

**Personnel Policy Manual**

**For**

**Unitarian Universalist Congregation of Green Valley**

**Date Adopted September 19, 2013**

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## **STATEMENT OF PURPOSE AND COVERAGE**

We have prepared this Personnel Manual to help you understand some of the policies and procedures of the Unitarian Universalist Congregation of Green Valley (referred to herein as “Employer”) and to provide answers to some questions you may have about your employment. Nothing in this Manual 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.

The Employer’s policies generally will be applied consistently. However, the Employer reserves the right to deviate from normal policy in certain situations. Since every employment situation cannot be anticipated, this Manual provides a general overview only.

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

This Manual supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of this Manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

The Manual applies to all staff, whether fulltime, part-time, exempt or nonexempt, except where otherwise stated. This Manual does not apply to ordained ministers employed by Employer. Employees are employed “at-will”, which means that an employee or the Employer may terminate the employment relationship at any time for any reason, with or without notice.

**A list of current employees and their respective job descriptions is attached as Appendix A.**

If you have any questions or comments about this Manual, or if you need more information, please ask your supervisor. Your comments and suggestions are genuinely encouraged.

## **EXPECTATIONS OF EMPLOYEES**

This section applies generally. Specific details of the different positions are provided in the job descriptions contained in Appendix A.

### **Personnel Record**

It is very important that employees keep up-to-date all the information provided to the 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 office manager 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; and
- Person to notify in case of emergency.

### **Performance Review**

As of August 1, 2013, our minister will be the supervisor of all employees. Performance will be evaluated according to the job descriptions contained in Appendix A, as such job descriptions may be modified from time to time in individual conferences between the employee and the supervisor. Concerns about an employee's performance should be brought to the employee's attention. Any failure to agree about the concerns, or repeating the same behaviors that have been cause for concern, should be noted in writing to the employee and to the employee's personnel file. Any ongoing disagreement or conflict can become subject to the procedures for resolving conflicts described later in this manual. Depending upon the nature of the concerning behavior and attempts to improve the situation, the supervisor may make a recommendation to the Board that an immediate termination may be necessary.

### **Media Inquiries**

All requests for information about the Employer from newspapers, television and radio media should be directed to the Chair of the Communications Committee. 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 the individual get back to you?"

### **Confidentiality**

Employees may have access to confidential information about the Employer, including but not limited to information about members, friends or other staff members. Such information must remain confidential and may not be released, removed from the Employer's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment. All requests for information concerning past or present employees received from organizations or individuals should be directed to the minister or the president of the congregation.

### **Conflicts of Interest**

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to the Employer, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with the Employer.

Employees shall not engage in any business or transaction and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for the Employer. Employees who have questions about whether an activity violates this policy should discuss the matter with their supervisor.

In the hiring process, job openings will be advertised, giving the public an opportunity to apply. Hiring will be based upon who is the most qualified for the job, without preference given to a member of the congregation. There shall be no obstacle to a non-member employee becoming a member of the congregation after he or she is hired.

### **EMPLOYEE BENEFITS**

At the present time the Employer has no salaried employees and no established employee benefit plans. It is our intent to explore the feasibility of creating salaried position(s) or to adopt policies concerning paid vacation, holidays, and sick leave or plans for employee benefits, which may include such things as health, dental, life, and disability insurance and access to a retirement plan. The Finance Committee and the Board will study the costs of various options and recommend what might be appropriate for us at least in time for the construction of the proposed budget for the 2014-2015 fiscal year.

We have workers compensation insurance coverage that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's supervisor. Employees may be required to provide a physician's statement in order to receive worker's compensation benefits, or to return to work.

### **RESOLUTION OF EMPLOYEE COMPLAINTS OR GRIEVANCES**

An employee who experiences a seemingly unresolvable conflict with a supervisor, another employee, or a member of the congregation has several options to approach a resolution. If the event involves an alleged violation of the provisions against discrimination or harassment described in the next section, the employee should report it to his or her supervisor or to the president of the congregation, and a thorough investigation will be made. If the investigation indicates that an infraction has occurred, timely and appropriate action will be taken. Retaliation or reprisal against employees who report claims of discrimination, sexual harassment, or harassment is prohibited and will not be tolerated. Any violation of equal opportunity, sexual harassment, or harassment policies will be treated as a serious matter and will result in disciplinary action, up to and including termination.

The Employer has adopted procedures for resolving interpersonal conflicts that do not rise to the level of violations of the equal opportunity, sexual harassment,

or harassment provisions and has a Committee on Compassionate Relations to implement the procedures. The following steps are recommended:

1. Talk directly with the person with whom you have conflict.
2. Consult informally with a member of the Compassionate Relations Committee or the Minister for how to proceed.
3. If still unresolved, take the matter to the Committee for Compassionate Relations.
4. If still unresolved, take the matter to the Board.

## **COMPLIANCE WITH FEDERAL AND STATE LAWS**

Employer will comply with all state, local, and federal laws governing employment.

### **Equal Employment Opportunity**

Employer affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with all federal, state and local laws and without regard to race, color, religion, sex, national origin, age, disability or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy.

### **Sexual Harassment**

Sexual harassment is prohibited and will not be tolerated. This policy 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 constitutes 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.

### **Harassment**

The Employer prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation or any other classification protected by law, 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; or
- otherwise adversely affects an individual's employment opportunities.

## **Wage and Hour**

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are assigned and by their regular work schedule. At the present time all of our employees, except for our minister who is not subject to this manual as an employee, are hourly and, thus, non-exempt under wage and hour laws.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as "non-exempt" employees. Those in administrative, management, or supervisory positions who are not subject to such regulation are referred to as "exempt" employees.

