

FIRST UNITARIAN CHURCH OF ST. LOUIS

PERSONNEL POLICIES

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FIRST UNITARIAN CHURCH OF ST. LOUIS PERSONNEL POLICIES

i. Purpose

It is the policy of the First Unitarian Church of St. Louis to provide fair and equitable treatment of employees, and a workplace that is conducive to providing high quality and appropriate services to the members and friends of the First Unitarian Church of St. Louis and the St. Louis community.

For this reason, the Church has set forth these policies as a guide to clarify employment practices and expectations of employees. However, these policies should not be considered a contract between the employees and the First Unitarian Church Policy Board. A copy of these policies shall be provided to all employees.

These guidelines state general personnel policies approved by the Church's Policy Board and may be amended at any time by the Policy Board. Nothing in these guidelines is intended to alter the at-will employment relationship between the Church and its employees. All personnel employed by the Church are employed on an at-will basis unless otherwise provided by a separate written agreement.

Conditions of employment for ordained (ministerial) staff are specified in their contract(s) with the Church, as executed by the Policy Board. Ordained staff members are subject to the general provisions and policies of the Church, including these personnel policies except where their contract overrides.

ii. General Patterns of Supervision Within the Church

The Senior Minister is Chief of Staff, and has direct supervision over all professional staff, including the Church Administrator, the Director of Religious Education, IT Technician and the Music Director.

The Church Administrator supervises the Administrative Assistant, other office, communications, and facilities personnel, plus all non-music and non-RE contract workers.

The Director of Religious Education supervises the RE Assistant and all childcare providers. The Music Director supervises music staff and contract musicians.

Members of the Policy Board, Personnel Committee, or any other committees of the church do not supervise staff except in the absence of a minister, in which case the Policy Board has the authority to specify alternative patterns of supervision. The Senior Minister is expected to consult with the Personnel Committee, the Board, and with other committees, as appropriate, regarding personnel matters.

iii. Personnel Policy Changes

The Church reserves the right to change these personnel policies at any time, through action of the Policy Board upon recommendation of the Personnel Committee and may change these policies without notice as necessary for the effective operation of the church. Employees will be notified and given an opportunity to provide feedback prior to implementation of any policy

changes.

1 General Provisions

1.1 Equal Opportunity in Employment

The Church is an equal opportunity employer. All employment, retention, promotions, terminations, or any other personnel action, will be based on the qualifications, competence and performance of the prospective employee or employee. Employment policies will be applied without regard for political affiliation, race, national origin, gender, age, disability, sexual orientation, or gender identity or expression.

1.2 Civil Rights

Just as all employees and prospective employees will be afforded their civil rights, all members and persons seeking or using the services of the Church will receive those services without regard to any of the above-listed protected categories. It is the responsibility of every employee to see that no one's civil rights are breached, and it is the responsibility of each employee to notify a supervisor or the Administrator if such breach is observed or known.

1.3 Harassment

Employees are to treat other employees and members of the congregation with courtesy and dignity. Unwelcome sexual innuendoes, physical contact, inappropriate comments, jokes, or any behavior that is offensive to the recipient will not be tolerated, particularly if the recipient is a subordinate. Any employee who is subjected to such behavior, or observes others being subjected to such behavior, should report it to their supervisor, unless that person is the one engaging in such behavior. If their supervisor is engaging in the behavior, the employee should report the behavior to the Sr. Minister, as Chief of Staff and if the Sr. Minister is engaging in the behavior, then the employee should report it to the Chair of the Personnel Committee or the President of the Policy Board. Any allegations of harassment will be investigated by an appointee selected by the Policy Board. Results of the investigation will be reported to the Policy Board, which will take appropriate disciplinary action supported by the investigation's findings.

1.4 Office Appearance and Demeanor

All employees of the Church will come to work dressed in a clean, neat manner, and in clothing that is suitable to their responsibilities. All employees of the Church will conduct themselves in a courteous, considerate and respectful manner to other employees, as well as to all members and visitors of the church. Vulgarity and loud or abusive language will not be tolerated. Physical or verbal threats will not be tolerated. All employees are obligated to report such behavior promptly as described in 1.3 above. Investigation and remediation also will be handled as in 1.3.

1.5 Substance Use

The Church expects all employees to be fit to perform their duties in an unimpaired manner and to avoid misuse of either alcohol or drugs while on duty. Intoxication may be grounds for dismissal. Smoking is not allowed anywhere in the building. Smoking of tobacco is permitted during designated rest periods and the lunch hour, outside the side door of the building, out of the view of church members. Illegal substance use will not be tolerated and may result in dismissal.

