

Personnel Handbook

For

Unitarian Universalist Church of Cheyenne

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TABLE OF CONTENTS

WELCOME	3
ABOUT THIS HANDBOOK	4
EMPLOYEE BENEFITS	
EMPLOYEE BENEFITS PROGRAM	5
HOLIDAYS	5
LEAVES OF ABSENCE	
Leave of absence without pay	6
Military leave without pay	6
Jury duty	6
Parental leave without pay	6
Time off to vote	6
ADMINISTRATION	
HOURS OF WORK	7
TIMEKEEPING	7
EMPLOYMENT POLICIES AND PRACTICES	
SEXUAL HARASSMENT	7-8
HARASSMENT	8-9
WORKPLACE THREATS AND VIOLENCE	9
ILLEGAL DRUGS	9
RESOLUTION OF EMPLOYEE COMPLAINTS	9-10
INTERNET POLICY	10
MEDIA INQUIRIES	11
CONFIDENTIALITY	11
PERSONNEL RECORD	11
PERFORMANCE EVALUATION	11
OTHER EMPLOYER POLICIES	
ATTENDANCE AND PUNCTUALITY	12
SAFETY AND ACCIDENTS	12

WELCOME

Welcome to the Unitarian Universalist Church of Cheyenne. We are glad to have you as a member of our staff and hope you will enjoy being part of 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 in their work.

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

Two important abbreviations which are used throughout this document are: UUCC and UUA. They are, respectively, Unitarian Universalist Church of Cheyenne and Unitarian Universalist Association. UUCC is a member of the UUA, an international association of Unitarian Universalist churches.

If you have any questions concerning information in this Handbook, please feel free to contact the Minister.

Again, welcome!

I. ABOUT THIS HANDBOOK

THIS HANDBOOK CONTAINS GUIDELINES FOR THE EFFICIENT AND PROFESSIONAL PERFORMANCE OF YOUR JOB. NOTHING IN THIS HANDBOOK SHALL BE CONSTRUED TO BE A CONTRACT BETWEEN THE EMPLOYER AND THE EMPLOYEE, AND NOTHING IN THIS HANDBOOK SHALL BE CONTRUED TO MODIFY OR AMEND ANY WRITTEN CONTRACT FOR SERVICES THAT HAS BEEN ENTERED INTO BETWEEN EMPLOYER AND EMPLOYEE. ADDITIONALLY, THIS HANDBOOK IS NOT TO BE CONTRUED BY ANY EMPLOYEE AS CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT. SUBJECT TO THE TERMS OF ANY WRITTEN CONTRACT FOR SERVICES IN EFFECT, ALL EMPLOYMENT AT UCC IS "AT WILL" AND UCC RETAINS THE ABSOLUTE RIGHT TO TERMINATE ANY EMPLOYEE, AT ANY TIME, WITH OR WITHOUT GOOD CAUSE. UCC RETAINS THE RIGHT TO CHANGE THE CONTENTS OF THIS HANDBOOK AS IT DEEMS NECESSARY, WITH OR WITHOUT NOTICE.

We have prepared this Personnel Handbook to help you to understand some of the policies and procedures of the Unitarian Universalist Church of Cheyenne (referred to herein as "Employer"). Employees should familiarize themselves with the Handbook, as it will provide answers to some questions you may have about your employment. Nothing in this Handbook or in any other written or unwritten policies and practices of Employer creates an express or implied contract, promise or representation between Employer and any employee.

Employer reserves the right to deviate from normal policy in certain situations. Since every employment situation cannot be anticipated, this Handbook provides a general overview only. In applying the provisions of this Handbook, Employer will take into consideration the specific facts and circumstances of each situation. In applying the provisions of this Handbook, Employer will take into consideration the specific facts and circumstances of each situation.

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

The Handbook applies to all staff, whether full-time or part-time, except where otherwise stated. **This Handbook does not apply to ordained Ministers called by vote of the congregation.** Employed "at-will" means that an employee or Employer may terminate the employment at any time for any reason.

This Handbook supersedes all previous employment policies or practices, whether written or oral, expressed or implied.

