

First Unitarian Church of Pittsburgh

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This Personnel Policy Manual has been reviewed and approved by the First Unitarian Church Board of Trustees .

Signature of Board President: _____

Name of Board President (print): Audrey Masalehdan

Date: July 3, 2017

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I. FIRST UNITARIAN CHURCH MISSION AND GOVERNANCE

MISSION

The mission of the First Unitarian Church of Pittsburgh is to connect with one another deeply in community, to inspire reverence and spiritual growth, and to serve each other and the world.

As a Unitarian Universalist Congregation, the Church affirms and promotes seven principles:

- The inherent worth and dignity of every person;
- Justice, equity, and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of the democratic process within our congregation and in society at large;
- The goal of world community with peace, liberty, and justice for all;
- Respect for the interdependent web of all existence of which we are a part.

CONNECTION BETWEEN CHURCH GOVERNANCE AND PERSONNEL POLICY

This Personnel Policy is consistent with the Governance Policy of our Church. The Board of Trustees (referred to herein as the “Board”) is responsible for Church governance. The Minister, as head of staff, all supervisors, as well as the Personnel Committee of the Board, and the Board are responsible for assuring the implementation of the Personnel Policies in this manual. Current members of the Board as well as members of the Personnel Committee can always be found on the Church web site, www.first-unitarian-pgh.org.

II. EMPLOYMENT POLICIES AND PRACTICES

STATEMENT OF PURPOSE

We have prepared this Personnel Manual to help employees understand some of the policies and procedures of the First Unitarian Church of Pittsburgh. Employees should familiarize themselves with the Manual, as it will provide answers to some questions about employment at First Unitarian Church. Nothing in this Manual or in any other written or unwritten policies and practices of First Unitarian Church (herein referred to as “the Church”) creates an express or implied contract, promise or representation between the Church and any employee.

The Church policies, generally, will be applied consistently. However, the Church 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 Church reserves the right to amend, supplement or rescind any provisions of this Manual as necessary. A formal review of the Manual by the Personnel Committee and the Board will take place every three years at which time appropriate changes may also take place.

The Manual applies to all staff, whether full-time, part-time, hourly or salaried, except where otherwise stated. Some aspects of the Church's employer relationship with the Minister and senior Program Staff are governed by a contract. That contract takes priority over this policy, but this policy applies in areas not covered by the contract. Employment “at-will” means that an employee or the Church may terminate the employment relationship at any time for any reason, with or without notice.

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.

If you have any questions or comments about this Manual, or if you need more information, please ask your supervisor, the Minister, a member of the Personnel Committee, or a member of the Board.

EQUAL EMPLOYMENT OPPORTUNITY

The Church affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions will 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. The Church does not discriminate based on gender identity or sexual orientation. Any discrimination in the workplace based on these classification is against policy and may be illegal. Employees who have questions about discrimination in the workplace, or who believe this policy has been violated should report their concerns immediately to their supervisor, the Minister, or a member of the Personnel Committee or the Board. Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy.

HIRING

The Board has the sole authority to hire and dismiss Church staff members.

Members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild

- **Program Staff Members** - Program staff members set the direction for Church programs in consultation with the Minister, the Board, and relevant Church committees. The program supervisor initiates and coordinates the search process for program staff members. The hiring process for a program staff member may require a search process with a regional or even a national scope. In all instances, recruitment and hiring of senior program staff (i.e. Director of Lifetime Religious Education, Director of Music) will involve a Search Committee. In such cases, the Search Committee, including the chairperson, is appointed with the approval of the Board. The program supervisor may serve as staff to the Search Committee. A Board Member and a member of the Personnel Committee will be on the Search Committee. Board members, including the president and/or vice president of the Board shall be included in at least one meeting with the final candidates. The Search Committee may recommend only one candidate to the Board if they find only one to be acceptable, but if the Search Committee has identified more than one acceptable candidate the Search Committee may recommend up to three candidates for the Board's consideration. In the process of finding acceptable candidates, The Board and the Minister shall have access to deliberations and written records of the Search Committee for the preferred candidates. Final hiring decisions are made by the Board.

When a program staff member has resigned unexpectedly, the Minister with approval of the Board may appoint an acting or interim replacement until a permanent replacement is found.

