

Unitarian Universalist Church of Davis
PERSONNEL POLICIES HANDBOOK
A Guide for Employees
Revised by the Board of Trustees on March 13, 2017

TABLE OF CONTENTS

Introduction	2
Administration of Personnel Policies	2
Employee Classification	3
At-Will Employment Status of Non-Ordained Employees	3
Salaried or Hourly Employment Status	3
Regular & Temporary Employees	3
Employment Practices & Requirements	3
Equal Opportunity Employment	3
Job Descriptions & Recruitment	3
Reasonable Accommodation	4
Proof of Eligibility to Work in the United States	4
Child Abuse & Neglect Reporting Requirements	4
Harassment	4
Workplace Violence	5
Substance Abuse	5
Tobacco Use on Church Property	5
Dangerous Items on Church Property	5
Attendance & Absences	5
Professional Development	6
Expense Reimbursements	6
Grievances	6
Reporting of Improprieties	6
Outside Employment & Conflicts of Interest	6
Employment of Church Members	7
Employment of Relatives	7
Compensation Practices	7
Fair Compensation	7
Pay Periods	7
Attendance Reports	7
Salary Reductions	7
Payroll Deductions	7
Performance Evaluations	8
Benefits	8
Vacation	8
Holidays	9
Sick Leave	9
Medical Insurance	9
Retirement Savings Plan	9

Optional Unitarian Universalist Group Insurance Plans (UUGIP)	10
Workers' Compensation Insurance	10
State Disability Insurance & Paid Family Leave	10
Pregnancy Leave	10
Bereavement Leave	11
Leave for Civic Responsibilities	11
Other Federal- or State-Mandated Leave	11
Rentals of Church Facilities	11
Personnel Records	11
Access to Personnel Files	11
Credit References & Employment Verifications	12
Confidentiality	12
Computer & Information Security	12
Termination of Employment	12
Processing of Terminations	13
Final Paycheck	13
Policy Modifications	13
Handbook Receipt & Acceptance	14
Confidentiality Policy & Pledge	14

INTRODUCTION

The Unitarian Universalist Church of Davis (the Church) is committed to fair personnel policies and practices that comply with the spirit of federal, state, and local regulations. As a Church employee, you're responsible for knowing the policies described in this *Personnel Policies Handbook*. These policies apply to all Church employees except ordained ministers called by congregational vote. This *Handbook* is not a contract and may be changed at any time. It supersedes all previous employment policies or agreements, written or oral, expressed or implied. If any provisions in this *Handbook* become invalid or unenforceable, all other provisions remain in force.

ADMINISTRATION OF PERSONNEL POLICIES

The Board of Trustees (the Board) develops, adopts, and maintains personnel policies to ensure that the Church is a fair employer. The Board has ultimate authority for appointing and removing non-ministerial staff and for employee compensation and grievance resolution practices.

The Board has delegated chief-of-staff responsibilities to the Senior Minister. As chief of staff, the Senior Minister directly supervises ordained staff, ministerial interns, music staff, and the Congregational Administrator.

The Human Resources (HR) Committee is appointed by the Board and reports to the Operations Co-Chairs. It advises the Board, Senior Minister, and Operations Co-Chairs on personnel matters and regularly reviews the *Personnel Policy Handbook*, the performance

appraisal process, employee job descriptions, and compensation packages. It also coordinates the hiring of non-ministerial staff.

The Bookkeeper, under the oversight of the Financial Officer and the Congregational Administrator, manages the Church's accounting management and payroll services. The Congregational Administrator maintains confidential staff personnel and payroll records.

EMPLOYEE CLASSIFICATION

At-Will Employment Status of Non-Ordained Employees

Your employment with the Church is at will. This means that you or the Church may terminate your employment at any time, with or without notice, with or without cause, and without subjecting the Church to a claim for breach of contract.

Salaried or Hourly Employment Status

Your position is classified at hire as either salaried or hourly.

