

**UNITARIAN UNIVERSALIST CHURCH
OF THE RESTORATION**

Personnel Policy Manual

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I. INTRODUCTION

Statement of Purpose

This Personnel Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. This Manual does not apply to ordained ministers(s) called by vote of the congregation.

The relationship between Employer and employee is legally defined as “employment at will”, which means that such employment may be terminated without penalty by either party. Employers may not be compelled to pay wages to persons no longer in their service, and employees may not be compelled to render their labor without their consent.

This Personnel Policy Manual (Manual) is not a contract and can be modified or changed at any time.

We have prepared this Personnel Manual to help you to understand some of the policies and procedures of the Unitarian Universalist Church of the Restoration [UUCR] (referred to herein as "Employer" and abbreviated as “UUCR”). Employees should familiarize themselves with the Manual, as it will provide answers to some questions you may have about your employment. Nothing in this Manual or in any other written or unwritten policies and practices of Employer creates an express or implied contract, promise or representation between Employer and any employee.

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

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

This Manual supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of this Manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect. If you have any questions or comments about this Manual, or if you need more information, please ask your supervisor or the Minister. Your comments and suggestions are genuinely encouraged.

II. EMPLOYMENT POLICY AND PRACTICES

UUCR is a smoke-free environment. Smoking is prohibited anywhere on the premises

A. EQUAL EMPLOYMENT OPPORTUNITY

Freedom from Discrimination and Harassment Policy

The Unitarian Universalist Church of the Restoration affirms its commitment to maintain a work environment free of discrimination and harassment based on race, ethnicity, gender, affectional or sexual orientation, physical ability, age, language, citizenship status, economic status, or national origin and without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed.

Each employee is expected to support this policy in daily contact with fellow employees, members of the church and visitors. The church expressly prohibits harassment of or by its employees in any form. Such harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials or derogatory pictures directed at any of the categories cited above, whether by fellow employees, supervisor(s) or members of the congregation.

B. SEXUAL HARASSMENT

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: submission to such conduct communication is made a term or condition either explicitly or implicitly to obtain or maintain employment; submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment; or such conduct or communications has the purpose or effect of interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment.

Some examples of conduct which may constitute sexual harassment, depending on the circumstances, 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
- the deliberate use of offensive or demeaning terms which have a sexual connotation; or
- inappropriate remarks of a sexual nature.

Any employee who believes that she/he is being subjected to any form of harassment should report the incident(s) immediately to the supervisor or minister without fear of

reprisal. If the report or complaint involves the Minister, or if the Minister is unavailable, the individual receiving the report or complaint should immediately report it to the moderator of the congregation and/or the personnel committee.

Confidentiality will be maintained. Upon receiving a harassment complaint, UUCR will conduct a thorough and objective investigation immediately. If the investigation confirms the allegation, prompt corrective action will be taken. An employee determined to have knowingly made false statements concerning alleged harassment of discrimination may be subject to discipline up to and including the termination of employment.

C. HARASSMENT

The Employer prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, national origin, age, physical ability, sexual orientation or any other classification protected by law, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities. 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.

Any employee who believes he or she has been harassed by another employee, a supervisor, an agent of Employer, or any other person who the employee encounters in the course of employment should report that conduct immediately to his or her supervisor or the Minister. If the report or complaint involves the Minister, or if the Minister is unavailable, the individual receiving the report or complaint should immediately report it to moderator of the congregation.

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

D. PROBLEMS, PROBLEM-SOLVING & EMPLOYEE ASSISTANCE

Difficulties on the Job

It is hoped that employment with UUCR is a rewarding experience, based on mutual satisfaction and respect. Continued employment depends on the needs of the church and ongoing evaluations of an employee's ability to satisfy performance and conduct standards.

Supervisors are expected to speak directly to employees concerning any work-related problem. Unless the problem is very serious, the employee will be advised of how to correct the problem and the consequences if expectations are not met. With the exception of serious or unusual circumstances, an employee will receive notice that his/her job is in jeopardy in the event that she or he fails to improve in required areas.

Problem Solving Procedures

As in any procedural system, unforeseen contingencies may arise. It is expected that goodwill and a spirit of cooperation will prevail in dealing with them. The members of the Board, in consultation with members of the Personnel Committee and the Moderator and Parish Minister of the church, may take such steps as they deem necessary to implement those procedures consistent with that spirit.

Employee Assistance

The Unitarian Universalist Church of the Restoration recognizes that a variety of personal and domestic problems, including gambling, over-extended finances, mental health, family distress, etc. are experienced throughout our church and can become an issue for any person. Further, the church is committed to providing a safe and healthy work environment for employees. Therefore, this policy is created to provide direction in addressing in a positive manner a situation which involves problems which have a direct impact on one's performance on the job.

Employees experiencing other problems which are having an adverse effect on performance are encouraged to discuss specific issues with their supervisors. An employee who voluntarily acknowledges a problem and requests assistance prior to the church's identification of the problem on the job, may be granted any necessary leave of absence of up to 120 days, without pay (excluding medical leave), to participate in a treatment program. No disciplinary action will be taken against an employee who voluntarily seeks assistance, provided that no one has been injured or no property damage or loss has occurred as a result of the problem. The opportunity to obtain a leave of absence or pursue rehabilitation is provided to an employee one time and is conditioned upon the employee's full compliance with the terms of the rehabilitation program as evidenced by periodic treatment progress reports submitted by the employee's counselor to the Personnel Committee.

