

Policies of the Board of Trustees of the Unitarian Universalist Church, Rockford, IL

As of DEC 2022

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Appendix 1: Charters

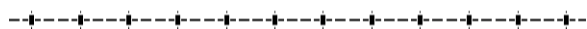
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1. Governance

1a. Philosophy of Governance

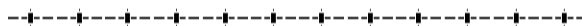
Valuing transparency in governance, the Board of Trustees will conduct all business of the church with respect for all opinions, with innovation, and with the future of the church clearly in mind.



1b. Board covenant

2022-2023

As stewards and leaders, we support the mission of the church. We will build connections among board members. We will listen actively to the congregation. We will actively participate in worship, meetings, and activities to the best of our ability. We will be prepared, communicate clearly, challenge each other honestly, encourage and support one another and follow through. We will acknowledge our errors, correct them, and gracefully accept admissions of error from each other. We will work constructively with the ministers and staff and speak to the congregation with one voice. Each of us will be patient and responsive, nurturing our spirit, valuing our time, and accepting "no" as a valid response. We will follow our bylaws and policies and be good stewards of our resources.



1c. Board self-government



that proposes to enter into any transaction with the Church, including but not limited to transactions involving:

- a. the sale, purchase, lease or rental of any property or other asset;
- b. employment, or rendition of services, personal or otherwise;
- c. the award of any grant, contract, or subcontract;
- d. any significant purchase (in excess of \$100)
- e. the investment or deposit of any funds of the Church

A person with a potential conflict shall give notice of such interest or relationship and shall thereafter refrain from discussing or voting on the particular transaction in which he/she has an interest, or otherwise attempting to exert any influence on the Church, or the decision making committee or group to affect a decision to participate or not participate in such transaction.

Further, Employees, Officers, Board Members and Committee/Panel Members shall refrain from using privileged information gleaned from their participation in governance or management of the Church to further their personal, professional or business interests.

The Board will determine how to handle any conflicts that arise.

I have read and understand the Church’s Conflict of Interest Policy, and I agree to be bound by its terms.

Member’s signature	Date
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1c.iv. Discipline and removal of board members.

This is in article VII, Section 6 of the bylaws: “Regular attendance at Board meetings is expected. The case of any member who does not attend on a regular basis will be reviewed by the Executive Officers who will make a recommendation to the Board regarding retention on the Board. Any trustee who fails to attend more than two consecutive Board meetings without notice to the President, shall automatically be retired and the President shall declare such position vacant.”

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1d. Rules of Procedure for Congregational Meeting                      10/17/07

- 1. The Chair will verify that a quorum has been reached, validating any actions taking at the meeting.
- 2. Only members may vote; friends may speak but not vote.

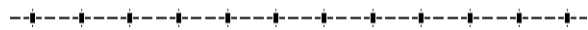


until terminated at any time by the Affiliated Minister, or by a majority vote of the Congregation at a duly called meeting. It shall be automatically terminated at such time as any of the requirements, above, are abrogated.

Responsibilities: An Affiliated Minister shall be responsible for one worship service for the congregation each year, with UUMA-standard compensation. An Affiliated Minister shall write an brief annual report on their activities for inclusion in the Church’s Annual Report. An Affiliated Minister shall be welcome to submit occasional columns for inclusion in the church’s newsletter. An Affiliated Minister shall meet annually with the Senior Minister and President for a review of their relationship with the church.

Benefits: An Affiliated Minister shall be identified as such on all staff lists on church stationery, newsletters, and Orders of Service, and shall be included in annual reports to the UUA. An Affiliated Minister may, at their own expense, represent the Church at the UUA Meetings as a Ministerial Delegate.

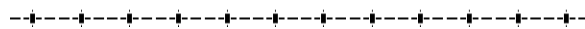
Collegial Relationship: The full-time settled Ministers have overall responsibility for ministerial leadership within the church. The shape and responsibilities of the collegial relationship between the settled and affiliated ministers will be established by a covenant letter between them and in light of the UUMA guidelines.



## 2. Discernment

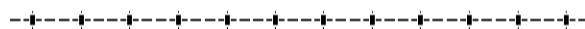
### 2a. Mission

We care for ourselves, each other, and our neighbors while taking risks acting for justice. We are continuously building an inclusive, empowered, anti-oppressive, anti-racist, multicultural congregation. Our connections foster radical love for ourselves and others.



### 2b. Vision

A loving congregation that connects with ourselves, one another, and the larger community.



### 2c. Core values.

In our religious lives, we celebrate, value and commit ourselves to

- The free search for life’s truths in light of science, reason and our own life experience and conscience
- The wisdom of the world’s religions in respectful conversation with, and as part of, our own beliefs and practices
- The power of hope and the inspiration of faith

- Beauty in the world, in art, in music and in nature
- Growing and stretching our minds and hearts by embracing change and practicing spiritual generosity
- Building a thriving church community where kindness, friendship, humor and diversity flourish in the spirit of kinship and love
- The worth of each individual and family, the celebration of diversity, and working for justice, inclusion and freedom for all
- Generous service to and participation in the wider community in which we live
- The interdependent web of life and our responsibility for the future of all Proposed,

Ends:

- Each person in the congregation is spiritually alive. We are inspired and equipped to extend radical love through our daily lives and authentic conversations.
- Our woven community celebrates differences, inspiring generosity of talent, time, and treasure, sustaining the congregation.
- Our networks of connections and focused acts for justice foster a world of understanding, equity, repair, and solidarity.

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## 2d. Code of Ethics of the Unitarian Universalist Church, Rockford 12/7/22

We, the members of the Unitarian Universalist Church in Rockford, Illinois, make every effort to maintain the integrity of the church community. As such, we shall:

1. Comply with Legal Requirements  
*When practices are questioned, we must first consider legal obligations and requirements.*
2. Avoid Conflicts-of-Interest  
*As stewards of the church, we hold a sacred duty to hold the best interest of the church.*
3. Honor Confidentiality  
*We hold and protect private information; we respect the right to privacy of others.*
4. Respect The Inherent Worth and Dignity of Every Person  
*We treat all with dignity, respect, and care.*
5. Practice Proactive Communication  
*Open and continuous conversation is present, for proactiveness prevents conflict and distress.*

For a free and responsible search of truth and meaning, disagreements may arise. As such, we shall:

PRINCIPLES

Accept conflict. Acknowledge together that conflict is a normal part of our life in the church.

Affirm hope. Affirm that we can work through our differences to growth.

Commit to a process. Admit our needs and commit to a process to achieve a mutually satisfactory solution.

Be steadfast in love – Be firm in our commitment to seek a mutual solution.

Be open to mediation – Be open to accept skilled help. If we cannot reach agreement among ourselves, we will use those with gifts and training in mediation.

Trust the community – We will trust the community and if we cannot reach agreement or experience reconciliation, we will turn the decision over to others in the congregation.

- In one-to-one or small group disputes, this may mean allowing others to arbitrate.
- In congregational disputes, this may mean allowing others to arbitrate or implementing democratic decision-making processes, ensuring that they are done in the spirit of these guidelines, and abiding by whatever decision is made.

PROCESS

Go directly to those with whom we disagree, or work with a Conflict Panel representative.

Go in the spirit of humility. Go in gentleness, patience, and humility, and admit our own part in the conflict.

Be quick to listen. Listen actively, confirm discussion, and act in a non-defensive way.

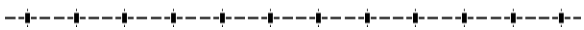
Be slow to judge. Be descriptive. Suspend judgment; avoid labeling, name-calling, and threats; and act in a non-defensive way.

Be willing to negotiate – Work through the disagreement constructively.

- Identify issues, interests, and needs of both (rather than take positions).
- Generate a variety of options for meeting both parties’ needs (rather than defending one’s own way).
- Evaluate options by how they meet the needs and satisfy the interests of all sides (not one side’s values).
- Collaborate in working out a just and reasonable solution (so both sides gain, both grow and win).
- Cooperate with the emerging agreement (accept the possible, not demand your ideal).
- Reward each other for each step forward toward agreement (celebrate mutuality).

Believe in and rely on the sacredness of the human spirit and strive toward peace, wholeness, health, and security.

*If an agreement is not arranged or achieved after the above are addressed, a review via the conflict panel of the church may be arranged.*





Board Goals 2022-2023

- 1. Revise safety and well-being policies ( Strategic Plan) 2A3
  - a. Make a list of policies we need and commit to work 2-3 of them each month methodically and
  - b. take time to collectively talk about it with one person on lead  
(Rev M bring Dan Hotchkiss list and Insurance list, eg and then divvy them up and research UUA/other sources)
- 2. ARAOM practices (Strategic Plan)-
  - 1. work with staff and team to grow its ARAOM capacity based on where they are.
    - 1. Check-in with assigned teams 3 times in church year post-October.
    - 2. Relay info back to assigned staff.
  - 3. Board be supportive Annual campaign (perhaps a one-to-one generosity campaign) and/or whatever the finance committee and generosity team requests of the Board.

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3. Strategy

3a. Long Range Plan – See Appendix

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4. Management

4a. Delegation to the staff.

From the Bylaws, Article IX, Section 2.

One Minister shall be designated as Senior Minister.

- A. The Senior Minister shall have administrative responsibility for the operation of the church, including the appointment and dismissal of all non-ministerial employees. Approval by the appropriate committees and the Board of Trustees shall be required prior to the appointment or dismissal of Program Staff.
- B. The Senior Minister shall be responsible for all services of worship in the church including those delegated to others.

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4b. Delegation to others.

The board delegates to the Investment Panel responsibility for managing the congregation's investments. See the charter for the Investment Panel in Appendix 1.

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4c. Care for People

4c.i Health and Safety

4c.i.A. CHILD AND YOUTH PROTECTION POLICY

.....Revised: 05-27-09

Definitions:

- Child: A person under 18 years of age.
- Abuse: An injury to a child that might not be intentional but is not accidental. It can be classified as physical abuse, emotional abuse, or sexual abuse. Harm caused by withholding life's necessities—food, clothing, shelter, medical care—is called neglect.

