

Unitarian Universalist Church of Arlington Personnel Policies, rev. December 2013

Statement of Purpose

These policies apply to all paid employees except ordained ministers called by vote of the congregation or hired by the Board of Trustees.

These policies have been approved by the Senior Minister on behalf of the Board of Trustees and replace all previous employment policies. The Unitarian Universalist Church of Arlington reserves the right to make changes at any time. Employees will be notified of changes in a timely manner.

This document is not intended to create and is not a contract of employment. No contractual rights are conferred on any employee by this Personnel Manual; and its provisions shall not constitute contractual obligations enforceable against UUCA. UUCA also reserves its right to address a situation in a manner different from what is described herein, if in the discretion of the senior Minister circumstances so warrant.

As a paid employee, you are not working under a contract with the Unitarian Universalist Church of Arlington, and you are an employee at will. In legal terminology, this means that either you or the Church can terminate your employment without penalty at any time for any reason, with or without notice. The Unitarian Universalist Church of Arlington is, therefore, not compelled to pay wages to persons no longer working for the Church and employees are not compelled to work without their consent.

The Senior Minister is the chief executive of the congregation's staff. The Senior Minister may delegate some personnel matters to the Administrator or others.

If you have questions or comments about these policies, or if you need more information, please ask your supervisor, the Administrator or the Senior Minister.

Categories of Providers of Services to the Church

Full-time employees are those employed to work on a regular basis for 40 hours per week. They are eligible for all benefits described in this Manual, so long as they meet the applicable requirements, such as length of service.

Part-time employees are those employed to work on a regular basis for fewer than 40 but 20 or more hours per week. They are eligible for only those benefits that they have been promised in

writing by the Church Administrator or that are stated in this Manual to be available to part-time employees.

Casual employees are those employed to work on a regular basis for fewer than 20 hours per week. They are eligible for only those benefits that they have been promised in writing by the Church Administrator or that are stated in this Manual to be available to casual employees.

Temporary employees are those hired with the understanding that their employment will not continue beyond a stated date or beyond completion of a specified project or projects. They are eligible for only those benefits that they have been promised in writing by the Church Administrator.

All employees of UUCA, whether full-time, part-time or temporary, are employed at will. See “Termination of Employment” section regarding at-will employment.

Independent contractors are those non-employees who are paid on a fee-for-service basis to perform certain specified services. Such a relationship will be structured to satisfy the requirements set by the IRS for an “independent contractor.”

Volunteers are those who provide services to UUCA without financial compensation, other than reimbursement of authorized expenses.

Neither independent contractors nor volunteers are considered employees of UUCA or covered by this Personnel Manual.

Exempt/Non-Exempt Employees: Positions at the Unitarian Universalist Church of Arlington are categorized as either exempt or non-exempt. The Fair Labor Standards Act considers exempt employees to be those who (a) supervise directly two or more individuals (Supervisors); (b) make policy decisions for the organization (Executives); or (c) have at least a four-year degree in their area of practice within the framework of the organization's operations (Professionals). Exempt employees are not eligible for overtime pay.

Equal Employment Opportunity

The Unitarian Universalist Church of Arlington affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with all applicable federal, state and local laws and without regard to race, color, sex, national origin, age, disability, sexual orientation, gender identity or other classification protected by law. Any illegal discrimination in the workplace based upon any protected classification is not permitted. The Unitarian Universalist Church of Arlington will make reasonable accommodations necessary to enable an applicant with a disability to perform the essential functions of a job, absent undue hardship to the Unitarian Universalist Church of Arlington.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to the Senior Minister. Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.

Confidentiality

In the course of working at the Unitarian Universalist Church of Arlington, an employee may have access to sensitive information that the employee knows, or reasonably should know:

- (a) Has not been made available to the general public; and/or
- (b) Is designated as confidential, private, or proprietary; and/or
- (c) Is routinely treated by the Unitarian Universalist Church of Arlington as confidential.

This may include information related to the Unitarian Universalist Church of Arlington, UUCA members or friends, or another person or institution (such as another church organization, a vendor, an employee or a former employee of the Unitarian Universalist Church of Arlington). An employee must strictly preserve the confidentiality of such information, and may not release, remove from the UUCA's premises, copy, transmit, or in any other way use for any purpose by employees outside the scope of their employment. Such information can be disclosed only as required for UUCA purposes and only as authorized by the Senior Minister.

