

Unitarian Universalist Fellowship
of Mankato



EMPLOYEE HANDBOOK

2018

937 Charles Ave, Mankato, MN 56001

Table of Contents

INTRODUCTION 2

STAFF COVENANT 3

EMPLOYMENT POLICIES 4

EMPLOYEE PRACTICES 9

WAGE AND HOUR ADMINISTRATION 10

EMPLOYEE BENEFITS 11

OTHER EMPLOYER POLICIES 15

Approved 3-21-18

INTRODUCTION

HISTORY OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF MANKATO

This Fellowship was founded in 1952 as a member of the American Unitarian Association, now the Unitarian Universalist Association of congregations. Its founders' goals were to explore liberal religious perspectives from many sources and to provide a strong religious education program. Religious education has continued to be one of the major focuses of the Fellowship. In 1961 the Fellowship incorporated as a non-profit organization and acquired property on Pohl Road. Over the years, this meeting space became inadequate. In 2005, the Fellowship moved to its present location on Charles Avenue.

The Fellowship was entirely lay lead until 1988. Since then, a series of theological school students and clergy have provided leadership assistance. We have an active congregation who minister to one another and are involved in the community and the denomination.

Throughout its history, the Fellowship has had a commitment to liberal religious values including commitment to the dignity and worth of every person, involvement in social justice issues and support for diversity from the congregational level to the greater world community.

STAFF COVENANT

We enter this covenant to cultivate and sustain creative and effective working relationships:

WE COMMIT TO WORK AS A TEAM

- 1) We affirm the gifts each staff member brings to the team and their individual positions.
- 2) We seek to support each other in fulfilling our varied responsibilities in positive ways.
- 3) We welcome differences of opinion.
- 4) We start from a place of curiosity and assume good intentions.
- 5) We present a united front to the congregation.

WE FOSTER HEALTHY RELATIONSHIPS

- 1) Our model for handling complaints or concerns within the staff team shall be:
 - a) Ask the person to approach the staff member directly, and as needed, help this person get clearer about the issue at hand.
 - b) If helpful, offer to go with the person to speak to the staff member or congregant.
 - c) Otherwise, the matter is dropped.
- 2) We deal in issues and behaviors, not personalities.
- 3) We are generous with our gratitude for fellow staff.
- 4) Triangulation is to be avoided.

WE MODEL PROFESSIONALISM

- 1) We maintain clear personal and professional boundaries while respecting the boundaries of others.
- 2) We work respectfully with congregational leaders, remembering we are all on the same team.
- 3) We uphold confidences and respect sensitive information.

WE COMMIT TO THE VISION OF SUSTAINABILITY

- 1) We make the best choices we can to be good stewards of our resources.
- 2) We honor our limits of time and energy.
- 3) We say “yes” whenever possible and “no” whenever necessary.
- 4) We practice sustainable leadership and model a healthy work-life balance.

EMPLOYMENT POLICIES

This Manual was prepared to provide Employees with answers to questions they may have. It offers a general overview about the benefits and expectations of employment with the UUFM. Please review it and if you have additional questions, consult with your immediate supervisor.

A. EXPECTATIONS

Employees are expected to follow the established policies of this manual and to maintain effective working relationships with others through mutual cooperation and self-disciplinary action to correct problem or inappropriate behavior or performance. On-the-job conduct of Employees is a major factor affecting the health and growth of any organization. Safety, productivity, and human relationships are also at stake. We strive to create an environment where all Employees work together as a team with a spirit of excellence. The UUFM makes every effort to apply our policies consistently to all positions. Since every employment situation cannot be anticipated, however, there may be rare occasions when it may be necessary to deviate from the rule.

The policies described in this Manual apply to all staff except Ordained Ministers who are elected by the Board or Congregation.