A) Annual Education and Awareness

1. Church school and youth volunteers and Religious Growth & Learning Team members will be expected to review this policy and to sign an agreement to abide by it.
2. This policy will be distributed to all registered families – and subsequently to families enrolling in the program – and will be included in Path to Membership materials.

B) Screening and Selection of Paid and Volunteer Staff of Children and Youth Programs

1. All adult volunteer workers providing direct care or supervision of children or teenage youth will meet the following criteria:
  - a) At least 21 years of age—if responsible for young people between the ages of 0 and middle school-- or at least 25—if volunteering with senior high.
  - b) An active congregant (member or friend) for at least 6 months, and have participated regularly for at least 6 months, or have references attesting to their qualifications for working with children or youth.
2. All youth volunteers must:
  - a) Be at least 12 years of age.
  - b) Provide evidence of having complete a babysitting/childcare course or a church-sponsored-training.
3. All adult religious education employees and volunteers must complete the appropriate Application Form and consent to a background check. All religious education employees and year-long volunteers must undergo a background check at the beginning or renewal of their service, and before every third year of continuing service.

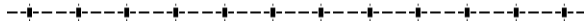
- a) The Director of Religious Education will be responsible for the distribution, completion, and collection of volunteer screening materials.

- b) The Director of Religious Education will be responsible for coordination with the screening vendor, and for the security of screening materials.
  - c) Information will be shared with the Senior Minister, Religious Growth & Learning, Board of Trustees, and/or other lay leaders or staff members as appropriate.
  - d) Screening results will be kept in the Director of Religious Education's locked, confidential files.
4. Paid staff will supply at least two personal or professional references.
  5. Individuals convicted of, or under current indictment, or who self disclose any act of sexual misconduct involving a child or of child abuse are precluded from participation in any church programs involving children and/or youth. Additionally, they must sign a behavior covenant prior to participating in any church activity.
- C. Supervision Requirements: All staff and volunteers are subject to the supervision and evaluation of the Director of Religious Education and operate under the authority of the Religious Growth & Learning Committee.
1. Whenever feasible, each group should have at least two paid or volunteer staff present at all times. The Director of Religious Education shall determine the appropriate level of supervision and may make exceptions to this rule on a case by case basis.
  2. During Sunday morning programming, no adult will hold "class" with a single child or teen without notification of the religious educator and/or Floater (in the Director of Religious Education's absence); any approved one on one session will take place outside the classrooms or in the church library. (In the event only one student in a particular age group shows up, that student will be encouraged to participate with another age group for that day.)
  3. The Director of Religious Education or designee will circulate around the classroom areas and monitor activities randomly during regular religious education hours.
  4. Children in the Pre-K/K, or Pre-K – 1st grade room should be escorted to the bathroom at their request. The volunteer or staff person should first check to see that no one else is in the restroom and then stay outside, in the hall, entering only to offer necessary assistance at the child's request.

Diaper changes and/or assisting of toileting of younger children should be done in the designated area of the classroom or, if in the adjoining bathroom, with the door open.

5. Children, 1st grade and younger, must be picked up by a parent or guardian, unless prior arrangements have been made with the religious educator or Floater (in the Director of Religious Education's absence).
6. Any one-on-one meeting with a child by an adult volunteer (i.e., to discuss problematic behavior) will be conducted with the door to the room open. The volunteer is responsible for notifying the religious educator prior to or immediately after the meeting.
7. A youth will participate one-on-one with an adult mentor or chaperone only with parental permission.
8. Volunteers between the ages of 12 and 20 will be directly supervised by an adult at least 21 years of age.
9. Recommended adult to child/youth ration (ratios in parentheses are the minimum):

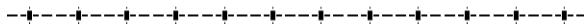
- a) Babies – 3-year olds: 1:3 (1:5)
  - b) 3 – 5-year-olds: 1:5 (1:8)
  - c) Elementary: 1:6 (1:10)
  - d) Middle School: 1:8 (1:10)
  - e) Senior High: 1:10 (1:10)
10. The following guidelines are to be used when providing transportation to church-sponsored programs:
- a) Drivers must be at least 25 years of age, hold a valid driver’s license, and provide proof of insurance;
  - b) The driver and each passenger must wear a seatbelt;
  - c) Drivers must not be mentally and/or physically impaired through the use of alcohol or other drugs.
  - d) A minimum of two adults must accompany a group going off site. A minimum of two children/youth must be assigned to each vehicle.
  - e) Parents must sign permission for their youngster(s) to leave the church.
  - f) Use of 16-passenger vans is prohibited.
- D. Code of Conduct for Staff and Volunteers
1. All workers will sign the UU Rockford Code of Conduct.
  2. Physical restraint and/or physical discipline (corporal punishment) may not be used under any circumstances.
  3. Verbal abuse and/or the use of curse words are also inappropriate.
  4. Physical expressions of affection such as hugs are acceptable, but it is best to allow the child to initiate the contact, and the adult must be sensitive not to allow them to become too frequent or prolonged.
  5. It is never appropriate to engage in any manner of sexualized behavior with a child. This refers not only to explicitly sexual behavior but to sexually provocative, seductive, or erotic behavior or language, as well. Except for educational purposes in OWL class, it is inappropriate to tell jokes with sexual content, connotations, or “double entendres.”
  6. If a child discloses incidents of abuse or neglect, the worker or staff member should listen carefully but ask limited questions. Should the disclosure raise a suspicion that the child is in imminent danger, the worker should report it immediately to the Senior Minister or religious educator.
- E) Incident Reports
- 1) If a person within the church community believes this policy has been violated, s/he should report the violation to the Director of Religious Education or the President of the Congregation.
  - 2) If the reported violation is abuse by an religious education staff member or volunteer, that person will discontinue his/her work with children and/or youth until the matter is investigated and resolved.
  - 3) Any “unusual occurrence” pertaining to the safety of children and youth should be documented by the volunteer or adult in charge who witnesses it. The reporting form, which should be filed with the Director of Religious Education, is attached to this policy and will be available in each classroom.



4c.i.B CONGREGATIONAL POLICY ON REGISTERED SEX OFFENDERS

.....04-25-06

Any registered sex offender who wishes to be a member of the church or who regularly attends church will fill out and sign the Limited Access Agreement with the Senior Minister and the President of the Board. The Senior Minister will immediately notify the Board of the identity of any registered sex offenders who attend our church. The established conduct guidelines will be in writing and shared with the Board. The Board will be informed yearly by the Senior Minister of the status of any offenders who are attending church and their compliance with the established guidelines. The Sex Offender Registry will be reviewed annually by the Membership Team Chair or a person designated by the Senior Minister. Additionally, changes to the sex offender laws will be reviewed regularly. Members who teach Religious Education classes will read and sign the UUA guidelines for working with children. Any church member may confidentially ask the Senior Minister about the existence of any registered sex offenders who attend church.



4c.i.C POLICY REGARDING DISRUPTIVE BEHAVIOR .....Revised:  
6/8/2008

The Unitarian Universalist Church, Rockford, IL (hereinafter called the church) is a place of safety and integrity for each person’s mind, body and spirit. We are a supportive and nurturing faith community, honoring and respecting the rich diversity of those gathered here. Recognizing that warmth, beauty, kindness, and passion will shape us as a congregation of goodwill, generosity, and presence, we covenant to affirm and promote:

- Honesty and authenticity in our relationships
- Words that are supportive and caring, not belittling or demeaning
- A welcoming and non-judgmental attitude
- Respect for each person’s boundaries of mind, body, and spirit
- Refraining from displays of temper
- Honoring the gifts and blessings of thought and deed

While openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination’s purposes and principles, we affirm the belief that our congregation must maintain a secure atmosphere where such openness can exist. When any person’s physical and/or emotional well-being or freedom to safely express his or her beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons.

Disruptive behavior of an individual within the church building may lead to concerns about one or more of the following:

- Perceived threats to the safety of any adult or child.
- Disruption of church activities.

- Diminished appeal of the church to its potential and existing membership.

Therefore, the following shall be the policy of the church with regard to disruptive behavior by an individual or individuals.

## REPORTING DISRUPTIVE BEHAVIOR

Any person who believes that they have witnessed or experienced disruptive behavior or who has had a disruptive behavior incident reported to them should report it to any of the following:

- The minister(s)
- Any member of the Board
- Any paid member of the church staff
- Any member of the Conflict Management Panel

If required by law, ordinance or similar regulation, the senior minister or a designated member of the church staff will immediately report the incident to the proper authorities.

The church will not retaliate against anyone who brings forward a complaint. All church leaders and staff are required to immediately report any knowledge of disruptive behavior, harassment, abuse or misconduct to the minister(s) or the Board.

While the church cannot guarantee absolute confidentiality, the church will make every reasonable effort to maintain confidentiality by disclosing the identity of the individuals involved only on a “need-to-know” basis and as necessary to investigate and resolve the complaint.

## IMMEDIATE RESPONSE

The minister(s) and/or the leader of the group involved will undertake an immediate response to such behavior. This may include asking the offending person or persons to leave, or suspending the meeting or activity until such time as it can safely be resumed. The police department may be called if further assistance is required. Any time any of these actions is taken, the minister(s) and the President and Vice-President of the congregation must be notified. They, in turn, will then consult with at least one additional representative from the Board of Trustees to determine what steps must be taken before the offending person or persons may be allowed to return to the activities involved. A letter detailing these steps will be sent to the offending party or parties.

## MORE DELIBERATE RESPONSE

Both situations requiring or not requiring an immediate response will be referred to the Conflict Management Panel by the group leader involved in the initial incident, the victim, perpetrator or any third party having knowledge of the incident. The Conflict Management Panel will respond in terms of its own judgment, observing the following.

- The Conflict Management Panel will respond to problems as they arise.
- There will be no attempt to define “acceptable” behavior in advance.

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- Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.

The Conflict Management Panel will collect all necessary information. To aid in evaluating the problem, the following points will be considered:

- DANGEROUS—is the individual the source of a threat or perceived threat to persons or property?
- DISRUPTIVE—how much interference with church functions is occurring?
- OFFENSIVE—how likely is it that prospective or existing members will be driven away by the disruptive behavior?

