

Personnel Policy Manual

For

Towson Unitarian Universalist Church

1710 Dulaney Valley Road

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Personnel Manual Acknowledgment

WELCOME

Welcome to the Towson Unitarian Universalist Church (TUUC). We are glad to have you as a member of our staff and hope you will enjoy working for TUUC and contributing to our liberal religious community.

Working together, we will help to ensure that the administrative, operational, and other needs of TUUC are met. This will support volunteer members of our Church to do their work.

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

If you have any questions or suggestions concerning information in this Manual, please feel free to contact the Minister or their designee.

Again, welcome!

CONGREGATIONAL MISSION AND VISION

Our Mission is to deepen our ethical and spiritual lives together as we work for racial, social and environmental justice.

Our Vision is to be an intentionally inclusive community engaging with each other and the world in a heartfelt search for truth and meaning.

ABOUT THIS MANUAL

This Manual has been prepared to help you understand some of the policies and procedures of the Towson Unitarian Universalist Church (TUUC; also referred to herein as “Employer” or “Church”). You should familiarize yourself with the content of this Manual, as it provides basic information about our expectations, policies, procedures, and benefits. Nothing in this Manual creates or is intended to create an employment agreement, express or implied, or a contract that employment or any benefit will be continued for any period of time.

Since every situation cannot be anticipated, this Manual provides a general overview only. In applying the policies and procedures in this Manual, TUUC will take into consideration the specific facts and circumstances of each situation.

All employees are hired on an *at-will* basis unless stated otherwise in a written individual employment agreement signed by the President of TUPAC's Board or prohibited by law. This means that the employee may terminate the employment relationship at any time, for any reason, with or without notice, and TUUC retains the same right.

As a progressive and evolving organization which must respond to operating needs and other circumstances, TUUC will make changes and modifications in policies, procedures, and benefits from time to time. This Manual replaces all previous personnel policy manuals or handbooks and any inconsistent policies.

If you have any questions or comments about this Manual, or if you need more information, please ask your Supervisor/Minister or a member of the Board. Your comments and suggestions are encouraged. We ask that you sign the acknowledgment that you have received and read the Manual.

DIVERSITY AND INCLUSION

EQUAL EMPLOYMENT OPPORTUNITY

Unitarian Universalist principles affirm the inherent worth of each human being and commit to working towards justice, equity, and compassion in human relations. TUUC believes that policies advancing diversity, equity, and inclusion are essential in creating social change that responds to historical and current practices of discrimination. Additionally, we believe that significant diversity among our staff makes for a richer, more dynamic organization. Our Church is committed to addressing the systemic prejudices and biases found within all parts of society by, among other things, working to ensure that all staff are trained to understand, welcome, and better serve a multiracial, multiethnic, increasingly diverse community and enhance the ability of each individual to live our values of justice, equity, and interdependence.

TUUC affirms its commitment to inclusion and 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, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, body size, or weight. TUUC may consider religion in the hiring and terms and conditions of employment of certain positions. Any discrimination in the workplace based upon any protected status/classification is illegal and against policy.

Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited and will not be tolerated. Prohibited retaliation includes shunning and avoiding an individual who reports harassment, discrimination, or retaliation; expressed or implied threats or intimidation intended to prevent or inhibit an individual from reporting harassment, discrimination, retaliation; and denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation, or participating in the reporting and investigation process.

Employees who have questions about discrimination, harassment, or retaliation in the workplace, or who believe this policy has been violated, should report their concerns immediately to their Supervisor/Minister or a Board officer.

HARASSMENT

Harassment of any kind has no place in the workplace. TUUC is committed to promoting an environment that is professional and respectful. Any harassment regarding race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, or any other protected status will not be tolerated. Our Church expects all employees to conduct themselves in a professional manner with concern and respect for their colleagues, congregational members, and others served by TUUC. Similarly, we expect all employees to be free from harassment from congregational members and others encountered while serving our Church. Harassment by anyone in the workplace is unlawful.

Harassment includes verbal or physical conduct which may offend, denigrate, or belittle any person because of or due to any of the characteristics described above. Such conduct includes

pictures, jokes, comments, epithets, innuendoes, name-calling, or any other behavior that creates an environment that is derogatory, intimidating, hostile, or offensive to anyone.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting or event outside the workplace, such as meetings, social events, and any other Church-related activity. Any employee who believes that they have been harassed by another employee, Supervisor/Minister, a congregant, or any other person whom the employee encounters in the course of employment should report that conduct immediately to their Supervisor/Minister or a member of the Board. If the report or complaint involves the Supervisor/Minister, or if the Supervisor/Minister is unavailable, the individual making the complaint or the individual receiving the report or complaint should immediately report the complaint to a member of the Board. The UUA Ministries and Faith Development Staff Group is available to assist with complaints involving ministers.