- **Operations Staff Members** - The Minister or the Business Manager initiates and coordinates the search process for all operations staff members. The Minister

initiates and coordinates the search process for the Business Manager. The process for recruiting and hiring a new Business Manager shall mirror the process defined above for senior program staff. The Board and the Minister shall have access to deliberations and written records of the hiring team. Final hiring decisions are made by the Board.

- * Ministerial Interns and Student Staff Members – Together, the Board and Minister shall consider whether to offer one or more ministerial internships for the coming Church year. Commitment to ministerial interns or other student interns requires prior approval of the Board. Commitment to specific ministerial interns also requires Board approval. Arrangements for oversight and support by an appropriate Church Committee of three to six members shall be made for ministerial interns. For other interns, arrangement for an appropriate staff member to provide supervision shall be complete before the student staff member begins working. Ministerial interns and student staff members are expected to adhere to all relevant policies in this Personnel Policy Manual.

NEW EMPLOYEE ORIENTATION

All new employees including ministerial interns and student staff members will receive a formal orientation as they begin their employment. An Orientation Packet shall be prepared by the Business Office and provided to the immediate supervisor to review with the new employee as the employee starts work. All program employees shall be given a copy of the book *Here We Are Gathered* by Kathleen Parker. Administrative employees shall be offered the book and can accept or decline it. The supervisor is responsible for taking the new employee on rounds of the church facility and introducing the new employee to all church staff members and other congregants who might be in the facility. The new employee shall be introduced to the Board President and Vice President (at a minimum) as soon as possible. New program staff shall be invited to a Board meeting within three months of employment. At this meeting the employee will be introduced to all Board members where the responsibilities of individual Board members will be shared. Supervisors shall provide information to each new employee about the Church organization structure and committee structure. Supervisors will be sure that employees are introduced to the chairpersons of relevant committees. For example, the Minister shall introduce the new LRED to the chair of the Religious Education Committee and the chair of the Healthy Congregations Collaborative at a minimum. The Business Manager shall introduce new administrative staff to the chair of the Finance Committee, the chair of the Building Committee and the Associate Controller. The Minister shall invite and encourage each new employee to attend a Sunday service so the employee has a better understanding of what our Church is about and how their work supports the work of the Church. If the supervisor cannot be with the new employee as they attend, the supervisor should be sure that a member of a relevant committee is with the employee at the service and through the coffee hour. Minimum information to be included in the Orientation Packet is included in

the Appendix to this Personnel Policy Manual.

A chart of the current Church organizational arrangements can be found at the back of this document.

POSITION DESCRIPTIONS

All employees have position descriptions that are shared with them when they are hired and reviewed with them by their supervisor. Every employee is responsible and accountable for the duties and tasks in the position description. The position description is not considered finite and other duties as appropriate may be assigned. The position description may be modified at the discretion of the supervisor or Minister, with approval of the Board. Although regular employees typically work on an ongoing basis, there is no guarantee that any position will continue indefinitely. Any position may be eliminated at any time at the discretion of the Employer.

PROBATIONARY PERIOD AND INITIAL EVALUATION

New staff member have a performance evaluation three months after their starting date and again six months after starting date. Performance evaluations are conducted by appropriate supervisors. Upon successful completion of a six-month probationary period, an employee will be considered a regular employee. (The probationary period may be extended beyond six months if appropriate). Satisfactory completion of the initial probationary period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily even after the initial period is completed. In the event that there is a concern about a performance evaluation that will take place, either the employee or the supervisor may ask that a member of the Personnel Committee or other appropriate Committee sit in on the evaluation.

PERFORMANCE EVALUATION

After the first year of employment, employees will receive, at minimum, a written performance evaluation each year that will be maintained in the employee's permanent personnel file. Factors considered in assessing performance include but are not limited to, requirements of the job description, quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the congregation, and personal conduct, progress in meeting goals set in conjunction with supervisor, as well as an employees' assessment of their own performance. Employees are requested to identify goals and objectives in advance so that their work may be evaluated on the basis of clear criteria they have helped to develop. Input to the performance evaluation will be collected from staff or congregants with whom the employee works or whom the employee supports.

The Board is responsible for the review of the Minister and will complete that review towards the end of each Church year. At that time, the Minister and the Board will set the Minister's performance goals for the coming Church year.