To determine the necessary response, the following points will be considered:

- CAUSES—why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition or mental illness?
- HISTORY—what is the frequency and degree of disruption in the past?
- PROBABILITY OF CHANGE—how likely is it that the problem behavior will diminish in the future?

The Conflict Management Panel will decide on the necessary response on a case-by-case basis. However, the following levels of response will be followed:

LEVEL ONE—The Conflict Management Panel will meet with the person or persons and other related parties to implement the conflict management process as it is set out in the charter. The Panel will communicate their concern about the disruptive behavior. If the behavior cannot be resolved, it would proceed to level two and the full Board will intervene. Additionally the behavior will be referred directly to the Board:

1. If the individual has been in significant resolutions before, then the Panel will infer that repeated visits have not worked.
2. If the issue affects the larger congregation.

LEVEL TWO—It may be determined that the offending individual(s) actions need to be referred to the full Board of Trustees. If, after conflict management process consultation attempts to implement its normal process does not resolve the situation and the disruptive behavior continues, the full Board of Trustees will become involved. It may be determined that the offending individual(s) needs to be excluded from the church and/or specific church activities for a limited period of time, with the reasons for such action and the conditions of return made clear in a written notification.

LEVEL THREE— the Board of Trustees, after careful consideration, may determine that the offending individual(s) may be removed from membership and, if appropriate, excluded from the church premises and all church activities. Notification of such a decision will be made in writing, and will explain the individual's right and possible recourse.

Any action taken under Level Three may be appealed, in writing, to the Board of Trustees within thirty days of the letter of notification. An ad hoc appeal committee shall be formed by the Board

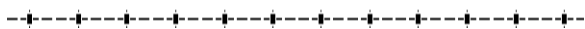


of Trustees in the event that the action taken under level three is appealed. The appeal committee shall be composed of two members of the executive committee of the Board of Trustees, two members selected by the Conflict Management Panel who are not members of the Conflict Management Panel nor members of the board of trustees, and a fifth church member being an active member of the church, chosen by the removed person. In a case where the individual does not have a member to propose, the fifth member would be selected by the other four members of this appeal committee. The majority decision of the appeal committee shall be final and not subject to further appeal.

The removal of an individual from membership in the church will be announced in the church newsletter Kairos with the statement: In accordance with the Disruptive Behavior Policy a member has been removed from membership. Any church member who wishes to know the identity of the removed member may ask the minister or any member of the board of trustees. The individual will be listed in the annual report with any previous members who have been removed from church membership during the past church year.

POSSIBLE REINSTATEMENT OF REMOVED INDIVIDUAL

Any request for reinstatement must be made by the member who was removed from membership. The request must contain information concerning the rationale for the reinstatement: 1) a statement of understanding of the reasons for which s/he was removed from membership and 2) an explanation in detail how circumstances and conditions have changed, such that a reinstatement would be justified. The request shall go to the Board of Trustees. The Board will review the request and respond within sixty days as to whether or not to reinstate the removed member. The decision of the board shall be final and not subject to further appeal. A reinstatement request may be made no sooner than one year following the removal. In the event that a reinstatement request is not granted, any subsequent reinstatement requests may be made no sooner than one year following the member being informed of a negative decision on the previous request.



4c.i.D: Transportation Policy

DEC 7 2022

The Unitarian Universalist Church, Rockford, does not own a vehicle.

There will be times when a volunteer will transport a church member, youth, or child, in their own private vehicle on official church business. This might include a pastoral need for transportation to a doctor’s appointment or other need, a Religious Education field trip, or a similar activity. Giving someone a ride to church for worship is not considered “official church business” for the purposes of this policy unless arranged through the caring team.

If someone is going to transport others on official church business, they must be registered as a driver with the church. To be registered as a driver, they must

1. Submit a copy of their valid driver’s license.
2. Submit a copy of their car insurance.



ethnicity, gender identity, gender expression, or affectional or sexual orientation. Keeping with its other policies and covenants, the church affirms and supports the full participation of all persons in all of its activities.



4d. Care for Staff.

See appendix 3.



4e. Care for Resources

4e.i. Financial controls

4e.i.A. General

From Article VII, Section 7 of the bylaws:

- A. Any unbudgeted expenditure exceeding 2% of the operating budget will be approved by a vote of the Society prior to authorization by the Board of Trustees.
- B. The Society must be informed of all budget changes.



4e.i.B PURCHASING POLICY .....04-

18-01 The following procedures will apply to the one time purchase of goods and contractual services greater than \$1000 and will apply every three years to continuing contracts greater than \$1000 per year. Prices/bids shall be obtained from at least three (3) providers.

Purchases/contracts will be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability, with the following exceptions:

- Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
- Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
- Contracts for goods or services which are economically procurable from only one source, such as for the purchase of books and periodicals, and for utility services such as water, light, heat, or telephone;
- Emergency procurement of goods or services where time constraints prevent application of the full bid process.

The following material should be included in any request for bids;

- (1) A description of the materials, supplies or work involved;
- (2) Completion or delivery date requirements;
- (3) Requirements for bid bonds or deposits, if any;
- (4) Requirements for performance and labor and material payment bonds, where applicable;
- (5) Place where bids are to be submitted and deadline for submission;
- (6) Any other useful information.

If specifications are available, the request for bids will include them or describe how they may be obtained. The bids will be reviewed by the Committee requesting the bids and acted on in accordance with Church Policies on Expenditures. If a Committee, Minister, or Board recommends a bidder other than the lowest bidder, it will provide the factual basis for the recommendation in writing. If the Committee of the Board accepts a bid from other than the lowest bidder, it will record the factual basis for its decision in the minutes.

Nothing in this policy is meant to override or replace any provision of Church Policies on Expenditures, covering committee expenditures.

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4e.i.C MEMORIAL FUND EXPENDITURES .....1-22-14

Whereas the Board of Trustees welcomes and encourages gifts from bequests and in memory and honor of others, and is grateful for such gifts, and  
 Whereas the Board of Trustees seeks to ensure that planned and memorial giving serves the long-term mission of the congregation, and

Whereas the Board of Trustees acknowledges that special considerations are present in the choice of expenditures from the Memorials Fund and the Special Gifts Fund, particularly the desires of the donors or survivors of a deceased member,

Also, whereas the Board is grateful for the sensitivity which the committee called upon to administer these funds is often required to exercise, both to the concerns of church members involved, and to the ongoing needs, priorities and commitments of the congregation,

It is therefore resolved to be the policy of the Board of Trustees of the Unitarian Universalist Church, Rockford:

- 1. All gifts given through wills, bequests, or estates, and all gifts given in honor or memory of a deceased member or friend of the congregation, will be received administratively by the Memorial and Special Gifts committee.

The chairperson of this committee will express, in writing, gratitude to the family of the deceased person, on behalf of the congregation as a whole.

Gifts of stock and real estate will be sold by the finance committee before being transferred to the Memorials and Special Gifts Committee.

2. If the gift is under \$10,000, the chair of the Memorials and Special Gifts Committee will determine if any instructions for the use of the money have been given.

The Memorial and Special Gifts Committee, accounting for such instructions, will recommend a use for the gift.

3. The Memorial and Special Gifts Committee shall submit to the Board of Trustees for its approval, all proposed expenditures from Memorials or Special Gifts to implement projects that will involve the commitment of operating funds of the Church.

4. In all other cases, the Committee will recommend to the Board the proposed use of Memorial and Special Gifts Fund in excess of \$1,000. A majority vote of the Board is required to approve such expenditures.

5. If a gift is \$10,000 or more, it will be added to an endowment, unless otherwise specified by the donor. In these cases, the Senior Minister will also thank the family of the donor and inquire as to which endowment the gift should be added.

6. For gifts over \$10,000, the family may elect (and in absence of instructions, the finance committee may determine) to use the gift as a “multi-year pre-paid pledge.” 10% of the gift, plus income, would be placed annually in the operating budget for the next 10 years.

7. If the gift is \$100,000 or more, the family may create a new named endowment fund for particular purpose, with the advice and consent of the Board.

8. The Board of Trustees, with the assistance of the Memorials and Special Gifts Committee, may create and support The Legacy Society of the Unitarian Universalist Church, Rockford. All members and friends who designate a portion of their estate to the congregation will be members of the society.

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4e.i.D MEMBER & FRIEND COMPENSATION .....10-21-86

Members and Friends of the Unitarian Church shall not be paid for services to the church, except in those instances where prior approval is voted by the Board of Trustees.

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4e.i.E COMMITTEE EXPENDITURES .....10/24/83; 12-15-83; Revised 08-01-09

Authority of committee chairpersons to make or authorize the making of expenditures or commitments to make expenditures: The chairpersons of official committees of the church for which budgets have been established are authorized by the Board of Trustees to spend or commit funds for the church provided that they abide by the following rules. Chairpersons or delegates who deliberately violate these guidelines may be held personally responsible for any excess expenditures or commitments.

1. Any individual expenditure or commitment in excess of \$500.00 must be approved by the Board of Trustees prior to its being made unless previously approved as a specific budget item by the congregation and/or the Board.
2. Committee chairpersons may spend or authorize the spending of funds or make or authorize the spending of funds or make or authorize the making of commitments up to the amount budgeted for their committee for the current year in support of the mission of their committee subject to the limitations in paragraph 1.
3. Committee chairpersons may not make or authorize expenditures or commitments which when combined with previously made expenditures or commitments exceed the annual budget for their committee.
4. As a means of increasing their commitment or spending authority, chairpersons may require deposits from participants for events prior to the date when expenditures or commitments need to be made.
  - a. Spending and/or commitment authority is, in this case, the total cash or checks plus unused budget authority. (Promises to send check or cash cannot be counted.)
  - b. Deposits must be non-refundable until after the event and payment of all bills.
  - c. If an event results in a surplus after all bills are paid, deposits may be refunded in full or part until the surplus is exhausted.
  - d. Events must be canceled and all financial obligations eliminated if deposits when combined with unused budget authority do not equal or exceed planned expenditures or commitments.
  - e. Rule #1 applies regardless of deposits received.
5. Committee chairpersons may request increased spending and commitment authority from the Board for specific events for which it is impractical to obtain advance deposits and which would exceed authorized spending and commitment authority.
6. Committee chairpersons are to receive monthly reports of expenses vs. budget, as well as be advised of the annual budget for their committee.
7. Budget overages which occur as a result of error when every effort has been made to comply with policy will be considered the responsibility of the church.
8. Questionable expenses will not be paid by the treasurer, and will be referred to the Board for disposition.
9. Any expenditure made by a church member on behalf of a committee needs authorization from that committee's chairperson to qualify for reimbursement from church operating funds. The authorization is completed by:
  - a. The purchaser fills out a check request form indicating committee name, account to be charged, and dollar amount.
  - b. Itemized receipt is attached to the check request. Use federal tax ID letter so no tax is charged. Sales tax paid is non-reimbursable.

