

PERSONNEL POLICY

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INTRODUCTION TO FIRST UNITARIAN CHURCH

Message from the Minister/CEO

To All Those Serving as Church Staff Members at First Unitarian Church—

This Personnel Policy outlines the basic elements of the employment relationships between First Unitarian Church and its church staff members. It builds upon the Personnel Policy set forth by the Board of Trustees in 1999 and revised in 2001, but it moves beyond that document to reflect the modified form of Policy Governance which the Board of Trustees has more recently adopted.

First Unitarian Church relies on its church staff members to provide many different kinds of assistance to the congregation as the congregation works toward the outcomes specified by the Board of Trustees in the Ends Policy. Church members and friends look toward church staff members to organize significant and formative experiences of religious community, to model exemplary behavior, and to provide or encourage trusted relationships within the context of a religious community that encourages personal spiritual growth and principled service to the larger community. First Unitarian Church has for many years demonstrated its appreciation for its church staff members by allocating a large fraction of the annual operating budget toward staff compensation and benefits. Accordingly, church staff members need be highly responsible individuals and cooperative team members, and this Personnel Policy is intended to help ensure that church staff members are working as effectively and as efficiently as possible.

Some of the language in this Personnel Policy is rather strong. In some instances, this reflects a determination to leave behind and not repeat some difficult experiences in previous years. But much of the language in any document governing employment relationships is used only in rare circumstances, and you may prefer to focus on the more positive aspects of your responsibilities and opportunities here at First Unitarian Church. Working for a religious community can be a deeply rewarding experience, despite occasional challenges. I hope it will be deeply rewarding for you.

I will do my best to be understanding and fair with regard to decisions about personnel issues within the limitations of the institutional resources available to me and the limitations of my own perceptions, preferences, and perspectives. I look forward to working with you as together we serve this remarkable religious community, which we can help make even more remarkable through our devoted and determined efforts.

Rev. David Herndon
September 1, 2007

Mission Statement

The First Unitarian Church of Pittsburgh provides an intentional, supportive, and inclusive religious community where individuals of all ages and diverse beliefs, sustained by the seven Unitarian Universalist principles, seek personal growth and strive to promote social justice within the congregation and in the world beyond.

Ends Policy

People who share Unitarian Universalist values gather in a liberal religious community for personal growth and social transformation, with resources comparable to other thriving religious organizations.

Connection between Church Governance Policies and Personnel Policy

The Board of Trustees exercises its governance responsibilities in accord with four policies: the Ends Policy, the Governance Process Policy, the Board-Staff Linkage Policy, and the Executive Limitations Policy.

Through the Board-Staff Linkage Policy, the Board of Trustees entrusts the Chief Executive Officer with overall responsibility for attainment of the results specified in the End Policy. Accordingly, the Chief Executive Officer has overall authority to make decisions regarding the most effective and efficient use of Church resources, subject to the constraints specified in the Executive Limitations Policy.

This Personnel Policy reflects the Chief Executive Officer's determination of how the employment relationships between the Church and Church staff can be most effectively and efficiently structured.

Program Staff and Operations Staff

Program staff members are generally responsible for planning and conducting worship, for providing opportunities for lifespan faith development, for providing pastoral care and counseling, for leading music performance groups, for leading and taking part in social justice efforts, for welcoming visitors and new members, for providing campus ministry, for working with lay leaders, for providing leadership and program offerings within the larger Unitarian Universalist community, for providing rites of passage for church members and for individuals from the larger community, for planning and coordinating, and for organizing other congregational activities.

Operations staff members are generally responsible for keeping track of financial receipts, for writing checks, for cleaning and maintaining the church building, for providing building security, for ensuring building safety, for responding to telephone calls, for answering the door, for

making copies of the newsletter and the printed order of service, for sending out mailings, for coordinating building rentals, for maintaining the building space reservation calendar, for maintaining office equipment, for maintaining church computers, for coordinating with contracted maintenance and repair workers, for determining emergency procedures, and for setting up tables and chairs as requested by building users.

The contributions of both program and operations staff members are essential for the vitality and health of First Unitarian Church. Timely communication, anticipation of difficulties, thorough preparation, careful coordination, common courtesy, mindfulness of the sincere efforts and limiting circumstances of others, attention to detail, and awareness of the overall purposes and goals of the congregation are essential for the cohesiveness and effectiveness of church staff.

Basic Expectations

Church staff members shall seek to maintain a respectful and courteous environment at all times.

Church staff members will put forth honest and fair effort during those hours when they are expected to be working for the church. Church staff members should not try to cut corners, beat the system, or cheat the church out of its limited resources. Church staff members should recognize that there is always something they can do to benefit the church during their scheduled work hours, and while occasional short breaks may be acceptable, excessive idleness is never acceptable. Further, church staff members should be aware that substandard effort on the part of one church staff member tends to undermine the morale of other church staff members.