- **Salaried employees** occupy executive, administrative, and professional positions. They do not receive overtime payments or nonfinancial compensation for time worked in excess of 40 hours per week as long as their weekly pay is at or above the Fair Labor Standards Act minimum weekly guideline for exemption from overtime pay.
- **Hourly employees** are paid for hours worked and are entitled to overtime when they work more than 40 hours per week. The Church's standard work week is any 40-hour period during the 7 consecutive days from Sunday through Saturday. Because the Church budget does not provide for overtime work, it must be approved in advance by the Senior Minister or the Board's Financial Officer. Overtime work is paid at 1.5 times the employee's regular hourly rate.

Regular & Temporary Employees

Your employment is classified as regular or temporary, depending on the Church's needs. A regular employee is hired without a specific termination date. A temporary employee is hired for a limited time.

EMPLOYMENT PRACTICES & REQUIREMENTS

Equal Opportunity Employment

In keeping with the Church's commitment to social justice and human rights, the Church is an equal opportunity employer. Even though not covered by many state and federal employment laws, the Church seeks to comply with Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Rehabilitation Act of 1973, and Equal Employment Opportunity Commission guidelines. Employment decisions are made without regard to race, religion, color, sex (including pregnancy or gender identity), national origin or ancestry, citizenship status, age, disability, medical condition, genetic information, sexual orientation, parental or marital status, political affiliation, or military service.

Job Descriptions & Recruitment

Supervisors work with the Operations Co-Chairs and the HR Committee to develop job descriptions listing essential functions and duties for new non-ministerial staff positions. New regular full- or part-time positions must be approved by the Board. Job openings are publicly

advertised. Your job description is reviewed periodically to insure that it accurately reflects your responsibilities. You and your supervisor must sign your job description when you are hired and whenever it is revised.

Reasonable Accommodation

The Church attempts to provide reasonable accommodation for known limitations of otherwise qualified employees or employment applicants with disabilities, except when this would impose an undue hardship on the Church or would not be possible based on minimum requirements of the job.

Proof of Eligibility to Work in the United States

The U.S. Department of Homeland Security requires you to complete the U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9) no later than your first day of employment. The Church retains your completed Form I-9 and supporting documents for 3 years after your hire date or 1 year after your employment ends, whichever is later.

Child Abuse & Neglect Reporting Requirements

If your job includes direct contact with or supervision of children, you are a mandated reporter under the California Child Abuse & Neglect Reporting Act. As a mandated reporter, you must complete and sign the Church's Statement for Mandated Reporters form prior to employment. If you are a prospective employee classified as mandated reporter, you must also:

- Sign a background check authorization. Church employees, contract workers, and volunteers are screened every 7 years, on their anniversary date.
- Provide a photocopy of a government-issued photo identification such as a driver's license or school ID.
- Sign a consent form agreeing to comply with the Church's Children & Youth Safety Policy and the UUCD Code of Conduct for Working with Children & Youth.
- Arrange to attend a training session that includes information on recognizing and reporting suspected child abuse and neglect.

The above signed documents become part of your permanent personnel file.

Harassment

The Church is committed to providing a work environment free from harassment, including sexual harassment, exploitation, intimidation, or discrimination. Harassment in any form is not tolerated. Conduct that shows hostility toward an individual because of race, color, religion, sex (including pregnancy or gender identity), national origin or ancestry, age, disability, political affiliation, or sexual orientation is prohibited. Violation of this policy may lead to disciplinary action, including termination. If a Church member or nonemployee violates this policy, the Church may prohibit that person's access to Church facilities.

If you feel you have been the victim of harassment or unwanted attention or action that creates an intimidating, hostile, or offensive work environment,

- If appropriate, ask the person to stop the offensive behavior immediately.
- Report the incident to your supervisor or to the Senior Minister as soon as possible.
- If you are not comfortable discussing the incident with your supervisor or the Senior Minister, report the incident to the Chair or Vice Chair of the Board.

- If the offensive behavior continues and you feel threatened, you may ask to be excused from work while the complaint is being investigated.

Your complaint will receive a prompt investigation. The investigation will be as discreet as possible, but absolute confidentiality cannot be assured. Retaliation against you or others taking part in the investigation will not be tolerated. If the investigation indicates that harassment has occurred, corrective action will be taken.