In the case of substance abuse, the church may require an employee to undergo a screening test to determine the presence of alcohol or drugs in his/her system. Circumstances which would make such tests appropriate include, but are not limited to: possession, use, transfer or sale of alcohol or illegal substances during work hours or on UUCR property; exhibiting behavior normally associated with persons under the influence of drugs or alcohol; or involvement in an on-the-job accident where the employee's use of drugs or alcohol appears to be a contributing factor. Results of such tests will remain strictly confidential, except where disclosure is required by law.

E. INTERNET POLICY

Employer 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 Employer's computer system are the property of the Employer and may be accessed only by authorized personnel.

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 Employer's confidential or proprietary information, including member/friend data or other materials covered by the Employer's confidentiality policy.

Employer 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. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Any software or other material downloaded into Employer's 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 Computer Administrator is required before introducing any software into Employer's computer system.

Only authorized staff members may communicate on the Internet on behalf of Employer. Employees may not express opinions or personal views that could be misconstrued as being those of Employer. Employees may not state their UUCR affiliation on the Internet unless required as part of their assigned duties. Any violation of this policy may result in disciplinary action.

F. MEDIA INQUIRIES

All requests for information about the Employer from newspapers, television and radio media should be directed to the Minister or Moderator. 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?"

G. CONFIDENTIALITY

Employees may have access to confidential information about the Employer, including but not limited to information about members, friends or other staff members. Such information must remain confidential and may not be released, removed from the Employer's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment.

All requests for information concerning past or present employees received from organizations or individuals should be directed to the Personnel Committee. The Personnel Committee will only provide information agreed to by the employee or required by law.

H. CONFLICTS OF INTEREST

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to the Employer, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with the Employer. Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for the Employer. Employees who have questions about whether an activity violates this policy should discuss the matter with the Minister.

I. 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 an employee. Activities that may constitute a conflict include use of the Employer's 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 Employer duties; reflect discredit on the Employer; or tend to increase Employer's payments for sick leave, worker's compensation benefits or long term disability benefits. Collateral employment should not result in outside telephone calls while on duty for the congregation.

J. EMPLOYMENT OF RELATIVES AND MEMBERS

Other 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.

As a general policy, employment with UUCR is not open to members of the congregation except in rare and unusual circumstances.

K. PERSONNEL RECORDS AND INFORMATION

The Unitarian Universalist Church of the Restoration maintains a file of basic information on each employee. This file contains the employee's employment application, resume, benefit information, emergency information, appraisal forms and other pertinent information.

Record Changes

Because staff records are used for a variety of purposes important to employees and to UUCR, employees are asked to inform the Supervisor promptly, by written memorandum, of changes to their home addresses, telephone numbers and emergency information.

Access to Employee Files

An employee may review his/her employment file and obtain a copy of material in that file. Any employee may request correction of factual information in this file and also has the right to file a statement challenging or explaining any evaluation material in the file. An employee may file a grievance to correct evaluation material in the file. Only the employee, the employee's immediate supervisor, Personnel Committee, and those persons authorized by law will have access to employee files.

Employee Reference Information

Any request for information regarding a present or former employee of UUCR must be referred to the Board. No information may be given out by supervisors or other staff. Generally, the information that will be given (unless the employee provides written permission to do otherwise) will be the employee's date of employment, position title, and, if applicable, date of termination.

L. JOB OPENINGS AND SELECTION

Job Openings and Selection

Any position, whether full- or part-time, in which the Unitarian Universalist Church of the Restoration expects to employ a person for at least two (2) months will be posted. For other temporary positions, posting will be done where lead time makes it possible.

Letter of Employment

Upon employment, each employee receives a letter of employment which sets forth the terms and conditions under which the employee and the Unitarian Universalist Church of the Restoration agree to work together. The letter includes the hours of work for the position, starting salary, length of initial trial employment, date of first performance review and a copy of the pertinent job descriptions.

M. INITIAL REVIEW PERIOD

All employees are hired on an initial three-month trial basis. This period allows the employee to become familiar with the work requirements and to give that person's supervisor adequate time to observe the employee on the job before recommending "continuing" status.

If employment is terminated during this period, the standard policy is that, except under unusual circumstances, the employee is given two weeks' termination notice, during which he/she is not to report to work. Satisfactory completion of the trial employment period should not be considered a guarantee of continuing, future or permanent employment with the Unitarian Universalist Church of the Restoration.

N. PERFORMANCE EVALUATION

Performance Appraisals

The Unitarian Universalist Church of the Restoration believes that employees should be kept informed, on a regular basis, of the quality of their performance. Performance appraisals provide and facilitate opportunities for employees, their supervisor and members of the wider congregational community to evaluate performance, to identify potential improvements in overall processes and systems, specific task accomplishment and the working environment.

Factors considered in assessing performance include, but are not limited to, quality and quantity of work; dependability; attendance; punctuality; effective interpersonal relationships with congregation; and personal conduct.

The formal performance appraisal process is implemented on an annual basis by the supervisor. However, employees with questions, concerns or problems about their jobs should raise them promptly with their supervisor.

While the performance appraisal process may affect general compensations, the results, which will be maintained in the employees permanent file, are intended to be positive and supportive rather than negative or disciplinary in nature.