1.6 Confidentiality

Church staff may from time-to-time deal with confidential personal, family or economic information of other employees and members. This information is to be kept strictly confidential. Exceptions may be made if the Sr. Minister determines that another staff person needs to know this information to provide appropriate church services. Failure to maintain confidentiality may result in disciplinary actions.

1.7 Licenses

Any person who is required to drive a vehicle as a part of their job duties will provide the Administrator with a current copy of their driver's license, and proof of liability insurance, if driving their own vehicle. Any person who is hired to a position where professional licensure or certification is required will provide the Administrator with a current copy of any such license, certificate, or renewal.

2 General Employment Policies

2.1 Recruitment

All vacant positions will be publicized as determined by the Sr. Minister and Personnel Committee to assure that the best qualified candidates are obtained. All hiring processes must follow the procedure promulgated by the Personnel Committee, that is inclusive of Job Title, Key Job Duties, Hours, Benefits, Salary Range, and desired Start Date. All personnel activities shall be conducted in such a manner that ensures equal opportunity for all persons.

2.2 Authority for Employment Actions

The Sr. Minister, as Chief of Staff, has the authority to hire and terminate all staff, and shall consult with the Personnel Committee, the Policy Board, and the relevant Committee, as appropriate.

2.3 Personnel Records

Personnel records will be maintained for each employee, and strict confidentiality of these records will be maintained. Records will be kept in a locked file, available to the Minister, the employee's direct supervisor, the Administrator, and the Personnel Committee. Records will include all pertinent, job-related security clearances, school/university transcripts, certificates, licenses, state, federal and local documents as required by law and type of position. Only the Minister or the direct supervisor is authorized to provide references for an employee. Employees have the right to review their files.

2.4 Office Hours

The Sr. Minister shall set the church office hours, in consultation with the Policy Board.

2.5 Work Week

The work week for full-time employees is 40 hours per week.

2.6 Vacation

The Church provides paid vacation time for all permanent full and part-time staff who work at least 10 hours per week in proportion to their regular weekly work schedule. Time off for vacation must be pre-arranged with the employee's supervisor. Coverage of Church responsibilities takes precedence over individual vacation time. However, previously scheduled vacations may be approved in extenuating circumstances by the Chief of Staff/Sr. Minister. Vacation time increases over time as follows:

- On the anniversary date of their first through fifth years of employment, all employees who regularly work at least 10 hours per week will receive two weeks' vacation time (10 working days) in proportion to their regular work schedule
- During the sixth through tenth years of service, vacation time is provided on their anniversary date at the rate of three weeks (15 working days) annually
- After ten years of service, four weeks (twenty working days) of paid vacation are provided annually on the anniversary date

- Employees who regularly work on Sundays only will receive two paid Sundays off per year

With written approval of the Sr. Minister, up to one week of vacation may be carried over into the following year. Under no condition will unused vacation be converted to cash, either during employment or upon termination. The Administrator will track all vacation time used and accrued. Annual accrual of vacation time runs from the anniversary date of the employee's start date.

2.7 Family Leave

For employees who have completed a minimum of six consecutive months of service, the Church allows up to a total of 12 work weeks incorporating paid and unpaid leave within a 12-month period for the care of a spouse/partner, child or parent with a serious health condition, or if the employee themselves is unable to work because of a serious health condition. However, employees using this leave will be required to first use all accrued paid leave balances (i.e., vacation and sick leave) to contribute to the Family Leave. Additional Family Leave taken that is not covered by paid leave balances must be taken as unpaid leave. Employees on Family Leave will continue to be covered by all benefit plans (i.e., health insurance, life insurance, pension, etc.). Though the church is not subject to the Family and Medical Leave Act of 1983, it desires to comply with the spirit of such legislation.

2.8 New Parenting Leave

For all employees who have completed a minimum of 6 months of consecutive service, the Church allows up to a total of 12 work weeks incorporating paid and unpaid leave within a 12-month period for the birth and care of a child or the adoption or foster care of a newly placed child. Employees using New Parenting leave will be required to first use all accrued paid leave balances (i.e., vacation and sick leave). Additional New Parenting Leave taken that is not covered by paid leave balances will continue to be paid on the regular payroll. Employees on New Parenting Leave will continue to be covered by all benefits (i.e., health insurance, life insurance, pension, etc.).

2.9 Attendance

Punctual attendance of all employees is a condition of employment, and failure to abide by this is grounds for disciplinary action. In the case of hourly employees (exempt and non-exempt), time records should be accurate, and supervisors are responsible for seeing that they are kept daily. If an employee is unable to report to work on time, the supervisor or Administrator should be notified as soon as the workday begins.