Workplace Violence

The Church has zero tolerance for workplace violence, including intimidation, joking or implied threats, obscene language, vandalism, or other hostile behaviors. Violation of this policy may lead to disciplinary action, including termination. Reporting and investigation of workplace violence will be handled in the manner described under Harassment above.

Substance Abuse

As a Church employee, you are prohibited from

- Using, selling, or distributing alcohol on Church property during work hours. (Limited alcohol use is permitted at Church-sponsored events or events conducted by renters of Church facilities.)
- Using or manufacturing illegal drugs or possessing drug paraphernalia.
- Illegally using prescription drugs.
- Reporting to work or working while under the influence of alcohol or drugs.

Violation of this policy is grounds for disciplinary action, including termination. You will not be penalized for seeking or accepting counseling or treatment for substance abuse, but refusing to get help may result in disciplinary action. If you are under a doctor's care and required to take medication that may impair your judgment or job performance, discuss this matter with your supervisor. Any violation of this policy should be reported to the Senior Minister.

Tobacco Use on Church Property

Tobacco use is prohibited on Church property. Violation of this policy could result in disciplinary action, including termination.

Dangerous Items on Church Property

The Church prohibits possession, use, buying, or selling of illegal substances, stolen property, weapons, firearms, ammunition, explosives, or other dangerous items on Church property. Violation of this policy could result in disciplinary action, including termination.

Attendance & Absences

Your supervisor must authorize all planned absences, including vacations. Habitual absenteeism or tardiness, regardless of the reason, may lead to termination. Short-term unpaid personal leaves of absence may be approved only in unusual circumstances. Vacation and leave benefits do not accrue during unpaid leave, though the Church may, at its discretion, continue to pay medical insurance premiums during unpaid leave.

Professional Development

The Church encourages you to participate in professional development activities directly related to your job duties and makes planning for professional development part of your annual performance review. Expenditures for professional development depend upon availability of funds in the Church's operating budget and must be preapproved by your supervisor.

Expense Reimbursements

The Church reimburses auto, travel, and professional expenses considered ordinary and necessary for performing your job duties and follows U.S. Internal Revenue Service (IRS) regulations for excluding expense reimbursements from income calculations for income tax purposes. Reimbursement forms are available in the Church office. You may receive expense reimbursements or advances, in accord with the annual budget, under these conditions:

- Your expenses must be for a purpose related to the Church's ministry or operations.
- You must submit written documentation for auto mileage and other expenses within 60 days of incurring them and within 15 days of the fiscal year closing. Only standard economy class air and train fares are reimbursed. Costs of alcoholic beverages for personal use are not reimbursed.
- You must request expense advances within 30 days of the anticipated expense. You must return amounts advanced in excess of expenses within 120 days after expenses are incurred.

You must pay for travel costs between your home and the Church. When Church business requires travel in your own vehicle, the Church reimburses round-trip costs for miles driven between the Church and another Church business destination at the prevailing IRS mileage rate.

Grievances

The Church responds to employee grievances and complaints in a timely manner. If you have a grievance or complaint:

- Try to resolve your grievance informally with the person(s) involved.
- If this is not possible, discuss your grievance with your supervisor or the Senior Minister.
- If you are not comfortable discussing your grievance with your supervisor or the Senior Minister, report the incident to the Chair or Vice Chair of the Board.

Investigation of your complaint will be as discreet as possible, but absolute confidentiality cannot be assured. Retaliation against you or others taking part in the investigation will not be tolerated. To facilitate resolution, the Church's investigation will use processes that conform to the Church's Congregational Guidelines on Disruptive Behavior Policy, its Covenant of Right Relations, or other such resources.

Reporting of Improprieties

If you suspect fraud or illegal activity, notify the Senior Minister or the Board Chair or Vice Chair.

Outside Employment & Conflicts of Interest

You are prohibited from engaging in any outside employment, business activity, or financial transaction that is incompatible with, or may appear to present a conflict of interest with, your

employment by the Church. If you have a question about this policy, discuss it with your supervisor.