B. EQUAL OPPORTUNITY

Our Fellowship affirms a commitment to equal opportunity for all individuals. Decisions about recruitment, hiring, benefits and all similar employment decisions are made in compliance with all federal, state and local laws without regard to race, color, gender, sexual orientation, marital status, national origin (Federal law requires that prospective employees must complete an I-9 form to show proof of eligibility to work in the United States), age, disability or any other classification protected by such laws. They are further supported by recommended fair practice advanced by the Unitarian Universalist Association.

Any employee with questions about this policy should communicate them to the Chair of the Personnel Committee. 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.

No Employees are required to become members of the congregation, pay pledges or make donations to the congregation.

C. OPEN DOOR POLICY AND PROCEDURES

a) Direct Communication

Employees are encouraged to attempt to solve their concerns by direct communication with the person(s) engaging in the unwelcome conduct. When employees feel confident or comfortable in doing so, they should communicate disapproval in clear terms to the person(s) whose conduct or comments are offensive. The employees should keep a written record of the date, time, details of the conduct, and witnesses, if any.

b) Management Support and Intervention

Employees, who are not comfortable with direct communication or become aware of situations where their employees may be harassed or discriminated against, are encouraged to report these matters to the Personnel Committee. The Personnel Committee will work to find an informal resolution to the complaint.

d) Formal Complaint:

If informal attempts at resolving the issue are not appropriate, or prove to be ineffective, the employee may choose to file a formal complaint. To file a formal complaint, the employee must:

1. Provide written notice containing a brief account of the offensive incident, when it occurred, the persons involved, names of witnesses, if any. It also needs to include the statements and signatures of any witnesses who are willing to corroborate the complaint. The notice must be signed and dated by the complainant.
2. File the complaint with the immediate supervisor and the Personnel Committee.
3. Cooperate with those individuals responsible for investigating the complaint.

The Personnel Committee shall investigate all formal complaints. This will include interviewing the complainant, the respondent and any witnesses named by either.

In the event that the complainant is not comfortable in reporting the issue to their supervisor, the complainant should then report to the Personnel Chair and necessary steps will be taken.

Deliberate false accusations of harassment and/or discrimination will also result in disciplinary action up to and including termination. However, unproven allegation does not mean that harassment did not occur or that there was deliberate false allegation.

d) Whistleblower Protection

The UUFM prohibits retaliation against employees or other persons who in good faith report:

- A suspected violation of law, such as harassment, fraud, or misappropriation of Church assets;
- A suspected danger to public health or safety;
- Suspected violation of these policies.
- An employee who retaliates against anyone who has made such a report is subject to discipline up to and including termination of employment.

D. PROGRESSIVE DISCIPLINE

Maintaining effective working relationships with other employees and members of our congregation is of primary importance to the health and functioning of our organization. Self-discipline is expected of all employees to correct a problem or inappropriate behavior. Should it become apparent that an employee has violated our Covenant or otherwise ignored expectations set forth in these policies, the following steps will be taken:

1. Verbal Counseling - employee and supervisor will discuss the violation and corrective action; supervisor will place a confidential memo noting the nature of the counseling in the employee's file and in the personnel file.
2. Written Warning - employee and supervisor will discuss the violation and corrective action; supervisor will place a confidential memo, dated and signed by the employee, in the employee's personnel file. The memo shall define the violation and the agreed upon corrective action. The Executive Committee of the Board will be provided a copy of the paperwork.
3. Second Written Warning or Suspension - employee and supervisor will review the violation and the expected corrective action. Within five days of this meeting, supervisor will send a letter to the employee redefining the violation and advising that failure to implement the corrective action plan will result in termination of employment. The Executive Committee of the Board, Personnel and the Supervisor will review the paperwork.
4. Third offense - employee will be terminated.

If the supervisor and employee are unable to reach agreement, the employee has a right to appeal to the Board which shall meet in Executive Session and review all pertinent materials. The decision of the Board shall be final.

E. USE OF EMPLOYER PROPERTY

Employees will have access to all equipment and property necessary to appropriate completion of their job assignments. Personal use of telephone, email, internet or social media activity should be kept to a minimum.