In the event that there is a concern about a performance evaluation that will take place, either the employee or the supervisor can ask that a member of the Personnel Committee or other appropriate Committee sit in on the evaluation.

The Board will be notified as performance reviews are completed for each Church staff member. The Board may request copies of staff performance reviews and may schedule follow up conversations with supervisors or with specific staff members to discuss the performance reviews and/or the performance review process.

The scheduled formal performance reviews are in addition to ongoing informal performance feedback intended to support the employee in efficiently and effectively carrying out their responsibilities. Our Church seeks to create a culture of trust where employees are comfortable discussing any challenges affecting their work with their supervisor, to the end of identifying solutions that consider all relevant factors, and where the supervisor can act as a supportive coach.

CONNECTION BETWEEN POSITION DESCRIPTIONS, EMPLOYMENT AGREEMENTS, AND THE PERSONNEL POLICY

At First Unitarian Church, all employees are hired and dismissed by the Board of Trustees. Offer letters and employment contracts are issued by the Board of Trustees. Church staff members have position descriptions that provide detailed descriptions of their duties.

Each Church staff member, upon hiring, has an employment agreement that may be an offer letter or may be a contract that formalizes the employment relationship between the Church and the employee. The offer letter, or the contract with the relevant position description, is the agreement between the employee and the Church. Offer letters and contracts must be signed by the Board of Trustees and the employee. Employment contracts and associated position descriptions may be modified by written agreement of the employee, the employee's supervisor and the President or Vice President of the Board or Trustees

DISCIPLINARY MEASURES

When the designated supervisor has identified a single serious incident of inappropriate behavior, or when the designated supervisor has identified a continuing pattern of substandard performance, the 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 such cases, the supervisor and the employee together complete the Record of Disciplinary Warning form. The completed form is retained in the employee file maintained by the supervisor for that employee, and a copy is provided for the employee.

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 supervisor in consultation with the Minister or the Personnel Committee.

RESIGNATION OR TERMINATION OF EMPLOYMENT

The Board may terminate the employment of any Church staff member at any time.

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

If a staff member voluntarily resigns, that staff member is expected to provide a minimum of two weeks notice prior to their last day of work. Staff members may work with their supervisors to negotiate other time frames for resignation.

Employees who are absent for three consecutive days without notifying their supervisors, or who fail to report to work on or before the expiration of a leave, will be deemed to have resigned, consistent with applicable law.

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

Wherever possible, a member of the Personnel Committee will do an exit interview with the employee who is leaving.

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.

In some instances, the Church, may institute lay-offs of employees. The circumstances and agreements associated with layoffs will be approved by the Board and individually

discussed with the employees subject to layoff.

III. STANDARDS OF CONDUCT

BASIC EXPECTATIONS

Church staff members shall seek to maintain respectful and courteous relationships with each other, congregants, and our community at all times.

Church staff members will put forth honest and fair effort during those hours when they are working for the Church.

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 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.

Church staff members will be fiscally responsible in those areas of financial control delegated to them by the Minister and the Board through the budgeting process. Church staff members will communicate opportunities and concerns about all financial matters relevant to the Church to the Minister or the Finance Committee.

Church staff members will abide by the Unitarian Universalist principles, 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 members and friends may ask for help of staff members but do not assign duties or responsibilities to Church staff members.

REQUIRED BEHAVIORS

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 or 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 and 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 position description.

PROHIBITED BEHAVIORS

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, possession or sale of, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on Church premises (including meal and other breaks).
- Reporting to work in a visibly unfit or impaired condition.
- Possession of firearms or other weapons while on Church property or while conducting Church business.
- Smoking or 'vaping' on Church property.
- The use of abusive language.
- Physical assault on another Church staff member, congregant or visitor.
- Theft, destruction or misuse of Church property.
- Theft of another person's property while on Church premises or while conducting Church business.
- Gambling on Church property.
- Falsifying Church records or reports.

- Violating confidentiality.
- Attempting to gain unauthorized access to Church information.
- Harassment or sexual harassment described in this Manual.
- Sexual activity with children or youth who are part of this religious community or with any youth on Church premises or while conducting Church business.

