

FIRST UNITARIAN UNIVERSALIST
CONGREGATION OF
ANN ARBOR, MICHIGAN

EMPLOYEE MANUAL

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I. EMPLOYMENT POLICIES AND PRACTICES

A. STATEMENT OF PURPOSE

Welcome to the staff of the First Unitarian Universalist Congregation of Ann Arbor (referred to herein as "UUAA"). This Employee Manual has been prepared to help you to understand some of the policies and procedures of UUAA. Employees should familiarize themselves with the Employee Manual, as it will provide answers to some questions you may have about your employment. **Nothing in the Employee Manual or in any other written or unwritten policies and practices of UUAA creates an express or implied contract, promise or representation between UUAA and any employee.**

From time to time, changes in the Employee Manual may become necessary. Therefore, UUAA reserves the right to amend, supplement or rescind any provisions of this Manual as necessary.

The Employee Manual applies to all regular staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. The State of Michigan is an employment at-will state. Employment "at-will" means that UUAA may terminate the employment relationship without penalty at any time for any reason, with or without notice.

NOTE: Each ordained minister of UUAA has dual status as both an employee and independent contractor of the organization, and has an employment contract in force identifying additional or separate terms of employment, than referenced in the Employee Manual, including but not limited to job responsibilities, work hours, compensation, benefits, paid leave and professional expenses. Where a minister's contract differs from the Employee Manual, the contract's provisions shall take precedence.

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

In this Manual, the term "Executive" refers to the person with primary responsibilities for the management of the organization, and its personnel. At UUAA, the Senior Minister is also the Executive. The Executive may delegate specific management and oversight duties to others.

The Executive Director maintains personnel records and provides oversight for specific areas of personnel management, including background checks, benefits application, employee contact information, holiday/leave/vacation calendar, payroll administration, timekeeping and worker compensation claims.

B. UUAA MISSION

This congregation has a long history, dating to its founding in 1865. Mission statements of the congregation are included here to provide you with the core values of the congregation:

May 14, 1865: "We the undersigned, desirous of securing to ourselves and our families the advantages of religious instruction and fellowship do hereby associate ourselves together under the name and title of the First Congregational Unitarian Society of Ann Arbor, Michigan, for the purpose of maintaining religious worship and conducting the temporal interests of a religious society in accordance with the Statute of the State of Michigan."

May, 1914: "The Church is incorporated to carry on such religious, benevolent, and charitable work as shall promote Freedom, Fellowship, and Character in Religion and Ethics."

February 19, 1960: "This congregation, thoughtfully reviewing its purpose and mission, nearly a century after its founding, reaffirms its faith in the principles which, throughout history, have motivated the liberal church. Basic among these are a reverence for life, a respect for the inherent dignity of man, and a belief in his potentialities. We pledge our fidelity to the use of reason, whatever its ultimate source, in the quest for truth, believing that the values so derived will lead to universal brotherhood unimpaired by national, racial, and religious division. We believe that truth is better sought in fellowship, which brings tolerance and understanding, as well as in isolation.

It is our hope that such a fellowship may work for good in our immediate community, awakening its social conscience to the end of dispelling intolerance and injustice. Unfettered by dogma and unrestricted by formal creed, we honor the great in spirit coming to us from the past and present, representing the earth's rich diversity of faiths and cultures. Their wisdom, their rectitude, and their courage guide and inspire us in creating for all a life enlightened by knowledge and animated by good will."

January, 1990: "This congregation, thoughtfully reviewing its purpose and mission 125 years after its founding, reaffirms its faith in the principles which, throughout history, have motivated liberal religion. Basic among these are a reverence for life, a respect for the inherent dignity of each person, and a belief in human potential. We pledge our fidelity to the use of reason in the quest for truth, believing that the values so derived can lead to universal understanding and acceptance of one another, unimpaired by divisions based on race, color, national origin, religion, gender, age, sexual orientation, enablement, socioeconomic status, or other factors. We believe that truth is better sought in community, which helps to develop tolerance and understanding in us. It is our hope that we may work for good in our local community, state, nation, and world, awakening social conscience to the end of dispelling intolerance and injustice. Unfettered by dogma and unrestricted by formal creed, we honor the great in spirit coming to us from the past and present, representing the earth's rich diversity of faiths and cultures. Their wisdom, their rectitude, and their courage guide and inspire us in creating for all a life enlightened by knowledge and animated by good will."

