

EMPLOYEE HANDBOOK

Unitarian Universalist Society of Schenectady

Affirmed by Board of Trustees
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I. EMPLOYMENT POLICIES AND PRACTICES

A. STATEMENT OF PURPOSE

NOTE THAT THE POLICIES AND PROCEDURES OUTLINED IN THIS MANUAL DO NOT APPLY TO ORDAINED MINISTERS IN FELLOWSHIP WITH THE UUA WHO ARE CALLED BY THE CONGREGATION.

The Board of Trustees of the Unitarian Universalist Society of Schenectady (referred to herein as "the UUSS") has approved and authorized this Employee Handbook to help its employees to understand some of the policies and procedures of the UUSS. You should familiarize yourself with the Manual, as it will provide answers to some questions you may have about your work with the UUSS.

All employees are considered to be employees at will. That means that the employee is authorized to resign their position at any time and that the UUSS is authorized to terminate the employee's employment status at any time. Nothing in this Manual, or in any other written or unwritten policies and practices of the UUSS, creates an expressed or implied contract, promise or representation between the UUSS and any employee, or alters the employee-at-will standard. A change from the employee-at-will status can only be made by a written contract or agreement expressly granting a different, contractual status.

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

From time to time, changes in this Manual may be made. Therefore, the UUSS reserves the right to amend, supplement or rescind any provisions of this Manual. It will be the practice of the UUSS to advise current employees of such changes as they occur. Revised copies of this Manual or pages of this Manual will be issued and distributed when changes are made.

The UUSS will maintain a copy of the latest version of this Manual in the UUSS office and on the UUSS website. Employees are encouraged to consult that copy from time to time to assure that the copy they have of the Manual is up to date.

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, or salaried or hourly, except where otherwise stated. However, this Manual does not apply to ordained Ministers, in fellowship with the UUA, called by vote of the congregation. Ordained Ministers called by the vote of the congregation are expected to instead follow the guidelines of their ministerial employment agreement as well as the Unitarian Universalist Ministers Association Guidelines for the Conduct of Ministry:

http://c.yumcdn.com/sites/www.uuma.org/resource/resmgr/Docs/Guidelines_2013_Updated.pdf.

It also does not apply to unpaid volunteers.

This Manual supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of this Manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

If any employee has any questions or comments about this Manual, or if they desire more information, that employee is requested to ask their supervisor or the Head of Staff. An

effort will be made to answer any such questions accurately and carefully. However, if the answer appears to be inconsistent with the terms of this Manual, please feel free to consult the USS Human Resources Advisory Committee. In any instance where any oral explanation is inconsistent with the plain meaning of the policies set forth in this Manual, the Manual, as so written, will apply.

B. EQUAL EMPLOYMENT OPPORTUNITY

Board Policy* _____ *Equal Opportunity Policy

The USS is committed 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 federal, state and local laws and without regard to race, color, religion, sex, gender identity or expression, sexual or affectional orientation, national origin, age, ability/disability, socio-economic status, education, spirituality, religious belief, genetic information, marital status, familial status, domestic violence victim status, ethnicity, or alienage. Any discrimination in the workplace based upon any protected classification is illegal and against policy, except that the USS may require employees to respect Unitarian Universalist principles.

Affirmed by the Board of Trustees November 21, 2016

The USS 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 federal, state and local laws and without regard to race, color, religion, sex, gender identity, national origin, age, or disability. Any discrimination in the workplace based upon any protected classification is illegal and against policy, except that the USS may require employees in some positions to practice the Unitarian Universalist faith.

Pursuant to the Americans with Disabilities Act (ADA) and New York State (NYS) Human Rights Law, the USS will not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

A qualified individual with a disability means an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without a reasonable accommodation, can perform the essential functions of such position.

Under the ADA, disability is defined as 1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; 2) a record of such an impairment; or 3) being regarded as having such an impairment.

In addition to complying with legal requirements as stated above, it is the policy and will be the practice of the USS to conduct itself in a manner that is also not discriminatory as to any person with respect to that person's sexual identity or orientation, and the USS encourages any person who believes that they have been treated inappropriately by virtue of their sexual identity or orientation to pursue remedies available under the terms of this Manual.

Employees who have questions about the terms of this Manual should feel free to consult with the Head of Staff or the Chair of the USS's Human Resources Advisory 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.