Church staff members will take responsibility for effective communication, organization, conflict resolution, interaction with church members, and promotion of a positive image of First Unitarian Church, thus affirming and nurturing the aspirations of the church members and friends.

Church staff members will be fiscally responsible for those areas of financial control delegated to them by the Chief Executive Officer through the budgeting process. Church staff members will be forthright and open in their communication with the Chief Executive Officer and the Board of Trustees about all financial matters relevant to the church.

Church staff members will seek to resolve their differences in a fair, confidential, and calm manner that maintains a positive environment for congregants. If the Chief Executive Officer deems it necessary to provide information to the congregation or some smaller group thereof, he or she will be responsible for this communication.

Church staff members will abide by the principles of the Unitarian Universalist Association, the mission statement of the church, the governance policies of the church, the provisions of this personnel policy, and, where applicable, their respective codes of professional ethics and conduct.

Church staff members will establish and maintain a positive work environment for themselves and their colleagues, incorporating teamwork, cooperation, and respect for the skills that each church staff member brings to the church.

ROLES AND RESPONSIBILITIES

Board of Trustees

Members of the Board of Trustees are elected by the members of First Unitarian Church, as specified in the Bylaws of the church. The Board of Trustees has chosen to exercise its leadership responsibilities through a modified form of Policy Governance. The four governance policies set forth by the Board of Trustees are the Ends Policy, the Governance Process Policy, the Board-Staff Linkage Policy, and the Executive Limitations Policy.

According to this model of governance, the Board of Trustees has no direct involvement in personnel decisions. The Board of Trustees approves the annual operating budget, and thus makes final decisions regarding compensation and benefits.

Chief Executive Officer

The Minister serves as Chief Executive Officer.

The Chief Executive Officer coordinates all decisions pertaining to church staff members, including hiring, employment contracts, job descriptions, supervision, evaluation, disciplinary measures, and termination of employment. The Chief Executive Officer drafts the annual operating budget for approval by the Board of Trustees, and thus makes recommendations regarding compensation and benefits. The Chief Executive Officer is responsible for writing and updating the Personnel Policy.

The Chief Executive Officer may appoint search committees to assist with the hiring process for new church staff members. The Chief Executive Officer may appoint evaluation committees to assist with the evaluation process for church staff members. The Chief Executive Officer may appoint ad hoc committees to assist with providing orientation sessions for new staff members, conducting exit interviews for departing staff members, reviewing and making recommendations for revising job descriptions, maintenance of employee records, overseeing compliance with employment contracts and job descriptions, reviewing and making recommendations regarding compensation and benefits, reviewing and making recommendations regarding this Personnel Policy, resolving conflict, serving on employee development committees, and imposing disciplinary measures.

Church Staff Members

The Chief Executive Officer sets the overall direction for church programs and operations. At the same time, the Chief Executive Officer honors and relies on the creativity, skills, preferences, dedication, inspiration, and devotion that staff members bring to their duties and responsibilities.

The Chief Executive Officer supervises all church staff members with the expectation that they will abide by their employment contracts, their job descriptions, the provisions of this Personnel Policy, and with the overall direction for church program and operations set by the Chief Executive Officer.

Church members and friends do not assign duties or responsibilities to church staff members. Likewise, members of the Board of Trustees do not assign duties or responsibilities to church staff members, but members of the Board of Trustees may influence the programs and operations of the church through the Ends Policy and through the budget setting process.

Program Committees and Operations Committees

Except for the Nominating Committee and any ad hoc committees specifically created by the Board of Trustees, all church committees report to the Chief Executive Officer.

In practice, the Chief Executive Officer may structure this reporting relationship so that program committees and operations committees report to church staff members who report, in turn, to the Chief Executive Officer.

The Program Administrative Team meets monthly to coordinate program activities. The Operations Administrative Team meets monthly to coordinate operations activities. The Chief Executive Officer appoints the members of the Program Administrative Team and the Operations Administrative Team.

Representatives from the Larger Unitarian Universalist Community

From time to time, representatives from the larger Unitarian Universalist community may become involved in church life in one way or another. Examples include: a minister from another Unitarian Universalist church presenting a sermon or conducting a rite of passage at our church; a musician presenting a performance or workshop at our church; Ohio-Meadville District staff members meeting with the Board of Trustees; representatives from the Ohio-Meadville District Board of Trustees making plans for a District event taking place in our church; representatives from the Ohio-Meadville Youth-Adult Committee making plans for a District event taking place in our church; representatives from the Unitarian Universalist Association leading a workshop at our church; representatives from our local Cluster making plans for an event taking place at our church; and Good Offices representatives from a Unitarian Universalist professional organization providing consultation, counsel, or advocacy for a staff member at our church.