June, 2009: *The First Unitarian Universalist Congregation of Ann Arbor, MI has been deeply committed to liberal religious thought and action since 1865. We join together in community to encourage and inspire each other's spiritual journeys, to honor and care for the natural world around us, and to join forces in furthering social justice in the Ann Arbor area and the wider world.*

1. **Spiritual life** - We find inspiration, renewal, and challenge in worship services. Children, youth and adults are enriched by classes and programs that expand religious understanding and nurture spiritual growth rooted in Unitarian Universalist traditions and values.
2. **Social Justice and Environmental Action** - We live our beliefs by creating, sustaining, and enhancing programs that actively engage congregants of all ages in projects that promote peace, justice, and positive environmental action locally and beyond.
3. **Community** - We create and foster community by providing an intentionally welcoming and safe environment where all feel valued and cared for, and where all are given opportunity to form meaningful connections with one another. We foster a climate of purposeful inclusion of all. We cherish the diversity of gender, age, race, ethnicity, national origin, range of abilities, sexual

orientation, gender identity, financial means, education, and political perspective. We live together in peace, search for truth in love, and help one another.

4. Stewardship - We are all active stewards, serving our congregation and pursuing our ministries through prudent and creative use of our resources, whether physical, environmental, financial or human. We show respect and care for our beautiful building and grounds, for our staff, and for one another. We cultivate right relationships among Members of this congregation and with the wider world.

5. Culture - We are nourished by the culture that has evolved in this congregation throughout our rich liberal religious heritage in Ann Arbor, a culture rooted in our core belief in the inherent worth and dignity of every individual. We learn and grow from our differences. We value our connections, past, present and future, to the Unitarian Universalist world network.

C. EQUAL EMPLOYMENT OPPORTUNITY

UUAA affirms its commitment to 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, ethnicity, color, religion, gender, sexual orientation, national origin, age, disability with or without reasonable accommodation, or any other classification protected by law. Any discrimination or harassment 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 the Executive. Each complaint will be promptly and thoroughly investigated. Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and by law and will not be tolerated.

D. HARASSMENT

Harassment, including but not limited to sexual harassment, is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender, race, etc. as well as opposite gender, race, etc. UUAA prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, ethnicity, color, religion, gender, sexual orientation, national origin, age, disability or any other classification protected by law, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a harassing nature constitute harassment when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual; or

- The conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Some examples of conduct that may constitute 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; or
- 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; or
- Unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or
- The deliberate use of offensive or demeaning terms which have a sexual, racial, or other prohibited connotation; or
- Inappropriate remarks of a nature derogatory towards a protected category;
- epithets or slurs; or
- Threatening or intimidating acts; or
- Written or graphic material; or
- Written, verbal or physical acts that purport to be jokes or pranks.

Any employee who believes he or she has been harassed by another employee or any other person encountered in the course of employment should report that conduct immediately to his or her supervisor, who should subsequently report the conduct to the Executive. If the report or complaint involves the Executive, or if the Executive is unavailable, the supervisor in receipt of the report or complaint should immediately report it to the Executive Director.

Every complaint or report of harassment will be promptly investigated. 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.

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.

E. RESOLUTION OF EMPLOYEE COMPLAINTS

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 his/her supervisor 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 should submit the complaint or grievance in writing to the Executive, who shall gather the evidence necessary to complete an investigation. Each individual addressed in the complaint may respond, in writing, as soon as possible, but not longer than within 14 days of receipt of the written complaint. The Executive may interview the employee and/or others

named in the complaint. The Executive shall then recommend a resolution of the problem to the supervisor and employee.

F. INTERNET POLICY

UUAA provides internet access (including e-mail) 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 UUAA's computer system are the property of UUAA and may be accessed only by authorized personnel on a need to know basis.

Inappropriate internet use includes, but is not limited to:

- Transmitting obscene, harassing, offensive or unprofessional messages; or
- 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; or
- Transmitting to unauthorized sources any of UUAA's confidential or proprietary information, including member/friend data or other materials covered by UUAA's confidentiality policy.

UUAA 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 to be private. Personal passwords are not an assurance of confidentiality, and the internet itself is not secure.

Any software or other material downloaded into UUAA's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Prior written authorization from the Executive is required before introducing any software into UUAA's computer system.

Only authorized staff members may communicate on the internet on behalf of UUAA. Employees may not express opinions or personal views that could be misconstrued as being those of UUAA. Employees may not state their church affiliation on the internet unless required as part of their assigned duties. Any violation of this policy may result in disciplinary action.