F. MEDIA INQUIRIES

All requests for information from the media should be directed to the Minister and/or the President of the Board. Please respond, "I am not the person to provide that information but will ask Rev./Ms./Mr. to call you."

G. CONFIDENTIALITY

In the course of their employment, UUFM employees may acquire confidential information about UUFM members or have access to information relating to personnel or finance such as compensation, accounting and bookkeeping practices, performance data, records or confidential reports.

The First Principle of Unitarian Universalists is to respect the rights and dignity of every person. It follows, therefore, that confidential information is not to be divulged or disclosed to anyone at the UUFM or in the larger community except in the responsible exercise of the job. No one should be given access to such information unless they have a right to know. This is both a legal and moral obligation on the part of employees.

Requests for information concerning past or present employees received from organizations or individuals should be directed to the Minister or the President of the Board.

Violation of confidentiality can result in termination of employment.

H. CONFLICTS OF INTEREST

Employees are expected to avoid conflicts of interest. A conflict of interest exists whenever an employee has interests or duties that may hinder or appear to hinder the employee from fulfilling this duty.

Conflicts of interest arise when an employee:

- a) Uses personal contact or information available only by virtue of employment for personal gain.
- b) Cannot set aside his or her personal preferences and act in behalf of the UUFM and its mission.
- c) Faces any other situation that impairs or reasonably appears to impair his or her independence of judgment.

d) Has a close relationship with someone who has a conflict of interest, as defined here. A close relation can include a person, corporation, or other business entity.

Employees who have questions about whether they may be in violation of this policy should discuss the matter with their Supervisor.

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 of the UUFM.

Employees shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the performance of their duties or reflect discredit on the UUFM.

J. EMPLOYMENT OF RELATIVES

Other members of an Employee's family may be considered for employment but they may not supervise each other. "Relative" means a spouse, domestic partner, parent, sibling, child, aunt, uncle, cousin, grandparent, or grandchild.

K. MEMBERS AS EMPLOYEES

When considering candidates for job positions, membership is not considered as a qualification for employment. Job applicants are neither obligated nor prohibited from joining the UUFM, pledging or donating.

At the time of hire, a discussion will be held with the Minister or the Personnel Chair on the limits on membership while also being an employee. This will include, but may not be limited to the following:

- An employee/member may not be on the board or chair of a committee.
- An employee/member may not discuss any complaints or dissatisfaction about the Minister with anyone except the Personnel committee.
- An employee/member may not publicly express personal opinions on major projects planned at UUFM.
- An employee/member must refrain from using their influence on church matters other than those directly related to their job.

EMPLOYEE PRACTICES

A. PERSONNEL RECORD

It is important that each employee keep their supervisor and the Office Administrator updated with all of the following information:

- Address and telephone number(s)
- Person to notify in case of emergency
- Relevant licensing information
- Legal change of name
- Changes in Beneficiaries
- Change in citizenship status

B. PROBATIONARY PERIOD

All employees new to a position will complete a ninety-day probationary period. At that time the employee's performance will be reviewed. If satisfactory, they will be considered full employees. If there are problems, the probationary period may be extended or the employee may be terminated. Employees transferred to a new position may, at the discretion of the Personnel Committee, be required to complete a new probationary period.

C. PERFORMANCE EVALUATION

The primary purpose of a performance evaluation is to provide an opportunity for Employees and their Supervisors to meet and formally review their performance. At the time of each evaluation Employees and their Supervisors will review pre-identified goals and objectives and set new ones so that their performance may be evaluated on the basis of clear criteria. This process requires open and ongoing communication between supervisors and Employee.

In general, performance reviews of each new Employee will be conducted at the end of the probationary period, and then annually. Additional evaluations may be conducted at anytime as deemed necessary. Performance reviews will include, but are not limited to, job performance, personal job goals, future ambitions, etc., working relations with other Employees, ideas for making the workplace function more efficiently, or even "pet peeves."