INTERPERSONAL RELATIONS AND CONFLICT RESOLUTION

Effective communication is essential for productive working relationships. Staff members are responsible to act in a professional manner at all times, displaying positive models of behavior and maintaining effective working relationships. Disagreements should ordinarily be resolved by informal discussion in an open and respectful manner among those people directly involved.

GRIEVANCE PROCEDURE

In the interest of resolving serious conflicts, the following grievance procedures should be pursued by Church staff members.

The employee should present any complaint or grievance to their supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Personnel Committee, who shall decide the appropriate person or committee to gather the evidence necessary to complete an investigation. If the Personnel Committee cannot come to a satisfactory resolution, the Board will review the complaint or grievance investigation.

In the event that an employee has a grievance with the Minister, the employee should present that grievance directly to the Personnel Committee. If the employee, with the Minister and the Personnel Committee is unable to resolve the grievance, the Personnel Committee will take the grievance to the Board with recommendations as to next steps. The Board may ask that a UUA Good Offices representative enter the conflict resolution process. It is imperative that all parties in the grievance process participate in the resolution process, the Minister, the employee and a member of the Personnel Committee or the Board along with the UUA Good Offices representative.

A UUA 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. Particularly in conflict resolution proceedings, these individuals 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 Minister 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. Conflict resolution proceedings must be scheduled to allow for the participation of a Good Offices representative when one has been invited into the process by a Church staff member. The resolution recommended by the Board will be binding upon the congregation, the employee and the Minister.

In the event a staff member has a grievance with a congregant that they cannot resolve through direct communication, our Church has a Right Relations Policy for congregants. The employee may take the grievance to the Healthy Congregations Committee, again submitting the complaint in writing to that Committee.

HARASSMENT

The Church prohibits conduct that shows hostility or an aversion toward another individual because of their race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression or any other classification protected by law. The Church prohibits harassment of any individual who is on the premises or by phone or in electronic communication with an employee. Harassment is defined as:

- having the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- having the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affecting an individual's employment opportunities.

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

- epithets or slurs; or
- threatening or intimidating acts; or
- written or graphic material; or

- written, verbal or physical acts that purport to be jokes or pranks.

Employees who believe they have been harassed by another employee, a supervisor, an agent of the Church, a congregant, or any other person who the employee encounters in the course of employment should report that conduct immediately to their supervisor, the Minister, or the Personnel Committee.

Every complaint or report of harassment will be promptly investigated. If the investigation indicates that an act of harassment has occurred, timely and appropriate action will be taken. A congregant who, after thorough investigation is found to have engaged in 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.

SEXUAL HARASSMENT

The Church is committed to providing a working environment free from 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. It also applies to sexual harassment between employees and congregants. 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; or
- 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.

Other examples of conduct that may constitute sexual harassment include, but are not limited, to the following:

- repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or
- any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature; or

- unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or
- deliberate use of offensive or demeaning terms which have a sexual connotation; or
- inappropriate remarks of a sexual nature.

Employees who believe they have been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to their supervisor, the Minister, or the Personnel Committee.

Every complaint or report of sexual harassment will be promptly investigated. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know. If the investigation indicates that a violation of this policy has occurred, timely and appropriate action will be taken up to and including termination.

A congregant who, after thorough investigation 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.

Retaliation or reprisal against employees who report sexual harassment claims is prohibited and will not be tolerated. Any violation of this policy by a staff member will be treated as a serious matter and will result in disciplinary action, up to and including termination.

IV. OTHER CHURCH POLICIES

PHYSICAL SAFETY

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 Minister.
- 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.

SMOKING AND VAPING POLICY

First Unitarian Church is a smoke-free building. To prevent fires, minimize health hazards, and reduce discomfort of nonsmokers, smoking and vaping are not permitted indoors or on the Church grounds by employees of First Unitarian Church.

INTERNET POLICY

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

Occasional personal use of Internet access to attend to personal matters is permitted when not in conflict with meeting job obligations.

Inappropriate Internet use includes, but is not limited to:

- transmitting obscene, harassing, offensive or unprofessional messages; or
- accessing, displaying, downloading, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, age, disability or any other classification protected by law; or
- transmitting any of the Church's confidential or proprietary information, including member/friend data or other materials covered by the Church's confidentiality policy, or
- viewing, participating in computer games, sports events or other entertainment programs.

