

FIRST UNITARIAN CHURCH OF ST. LOUIS
PERSONNEL POLICIES
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FIRST UNITARIAN CHURCH OF ST. LOUIS

PERSONNEL POLICIES

Purpose. It is the policy of the First Unitarian Church of St. Louis to provide for fair and equitable treatment of employees, and to provide a workplace that is conducive to providing high quality and appropriate services to the members and friends of the Church and the St. Louis community.

For this reason, the Church has set forth these policies as a guide for employment practices. This is not to say that what is written should be considered part of a contract between the employees and the First Unitarian Church Board of Trustees, or with the administrator of the Church. A copy of these policies shall be provided to all employees. These policies are not contractual rights of employees.

These guidelines state general personnel policies approved by the Church's Board of Trustees and may be amended at any time by the Board of Trustees. Nothing in these guidelines is intended to alter the at-will employment relationship between the Church and its employees. All personnel employed by the Church are employed on an at-will basis unless otherwise provided by a separate written agreement.

Conditions of employment for ordained (ministerial) staff are specified in their contract(s) with the Church, as executed by the Board of Trustees. Ordained staff are subject to the general provisions and policies of the Church, including these personnel policies except where the contract overrides.

General patterns of supervision within the Church staff are as follows:

The Senior Minister is Chief of Staff, and has direct supervision over all professional staff, including the Church Administrator, the Religious Educator, and the Music Director.

The Church Administrator supervises the Administrative Assistant, other office and facilities personnel, and all non-music and non-RE contract workers.

The Religious Educator supervises the RE Assistant and all child care providers.

The Music Director supervises music staff and contract musicians.

The Board of Trustees, Personnel Committee, and other committees are not supervisors of staff, except in the absence of a minister, in which case the Board has the authority to specify patterns of supervision. The Minister is expected to consult with the Personnel Committee and the Board (and with other Committees as appropriate) regarding personnel issues.

Changes. The Church reserves the right to change these personnel policies at any time, through action of the Board of Trustees upon recommendation of the Personnel Committee and notification of employees, and may change these policies without notice, in an emergency situation.

Section I – General Provisions

- 1.1.** Equal Opportunity Employment. The Church is an equal opportunity employer. All employment, retention, promotions, terminations or any other personnel action, will be based on the qualifications, competence and performance of the prospective employee or employee. This policy will be applied without regard for political affiliation, race, national origin, sex, age, disability or sexual preference.
- 1.2.** Civil Rights. Just as all employees and prospective employees will be afforded their civil rights, all members and persons seeking or using the services of the Church will receive those services without regard to any of the above listed protected categories. It will be the responsibility of every employee to see that no one's civil rights are breached, and will be the responsibility of each employee to notify a supervisor or the Administrator if such breach is observed or known.
- 1.3.** Sexual and Other Harassment. Employees are to treat members and other employees with courtesy and dignity. Unwelcome sexual innuendoes, physical advances or any behavior that is offensive to the recipient, particularly if the recipient is a subordinate, will not be tolerated. Any employee who experiences such behavior, or observes such behavior to others, should report this behavior to their supervisor, unless that person is the one performing such behavior. If the supervisor is performing the behavior, the employee should report this behavior to the supervisor's supervisor, the Chair of the Personnel Committee or the President of the Board. The Church Administrator (or other person designated by the Board) will investigate any allegations of harassment. Results of the investigation will be reported to the Board, and proper disciplinary action will be taken.
- 1.4.** Office Appearance and Demeanor. All employees of the Church shall dress in a clean, neat manner, in clothing that is suitable to their responsibilities .

All employees of the Church will conduct themselves in a courteous, considerate manner to other employees, and to all members and visitors of the church. Vulgarity and loud or abusive language will not be tolerated. Physical or verbal threats will not be tolerated. All employees are obligated to report such behavior to the Administrator promptly. Investigation and remediation will be handled as in 1.3 above.
- 1.5.** Substance Abuse. The Church intends that all employees will be fit to perform their duties, in an unimpaired manner. Substance abuse may be grounds for dismissal.
- 1.6.** Confidentiality. Church staff may come into contact with confidential personal, family or economic information about employees and members. This information is to be kept confidential, unless another staff person needs to know this information in order to provide appropriate church services.
- 1.7.** Licenses. Any person who is required to drive a vehicle as a part of their employment, will provide the Administrator with a current copy of their driver's license, and proof of liability insurance, if driving their own vehicle. Any person who is hired in a position where professional licensure or certification is required will provide the Administrator with a current copy of that license, certificate or renewal

Section II – General Employment Policies

2.1. Recruitment. All vacant positions will be publicized as determined by the Minister and Personnel Committee to assure that the best qualified candidates are obtained. All personnel activities shall be conducted in such a manner that there will be equal opportunity for all persons.