2.10 Sick Leave

Employees regularly scheduled for at least 10 hours per week are eligible for paid sick leave. Sick leave is earned based on one day per month starting on the employee's date of hire and may be accrued up to a maximum of 89 days. One "day" of leave is based on the employee's regular daily work hours. If an employee terminates employment, and uses accrued paid leave following termination, that time cannot be used to accrue further sick leave. When the employee leaves the employment of the church, unused sick leave may not be converted to cash.

Sick leave may be used when an employee is incapacitated from the performance of their duties because of sickness, injury, pregnancy, childbirth/or recovery, or periods of time required for medical, surgical, dental or optical examination or treatment, or where through exposure to communicable disease, the employee's presence would jeopardize the health of others. Sick leave may also be taken due to illness of a spouse or domestic partner, children, and other close relatives. Accrued annual vacation leave may be combined with sick leave for absences due to illness that extend beyond accrued sick time. (See 2.7 Family Leave above.)

If an employee is unable to report to work because of sickness or injury, their supervisor should be notified as soon as the workday begins, unless that time is impracticable. However, failure to notify the supervisor within 48 hours of absence will result in their leave being unpaid. If the supervisor is unavailable, the Administrator or Sr. Minister should be notified. If the absence is due to a pre-arranged appointment, the employee should inform the supervisor as soon as possible in advance of the appointment.

When sick leave lasts over five consecutive workdays, verification from a health care provider may be requested. Exceptions to this sick leave policy may be made on a case-by-case basis. The Administrator will track sick leave accrued and used.

2.11 Bereavement Leave

Up to five days of paid bereavement leave is allowed, not chargeable to accrued sick leave or vacation, immediately following the death of a spouse or domestic partner, child, sibling, parent, grandparent, grandchild or spouse or domestic partner's child, grandchild, parent, or grandparent. Absences due to death of a loved one other than those above will be charged to accrued vacation leave, or to leave without pay. All leave of this nature requires notification of the employee's supervisor.

2.12 Leave for Special Circumstances

There may be other events or circumstances that an employee faces, which require their presence, such as a court appearance, jury duty, or other circumstance, for which employees may be granted time off with compensation. Time off may also be granted under special circumstances without pay. All requests for leave should be approved in writing by the supervisor.

2.13 Paid Holidays

Nine paid holidays are granted each calendar year as follows: New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Day, and one day selected by the employee with the approval of the supervisor.

2.14 Sabbaticals

Ministers and the Director of Religious Education are eligible to apply for paid sabbatical leave in accordance with their contract or letter of agreement, applicable Board policy, or other agreement. Absent a specific agreement to the contrary, unused sabbatical time may not be converted to cash.

2.15 Annual Performance Plan Reviews

Annual performance plans will be proposed by the employee and reviewed by the employee's supervisor in accordance with the planning and review process. Annual performance plan reviews will be conducted by the Sr. Minister or direct supervisor.

2.16 Compensation

Compensation adjustments are made at the discretion of the Policy Board, upon recommendation by the Minister and the Personnel Committee. Employees who receive financial gifts are responsible for reporting these gifts and paying income taxes in accordance with IRS guidelines.

2.17 Temporary Employees

Temporary employees may be hired without following normal recruitment policies. However, temporary hiring processes must be approved by the Sr. Minister.

2.18 Payroll Deductions

Those deductions required by law will be made from the employee's earnings. In addition, other deductions will be made as specifically authorized by the employee.

2.19 Disciplinary Action

Disciplinary action generally follows these steps: oral counseling, written reprimand, suspension, and/or dismissal by the Sr. Minister in consultation with the Personnel Committee. The following are **some** of the causes of disciplinary action:

- Incompetence, inadequate, or careless performance of duties
- Failure to meet established minimum standards of performance
- Habitual tardiness, or absence during regular working hours without prior or subsequent authorization
- Insubordinate behavior, or failure to obey instructions from a supervisor or Administrator
- Willful violation of the policies of the Church
- Abusive or improper treatment of other employees, members of the Church, officials of city, county, state or federal government or any citizen
- Abusive, violent, harassing, or disruptive behavior while on duty or on the Church property
- Being under the influence of drugs or alcohol while on duty
- Any felony or any misdemeanor that violates the principles of the Church, demonstrates lack of discretion, or any act on or off duty that brings discredit to the Church
- Any false statement or false credentials when applying for a position or promotion at the Church

2.20 Grievances

If an employee has concerns regarding their treatment, working conditions, or responsibilities, these concerns or grievances should go through the proper supervisory channels. It is considered

improper for an employee to go directly to a member of the Policy Board, Sr. Minister, or even to the Administrator (unless the Administrator is their direct supervisor) to address concerns. The chain of supervision should always be observed, and disputes should be resolved at the lowest possible level and with the least rancor possible.