Church staff members are expected to treat all representatives from the larger Unitarian Universalist community with respect. Normally, one church staff member will have primary responsibility for planning and communication with these individuals.

Good Offices representatives from Unitarian Universalist professional organization are a special case. Particularly in conflict resolution proceedings, these individuals are supposed to ensure that the interests and rights of a specific church staff member are honored and that the process for conflict resolution is appropriate and fair. Although Good Offices representatives may advocate for solutions that may diverge from what the Chief Executive Officer or the Board of Trustees may believe to be in the best interests of First Unitarian Church, all church parties need to respect the presence and the advocacy provided by these individuals. A Good Offices representative may enter a conflict resolution process at any time at the invitation of a church staff member who has requested consultation, counsel, or advocacy by an appropriate Good Offices representative. Whenever possible, conflict resolution proceedings should be scheduled to allow for the participation of a Good Offices representative who has been invited into the process by a church staff member.

EMPLOYMENT POLICIES

Authority to Hire Church Staff Members

The Chief Executive Officer has sole authority to hire church staff members. The Chief Executive Officer may delegate this authority in specific instances. No other church staff member may hire another church staff member without authorization from the Chief Executive Officer except on a day-to-day basis in case of emergency.

Hiring Process for Program Staff Members

The Chief Executive Officer initiates and coordinates the hiring process for all program staff members. The Chief Executive Officer should be aware of hiring practices recommended by relevant professional organizations, as appropriate. The Chief Executive Officer may consult with the Board of Trustees, with other program staff members, with individual members of the congregation, with groups within the congregation, with individuals outside of the congregation, or anyone else. The Chief Executive Officer may delegate responsibility for initiating and coordinating the hiring process for program staff members in specific instances.

The hiring process for a program staff member may require an extensive search process with a regional or even national scope. In such cases the Chief Executive Officer may appoint a search committee. The Chief Executive Officer will serve as chair of the search committee unless he or she delegates this responsibility to another individual. The Chief Executive Officer shall be a member of the search committee and shall have access to all deliberations and written records of the search committee at all times.

Hiring Process for Operations Staff Members

The Chief Executive Officer initiates and coordinates the hiring process for all operations staff members in consultation with the Business Manager. The Chief Executive Officer may delegate responsibility for initiating and coordinating the hiring process for operations staff members in specific instances.

Starting Date

The first day of work at the First Unitarian Church is the date used to calculate vacation and leave eligibility. In the event there is an interruption in employment (for example, resignation and subsequent rehiring), the starting date is adjusted forward by the period of interruption in employment. Vacation and leave eligibility during the first year of hire is prorated to be in proportion with the amount of the year remaining from the date of hire.

Orientation Period

An orientation period of six months follows the hiring of a new staff member. The purpose of this orientation period is to assess and provide feedback regarding the assimilation of the new staff member into the church. This orientation period may be waived in an individual contract at the discretion of the Chief Executive Officer.

During the orientation period, the new staff member has a performance evaluation three months after his or her starting date and again six months after his or her starting date. This performance evaluation is conducted by the Chief Executive Officer. The Chief Executive Officer may request input from appropriate congregational groups or individuals. The Chief Executive Officer may alter the job description or seek to renegotiate the employment contract of a new employee at any time during the orientation period.

After the first year of employment, performance evaluations are performed annually.

Connection between Job Descriptions, Employment Contracts, and the Personnel Policy

Each church staff member has a job description which provides a detailed description of his or her duties. The Chief Executive Officer determines the content of all job descriptions.

Each church staff member has an employment contract (or agreement) which formalizes the employment relationship between the church and the employee. In consultation with the employee, the Chief Executive Officer determines the content of all employment contracts. All employment contracts shall be signed by both the employee and the Chief Executive Officer, signifying acceptance by both parties. Once adopted, an employment contract cannot be modified without the written agreement of both the employee and the Chief Executive Officer.

The provisions of this Personnel Policy apply to all church staff members unless otherwise specified in an individual employment contract.

Normal Hours of Operation

Normal weekday hours of operation for the church office are 9:00 AM to 4:30 PM Monday through Friday. Normal Sunday hours of operation are 9:00 AM to 1:00 PM.

However, it is normal for church staff members to work at a variety of different times, including days, evenings, and weekends, depending on their assigned duties or responsibilities.

Presence at the Church

Ordinarily, church staff members should expect to conduct their work activities on site at First Unitarian Church. The presence of church staff members on site at First Unitarian Church makes informal communication and consultation easier, provides a stronger sense of teamwork, and improves overall church staff morale.

However, sometimes employees may need to go off-site to complete their job responsibilities. Examples of job-related off-site duties include purchasing supplies, taking mailings to the post office, attending meetings or other events, and taking part in denominational activities. Moreover, as explained below in more detail, program staff members may have the privilege of conducting some of their work activities at home. Nevertheless, church staff members should plan to be present on site at First Unitarian Church for at least two-thirds of the hours for which they are paid.

