

Unitarian Universalist Church of Davis
HIRING OF TEMPORARY EMPLOYEES POLICY

Adopted by the Board of Trustees on March 13, 2017

Purpose

The Church's Bylaws empower the Board of Trustees to appoint and remove all nonministerial employees or to delegate all or part of that responsibility. This policy delegates authority to hire or remove temporary employees to the Senior Minister, the Assistant Minister, the Religious Exploration Coordinator, the Congregational Administrator, and the Facilities Manager.

Temporary Employees

As defined in the Church's Personnel Policies Handbook, temporary employees are hired for a limited time and are not eligible for benefits, except for sick leave as provided by state law. Temporary employees may include child-care workers, event assistants, audiovisual operators, or other short-term workers.

Hiring Authority

Authorized staff members may hire temporary employees using funds designated for that purpose in the Church's annual operating budget or using funds received from renters who have contracted for specific rental services that would be provided by temporary employees.

Expenditures for the hiring of temporary employees shall be made in accordance with the Church's Finance Policy.

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