- c. Committee chairperson approves purchase by signing check request or sending email authorization which is attached to check request.
- 10. The senior minister has authority to spend monies throughout the administrative and congregational functions of the operating financials. The senior minister will make every effort to inform staff and committee chairs in advance when making purchases that affect their operating budgets.



4e.i.F STAFF EXPENDITURES .....08-01-09

We possess a credit card in the name of the Unitarian Universalist Church. To have such a card, the credit card company requires that an individual of the church must be an authorized signer of the card which carries the financial responsibility for the balances on the card. The senior minister is the signer of the current card. There are cards issued to the senior minister, the program director and the congregational administrator.

Guidelines for use of the card are as follows:

1. Only use for church related expenses.
2. An itemized receipt is submitted for each purchase.
3. Finance chairperson reviews statement and approves for payment. Any items deemed inappropriate to church business or lacking receipt will be charged back to card holder that made the purchase with authorization from the Treasurer and senior minister.



4e.i.G Travel Policy .....08-01-09

This policy sets out the guidelines for travel by church professionals, staff, and members when traveling on church business, and on church expense. Travel by professionals should stay in the spirit of the following guidelines knowing that exceptions will occur.

1. Travel by professionals is at their own discretion within the scope of their professional expense budget. Travel by staff will be approved in advance by the Senior Minister, and within budgeted planning. Travel by members will be approved in advance by the Committee Chair responsible for the budget affected.
2. Travel expenses will be reimbursed based on submission of a completed Travel Expense Form. A church credit card may be used, if available. A completed expense form is still required.
3. The standard of travel for trips over 500 miles round trip will be coach class flights planned and reserved in advance. It is expected that a reasonable search for lowest fares will have been completed. The standard will be direct flights, or one stop flights. It is not necessary to minimize fare cost by scheduling 2 stop flights. Travel by car will be reimbursed up to the value of the lowest reasonable airfare.

4. Within 500 miles travel round trip by rental car will be the standard mode of out of town overnight travel. The standard will be rental category of “mid-size” or as required for the size of group traveling. The rental period will be for period of time directly involved in the business meeting. Use of a personal car is optional and will be reimbursed at the current IRS rates up to the comparable cost for a rental car. Employees using their own cars for church related business must be approved by, or at the direction of, the Senior Minister.
5. Overnight stay in hotel or motel will be reimbursed for the number of nights required for the meeting, or event attended, including direct travel. The expectation will be for utilizing a motel in a mid-range category (Holiday Inn Express, Hampton Inn). This expectation will be balanced by the location and the need for appropriate proximity and convenience to the event attended.
6. For overnight travel, meals will be reimbursed at a rate of \$40 per diem. The exception to this policy is when the senior minister buys a meal for a congregant or a group of them at a conference.

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4e.i.H STOCK SALES .....reaffirmed 11-18-86

It is the policy of the Board of Trustees to promptly liquidate all gifts of stocks that are received in payment of pledges or as special or memorial gifts or bequests. The Treasurer is authorized to sell all stocks immediately upon receipt.

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4e.i.I IN-OUT EXPENDITURES .....02-16-93

The Finance Committee shall, at the time of their creation or at the time of the adoption of this policy, assign a chairperson to each In/Out Account. That chairperson shall approve disbursements from that account. The Finance Committee may designate a staff member or a non-church member if appropriate for that particular fund. If a proposed expense places the In/Out account in a negative balance, it shall be denied unless authorized by the Treasurer. Unlike operating budget line-items, In/Out accounts shall carry over from one fiscal year to the next.

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4e.i.J RETREATS, CONFERENCES, AND EVENTS .....04-25-18

Should the church or any group within the church plan to host a retreat, conference, or other event for which there is income and expenses greater than \$500, the following procedures should be observed. Failure to follow these procedures means that the individuals who sign contracts or



purchase items are personally liable and the church will not reimburse expenses. No group or organization should use the church's name for planning of a retreat, event, or conference unless the procedures are followed.

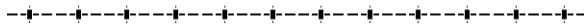
1. Confirm availability of event's date(s) and time with the church office and secure the senior minister's approval of event, and the proposed dates, at least three months in advance. The senior minister may make exceptions for events which respond to a spontaneous need.
2. Submit an event proposal to the senior minister for approval. Proposal shall include name(s) of chairperson(s), event date(s) and time, anticipated attendance, purpose and description of event, and budget showing income and expenses.
3. All contracts or agreements for lodging, facilities, food or A/V usage shall be approved and signed by the office administrator.
4. All funds for the event, including income from registrations or other sources, shall be processed through the church accounts. Registration and monies should be delivered directly to the church office, by postal mail, online, or in person, with checks made out to the church with the event name in the memo line to be deposited into an in/out account, or other relevant account. The event organizer will work with the office administrator to establish registration procedures that require advance payments, and have cancellation and refund policies which ensure all commitments and contracts will be fully funded from program payments.
5. All expenses of the event shall be paid by the church, in accordance with existing policies and procedures. All presenters must invoice the church directly. Expenses not authorized by the chair, or not included in the proposed budget shall not be paid, and shall be the responsibility of the person who initiated that expense. The senior minister may grant a waiver.
6. After the event, the church bookkeeper shall produce a full accounting of the event for review by the finance committee. Within 30 days after the event, the chairperson, shall prepare a report for the appropriate church committee chair and for the senior minister including number of attendees, the programming offered, the highlights, and the challenges.

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4e.i.K FINANCIAL RESERVES POLICY  
.....9-27-17

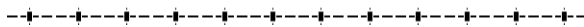
Purpose: To establish a minimum amount of reserve funds.

Whereas the Board of Trustees recognizes the need to be financially responsible and prepared for the unexpected, it is hereby resolved to be the policy of the Unitarian Universalist Church, Rockford, IL to maintain a Reserve Fund with an approximate minimum value of 5% of the annual pledge income. Should a fiscal year end with a positive balance, this balance shall be added to the Reserve Fund. Late pledges from the previous year shall be added to the Reserve Fund and not included in the current year's income.



4e.i.L SPECIAL FUNDRAISING SUNDAYS .....11-18-98

No special fundraising efforts will be scheduled as part of Sunday Services without the permission of the Board of Trustees. It is the position of the Board that any requests for special fund-raising Sundays should be screened by the Executive Committee and only brought to the Board if the Executive Committee feels that the appeal has extraordinary merit. Requests may be referred to appropriate committees for alternative action.



4e.i.M FUNDRAISING AND SOLICITING POLICY

PURPOSE: To provide a policy regarding fundraising and soliciting activities at church to regulate their frequency.

DEFINITIONS:

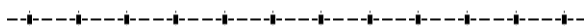
- Fundraising: Requesting monetary contributions or offering for sale items for the purpose of raising funds, e. g. tickets, tangible items.
- Soliciting: Requesting the contribution of items for a cause.
- Church related entities: Church Board of Trustees, committees, task forces, panels, organizations, covenant groups, denominational groups, an entity of which the church is a member or with whom the church has a relationship, or any entity recognized by the Board of Trustees.
- Non-church related entities: Any entity lacking formal ties to the church.

CHURCH RELATED FUNDRAISING/SOLICITING:

1. All fundraising requires approval of the Finance Committee before activity begins with the following exceptions: fundraising items in the approved church operating budget, Boston Group, NPR advertising, UU Service Committee appeals, designated "Share the Plate" recipients and emergency appeals at the discretion of the Senior Minister.
2. Soliciting non-monetary donations for a special project does not require approval.
3. Information re: approved fundraising or soliciting must be published in the church newsletter prior to any Sunday morning announcements or collections.
4. Information may be posted in designated areas in the church.

NON-CHURCH RELATED FUNDRAISING/SOLICITING:

1. Non-church related fundraising and soliciting is limited to publishing information in the church newsletter and/or person to person contact outside of the scheduled church service, such as coffee hour. Requests for support cannot be made from the pulpit.
2. Information may be posted in designated areas in the church.



4e.i.N - PROFESSIONAL EXPENSES (12/7/2016)

1. Staff members who are allocated professional expenses are entitled to use those expenses to further their professional development, for pastoral care, volunteer support, professional supplies, and similar items. Professional expenses should be reasonable and restrained, and in fulfillment of the congregation's mission.  
Computer expenses, curriculum, sheet music, and similar items should come from the budgets for those items. For more, see <http://www.uua.org/careers/compensation/fair/179011.shtml>
2. Staff members may use their professional expenses in one of two ways.
  - A. They may purchase the item with their own funds, and be reimbursed under the normal reimbursement procedure.
  - B. They may use a church-issued credit card for these expenses, and submit the receipt to the bookkeeper.
3. Staff members are expected to use a church credit card, and our tax-exempt status, for any purchases when convenient to do so. Generally speaking, airfare and hotel taxes cannot be waived; professional conferences usually have no taxes.
4. Staff should not exceed the yearly budget for expenses. If they do so, they must reimburse the congregation, unless the finance committee should approve otherwise.
5. Professional expenses do not roll over into the next year's budget.
6. Items purchased with professional expenses belong to the congregation, and not to the employee. When an employee departs, they may purchase the items at their depreciated cost from the church with the agreement of the finance committee.