C. EMPLOYMENT REQUIREMENTS

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

Criminal Background Screening: Safe Congregations practices require that all employees complete a criminal background check; employment is contingent upon the successful completion and results of a background check.

D. FREEDOM FROM WORKPLACE HARASSMENT

Board Policy _____ Freedom from Workplace Harassment

Harassment of any kind is prohibited and will not be tolerated. The UUSS prohibits conduct directed to its employees that shows hostility or an aversion toward an individual because of race, color, religion, sex, gender identity or expression, sexual or affectional orientation, national origin, age, ability/disability, socio-economic status, education, or spirituality. The UUSS also prohibits any other classification protected by law, or any other harassment or bullying, whether or not protected by law. Any action that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities is strictly forbidden. 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.

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite genders. 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.

The aforementioned actions and behaviors are also considered sexual harassment when submission to or rejection of the conduct is used as a factor in employment decisions affecting the individual. The aforementioned actions and behaviors are also considered sexual harassment when the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

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The UUSS prohibits conduct directed to its employees that shows hostility or an aversion toward an individual because of their race, color, religion, sex, national origin, age, disability, or any other classification protected by law, or, in addition, because of sexual identity or orientation, or any other harassment or bullying, whether or not protected by law, and that:

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

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

- epithets or slurs; or
- threatening or intimidating acts; or
- written or graphic material; or
- written, verbal or physical acts that purport to be jokes or pranks.

Any employee who believes they have been harassed by another employee, a supervisor, an agent of the UUSS or any other person encountered in the course of employment should report that conduct immediately to their supervisor or the Head of Staff, following the procedures for grievance outlined in Section F of this manual.

E. SEXUAL HARRASSMENT

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite genders. 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; or
- submission to or rejection of the conduct is used as a factor in employment decisions affecting the individual; or
- the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

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

- repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or
- any indication, expressed or implied, that any aspect of employment conditions depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature; or
- unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or
- the deliberate use of offensive or demeaning terms which have a sexual connotation; or
- the use of inappropriate remarks of a sexual nature.

Any employee who believes they have been harassed by another employee, a supervisor, an agent of the UUSS or any other person encountered in the course of employment should report that conduct immediately to their supervisor or the Head of Staff, following the procedures for grievance outlined in Section I. G. of this manual.

F. WHISTLEBLOWER PROTECTION

Board Policy _____ Whistleblower Policy

The UUSS shall protect employees who make any lawful disclosure of information on a matter of UUSS concern, when they have reason to believe they are reporting a violation of any law, mismanagement, gross waste or misappropriation of UUSS funds or assets, a substantial and specific danger to public health and safety, or other alleged wrongful conduct. Further, the UUSS prohibits adverse actions being taken against employees, volunteers, or any UUSS member in knowing retaliation for such disclosure. Any person found to have so violated this Policy shall be disciplined, up to and including termination from employment or expulsion from membership.

Affirmed by the Board of Trustees, November 21, 2016

Any UUSS employee who has knowledge of what they believe to be a violation of any law, mismanagement, gross waste or misappropriation of UUSS funds or assets, a substantial and specific danger to public health and safety, or other alleged wrongful conduct, is encouraged to report the situation to their supervisor or the Head of Staff. If the Head of Staff is not available or if the report or complaint involves the Head of Staff, the individual making such report or complaint, or the individual receiving the report or complaint, should immediately report it to the President or Vice-President of the Board of Trustees.

Any such report or complaint may be made orally or in writing. Unless the person originally making such report or complaint receives a written acknowledgment of the receipt of the report or complaint within five days, they should confirm the making of the report or complaint in writing and provide it to the President of the Board of Trustees, indicating the date when such report or complaint was originally made and how it was made.

Every complaint or report under this category will be promptly investigated. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know (which generally will include the person or persons whose conduct prompted the making of the complaint). If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken. While the time periods within which such investigation may be undertaken and completed may vary according to the nature of the claims made and other factors that may affect the ability to pursue such investigation effectively (for example, the availability of witnesses and/or other persons important to such investigation who should be interviewed or contacted), the person making a complaint should ordinarily expect an initial response and an estimate of the time it will take to complete the process within a period of not more than one week.