D. PROFESSIONAL BEHAVIOR

Employees shall maintain a professional attitude and appearance that is appropriate to their position and the Employer-congregation. Identifying name tags shall be worn when Employee is on duty.

WAGE AND HOUR ADMINISTRATION

A. HOURS OF WORK

An Employee's work schedule will be determined at the time of hire. 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. The working day includes a paid 15-minute break for every four hours worked and an unpaid lunch period of up to one hour.

B. TIMEKEEPING AND OVERTIME

At the end of each pay period, Employees must submit a written and signed record of their time worked. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Personal Time Off is not counted for purposes of overtime compensation. Payment for overtime will be made only with authorization in advance.

C. PAY AND PAYROLL DEDUCTIONS

Pay adjustments are based on performance or changes in UUA Fair Compensation guidelines. While they will be considered for all Employees once a year, they cannot be guaranteed. Any adjustments will normally begin July 1, the beginning of the fiscal year. Employees are normally paid monthly on the fifth day of the following month for the month just ended.

Deductions made from Employees' wages are reflected on the stubs of their paychecks. Federal law requires deductions from pay for income taxes, Social Security and Medicare. Other mandatory deductions include state or local or wage garnishments. Additional deductions are optional and are made only if the Employee has authorized them.

Employees are responsible for promptly notifying the Office Administrator of any changes to or errors in their deductions. Any necessary adjustments will be reflected in the Employee's next paycheck.

EMPLOYEE BENEFITS

The benefits outlined in this Manual represent additional compensation to eligible Employees. These benefits are subject to change at any time at the discretion of Employer. Any questions about Employee benefits should be directed to the Personnel Chair.

A. NON-DISCRETIONARY EMPLOYEE BENEFITS

1. WORKERS' COMPENSATION INSURANCE

Employer 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 immediate supervisor. Employees may be required to provide a physician's statement in order to receive workers' compensation benefits or to return to work.

2. GROUP DENTAL, TERM LIFE, AND LONG-TERM DISABILITY INSURANCE

Employees who work 750 hours per year (an average of 15 hours per week) are eligible for group dental insurance, term life insurance, and long-term disability insurance through the group plan sponsored by the UUA. Further information concerning these policies is available from the Personnel Chair or the UUA

B. DISCRETIONARY EMPLOYEE BENEFITS

1. GROUP HEALTH INSURANCE

Employees who work 750 hours per year may enroll in the group health insurance plan sponsored by the congregation or be reimbursed up to an equivalent amount if they have other health insurance through a family member or collateral employment. Proof of this insurance is required. Further information concerning the UUA plan and any alternative health related benefits may be obtained from the Personnel Chair or on the UUA website.

2. RETIREMENT BENEFITS

The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan with a 401(k) component to assist eligible Employees to accumulate tax-deferred savings for retirement. Eligible employees are defined as those who have worked 1000 hours in a 12-month period. The Employer will contribute 7% of base salary and will match up to 3% of base salary contributed by the Employee. The Employee may make additional pre-tax contributions up to the limits set by the IRS. Employees working less than 1000 hours a year may make their own pre-tax voluntary contributions without an Employer contribution. Each Employee should review this material carefully and discuss any questions he or she may have with the Personnel Committee Chair or with the appropriate staff members at the UUA.

3. PERSONAL TIME OFF (PTO)

Paid personal time off is provided to all Employees. Personal time off is pro rated for part time employees. PTO is based on the Employee's normal hours worked and on their length of service with the Employer. This time off from work is beneficial to the health and welfare of Employees and should be used in each year in so far as possible. It may be used for vacation, illness or any purpose not otherwise covered in this manual. Personal-time-off eligibility is as follows:

| Length of Service | Amount of Personal Time Off |
|-------------------|-----------------------------|
| 0-5 Years | 3 hours per 40 hours worked |
| 5+ Years | 4 hours per 40 hours worked |

PTO begins to accrue at the time of hire. Increases in the accrual rate will be made on the first day of the month following the anniversary date of the year in which an Employee completes his/her 5th year of employment. Employees will be given a written statement of their PTO accrued on their anniversary date each year. Up to five unused days, prorated by percent FTE (e.g., 2.5 days for 0.5FTE), may be carried over each year to a maximum of 30 such prorated days.