2.2 Authority for Employment Actions. The Minister has the authority to hire and terminate all staff, and shall consult with the Personnel Committee, the Board of Trustees, and the appropriate Committee, if possible.

2.3. Personnel Records. Personnel records will be maintained for each employee, and strict confidentiality of these records will be maintained. Records will be kept in a locked file, available to the Minister, the employee's direct supervisor, the Administrator, and the Personnel Committee. Only the Minister or the direct supervisor will provide references on an employee. Employees have the right to review their file.

2.4 Office Hours. The church office hours shall be set by the Minister in consultation with the Board of Trustees.

2.5 Work week. The work week for full time employees is 40 hours per week.

2.6 Vacation. The Church provides paid vacation time for each full-time employee. Time off for vacation must be pre-arranged with the employee's supervisor. Coverage of Church responsibilities takes precedence over individual vacation time.

During the first five years of service, two weeks (10 working days) of vacation are provided. Vacation time may not be taken during the first six months of employment. During the sixth through tenth years of service, vacation time is provided at the rate of three weeks (15 working days) annually. After ten years' service, four weeks (twenty working days) paid vacation are provided annually. With written approval of the Minister, up to one week of vacation may be accrued to the following year. Under no conditions will unused vacation be converted to cash, either during employment or upon termination. The Administrator will keep track of all vacation time used and accrued. Annual accrual of vacation time runs from the anniversary date of the employee's beginning work.

Vacation time for permanent part-time staff will be determined by the Minister, after consultation with the Board of Trustees, on a case by case basis, but in no case will a part-time staff member be given vacation time in excess of what would be accrued proportionally to the percentage of full-time employment for that staff position.

2.7 Leave for Family Matters. At the discretion of the Minister, after consultation with the Board of Trustees, the Church may provide unpaid leave for specific family and personal health matters. For employees who have completed a minimum of 1,250 hours of service, the Church may allow up to a total of 12 work weeks of unpaid leave in a 12-month period for the birth and care of a child, for the adoption (and foster care) and care of a newly placed child, for the care of a spouse, child or parent with a serious health condition, or if the employee is unable to work because of a serious health condition. Employees using this leave, however, will be required to

use accrued paid leave (vacation and sick time) to cover as much of the family leave as they have accrued time. All employees will be covered by benefits they were receiving before taking family leave (health insurance, life insurance, etc.) until that leave time is over. Though it generally desires to comply with the spirit of such legislation, the Church is not subject to the Family and Medical Leave Act of 1993.

2.8 Attendance. Punctual attendance of all employees is a condition of employment, and failure to abide by this is grounds for disciplinary action. In the case of hourly employees, time records should be accurate and supervisors are responsible for seeing that they are kept on a daily basis. If an employee is unable to report to work on time, the supervisor or Administrator should be notified as soon as the workday begins.

2.9 Sick Leave. Sick leave may be used when an employee is incapacitated for the performance of their duties because of sickness or injury, or by pregnancy, childbirth or recovery, or periods of time required for medical, surgical, dental or optical examination or treatment, or where through exposure to communicable disease, the employee's presence would jeopardize the health of others. If an employee is unable to report to work because of sickness or injury, their supervisor should be notified as soon as the workday begins. If the supervisor is unavailable, the Administrator may be notified. If the absence is due to a pre-arranged appointment, the employee should notify the supervisor as early as possible. Sick leave may also be taken due to illness of a spouse or domestic partner, children, and other close relatives. Annual leave and compensatory time may be used for absences due to illness. Failure to notify the church within 48 hours will result in unpaid leave.