Salary Review

Within the resources of the church, salaries and salary ranges are adjusted periodically to ensure their competitiveness with the marketplace. Standard economic adjustments and merit increases, if any, are allocated as of July 1. All decisions regarding salaries are made by the Board of Trustees and are communicated to staff in writing when changes are made.

II. WAGE AND HOUR ADMINISTRATION

A. 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.

Regular full-time employees are regularly scheduled to work 35 hours per week.

Employees scheduled to work less than 35 hours per week will be considered part-time employees and their eligibility for benefits – if any -- will be pro-rated according to the percentage of time worked.

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

B. HOURS OF WORK

A normal, full-time workweek consists of 35 working hours. Staff schedules will be negotiated with the minister, and some employees may be scheduled for work on Sunday mornings. Individual work schedules may change from time to time.

Attendance at meetings at the request of the employee's supervisor will be considered time worked. Employees are expected to attend any staff retreats or off-site events which are part of their employment.

C. BREAK PERIODS

The time of meal and break periods will be at the discretion of the immediate supervisor. Non-exempt employees should not perform any work during their meal period, except as otherwise directed by their supervisor. Break periods may not be accumulated, nor may they be substituted for tardiness or longer meal periods.

D. TIMEKEEPING AND OVERTIME

Non-exempt employees must submit a written and signed record of their time worked at the end of each day. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Where required by applicable law, overtime will be paid to non-exempt employees at the rate of one and one-half times the regular rate of pay for all hours worked in excess of forty (40) in any one work week. Holiday, vacation and sick leave are not counted for purposes of overtime compensation. Employees should not work overtime without authorization in advance.

E. PAY AND PAYROLL DEDUCTIONS

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

Deductions made from employees' wages are reflected on the stubs of their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction. Employees are responsible for promptly notifying the Treasurer of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

F. PAY PERIODS

To ensure accurate records regarding work time, all employees other than salaried must keep time sheets documenting the total hours worked each day and specifying the number of hours spent in each of several categories.

It is on the basis of these time sheets that pay is computed for hourly employees and records regarding benefit time, i.e. personal days, vacation, compensation time (If applicable) and days of medical leave are calculated. It is the responsibility of each employee to ensure that his or her work time has been accurately recorded. The supervisor of each employee is expected to review the time sheets before submitting them for payment.

III. EMPLOYEE BENEFITS

The Unitarian Universalist Church of the Restoration reserves the right to modify, amend, or terminate any benefit offered to current employees. The following is a brief description of various benefits offered by the church. For a more detailed description of the benefits offered under these plans, please consult the plan documents which are available from the Personnel Committee. Coverage and benefits are determined by the insurance carrier or provider as outlined in these documents.

A. INSURANCE

Health

Presently, the Unitarian Universalist Church of the Restoration does not provide health insurance. However, health coverage is available at employee expense through the UUA Plan.

Life and Disability

The Unitarian Universalist Church of the Restoration does not provide life and disability insurance for employees other than pastoral ministers. However, life and disability coverage is available at employee expense through the UUA Plan.

B. FICA

Under the Federal Insurance Contribution Act (Social Security), the Unitarian Universalist Church of the Restoration pays one-half of FICA taxes; the other half is deducted from employee paychecks. Ministers do not have the FICA deducted and must arrange for payment individually. The church is required by law to list FICA as: FICA/Social Security and FICA/Medicare as separate amounts on pay stubs.

C. UNEMPLOYMENT INSURANCE

As a nonprofit religious organization, the Unitarian Universalist Church of the Restoration is exempted from participating in the Pennsylvania Unemployment Compensation plan.

D. WORKER'S COMPENSATION INSURANCE

All employees are covered by Worker's Compensation Insurance under the laws of the State of Pennsylvania and are eligible for coverage on the date of employment. Employees do not make contribution toward Worker's Compensation; the Unitarian Universalist Church of the Restoration pays the full premium. This coverage is for accident or injury related to, or as a result of, one's employment. Any accident or injury occurring during working hours must be immediately reported to the supervisor or Personnel Committee. A written, signed report must be completed by the employee within 24 hours of the accident or injury. If the work-related accident or injury requires treatment by a physician, the employee may go either to an emergency room, or to the physician approved by the church's insurance carrier. Medical bills and a doctor's signed statement on the nature/treatment of the work-related injury or accident should be submitted to Personnel, who will fill out all reports required with the compensation insurance carrier.

E. RETIREMENT PLANS

UUA Pension Plan

The Unitarian Universalist Association has a defined contribution pension which meets the requirements of the 1954 Internal Revenue Code Section 401 (a). All full-time employees who have reached their one (1) year anniversary of employment with the Unitarian Universalist Church of the Restoration are eligible to participate. The Unitarian Universalist Church of the Restoration makes an annual contribution in the amount of twelve percent (12%) of an employee's salary to the Pension Plan. Vesting (ownership of the funds by the employee) occurs upon enrollment after completion of one year of uninterrupted service. Upon leaving the employment of the Unitarian Universalist Church of the Restoration, an employee may receive his/her funds, or may choose to leave the funds in the plan until age 70. A request for the withdrawal of pension funds is submitted directly to the UUA Human Resources, Office of Church Staff Finances.