Standard Work Week

In the early 1990s, full-time church staff members were given a choice about how to define the standard work day. The first alternative was to set the standard work day at eight hours per day with an hour lunch break. The second alternative was to set the standard work day at seven and one-half hours per day with a half-hour lunch break. Church staff members at that time opted for the second alternative, and that has remained our standard ever since. This suggests that the standard full-time work week is thirty-seven and one-half hours.

However, a standard forty-hour work week is used for purposes of calculating the extent of employment for a part-time employee. For example, an employee working twenty hours per week would be considered half-time, while an employee working ten hours per week would be considered quarter-time.

The Unitarian Universalist Association has suggested that full-time employment means working twelve units per week, where a unit is one morning, one afternoon, or one evening. This system may be appropriate for some church staff members.

Supervision

All church staff members receive supervision. The Chief Executive Officer establishes supervision arrangements. As a general rule, the Chief Executive Officer supervises program staff members, while the Business Manager supervises operations staff members, although the Chief Executive Officer may make exceptions to this general rule.

Church staff members who supervise other employees should budget adequate time for their supervisory responsibilities. Supervisors should set aside times when they will be prepared to respond to the questions and concerns of those whom they supervise. Having regularly

scheduled staff meetings is one way to do this. Supervisors are encouraged to seek out opportunities for specialized training in staff supervision.

Supervisory relationships should be characterized on both sides by respect, cooperation, follow-through, and mindfulness of the overall goals and ends of the church.

Reports

The Chief Executive Officer may require program staff members to write occasional reports about their work. These reports, which may be required monthly, quarterly, or annually, should be based directly on the duties and responsibilities specified in employee job descriptions.

All employees are responsible for their own conduct and for the completion of their own duties. In addition, some employees are accountable for particular church programs or functions even though they may not personally do all the work necessary for the success of those programs or functions. Written reports should reflect both responsibility and accountability.

Personnel Records

For each employee, First Unitarian Church maintains a file of personnel records.

Resignation

Church staff members may resign their positions at any time. Compensation and benefits cease on the last day of work.

If staff member resigns, he or she is expected to provide a minimum of two weeks notice prior to their last day of work. A staff member may work with the Chief Executive Officer to negotiate other terms for resignation.

Acting and Interim Employees

When a program staff member has resigned unexpectedly, the Chief Executive Officer may appoint an acting or interim replacement if he or she anticipates that an extensive search will be necessary to find a suitable permanent replacement. The Chief Executive Officer may appoint an ad-hoc replacement committee to assist in the appointment of an acting or interim employee.

An acting employee is eligible to apply for the permanent position. An interim employee is not eligible to apply for the permanent position.

Normally, the job description of an acting or interim church staff member will be substantially the same as the job description of the church staff member who has resigned.

Student Staff Members

Staff members who are in the process of completing their professional preparation are expected to complete their duties in accord with the policies specified in this document. Arrangements for supervision by an appropriate church staff member should be complete before the student staff member begins working. Ordinarily, a committee of three to six church members will assist in the supervision of a student staff member.

WAGE AND SALARY INFORMATION

Pay Periods

Staff members are paid semimonthly on the fifteenth and the thirtieth day of the month. When these dates fall on a Saturday, Sunday, or holiday, checks are issued and dated the preceding day.

Compensation

The Board of Trustees sets the salary and benefits for the Chief Executive Officer. Wages, salaries, and benefits for all other church staff members shall be decided upon by the Board of Trustees upon recommendation by the Chief Executive Officer through the annual budgeting process. The Chief Executive Officer may solicit opinions and information from other sources with regard to compensation standards and job descriptions. Compensation standards and job descriptions set forth by the Unitarian Universalist Association shall be considered. Such factors as experience, job responsibilities, and pay levels for similar jobs in the appropriate vocational community may also be considered.

Compensation Increases

Compensation increases are normally considered for all staff once per year, subject to budgetary constraints. Compensation increases may include cost-of-living increases and merit increases. The effective date of all compensation increases normally coincides with the beginning of the church fiscal year.

Overtime

All program staff members and the Business Manager are expected to fulfill their job responsibilities, even if this exceeds the hours normally associated with their full or part-time status in order to attend to their overall work requirements. These staff members have the capability of balancing these demanding periods of time with less demanding times but should not necessarily expect to receive compensatory time. Staff members are expected to work with the Chief Executive Officer in articulating their workload requirements and adjusting responsibilities or seeking additional paid or volunteer assistance accordingly if work requirements become excessive.

Operations staff members are expected to attend to their job duties during their scheduled hours. If additional hours are required to complete work assignments causing the employee to work more than thirty-seven and one-half hours in a week, the employee shall be compensated at 1.5 times his or her regular salary for the additional hours. However, operations staff members should not work more than thirty-seven and one-half hours without first consulting their

supervisor. The church does not budget for overtime and strongly prefers to avoid or prevent situations requiring overtime.