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4e.ii Security Camera Policy

Access:

1. All church staff will have the ability to view cameras on the monitor or remotely in real time only and are not permitted to share that information with others or record.
2. Congregants who have been approved by at least 3 of the 5 administrators will have the ability to have real time remote access and are not permitted to share that information with others or record.
3. Any church member is able to view real time operation at the monitor located in the office.
4. The following list of people (administrators) will have full access to the system
  - a. Building and Grounds Chairperson
  - b. Senior Minister or his appointee in absence
  - c. Board President
  - d. Board Vice President
  - e. One member of the Conflict Resolution Panel
  - f. Security Camera administrator
    - i. Does not have the responsibility of approving the release of video content
    - ii. Controls access according to stated policy

iii. Responsible for the upkeep to the video surveillance system

Video Content Storage: Daily video content that is captured by the system will be stored for one week and then purged by the automated system or the Security Camera Administrator

Video Content Preservation: When notified of an incident that may have been captured. The pertinent video content can be permanently saved to the system or an alternative storage device approved by the administrators.

Release of video: Release of any video content can only be done with the approval of a minimum of 3 of the 5 administrators.

All of the above listed administrators must be notified of any release of video content via Email. Local, State, or Federal Law Enforcement agencies, Legal Counsel, or Insurance Companies, representing any person, or persons, involved in any incident captured on the video surveillance must be preceded by a Court Order, Subpoena, or other official stationary of the requestor clearly identifying the identity of the Requestor, the nature of the request, the specific need for the request, and the specific time frame (duration) of the video recording. All such requests will be reviewed by the Church’s legal counsel prior to any agreement to the release of the requested video recording.

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5. Oversight

5a. Monitoring

5a.i. Financial Reports

We get a regular report, but don’t have a policy requiring it

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5a.ii Staff reports

In advance of the Board of Trustees’ regular monthly meeting, the senior minister shall provide a written report to the Board members. This report shall include progress and time spent in the fulfillment of each of the senior minister's goals for the year, as well as any notes the minister would like to add. As part of this report, the senior minister shall append brief written reports from senior staff members; these brief reports shall include relevant data and a brief listing of major areas of focus.

The board may ask the senior minister for additional reports on particular topics, including more detailed information from other staff about their work.

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5.a.iii Board inquiries

As indicated in the bylaws, the Board may “creat[e] such additional committees, teams, task forces or working groups as it may deem necessary.”



5.a.iv. Financial Review Policy

4-25-18

1) External Financial Review

a) It will be the goal of the church to budget a yearly expense that will build sufficiently to fund an externally performed compilation every 5 years.

2) Annual Internal Audit

a) The Board shall appoint a three member Internal Audit Committee. The members should all have professional experience in accounting. Members should include one member of the Finance Committee and one previous Church Treasurer, but should exclude the current sitting Treasurer. The Audit Committee should include no more than two active members of the Finance Committee and Investment Panel.

b) It is expected that the Internal Audit Committee will perform a review each year. The committee may reference the document “Internal Financial Review for UU Congregations” available on the UUA website. It is not expected that the committee perform all activities on the UUA list every year. They should use their professional judgment to make a responsible review.

c) At the very least, every year, the Review should

- i) Reconcile external bank statements and investment account statements to the internal General Ledger to the Balance Sheet.
- ii) Sample a payroll. Assure the calculations are correct and match the annual budget. Verify tax, FICA, and other payments are made by check, or ACH.
- iii) Sample some credit card spending. Sample some authorized check spending.
- iv) Perform other reviews as the committee determines to be pertinent.



5.b Evaluation

5b.i Program evaluation we don't have

a policy or process



5b.ii. Board, Senior Minister, Staff Evaluation

1. Near the end of each fiscal year, the Board will review and revise the Long Range Plan. About every 3-5 years, the Board shall appoint a new Long Range Planning Team to lead the congregation in the creation of a new plan for the coming years.
2. Each year, the Senior Minister shall evaluate the performance of each staff member that they supervise. This evaluation shall assess how each employee is doing at completing the essential functions, demonstrating the core competencies, and advancing their yearly goals. The employee, in consultation with the Senior Minister, will use this evaluation and the Long Range Plan to create new goals for the coming year. The Senior Minister will share a summary of these evaluations and the yearly goals with the personnel committee and/or board of trustees. Employees who are supervised by a staff member other than the Senior Minister will be evaluated by their supervisor, who will share the results with the senior minister.
3. In a similar fashion, the Senior Minister and/or the Committee on Ministry will assess, annually, how the senior minister is doing at completing the essential functions, demonstrating the core competencies, and advancing their yearly goals. The Senior Minister will develop and present to the Board of Trustees and/or Committee on Ministry a continuing education and development plan based on these conversations. The senior minister will produce a summary of these evaluations for the Board of Trustees.
4. At least every 4 years, the Committee on Ministry and/or Board of Trustees shall review the Essential Functions, Core Competencies, and Letter of Agreement with the senior minister. This review will include consideration of areas of responsibility and shared ministry between the senior minister and lay leaders. They shall recommend changes as necessary to the Board.
5. **Board Self-Eval - tba**

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## Personnel Policy Manual

For

**The Unitarian Universalist Church, Rockford, IL**

**Date Adopted:** \_\_\_\_\_ **April 29<sup>th</sup>, 2020** \_\_\_\_\_

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Adapted from the UUA Template by Linda Sandquist, Matt Menze, Sarah Dorner, and Matthew Johnson.

## **WELCOME**

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

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

This Manual is not a contract and can be modified or changed at any time.

If you have any questions or suggestions concerning information in this Manual, please feel free to contact the Minister or their designee.

Again, welcome!

## **CONGREGATION MISSION**

**VISION: A LOVING CONGREGATION THAT CONNECTS.**

**MISSION: WE CARE FOR OURSELVES, EACH OTHER, AND OUR NEIGHBORS AND RISK ACTING FOR JUSTICE. OUR CONNECTIONS CREATE SELF-ACCEPTANCE, EMPATHY, AND EMPOWERMENT IN THIS INCLUSIVE AND DIVERSE COMMUNITY.**

## **ABOUT THIS MANUAL**

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

Since every situation cannot be anticipated, this Manual provides a general overview only. In applying the policies and procedures in this Manual, the Congregation will take into consideration the specific facts and circumstances of each situation.

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

As a progressive and evolving organization which must respond to operating needs and other circumstances, changes and modifications in policies, procedures, and benefits will be made from time to time. This Manual replaces all previous personnel policy manuals or handbooks and any inconsistent policies.

If you have any questions or comments about this Manual, or if you need more information, please ask your Supervisor/Minister, or officer of the Board. Your comments and suggestions are encouraged.

## **DIVERSITY AND INCLUSION**

### **EQUAL EMPLOYMENT OPPORTUNITY**

Unitarian Universalist principles affirm the inherent worth of each human being, and commit to working towards justice, equity and compassion in human relations. The Congregation believes that policies advancing diversity, equity and inclusion are essential in creating social change which responds to historical and current practices of discrimination. Additionally, we believe that significant diversity among our staff makes for a richer, more dynamic organization. Our Congregation is committed to addressing the systemic prejudices and biases found within all parts of society by, among other things, working to ensure that all staff are trained to understand, welcome, and better serve a multiracial, multiethnic, increasingly diverse community and enhance the ability of each individual to live our values of justice, equity, and interdependence.

The Congregation affirms its commitment to inclusion and equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions will be made in compliance with all federal, state, and local laws and without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other classification protected by law. The Congregation may consider religion in the hiring and terms and conditions of employment of certain positions. Any discrimination in the workplace based upon any protected status/classification is illegal and against policy.

Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited and will not be tolerated. Prohibited retaliation includes shunning and avoiding an individual who reports harassment, discrimination or retaliation; express or implied threats or intimidation intended to prevent or inhibit an individual from reporting harassment, discrimination, retaliation; or denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participating in the reporting and investigation process.

Employees who have questions about discrimination, harassment or retaliation in the workplace, or who believe this policy has been violated, should report their concerns immediately to the Senior Minister, or the Board President or Vice-President.

### **HARASSMENT**

Harassment of any kind has no place in the workplace. The Congregation is committed to promoting an environment that is professional and respectful. Any harassment regarding race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or any other protected status will not be tolerated. Our Congregation expects all employees to conduct themselves in a professional manner with concern and respect for their colleagues, congregational members, and others served by the congregation. Similarly, we expect all employees to be free from harassment from congregational members and others encountered while serving our congregation. Harassment by anyone in the workplace is unlawful.

Harassment includes verbal or physical conduct which may offend, denigrate or belittle any person because of or due to any of the characteristics described above. Such conduct includes pictures, jokes, comments, epithets, innuendoes, name-calling or any other behavior which creates an environment that is derogatory, intimidating, hostile or offensive to anyone.

Conduct prohibited by these policies is unacceptable in the workplace, and in any work-related setting or event outside the workplace, such as congregation meetings, social events, and any other Congregation related activity. Any employee who believes that they have been harassed by another employee, Supervisor/Minister, a congregant, or any other person who the employee encounters in the course of employment should report that conduct immediately to the Senior Minister, or the Board President or Vice-President. If the report or complaint involves the Minister, or if the Minister is unavailable, the individual making the complaint or the individual receiving the report or complaint should immediately report the complaint to the President or Vice-President of the Board. The UUA Ministries and Faith Development Staff Group is available to assist with complaints involving ministers.

### **SEXUAL HARASSMENT**

While all types of harassment are prohibited, sexual harassment requires particular attention.

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

- submission to the conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct is used as a factor in employment decisions affecting an individual; or
- the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Some examples of conduct which may constitute sexual harassment, depending on the circumstances, include but are not limited to, the following:

- Unwelcome sexual advances, whether or not it involves physical touching; sexual assault, or coerced sexual acts;
- Requests for sexual favors in exchange for actual or promised benefits such as a favorable review, salary increases, promotions, or other benefits;
- Unwelcome suggestions regarding, or invitations to, social engagements or social events;
- Any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature;
- Unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated;

- Use of offensive or demeaning terms which have a sexual connotation;
- Inappropriate remarks of a sexual nature;
- Sexual gestures, suggestive comments, sexually insulting comments, epithets, jokes or name-calling; written or verbal references about sexual conduct;
- Communication or displaying sexually suggestive objects, pictures, cartoons or computer Web sites in writing, electronically or verbally;
- Sex stereotyping, such as when the conduct or traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look; or
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, or gender identity, such as interfering with an individual's work area, equipment, or ability to do their job, name-calling, etc.