If you have questions or comments about this Handbook, or if you need more information, please ask your supervisor or the Minister. Your comments and suggestions are encouraged.

II. EMPLOYEE BENEFITS

A. EMPLOYEE BENEFITS PROGRAM

UCC has retirement benefits, health, dental, life and Long Term Disability (LTD) insurance through the UUA plans only for those employees who meet certain qualifications as set forth in the UCC Employee Benefits Program Summary, which is available from the Church Administrator. There is also Paid Time Off (PTO) only for those employees who meet the qualifications as described in the UCC Employee Benefits Program Summary.

B. HOLIDAYS

The following paid holidays are observed each year:

- New Years Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Fourth of July
- Afternoon of Cheyenne Day (Wednesday of last full week in July)
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

If the holidays listed above fall on non-workdays, they shall be observed as agreed upon by the employee and supervisor. For employees who work on a part-time basis, 20% of their normal hours in a week with a paid holiday day will be considered time-off.

Holidays occurring during any employee's PTO will not be deducted from the employee's PTO.

The UCC Board has the discretion to declare other off days, either for the entire staff or for individual staff members, such as occasions on which Federal employees are given days off or after periods of excessive staff workload.

An employee who feels it is not safe, or will become unsafe, to travel to or from work due to adverse weather conditions may make arrangements with their supervisor to be absent from work and make up the work time. If feasible and agreeable with the employee's supervisor, arrangements also may be made to work from home.

C. LEAVES OF ABSENCE

1. Leave of absence without pay

If all PTO provided by the UCC Employee Benefits Program has been exhausted and more than one week will pass with normal work responsibilities not being met due to personal or medical issues, an unpaid leave of absence may be agreed upon with the Minister to the extent that the Minister and the UCC Board determine it is feasible.

2. Military leave without pay

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence and the expected date of return.

Employees may choose to use any accumulated PTO for all or part of the period of military service. Leaves of absence in excess of any available PTO will be without pay. Reinstatement of employment will be governed by applicable law. If the employee is covered by health, dental, life or disability insurance through the UCC Employee Benefits Program, the employee will notify Employer in writing of any election to continue insurance coverage at the time service is entered.

3. Jury duty

Employees called for jury duty are paid their regular pay for up to ten (10) working days. Employees should appear for work upon being excused from jury duty on any day.

4. Parental leave without pay

Full-time employees who become natural or adoptive parents may be eligible for a leave of absence of up to six weeks, which will be without pay after available PTO has been exhausted. The leave must begin within six weeks of the birth or adoption.

5. Time off to vote

In accordance with W.S. §22-2-111, any employee who would not have 3 or more consecutive nonworking hours during the time the polls are open will be provided one hour, other than mealtime, to vote.

III. ADMINISTRATION

A. HOURS OF WORK

The number of working hours for each employee is set forth in their written Contract for Services. The schedule for each employee will be designated by the employee's supervisor and communicated to the employee. The work week is considered to be Sunday through Saturday.

B. TIMEKEEPING

Employees must submit a written record of hours worked at the end of each pay period. Employees shall not work hours in excess of those provided in their written Contract for Services.

IV. EMPLOYMENT POLICIES AND PRACTICES

A. SEXUAL HARASSMENT

Sexual harassment is prohibited and will not be tolerated. This prohibition applies to sexual harassment by members of the same gender as well as opposite genders. 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 the conduct is used as a factor in employment decisions affecting an individual; or
- the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

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

- unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated
- 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
- the deliberate 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
- communicating or displaying sexually suggestive objects, pictures, cartoons or computer Web sites

Any employee who believes they have been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to their supervisor or the Minister. 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 of the UUCB Board.

Every complaint or report of sexual harassment will be promptly investigated as directed by the Board. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know. If the investigation indicates that a violation of this policy has 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.