Payroll Deductions

Some payroll deductions are legally required. These may include:

- Federal income taxes
- State income taxes
- Local income taxes
- Social Security and Medicare contributions (FICA)
- City of Pittsburgh occupation tax

An employee may choose to make voluntary contributions to the retirement plan operated by the Unitarian Universalist Association in addition to what First Unitarian Church contributes. These voluntary contributions are recorded as payroll deductions.

W-2 Forms

For each employee, First Unitarian Church provides a W-2 form each year during the month of January. These forms provide a record of taxable compensation and taxable benefits paid by the church in the preceding year. These forms also provide a record of all taxes withheld and paid by the church as well as all voluntary retirement plan contributions withheld and paid by the church.

EMPLOYEE BENEFITS AND SERVICES

Introduction

Church staff members receive benefits and services as articulated below, unless otherwise specified in an individual employment contract.

Health Insurance

The church purchases health insurance for full time employees.

Life Insurance

The church purchases life insurance for full-time employees.

Disability Insurance

The church purchases disability insurance for full-time employees.

Unitarian Universalist Association Pension Plan

For full-time employees, the church contributes an amount equal to ten percent (10%) of salary (or salary and housing allowance) to the pension plan operated by the Unitarian Universalist Association. Employees may make additional contributions through a salary reduction arrangement.

Social Security

All staff members, with the exception of the minister and subcontracted staff, are automatically included in the Federal Social Security Plan with the church paying its half of this obligation and the church withholding the employees' half of this obligation from their paychecks.

Workers' Compensation

The church provides worker's compensation insurance benefits to its full-time employees.

Unemployment Insurance

The church has chosen not to participate in the Unemployment Insurance Program. Therefore, staff members are not eligible to collect Unemployment Insurance upon termination.

Reimbursement

The church promptly reimburses church staff members for out-of-pocket expenses directly related to church activities or operations.

Professional Expenses

The church covers the professional expenses of some program staff members, as specified in their individual employment contracts. Professional expense budgets are not benefits, and reimbursement from professional expense accounts is not income.

Vacation

Paid vacation time is a privilege extended to full-time church staff members.

After a full-time staff member has worked six months, he or she earns one day of paid vacation for every month of work, up to a maximum of one regular work week (five working days) during the first year of employment.

During the second year of employment, full-time staff members are eligible for two regular work weeks (ten working days) of paid vacation. After five years of employment, full-time staff members may take three regular workweeks (fifteen days) of paid vacation. After ten years of employment, full-time staff members may take four weeks (twenty days) of vacation.

Vacation days should be scheduled in advance with the staff member's supervisor.

Full-time staff members may carry over vacation time from one calendar year through August 30th of the following year.

Holidays

Full-time church staff members are entitled to eight holidays per year: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day. When holidays fall on a day that a full-time staff member would not be regularly working, the staff is given an adjacent day off.

Part-time church staff members can expect to have no duties on the eight holidays mentioned above.

However, full-time church staff members and part-time staff members deemed necessary to provide for worship services or other church activities held on a holiday may take the preceding or the following day off.

Paid Time Off Policy

Paid sick leave, paid personal leave, and paid bereavement leave are privileges extended to full-time staff to accommodate their personal and health needs.

Full-time staff members accumulate one sick day per month. These days can be carried over indefinitely. Sick leave is for personal illness that prevents the pursuit of regular job duties. A doctor's statement may be requested by the appropriate supervisor after a staff member has been sick for three consecutive days.

If for reasons of illness or unexpected personal urgency a full-time staff member cannot come to work as scheduled, he or she must contact the appropriate supervisor. If the appropriate supervisor is not available, he or she must attempt to contact other members of the church staff.

Full-time staff members can request up to two personal days during a calendar year. These days may not be carried over from one calendar year to the next. Whenever possible, personal leave should be scheduled in advance.

Full-time staff members can request up to five bereavement days for the death of an immediate family member.

Sick Days for Part-Time Staff

If for reasons of illness or unexpected personal urgency a part-time staff member cannot come to work as scheduled, he or she must contact the appropriate supervisor. If the appropriate supervisor is not available, he or she must attempt to contact other members of the church staff.

Part-time staff members are not paid for absences due to illness or unexpected personal urgency.

Jury Duty

Staff members who are called to jury duty are granted leave. They continue to receive their regular compensation and benefits.

Unpaid Leave of Absence

First Unitarian Church permits employees to take unpaid leaves of absence to take care of personal, family, or medical needs. All unpaid leaves of absence must be approved by the staff member's supervisor and the Chief Executive Officer. An employee must have worked with First Unitarian Church for at least one year to be eligible for an unpaid leave of absence.