Currently, the UUA Pension Plan is the only plan to which the church makes contributions on behalf of its employees.

F. TIME OFF

Several categories of paid and unpaid absence from work are authorized to meet UUCR employee needs for rest and rehabilitation and to deal with other personal needs and emergencies. During time off, rights as an UUCR employee are maintained. Special conditions and qualifications for each category are set forth below.

1. Holidays

The Unitarian Universalist Church of the Restoration recognizes six (6) paid holidays which occur during each church year.

New Year's Day
Martin Luther King Day

Memorial Day
Thanksgiving Day
Christmas Day

And one other 'floating' day chosen from:

Presidents Day
Veterans' Day

Day after Thanksgiving
Birthday

This final 'floating' holiday must be requested in advance and pre-approved by the supervisor.

At the discretion of the Supervisor, the office of UUCR may close early on New Year's Eve.

Holidays that fall on a Saturday will be observed on the preceding Friday; those that fall on Sunday will be observed the following Monday. If the employee works on a paid holiday or if the holiday falls on a normal day off, compensatory time may be taken.

2. Sickness and Medical Care

After six continuous months of satisfactory employment, Medical Leave is calculated on the basis of eight (8) hours per month for full time, prorated for all permanent employees. Medical Leave is prorated according to % of full-time. It may be claimed in increments of no less than one (1) hour for health related incidents of the employee and his/her family.

Medical Leave may not be accrued for a period longer than a rolling six months. When it is taken, it must be reported for Payroll purposes. It is the responsibility of the supervisor to track any accrual of days and to report the usage of days.

In instances where earned sick leave credit is insufficient to cover sick leave with pay, the staff member must use personal days, vacation time, and/or floating holidays to avoid loss of pay through a leave of absence.

An employee who is sick or disabled should call his/her direct supervisor or the Administrator at the scheduled starting time of each day of illness or disability and explain the reason for the absence. The absence is then recorded by the employee on his/her time sheet. Since regular daily attendance is necessary to accomplish assigned work, when a staff member uses repeated periods of sick leave, the situation should be discussed by the supervisor and the employee, and arrangements should be made to restore a good employee attendance record. To aid in the resolution of such a problem, UUCR, at its discretion, may require the employee to provide a physician's statement of the condition warranting absence(s) and the anticipated amount of sick leave the employee can reasonably be expected to need. Chronic symptoms that are not incapacitating will not be accepted as cause for absence without a physician's direction.

If an employee is out for three or more consecutive days, a doctors note explaining the absence and showing permission to return to work is required. When illness or injury causes an employee to lose more than one continuous week of work, unless the employee is in the hospital and the church has a clear understanding of the absence, a physician's statement showing the expected duration of the absence must be submitted to the supervisor or the Administrator during the second week of absence. Thereafter, periodic physician statements may be required.

In addition to employee illness or injury, it is permissible to use sick leave for the following:

- Visits to a doctor or dentist or to hospitals and clinics for personal medical attention. If an appointment must be made during work hours, it should be scheduled to minimize the interruption of work for that day.
- Time off to care for an employee's child, parent, spouse, step-child, stepparent, significant other, or legal guardian who is ill or has suffered an injury.

3. Other Approved Leaves of Absence

Family Leave

Consistent with the Family Medical Leave Act after twelve (12) months of continuous employment, full-time employees may take twelve (12) weeks of leave to care for a newborn, adopted or foster child, or to care for a serious health condition in a child, spouse or parent. This leave may be taken intermittently and may draw upon accrued vacation, sick time and unpaid leave. Medical certification may be required. All employees who take unpaid family leave must give thirty days notice or, in the case of unforeseen circumstances, as much notice as is practicable.

If a position cannot be held open for the duration of the leave, every effort will be made to find a similar position for the returning employee.

Pension will not be paid during an unpaid leave. Vacation and medical time will not accrue during unpaid leave.

Condolence Leave

A maximum of five (5) days of paid leave will be granted in the event of life threatening illness or death in an employee's immediate family defined as:

- | | |
|-----------------------|---------------------------|
| Spouse | Parents-in-law |
| Parent or step-parent | Grandparent or grandchild |
| Child or step-child | Son or daughter-in-law |
| Brother or sister | Significant other |
| Legal guardian | |

4. Jury Duty

A leave of absence will be granted for an employee to serve on a jury. During a period of jury duty the employee shall receive his/her regular compensation. Any payment made to the employee for jury duty shall be transferred to the church. Part-time employees will be compensated on a prorated basis, if required to serve on jury duty on a scheduled work day and the payment received for such duty does not equal the employee's typical hourly wage

5. Severe Weather

Occasionally severe weather condition may prevent employees from getting to work on time, or even getting to work at all. As with any absence or late arrival, employees should contact their supervisor as soon as possible to explain the circumstances.

6. Vacation

The Unitarian Universalist Church of the Restoration realizes that the pressures of the workplace have an impact on personal health and job effectiveness. Therefore, the regular use of vacation allowances is strongly encouraged. In general, full-time employees are entitled to one week (i.e. 35 hours) of paid vacation annually. Part-time employees, working 20 or more hours per week, will receive prorated vacation based on their number of hours per week.

Vacation days will be tracked by the supervisor and reported for payroll by the supervisor.