G. MEDIA INQUIRIES

All requests for information about UUAA from newspapers, television, radio and other media including the internet should be directed to the Executive. An appropriate response by a staff member to a media inquiry would be, "May I contact the appropriate person and have her call you back?"

H. CONFIDENTIALITY

Employees may have access to confidential information about UUAA, 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 UUAA's premises, copied, transmitted or in

any other way used for any purpose by employees outside the scope of their employment, except at the direction of the Executive. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Executive.

I. CONFLICTS OF INTEREST

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 UUAA, 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 UUAA.

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 UUAA. Employees who have questions about whether an activity violates this policy should discuss the matter with the Executive.

J. 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 UUAA's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the congregation for private gain or advantage.

An employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the employee's performance of UUAA duties; reflect discredit on UUAA; or tend to increase UUAA'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.

K. EMPLOYMENT OF RELATIVES

Other 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, step-parent, sibling, child, step-child, grandparent, grandchild, aunt, uncle, nephew or niece.

L. PERSONNEL RECORD

It is very important that employees keep up-to-date all the information provided to UUAA 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 Executive Director should be promptly notified of any changes in:

- Address and telephone number;
- Marital status (including legal separation);

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

By law, all medical records and insurance information will be maintained confidentially apart from the personnel record of every employee, with access only to those with a need to know.

M. INITIAL ORIENTATION PERIOD

New employees and employees who are transferred to another position may be required to complete an initial orientation period of ninety days, but which may be shortened or lengthened at UUAA's discretion. Upon completion of this period, the employee will be considered a regular employee. Satisfactory completion of the orientation period does not alter the employment-at-will relationship. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of UUAA.

N. PERFORMANCE EVALUATIONS

Performance evaluations are conducted annually for all UUAA employees who regularly work 20 hours or more per week. Evaluations will be maintained in each employee's personnel file. Factors considered in assessing performance include but are not limited to 1) attendance, 2) conduct, 3) fulfillment of job responsibilities as listed in the job description, and 4) attainment of clearly established goals.

Employees are requested to identify goals and objectives annually, so that their work may be evaluated on the basis of clear criteria they have helped to develop.

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. A position description shall be prepared for each position on UUAA staff, indicating the general functions, specific duties and minimum qualifications required. In addition, each position is assigned a salary or hourly rate of pay through the annual budget process. UUA Fair Compensation Guidelines may be used as a guide to determine compensation levels.

A full time position is defined as one where the terms of employment require 40 hours per week, 52 weeks per year (2080 hours per year).

A part time position is defined as one where the terms of employment require less than 40 hours per week, 52 weeks per year (less than 2080 hours per year). Some part-time positions may be configured to correspond to routine workflow and seasonable responsibilities. Benefits for part-time employees will be pro-rated according to the percentage of time worked.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as “non-exempt” employees. Those in executive, professional and administrative positions who are not subject to such regulation are referred to as “exempt” employees.

B. HOURS OF WORK

A normal workweek for full-time employees consists of 40 working hours, exclusive of meal break(s). Business hours are Monday through Thursday from 9:00am-5:00pm. Individual work schedules will be determined by the employee’s immediate supervisor, and will be included on specific job descriptions, discussed in hiring interviews and will be included in each employee’s letter of hire. These may change from time to time subject to work flow and the demands of the organization. Some employees may be scheduled for work on Sunday mornings. Some weekend and evening work may occasionally be required.

C. EMERGENCY CLOSURES

In the event the office closes for emergencies (e.g. ice storms, uninhabitable conditions), exempt and non-exempt salaried employees will be compensated for that time. An emergency will be declared by the Executive and employees will be told to leave or notified by telephone not to report to work.

D. BREAK PERIODS

The time of meal breaks will be at the discretion of an employee’s immediate supervisor. Non-exempt employees must take at least one, unpaid 30 minute lunch break on any day in which they are scheduled for more than six hours of work, and will be permitted to take that time free from normal responsibilities. Non-exempt employees are entitled to a paid, 15-minute work break period for each four hours worked.

E. TIMEKEEPING AND OVERTIME

Non-exempt employees must submit a written and signed record of their time worked at the end of each pay period. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. 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 work week. Holiday, vacation or sick leave is not counted for purposes of overtime compensation. Employees should not work overtime without advance written authorization from their immediate supervisor.

F. 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. Pay is usually based upon such factors as individual performance, job responsibilities, availability of funds, and other appropriate factors. Employees are generally paid bi-weekly.

