

## **5.0 STAFF**

*Revised Sept. 2015*

### **5.01 Personnel Policies and Procedures**

#### **1. Employment**

- a. Statement of Nondiscrimination - The UUFBC is dedicated to the principle of Equal Opportunity for all people without regard to race, ethnicity, national origin, religion, gender, gender identity, age, or handicapping condition. The UUFBC will strive for excellence in the recruitment, employment, retention, development and promotional opportunities for employees by ensuring that all personnel actions and employment practices are free from discrimination and are based solely upon merit.
- b. Hiring and Salary Authority - The UUFBC Board of Directors maintains the authority for setting employees' and contractors' compensation levels. The Board maintains the authority to make the final determination regarding hiring decisions.
- c. Recruitment - Each position will be advertised to the public for at least ten (10) days. At a minimum, positions will be advertised in the local newspaper. The Position Announcement will list a closing date for application, giving sufficient response time to potential applicants.
- d. Member Applications - Any member of the UUFBC may apply for any paid position once it is posted. If a member is selected for the position and accepts employment, the new employee's UUFBC membership will be held in abeyance during the term of employment. The employee will forfeit their member voting rights during this term. Membership may be reactivated once the term of employment has ended and voting rights will be reinstated accordingly.
- e. Candidate Screening and Interviewing - A minimum of two members of the UUFBC Board of Directors shall conduct all components of the selection process. One Board member shall take primary responsibility for ensuring completion of the requirements of the process. Additional persons may be invited by the

aforementioned Board members to participate, when such participation would enhance the selection process.

- f. Probationary Period - All persons hired in any capacity by the UUFBC shall be in a probationary status for the first three months in their new position, including those who are promoted or transferred to another position within the UUFBC. The UUFBC Board of Directors has the option to extend the probationary period to six months, by giving notice ten (10) days before the expiration of the initial probationary period. The probationary period may be extended only once. At the end of the three month or six month period, an employee's probationary status will be concluded or the employee will be terminated.

## **2. Employment Status**

- a. Exempt Employees - Exempt employees are those not covered by the Fair Labor Standards Act. Exempt employees do not receive overtime pay. Exempt employees work is administrative or professional in nature, requiring the exercise of discretion and independent judgement. This includes work which is managerial, artistic, or intellectual in scope.
- b. Non-exempt Employees - Non-exempt employees work which is not administrative or professional in nature, as defined by the Fair Labor Standards Act. Non-exempt employees receive additional pay for overtime work.
- c. Determination of the Exemption Status - Each position will be made by the Board of Directors.

## **3. Benefits Eligibility**

- a. Full-time Employees - Employees who work a schedule of at least 40 hours per week are considered eligible for full employee benefits.
- b. Part-time Employees - Employees who work a schedule of less than 40 hours per week, and more than 20 hours per week, will be eligible for prorated sick leave and vacation benefits and shall receive full insured benefits. Part-time employees who work a regular schedule of 20 hours or less per week will be

eligible for prorated sick and vacation leave, but no insured benefits will be offered.

- c. Seasonal or Contractual Employees - Employees who are hired for a specific time period of twelve (12) months or less are not eligible for leave and insured benefits.

#### **4. Compensation**

- a. Work Week - Employees normal work week is forty (40) hours with a schedule of 8:30 AM to 4:30 PM Tuesday through Saturday with one hour for lunch each day. The work week will also include five (5) hours on Sunday with a schedule of 9:00 AM to 2:00 PM. The Board President has the authority to alter the work schedule as necessary to adjust to specific programming requirements.
- b. Compensatory Time - Compensatory time is time earned for work beyond the required 40 hour work week and is available only to exempt employees. Compensatory time may be earned, accrued and taken only with the permission of the Board President or, if the President is not available, the Vice-President.
- c. Pay Period - The established pay period for UUFBC employees is based on a monthly pay schedule. Paychecks will be electronically deposited in employees bank accounts by 4:00 PM on the last working day of the month.

#### **5. Deductions** - The following deductions will be made from an employee's paycheck, as applicable:

- a. Federal Withholding Taxes
- b. State Withholding Taxes
- c. Federal Insurance Contribution (FICA)
- d. Employee's share of fringe benefits
- e. Any legally required deductions, such as garnishments
- f. Any deductions requested and authorized by the employee, upon approval of the Board President and the Board Treasurer.

**6. Termination Pay** - Employees who resign their employment with the UUFBC will be issued pay for hours worked, accrued annual leave and accrued sick leave, no later than the next regularly scheduled payday following the effective date of termination.

- a. An employee who owes any debt to UUFBC at the time of separation, shall have the debt deducted from the final paycheck in order to satisfy the debt.
- b. An employee who is terminated by the UUFBC will receive immediate pay for all compensation due.

**7. Employee Benefits**

a. Sick Leave

- i. Sick leave with pay is accumulated at a rate of 7 hours per month after 30 days of employment. Part-time employees earn sick leave at an equivalent rate proportionate to their monthly hours.
- ii. If accrued sick leave is exhausted while absent for illness, continued days off shall be charged to accrued vacation leave. When vacation leave is exhausted, the employee shall be placed on leave without pay.
- iii. Sick leave may be accrued up to 280 hours. Sick leave over this amount will be lost to the employee as sick leave, but may be converted to vacation leave at the rate of two (2) sick leave hours for each one (1) hour of vacation leave.

b. Annual (Vacation) Leave

- i. Full time employees shall accrue annual leave at a rate of seven (7) hours per month. Part-time employees earn annual leave at an equivalent rate proportionate to their monthly hours.
- ii. There is no maximum amount of vacation leave which may be accrued.
- iii. Employees receive payment for accumulated annual leave upon termination of their employment.
- iv. Employees may not request the use of their annual leave until they have successfully completed their probationary period.