Employment of Church Members

The Church does not hire members of the congregation for administrative positions. In other positions, if you are an employee and a Church member, you are encouraged to participate in the life of the Church. As an employee, your primary role is to serve Church members. Therefore, you must set clear boundaries between your roles as an employee and as a Church member. Whenever you attend Church meetings, you are present as an employee. You may voice opinions, but you may not vote. At membership meetings, you should not vote on financial matters.

Employment of Relatives

The Church may consider your relatives (spouse, domestic partner, parent, sibling, child, grandparent, or grandchild) for employment, but relatives may not supervise one another.

COMPENSATION PRACTICES

Fair Compensation

The Church consults the UUA recommended salary ranges in setting compensation. Salary increases may be recommended by supervisors, the Operations Co-Chairs, the HR Committee, or the Board and must be approved by the Board.

Pay Periods

You are paid twice monthly. The first pay period covers work from first through the 15th of each month. The second extends from the 16th through the last day of each month. If a payday falls on a weekend or holiday, you are paid on the next working day. Paychecks are issued by direct deposit.

Attendance Reports

If you are an hourly employee, you must complete an attendance report for each pay period, recording the number of hours you worked each day. Your supervisor must verify the accuracy, completeness, and validity of your timesheet. If you are a salaried employee, you must file a monthly report documenting your vacation and sick-leave use.

Salary Reductions

If you are an hourly employee, your pay may be reduced for hours not worked because of tardiness, leaving early, or absences without accrued leave.

If you are a salaried employee, you receive full salary for any week worked. Your salary may be reduced if you are absent for 1 or more full days for personal reasons when accrued vacation is not available or for 1 or more full days due to sickness or disability when accrued sick leave is not available.

Payroll Deductions

Required deductions from wages are made in accord with state and federal law. Optional deductions may also be made with your written authorization. You must notify the Church office

of any changes or errors in your deductions. Payroll deduction forms are available in the Church office.

PERFORMANCE EVALUATIONS

Annual performance evaluations are structured opportunities to discuss your job performance and to set future goals. These formal written evaluations are the primary source for personnel decisions. After you complete a written self-evaluation, your supervisor meets with you to discuss her or his written evaluation with you. This meeting uses the appreciative inquiry approach, emphasizing positive comments and questions about your current performance and future potential. Informal reviews or evaluations may occur more often and may include a preliminary evaluation at the end of your first 6 months of employment. Your performance evaluation is part of your permanent personnel file, with copies given to you, your supervisor, and the HR Committee.

BENEFITS

Your eligibility for benefits depends on your length of service, your job classification, federal and state regulations, and Board policies.

- **Regular full-time employees** are eligible for all fringe benefits the Church provides.
- **Regular half-time salaried employees** who work 20 or more hours per week are eligible to participate in the Retirement Savings Plan and to earn sick and vacation leaves at half the rate of regular full-time employees.
- **Regular part-time salaried or hourly employees** who work fewer than 20 hours per week are eligible to earn sick leave and, if they are at least 18 years of age, to make individual tax-deferred employee contributions to the Retirement Savings Plan.
- **Temporary employees** are not eligible for fringe benefits, except for sick leave as provided by state law.

Vacation

Vacation accrual begins the month you begin work and is prorated if your start date is not the first of the month. Accruals stop when the maximum is reached. At termination of employment, a maximum of 160 hours of accrued, unused vacation is paid for full-time staff (80 hours for half-time staff). Regular full-time employees accrue vacation according to the following schedule:

Employed up to 5 years	3 weeks per year (5 hours per 15-day pay period), up to a maximum accrual of 160 hours
Employed 5 years or more	4 weeks per year (6.6 hours per 15-day pay period) up to a maximum accrual of 240 hours

Vacation policies include the following:

- Vacations are scheduled at the mutual convenience of the Church and the employee.
- Hourly employees may take vacation leave in increments of 1 hour. Salaried employees may take vacation leave in increments of not less than 1 full day.
- Pay in lieu of earned vacation is permitted only upon termination.
- Regular full- and half-time employees may use vacation time after completing 6 months of continuous service.
- If you suffer serious illness during vacation, the time of illness may be considered sick leave if you provide a physician's statement.
- Vacation cannot be taken in advance of being earned.