SEXUAL HARASSMENT

While all types of harassment are prohibited, sexual harassment requires particular attention.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to the conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such 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.

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

- Unwelcome sexual advances, whether or not they involve physical touching; sexual assault, or coerced sexual acts;
- Requests for sexual favors in exchange for actual or promised benefits such as a favorable review, salary increases, promotions, or other benefits;
- Unwelcome suggestions regarding, or invitations to, social engagements or social events;
- 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;
- Unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated;
- Use of offensive or demeaning terms that have a sexual connotation;
- Inappropriate remarks of a sexual nature;
- Sexual gestures, suggestive comments, sexually insulting comments, epithets, jokes or name-calling; written or verbal references about sexual conduct;
- Communicating or displaying sexually suggestive objects, pictures, cartoons or websites in writing, electronically, or verbally;
- Sex stereotyping, such as when the conduct or traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how

- individuals of a particular sex should act or look; or
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, or gender identity, such as interfering with an individual's work area, equipment, or ability to do their job, name-calling, etc.

Any employee who believes they have been sexually harassed by another employee, a Supervisor/Minister, or any other person encountered in the course of employment, including a congregant, should report that conduct immediately to their Supervisor/Minister or a Board officer. If the report or complaint involves the Supervisor/Minister, or if the Supervisor/Minister is unavailable, the individual receiving the report or complaint should immediately report it to a member of the Board.

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

Retaliation or reprisal against employees who report sexual 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.

PROCEDURE/RESOLUTION OF EMPLOYEE COMPLAINTS

TUUC takes allegations of discrimination and/or harassment seriously. If you believe you have been discriminated against and/or harassed by another employee, a Supervisor/Minister, or any other person encountered in the course of employment, you should take the following steps:

- The employee should communicate immediately with their Supervisor/Minister. If the report or complaint involves your Supervisor/Minister, the individual receiving the report or complaint should immediately report it to a member of the Board. You may be asked to put your complaint in writing.
- TUUC may appoint an ad hoc committee to advise the employee and/or involve the personnel committee.
- An investigation will then be initiated, and evidence will be gathered. The investigation will normally include an interview of the employee, the accused, and any relevant witnesses.
- The Minister or Board President shall then take appropriate action. The complainant should be notified that appropriate action has been taken.
- If either the complainant or the alleged harasser objects to the resolution, they may seek a review by TUPAC's Board. The resolution recommended by the Board will be binding upon TUUC and the employee.

ACCOMMODATIONS OF DISABILITY

TUUC provides reasonable accommodations to enable an individual with a disability to perform the essential functions of their job in compliance with state and federal law. If an employee is unable, or finds it difficult, to perform all the functions of their job due to a disability, they should inform their Supervisor/Minister about the disability and discuss the type and nature of any assistance or adjustment that would enable the employee to perform the essential functions of the job.

In most cases, TUUC will need medical documentation of the disability and of possible accommodations. TUUC may also need regular discussions with the employee to determine what, if any, accommodations are appropriate; the employee's continuing need for accommodations; and the effectiveness of the accommodations provided. TUUC may also ask to speak to the employee's physician or health care provider to help TUUC assess the need for and the appropriateness of the proposed accommodations and to ensure that the employee can safely perform the essential functions of the job with the accommodations. TUUC may also ask the employee to submit to an independent medical or other appropriate examination, at TUPAC's expense.

CATEGORIES OF EMPLOYMENT

Full-Time: An employee who regularly works TUUC all year or 12 months of continuous full-time service at 35 hours or more per week is considered a full-time employee.

Part-Time: An employee who regularly works for TUUC all year or 12 months is considered a part-time employee. Part-time employees scheduled to work at least 15 hours but fewer than 40 hours per week are eligible for benefits according to the benefit plan descriptions in this Manual. Part-time employees who work fewer than 15 hours a week may be allowed vacation and sick leave at the discretion of the Head of Staff.

Casual/Temporary Employee: An employee who works full or part-time for a specific time period, including during peak or seasonal periods; for specific projects; to fill in for an absent regular employee; or for other reasons for a limited period of time is considered a casual/temporary employee. Regardless of whether an employee is scheduled to work for a limited period of time the employee will be considered "at-will." Casual/Temporary employees are entitled to benefits consistent with the provisions of benefit plans offered by TUUC or as required by law.