2.21 Professional Development

The Church desires, within the resources available, to offer professional development opportunities to increase employees' skills and knowledge in areas directly related to employment. If possible, the Church will also support the employee in obtaining or maintaining licenses or other credentials necessary for the delivery of high-quality services. Expenses for professional development may be reimbursed by the Church with the approval of the supervisor, if resources are available.

2.22 Mileage Reimbursement

Mileage reimbursement is paid at the prevailing rate set by the Internal Revenue Service when an employee is driving his or her automobile on Church business. Mileage will be calculated from the Church to the destination, not from the employee's home. If an employee is called out after hours for Church business, mileage may be counted from the employee's home to the site of the call and return.

2.23 Expense Reimbursement

Employees are reimbursed for required church expenses incurred during their work. Requests for expense reimbursement must include receipts for costs incurred and included with the Professional Development reimbursement form submitted to the Administrator, and signed by the employee.

3 Resignation, Termination, Layoff, and Reemployment

3.1 Resignation

Employees who wish to resign should submit a letter of resignation to their supervisor at least two weeks before the date of resignation. For professional staff (Church Administrator, Religious Educator, Music Director, Choir Director) 30-90 days' notice is expected. The last day worked will be the effective date of the resignation unless the employee is on leave of absence or on sick leave. Employees who resign employment should return all Church property to their supervisor, including keys or other security devices, credit cards, identification or business cards, and any equipment that belongs to the Church.

3.2 Termination for Cause

Employees may be terminated for cause based on misconduct, theft, violence, severe negligence or failure to meet acceptable standards of work. Employees whose employment is terminated should return all Church property to their supervisor, including keys or other security devices, credit cards, identification or business cards, and any equipment that belongs to the Church.

3.3 Layoff or Reduction of Hours

An employee may be laid off or have their hours reduced because of a shortage of funds or shortage of work. These decisions are not considered disciplinary actions. A minimum of two weeks' notice will be given to employees being laid off, or whose hours are being reduced. Employees who are laid off should return all Church property to their supervisor, including keys or other security devices, credit cards, identification or business cards, and any equipment that belongs to the Church.

3.4 Reemployment

Any employee who has been laid off or resigned in good standing will not be excluded from consideration for reemployment.

3.5 Unemployment Insurance

Because the Church does not participate and does not pay into the state Employment Security System, employees of the Church are not eligible to collect unemployment if their employment with the church is terminated for any reason.

4 Benefit Plans

The First Unitarian Church Policy Board, within the limits of the resources available, makes every effort to provide reasonable benefits for their employees. The Church administers these benefits in compliance with the guidelines and policies that each plan requires. The Church also reserves the right to modify or terminate any benefits at any time.

4.1 Retirement

The Church subscribes to the Unitarian Universalist Association retirement system. Amounts contributed by the Church to each employee's account are determined during the budget process for the upcoming church year, and may be changed at any time, depending on the financial condition of the church. Currently, employees are not required to contribute to their retirement, although the Church encourages them to do so. The Board reserves the right to change this policy if financial conditions change.

4.2 Health Insurance

Health insurance, including major medical care, is available for all eligible employees under the insurance plan and policy currently in place. The church pays 80% of the premiums for the employee, and the employee pays 20%. Employees who wish to have their spouse or domestic partner and/or children covered under this insurance (if the policy allows) are required to pay 100% of dependent premiums, unless other arrangements have been made as part of their contract or letter of agreement. Plans that may be available will be made known to all employees on an annual basis. Insurance provisions are re-evaluated by the Administrator, the Insurance Committee, and the Personnel Committee on a regular and ongoing basis.

4.3 Workers Compensation Insurance

Workers Compensation insurance covers all employees for job-related injuries. If an employee is injured while performing his/her/their job, medical treatment should be sought at once. If the injury appears serious or life-threatening, the employee or those responsible for the employee should call 911 and/or seek emergency treatment at the nearest medical facility. As soon as possible, the employee or their family member should report the accident to the employee's immediate supervisor, or to the Church Administrator, so that the church can make a report to the insurance carrier within the required 24 hours of the accident.

4.4 Liability Insurance

Liability insurance is provided by the Church for employees or volunteers while on Church business.

4.5 Automobile Insurance

All employees are responsible for maintaining automobile insurance on personal automobiles used while the employee is doing Church business.

4.6 Other Insurances

Life, dental, and disability insurance programs are available for Church employees through the

UUA group plan if the employee chooses to enroll and pay premiums through payroll deduction. Employees are encouraged to elect disability coverage.

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