Sick leave is earned on the basis of one day per month, calculated from the employee's anniversary date of hire, regardless of length of service. This includes hours worked, hours on paid leave and paid holidays. Hours of paid leave following termination are not counted for earning sick leave. Sick leave may not be accrued over 89 days. When the employee leaves the employ of the church, unused sick leave may not be converted to cash. No sick leave is earned for less than half-time active pay status.

In the case of sick leave use over five consecutive days, verification from a health care provider may be requested.

Exceptions to this sick leave policy may be made on a case by case basis. The Administrator will keep track of sick leave accrued and used.

2.10 Bereavement Leave. Up to five days of bereavement leave is allowed, not chargeable to accrued sick leave or vacation, immediately following the death of a spouse or domestic partner, child, sibling, parent, grandparent, grandchild or spouse or domestic partner's child, grandchild, parent, grandparent. Absences due to death of a loved one other than those above are charged to accrued annual leave, compensatory time or to leave without pay. All leave of this nature requires notification of the employee's supervisor.

2.11 Leave for Special Circumstances. There may be other events or circumstances that an employee faces, which requires their presence, such a court appearance, jury duty, or other circumstances, for which employees may be granted time off with compensation. Time off may also be granted under special circumstances for leave of absence without pay. All requests for leave should be approved in writing by the supervisor.

2.12 Paid Holidays. There will be nine paid holidays during the calendar year. They will consist of New Year's Day, Martin Luther King Day, Memorial Day, July 4th, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas day, and one day selected by the employee with the approval of the supervisor. The Personnel Committee and the Administrator will determine paid holidays for contract labor annually.

2.13 Sabbaticals. Ministers and the Religious Educator are eligible to apply for paid sabbatical leave in accordance with their contracts, applicable Board policies, or other agreements. Absent a specific agreement to the contrary, unused sabbatical time may not be converted to cash.

2.14 Annual Performance Plan Reviews. Annual performance plans will be proposed by the employee and reviewed by the employee's supervisor in accordance with the planning and review process approved by the Board.

2.15 Compensation. Compensation adjustments are made at the discretion of the Board of Trustees, upon recommendation by the Minister and the Personnel Committee.

2.16 Bonuses and Holiday Gifts. The church does not routinely pay bonuses or make holiday gifts to employees. Any committee that wishes to provide gifts to employees covered by their committee may collect money for this purpose and make gifts. Committees must inform the Personnel Committee of holiday gifts provided, and in no event should holiday gifts exceed \$250. If appropriate, the Personnel Committee may take a church-wide collection for gifts, or the Board may authorize holiday gifts or bonuses.

2.17 Temporary employees. Temporary employees may be hired without following normal recruitment policies.

2.18 Payroll deductions. Those deductions required by law will be made from the employee's earnings. In addition, other deductions will be made as specifically authorized by the employee.

2.19 Disciplinary action. Disciplinary action generally follows these steps: oral counseling, written reprimand, suspension for a specific number of days and dismissal (or demotion). The following are some of the causes of disciplinary action:

- Incompetence, inadequate or careless performance of duties;
- Failure to meet established minimum standards of performance;
- Habitual tardiness, or absence from duty during regular working hours without prior or subsequent authorization;
- Insubordinate behavior, or failure to obey orders or instructions from a supervisor or Administrator;
- Willful violation of the policies of the Church;
- Abusive or improper treatment of other employees, members of the Church, officials of city, county, state or federal government or any citizen;
- Abusive, violent, harassing or disruptive behavior while on duty or on the Church property;
- Being under the influence of drugs or alcohol while on duty;
- Any felony, or any misdemeanor involving moral turpitude or any act on or off duty that brings disgrace to the Church;

Any false statement or false credentials when applying for a position or promotion at the Church.

2.20 Grievances. All problems or grievances should go through the proper supervision channels. It is considered improper for an employee to go directly to a member of the Board of Trustees or even to the Administrator (unless the Administrator is the supervisor) to settle problems. Chain of supervising should always be observed, and disputes should be resolved at the lowest possible level and with the least rancor possible.

2.21 Professional development. The Church desires, within the resources available, to offer professional development opportunities to increase employees' skills and knowledge in areas directly related to employment. If possible, the Church will also support the employee in obtaining or maintaining licenses or other credentials necessary for the delivery of high quality services. Expenses of professional development may be reimbursed by the Church with the approval of the supervisor, if resources are available.