FLSA DEFINITIONS

Employees are also categorized as either **Non-Exempt** or **Exempt** for purposes of the minimum wage and overtime provisions of the Fair Labor Standards Act ("FLSA").

Non-Exempt Employees are compensated based on the number of hours worked each workweek and are entitled to be paid the minimum wage and overtime for hours worked over 40 in a workweek.

Exempt Employees, who are employed in an executive, administrative, or professional position which meet certain requirements, are paid on a salary basis and are exempt from the minimum wage and overtime provisions of the FLSA.

Ministerial Exception: Ministers and other employees who perform “essential religious duties” are exempt from FLSA requirements under the ministerial exception (sometimes called the ecclesiastical exemption). Under this exemption, other employees, such as religious educators or music directors, might be classified as exempt depending upon their specific responsibilities. Unlike the FLSA exemptions, the ministerial exception is dependent only on responsibilities, not salary.

WORK SCHEDULES AND PAY

ORIENTATION

Your Supervisor/Minister or a designated congregational leader will introduce you to your co-workers and orient you to your work area and job responsibilities. In some cases, a written job description has been prepared that contains a summary of duties and responsibilities. Of course, it is impossible to list or to describe all of the duties of a particular job. Moreover, from time to time, changes in jobs will occur to reflect temporary or long-term changes in staffing or operational needs. Please keep in mind that your Supervisor/Minister has the authority to assign duties, responsibilities, or functions to you even though the duties have not been yours in the past or are not specifically mentioned in your job description.

EMPLOYMENT AUTHORIZATION

Federal law requires that prospective employees must show proof of eligibility to work in the United States by completing Form I-9 within 3 days of time of hire. When applicable, employees must provide an original document or documents to the employee’s Supervisor/Minister that establishes identity and employment eligibility from the date employment begins.

HOURS OF WORK

Normal office hours are Monday through Friday from 10:00 a.m. to 3:00 p.m. The office is not open on Sunday, but some employees may be scheduled for work on weekends and evenings.

Your Supervisor/Minister will establish individual work schedules, which may change from time to time based on the needs of TUUC and at the discretion of the Supervisor/Minister. Attendance at meetings outside of established work schedules and at the request of the employee's

Supervisor/Minister will be considered time worked. Employees may occasionally be required to attend staff retreats or off-site events that are relevant to their positions.

MEAL AND BREAK PERIODS

Employees are encouraged to take a 10-minute break for each 4-hour work period. Such breaks are paid but may not be accumulated or added to the end of the day to shorten the work day. Employees working more than a 6-hour period are required to take a 30-minute unpaid meal break. The time of meal and break periods will be scheduled at the discretion of the Supervisor/Minister. Employees should not perform any work during their meal period. For non-exempt employees, any time worked during meal breaks is compensable, including time they need to be available for work (e.g., to answer phone or door). As with breaks, the 30-minute unpaid meal period may not be accumulated or used to shorten the work day.

TIMEKEEPING AND OVERTIME

Non-exempt employees must submit a written record of their time worked on a weekly basis, consistent with the recordkeeping provisions of the Fair Labor Standards Act (“FLSA”) and state law.

From time to time, employees may be required to work in excess of their regularly scheduled hours. Any time worked by a non-exempt employee in excess of 40 hours in a workweek will be overtime and must be approved in advance. Paid holidays, sick days, vacation days, or any other paid time off does not count as time worked for purposes of calculating overtime. Non-exempt employees will be paid time and one half for all hours over 40 in a workweek. Exempt employees do not receive overtime pay when working in excess of 40 hours.

PAY AND PAYROLL DEDUCTIONS

TUUC strives to offer its employees equitable and competitive wages and salaries commensurate with its ability, resources, and sound policy. Pay adjustments generally will be considered for all employees once a year, with any adjustments effective at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay adjustments are usually based upon such factors as individual performance, job responsibilities, and other appropriate factors, such as increases in the cost-of-living and changes to UUA salary recommendations.

Deductions made from employees’ wages are reflected on pay stubs. 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, such as voluntary retirement contributions or medical or other benefit cost-sharing, are optional and are made only if the employee has authorized the deduction. Paychecks and pay stubs should be reviewed when they are received. If an employee believes a mistake has occurred, or if there are any questions, the employee’s Supervisor/Minister should be contacted immediately.