Any employee who believes they have been sexually harassed by another employee, a Minister, or any other person encountered in the course of employment, including a congregant, should report that conduct immediately to the Senior Minister, or the Board President or Vice-President. If the report or complaint involves the Minister, or if the Minister is unavailable, the individual receiving the report or complaint should immediately report it to the President or Vice-President of the Board.

Every complaint or report of sexual harassment will be promptly investigated. Although investigations will be conducted with as much sensitivity and confidentiality as possible, 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 sexual 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.

## **PROCEDURE/RESOLUTION OF EMPLOYEE COMPLAINTS**

The Congregation takes allegations of discrimination and/or harassment seriously. If you believe you have been discriminated against and/or harassed by another employee, a Minister, or any other person encountered in the course of employment, you should take the following steps:

- The employee should communicate immediately with their Minister. If the report or complaint involves your Minister, the individual receiving the report or complaint should immediately report it to the President or Vice-President of the Board. You may be asked to put your complaint in writing.
- The Congregation may ask the Safe Congregation Response Team and/or the Conflict Resolution Panel to take the lead.

- An investigation will then be initiated and evidence will be gathered. The investigation will normally include an interview of the employee, the accused, and any relevant witnesses.
- The Minister or Congregation Board's President shall then take appropriate action. The complainant should be notified that appropriate action has been taken.
- If either the complainant or the alleged harasser objects to the resolution, they may seek a review by the Congregation's Board. The resolution recommended by the Board will be binding upon the Congregation and the employee.

## **ACCOMMODATIONS OF DISABILITY**

The Congregation provides reasonable accommodations to enable an individual with a disability to perform the essential functions of their job in compliance with state and federal law. If an employee is unable, or finds it difficult, to perform all the functions of their job due to a disability, they should inform their Supervisor/Minister about the disability and discuss the type and nature of any assistance or adjustment that would enable the employee to perform the essential functions of the job.

In most cases, the Congregation will need medical documentation of the disability and of possible accommodations. The Congregation may also need regular discussions with the employee to determine what, if any, accommodations are appropriate, the employee's continuing need for accommodations and the effectiveness of the accommodations provided. The Congregation may also ask to speak to the employee's physician or health care provider to help the Congregation assess the need for and the appropriateness of the proposed accommodations and to ensure that the employee can safely perform the essential functions of the job with the accommodations. The Congregation may also ask the employee to submit to an independent medical or other appropriate examination, at the Congregation's expense.

## **CATEGORIES OF EMPLOYMENT**

**Full-Time:** An employee who regularly works the Congregational year or 12 months of continuous full-time service at 40 hours or more per week is considered a full-time employee.

**Part-Time:** An employee who regularly works for the Congregational year or 12 months is considered a part-time employee. Part-time employees scheduled to work at least 10 hours but less than 40 hours per week are eligible for benefits according to the benefit plan descriptions in this Manual.

**Casual/Temporary Employee:** An employee who works full or part-time for a specific time period, including during peak or seasonal periods, for specific projects, to fill in for an absent regular employee, or for other reasons for a limited

period of time is considered a casual/temporary employee. Regardless of whether an employee is scheduled to work for a limited period of time the employee will be considered “at-will.” Casual/Temporary employees are entitled to benefits consistent with the provisions of benefit plans offered by the Congregation or as required by law.

### **FLSA DEFINITIONS**

Employees are also categorized as either **Non-Exempt** or **Exempt** for purposes of the minimum wage and overtime provisions of the Fair Labor Standards Act (“FLSA”).

**Non-Exempt Employees** are compensated based on the number of hours worked each workweek and are entitled to be paid the minimum wage and overtime for hours worked over 40 in a workweek.

**Exempt Employees**, who are employed in an executive, administrative, or professional position which meet certain requirements, are paid on a salary basis, and are exempt from the minimum wage and overtime provisions of the FLSA.

**Ministerial Exception:** Ministers, and other employees who perform “essential religious duties,” are exempt from FLSA requirements under the ministerial exception (sometimes called the ecclesiastical exemption). Under this exemption, other employees, such as religious educators or music directors, might be classified as exempt depending upon their specific responsibilities. Unlike the FLSA exemptions, the ministerial exception is dependent only on responsibilities, not salary.

### **WORK SCHEDULES AND PAY**

#### **ORIENTATION**

Your Supervisor/Minister or a designated congregational leader will introduce you to your co-workers and orient you to your work area and job responsibilities. In some cases, a written job description has been prepared that contains a summary of duties and responsibilities. Of course, it is impossible to list or to describe all of the duties of a particular job. Moreover, from time to time, changes in jobs will occur to reflect temporary or long-term changes in staffing or operational needs. Please keep in mind that your Supervisor/Minister has the authority to assign duties, responsibilities, or functions to you even though the duties have not been yours in the past or are not specifically mentioned in your job description.

#### **EMPLOYMENT AUTHORIZATION**

Federal law requires that prospective employees must show proof of eligibility to work in the United States by completing Form I-9 within 3 days of time of hire. When applicable, employees must provide an original document or documents to the employee’s



Supervisor/Minister that establishes identity and employment eligibility from the date employment begins.

### **HOURS OF WORK**

Your Supervisor/Minister will establish individual work schedules, which may change from time to time based on the needs of the Congregation and at the discretion of the Minister. Attendance at meetings outside of established work schedules at the request of the employee's Supervisor/Minister will be considered time worked. Employees may occasionally be required to attend staff retreats or off-site events which are relevant to their positions. Employees should not work more than the hours they are authorized.

Your Supervisor/Minister, at their discretion, may authorize work-at-home for minor illnesses for you or your dependents, forgive short-term sick absences less than 4 hours, and approve short-term schedule adjustments. Employees' daily schedules are at their discretion, as approved by the minister. Employees working from home should be reasonably available by phone and email, and should be doing church work.

### **MEAL AND BREAK PERIODS**

Employees should take breaks.

### **TIMEKEEPING AND OVERTIME**

Non-exempt employees must submit a written record of their time worked on a weekly basis, consistent with the recordkeeping provisions of the Fair Labor Standards Act ("FLSA") and state law.

From time to time, employees may be required to work in excess of their regularly scheduled hours. Any time worked by a non-exempt employee in excess of 40 hours in a workweek will be overtime which must be approved in advance. Paid holidays, sick days, vacation days, or any other paid time off does not count as time worked for purposes of calculating overtime. Non-exempt employees will be paid time and one half for all hours over 40 in a workweek. Exempt employees do not receive overtime pay when working in excess of 40 hours.

### **PAY AND PAYROLL DEDUCTIONS**

The Congregation strives to offer its employees equitable and competitive wages and salaries commensurate with its ability, resources, and sound policy. Pay adjustments generally will be considered for all employees once a year, with any adjustments effective at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay adjustments are usually based upon such factors as individual performance, job responsibilities, and other appropriate factors, such as increases in the cost-of-living as well as changes to UUA salary recommendations.

Deductions made from employees' wages are reflected on a pay stub. 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, such as voluntary retirement contributions, or medical or other benefit cost-sharing, are optional and are made only if the employee has authorized the deduction. Paychecks and pay stubs should be reviewed when they are received. If an employee believes a mistake has occurred, or if there are any questions, the employee's Supervisor/Minister should be contacted immediately.

Employees are paid monthly on the 20<sup>th</sup> of each month. Your pay will be paid by direct deposit, unless you opt out and request a mailed check.

### **CORRECTIONS OF ERRORS IN PAY**

It is the Congregation's policy to comply with federal and state laws governing payment of wages, and the Congregation makes every effort to ensure employees are paid correctly. Occasionally, however, mistakes may happen. When mistakes occur, employees should call them to the Congregation's attention immediately. The Congregation will promptly investigate the issue and make any corrections necessary.

### **PERSONNEL INFORMATION AND FILES**

It is very important that employees keep up-to-date all the information provided to the Congregation at the time of hire and as requested from time to time. 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. Please notify the Congregation administrator promptly of any changes in:

- Address and telephone number;
- Marital status;
- Legal change in employee's name;
- Changes to hours or salary;
- Dependents;
- Changes in beneficiaries;
- Person to notify in case of emergency; and
- Any relevant changes in licensing or education.

The Congregation maintains a personnel file for each employee that contains new hire paperwork, performance reviews, and other documents related to the Employee's employment. An employee is allowed to write their response to any document added to the file. Employees may review the contents of their file upon request.

### **POLICIES APPLICABLE TO EMPLOYMENT**

## **ABSENTEEISM AND TARDINESS**

Each employee is expected to maintain good attendance and to report to work on time. Absence and lateness hinder the effectiveness of our work and must be kept to a minimum. Excessive absenteeism or repeated tardiness may result in discipline up to and including termination of employment.

Employees should keep their scheduled hours. When an employee cannot keep their regular hours, they should inform the Senior Minister, and other employees scheduled to work that day, as soon as possible. The notification and approval of a particular absence by a Supervisor/Minister does not insulate an employee from a review of the total number of absences or late arrivals in any given period of 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.

## **PROFESSIONAL ATTIRE AND CONDUCT**

Employees should maintain a professional appearance that is appropriate to their position and the Congregation. Name badges should be worn when employees are on duty on Sunday or at major congregational events.

## **ALCOHOL AND ILLEGAL DRUGS**

The Congregation maintains a drug-free workplace. The use, possession or distribution of any illegal drug (or prescription drugs not being taken or possessed according to medical direction) on Congregation premises or property is prohibited. Under no circumstances may an employee appear at work while intoxicated or under the influence of illegal non-prescription drugs, marijuana, or alcohol or smelling of alcohol or marijuana. Improper use of prescription drugs is also prohibited. A violation of this policy may be grounds for immediate disciplinary action up to and including termination.