An employee may receive up to twelve weeks of unpaid leave of absence for family or medical reasons in the following situations:

- An employee's child is born.
- A child arrives in an employee's family through adoption or foster care.
- An employee needs to care for a spouse, child, or parent who has a serious medical challenge.
- An employee is unable to perform his or her responsibilities because of a serious medical challenge.

An employee may receive up to twelve weeks of unpaid leave of absence for personal reasons once the employee has submitted a written request to his or her supervisor. This written request should provide details supporting the request for personal unpaid leave of absence.

Total unpaid leave of absence may not exceed six months in any calendar year. An employee planning an unpaid leave of absence should work with his or her supervisor to ensure that his or her duties are adequately covered by other church staff members or by volunteers while the employee is away from work. In some situations, intermittent unpaid leave of absence (for example, working during alternate weeks) or reduced unpaid leave of absence (for example, working half time instead of full time) may be helpful options.

Insurance benefits continue throughout an unpaid leave of absence. However, pension contributions do not continue during an unpaid leave of absence.

Professional Development

Some program staff members are eligible for professional development time, as specified in their individual employment contracts. Professional development time is not vacation time.

Sabbatical

Some program staff members are eligible for sabbatical time, as specified in their individual employment contracts.

Record Keeping

Supervisors will keep a record of all vacation days, holidays, sick days, personal leave days, bereavement days, jury duty days, unpaid leave of absence days, professional development time, and sabbatical time for employees who are under their supervision. These records will be supplied to the Chief Executive Officer upon request.

Working at Home

The option to conduct some portion of one's work from home is a privilege extended to some program staff members. This privilege is granted by the Chief Executive Officer or an appropriate supervisor. Employees who conduct some portion of their work at home should take special care to ensure that they actually work the number of hours specified in their individual employment contracts. Accordingly, employees who conduct some portion of their work at home should demonstrate an extra measure of accountability by keeping records of which work activities they conducted at home and when they conducted these work activities. In general, church staff members should plan to be present on site at First Unitarian Church for at least two-thirds of the hours for which they are paid.

Denominational Service

The church encourages program staff member to accept roles of leadership or service within the larger Unitarian Universalist community. Program staff members are encouraged to use their professional development time for this purpose.

Unitarian Universalist Professional Organizations

The Unitarian Universalist Association recognizes several professional organizations, including the Unitarian Universalist Ministers Association, the Liberal Religious Educators Association, the Unitarian Universalist Musicians Network, and the Association of Unitarian Universalist Administrators. These organizations provide helpful information, codes of professional practice, good offices services, and professional support for their members. Employees of First Unitarian Church are expected to be members of whatever Unitarian Universalist professional association might be appropriate for them (if one exists). The church provides funds for this purpose.

Unitarian Universalist Resources

The Office of Church Staff Finances at the Unitarian Universalist Association provides a great deal of helpful information for employees of Unitarian Universalist congregations.

SAFETY AND SECURITY

All church staff members are expected to be vigilant and conscientious about promoting and maintaining the safety of staff, congregants, and visitors.

All church staff members are expected to be alert to unsafe conditions that might endanger members of the staff, congregants, or visitors. Staff members are to correct all unsafe conditions immediately if possible. If this is not possible, they are to inform the Business Manager or the Chief Executive Officer.

All church staff members are asked to help keep the surroundings as neat and orderly as possible.

All church staff members are to note the location of fire exits and extinguishers for use in an emergency.

All accidents and injuries must be reported promptly to the Business Manager and an accident report must be filled out. The Business Manager will keep copies of all forms submitted on file.

First Unitarian Church is a smoke-free facility. To prevent fires, minimize health hazards, and reduce discomfort of nonsmokers, smoking is not permitted indoors by anyone at First Unitarian Church. Smoking is permitted on grounds outside of the building. If staff members find an individual smoking within the building, they are expected to inform the individual of the no smoking policy.

INTERPERSONAL RELATIONS AND CONFLICT RESOLUTION

Introduction

Disagreements should ordinarily be resolved by informal discussion in an open and respectful manner among those people directly involved. In the interest of resolving more serious conflicts, the following procedures should be pursued by church staff members.

It is the responsibility of all persons at this church to manage conflict in the best interest of the church as a whole. It is contrary to the interest of the church for information to be discussed outside of the procedures and principles described herein and such behavior is strongly discouraged and should be brought immediately to the attention of the Chief Executive Officer. Inappropriate discussion of grievances outside of those procedures and principles described herein may be deemed cause for disciplinary measures.

It is the responsibility of staff members to act in a professional manner at all times, displaying positive models of behavior and maintaining effective working relationships.