Employees are paid biweekly. You may have your pay electronically deposited into your checking account each pay period by authorizing direct deposits and providing required information to your Supervisor/Minister.

CORRECTIONS OF ERRORS IN PAY

It is TUPAC's policy to comply with federal and state laws governing payment of wages, and TUUC makes every effort to ensure employees are paid correctly. Occasionally, however, mistakes may happen. When mistakes occur, employees should call them to TUPAC's attention immediately. TUUC will promptly investigate the issue and make any corrections necessary.

PERSONNEL INFORMATION AND FILES

It is very important that employees keep up-to-date all the information provided to TUUC at the time of hire and as requested from time to time. 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. Please notify TUUC Administrator promptly of any changes in:

- Address and telephone number;
- Marital status (including legal separation);
- Legal change in employee's name;
- Changes to hours or salary;
- Dependents;
- Changes in beneficiaries;
- Person to notify in case of emergency; and
- Any relevant changes in licensing or education.

TUUC maintains a personnel file for each employee that contains new hire paperwork, performance reviews, and other documents related to the Employee's employment. An employee is allowed to write their response to any document added to the file. Current employees may review the contents of their file in the presence of a Church representative at a mutually agreed upon time.

POLICIES APPLICABLE TO EMPLOYMENT

ABSENTEEISM AND TARDINESS

Each employee is expected to maintain good attendance and to get their work done. Absence from meetings and lateness hinder the effectiveness of our work and must be kept to a minimum. Excessive absenteeism may result in discipline up to and including termination of employment.

If the employee expects to be absent for a period of time, they should inform the Supervisor/Minister of that fact at the same time. Any employee who fails to report to work without notice for three or more consecutive days or is otherwise in violation of employment

policy will be placed on administrative leave without pay, effective immediately, and may be considered to have voluntarily terminated employment.

PROFESSIONAL ATTIRE AND CONDUCT

Employees should maintain a professional appearance that is appropriate to their position and TUUC.

ALCOHOL AND ILLEGAL DRUGS

TUUC maintains a drug-free workplace. The use, possession, or distribution of any illegal drug (or prescription drugs not being taken or possessed according to medical direction) on Church premises or property is prohibited. Under no circumstances may an employee work while intoxicated, under the influence of illegal non-prescription drugs or alcohol, or smelling of alcohol. Improper use of prescription drugs is also prohibited. A violation of this policy may be grounds for immediate disciplinary action up to and including termination.

SMOKING

TUUC is a smoke-free workplace. Smoking and vaping are not allowed anywhere on Church property, inside or outside TUUC buildings.

CONFIDENTIALITY

Employees may have access to confidential information about TUUC, including but not limited to information about members, friends, and other staff members. Such information must remain confidential and may not be released, removed from TUPAC's premises, copied, transmitted, or in any other way used for any purpose by employees outside the scope of their employment. Employees have the right to use and share information about their personal wages and benefits. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Supervisor/Minister.

COMPUTERS, INTERNET, EMAIL AND OTHER RESOURCES

TUUC provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Use of telephone, voice mail, fax, scanner, internet, e-mail, text messaging, or any other Church-provided technology should be reserved for legitimate business use and not for more than incidental personal use.

All communication using tools provided by TUUC or used for Church-related business should be handled in a professional and respectful manner. Inappropriate use includes, but is not limited to:

- transmitting obscene, harassing, offensive, or unprofessional messages;
- accessing, displaying, downloading, "liking," or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations, or offensive comments about race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other classification protected by law;

- transmitting any of TUPAC's confidential or proprietary information, including member/friend data or other materials considered confidential. See also TUUC Privacy Policy.

TUUC reserves the right to monitor and review the content of employee e-mails and use of the Internet. 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.

All materials, information and software created, transmitted, downloaded, or stored on TUUC's computer system are the property of TUUC and may be reviewed and inspected at TUUC's discretion.

Any software or other material downloaded onto TUUC'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 Supervisor/Minister is required before introducing any software into TUUC's computer system.

Only authorized staff members may communicate on the Internet on behalf of TUUC. Any account established on behalf of TUUC must be authorized, with all access information, including passwords, communicated to and maintained by TUUC. Employees may not express opinions or personal views that could be construed as being those of TUUC.