Holidays

Regular full-time employees receive 10 paid holidays per calendar year. The Church honors diverse cultures and traditions; employees may request to substitute another day for one of these holidays to celebrate their culture or tradition. The Church office is closed on these holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Day.

Sick Leave

All employees who work 30 or more days in a fiscal year are entitled to accrue paid sick leave from the first day of employment.

- Regular full-time employees accrue one day of sick leave per month of service, and regular half-time employees accrue sick leave on a prorated basis. Accrued sick leave may be used beginning on the 90th day of employment. Accrued sick leave may be carried forward beyond the church fiscal year, with a maximum accrual of 120 hours for regular full-time employees and 60 hours for regular half-time employees.
- Regular part-time salaried or hourly employees or temporary employees who work fewer than 20 hours per week accrue one hour of sick leave for every 30 hours worked. Accrued sick leave may be used beginning on the 90th day of employment. Accrued sick leave may be carried forward beyond the church fiscal year, with a maximum accrual of 48 hours.

Sick leave may be used for the diagnosis, care, or treatment of your own or a family member's illness or injury or for doctor and dental appointments. Family members include a child, spouse, domestic partner, or parent. Under state law, sick leave may also be used for specified purposes by an employee who is a victim of domestic violence, sexual assault, or stalking. Unused sick leave has no cash value.

Medical Insurance

The Church provides medical insurance for regular full-time employees. Based on Church finances, the Church pays 70-75% of premiums for coverage offered by the medical plan the Church selects. You may purchase added coverage for your dependents at your own expense. Your share of the premiums is deducted from your paycheck. There is no waiting period for eligibility for coverage.

Retirement Savings Plan

The Church participates in the Unitarian Universalist Organizations Retirement Plan, a tax-sheltered defined-contribution retirement savings plan. This plan is administered by the UUA and managed by Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF), the largest provider of retirement services to nonprofit organizations.

Ministers and regular full- and half-time employees are eligible for employer contributions to this plan if they are at least 18 years of age and have worked for the Church for at least 1,000 hours in a consecutive 12-month period. Employees who have completed a ministerial internship are deemed to have met the 1,000-hour service requirement. Employees who have fulfilled the service requirement remain eligible for employer contributions even if they work fewer than 1,000 hours in subsequent years. The plan's effective date is the first day of the month following, or coincident with, the employee's 1-year employment anniversary. The Church now

contributes 10% of each eligible employee's salary; this percentage contribution may vary with the Church's financial means.

All employees who are at least 18 years of age are eligible to make tax-deferred employee contributions to the plan, even if they are not eligible to receive employer contributions. Employees may authorize tax-deferred contributions to the extent allowed by law.

All contributions made on behalf of enrolled participants, whether by the Church or by the employee, are fully vested.

Optional Unitarian Universalist Group Insurance Plans (UUGIP)

If you are a regular Church employee who works 750 or more hours per year, you may enroll in one or more of the optional Unitarian Universalist Group Insurance Plans (UUGIP): term-life, long-term disability, or dental insurance. The UUA determines premium rates, and the Church pays 70-75% of the premiums for regular full-time employees. You may also purchase dependent dental insurance at your own expense. To participate without submitting proof of insurability, you must enroll within the first 60 calendar days of your date of hire or eligibility or during open enrollment in September of each year. Your share of the premiums is deducted from your paycheck.

Workers' Compensation Insurance

All Church employees are covered by Workers' Compensation Insurance, which provides medical treatment for work-related injury or illness, partially replaces lost wages while you recover, and helps you return to work. The Church pays for this protection through its insurance carrier. If you suffer a work-related injury or illness, inform your supervisor immediately. You may be required to provide a physician's statement in order to receive workers' compensation benefits or to return to work.