Interpersonal Relationships with Church Members and Friends

In relationships with members of the congregation, staff members shall at all times seek to have their statements and actions guided by the imperative to make professional judgments. Staff shall not abuse any actual or perceived power and authority they may have by virtue of their position by manipulating others to satisfy personal needs. Staff members shall take special care not to initiate a relationship which may be or may become exploitative and which has the potential to damage the bond of a church member or friend to the congregation or to a group within the church.

Conflict between Church Staff Members and Church Members and Friends

Conflicts between church staff members and church members and friends should be addressed with the goals of maintenance of a positive work environment and a positive church experience for church members and friends and church staff members. The following steps should be taken in the specified order by those involved to resolve conflict:

- Seek to reach a common understanding directly and, if necessary, draft a letter of understanding to which both parties can agree.
- Seek to reach a common understanding with the individual involved with the assistance of the Chief Executive Officer or an appropriate supervisor. Seek to reconcile the issue and draft a letter of understanding to which all involved parties can agree. Provide copy of the agreement to the Chief Executive Officer and the appropriate supervisor.
- The Chief Executive Officer may address the Board of Trustees regarding the issue.
- The Chief Executive Officer and Board of Trustees may jointly address conflicts with the congregation at large.

- The Chief Executive Officer may engage the services of outside consultants or mediators.

If a church staff member belongs to a professional organization which provides consultation from designated good offices representatives, the church staff member may contact his or her good offices representative at any stage of this conflict resolution process.

Conflict between Church Staff Members

In the interest of resolving conflict in a manner that is appropriate to the maintenance of a positive church environment, the following steps should be taken if a staff member believes that he or she has a work-related disagreement:

- Address the concern directly with the individual staff member without involving a third party. Write a letter of understanding if necessary.
- Contact the Chief Executive Officer or the appropriate supervisor if both parties or if one party believes that the concern cannot be resolved without the involvement of a third party. The Chief Executive Officer or the appropriate supervisor will contact one or both parties as well as other individuals whose opinions and viewpoints would be relevant to the concern in question. In some cases, clarification of current church policies may provide a solution. In other cases, a meeting of both parties and other individuals would be called. The purpose of the meeting would be to clarify all issues that have led to the concerns of the church staff members.
- If the concern is of a more subjective nature and cannot be solved by addressing the other staff member directly, then the aggrieved staff member should file a grievance with the Chief Executive Officer. A grievance is a written response to an action or decision that a staff member believes has adversely affected his or her capacity to fulfill his or her job requirements.
- A grievance should clearly state the context, details, and history of the issue at hand. In most circumstances, this process should be invoked within five days of the incident, or within five days after the most recent incident in a pattern. A person who has made a good faith effort to solve a problem informally, however, should pursue this grievance procedure if the attempt to settle the issue has not been met with a similar good faith effort by the other party. If appropriate, the issues may be addressed during a regular staff meeting in order to seek resolution.
- The Chief Executive Officer will arrange a conference with the involved staff members and other individuals and render a written decision within five working days after the conference. The written statement will be provided to the Board of Trustees.
- If one of the church staff members involved believes that this decision is unsatisfactory, the staff member has the right to present a written statement of the grievance and the circumstances to the president of the Board of Trustees who may approach the Board of Trustees. The Board of Trustees may engage the services of outside consultants or mediators if deemed appropriate. The determination of the Board of Trustees will be final and binding.
- Grievances are not to be discussed outside of those bodies involved in the grievance process. Discussion of grievances among staff or congregants outside of the process described herein may be deemed cause for disciplinary measures.

- In the event of observed, poorly handled, negative conflict among staff members when neither party follows the process outlined herein, the Chief Executive Officer shall meet with both staff members to work collaboratively toward resolution. If possible, a letter of understanding will be signed by all parties and a copy will be forwarded to the Board of Trustees.

If a church staff member belongs to a professional organization which provides consultation from designated good offices representatives, that church staff member may contact his or her good offices representative at any stage of this conflict resolution process.

Sexual Harrassment

The First Unitarian Church is committed to providing a working environment free from sexual harassment. Sexual harassment violates local, state, and federal laws.

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is an explicit or implicit condition of employment or volunteerism.
- Submission to or rejection of such conduct is used as the basis for an employment decision or a volunteer position decision.
- Such conduct has the purpose or effect of interfering with an individual's work or volunteer performance or creating an intimidating, hostile, or offensive work or volunteer environment.

If a church staff member believes that he or she is being sexually harassed by another staff member or by a church member or friend, that church staff member is encouraged to report this to the Chief Executive Officer, the chair of Safe Congregations Team, or the President of the Board of Trustees. Information disclosed remains confidential unless otherwise authorized by the complaining party. All sexual harassment complaints are investigated by the Safe Congregations Team.

A church staff member who, after thorough investigation and an informal or formal hearing, is found to have engaged in sexual harassment of another staff member or a congregant will be subject to appropriate disciplinary measures. Any disciplinary action taken will depend upon the severity of the offense.

