. A written plan and timetable for improvement will be given to the employee.

The employee's supervisor is responsible for assuring that evaluations are completed on schedule and copies are maintained in the personnel files.

II. Wage and Hour Administration

A. Employment classifications

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are assigned and by their regular work schedule. See **Definitions**.

B. Hours of work

HUUF's office hours are posted and are usually Monday through Thursday or Friday. Some employees may be scheduled for work on evenings, weekends and Sunday mornings. Individual work schedules may change from time to time. Employee attendance at meetings at the request of the employee's Supervisor will be considered time worked. Employees are expected to attend any staff retreats or off-site events, which are part of their employment.

C. Break periods

The California Division of Labor Standards requires that employees must take breaks as follows:

- One ten-minute break after three hours of work.
- One ten-minute break and one 30-minute unpaid meal break if scheduled to work five or more hours.
- Two ten-minute breaks and one 30-minute unpaid meal break if scheduled to work eight hours.

Non-exempt employees should not perform any work during their meal period. Break periods may not be accumulated, nor may they be substituted for tardiness or longer meal periods.

D. Timekeeping and Overtime

Non-exempt Employees must maintain a personal record of their time worked at the end of each day. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Electronic or written records of time worked must be submitted at the end of each pay period. Supervisors are expected to track the submission of time, review and approve the worked hours. Stipend employees confirm their hours as arranged in their job descriptions. If they have not met those hours, they are responsible for notifying the payroll staff and supervisor in a timely manner.

Where required by applicable law, 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 in any one workweek. Holiday, vacation and sick leave are not counted for purposes of overtime compensation. Employees should not work overtime without authorization in advance.

E. Pay and Payroll Deductions

Pay adjustments generally will be considered for all employees once a year and any adjustments will normally begin at the beginning of the fiscal year.

There is no guarantee of an annual pay adjustment. Adjusted pay is usually based upon such factors as individual performance, job responsibilities, the Fellowship budget and other appropriate factors. Paydays are determined at the time of hire.

Employees are welcome to attend Board meetings to request pay adjustments, but will not be present for the Board's final discussion and decision.

Deductions made from employees' wages are reflected on their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and

are made only if the employee has authorized their deduction.

Employees are responsible for promptly notifying the administrator or payroll staff of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

III. Employee Benefits and Authorized Reimbursements

Employees shall be reimbursed for pre authorized work-related expenses. These are not to be considered employee benefits.

The benefits outlined in this manual represent significant additional compensation beyond payroll to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through employer. This summary is not intended to and does not create an express or implied contract, promise or representation between employer and the employee. These benefits are subject to change at any time at the discretion of the employer. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern. Any questions about employee benefits should be directed to the administrator and a representative of the personnel committee.

A. Group Insurance Programs

HUUF does not offer a Health Insurance Plan, but may offer a fixed amount for an Employee Wellness Benefit to employees who are half-time or more on an annual basis. The Wellness Benefit is a set monthly amount based solely on the employee's contract hours. It only changes if the employee's contract hours change on a permanent basis. The UUA requires that if any HUUF employee is covered by any group UUA insurance policy, all HUUF employees who are contracted for 20 hours or more per week must be offered access to the UUA insurance offerings. Offering in this context means that the employee may purchase UUA insurance out-of-pocket or may negotiate such coverage in her/his annual contract.

HUUF 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 or in the course of employment.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's immediate supervisor and the administrator. Employees may be required to provide a physician's statement in order to receive worker's compensation benefits, or to return to work. An Incident Report will be filed in the employee file.

B. Retirement benefits

After working 1,000 hours during 12 months of employment, the employee is eligible to and must participate in the UU Organizations Retirement Plan, which also requires the employer to contribute 10% of salary on behalf of the employee. The retirement plan is to assist eligible employees to accumulate tax-deferred savings for retirement. Before an employee can become a participant, there are certain eligibility requirements that must be met. Details of these requirements and other provisions are provided by the administrator and the personnel committee.

C. Vacation

HUUF grants paid vacation to regular full-time employees at their regular rate of pay based on their length of service with HUUF. Employees who work at least 20 hours per week are entitled to a prorated amount of vacation time. Part time employees who work less than 20 hours per week are not eligible for vacation pay. Full time employees are eligible to take 96 hours/year of vacation time during the first five years of employment, and 112 hours/year thereafter.

Increases in vacation accrual rate will be made on the first day of the month following the anniversary date of the year in which an Employee completes their 5th year of employment. A maximum of two work years of vacation may be accrued.