Withholdings made from employees' wages are reflected on the stubs of their paychecks. Federal law requires withholding from pay for income tax, Social Security and Medicare. Other withholding may include state and/or local taxes or wage garnishments. Some withholdings are optional and are made only if the employee has authorized them.

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

III. EMPLOYEE BENEFITS

The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through UUAA. This summary is not intended to and does not create an express or implied contract, promise or representation between UUAA and the employee. These benefits are subject to change at any time at the discretion of UUAA. 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 Executive Director.

A. GROUP INSURANCE PROGRAMS

1. Insurance

Employees who work at least 20 hours per week are eligible for UUAA's health insurance plan, which provides reasonable coverage for illness and injury. UUAA pays a portion of the premium for the employee. Employees may also elect this coverage for their dependents. Employees who work less than 20 hours per week are not eligible for the health insurance benefit.

Full time employees are also eligible for employer paid long-term disability and life insurance.

2. Workers' Compensation

UUAA 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 or the Executive Director. Employees may be required to provide a physician's statement in order to return to work. Worker's compensation benefits and eligibility are governed by Michigan law.

B. RETIREMENT BENEFITS

UUAA participates in the Unitarian Universalist Association's (UUA) qualified retirement plan in order to assist eligible employees to accumulate tax-deferred savings for retirement.

Any regular full or part-time employee may enroll in the UUA retirement plan and make elective salary deferrals into his or her plan account. The Executive Director will distribute both an Enrollment Form and an Employee Contributions Agreement to each eligible employee and submit completed and signed enrollment forms to the plan provider, so an account may be established. Each employee who does not affirmatively make a different election using the provided Employee Contributions Agreement will be deemed to have elected to contribute 5% of their compensation into the plan account.

Additionally, each enrolled employee who works at least 1,000 hours annually will receive an employer contribution equal to 10% of the employee's base compensation paid regularly into his or her plan account.

Each employee should review the provided retirement plan materials carefully and discuss any questions with the Executive Director.

All employees are covered by Social Security.

C. VACATION LEAVE

In order to provide for the necessary free time, with pay, for rest, recreation and personal activities, all employees who work at least 20 hours per week accrue and receive paid vacation leave.

Vacations must be planned and scheduled, in advance, with the supervisor, in order for the supervisor to have time to make arrangements that will ensure minimum disruptions of the normal work flow. In the arrangement of vacation schedules, the smooth operation of UUA's activities will be the foremost consideration. Seniority should be considered in determining vacation scheduling where there may be a conflict.

UUA grants paid vacation to employees at their regular rate of pay based on their length of service with the Employer. Full-time employees accrue paid vacation time as follows:

Length of Employment	Rate of Accrual for Full-Time Employees
1-24 months of consecutive employment	1 day per month/12 days annually
More than 24 months, but less than 60 months of consecutive employment	1.5 days per month/18 days annually
60 or more months of consecutive employment	2 days per month/24 days annually

Part-time employees, who work at least 20 hours per week, shall accrue vacation leave on a pro-rated basis. For example, persons working 20 hours per week will accrue at one half the normal rate, up to one half the normal maximum.

Increases in vacation accrual rate will be made on the first day of the month following the employment anniversary date in the year in which an employee completes his/her **2nd** or **5th** year of employment.

Employees are generally expected to use their full vacation accrual yearly, however, with the written approval of the employee's supervisor, 5 vacation days may be carried into the next year. Summertime vacations generally are encouraged.

Vacation leave is not accrued during leave of absences without pay or during any other non-active duty status without pay. A transfer from one position to another does not affect the employee's vacation leave accumulation.

Employees do not accrue vacation leave during the first six consecutive months of employment. At the completion of the initial six consecutive months of employment, an employee will be given credit for six days vacation. An employee may not be granted vacation leave in excess of the number of vacation days accrued. Pay in lieu of vacation for active employees will not be granted.

Upon termination an employee shall be compensated for all vacation accrued up through the last day of active employment, up to the accrual limit of four weeks. Pay in lieu of vacation for active employees will not be granted.

If active employment terminates before the 16th of a month, vacation will not be accrued for that month. If active employment terminated on or after the 16th of the month, vacation will be accrued for that month.

D. HOLIDAYS

There are ten holidays during the year which are granted, with pay, to regular, full-time employees. These holidays are:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Day
- One personal holiday

If an observed holiday falls on a Saturday, then typically, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, then typically, the following Monday generally will be observed as the holiday. If employees are required to work on an observed holiday, they generally will be granted another day off.