State Disability Insurance & Paid Family Leave

All employees are covered by State Disability Insurance (SDI), a partial wage-replacement plan funded by employee payroll deductions in amounts determined by the state. The SDI program provides short-term benefits to workers who suffer a loss of wages when they are unable to work due to pregnancy or to an illness or injury unrelated to work. To be eligible for SDI, you must be unable to do your regular or customary work for at least 8 consecutive days. Paid family leave (PFL), a part of the SDI program, provides disability pay to employees who take time off from work to care for a seriously ill child, spouse, parent, or domestic partner or to bond with a new child or a child in connection with adoption or foster care placement. No more than 6 weeks of PFL benefits may be paid in any 12-month period. These and other eligibility requirements for SDI and PFL are defined by the state.

Pregnancy Leave

Under the state Fair Employment and Housing Act (FEHA), a woman employee disabled by pregnancy is entitled to up to 4 months of pregnancy disability leave. This leave may be taken before or after the birth whenever the woman is physically unable to work because of pregnancy, prenatal care, or a pregnancy-related condition like severe morning sickness, doctor-ordered bed rest, childbirth, recovery from childbirth, or other related medical condition.

If possible, the woman must provide the Church at least 30 days' advance notice of the date and expected duration of the pregnancy disability leave. If the woman decides to return to work earlier than agreed, the Church must reinstate her within 2 business days of her notice. After a

pregnancy disability leave, the woman is guaranteed a return to the same or a comparable position.

Pregnancy leave will be charged against accrued sick leave. If pregnancy leave continues after accrued sick leave is used, the woman may elect to take an unpaid leave of absence or use any accrued vacation leave. For pregnancy leaves of more than 8 consecutive days, SDI (described above) may provide additional wage or salary replacement benefits.

Bereavement Leave

After the death of a close family member, regular full-time employees are allowed up to 3 days of paid leave, and regular half-time employees are allowed up to 1½ days of paid leave. Bereavement leave does not accrue. If you need more time, you must seek your supervisor's approval. Continued absence is charged against your sick leave and then, if necessary, against your vacation leave.

Leave for Civic Responsibilities

The Church encourages you to fulfill your civic responsibilities and allows time off for the following:

- **Jury duty.** If you are a regular employee, you receive the difference between your salary and jury duty pay for up to 5 days. For additional days of required service, you may use accrued vacation or unpaid leave. You must provide the Church a copy of the Court-provided proof of service and payment received. Salaried employees receive their regular salary for any week of jury service in which Church work is performed.
- **Nonpartisan Election Day poll worker.** You will receive the difference between your wages or salary and the payment from the county in which you worked.
- **Witness duty.** If you are required by law to appear in court as a witness, you will be granted time off. One day with pay is allowed. For added days, you may use accrued vacation or unpaid leave.
- **Voting.** You may take as much time off as you need to vote, but you will only be paid for two hours of that time off.

Other Federal- or State-Mandated Leave

The Church provides military leave or other federal- or state-mandated leave to employees in accordance with applicable law.

Rentals of Church Facilities

Church employees may rent the Church's buildings and grounds with the same rights and responsibilities as Church members.

PERSONNEL RECORDS

Access to Personnel Files

Your personnel file is the Church's property, and access to it is restricted and confidential. Your personnel file contains your personal data, job description, application or resume, performance reviews, letters of commendation or reprimand, records of complaints, disciplinary records, continuing education records, and other appropriate documents. You must promptly notify the Congregational Administrator in writing of changes in your personal data, including mailing

addresses, telephone numbers, emergency contacts, marital status, legal changes in your name, names of dependents, changes in beneficiaries, and changes in licensing or education.

Although no documents may be removed from your personnel file by any person at any time, you may ask to review your file or request copies of documents. You should know that certain information must by law be given to persons outside the Church in response to a subpoena, court or administrative orders, or other legal requests.

Credit References & Employment Verifications

In response to requests for verification of your employment, the Church provides your employment dates and last or present job title and confirms your employment relationship. If you have signed a written release, the Church may provide your salary level or other information.