Requests for tentative vacation dates should be submitted to employee's immediate supervisor as early as possible to ensure adequate staffing coverage in all areas. Generally, tentative approval of dates will be honored; however, staff needs to be aware that if conditions change, they may be asked to select alternative dates.

Note that vacation days do not accrue year to year.

G. VEHICLE USAGE AND REIMBURSEMENT

Employees using their own cars for UUCR-related business may be paid mileage at the current rate per mile as established by Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and approval by the Minister. Trips must be authorized by the employee's supervisor. 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 Employer

IV OTHER EMPLOYER POLICIES

A. ATTENDANCE AND PUNCTUALITY

Each employee is expected to be prompt and regular in his or her attendance at work. Personal appointments should be scheduled before or after work hours, if possible. All scheduled absences must be approved in advance by the supervisor. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence and the expected time of return to work. Employees must call in each day they are absent, unless otherwise authorized by their supervisor. Unscheduled absences (such as returning late from lunch or leaving work before the end of the workday) must be approved by the employee's supervisor. If the employee expects to be absent the following day, he or she should inform the supervisor of that fact at the same time.

Any employee who fails to report to work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.

B. WORK AND DISCIPLINARY GUIDELINES

Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures including verbal warnings, written warnings or termination.

Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive.

- Failure to perform work in a manner acceptable to Employer.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment described in this Manual.
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on Employer premises (including meal and other breaks).
- Unauthorized possession of weapons.
- Disclosure of confidential information.
- Smoking anywhere on the premises.
- Failure to report-on-the job injuries.

- Working another job while absent.
- Failure to accurately complete or permitting another person to complete the employee's time card.
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his or her job.
- Theft or dishonesty.
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
- Discourteous treatment of others.
- Taking Employer property without paying for it or without written permission.
- Reckless, careless or unauthorized use of Employer property, equipment or materials.
- Improper or profane language.
- Violation of any other Employer policy.

C. SEPARATION FROM EMPLOYMENT

In general, staff members who resign are expected to give at least two weeks' written notice in order for the congregation to find a suitable replacement. Furthermore, any staff absent for three consecutive days without notifying his or her supervisor, or who fails to report to work on or before the expiration of a leave, will be deemed to have resigned, consistent with applicable law. More specific information follows:

Voluntary

Any employee who voluntarily leaves employment with the Unitarian Universalist Church of the Restoration is expected to give as much notice in writing as possible. The church would appreciate at least two weeks' notice, when possible.

Retirement

Any retirement benefits available to the employee consist of those that may be received under such retirement plans as are referred to in the Employee Handbook section above. The involuntary separation benefits described below do not apply to retirement.

Involuntary

Involuntary separation occurs when the church terminates an individual's employment. Such a separation may be the result of the employee's inability to perform the job, misconduct, or for causes entirely unrelated to the employee, such as a reorganization or reduction in the workforce.

There are three types of involuntary separation: (a) unsatisfactory performance, (b) serious misconduct, or (c) layoff.

In the event of unsatisfactory performance of an employee, he or she will be informed of the deficiencies and given a reasonable opportunity to correct them. This will be done verbally at first, and, if not corrected within thirty (30) days, with written warning that his or her employment will be terminated in thirty (30) days if the deficiencies are not corrected. Before such a written warning is conveyed, the employee's supervisor is expected to consult with the Supervisor. If the deficiencies are not corrected, the employee will be dismissed by the Supervisor, in consultation with the Board.

Dismissal in instances of serious misconduct, may be immediate and without notice and without severance. However, the decision to dismiss shall be made by the supervisor only after conferring with the employee and then in consultation with the Moderator of the church.

If an employee is dismissed for reasons of layoff, every attempt will be made to give sufficient notice, to provide such separation benefits as have been established by the church, and to aid in finding a new position.

D. SAFETY AND ACCIDENTS

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards at all times. They should know the whereabouts of fire extinguishers and the first aid kit.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor or Minister. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the supervisor or Minister. In the event of a fire or other emergency, the fire department and/or police should be called immediately, and all staff and members of the congregation should leave the premises.

E. PERSONAL PROPERTY

The Employer cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on UUCR property. Employees should report any lost items to the Minister so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to the Minister.

F. WORKPLACE THREATS AND VIOLENCE

Threats, threatening behavior, or acts of violence against persons by anyone on UUCR property will not be tolerated.

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on UUCR property may be removed and will remain off UUCR property pending the outcome of an investigation. If the Employer determines that a violation of this policy has occurred, the Employer may take appropriate disciplinary action

that may include, but is not limited to, suspension and/or termination of employment, and/or legal action as appropriate.

All employees shall inform the Minister or their supervisor of any behavior which they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or is connected to employment.

G. PROFESSIONAL BEHAVIOR

Employees should maintain a professional attitude and appearance that is appropriate to their position and the Employer-congregation. Name badges should be worn when employees are on duty on Sunday. Personal mail and non-essential telephone calls at work are discouraged.

Furthermore, UUCR is an organization with a history of strong member involvement in the life and work of the parish. Some staff members work closely with members in accomplishing their tasks; others work with committees, task forces and other organizational units. Always the working relationships between members and staff are intended to be close and supportive. However, direct supervision for staff is the responsibility of the parish minister rather than any individual or group within the congregation.