An employee's duty to maintain the confidentiality of non-public information continues after his or her employment ends. An employee must leave all UUCA documents, files, computer media, reports and records containing non-public information, and all copies of such information, with the Unitarian Universalist Church of Arlington when his or her employment ends.

Nothing in this policy is intended to interfere with an employee's legal rights, including rights to engage in concerted activity protected by the National Labor Relations Act.

Harassment

The work environment at the Unitarian Universalist Church of Arlington must be free from sexual, and other forms of harassment.

Such misconduct is subject to disciplinary action. Sexual harassment includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of an individual's employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions regarding the individual; or

- Such conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile or offensive working environment.

Harassment based on a person's race or ethnicity, color, religion, gender, age, national origin, disability, gender identity, or sexual orientation is also prohibited.

Any employee who believes that he or she may be the subject of sexual or other harassment, or who becomes aware of incidents of harassment, should contact the Senior Minister.

A reasonable belief that an employee has engaged in sexual or other harassment will result in disciplinary action, up to and including termination. Retaliation against an employee for reporting, in good faith, any incident of sexual or other harassment, or for cooperating in an investigation, will result in discipline up to and including termination.

Resolution of Employee Complaints

Effective communication is essential for productive working relationships. To that end, employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

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

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Senior Minister who will gather the evidence necessary to complete an investigation.

The Senior Minister may interview the employee, involve lay leaders, or appoint an ad hoc advisory committee to assist. The resolution recommended by the Senior Minister will be binding upon the employee.

Internet and Social Media Policy

The Unitarian Universalist Church of Arlington provides Internet access (including e-mail) to its staff members to assist and facilitate business communications and work-related research. All materials, information and software created, transmitted, downloaded or stored on the UUCA's computer system are the property of the UUCA 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 UUCA's confidential or proprietary information, including member or friend data or other materials covered by the UUCA's confidentiality policy.

The UUCA 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 the UUCA'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 Administrator is required before introducing any software into the UUCA's computer system.

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

Media Inquiries

All requests for information about the UUCA from newspapers, television and radio media should be directed to the Senior 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?"

Conflict of Interest

The Unitarian Universalist Church of Arlington prohibits its employees from engaging in any activity, practice, or act which conflicts with, or appears to conflict with, the interests of the Unitarian Universalist Church of Arlington or its congregation.

Employees are expected to represent the organization in a positive and ethical manner and have an obligation both to avoid conflicts of interest and to refer questions and concerns to their supervisors.

Employees should disclose any financial interest they or their immediate family have in any firm that conducts business with the Unitarian Universalist Church of Arlington.

Outside Employment

Employees will 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 UUCA'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 will not engage in any outside employment which, by its nature, hours or physical demands, would impair the employee's performance of UUCA duties; reflect discredit on the UUCA. Collateral employment should not result in outside telephone calls while on duty for the congregation.

Employee Records

It is the policy of the Unitarian Universalist Church of Arlington to maintain records of applicants, employees, and past employees to document employment-related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements.

Your personnel file is kept in locked, safe office. Only you, your immediate supervisor, the Senior Minister, and those designated by the Unitarian Universalist Church of Arlington Board of Trustees may have access to this file. UUCA will not provide information from your personnel file in response to outside requests without your express, written consent, or in response to proper legal process. The official personnel file for each employee will be maintained by the Administrator in a locked office, and may contain the following:

- Employment Application (resume is optional)
- Offer Letter
- Organization Personnel Data Form
- Emergency Notification Form
- Employment Eligibility Verification (INS I-9)
- Job Description
- Performance Assessments
- Written Disciplinary Letters (if applicable)
- Acknowledgment Receipt of Personnel Policies
- Signed Statement of Confidentiality of Church and Member Records
- Child Abuse and Neglect Screen

Employees have a responsibility to make sure their personnel records are up to date, and should notify the Administrator in writing of any change in at least the following:

- Name
- Address
- Telephone number

- Marital status; number of dependents, address and telephone numbers of spouse (for tax and insurance purposes). Employees who have a change in dependents or marital status are encouraged to complete a new IRS Form W-4 for income tax withholding.
- Persons to be notified in case of emergency.

