

6/25/2021 Gene Heater for Camille Furtney, Board Secretary

Responded via email: Mike Kercher, Marcie Kindred, Camellia El-Entably, Gene Heater, Caroljean Bongo, Garth Shanklin,

Email vote approved by Mike Kercher was sent on Jun 25, 2021, 12:00 PM by Camellia El-Entably.

3 motions were presented;

MOTION: Camellia moved to approve Elaine Hayes as the registered agent for UUC. Mike Kercher seconded. Motion carried.

MOTION: Camellia moved to donate the unspent remainder of the Family Promise budget line to Family Promise as was done in previous years. Mike Kercher seconded. Motion carried.

MOTION: Camellia moved to approve Administrator, Accompanist and Custodian. Note the Administrator contract has been changed to reflect 18 hours for this fiscal year. Mike Kercher seconded. Motion carried.

Text of contracts approved is attached.

**Unitarian Universalist Church of Cheyenne
Contract for Services**

Administrator

It is agreed between the Unitarian Universalist Church of Cheyenne and Tamra Mabe that Tamra will serve as the Administrator commencing July 1, 2021, and terminating on June 30, 2022, unless extended in writing by the parties involved.

The Administrator is employed by the Unitarian Universalist Church of Cheyenne and reports to, and is supervised by, the Minister. Final decision on hiring and termination rests with the Board of the Church. The Administrator is responsible for the satisfactory and punctual completion of the responsibilities outlined in the Administrator Job Description.

Compensation will be \$14.82 per hour, paid twice per month. The Unitarian Universalist Church of Cheyenne is responsible for paying its share of Social Security and Medicare taxes as appropriate. The Church will also pay for Workers Compensation Insurance. The Administrator will be provided with reimbursement for professional development expenses up to \$100, separate from compensation, to cover such costs as attendance at professional conferences, continuing education programs, workshops or retreats. In addition, the Church will pay for the Administrator's membership in the Association of UU Administrators.

The average working time is 18 hours per week. The Administrator is to keep regular office hours and will keep a written record of hours worked. All Administrator work hours will be performed on-site, except for church business which is required to be done off-site. It is recognized that hours may vary from week to week, or month to month to meet the needs of the church program year. The Administrator's hours shall not exceed 16 hours in any week without the prior authorization of the Minister. Under no circumstances will the hours worked by the Administrator exceed 40 per week.

The Administrator is entitled to 18 hours of PTO during this contract period.

In the case of a short-term absence, the Administrator will be responsible, in cooperation with the Minister, for finding a substitute. In the event of the need for a long-term absence, the matter will be handled by mutual agreement of the parties.

Either party may terminate this Contract for Services by giving 30 days written notice to the other party.

**Unitarian Universalist Church of Cheyenne
Contract for Services**

Accompanist

It is agreed between the Unitarian Universalist Church of Cheyenne and Priscilla Golden that Priscilla will serve as the Accompanist commencing July 1, 2021 and terminating on June 30, 2022, unless extended in writing by the parties involved.

The Accompanist is employed by the Unitarian Universalist Church of Cheyenne and reports to, and is supervised by, the Music Director, or by the Minister if there is no Music Director in place. Final decision on hiring and termination rests with the Board of the Church. The Accompanist is responsible for the satisfactory and punctual completion of the responsibilities outlined in the Accompanist Job Description including Sunday liturgical music in consultation with the Music Director and the Minister.

Compensation will be \$16.28 per hour, paid twice per month. The Unitarian Universalist Church of Cheyenne is responsible for paying its share of Social Security and Medicare taxes as appropriate. The Church will also pay for Workers Compensation Insurance. In addition, the Church will pay for the Accompanist's membership in the UU Musicians Network.

The average working time is 5 hours per week for 40 weeks (with choir rehearsals) and 3 hours per week for 10 weeks (without choir rehearsals). The Accompanist will keep a written record of hours worked. The Accompanist's hours shall not exceed 5 hours in any week without the prior authorization of the Music Director or the Minister. Under no circumstances will the hours worked by the Accompanist exceed 40 per week.

In the case of a short-term absence, the Accompanist will be responsible, in cooperation with the Music Director and Minister, for finding a substitute. In the event of the need for a long-term absence, the matter will be handled by mutual agreement of the parties.

Either party may terminate this Contract for Services by giving 30 days written notice to the other party.

**Unitarian Universalist Church of Cheyenne
Contract for Services**

Church Custodian

It is agreed between the Unitarian Universalist Church of Cheyenne and Sharon Kelley that Sharon will serve as the Church Custodian commencing July 1, 2021 and terminating on June 30, 2022 unless extended in writing by the parties involved.

The Church Custodian is employed by the Unitarian Universalist Church of Cheyenne and reports to, and is supervised by, the Minister. Final decision on hiring and termination rests with the Board of the Church. The Church Custodian is responsible for the satisfactory and punctual completion of the responsibilities outlined in the Church Custodian Job Description. It is agreed by both parties, in cases where special events or yearly seasonal tasks, such as stripping the floors and oiling the pews, cause an unusual work load, some of the normal weekly tasks may be delayed and completed the following week.

Compensation will be \$14.36 per hour, paid twice per month. The Unitarian Universalist Church of Cheyenne is responsible for paying its share of Social Security and Medicare taxes as appropriate. The Church will also pay for Workers Compensation Insurance.

The average working time is 10 hours per week while the Church is closed to all except staff and essential volunteers. Once the Church is opened to small groups (or all regular activities), the average working time will be 16 hours per week. The Church Custodian will keep a written record of hours worked. The Church Custodian's hours shall not exceed 16 hours in any week without the prior authorization of the Minister. Under no circumstances will the hours worked by the Church Custodian exceed 40 per week.

The Custodian is entitled to 16 hours of PTO during this contract period.

In the case of a short-term absence, or a need for assistance, arrangements for a substitute or custodial assistant will be made in cooperation with the Minister. The total combined hours for the Church Custodian and any substitute or assistant cannot exceed 16 hours per week without prior agreement. The Church Custodian will not arrange for a substitute or assistant until prior approval has been given by the Minister and the required paperwork and written contract with the Church have been completed. In the event of the need for a long-term absence, the matter will be handled by mutual agreement of the parties. Under this contract as Church Custodian, custodial subcontracting is not permitted.

Either party may terminate this Contract for Services by giving 30 days written notice to the other party.