- v. A request to use annual leave must be made a minimum of ten (10) days prior to the date the leave is to commence. The UUFBC Board President must approve the use of annual leave.
- c. Military Leave - Military leave will be granted at a rate of up to ten (10) working days per calendar year. The employee must submit a copy of his/her orders when making a request for military leave.
- d. Personal Leave
  - i. At the beginning of each year on the employee's anniversary date, the full-time employee will be granted twenty-eight (28) hours of personal leave time. Part-time employees will be granted personal leave at an equivalent rate proportionate to their monthly hours.
  - ii. Personal leave must be requested in advance and approved by the UUFBC Board President, or Vice-President in absence of the President.
  - iii. Unused personal leave may not be carried over to the next year at the end of the year in which it was granted.
- e. Holidays - The following holidays shall be granted with pay to all UUFBC employees:
  - i. New Year's Day
  - ii. Martin Luther King Day
  - iii. President's Day
  - iv. Memorial Day
  - v. Independence Day
  - vi. Labor Day
  - vii. Thanksgiving Day
  - viii. Day following Thanksgiving
  - ix. Christmas Day
  - x. Any additional day(s) designated by the Board of Directors.

- xi. When a holiday falls on a Saturday, the preceding Friday will be taken as a holiday. When a holiday falls on a Sunday, the following Monday will be taken.

## **8. Employee Relations**

### a. Conduct

- i. Dress must be consistent with and appropriate to the duties and responsibilities of the position the employee holds. Dress must not be distracting to the membership or other employees.
- ii. Employee work areas must be kept clean and well-organized.
- iii. Questions regarding appropriate conduct shall be referred to the UUFBC Board President for resolution.

### b. Political Activity - The UUFBC is a tax-exempt nonprofit organization and therefore has limitations on political activity as an organization and as an employer. Paid employees also have limitations on their activities as representatives of the UUFBC.

- i. An employee of UUFBC may not use influence as a representative of the UUFBC for the purpose of partisan activities affecting the result of an election.
- ii. An employee of the UUFBC may not be a candidate for elective public office in a partisan election.
- iii. The above restrictions do not prohibit employees from participating in the political process as private citizens during their off-duty hours.
- iv. Questions regarding the appropriateness of political activity shall be referred to the UUFBC Board President for resolution.

### c. Use of UUFBC Property

- i. Property, equipment, vehicles or anything else of value owned by the UUFBC may not be used for employees private activities or anything other than UUFBC business.

- ii. Property, equipment, vehicles or anything else of value owned by the UUFBC may not be loaned or otherwise given out for use by any other entity, contractor or private individual.
- d. Criminal Activity
  - i. All employees shall have a criminal background check with a satisfactory result as a threshold condition of their employment. The UUFBC shall cover the cost of the background check and the results shall be kept in a locked file cabinet.
  - ii. Filing of charges against a UUFBC employee shall be cause for indefinite suspension without pay. Suspension shall be terminated by restoration to service or by disciplinary action within five (5) days of a judgment by the court. The UUFBC may act sooner if it is determined that the employee has violated the terms of the UUFBC Personnel Policies. If the employee is not terminated from employment, s/he shall receive full compensation for the term of the suspension and the accrual of benefits shall be uninterrupted.
- e. Disciplinary Action - It is the responsibility of UUFBC employees to observe the policies and procedures necessary for the ongoing operation of the UUFBC and its services to congregants and the community.
  - i. Disciplinary action may consist of an oral reprimand, written reprimand, suspension or termination, depending upon the severity of the violation. The UUFBC Board President is responsible for taking action or ensuring that disciplinary action is taken.
  - ii. The following categories of conduct describe just cause for disciplinary action when policies and procedures are violated. Just cause includes, but is not limited to the following:
    - 1. Poor performance and failure to follow instructions
    - 2. Insubordination
    - 3. Conviction of a crime
    - 4. Indulging in offensive or abusive conduct

5. Endangering the safety of employees, volunteers or congregants
  6. Reporting to work under the influence of alcohol or a controlled substance
  7. Improper use of UUFBC equipment or property
  8. Abuse of sick leave or other employee benefits
- f. Performance Evaluation - It is the policy of the UUFBC to use performance evaluation as a tool to assist with employee development.
- i. Performance evaluation shall be conducted prior to the end of the employee's probationary period and then again prior to each anniversary date of the commencement of employment.
  - ii. The employee will be evaluated only on those factors that have a direct bearing on the position that the employee holds. The evaluation will be reviewed by the employee and the employee will have an opportunity to document their comments as part of the evaluation format.
  - iii. The UUFBC Board President is responsible for employee evaluation, or delegating evaluation to insure its completion.
- g. Employee Grievances
- i. The UUFBC requires that any problem be addressed between those who are a party to it, in an effort to resolve the problem directly. If an employee has a complaint that cannot be resolved in this manner, or this manner has been attempted but was unsuccessful, the employee may contact the UUFBC Board President in a final attempt to resolve the issue informally.
  - ii. If the problem cannot be resolved informally, the employee may submit a formal written grievance to the Board of Directors. Subject to the discretion and approval of the Board, the parties may call witnesses and submit evidence to be considered by the Board. The subsequent determination of the Board of Directors is final.



- iii. In the event of a discrimination complaint, the employee may take the complaint directly to the UUFBC Board President and the Board of Directors, as described above.

**9. Severability** - Each clause and provision herein is severable from every other clause and/or provision and any failure of any clause or provision by operation of law or otherwise, shall not affect the other provisions or clauses and the whole shall remain in full force and effect

**10. Abuse and Harassment** - See **6.01 Safety Policy, 2, c.**