The employee must schedule their personal holiday with their supervisor. At least two weeks' notice is required, and, as with vacation scheduling, primary consideration will be given to assuring minimum disruption of the normal work flow.

Should an employee be sick on a holiday, the employee will be paid for the holiday rather than paid sick/emergency leave.

Holiday pay will not be given for any approved holiday occurring during a leave of absence without pay.

E. LEAVE POLICIES

1. General Provisions

The policies in this section describe various types of paid and unpaid leaves of absence provided by UUA. 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 his or her supervisor.

2. Medical Leave

Medical leave may be granted only when an employee is unable to perform his/her duties because of personal injury or illness, when it is necessary for the employee to temporarily care for a member of the immediate family who is ill or injured, or when it is necessary to schedule medical or dental treatment during the work day, Employees may be required to provide appropriate documentation of the reason for any medical-related absence.

Full-time employees accrue paid medical leave as follows:

Length of Employment	Rate of Accrual for Full-Time Employees
1-36 months of consecutive employment	1 day of medical leave per month of consecutive employment
37-120 months of consecutive employment	1.5 days of medical leave per month of consecutive employment
≥ 121 months of consecutive employment	2 days of medical leave per month of consecutive employment

Part-time employees, who work at least 20 hours per week, accrue medical leave on a pro-rated basis. For example, persons working 20 hours per week will accrue at one half the normal rates, up to one half the normal maximum. An employee will not be granted medical leave in excess of the number of leave days accrued.

A person employed before the 16th of the month will accrue a full day's medical leave for the month. A person employed on or after the 16th day of the month will begin to accrue medical leave beginning with the first day of the following month.

Medical leave is not accrued during a leave of absence without pay or during any other non-active duty status without pay. A transfer from one position to another does not affect the employee's medical leave accumulation.

Medical leave does not carry over from year to year, and is not payable on the resignation or termination of an employee.

3. Military Leave

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted 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 within the time required by law.

4. Jury Duty Leave

Employees called for jury duty are paid their regular pay less the amount which they are compensated by the court for jury service. Employees should appear for work upon being excused from jury duty on any day.

5. Parental Leave

Employees who have worked full-time for at least 12 consecutive months and become natural or adoptive parents are eligible for a paid leave of absence of up to four weeks. The leave must begin within 2 weeks of the birth or adoption.

6. Other Leaves of Absence

Other leaves of absence without pay may be granted by the Executive.

F. VEHICLE USAGE AND REIMBURSEMENT

Employees using their own cars for UUAA-related business may be paid mileage at the current rate per mile as established by Internal Revenue Service. Mileage will be reimbursed upon request by the employee and approval by the employee's supervisor. All trips must be authorized by the employee's supervisor. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips. All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by UUAA.

IV. OTHER UUAA 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. All scheduled absences must be approved in advance by the supervisor. Employees who are unable to report to work at their scheduled time must call 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.

Unscheduled absences (such as returning late from lunch or leaving work before the end of the workday) must be approved by the employee's supervisor. If the employee expects to be absent the following day, he or she should inform the supervisor of that fact at the same time.

Any employee who fails to report to work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.

B. CONDUCT AND DISCIPLINARY PROCESS

Certain conduct must be observed by all employees to protect the integrity of the congregation. Employees should maintain a professional attitude and appearance that is appropriate to their position and UUAA. 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.

- Absenteeism or tardiness.
- Disclosure of confidential information.
- Discourteous treatment of others.
- Failure to perform work in a manner acceptable to UUAA.
- Failure to report absences as required.
- Failure to report-on-the-job injuries.
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
- Improper or profane language.
- Leaving work without permission.
- Reckless, careless or unauthorized use of UUAA property, equipment or materials.
- Smoking in unauthorized areas.
- Taking UUAA property without written permission.
- Violation of any other UUAA policy.
- Working another job while absent.

The following infractions may result in immediate termination:

- 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.
- Failure to accurately complete or permitting another person to complete the employee's timecard.
- Sexual harassment or harassment described in this Employee Manual.
- Theft or dishonesty.
- Unauthorized possession of weapons.
- 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 UUAA premises (including meal and other breaks).

Disciplinary Process

Note: Severe infractions may result in immediate termination.

Informal Corrective Action Discussion – An informal corrective action discussion between the employee and their supervisor will occur at the time of unacceptable conduct. The employee will be given a period of time deemed appropriate by the supervisor to correct the unacceptable conduct. This period of time will not exceed 30 days.