A congregant who, after thorough investigation and an informal or formal hearing, is found to have engaged in sexual harassment of a staff member or congregant while involved in church business will be asked to stop all such behavior. If the behavior continues, his or her membership may be revoked. Any further action taken will depend upon the severity of the offense.

STANDARDS OF PERSONAL CONDUCT AND CORRECTIVE ACTION

Introduction

Basic rules and regulations regarding employee behavior are necessary to ensure the efficient operation of the church and to preserve the safety, the rights, and the well-being of all church staff members as well as church members, friends, and visitors. Questions in relation to employee conduct should be directed to the Chief Executive Officer.

Required Behavior

Staff members are expected to conduct themselves and behave in a manner that promotes the operation of the church. Certain actions are specifically required and the failure to meet these requirements may result in disciplinary action up to and including termination. Required behaviors include, but are not limited to, the following:

- Reporting to work punctually as scheduled and being prepared to fulfill work duties.
- Notifying the appropriate supervisor or other appropriate individuals in case of absence
- Notifying the appropriate supervisor or other appropriate individuals in case of tardiness.
- Complying with the policies of the church.
- Respecting the decision making processes of the church.
- Wearing clothes and shoes appropriate for the work being performed.
- Performing work-related tasks safely.
- Performing work-related tasks efficiently.
- Treating congregants, visitors, and other church staff members with respect.
- Remaining productively busy with work-related activity during scheduled work hours.
- Fulfilling both the letter and the spirit of all tasks specified in one's job description.

Prohibited Behavior

Certain actions are specifically prohibited and may result in disciplinary action up to and including termination. Prohibited behaviors include, but are not limited to, the following:

- The use of any controlled substance while on church property.
- The use of any controlled substance while conducting church business.
- Reporting to work in a visibly unfit or impaired condition.

- Possession of firearms or other weapons while on church property.
- Possession of firearms or other weapons while conducting church business.
- The use of abusive language.
- Physical assault on another church staff member or congregant.
- Theft of church property.
- Misuse of church property.
- Destruction of church property.
- Theft of another person's property while on church premises.
- Theft of another person's property while conducting church business.
- Gambling on church property.
- Falsifying church records or reports.
- Violating confidentiality.
- Attempting to gain unauthorized access to church information.
- Sexual activity with children or youth who are part of this religious community.
- Sexual activity with any children or youth who are on church premises.
- Sexual activity with any children or youth while conducting church business.

Disciplinary Measures

When the Chief Executive Officer or a designated supervisor has identified a single serious incident of inappropriate behavior, or when the Chief Executive Officer or a designated supervisor has identified a continuing pattern of substandard performance, the Chief Executive Officer or that designated supervisor may choose to institute disciplinary measures.

Disciplinary measures shall conform to the following sequence:

- Verbal warning
- Written warning
- Suspension with pay
- Suspension without pay
- Termination of employment

In the case of a single incident of highly inappropriate behavior, the sequence of disciplinary measures may be entered at any stage, according to the judgment of the Chief Executive Officer in consultation with a designated supervisor. In the case of a continuing pattern of substandard performance, the sequence of disciplinary measures shall begin with a verbal warning and shall continue with more serious measures until the performance becomes satisfactory.

Termination of Employment

The Chief Executive Officer may terminate the employment of any church staff member at any time.

The Board of Trustees may request that a congregational meeting be called in order for the congregation to vote on the termination of the minister's employment, in accordance with the Bylaws of the church.

Terminated staff members continue to receive compensation and benefits through their last day of employment unless otherwise established.

DISCIPLINARY WARNING

When a supervisor has determined the need for disciplinary intervention regarding the behavior of an employee for whom he or she provides supervision, that supervisor may offer a verbal or written warning. In such cases, the supervisor and the employee together complete the Record of Disciplinary Warning form, which is shown on the next page. The completed form is retained in the employee file maintained by the supervisor for that employee, and a copy is provided for the employee.

Disciplinary measures taking the form of suspension with pay, suspension without pay, or termination of employment occurs only with the knowledge and authorization of the Chief Executive Officer.

Record of Disciplinary Warning

First Unitarian Church
605 Morewood Avenue
Pittsburgh, PA 15213
412/621-8008
www.first.unitarian.pgh

Employee Name _____

Supervisor Name _____

Incident Date _____

Warning Date _____

- Reason for This Warning:
- Basic Expectations (pages 6 and 7)
 - Safety and Security (page 22)
 - Required or Prohibited Behavior (pages 26 and 27)
 - Employment Contract or Job Description
 - Excessive Absence or Tardiness
 - Other _____

- Type of Warning:
- Verbal
 - Written

Supervisor Comments _____

Signature _____ Date _____

Employee Comments _____

Signature _____ Date _____

Similar warnings in the future will be cause for further discipline which may include termination of employment.