With prior authorization, employees may use their own personal electronic devices (computers, tablets, phones, etc.) for work-related purposes, provided the devices have appropriate security software and the employee agrees to follow appropriate practices regarding data protection and backup. Any files or software belonging to TUUC may only be downloaded and used for Church-related work, provided the employee is given express written permission from TUUC, and proper documentation is maintained regarding the files downloaded in the event that future retrieval is required. In addition, upon employment termination for any reason, the employee agrees to give TUUC access to any personal electronic devices and passwords in order to allow TUUC to retrieve and/or delete all Church files and documents from them. In the event that TUUC does not request such access, the employee agrees promptly to return, to the extent practicable, and to delete any and all Church-related documents and copies thereof from any such devices or back-ups.

The employee is responsible for any maintenance, repair, or replacement of a personal device required or used, irrespective of the amount of work-related usage or the cause of the damage unless agreed to in writing by TUUC. However, the employee must provide TUUC with immediate notice should a personal device containing Church software or files be lost or stolen.

CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT

Employees shall not engage in any other employment or business activity that is incompatible or in conflict with their duties, functions, and responsibilities as an employee. Activities that may constitute a conflict include use of TUUC's time, facilities, equipment, or supplies, or the use of the title, prestige, or influence of TUUC for private gain or advantage. An employee must obtain

the prior approval of their Supervisor/Minister before engaging in any other such employment or activity.

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 negatively on TUUC; or tend to increase TUUC's obligations or costs for benefits such as sick leave or long-term disability benefits.

If TUUC and the employee disagree that outside employment creates a conflict of interest or the appearance of a conflict of interest, TUUC retains the right to make the final determination.

EMPLOYMENT OF RELATIVES AND 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, grandchild, or person in a close personal relationship with the employee.

As a general policy, employment of Members of TUUC will be avoided, because a Member who becomes staff will necessarily forfeit certain benefits of membership to appropriately perform the staff role.

MEDICAL DOCUMENTATION

Employees may be required to provide TUUC with requested documentation, such as evidence of the existence or duration of medically required absence, ability to return to work, etc.

VEHICLE USAGE AND EXPENSE REIMBURSEMENT

Employees using their own cars for Church-related business may be paid mileage at the current business rate per mile as established by the Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and approval by the Supervisor/Minister. Trips must be authorized by the employee's Supervisor/Minister. 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 TUUC. The use of hand-held cell phones or texting is strictly forbidden when driving on Church-related business.

Other approved expenses incurred by an employee on behalf of TUUC will be reimbursed according to TUUC's expense reimbursement policy.

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 and any other Church policy regarding safety of children and youth, disruptive conduct or any other safety related policies always. They should know the whereabouts of fire extinguishers, first aid kits, and defibrillators.

Any unsafe condition, equipment, or practice observed by an employee should be reported immediately to the Supervisor/Minister. All on-the-job accidents or injuries to employees, no matter how minor, should be reported via an incident report immediately to the Supervisor/Minister and workers' compensation insurance carrier. In the event of a fire or other emergency, the fire department and/or other emergency services should be called immediately, and all staff and members of TUUC should leave the premises.

PERSONAL PROPERTY

TUUC cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on Church property. Employees should report any lost items to the Supervisor/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 Supervisor/Minister.

WORKPLACE THREATS AND VIOLENCE

Threats, threatening behavior, or acts of violence against persons by anyone on Church property will not be tolerated. The possession or use of weapons, firearms, ammunition, etc. is prohibited on TUUC property except by authorized law enforcement or security personnel.

Anyone who verbally or physically threatens another, exhibits threatening behavior, or engages in violent acts on Church property may be removed and must remain off Church property pending the outcome of an investigation. If TUUC determines that a staff member has violated this policy, TUUC 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 their Supervisor/Minister of any behavior they have witnessed or experienced that they regard as threatening or violent.

INSPECTION RIGHTS

Congregations, like other organizations, are sometimes the victims of theft. TUUC has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees. The storage of any unauthorized alcohol, weapons, explosives, or illegal drugs or drug-related paraphernalia is prohibited on Church premises. Therefore, TUUC 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 Church owned desks, cabinets, closets, or storage areas.

MEDIA INQUIRIES

All requests for information on behalf of or regarding TUUC from all media, including newspapers, television, radio, and digital media should be directed to the Supervisor/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?"

PERFORMANCE AND CONDUCT EXPECTATIONS

SUPERVISION AND PERFORMANCE REVIEWS

Supervisors/Ministers assist employees in learning their jobs and identifying priorities and goals. On a regular basis, Supervisors/Ministers meet with employees who report to them to review job performance, goals, and priorities; to assess needs; and to work through challenges. Any employee performance concerns will be discussed with the employee and documented. To complement ongoing performance feedback, an annual formal written performance review will be conducted to review priorities and goals. The job description also will be reviewed to determine whether any adjustments need to be made.