H. INSPECTION RIGHTS

Churches, like other organizations, are sometimes the victims of thieves. UUCR has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees, however, UUCR can make no assurances that they will always be secure. The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on UUCR premises. Therefore, the Employer reserves the right to open and inspect any desk, file cabinet, storage closet or storage area at any time and without prior notice or consent. Employees may not use personal locks on UUCR owned desks, cabinets, closets or storage areas.

I. EMPLOYMENT AUTHORIZATION

Federal law requires that prospective employees must show proof of eligibility to work in the United States in the position for which they are applying. When applicable, employees must usually provide an original document or documents to the employee's supervisor that establishes identity and employment eligibility from the date employment begins.

This page should be separate from the Personnel Policy Manual, as it will be placed in the employee's personnel file after it has been signed.

The Acknowledgment is not required by law but is helpful to have in the event of a dispute about the terms of the Manual or of employment.

PERSONNEL MANUAL ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Personnel Policy Manual of _____. I understand that it is my responsibility read the Manual and to comply with the policies, practices and rules of the Employer.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the Employer or I may terminate the employment relationship, at any time, with or without reason and with or without notice. I specifically understand and agree that this statement of policy contains all of the terms relating to termination of employment and that no representations may be made contrary to the foregoing, either express or implied. I understand that this statement of policy is subject to change.

I understand that this Manual supersedes all previous policies, written or oral, express or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that the Employer reserves discretion to add, change or rescind any policy, practice or rule at any time with or without notice.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the Personnel Policy Manual, dated

_____.

Date

Employee Name (Print)

Employee Signature

APPENDICES

I ORGANIZATION AND GOVERNANCE

The Unitarian Universalist Church of the Restoration (UUCR) is organized as a local autonomous congregation within the Unitarian Universalist Association (UUA) which serves more than 1,000 member societies throughout the world.

A. UUA PRINCIPLES

The following statement of the Unitarian Universalist Association's Principles and Purposes is taken from the UUA Bylaws.

We, member congregations of the Unitarian Universalist Association, covenant to affirm and promote

- . 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 congregations and in society at large;
- . The goal of world community with peace, liberty, and justice for all; and
- . Respect for the interdependent web of all existence of which we are a part.

The living tradition we share draws from many sources:

- . Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life;
- . Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil; with justice, compassion and the transforming power of love; Wisdom from the world's religions which inspires us in our ethical and spiritual life;
- . Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves; and
- . Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of mind and spirit.

B. UUCR MISSION STATEMENT

The mission of the Unitarian Universalist Church of the Restoration is to affirm and project the principles and purposes of the Association. This includes actively maintaining a spirit

of acceptance and a commitment to theological diversity, both of which are central to our Universalist heritage.

Within this context, we have established the following mission:

As members of the Unitarian Universalist Church of the Restoration in Mount Airy:

- We welcome people from all walks of life, regardless of age, class, race, gender, ability, sexual orientation, and religious and cultural backgrounds, who respect the evolving values of this congregation.
- We accept religious freedom with responsibility; valuing the richness inherent in diversity and supporting each individual's search for meaning.
- We commit ourselves to foster the ethical, moral and spiritual growth of our community's children and each other.
- We speak out for social justice through voice and deed to address human needs and advance fundamental rights in our larger community.
- We share beauty and transform capacity of music to inspire, empower and bring people together; and sustaining a caring congregation where people nurture and support each other as they face the joys, sorrows and concerns of everyday life.

To this end, we pledge the resources and vision of this congregation.

C. BRIEF HISTORY OF THE UNITARIAN UNIVERSALIST CHURCH OF THE RESTORATION

In 1820, Reverend Abner Kneeland, a liberal energetic minister who was originally a Baptist but had become a Universalist and had distinct Unitarian (non-Trinitarian) learnings, and members from the Northern Liberties section of Philadelphia founded the "Second Independent Church of Christ Called Universalist." This was the original name of the church we now know as the "Unitarian Universalist Church of the Restoration." The first building was completed in October 1823 and was the church's home until 1854.

The church spent its next 141 years as a Universalist church, and is the only one of 17 Unitarian Universalist churches of the Delaware Valley area that was Universalist prior to the merger of Unitarians and Universalists. The church was located on Callowhill Street from 1820-1954, and entertained a succession of ten ministers and various financial difficulties.

Rev. Kneeland, the founding minister, served the pulpits of both the "First" and the "Second" Churches until 1824. He left for the Prince Street Universalist Church, in New York City, in 1826, and later moved to Massachusetts, where he was convicted of Blasphemy for his harangues against orthodoxy - he advocated land reform, the abolition of slavery, public education, and birth control. He is believed to be the last person to be convicted of blasphemy in the United States.

Renamed "The Second Universalist Church" in 1850, the church moved into a former Methodist church on 8th Street above Noble in 1854, where it stayed until 1871. While on 8th Street the church was beset with financial difficulties and both internal and external controversy. Attacks on Universalism were numerous, and threats of a libel suit were used on one occasion to stop vicious slander.

In 1871, the church moved into a new building that was built on Master Street. Also in 1871, the name was changed to "Church of the Restoration." The term "Restoration" refers to the theological position that, after death, an intermediate period of purification in purgatory is required for the cleansing of the soul. John Murray and his followers, on the other hand, believed that Christ's death atoned for all sins, and that all souls went directly from death to Glory.