The Church reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private while using Church resources. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Any software or other material downloaded into Church computers may be used only in

ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Prior written authorization from the Business Manager is required before introducing any software into Church's computer system.

Only authorized staff members may communicate on the Internet on behalf of the Church. Employees may not express opinions or personal views that could be misconstrued as being those of the Church. Any violation of this policy may result in disciplinary action.

MEDIA INQUIRIES

All requests for information about the Church from newspapers, television and radio media should be directed to the Minister. An appropriate response to a media inquiry would be, "I'm not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"

CONFIDENTIALITY

Employees may have access to confidential information about the Church, 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 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 Business Manager. Requests related to the Minister should be directed to the President of the Board.

CONFLICTS OF INTEREST

Employees are expected to avoid conflicts of interest. Conflict of interest is defined as any activity where an employee may attain personal gain or which may serve as a detriment to the Church because of the use of information or personal contact which is not generally available except through employment with the Church.

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 Church. Employees who have questions about whether an activity violates this policy should discuss the matter with the Minister or a member of the Finance Committee.

OUTSIDE EMPLOYMENT

Employees shall not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as a Church employee. Activities that may constitute a conflict include use of Church time, facilities,

equipment or supplies, or the use of the title, prestige or influence of the Congregation for private gain or advantage.

An employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the employee's performance of Church duties; reflect discredit on the Church; or tend to increase Church payments for sick leave, worker's compensation benefits or long term disability benefits.

V. PERSONNEL ADMINISTRATION

EMPLOYMENT CLASSIFICATIONS

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.

Full-time employees are regularly scheduled to work 40¹ hours a week. Employees scheduled to work less than 40 hours per week are considered part time employees, but depending on hours worked, i.e. more than 750 or 1000 hours per year, may be eligible for certain benefits. (See section VI, Employees Benefits and Services).

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

The Church may occasionally hire outside contractors to perform certain functions or tasks. Such contractors are not considered to be employees and the Church does not withhold taxes, Social Security, or Medicare payments from their wages. Contractors are responsible for paying their own taxes and will receive 1099 forms from the Church for tax purposes.

PERSONNEL RECORD

For each employee, First Unitarian Church maintains a file of personnel records. It is very important that employees keep up-to-date all the information provided to the Church 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 Business Manager should be promptly notified of any changes in:

¹There may be exceptions to the 40-hour full-time work-week based on prior agreements with the Church.

- Address, telephone number, and email address;
- Marital status (including legal separation);
- Employee's legal name;
- Dependents;
- Beneficiaries;
- Emergency contacts; and
- Any relevant licensing, certification or education.

NORMAL HOURS OF OPERATION

Normal weekday hours of operation for the Church office are 9:00 AM to 4:30 PM Monday through Friday. The Business Manager is responsible for ensuring coverage during these hours. Optional Sunday hours of operation are 9:00 AM to 1:00 PM. It is normal for Church staff members to work at a variety of different times, including days, evenings, and weekends, depending on 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. Staff members may have the privilege of conducting some of their work activities at home with the approval of their supervisor.

TIMEKEEPING

Hourly employees shall submit to the Business Manager a written and signed record of their time worked at the end of each week. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Any hours missed due to late or incomplete submittals will be paid in full in the following pay period.

OVERTIME

Salaried employees 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 their supervisor in articulating their workload requirements. The supervisor will work with the Minister to adjust responsibilities or seek additional paid or volunteer assistance if work requirements

become excessive.

Hourly employees 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 40 hours in a week, the employee shall be compensated at 1.5 times his or her regular salary for the additional hours. Holiday, vacation, and sick leave is not counted for purposes of overtime compensation. However, hourly employees should not work more than their scheduled hours without prior approval of their supervisor, except in case of an emergency.

PAY

Pay-day is scheduled for the 15th of each month and the last day of each month.

Pay adjustments generally will be considered for all employees once a year and any adjustments will normally occur at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. The Church's pay scales are commensurate with the recommendations of the Unitarian Universalist Association which also considers pay scales in our local area. Pay is usually based upon such factors as job responsibilities, experience and individual performance.

PAYROLL DEDUCTIONS

As required by Federal Law, deductions will be made from gross pay for Federal Income Tax, Social Security and Medicare (FICA). Deductions also will be made for State Income Tax, Pittsburgh Local Service Tax and Local Earned Income Tax. Other deductions may be made related to certain Insurance and Savings Accounts if applicable. (See section V Employee Benefits and Service).