Formal Corrective Action – If the unacceptable conduct is not corrected in an appropriate manner determined by the supervisor, the employee will receive a formal counseling discussion. The unacceptable action will be documented for the employee's personnel file, signed by the supervisor and the employee. If the situation is not corrected after this formal discussion, termination may result.

C. CRIMINAL BACKGROUND CHECK

UUAA may conduct a criminal background check on any person seeking employment with the organization.

D. SEPARATION FROM EMPLOYMENT

Employees who resign are requested to give written notice of at least two weeks in order for the congregation to find a suitable replacement. The employee must work the entire notice period and will not be eligible for non-work related pay, such as pay for sick/emergency time. UUAA may decide to accept the notice, or may choose to terminate the employee anytime during the notice period.

Any employee who is absent for three consecutive days without notifying his or her 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.

UUAA reserves the right to terminate an employee at any time for any reason. Should the employee be involuntarily separated (not for cause), UUAA will provide two weeks severance pay (or any portion thereof required to complete the two week notice period).

E. LAYOFFS OR REDUCTION IN HOURS

Although we will work very hard to avoid retrenchment of personnel at UUAA, there may be occasions when layoffs may need to be affected. When it is necessary to drop a full-time employee (other than an employee hired to fill a temporary position) from the payroll due to elimination of a job, lack of available work funds, or circumstances other than the employee's poor performance, this action will be termed LAYOFF.

Every effort will be made to help an employee subject to layoff to find a new position. Two weeks' notice should be given in advance of the date of layoff to any person with one or more consecutive years of full-time or part-time employment.

The priority of layoffs and recall should be based on work performance and seniority, provided those employees being retained or recalled have the skills to perform the work required. When an employee is recalled within 90 days of the date of layoff, no break in employment will be

deemed to have occurred. The period of layoff in such situations, however, may be applied toward the accrual of leave benefits. When the employee is recalled later than within 90 days of the date of layoff, a break of employment will have occurred. Former service will be restored, including the opportunity for benefits on service. However, the employee will not receive service credit for the period of the layoff.

F. 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.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the employee's supervisor or Executive Director. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Executive Director. 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 premises.

G. PERSONAL PROPERTY

UUAA cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on UUAA property.

H. WORKPLACE THREATS AND VIOLENCE

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

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on congregation property may be removed and will remain off church property pending the outcome of an investigation. If UUAA determines that a violation of this policy has occurred, UUAA 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 Executive 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.

Personal mail and non-essential telephone calls at work are discouraged.

I. INSPECTION RIGHTS

Congregations, like other organizations, are sometimes the victims of employee theft. UUAA has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees, however, UUAA can make no assurances that they will always be secure. The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on congregation premises. Therefore, UUAA reserves the right to open and inspect any desk, file cabinet, storage closet or storage area at any time and without prior notice or

consent. Employees may not use personal locks on UAAA-owned desks, cabinets, closets or storage areas.

J. EMPLOYMENT AUTHORIZATION

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 employee's supervisor, which establishes identity and employment eligibility from the date employment begins.

EMPLOYEE MANUAL ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Employee Manual of the **First Unitarian Universalist Congregation of Ann Arbor (UUAA)**. I understand that it is my responsibility to read the Employee Manual and to comply with the policies, practices, and rules of the Employer.

I specifically understand and agree that my employment is “at will” and that either UUAA (the Employer) or I may terminate the employment relationship at any time, with or without reason, and with or without notice. I specifically understand and agree that this Employee Manual contains all of the terms relating to separation from employment and that any representations regarding separation that differ from those stated in this Employee Manual are void.

I understand that this Employee Manual supersedes all previous policies, written or oral, express or implied. I also understand that this Manual is not a contract of employment. UUAA reserves the right to add, change, or rescind any policy, practice, or rule referenced in this document. When possible, such additions, changes, or rescissions will be developed in consultation with staff and 30 days notice will be given prior to the implementation of such changes; however, the Board may change policies, procedures, or rules with less than 30 days notice.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the Employee Manual.

Date

Employee Name (Print)

Employee Signature

Edit and changes:

- Added parental leave allowance/policy per D. Keyes, February 5, 2008.
- Clarified life and LTD insurances for full time employees as employer-paid per D. Keyes, May 28, 2008.
- Changed listed business hours to Monday-Thursday, May 2, 2011.
- Reviewed to ensure employer contribution for employee health benefit is consistent with decision to reduce from 80% paid by employer to 70% per G. Geisenhainer, March 14, 2013.
- Adjusted retirement plan information to reflect plan restatement approved by BOT, July 24, 2014.