The church remained on Master Street until 1937 and was served by a succession of ministers. Reverend John Clarence Lee, who served from 1900 until 1919, and who was greatly respected in religious and intellectual circles, invited many speakers to his pulpit. Their presence reflected an increasing wider acceptance of Universalism.

Rev. Lee was followed by Rev. Clinton Scott, who is remembered for further liberal development. He was one of the original signers of the Humanist Manifesto.

The present church in the Mount Airy section of Philadelphia was designed and built using primarily a legacy from Mr. Edward S. Deemer, who had been active in the church from his childhood until his death in 1929. He served as moderator from 1908-1926. Rev. Robert Tipton (1927-1939) was the minister when the new church was built; it was dedicated on September 27, 1937.

Rev. Tipton was followed by Rev. Harmon Gehr, who served sixteen years (1940-1956). During the tenure of Rev. Gehr (1951), the Religious Education wing was added to the church as a donation by Mr. Lena Louise Hale in memory of her sister, Carrie Hale. The wing housed the Sunday school, a weekday nursery school, and a lounge where many meetings and social events are held.

Six settled and two interim ministers have served Restoration since Rev. Gehr left in 1956; Dr. Fenwick Leavitt and Rev. Gilbert Phillips served for one and five years respectively. In 1964 Rudolph Gelsey was called to serve as minister. It was the era of civil rights and the Vietnam War, and Rev. Gelsey was deeply concerned about the social responsibility of the church. His activism drew the church into the controversies of the time gaining some members and losing others. An increasing number of African Americans became involved in the church at that time, making it a more truly integrated congregation. Although Restoration's social activism has decreased considerably since Rev. Gelsey's departure, work towards racial integration has continued to be the church's legacy and strength.

Rev. Richard Perry served from 1970-1978. Rev. Perry left Restoration in 1978 for a parish in Halifax, Nova Scotia, and in 1981, he settled in Grafton, Massachusetts.

Rev. Walter F. Wieder was called to Restoration from the Unitarian Universalist Community in El Paso, Texas, and assumed the duties of minister in April 1979. During the next few years the financial picture began to brighten and there were years of balanced budgets and even some repayment to the endowment of monies borrowed in previous years. In part this was due to increased support in matching grants and other subsidies from the Pennsylvania Universalist Convention (PUC), the rental and then sale of the parsonage at 611 Gorgas Lane, increased income from the Singles Scene (which began in 1977) and successful fundraisers such as the community flea markets (begun in 1980) and goods and services auctions (begun in 1981).

Rev. Wieder accepted a call to the Dallas North Unitarian Church in Plano, Texas in 1986. Restoration voted to call an interim minister and the Rev. Laurel S. Sheridan accepted the call to serve our congregation for the 1986-87 church year.

Interest in denominational affairs bloomed during Rev. Wieder's tenure. Special pledges for denominational support were encouraged during regular pledge drives and by this method Restoration reached Full Share Honor Society status as well as providing outstanding support to the Joseph Priestly District and the Delaware Valley Area Council. Restoration has also provided active lay leadership in many denominational areas.

Rev. Robert P. Throne served from 1987 until 1994. He developed and conducted many adult RE programs; Feminism, Racial Equality, and male sensitivity were some areas of notable focus. He was also instrumental in the founding of the "Folk Factory," a popular forum for folk musicians from the Mid-Atlantic region. He left in September of 1994 to pursue his interest in consulting, training, and administration.

Rev. Harris Riordan came to Restoration as interim minister in 1994, and remained until the fall of 1996. She had been working with our congregation in helping us focus on long-range planning.

Rev. Bonnie Jean Casey served UUCR from 1996 – 2003. She was very much loved by members of the congregation for her activism on congregational matters, for her thoughtful and articulate sermons, and her always cheerful disposition. She came with the credentials of being a passionate soccer player. Her lasting legacy includes that she introduced the UU concept of "shared ministry" (between the minister and the congregation).

Liz McMaster served as our interim minister from 2003-2004, with grace and gentle guidance. Her forthright sermons steered the congregation through yet another period of introspection and transition. She will also be remembered for shocking members and the board by announcing one Sunday from the pulpit that she would no longer perform any marriages as long as the Pennsylvania State Legislature failed to recognize same-sex unions.

W. Chester McCall, our current minister, came to UUCR in 2004. He was enthusiastically welcomed by the congregation as an advocate for our already multicultural congregation.

He is trained through the UUA as a facilitator of anti-violent and anti-oppression workshops and communications. As a 'minister-of-color', his ministry is seen by the congregation, and the JPD and UUA, as a conscious commitment to the future of Restoration as an integrated congregation with active community involvement. His widely acclaimed and festive installation celebration served as a beacon for his subsequent work at restoration.

Our membership has stayed relatively level during the years while, from time to time, certain members who felt uncomfortable with controversial stands taken by various ministers left the congregation. While the number of members hasn't greatly increased, the percentage of members who are active is relatively high. Sunday service attendance reflects only a part of the church life.

Many activities during the week bring out members who are not regular Sunday participants but count themselves as active members. These non-Sunday activities are ever changing and include, but are not limited to, "The Folk Factory," Bookreaders, potluck suppers, "Dinners for Eight," Spiritual Cinema, Build Your Own Theology Class, Shawl Ministry, Writers Circle, various fund-raising activities, and annual holiday observances.