Personal time off will be taken in segments of at least 4 hours up to a maximum of 80 hours. Under most circumstances, time off should be requested in advance and must have approval of the Personnel Chair. In the event of conflicting vacation requests, leave time will generally be granted in accordance with length of service and consistent with workload requirements.

If the reason for the absence is illness, the Office Administrator should be notified by telephone at the beginning of the working day. Extended or frequent need for leave due to illness should be discussed with the Personnel Chair.

Employees who resign with at least two weeks' notice may receive fifty percent payment for the PTO days carried over that have not been used.

4. HOLIDAYS

Each year, all Employees may observe six (6) paid holidays from those recognized by national or religious bodies. Employee will notify the Office Administrator and their Supervisor of their holiday choices at the time of hire. Changes may be made at the beginning of the fiscal year, July 1.

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

5. LEAVES OF ABSENCE

a) Extended 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 leave. Sufficient evidence of such a medical condition is required for a medical leave and may include a request or requirement for authorization to speak with the Employee's treating physician. This leave requires the approval of the Minister, Board President and Personnel Chair.

b) Military Leave Without Pay

An Employee who is a member of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence will be made in writing and 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 PTO for all or part of the period of military service. In accordance with applicable law, eligible Employees will be reinstated to the same job upon returning from an authorized military leave of absence.

c) Funeral or Bereavement Leave

All employees are entitled to a leave of absence for the death of an immediate family member. The total number of paid days off will be determined by the Minister and Board President based on the circumstances

d) Jury Duty

All Employees will be given time off to serve on a Jury but are expected to report to work on any day when excused from Jury Duty. Employees shall receive pay for three working days. Additional days may be paid depending on circumstances at the discretion of the Board President and Personnel Chair. Employee may choose to use PTO for unpaid days.

e) Family Leave Without Pay

Full-time Employees who become natural or adoptive parents or are the primary caregiver for an immediate family member may be eligible for an absence of unpaid leave for up to six weeks. At Employees' option their accrued PTO may be used for Family leave.

f) Incidental Leave

Employees are encouraged to schedule all personal appointments outside of their working hours. Occasionally, however, the Employee may need a brief period (of less than two hours) during the working hours to attend to personal matters such as medical appointments, school conferences, etc. The Office Administrator and Minister should be notified well in advance of the planned absence.

OTHER EMPLOYER POLICIES

VEHICLE USAGE AND REIMBURSEMENT

Employees using their own cars for church-related business will be paid mileage at the current rate per business mile as established by Internal Revenue Service. Mileage will be reimbursed monthly upon request by Employee and approval by the Personnel Chair or the Board Treasurer. Out of town trips must be authorized by the Board President or Personnel Chair. 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.

SEPARATION FROM EMPLOYMENT

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

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. Employees should know the whereabouts of fire extinguishers and the first aid kits. Any unsafe condition, equipment or practice observed by Employee should be reported immediately to the Office Administrator or the Building and Grounds Chair. All on-the-job accidents or injuries to Employee, no matter how minor, will be reported immediately to the Personnel Chair so a first report of injury can be completed.

PERSONAL PROPERTY

The UUFM 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. Employee will report any lost items to the Personnel Chair or Board President.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of the Personnel Policy Handbook of the Unitarian Universalist Fellowship of Mankato. I understand that it is my responsibility to read the Handbook and to comply with the policies, practices and rules of the Employer.

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 Handbook, dated December 2017.

Employee

Date