Non-exempt employees must submit a written and signed record of their time worked by the 24<sup>th</sup> of each month. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Where required by applicable law, overtime will be paid to non-exempt employees at the rate of one and one-half times the regular rate of pay for all hours worked in excess of forty in any one work week. Employees should not work overtime without authorization in advance.

## **PAY AND PAYROLL DEDUCTIONS**

Pay adjustments generally will be considered for all employees once a year and any adjustments will normally begin at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay is usually based upon such factors as individual performance, job responsibilities and other appropriate factors. Employees are generally paid by the end of the month.

Deductions made from employee's wages are reflected on the stubs of their paychecks. Federal law requires deductions from pay for income tax, Social Security, and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction.

Employees are responsible for promptly notifying the Treasurer of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

## **APPENDIX A – JOB DESCRIPTIONS**

### **Administrative Secretary**

The administrative secretary is responsible for the following things:

- Answering and responding to, or directing to the appropriate person, all correspondence, phone calls, messages, and emails that come to the church
- Handling communications with the congregation in accordance with church policy
- Recording greeting on office phone with weekly updates announcing Sunday service topic and speaker
- Scheduling use of the facility in accordance with church policy; all scheduling requests must go through her and she maintains the master calendar; she provides calendar information to the Unitel editor and the webmaster on a monthly basis
- Acting as receptionist while in the office
- Tracking and ordering office supplies
- Overseeing filing of church documents, correspondence, receipts, etc.
- Maintaining the membership database
- Compiling and emailing Membership Directories periodically
- Writing checks that have been approved by the Treasurer or appropriate committee chair
- Assisting the Treasurer in maintaining the financial database
- Receiving the necessary information and producing the weekly Order of Service Bulletins
- Receiving the monthly Unitel and distributing it to the membership electronically for most and in hard copy for some



## **APPENDIX A – JOB DESCRIPTIONS**

### **Music Director**

The Music Director shall provide the following services to UUCGV:

- a. Oversee the entire music program.
- b. Conduct, including rehearsals and selecting music for each.
- c. Coordinate service music with the minister and, where necessary, Forum Sunday organizers or others.
- d. Attend meetings of the Sunday Services Committee upon request.
- e. Recruit new choir members and instrumentalists.
- f. Rehearse instrumental players to perform with the choir and other music program ensembles.
- g. Present new music and arrange existing music for performance by the choir. In the event that new music is composed by the Music Director and any co-authors, it is understood that performance and reproduction rights to the arrangements and compositions are not transferred to UUCGV or any related entity for any purpose beyond performance at services and Church functions for which the Music Director and any co-author(s) consent to performance. Compositions created by the Music Director and any co-author or co-authors shall not be considered Works for Hire as defined by US copyright law unless expressly agreed to in a separate written and signed agreement between UUCGV, the Music Director and any co-author or co-authors.
- h. Arrange music for choir and other sponsored music ensembles
- i. Arrange music and performances for memorial services for UUCGV members.
- j. Arrange music and performances for special seasonal music programs sponsored by UUCGV.
- k. Communicate information about UUCGV musical events through mass media, email and internal communications.
- l. When agreed to by both parties, compose, arrange and present special musical events sponsored by UUCGV in whole or in part.

## APPENDIX A – Job Descriptions

### Sexton

In general the sexton is responsible for setting up the room on Sunday mornings for services and for managing the sound and audiovisual equipment on Sundays and for such other events as scheduled. More specifically the sexton's responsibilities are:

- Arrives** at Placita del Sol at 8:30 am each Sunday that a service is held at the Placita del Sol (Sexton is given code to auditorium and key to bathroom closet where keys to sound equipment are kept)

- Opening Procedures**

- Turns on lights
- Turns on air conditioning or heat as needed (2 thermostats)
- Rolls out hymn books and puts them on chairs if needed
- Puts tables on veranda as needed
- Rolls out 2 large display screens to the veranda
- Rolls podium to center of stage
- Puts down screen if needed for service
- Sets up PA system; re-locks bathroom closet
- Sets out hearing assistance devices and checks batteries before service
- Checks batteries in wireless mics and systems; determines whether minister or speaker wishes to use wireless lavalier system
- Assists the Sunday Services Committee setting up info, etc., if needed
- Sound check with music director and choir at 9 am

- During the service** - 10 am service begins and sexton performs tasks at hand and will monitor sound system performance throughout service and make adjustments as necessary

- Close down** at 11 am unless there is a special forum or meeting, in which case sexton will stay on property until over and be compensated for time.

- Collects all books and puts away
- Off heat and air conditioning
- Opens curtains if they are closed
- Puts podium off center
- Puts garbage bins back in kitchen and shuts kitchen door
- Locks both back doors
- Brings in all tables and screens and organizes them as needed
- Collects all mics and cables, puts them back in closet
- Shuts down PA system and locks both the PA system and the closet
- Back all chairs
- Picks up anything left behind and puts in proper place
- Turns off all lights
- Sexton is the last person out (12 noon) providing all congregation members have left the auditorium. If they have not, sexton may ask those concerned to shut double doors on their way out.

**•Sexton work other than Sundays:**

The sexton may be asked to staff special events where needed and will be compensated for this work at the regular rate of pay.

Committee heads may call the sexton directly or may contact the administrative secretary to call the sexton, and the sexton will notify the supervisor for authorization. Sexton will be paid from the committee's budget unless otherwise authorized by the Board.