W-2 and 1099 FORMS

For all salaried and hourly employees the Church will provide a W-2 form. For any Contract Employees a 1099 form will be provided each year during the month of January.

VI. EMPLOYEE BENEFITS AND SERVICES

A brief summary of the types of employee benefits currently available through the Church is below. Eligibility for benefits varies based on the employment agreement and specifics about hours worked. This summary is not intended to and does not create an express or implied contract, promise or representation between the Church and the employee. Benefits are subject to change at any time at the discretion of the Church. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan governs. Any questions about employee benefits should be directed to the Minister, the Business Office Manager, or the Associate Controller.

HEALTH INSURANCE

The Church purchases health insurance for full time employees (40 hours a week). The Church pays 80% of the cost of this insurance and the employee pays 20%. Employees can purchase health insurance for their families and are responsible for 100% of the additional cost. Church also provides dental and vision insurance for eligible employees.

LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT (ADD) INSURANCE

This plan provides financial protection for your beneficiary(ies) by paying a benefit in the event of your death. The Church provides Life and ADD Insurance for employees who receive a W-2 and who work at least 750 hours a calendar year.

LONG TERM DISABILITY (LTD) INSURANCE

This insurance is meant to replace a stream of income that is lost by being unable to work due to disease or injury. The Church provides LTD insurance to employees who receive a W-2 and who work at least 750 hours a calendar year.

DENTAL AND VISION INSURANCE

The Church provides dental and vision insurance to employees who receive a W-2 and who work on a full time basis. This benefit is paid by the Church.

RETIREMENT PLAN

The Church provides a retirement plan for eligible employees. The Church contributes an amount equal to 10% of salary (or salary and housing allowance in the case of the Minister) to the defined contribution plan operated by the UUA. These Church contributions begin after 12 consecutive months or at least 1000 hours of employment.

Eligible employees are those:

- Who have met the initial year of eligibility service requirement, working 1000 hours during a twelve-month period or who:
- Who are already enrolled in the Plan due to previous employment with a participating employer, or
- Who have completed a ministerial internship.

The employee has the option of making additional voluntary contributions on a pre-tax basis through a payroll deduction as early as the first day of employment. If the employee makes these extra contributions, the Church will make an additional matching contribution for the first 1% of the voluntary contribution.

SOCIAL SECURITY

All staff members, with the exception of the Minister 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 all of its employees (full time, part time, salaried, and hourly).

Workers' compensation insurance 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 immediate supervisor or the Business Manager. Employees may be required to provide a physician's statement in order to receive worker's compensation benefits, or to return to work.

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 reimburses Church staff members for approved out-of-pocket expenses directly related to Church activities or operations. A receipt for the expense must be submitted along with a signed expense report. .

Employees using their own cars for Church-related business may be paid mileage at the current rate per mile as established by Internal Revenue Service. Mileage will be reimbursed monthly with the submission of an approved expense report. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips.

All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by the Church.

VACATION

The Employer grants paid vacation to regular full-time employees at their regular rate of pay based on their length of service with the Employer. Part-time employees who are half-time or more are entitled to a prorated amount of vacation time.

Full-time program staff earn four weeks of vacation annually. Vacation time is earned on an accrual basis, with one week of vacation available after three months of successful employment and an additional week earned after each additional three months of employment. This same vacation policy applies to the Church Business Manager.

Full-time administrative and support staff earn two weeks of paid vacation during their first and second year of employment. Vacation time is earned on an accrual basis. After three months of successful employment, twenty (20) hours of vacation time is available. Additional vacation days are accrued at three-month intervals.

During the third and fourth year of employment, full-time administrative and support staff members earn three weeks (fifteen working days) of paid vacation. After five years of employment, full-time staff members earn four weeks (twenty days) of paid vacation. The accrual process defined above continues to apply

For all employees, vacation days should be scheduled in advance with the staff member's supervisor. After earning a year of vacation, that vacation time may be carried forward through August 31 of the following year. After that, vacation days are lost.

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.

Most part-time Church staff members can expect to have no duties on the eight holidays mentioned above.

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 or another day of their choice with the agreement of their supervisor.