Vacation time must be requested in advance and in writing, and can only be taken with the approval of the employee's supervisor. In the event of conflicting vacations requests, vacation generally will be granted in accordance with length of service and consistent with workload requirements.

Any accrued vacation time shall be paid at time of separation. However, employees are strongly urged to use most or all of their vacation time during the calendar year.

D. Holidays

Regular full-time and regular part-time Employees who work 20 hours or more per week receive holiday pay and take time off only for those holidays (or portions of days) on which they would have been normally scheduled to work. The following paid holidays are observed each year:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day

If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, it will generally be observed on Monday. However the employee may choose to forgo the preceding or subsequent compensatory day and instead take the day off on any day either in the week before or the week after the actual holiday. If this is the employee's decision, the employee should inform her/his supervisor of this choice. If an employee is required to work on a holiday, they will be paid time and a half.

E. Leaves of absence

1. General provisions

The policies in this section describe various types of paid and unpaid leaves of absence provided by the employer. Leaves must be requested in advance in writing and require the approval of the employee's immediate Supervisor except in emergency situations.

The exact nature of the leave and its anticipated length must be included in the written request. 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.

2. Sick leave with pay

All full-time employees accrue 8 hours of paid sick leave for every month worked, up to a maximum of 96 hours per calendar year. Whatever sick leave hours are remaining from the first year's balance may only be carried over into the next year. All other non-exempt employees accrue one hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours per year, according to the State Family Leave Act.

Sick leave is to be used in the event the employee is unable to work due to the employee's own illness, medical, dental appointments, injury or other medical condition. Sick leave may be used as part of medical leave or sick childcare leave and as otherwise required by applicable law. At termination of employment there is no cash reimbursement for unused sick leave.

Employees must notify the administrator or their supervisor before their starting time if they are ill and unable to come to work. The administrator should notify their supervisor. Employees may be required to provide a physician's statement regarding their medical condition, including why the employee was not able to work. HUUF reserves the right to request employees who are repeatedly absent for illness or injury be examined by a physician chosen by the employer, and at the expense of the employer.

3. Medical leave without pay

Unpaid medical leave may be granted in instances where an employee's medical condition requires an absence from work for more time than the amount of available sick leave. This leave requires the approval of the employee's supervisor and the board. Sufficient evidence of such a medical condition is required for a medical leave.

HUUF may require the employee's authorization to speak with the employee's treating physician to verify the medical condition prior to authorizing leave. The maximum unpaid medical leave time that may be granted is three months or until a physician releases the employee to return to work, whichever is shorter. HUUF also reserves the right to request a second opinion from a physician chosen by the employer on any medical leave of absence.

4. Personal leave without pay

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

5. Military leave without pay

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

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

6. Funeral or bereavement leave with pay

Full-time employees may be eligible for a leave of absence for up to three days with pay for the death of an immediate family member. Part-time eligible employees may receive a prorated leave with pay. The number of paid days off will be determined within these guidelines by the executive committee, based on the circumstances.

7. Jury duty leave with pay

Employees called for jury duty are paid their regular pay while serving on the jury. Employees should appear for work upon being excused from jury duty on any regularly scheduled workday.

8. Parental leave without pay

Full-time employees who become natural or adoptive parents may be eligible for a leave of absence of up to six weeks. The leave must begin within six weeks of the birth or adoption. Biological mothers may also be eligible for sick leave or medical leave without pay following the birth of a child. Such a leave may, in the discretion of the executive committee, run concurrently with unpaid parental leave. Part-time eligible employees will be considered for a prorated leave.

F. Professional Development Policy

To aid eligible staff in ongoing skill development to serve our community, and as funding is available, HUUF may provide discretionary funds for professional development. This policy formalizes a fair policy for determining eligible recipients, to set up a request and approval process, and to establish requirements for follow-up documentation.

Current non-ministerial professionals who may be appropriate recipients of professional development funds include all current staff members and volunteers. The goal is to distribute available funds fairly, with equal opportunity for all qualified applicants. This goal may, but does not necessarily, provide equal funds for all qualified staff in any given time period. In order to receive professional development funds, eligible staff must submit a written request to the board, through their supervisor at least two weeks in advance of the proposed development event. The request must include how the funds will be used, the expected benefits to the congregation related to the individual's job description, and how feedback documentation will be provided. The board's Executive Committee will consider requests at their next meeting and will immediately notify staff of its decisions.