DIFFICULTIES ON THE JOB

At times, there are situations where an employee's performance does not measure up to the standards of the job established by the employer, or the employee does not conform to work or conduct expectations. In such cases, TUUC will strive to help employees succeed in their work. However, continued employment depends on TUUC's needs and the employee's ability to satisfy performance and conduct standards.

We hope problems will be resolved at an early stage through open communication between the employee and the Supervisor/Minister. When improvements are necessary in the conduct or performance of an employee, TUUC will attempt to give the employee written advance notice of the problem, notifying them that their job is in jeopardy if satisfactory improvement is not made. However, based on the circumstances, nature, and seriousness of the conduct or performance deficiencies, the Church may immediately terminate employment without prior notice, in accordance with our governance policy.

STANDARDS OF CONDUCT

TUUC expects that all employees will conduct themselves in a manner consistent with the highest standards of professional conduct and conducive to creating a harmonious and pleasant work environment. This includes courtesy, respect, and working collaboratively and cooperatively, demonstrating the characteristics of high performing team members. As a staff of professionals in whom trust and power have been placed, all staff are called to be faithful both morally and legally to upholding professional relationships. Staff members must never abuse the authority of their position by manipulating others to satisfy personal needs or engage in any exploitative relationship that abuses the power and damages the trust that has been placed in them.

TUUC seeks to provide the highest quality of service and support to its members. Thus, poor work habits—such as careless work, failure to complete assignments on time, or a failure to follow instructions—are unacceptable.

Conduct that does not meet TUUC's standards, such as violations of Church policies, a lack of respect or courtesy to a fellow employee or member, and disruptive or disorderly conduct, will

not be tolerated, will be grounds for immediate disciplinary action and may result in termination of employment. In addition, any breach of trust or conduct which shows a serious lack of dependability or good judgment, such as theft, falsification of Church records, destruction of Church property, conflict of interest, or insubordination, may be grounds for immediate discipline, up to and including termination from employment.

SEPARATION PAY

If, after 2 full years of employment, a position is terminated for reasons unrelated to work performance or employee conduct, all employees are eligible for 2 weeks of severance pay for each full year of employment up to a maximum of 16 weeks. Pay is calculated as the number of regularly scheduled hours per week X the employee's current hourly pay rate.

If employment is ended for poor performance before the second anniversary of employment, the employee will be paid 2 week's severance pay, calculated in the same manner. If the employee has completed 2 years or more, they shall receive 1 additional week of severance for each full year of service up to 6 weeks. If an employee is dismissed for serious misconduct, no severance is paid, and all benefits cease at the time of dismissal. Accrued, unused vacation will be paid.

RESIGNATION/RETIREMENT

Resignations and Retirements are voluntary terminations of employment initiated by the employee. Employees resigning from TUUC are requested to provide at least 1 month's notice to allow for adequate planning and a smooth transition without undue strain on other staff. If covered by health benefits, resigning staff members may be eligible to continue their health insurance under the provisions of COBRA (Consolidated Budget Reconciliation Act of 1985). Accrued but unused vacation time is paid at the end of employment. Sick leave and personal time are not subject to payment at the end of employment.

BENEFITS

It is the policy of TUUC to provide employees with benefits that are competitive with similar institutions and are within the financial ability of the Church to provide. Accrual of and eligibility for benefits begin with the date of employment.

Employees are eligible for benefits as outlined in “Categories of Employment” above.

TUUC intends to provide funding for professional development for staff. Employees should work with their supervisor regarding requests for funding for courses, conferences and other professional development opportunities.

TIME OFF POLICIES

VACATION

a. Employees will receive 3 weeks of vacation for the first 5 years of employment and 4 weeks of paid vacation thereafter. For new employees, vacation cannot be used until after the first 6 months of service except with the approval of their supervisor.

Vacation time must be requested in advance and can only be taken with the approval of the Supervisor/Minister. In the event of conflicting vacation requests, vacation generally will be granted in the order the requests are received, in accordance with length of service, and consistent with workload requirements. Vacation will accrue each pay period, and employees may not use more than the amount accrued without approval of the Supervisor/Minister.

b. A limit of 1 week's (based upon contracted working hours) vacation may be carried over per year.

c. In the event that an employee resigns with notice, vacation will continue to accrue and will be paid.

d. Upon termination, employees will be paid for accrued, but unused, vacation time.