2.22 Mileage reimbursement. Mileage reimbursement is paid at the prevailing rate set by the Internal Revenue Service when an employee is driving his or her automobile on Church business. Mileage will be calculated from the Church to the destination, not from the employee's home. If an employee is called out after hours for Church business, mileage may be counted from the employee's home to the site of the call and return.

2.23 Expense reimbursement. Requests for expense reimbursement including receipts for meals and lodging will be submitted at least monthly on an expense report form, signed by the employee.

Section III – Resignation, Reemployment, Layoff

3.1 Resignation. A letter of resignation should be given to the employee's supervisor at least two weeks before the date of resignation. For professional staff (Church Administrator and Religious Educator) 30-90 days' notice is preferred. The last day worked will be the effective date of the resignation, unless the employee is on leave of absence or on sick leave. Employees who terminate employment should return all Church property to their supervisor, including keys or other security devices, credit cards, identification or business cards, and any equipment that belongs to the Church.

3.2 Termination for Cause. Employees may be terminated for cause. Employees whose employment is terminated should return all Church property to their supervisor, including keys or other security devices, credit cards, identification or business cards, and any equipment that belongs to the Church.

3.3 Layoff or Reduction of Hours. An employee may be laid off or have their hours reduced because of a shortage of funds or shortage of work. This is not a disciplinary action. A minimum of two weeks notice will be given to employees being laid off. Employees who are laid off should return all Church property to their supervisor. Including keys or other security devices, credit cards, identification or business cards, and any equipment that belongs to the Church.

3.4 Reemployment. Any employee who has been laid off or resigned in good standing will not be excluded from consideration for reemployment.

3.5 Unemployment Insurance. Because the Church does not participate and does not pay into the state Employment Security System, employees of the Church are not eligible to collect unemployment if their employment with the church is terminated for any reason.

Section IV – Benefits

The First Unitarian Church Board of Trustees, within the limits of the resources available, makes every effort to provide reasonable benefits for their full-time employees. The Church reserves the right to modify or terminate any benefits at any time.

4.1 Retirement. The Church subscribes to the Unitarian Universalist Association retirement system. Amounts contributed by the Church to each employee's account are determined during the budget process for the upcoming church year, and may be changed at any time, depending on the financial condition of the church. At this time, employees are not required to make a contribution to their retirement, although the Church encourages them to do so. The Board reserves the right to change this policy, if financial conditions change.

4.2 Health insurance. Health insurance, including major medical care, is available for all eligible employees under the insurance plan and policy currently in place. The church pays 80% of the premiums for the employee, and the employee pays 20%. Employees who wish to have their spouse or domestic partner and/or children covered under this insurance (if the policy allows) are required to pay 100% of the appropriate premium, unless other arrangements have been made as part of a particular employee's employment. This premium may be deducted from their pay. The specific insurance plans that may be available will be made known to all employees on an annual basis. Insurance provisions are re-evaluated by the Administrator, the Insurance Committee, and the Personnel Committee on a regular and ongoing basis.

4.3 Workers compensation insurance. Workers Compensation insurance is carried for all job-related injuries, on all employees. If an employee is injured while performing his/her job, medical treatment should be sought at once, if the injury is serious enough to warrant treatment. If the injury appears serious, or life threatening, the employee or those responsible for the employee should call 911 and/or seek emergency treatment at the nearest medical facility. As soon as is physically possible, the employee or family member should report to the immediate supervisor, or the Church Administrator. A written accident report must be on file with the insurance carrier, from the Church, within 24 hours of the accident.

4.4 Liability insurance. Liability insurance is provided by the Church for employees or volunteers while on Church business.

4.5 Automobile insurance. All employees are responsible for maintaining automobile insurance on personal automobiles used while the employee is doing Church business.

4.6 Other insurance: Life, dental and disability insurance programs are available for Church employees through the UUA group plan if the employee chooses to enroll and pay premiums through payroll deduction. All employees are encouraged to elect disability coverage.

Section V – Health and Safety

It is the intent of the Church to provide a safe and peaceful workplace in which to work.

5.1 Smoking is not allowed anywhere in the building. Smoking is permitted during designated rest periods and the lunch hour, outside the side door of the building, out of the view of members.

5.2 Alcohol abuse and drug use are prohibited in the workplace.