IV. Other Employer Policies

A. Attendance and punctuality

Each employee is expected to be prompt and regular in his or her attendance at work. Personal appointments should be scheduled before or after work hours, if possible. The Supervisor must approve all scheduled absences in advance. Employees who are unable to report to work at their scheduled time must call the Administrator or their Supervisor as soon as possible to report the absence and the expected time of return to work. Employees must call in each day they are absent, unless otherwise authorized by their supervisor.

The employee should notify their supervisor, the administrator or leave a message at the HUUF office if they have an unscheduled absence (such as arriving late to work or leaving work before the end of the workday) and reflect changes on their time record.

B. Work and disciplinary guidelines

Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures including verbal warnings, written warnings or termination by the employee's supervisor.

Instances of gross misconduct by an employee may result in immediate 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: • Failure to perform work in a manner acceptable to the employer.

- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment described in this manual.
- The use, possession or sale, 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.
- Disclosure of confidential information.
- Smoking in unauthorized areas.
- Failure to report-on-the job injuries.
- Working another job while absent.
- Failure to accurately complete or permit another person to complete the employee's time record.
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his or her job.
- 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 HUUF property, equipment or materials.
- Improper or profane language.
- Violation of any other employer policy.

C. Separation from employment

Employees who resign are requested to give at least four weeks' written notice in order for the congregation to find a suitable replacement.

Employees who are dismissed should have a separation interview when possible and be paid their compensation due upon dismissal. Notes about the reason(s) for dismissal and other documenting information must be placed in the employee's personnel file.

Any employee who is absent for three consecutive days without notifying their supervisor, or who fails to report to work on or before the expiration of a leave, will be deemed to have resigned, consistent with applicable law.

D. 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 at all times. They should know the whereabouts of fire extinguishers and the first aid kit kept in the kitchen and office.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the administrator or supervisor. All on-the-job accidents or injuries to Employees, no matter how minor, should be reported immediately on an Incident Report to the administrator and to a co-president of the board within twenty-four hours. In the event of a fire or other emergency, the fire department and/or police should be called immediately, and all staff and members of the congregation should leave the building.

E. Personal property

HUUF is not responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on the employer's property. If an employee wishes to lock up personal items, they should make arrangements with their supervisor

Employees should report any lost items to the administrator so that the items can be returned if found. If an employee finds an item, it should be immediately turned in to the administrator.

F. Workplace threats and violence

Threats, threatening behavior, or acts of violence against persons by anyone on HUUF property will not be tolerated.

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on church property may be removed and will remain off church property pending the outcome of an investigation. If HUUF determines that a violation of this policy has occurred, they 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 the administrator or their supervisor of any behavior, which they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or is connected to employment.

G. Employment standards and requirements

Federal law requires that prospective employees must show proof of eligibility to work in the United States in the position for which they are applying. When applicable, Employees must provide an original document or documents to the employer that establishes identity and employment eligibility from the date employment begins.

Successful completion of Criminal background, fingerprinting and Department of Motor Vehicles checks may be required for new employees before beginning work. If required, the employee will pay for these services. After a period of six weeks of satisfactory employment the costs of required services will be reimbursed to the employee.

Attachments

(See following pages)

- Personnel Action Report Form (p.16)
- Personnel and Volunteer Incident Report (p.17)

Humboldt Unitarian Universalist Fellowship Personnel Action Report Form

Note to Supervisor - update this form whenever there are performance evaluations, changes in employment status or payroll modifications. Have the original filed in the Employee Personnel file, copies distributed to payroll, budget committee and Board of Trustees.

Employee Name: _____

Original Hire Date: _____ Title: _____

Hours per Week: _____ Pay: _____ Benefits: _____

I hereby acknowledge that I have received a copy of the Humboldt Unitarian Universalist Fellowship Personnel Policy and Procedures manual. I understand that it is my responsibility to read the manual and to comply with the policies, procedures and rules of the Employer.

Signature

Date

ONGOING PERSONNEL ACTIONS

Date: _____ Action taken: _____

Resulting changes: _____

Comments: _____

Employee signature: _____ Supervisor signature: _____

Date: _____ Action Taken: _____

Resulting changes: _____

Comments: _____

Employee Signature: _____ Supervisor Signature: _____

Date: _____ Action Taken: _____

Resulting changes: _____

Comments: _____

Employee Signature: _____ Supervisor Signature: _____

Humboldt Unitarian Universalist Fellowship
Personnel and Volunteer Incident Report

Incident Being Reported: _____

Reporting Person: _____ Date of incident: _____

What happened? _____

Where did the incident happen? _____

Who was involved in the incident? _____

Signature of Reporter: _____ Date: _____

Signature of Report Recipient: _____ Date: _____

Resolution: _____