B. HARASSMENT

Employer prohibits conduct that shows hostility or an aversion toward an individual because of race, color, religion, sex, national origin, age, disability, gender identification or sexual orientation and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- has the purpose or effect of unreasonably interfering with an individual's work performance

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

- epithets or slurs
- threatening or intimidating acts
- written, pictorial, verbal or physical acts that purport to be jokes or pranks but which are reasonably interpreted as hostile

Any employee who believes they have been harassed by another employee, a supervisor or any other person who the employee encounters in the course of employment should report that conduct immediately to their supervisor or the Minister. 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 of the UUCB Board.

Every complaint or report of harassment will be promptly investigated as directed by the Board. If the investigation indicates that an act of harassment has occurred, timely and appropriate

action will be taken. Retaliation or reprisal against employees who report harassment claims is prohibited and will not be tolerated.

C. WORKPLACE THREATS AND VIOLENCE

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

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on church property may be removed and will remain off church property pending the outcome of an investigation.

All employees shall inform the Minister or their supervisor of any behavior they have witnessed or experienced which they regard as threatening or violent.

D. ILLEGAL DRUGS

The use, possession or distribution of any illegal drug (or prescription drugs not being taken or possessed according to medical direction) on Employer premises or property is prohibited.

E. RESOLUTION OF EMPLOYEE COMPLAINTS

Effective communication is essential for productive working relationships. To that end, employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

The employee should present any concerns to their supervisor and together discuss the problem, applicable policies, and possible resolution.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the concerns in writing to the Minister, or if the Minister is the supervisor, to the president of the UUCB Board, who shall investigate the concern as deemed appropriate. The Minister or president may interview the employee, and, at the option of the president, appoint an ad hoc committee for consultation. The Minister or president, as applicable, shall then recommend a resolution of the problem to the supervisor and employee.

If the Minister's or president's recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the UUCB Board. The resolution recommended by the Board will be binding upon the congregation and employee.

F. INTERNET POLICY

Employer provides Internet access (including e-mail) to its staff members to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on Employer's computer system are the property of Employer and may be accessed only by authorized personnel.

All communication using tools provided by Employer or used for Employer related business should be handled in a professional and respectful manner. Inappropriate communication or Internet 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, national origin, age, sexual orientation, gender identity, disability or any other classification protected by law
- transmitting any of Employer's confidential or propriety information, including member/friend data or other materials covered by Employer's confidentiality policy.

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

Employer 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 Employer's computer system are the property of the Employer and may be reviewed and inspected at the Employer's discretion.

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

G. MEDIA INQUIRIES

All requests for information about Employer from newspapers, television and radio media should be directed to the Minister or the designated media representative. 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?” Employees may not express opinions or personal views that could be misconstrued as being those of Employer.

H. CONFIDENTIALITY

Employees may have access to confidential information about Employer, including but not limited to information about members, friends or other staff members, past or present. Such information must be treated as confidential and may not be released, removed from Employer’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.

I. PERSONNEL RECORD

It is very important that employees keep up to date all the information provided to Employer at the time of hire. This information is essential for many purposes, including benefit administration, mailing information to the employee’s home, and contacting friends or family in case of emergency. The church administrator and Minister should be promptly notified of any changes in:

- Address and telephone number
- Marital status (including legal separation)
- Legal change in employee’s name
- Dependents
- Changes in beneficiaries
- Person to notify in case of emergency
- Any relevant changes in licensing or education

J. PERFORMANCE EVALUATION

In general, employees will receive a written performance evaluation each year that will be maintained in the employee’s permanent personnel file. The process used for evaluation will be explained to the employee prior to the preparation of the written evaluation.

V. OTHER EMPLOYER POLICIES

A. ATTENDANCE AND PUNCTUALITY

Each employee is expected to be prompt and regular in attendance at work. Personal appointments should be scheduled before or after work hours, if possible. All scheduled absences must be approved in advance by the supervisor. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence and the expected time of return to work.

B. SAFETY AND ACCIDENTS

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards at all times. They should know the whereabouts of fire extinguishers and the first aid kit.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor or Minister. All on-the-job accidents or injuries to employees, no matter how minor shall be reported immediately to the Minister. In the event of a fire or other emergency, the fire department and/or police should be called immediately, and all employees and members of the congregation should leave the premises.