CONFIDENTIALITY

The Church considers certain information to be confidential or proprietary, and all employees whose work may include access to confidential information must sign a confidentiality agreement. The Church provides employees with instructions on the confidentiality of information and how to safeguard it in their work environment. If you are uncertain about any aspect of confidentiality, ask the Senior Minister or the Congregational Administrator.

COMPUTER & INFORMATION SECURITY

The Church's computer and communications systems and data are the Church's property, and the Church may monitor data in its systems at any time. You should not expect privacy for messages or other data in these systems. Limited personal use of the Church's systems is permitted, but no use of these systems should ever conflict with the Church's mission or with legal regulations. All materials, information, and software created, transmitted, downloaded, or stored on the Church's computer and communications systems may be accessed only by authorized persons. The following actions could result in disciplinary action, including termination:

- Intentional or accidental sharing of the unique sign-on information or passwords used to access the Church's computer or communications systems.
- Attempting to bypass security features or to render them ineffective.
- Unauthorized changes to hardware or software in the Church's computer or communication systems.
- Unauthorized copying or transmitting of Church data or programs.
- Creating or transmitting derogatory, defamatory, obscene, or offensive material, or anything that might be construed as harassment.
- Using the Church's systems to solicit or proselytize for any commercial, political, personal, or other causes unrelated to the Church's mission.

TERMINATION OF EMPLOYMENT

Your employment may terminate as a result of resignation, retirement, expiration of a temporary appointment, or layoff. If you resign or retire, you are asked to provide 3 weeks' notice to allow for a smooth transition.

The Board may reduce the workforce or reduce or eliminate a particular kind of work, which may result in layoffs. Layoffs may occur for any reason, without cause, at any time.

Processing of Terminations

Your termination date is the last day you work or the actual date of termination after an unpaid leave of absence. If you decide to terminate your employment, you must provide a signed, written document detailing your termination date. When your employment ends, the Congregational Administrator will record the return of all keys, equipment, documents, manuals, credit cards, and correspondence belonging to the Church. The cost of replacing or reproducing any missing items will be deducted from your final paycheck.

Final Paycheck

You will receive a check for your final salary or wages and any unused accrued vacation on the day you quit if you have given at least 72 hours' notice of your intention to resign or retire. Otherwise, you will receive your final salary or wages and any unused accrued vacation within 72 hours of the day you quit. You may ask the Church to mail your final check to a designated address; the mailing date is considered the payment date. If you are laid off or discharged, you will receive your final check for salary or wages and any unused accrued vacation on your termination date.

POLICY MODIFICATIONS

At least every 2 years, the HR Committee reviews the *Personnel Policy Handbook* for clarity, relevance, and practicality and for compliance with Board policies and local, state, and federal laws and regulations. Substantive policy changes must be approved by the Board. The HR Committee may, in consultation with the Operations Co-Chairs or Senior Minister, make non-substantive changes.

HANDBOOK RECEIPT & ACCEPTANCE

I hereby acknowledge receipt of the Unitarian Universalist Church of Davis (the Church) *Personnel Policy Handbook: A Guide for Employees*. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that this *Handbook* is not an employment contract for any specific period of employment or for continuing or long-term employment. I acknowledge and understand that unless I have a written employment agreement with the Church that provides otherwise, I have the right to resign from my employment with the Church at any time, with or without notice and with or without cause, and that the Church has the right to terminate my employment at any time, with or without notice and with or without cause.

I have read, understand, and agree to all of the above. I have also read and understand the Church’s personnel policies and agree to comply with them.

Signature _____

Print Name _____

Date _____

CONFIDENTIALITY POLICY & PLEDGE

My job may give me access to confidential information about the Church or its members, donors, friends, or staff. This information must remain confidential and must not be released, removed from the Church’s premises, copied, transmitted, or in any other way used for any purpose outside the scope of my employment. If I disclose confidential information, I will be subject to disciplinary action, including termination.

I understand the confidentiality policy and pledge not to disclose confidential information.

Signature _____

Print Name _____

Date _____

Please sign and return these forms to the Congregational Administrator, who will maintain them as part of your permanent personnel file.