Employees may inspect their personnel file and may copy, but not remove, documents in the file. Such an inspection must be requested in writing to the Senior Minister, and will be scheduled for a mutually convenient time. Employees who feel any file material is incomplete, inaccurate, or irrelevant may submit a written request to the Senior Minister that the file be revised accordingly. If the request is not granted, the employee may place a written statement of disagreement in the file and/or pursue the matter further using the Resolution of Employee Complaint Procedure.

Your Job and Pay

Work Schedule Records

All non-exempt employees must maintain accurate records of all time worked, as well as all sick leave, bereavement leave, disability, vacations and holidays, to be submitted each pay period or as requested.

Overtime and Compensatory Time

The Unitarian Universalist Church of Arlington's week commences at 12:00 midnight on Sunday and ends at 11:59 p.m. on Saturday. It is generally not the policy of the Unitarian Universalist Church of Arlington to have its non-exempt employees work overtime or any other time beyond their regularly scheduled work week, although from time to time it may be necessary to require it. If an employee feels that s/he needs to work beyond their normal workweek, including but not limited to overtime, s/he must obtain permission from their supervisor in advance. All authorized extra time, including overtime, that is worked will be paid. Compensatory time is not available for use by any employees, whether exempt or non-exempt, under any circumstances.

Non-exempt employees will be paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours worked in any established workweek. In determining whether the employee has worked in excess of 40 hours, only time actually worked by the employee will be counted. Time not actually worked, such as holidays, vacations, and sick days, will not be counted towards overtime. Exempt employees are salaried, and will not be paid any additional amounts for working in excess of their normal work hours.

All employees, including non-exempt employees, may participate in a wide variety of groups and activities, some of which may include those sponsored by Unitarian Universalist Church of Arlington. Only if such service is required by the UUCA, will it constitute service for which compensation is due under appropriate normal and/or overtime pay practices.

If an employee is required to attend after-hours events, including training programs, all hours spent at the event will be counted as hours worked. If attendance is discretionary, the hours will not be counted as time worked.

Termination of Employment

Employment is considered to be "at will." This means that both the Unitarian Universalist Church of Arlington and its employees reserve the right to terminate or alter their employment relationships with the other at any time.

Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of the UUCA.

Resignation is defined as termination of employment by the employee. Employees are expected to provide the Unitarian Universalist Church of Arlington with at least two weeks advance notice of their intent to terminate their employment.

Dismissal is defined as termination of employment by the organization. It can be for any reason or for no reason. An employee who does not report to work for three (3) consecutive days, and is not on an approved leave from the job, will be considered to have abandoned the position and employment will be terminated.

The final paycheck, at the time an employee terminates their employment with UUCA, will be adjusted to reflect any obligations to taxing authorities, additions for earned and floating vacation days and holidays, and subtractions for indebtedness to UUCA. Accrued sick time is not a vested benefit and is not compensated upon termination.

Your Benefits

Benefits Program

The benefits outlined in these policies represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through the UUCA. This summary is not intended to and does not create an express or implied contract, promise or representation between the UUCA and the employee.

These benefits are subject to change at any time in the discretion of the UUCA. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern. Any questions about employee benefits should be directed to the Administrator.

Benefit eligibility is set by the Church as the employer or as required by law. The scope of insurance coverage and its associated premium costs, as well as other benefits for employees are determined by the Senior Minister.

During any unpaid leaves of absence, as defined in these policies, otherwise eligible employees do not earn or accrue paid vacation or sick days, nor do they receive holiday pay.

Benefits provided by the Unitarian Universalist Church of Arlington are described in plan documents kept on file at the Unitarian Universalist Church of Arlington. These documents are available for examination and copying by plan participants or beneficiaries. Summaries will be provided as required by law.

Health Insurance

The Church shall provide health benefits to all full and part-time employees under the terms of an insurance premium plan and a medical expenses reimbursement plan. Ministers may participate in a different plan as part of their compensation package per the terms of their contracts.