SICK LEAVE

Upon hire, all employees are eligible for up to four weeks of Sick Leave per year. Please notify your supervisor when you need to take sick leave. Sick Leave will not be paid at separation and cannot be carried over from year to year.

In the instance that an employee needs sick leave beyond their paid leave, employees are encouraged to refer to the section on extended medical leave and **www.doi.gov/agencies/whd/fmla**

Sick leave may be used in the event the employee is unable to work due to the employee's own or an immediate family member's illness, injury, or other medical condition. While employees

are encouraged to schedule appointments outside of work time as much as possible, sick leave may be used for routine dental or medical appointments for the employee or for the employee's child, spouse, parent, or parent of spouse.

Employees must notify their Supervisor/Ministers before their starting time if they are ill and unable to come to work. If sick leave extends beyond 4 weeks the Personnel Committee will be notified in order to offer support on extended medical leave. Employees may be required to provide a physician's statement regarding their medical condition.

Accrued sick leave is not payable upon resignation or termination.

FAMILY AND MEDICAL LEAVE

Consistent with UU Values, TUUC voluntarily provides certain aspects of the Family Medical Leave Act ("FMLA"), which allows an employee to take up to 12 weeks of unpaid leave, due to the employee's own serious health condition; for the birth, adoption or placement for foster care of a child; or to care for a family member (child, spouse, or parent) with a serious health condition. Up to the conclusion of this leave period, an employee generally has the right to return to the same position. This leave may be taken all at once or intermittently, depending on the circumstances, and with appropriate documentation.

All employees who take family leave must give as much notice as possible to their Supervisor/Minister. All benefits continue as usual during paid periods of family leave covered under sick leave, parental leave, and long term sick leave policies discussed elsewhere in this Manual. During unpaid periods of leave, no time off with pay benefits will accrue. The Church will continue to pay the insurance premiums and retirement contributions, as are usually paid by the Church, up to 12 weeks during the period of unpaid leave. Note: insurance premiums and retirement contributions paid by the Church during Family and Medical Leave must be repaid should the employee later decide not to return to work after the Leave.

EXTENDED MEDICAL LEAVE

Employees who work a minimum of 15 hours per week, have been diagnosed with a serious illness or disabling condition by a physician, and have exhausted their vacation, sick, and personal leave benefits, may be paid extended sick benefits at 75 percent of their regular pay until a physician releases them to return to work, approval for long-term disability payments, or 90 days, whichever occurs first. Vacation and other paid time off benefits do not accrue during this period. Extended medical leave goes into effect after all other leave (sick and vacation) has been used.

TUUC also reserves the right to request a second opinion from a physician chosen by TUUC on any medical leave of absence. If an employee is covered by TUUC's health insurance, the TUUC portion of the health insurance premium will continue to be paid by the Employer during the unpaid medical leave. TUUC will also continue to pay the premium for long-term disability, life insurance, and dental insurance.

BEREAVEMENT LEAVE

A regular employee will be granted up to 5 paid work days for bereavement leave and may take more vacation and/or sick days (up to 10 days total) to attend to arrangements and to take care of matters attendant to the death in the event of a death of an immediate family member. Additional time may be requested from your Supervisor/Minister.

HOLIDAYS

The following are holidays for which an employee is paid:

January	New Year's Day
	Martin Luther King Jr. Day
February	Presidents' Day
May	Memorial Day
June	Juneteenth
July	Fourth of July
September	Labor Day
November	Thanksgiving Day
	Day after Thanksgiving Day
December	Christmas Day

If a paid holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If a paid holiday falls on a Sunday, the following Monday generally will be observed as the holiday.

Employees regularly scheduled to work at least 15 hours or more per week are eligible for holiday pay if they would normally be scheduled to work that day. If eligible employees are required to work on a holiday, they generally will be granted another day off. Eligible part-time employees only receive holiday pay if they are scheduled to work on a holiday and are paid for the number of hours they are normally scheduled to work that day.

JURY DUTY

TUUC recognizes jury duty as a civic and community obligation and duty of a citizen. While you are serving on a jury, you will receive your regular paycheck with no loss of regular pay for

up to 30 days as long as you provide your Supervisor/Minister with copies of court documents affirming the facts concerning your service on a jury. TUUC will pay the full base rate less the amount paid by the city/county/state.

You are expected to keep your Supervisor/Minister informed of your service as a juror so plans can be made to provide continued coverage of your position during your absence. On any day or half-day you are not required to serve, you are expected to return to work.