II. GENERAL EMPLOYMENT LAW APPENDICES

A. *THE CHURCH AS AN EMPLOYER*

Any Church that employs one or more persons probably will be considered an employer in the eyes of the law, and there is a plethora of federal and state laws that apply to employers. However, some federal laws only apply to employers with a certain number of employees. State laws vary; some state statutes cover employers with as few as one employee. A congregation with even one employee cannot arbitrarily classify that employee as an independent contractor in order to avoid financial or legal responsibilities. Under federal law, the primary determinant of whether an individual is an employee or an independent contractor is who controls the manner and means of performance. If the employer retains that right, then the individual is an employee, not an independent contractor.

In the legal sense, ordained ministers are employees of the congregations to which they are providing services. Nevertheless, this Manual excludes ministers from coverage. The reason for this is twofold. First, ministers generally have a written contract with their congregation, and the terms of that contract would supersede the terms of the Manual. Second, because of the First Amendment, courts are very reluctant to intercede in disputes between churches and their ordained clergy. Thus, some of the legal protections provided to lay employees by the language of the Manual would not apply to ministers.

B. EMPLOYMENT LAWS THAT APPLY TO RELIGIOUS CONGREGATIONS

The following is a general summary of federal employment laws that may be applicable to local congregations:

Equal Employment or Anti Discrimination Laws

There are three major federal statutes that prohibit discrimination in employment: Title VII of the Civil Rights Act of 1964 (Title VII), the Age Discrimination in Employment Act (ADEA), and the Americans with Disabilities Act (ADA).

Title VII prohibits discrimination on the basis of race, color, religion, national origin and sex by employers with 15 or more employees, including part-time employees. Although not specifically set forth in the statute, agency guidelines and case law make it clear that harassment on the basis of these protected classes is also prohibited.

Title VII specifically exempts churches and other religious organizations from the prohibition on religious discrimination. Thus religious organization can require affiliation with a particular faith as a requirement for hiring, although many religious organizations do not make this a condition for employment.

The ADEA prohibits discrimination in employment on the basis of age against persons who are 40 or over. It only applies to employers with 20 or more employees. As with Title VII, part-time time employees probably have to be counted.

The ADA prohibits discrimination in employment against qualified disabled applicants and employees. The terms "qualified" and "disability" are defined in the statute; not everyone with a physical or mental impairment is a qualified disabled person. The ADA only applies to employers with 15 or more employees, and part-time employees probably have to be counted.

Many states also have anti-discrimination statutes that may cover smaller employers and have different protected clauses than the federal statutes. For example, Minnesota's Human Rights Act applies to any employer with one or more employee. Protected classes include, among others, sexual orientation, marital status, status with regard to public assistance and age discrimination at any age.

Insurance and Benefits Laws

Although religious bodies are not subject to the federal Employee Retirement and Income Security Act (ERISA), benefit plans established by the UUA or individual congregation (such as a Section 125 flexible benefit plan) must comply with the Internal Revenue Code requirements for such plans.

Some states obligate churches to carry workers' compensation insurance; others do not. Such coverage provides replacement income during a period when an employee is unable to work due to a workplace injury, thus relieving the employer from feeling morally required to continue a worker's pay. Congregations may wish to purchase this coverage (if available) whether or not they are required by law to do so.

Wage and Hour Laws

As a group, churches are not exempt from the federal Fair Labor Standards Act (FLSA). Although there are exceptions in the statute that might apply to certain churches or certain individual employees, the model Manual is drafted to assume coverage.

The FLSA (and similar state statutes which exist in almost every state) requires employers to classify employees as exempt or non-exempt, based on criteria contained in the law. Generally, exempt employees have administrative, management, or supervisory responsibilities. The fact that employees are paid an hourly wage or a monthly salary does not determine if they are exempt or non-exempt employees. Employees who fit the non-exempt criteria are entitled to be paid minimum wage (\$7.15 as of July 2007) for all hours worked. Non-exempt employees are also entitled to be paid overtime for all hours worked in excess of 40 hours in any one work week (not pay period).

Employers who are covered by the statute and who have non-exempt employees (sometimes referred to as "hourly" employees) must pay minimum wage and overtime to those employees. Contrary to an often-prevailing practice, "compensatory time off" as a substitute for pay for more than 40 hours of work is not sanctioned by federal law. However, if the time off is taken in the same work week, and as a result the employee does not work more than 40 hours, then no overtime pay is required under federal law. Some states have statutes requiring overtime to be paid if an employee works more than a particular number of hours in any one day.

The FLSA does not require employers to give rest breaks or meal period breaks to employees during the workday. However, many states have statutes requiring that rest or meal breaks be given if an employee works more than a certain number of hours.

Leaves of Absence Laws

Federal laws require that employees be given time off to serve in the military. In addition, the federal Family and Medical Leave Act (FMLA) requires covered employers to give unpaid leaves of absence to eligible employees in certain situations. Only employers with 50 or more employees are covered by the law, so there is no FMLA policy in the model Manual.

It is important to note that many states have laws requiring employers to give leaves of absence to eligible employees for a variety of reasons. Those reasons can include everything from voting to jury duty to the birth or adoption of a child. The leaves may be with or without pay. It is important that employers understand what leaves of absence are required by law in their states.

III. JOB DESCRIPTIONS

The current version of job descriptions for all major staff and volunteer roles follow on subsequent pages

Music Director

Religious Educator

Administrative Assistant

Sexton