Eligibility for benefits shall commence as of the beginning of the second complete month of employment of service. For example, an employee commencing work on February 17th would become eligible for health benefits on April 1st. The insurance plans that are offered through the Center for Nonprofit Advancement would permit coverage to begin only on the beginning of the first complete month of service. Therefore, the employee would be personally responsible for the premium for the first month.

The Church will pay into a Health Benefits Fund for all eligible employees. A separate accounting shall be maintained for each employee. Payments will be made at the rate to be determined by the Senior Minister.

Personnel may request reimbursement from the Health Benefit Fund for medical expenses incurred on his or her behalf or on behalf of the following persons residing in the same household: a spouse or committed domestic partner, any dependent parent of either of them and any child deemed a dependent under the Internal Revenue Code. Such reimbursements shall be requested on a form available from the Church Administrator, shall be signed by the employee making the claim, and shall be accompanied by documentation establishing that the expense was incurred.

The following expenses, if incurred during a period of eligibility, shall be reimbursable:

- A. all or part of the premiums for a medical insurance plan that provides coverage to an employee, and if so elected, to eligible members of his or her household.
- B. the non-reimbursed or uninsured portions of any medical, dental, optical, or mental health expense not covered under a medical benefit or insurance plan that provides coverage to eligible personnel or members of their households.
- C. prescription drugs.

All requests for reimbursement incurred in any Church fiscal year shall be submitted within 30 days of the end of that fiscal year. Any amount not the subject of a timely claim as of the 31st day following the end of the Church fiscal year shall revert to the general fund of the Church and shall not be carried forward into the next fiscal year.

Pension and Retirement Plans

UUCA currently participates in a Retirement plan, viz. Unitarian Universalist Organizations Retirement Plan, (UUORP), for which employees who are employed 1,000 hours or more per year are eligible after completion of one year of service. A Summary Plan Description of this plan is available and describes, in general terms, eligibility requirements, benefits provided, and current costs to employees.

Any full or part-time service at another church in the UUA denomination immediately prior to employment at UUCA or any such service at UUCA within the previous five year period shall be counted toward this year of eligibility.

UUCA currently contributes 14% per annum of the salary (including Ministers' housing allowance) to the Retirement Plan. In addition, UUCA will accommodate any salary reduction plan allowed by UUORP at the request of any employee provided such effort is of no cost to UUCA other than negligible administrative costs. The actual Retirement Plan documents should be consulted for more detail.

Vacation

Employees will receive vacation days at the beginning of each fiscal year in accordance with the following schedule (Part-time employees are entitled to a prorated amount of vacation time):

<u>Length of Service</u>	<u>Amount of Annual Vacation Accrued</u>
Less than two years	8 hours per month worked
More than 2 years but less than 5 years	12 hours per month worked
More than 5 years (FT and PT)	16 hours per month worked

New employees begin accruing vacation immediately. Vacation pay is not granted in lieu of taking actual time off. Up to 50% of one's annual allotted vacation time may be carried over into the following fiscal year.

All vacations are to be arranged with the immediate supervisor. Employees are encouraged to schedule vacations in advance and encouraged to take vacations during the summer. Work coverage and seniority will be considered in determining actual scheduling.

Holidays

The Unitarian Universalist Church of Arlington designates and observes certain days each calendar year as paid holidays. Since Unitarian Universalist Church of Arlington is a church, most employees will be required to work some holidays. Employees required to work during a designated holiday will be given an opportunity to take paid time off on another day during the same pay period. Regular full-time employees and part-time employees will have ten holidays off without reduction in pay:

New Year's Holiday

Dr. Martin Luther King Holiday

President's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day and Friday After

Christmas Day

Sick Leave with Pay

All regular full-time employees receive 12 days sick leave at the beginning of each fiscal year. Up to three months' worth of sick time may be carried forward into the following fiscal year. Regular, part-time employees who work more than twenty hours per week accrue sick leave on a pro rata basis.

Sick leave is to be used in the event the employee is unable to work due to the employee's own illness, injury or other medical condition, or that of an immediate family member. Sick leave should be used for routine dental or medical appointments.