LEAVES OF ABSENCE

MILITARY LEAVE

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted paid and 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 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.

SABBATICAL LEAVE

TUUC believes that employees in certain positions benefit from time spent in study, reflection, spiritual renewal, continuing education, or community service. This program is a privilege applicable to only certain positions, is completely discretionary, and may be suspended, terminated, or altered at any time.

To be eligible to apply for a sabbatical leave, the employee must work half-time or more hours per week, demonstrate a good work record of at least 7 years of continuous employment, and currently be in good standing with TUUC. Normally, sabbaticals may not exceed 24 weeks. Other requirements may also apply. Information about sabbatical leaves may be obtained from the Minister or President of the Board.

INSURANCE AND RETIREMENT EMPLOYEE BENEFITS

HEALTH AND DENTAL INSURANCE BENEFITS

Employees who are expected to work at least 750 hours per year may enroll in the group health insurance plan sponsored by TUUC. TUUC currently pays 80% of the premium for full-time employees for the standard PPO plan offered by the UUA. Part-time staff working 750 hours or more receive a prorated payment of the premium toward coverage of health insurance benefits, as shown in the table below. Eligible employee dependents may also be enrolled, and the

Employer pays 50% of the additional premium for dependents. Employees who work 750 hours per year may also enroll in group dental insurance.

Hours per week	Employer contribution toward health insurance premiums for the individual	Employer contribution to the additional premium for family members
35–40	80%	50%
30–34	70%	50%
25–29	60%	45%
20–24	55%	45%
15–19	50%	40%

Employees will be required to make their required contributions by payroll deduction. Consistent with federal law, if an employee has health insurance through another qualified group plan (i.e. spouse’s employer plan), TUUC will reimburse the incremental cost of the employee’s coverage up to the value of the qualified employee health benefit. The reimbursed amount is calculated as the difference between the cost of individual coverage and the cost of employee + spouse coverage in the other plan.

Further information concerning the UUA health plan may be obtained from the Supervisor/Minister or by going to <https://www.uua.org/finance/compensation/health>.

GROUP TERM LIFE, AND LONG TERM DISABILITY INSURANCE

Employees who are expected to work 750 hours per year are enrolled in term life insurance and long-term disability insurance through the group plan sponsored by the UUA. TUUC pays 100% of the cost of long-term disability insurance and term life insurance.

Further information concerning these policies is available from the Supervisor/Minister or by going to <https://www.uua.org/finance/compensation/uua-insurance-plans>

WORKERS' COMPENSATION INSURANCE

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

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

RETIREMENT BENEFITS

Our Church has adopted the Unitarian Universalist Organizations Retirement Plan (UUROP). The plan is an IRS qualified, defined contribution, 401(a)/(k) multiple employer, Church retirement plan designed to help ensure that employees of UUA-related organizations have an opportunity to accumulate savings for their retirement years. Every employee has the option to enroll and authorize elective contributions (pre-tax salary reduction contributions) immediately upon employment, irrespective of hours worked or scheduled.

In addition, in keeping with the Employer's Participation Agreement on file with the UUA Office of Church Staff Finances, our Church contributes 5% percent of the employee's gross wages for each of our employees who have met the Plan's qualifications. TUUC contributes up to an additional 5% to match employees' contributions.

To be eligible for Employer contributions, the employee must satisfy the Plan's Year of Eligibility Service provision: an individual must have a) worked a minimum of 1,000 hours during a twelve (12) consecutive month period defined in the Plan, or b) have successfully completed a UU Ministerial Internship.

If an employee is employed at more than one participating UU church, concurrently or consecutively, their hours of service must be combined to make the initial determination of eligibility to receive Employer's contributions.

Per the governing Plan's provisions, employees who previously received Employer contributions at another UU participating church or employer are immediately eligible for Employer contributions at our Church.

TUUC provides an enrollment form and a description of the plan, including investment options, to the employee at the start of employment. Each employee should review this material carefully and discuss any questions they may have with their Supervisor/Minister, with the Retirement Plan staff at the UUA, and/or with a trusted personal financial advisor.

When an employee incurs severance from employment, they are ineligible to make or receive contributions.

More information can be found at: <https://www.uua.org/finance/compensation/retirement>

PERSONNEL MANUAL ACKNOWLEDGMENT

By signing below, I acknowledge that I have received a copy of the Personnel Policy Manual of Towson Unitarian Universalist Church. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of TUUC as outlined therein.

Signature

Date

Print Name