VII. LEAVES OF ABSENCE

The policies in this section describe various types of paid and unpaid leaves of absence provided by the Church. Leaves (except unscheduled sick leave) must be requested in advance in writing and require the approval of the employee's immediate supervisor. The exact nature of the leave and its anticipated length must be included in the written request. Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify their supervisor.

SICK LEAVE WITH PAY

All full-time employees accrue one day of paid sick leave for every month worked, up to a maximum of twelve days per calendar year. These days can be carried over indefinitely. Part-time employees who work more than twenty hours per week accrue sick leave on a pro rata basis.

Sick leave is to be used in the event the employee is unable to work due to the employee's own illness, injury or other medical condition. Sick leave may be used as part of medical leave or sick childcare leave and as otherwise required by applicable law. Sick leave should be used for routine dental or medical appointments.

All employees must notify their supervisor before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their medical condition, including why the employee was not able to work. The Employer reserves the right to request employees who are repeatedly absent for illness or injury be examined by a physician chosen by the Employer, and at the expense of the Church.

FUNERAL OR BEREAVEMENT LEAVE WITH PAY

Full-time employees may be eligible for a leave of absence for up to five days with pay for the death of an immediate family member. The number of paid leave days will be determined by the supervisor and the Minister based on the circumstances.

JURY DUTY WITH PAY

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

UNPAID MEDICAL OR PARENTAL LEAVE OF ABSENCE

Employees are permitted to take unpaid leaves of absence to care for family, or for medical needs. Unpaid leaves of absence must be approved by the supervisor and Minister. 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 according to the Family Medical Leave Act guidelines.

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

PERSONAL LEAVE WITHOUT PAY

Employees who have been employed full-time for at least one year may be given unpaid personal leave of five days per year, which must be approved in advance by the supervisor and the Minister.

MILITARY LEAVE WITHOUT PAY

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

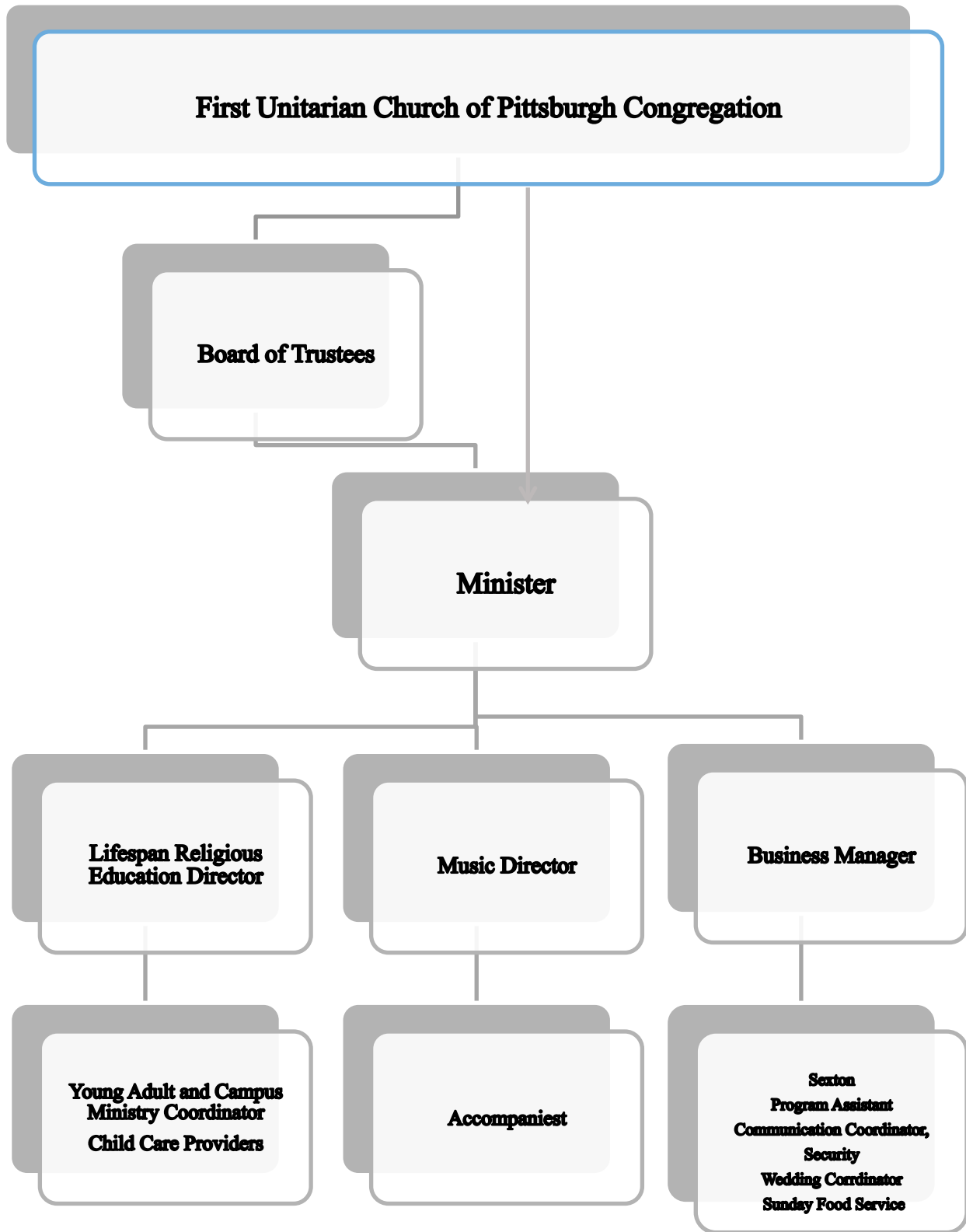
Employees may choose to use any accumulated vacation time for all or part of the period of military service. Leaves of absence in excess of any available vacation time or in the event the employee chooses not to use their vacation time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.