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

Medical leave without pay

Unpaid medical leave may be granted in instances where an employee's medical condition requires an absence from work for more time than the amount of available sick leave. This leave requires the approval of the employee's supervisor and the Senior Minister. Sufficient evidence of such a medical condition is required for a medical leave. Such evidence may include a request or requirement for authorization to speak with the employee's treating physician. The maximum unpaid medical leave time that may be granted is three months or until a physician releases the employee to return to work, whichever is shorter. The UUCA also reserves the right to request a second opinion from a physician chosen by the UUCA on any medical leave of absence.

Personal leave without pay

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

Bereavement

The Unitarian Universalist Church of Arlington provides each employee paid leave of up to three (3) consecutive workdays for purposes of attending to bereavement obligations upon the death of a close family member. Permission for unpaid bereavement leave for deceased persons other than close family members may be granted at the discretion of the employee's supervisor. Bereavement pay is paid leave not chargeable to any other leave time provided by the Unitarian Universalist Church of Arlington.

Jury Duty and Other Legal Proceedings

The Unitarian Universalist Church of Arlington grants time off to an employee called for jury duty. For other legal proceedings, time off will be granted at the discretion of a supervisor or the Senior Minister.

The employee will notify his or her supervisor on receipt of such call or request to appear in court or before an administrative body and will provide appropriate documentation.

The Unitarian Universalist Church of Arlington will consider jury duty as paid leave time not chargeable to any other leave time provided by the Unitarian Universalist Church of Arlington. Any nominal fees the employee receives for jury duty services will be retained by the employee.

Military Leave

The purpose of this policy is to grant leaves of absence to all employees who are called to serve for active duty or any training in the uniformed services of the United States, and to ensure that those employees are afforded the re-employment rights granted by all applicable laws.

Employees who take military leave of any length must provide written or verbal notice to the Administrator prior to taking the leave and should provide evidence that the leave is for a covered service. When possible, employees should schedule leaves so as not to unduly disrupt business. Benefits coverage remains the same as with other leaves of absence.

Parental leave without pay

Full-time employees who become natural or adoptive parents are eligible for a leave of absence of up to six weeks. The leave must begin within six weeks of the birth or adoption.

Vehicle Usage and Reimbursement

Employees using their own cars for church-related business may be paid mileage at the current rate per mile as established by Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and approval by the Administrator. 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 the UUCA. Mileage will not be reimbursed for commuting.

Other UUCA Policies

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.

Employees who resign are requested to give at least two weeks' written notice in order for the Senior Minister to find a suitable replacement.

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 the UUCA.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment described in these policies.
- 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 UUCA premises (including meal and other breaks).
- Unauthorized possession of weapons.
- Disclosure of confidential information except as protected by law.
- Smoking in unauthorized areas.
- Failure to report workplace injuries.
- Working another job when scheduled for work at the UUCA.
- Failure to accurately complete or permitting another person to complete the employee's timecard.
- Arrest or conviction for criminal offenses.
- 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 UUCA property without paying for it or without written permission.
- Reckless, careless or unauthorized use of UUCA property, equipment or materials.
- Improper or profane language.
- Violation of any other UUCA 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 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 must be reported immediately to the supervisor or Administrator. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Administrator. In the event of a fire or other emergency, the fire department and/or police, and the Senior Minister should be called immediately, and all staff and members of the congregation should leave the premises.

Workplace threats and violence

Threats, threatening behavior, or acts of violence against persons by anyone on church property or in connection with UUCA events will not be tolerated. Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on church property or at UUCA events will be removed and will remain off church property or UUCA events pending the outcome of an investigation. If the UUCA determines that a violation of this policy has occurred, the UUCA 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 will inform the Senior 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.

Professional Behavior

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

Inspection Rights

Churches, like other organizations, are sometimes the victims of thieves. The church has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees, however, the church can make no assurances that they will always be secure.

Unauthorized alcohol, illegal drugs or drug-related paraphernalia are prohibited on church premises. Therefore, the UUCA 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.

PERSONNEL POLICIES ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Personnel Policies of Unitarian Universalist Church of Arlington. I understand that it is my responsibility to read the policies and to comply with the policies, practices and rules of the UUCA.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the UUCA 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 not subject to change.

I understand that these policies supersede all previous policies, written or oral, express or implied. I also understand that these policies are neither a contract of employment nor a legal document, and that the UUCA 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.

Date

Employee Name (Print)

Employee Signature