The Congregation recognizes that responsible consumption of alcohol might be acceptable at occasional functions, but generally, the workplace is alcohol-free. On such an occasion, all employees are expected to uphold an atmosphere of professionalism and respect for those who choose not to participate. Any staff function at which alcohol is served must first be cleared with the Supervisor/Minister. It is expected that employees consuming alcohol on the premises do so in moderation and in the spirit of maintaining a safe and comfortable environment for all.

## **SMOKING**

The Congregation is a smoke-free workplace. Smoking and vaping of tobacco, marijuana, or any substance is not allowed anywhere on Congregation property, both inside or outside the Congregation building.

## **CONFIDENTIALITY**

Employees may have access to confidential information about the Congregation, 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 Congregation's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment. Employees have the right to use and share information about their personal wages and benefits. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Supervisor/Minister.

## **COMPUTERS, INTERNET, EMAIL AND OTHER RESOURCES**

The Congregation provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, internet, intranet, e-mail, text messaging, or any other Congregation provided technology, use should be reserved for legitimate business use and not for more than incidental personal use.

All communication using tools provided by the Congregation or used for Congregation related business should be handled in a professional and respectful manner. Inappropriate use includes, but is not limited to:

- transmitting obscene, harassing, offensive or unprofessional messages;
- accessing, displaying, downloading, "liking" or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or any other classification protected by law;
- transmitting any of the Congregation's confidential or proprietary information, including member/friend data or other materials covered by the Congregation's confidentiality policy.

The Congregation reserves the right to monitor and review the content of employee e-mails or the use of 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.

All materials, information and software created, transmitted, downloaded or stored on the Congregation's computer system or third-party software programs are the property of the Congregation and may be reviewed and inspected at the Congregation's discretion.

Any software or other material downloaded onto the Congregation's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material.

Only authorized staff members may communicate on the Internet on behalf of the Congregation. Any account established on behalf of the Congregation must be authorized with all access information, including passwords, communicated to and maintained by the Congregation. Employees may not express opinions or personal views that could be construed as being those of the Congregation.

With prior authorization, employees may use their own personal electronic devices (computers, tablets, phones, etc.) for work related purposes provided the devices have appropriate security software and the employee agrees to follow appropriate data protection and back up practices. Any files or software belonging to the Congregation may only be downloaded and used for Congregation related work provided the employee is given express written permission from the Congregation, and proper documentation is maintained regarding the files downloaded in the event that future retrieval is required. In addition, upon employment termination for any reason, the employee agrees to give the Congregation access to any personal electronic devices and passwords, to allow the Congregation to retrieve and/or delete all Congregation files and documents from them. In the event that the Congregation does not request such access, then the employee agrees promptly to return, to the extent practicable, and to delete any and all Congregation related documents and copies thereof from any such devices or back ups.

The employee is responsible for any maintenance, repair, or replacement of a personal device required or used, irrespective of the amount of work usage or the cause of the damage unless agreed to in writing by the Congregation. However, the employee must provide the Congregation with immediate notice should a personal device containing Congregation software or files be lost or stolen.

#### **CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT**

Employees shall not engage in any other 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 Congregation'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 must obtain the prior approval of their Supervisor/Minister before engaging in any other such employment or 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 Congregation duties; reflect negatively on the Congregation; or tend to increase the Congregation's obligations or costs for benefits such as sick leave or long-term disability benefits.

If the Congregation and the employee disagree that outside employment creates a conflict of interest or the appearance of a conflict of interest, the Congregation retains the right to make the final determination.

#### **INCLIMENT WEATHER**

If Rockford Public Schools is closed, the church office is closed. Employees may work from home, but are not expected to come in.

## **EMPLOYMENT OF RELATIVES AND 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, grandchild or person in a close personal relationship with the employee.

The congregation's bylaws prohibit compensation to members of the church without approval from the Board. In general, the congregation does not employ members, and staff members should remember that they serve the congregation, and are not members of it.

## **MEDICAL DOCUMENTATION**

From time-to-time, employees may be required, as a condition of employment, to undergo a medical examination or otherwise to provide the Congregation with requested documentation, such as evidence of the existence or duration of medically required absence, ability to return to work, etc.

## **VEHICLE USAGE AND EXPENSE REIMBURSEMENT**

Employees using their own cars for congregation-related business may be paid mileage at the current business rate per mile as established by the Internal Revenue Service. Mileage will be reimbursed upon request by the employee. Trips must be authorized by the employee's Supervisor/Minister. Employees must have a current and valid driver's license and proof of insurance to be reimbursed for travel. 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 the Congregation. The use of hand-held cell phones or texting is strictly forbidden when driving on congregation-related business.

Other approved expenses incurred by an employee on behalf of the Congregation will be reimbursed according to the Congregation's expense reimbursement policy.

## **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 and any other congregation policy regarding safety of children and youth, disruptive conduct or any other safety related policies at all times. They should know the whereabouts of fire extinguishers, first aid kits, and defibrillators.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the Supervisor/Minister. All on-the-job accidents or injuries to employees,

no matter how minor, should be reported immediately to the Supervisor/Minister and workers compensation insurance carrier. In the event of a fire or other emergency, the fire department and/or other emergency services should be called immediately, and all staff and members of the congregation should leave the premises.

### **PERSONAL PROPERTY**

The Employer cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on congregation property. Employees should report any lost items to the Supervisor/Minister so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to the Supervisor/Minister.

### **WORKPLACE THREATS AND VIOLENCE**

Threats, threatening behavior, or acts of violence against persons by anyone on congregation property will not be tolerated. The possession or use of weapons, firearms, ammunition, etc. is prohibited in the building of the Congregation except for authorized law enforcement or security personnel.

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on congregation property may be removed and must remain off congregation property pending the outcome of an investigation. If the Congregation determines that a staff member has violated this policy, the Congregation 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 their Supervisor/Minister of any behavior which they have witnessed or experienced, which they regard as threatening or violent.

### **INSPECTION RIGHTS**

Congregations, like other organizations, are sometimes the victims of theft. The congregation has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees. The storage of any unauthorized alcohol, weapons, explosives, or illegal drugs or drug-related paraphernalia is prohibited on congregation premises. Therefore, the Congregation 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 congregation owned desks, cabinets, closets or storage areas.

### **MEDIA INQUIRIES**

All requests for information on behalf of or regarding the Congregation from newspapers, television and radio media should be directed to the Minister. An appropriate response to a media inquiry would be, "I'm not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"

## **PERFORMANCE AND CONDUCT EXPECTATIONS**

### **SUPERVISION AND PERFORMANCE REVIEWS**

Supervisors/Ministers assist employees in learning their jobs and identifying priorities and goals. On a regular basis, Supervisors/Ministers usually meet with employees who report to them, reviewing job performance, goals and priorities, assessing needs, and working through challenges. Any employee performance concerns should be discussed with the employee and documented. To complement ongoing performance feedback, a written performance review will also be conducted on a regular basis.

### **DIFFICULTIES ON THE JOB**

In every organization, there are situations where an employee's performance does not measure up to the standards of the job established by the Church, or where they do not conform to work or conduct expectations. In such cases, the Congregation will strive to help employees succeed in their work. However, continued employment depends on the Congregation's needs and the employee's ability to satisfy performance and conduct standards.

We hope problems will be resolved at an early stage with open communication between the employee and the Supervisor/Minister. When improvements are necessary in the conduct or performance of an employee, the Congregation will attempt to give the employee written advance notice of the problem and that their job is in jeopardy if satisfactory improvement is not made. However, because of the circumstances or the nature and seriousness of the conduct or performance deficiencies involved, the Minister or Board Chair/President may immediately terminate an employee's employment without prior notice.

### **STANDARDS OF CONDUCT**

The Congregation expects that all employees will conduct themselves in a manner consistent with the highest standards of professional conduct and that is conducive to creating a harmonious and pleasant work environment. This includes courtesy, respect, and working collaboratively and cooperatively, demonstrating the characteristics of high performing team members. As a staff of professionals in whom trust and power have been placed, all staff are called to be faithful both morally and legally to upholding professional relationships. Staff must never abuse the authority of their position by manipulating others to satisfy personal needs, or engage in any exploitative relationship that abuses the power and damages the trust that has been placed in a staff member.

The Congregation seeks to provide the highest quality of service and support to its members. Thus, poor work habits, such as careless work, failure to complete assignments on time, or a failure to follow instructions, are unacceptable.



Conduct that does not meet the Congregation's standards, such as violations of Congregation policies, a lack of respect or courtesy to a fellow employee or member, disruptive or disorderly conduct, etc., will not be tolerated and will be grounds for immediate disciplinary action and may result in termination of employment. In addition, any breach of trust or conduct which shows a serious lack of dependability or good judgment, such as theft, falsification of Congregation records, destruction of Congregation property, conflict of interest, insubordination, etc., may be grounds for immediate discipline, up to and including termination from employment.

### **SEPARATION PAY**

If an employee's position is terminated for reasons unrelated to work performance or employee conduct, the employee is eligible for 2 weeks of severance pay, calculated as the regularly scheduled hours x the hourly pay rate for non-exempt hourly employees, for each year of employment up to a maximum of 16 weeks.

If employment is ended for poor performance before the second anniversary, the employee will be paid 2 week's severance pay, calculated in the same manner. If the employee has completed two years or more then they shall receive one additional week of severance for each year of service up to 6 weeks. If an employee is dismissed for serious misconduct, no severance is paid and all benefits cease at the time of dismissal. Accrued, unused vacation will be paid.

If a position must be eliminated, or hours reduced, the Congregation will give the maximum notice possible. When possible, an employee may be offered a new position at the church at a later date, with seniority restored.

### **RESIGNATION/RETIREMENT**

Resignations and Retirements are voluntary terminations of employment initiated by the employee. Employees resigning from the Congregation are requested to provide at least one month's notice to allow for adequate planning and a smooth transition without undue strain on other staff. If covered by health benefits, resigning staff members may be eligible to continue their health insurance under the provisions of COBRA (Consolidated Budget Reconciliation Act of 1985). Accrued, but unused vacation time is paid at the end of employment. Sick leave and personal time are not subject to payment at the end of employment.