FURLOUGHS OR REDUCTION IN HOURS IMPOSED BY THE CHURCH

The Church may impose furloughs on any full time employee or reduce the hours of any employee, full or part time, when it becomes necessary because of Church financial considerations. Employee benefits will continue to accrue during the furlough period and insurance packages will also continue to be paid by the Church

Appendices

Organizational Arrangements



Contents of Orientation Packet

Welcome Notes from Minister and Chair of Relevant Committee

Keys

Necessary Forms

- IRS Form W-4
- IRS Form I-9
- State and Local Tax Forms
- Insurance Forms
- PA Residency Form
- Receipt of Personnel Policy Manual Form

Getting Started Materials and Information

- Copy of Position Description
- Copy of Employment Contract or Offer Letter
- Instructions for Use of Voice Mail
- Instructions for Accessing Internet, Email, Necessary Applications
- Instructions for Using the Security System
- Copy of Personnel Policy Manual
- Staff Roster with Phone and Email Contact Information
- Church Phone Directory
- Copy of Church By-Laws
- Copy of Church Right Relations Policy
- Book, *Here We Have Gathered* by Kathleen Parker

Supervisor or Business Office Manager shall collect copy of 'Receipt of Personnel Policy Manual' Form (see last appendix).

Summary of Employee Insurance and Pension Benefits - 2017

Employee Benefit	Eligibility	Coverage Supplied By	Paid By
Life & Accidental Death Insurance	750 Hours worked in one Calendar Year	UUA Group Plan under Contract with Guardian Life Insurance Co of America	Church
Dental & Vision Insurance	Must be a Full Time employee ie 40 hrs per week	Highmark BCBS thru Chamber Choice WPA	Church
Health Care		UPMC Health Plan	Church pays 80% Employee pays 20%
Workers Compensation	Applies to All Employees Including Contractors	Church Mutual Insurance Co.	Church
Pension plan	1000 hours must have been worked in one Calendar year	UUA Retirement Plan with TIAA-CREF	Church contributes 10% of Pay

Details regarding these Benefits can be found in the First Unitarian Church - Personnel Policy Manual

First Unitarian Church of Pittsburgh

Receipt of Personnel Policy Manual Form

I, _____, acknowledge that I have received a copy of the Personnel Policy Manual of First Unitarian Church of Pittsburgh dated July 1, 2017. I understand that it is my responsibility to read the Manual and to comply with the policies and practices defined in the Manual.

I understand that this Manual supersedes all prior Personnel Policy Manuals of First Unitarian Church of Pittsburgh. I also understand that this Manual is not a contract or a legal document and that the Church reserves the right to modify the document at any time and without notice.

Employee name – Print

Employee signature

Date