### **BENEFITS**

### **TIME OFF POLICIES**

### **HOLIDAYS**

The following are holidays for which an employee is paid:

- New Year’s Day
- Martin Luther King Jr. Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day
- New Year’s Eve

If a paid holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If a paid holiday falls on a Sunday, the following Monday generally will be observed as the holiday.

In addition, each employee has two floating holidays to use at their discretion, with notice given to the Supervisor/Minister. These days must be taken as one full day – they cannot be spread out over multiple days.

Employees regularly scheduled to work at least 20 hours or more per week are eligible for holiday pay if they would normally be scheduled to work that day. If eligible employees are required to work on a holiday, they generally will be granted another day off. Eligible part-time employees only receive holiday pay if they are scheduled to work on a holiday and are paid for the number of hours they are normally scheduled to work that day.

**VACATION**

The Congregation grants paid vacation to regular employees scheduled to work at least 10 hours per week at their regular rate of pay based on their length of service with the Congregation according to the schedule below.

Length of Service	Annual Amount of Vacation
0-4 years	2 x employee’s regularly scheduled weekly hours
5-9 years	3 x employee’s regularly scheduled weekly hours
10 + years	4 x employee’s regularly scheduled weekly hours

Vacation credits each pay period and employees may not use more than the amount credited without approval of the Supervisor/Minister. Increases in vacation accrual rate will be made on the first day of the fiscal year following the anniversary date of the year in which an employee completes their 5<sup>th</sup> or 10<sup>th</sup> year of employment.

Vacation time must be requested in advance and can only be taken with the approval of the Supervisor/Minister. In the event of conflicting vacations requests, vacation generally will

be granted in the order the requests are received, in accordance with length of service and consistent with workload requirements.

Vacation time does not carry over from year to year.

### **SICK LEAVE**

All employees are eligible for Sick Leave. Sick leave is earned upon hire. Each employee has up to 10 paid sick days per fiscal year. Sick days do not carry over from year to year. When possible, especially for part-time employees, employees should substitute days to make up time.

Sick leave may be used in the event the employee is unable to work due to the employee's own or an immediate family member's illness, injury or other medical condition. While employees are encouraged to schedule appointments outside of work time as much as possible, sick leave may be used for routine dental or medical appointments for the employee or for the employee's child, spouse, parent or parent of spouse.

Employees must notify their Supervisor/Ministers before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their medical condition.

### **FUNERAL OR BEREAVEMENT LEAVE**

Employees will be granted bereavement leave by the Senior Minister on a reasonable basis.

### **JURY DUTY**

Time off for Jury Duty will be accorded in line with IL law.

### **LEAVES OF ABSENCE**

From time to time, employees may need to have time away from work in order to address certain urgent issues. During such leaves, an employee may use their accrued sick/vacation time and any applicable insurance coverage. When possible, such leaves must be requested in advance in writing and require the approval of the employee's Supervisor/Minister. 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/Ministers.

### **FAMILY AND MEDICAL LEAVE**

Consistent with UU Values, the Congregation voluntarily provides certain aspects of the Family Medical Leave Act ("FMLA"), which allows an employee after 12 months of

employment to take up to 12 weeks of unpaid leave due to the employee's own serious health condition, for the birth, adoption or placement for foster care of a child or to care for a family member (child, spouse, or parent) with a serious health condition. Up to the conclusion of this leave period, an employee generally has the right to return to the same position. This leave may be taken all at once or intermittently, depending on the circumstances. Medical certification is required.

All employees who take family leave must give thirty days' notice, or in case of unforeseen circumstances, as much notice as possible to their Supervisor/Minister. All benefits continue as usual during paid periods of family leave covered under sick leave, parental leave, and long term sick leave policies discussed elsewhere in the Manual. During unpaid periods of leave, no time off with pay benefits will accrue and no contributions will be made to any retirement or insurance plans. The employee is responsible for paying the entire monthly premiums for health, dental, life, and long-term disability insurance coverages.

### **PARENTAL LEAVE**

**PAID LEAVE:** After 12 months, employees who become natural or adoptive parents are eligible for up to 12 weeks of paid parental leave. Parental leave must begin within six weeks of the birth or adoption. The rate of pay for weeks of paid parental leave is based on wages for the employee's regularly-scheduled workweek. Rather than taking twelve consecutive weeks of leave, the equivalent number of days may be spread out over up to a year, at the discretion of the Supervisor/Minister. Such intermittent parental leave must be used within one year of birth, placement, or whenever the leave begins, whichever is first. Parental Leave benefits apply only to adoptions in which the child is new to the parent(s).

Employees who know they will be taking Parental Leave are asked to give their Supervisor/Minister as much notice as possible, but at least 30 days' notice of the anticipated departure date and whether they intend to return to employment.

### **EXTENDED MEDICAL LEAVE**

Employees, who work a minimum of 10 hours per week, have been diagnosed with a serious illness or disabling condition by a physician and have exhausted their vacation, sick and personal leave benefits, may be paid extended sick benefits at 75 percent of their regular pay until the earlier of release to return to work by the physician, approval for long-term disability payments, or 90 days whichever occurs first.. Vacation and other time off with pay benefits do not accrue during this period. Extended medical leave goes into effect after all other leave (sick and vacation) has been used.

The Congregation also reserves the right to request a second opinion from a physician chosen by the Congregation on any medical leave of absence. If an employee is covered by the Congregation's health insurance, the Congregation portion of the health insurance premium will continue to be paid by the Employer during the unpaid medical leave. The

Congregation will also continue to pay the premium for long-term disability, life insurance, and dental insurance.

### **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 paid and 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 or professional development time for all or part of the period of military service. Leaves of absence in excess of any available vacation or professional development 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.

### **SABBATICAL LEAVE**

The Congregation believes that employees in certain positions benefit from time spent in study, reflection, spiritual renewal, continuing education, or community service. This program is a privilege applicable to only certain positions, is completely discretionary, and may be suspended, terminated, or altered at any time.

To be eligible to apply for a sabbatical leave, the employee must work half-time or more hours per week, demonstrated a good work record of at least 5 years of continuous employment, and currently be in good standing with the Congregation. Normally, sabbaticals may not exceed 12 weeks. Other requirements may also apply. Information about sabbatical leaves may be obtained from the Minister or Chair/President of the Board.

## **INSURANCE AND RETIREMENT 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 the Congregation. These benefits are subject to change at any time at the discretion of Congregation. In the event of any discrepancy between the benefits outlined below and the Summary Plan Description (“SPD”) or Plan documents, those documents will govern. Any questions about employee benefits should be directed to the Congregation administrator or Minister.

### **HEALTH INSURANCE BENEFITS**

Employees who are expected to work at least 750 hours per year may enroll in the group health insurance plan sponsored by the congregation. The Congregation currently pays 80% of the premium for full-time employees for the standard PPO plan offered by the UUA. Part-time staff working 750 hours or more receive a pro-rated payment of the

premium toward coverage of health insurance benefits. Eligible employee dependents may also be enrolled and the Employer pays 50% of the additional premium for dependents, again pro-rated for part-time staff according to the following schedule:

1820 hours per year (35 per week) or more	80% of employee/50% of dependent premium
1560 - 1819 hours per year (30 - 34 per week)	65% of employee/40% of dependent premium
1040 - 1559 hours per year (20 - 29 per week)	50% of employee/30% of dependent premium
750 - 1039 hours per year (14 - 19 per week)	40% of employee/25% of dependent premium

Employees will be required to make their required contributions by payroll deduction or timely payment as appropriate.

Further information concerning the UUA health plan may be obtained from the Supervisor/Minister or by going to <https://www.uua.org/finance/compensation/health>.

**GROUP DENTAL, TERM LIFE, AND LONG TERM DISABILITY INSURANCE**

Employees who are expected to work 750 hours per year are enrolled in term life insurance and long-term disability insurance through the group plan sponsored by the UUA. The congregation pays 100% of the cost of Long-term Disability insurance and term life insurance. The cost of Long-Term Disability Insurance is imputed as income, so that if this insurance is used, the benefit is non-taxable. Employees who work 750 hours per year may also enroll in group dental insurance. The congregation pays the premium cost for dental coverage according to the same schedule as health insurance (see A.1. above). Employees will be required to make their required contribution Further information concerning these policies is available from the Supervisor/Minister or by going to <https://www.uua.org/finance/compensation/uua-insurance-plans>

**WORKERS' COMPENSATION INSURANCE**

The Congregation 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 Supervisor/Minister. Employees may be required to provide a written report on the illness or accident and a physician's statement in order to receive worker's compensation benefits, or to return to work.

**RETIREMENT BENEFITS**

Our Congregation has adopted the Unitarian Universalist Organizations Retirement Plan (UUORP). The plan is an IRS qualified, defined contribution, 401(a)/(k) multiple

employer, Church retirement plan designed to help ensure employees of UUA-related organizations have an opportunity to accumulate savings for their retirement years. Every employee has the option to enroll and authorize Elective contributions (pre-tax salary reduction contributions) immediately upon employment, irrespective of hours worked or scheduled.

In addition, in keeping with the Employer's Participation Agreement on file with the UUA Office of Church Staff Finances our Congregation contributes 10 percent of the employee's gross wages for each of our employees who have met the Plan's qualifications.

To be eligible for Employer contributions, the employee must satisfy the Plan's Year of Eligibility Service provision: an individual must have a) worked a minimum of 1,000 hours during a twelve (12) consecutive month period defined in the Plan, or b) have successfully completed a UU Ministerial Internship.

If an employee is employed at more than one participating UU congregation, concurrently or consecutively, their hours of service must be combined to make the initial determination of eligibility to receive Employer's contributions.

Per the governing Plan's provisions, employees who previously received Employer contributions at another UU participating congregation or employer are immediately eligible for Employer contributions at our congregation.

The Congregation provides an enrollment form, a description of the plan, including investment options, to the employee at the start of employment. Each employee should review this material carefully and discuss any questions they may have with their Supervisor/Minister, with the Retirement Plan staff at the UUA, and/or with a trusted personal financial advisor.

When an employee incurs severance from employment, they are ineligible to make or receive contributions.

More information can be found at: <https://www.uua.org/finance/compensation/retirement>