If the outcome of the investigative process does not resolve the matter to the employee's satisfaction or to the satisfaction of the person against whom the complaint or grievance is filed, the dissatisfied person (or persons) may then seek a review by the Board of Trustees by written notice delivered or mailed to the President of the Board of Trustees, any such mailing being directed to them in care of the UUSS. Notice of any such request for a review shall be delivered or mailed within thirty (30) days after the employee receives final notice of the disposition of the complaint.

The Board of Trustees shall then act on the request for review by considering it at an executive session of the Board of Trustees, rejecting it or taking other action. The person seeking review shall be given the opportunity to speak to the Board, and to be present when others are permitted to speak to the Board, on the subject of the review.

Retaliation or reprisal against employees who report whistleblower 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 of employment.

G. RESOLUTION OF EMPLOYEE CONCERNS AND/OR GRIEVANCES

Board Policy _____ Grievance

It is the policy of UUSS that an employee shall have access to a grievance process as specified in the Employee Handbook, for all grievances including those based on discrimination, harassment, or any other basis. If the grievance is not resolved through the specified process, the employee may seek a review by the Board of Trustees. The resolution determined by the Board of Trustees will be binding upon the employee, the Head of Staff, and the congregation.

Affirmed by the Board of Trustees, November 21, 2016

All information concerning an employee grievance will be held in strict confidence.

Effective communication is essential for productive working relationships. All employees are encouraged to discuss any concerns about work or suggestions for improving operations (other than sexual harassment or harassment claims) with their immediate supervisor and/or the Head of Staff. Most employee complaints can be resolved informally through established supervisory channels. Informal resolution of grievances is encouraged. If this fails, and resolution seems impossible, employees may use the grievance procedure and are not to be penalized for so doing.

Any UUSS employee who has concerns or believes they have been harassed, sexually harassed or otherwise subjected to discriminatory behavior by another employee, a supervisor, an agent of the UUSS, or any other person encountered in the course of employment should use the grievance procedure that follows below.

Grievances are submitted in writing to the immediate supervisor within five working days (with a copy to the Head of Staff). The grievance is a concise statement of facts upon which the complaint is based. It should include specific reference to the policies, procedures or practices which have allegedly been misinterpreted, misapplied or violated. It must be dated and signed. Within three working days of receipt, the supervisor and the staff member shall meet to discuss the grievance. The supervisor must communicate a written response, with supporting reasons, to the staff member and Head of Staff within two working days of the conference.

If the staff member is not satisfied with the disposition of the grievance or if no decision has been rendered within two working days following the conference, the employee shall notify the supervisor and Head of Staff in writing of the intention to initiate the second step of the procedure. The staff member shall send to the Head of Staff a copy of the decision (if any) rendered at the first step and a written appeal for reconsideration of the decision by the Head of Staff. The appeal to the Head of Staff must be filed within five working days of the conference with the supervisor. Following a conference to be held within two working days between the Head of Staff and the aggrieved staff member, the Head of Staff shall communicate their decision with supporting reasons to the staff member in writing, with a copy to the supervisor. This shall be done within five working days.

If the complaint is not resolved to the staff member's satisfaction, or if no decision has been rendered by the end of the specified time period, the staff member may file the grievance with the Board of Trustees. The staff member shall submit a copy of the original statement of grievance and copies of the decisions rendered, if any, to the President of the Board of Trustees for review.

The Board of Trustees shall then act on the request for review by considering it at an executive session of the Board of Trustees, rejecting it or taking other action. The person seeking review shall be given the opportunity to speak to the Board, and to be present when others are permitted to speak to the Board, on the subject of the review. The resolution determined by the Board of Trustees will be binding upon the employee, the Head of Staff, and the congregation.

Retaliation or reprisal against employees who report harassment or 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 of employment.

H. INTERNET POLICY

The UUSS provides Internet access (including e-mail) to certain of its staff members to assist and facilitate business communications and work-related research. These services are for legitimate business use, although occasional and limited use of these facilities for personal or other purposes is permitted. All materials, information and software created, transmitted, downloaded or stored on the UUSS's computer system are the property of the UUSS 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 about sexual orientation, whether or not protected by law; or
- transmitting any of the UUSS's confidential or proprietary information, including member/friend data or other materials covered by any confidentiality policy adopted by the UUSS (including, without limitation, section H of this policy).

The UUSS reserves the right to monitor employee use of the e-mail system or the Internet at any time, including the right to access and read any information in the e-mail system, with or without prior notice to any customary user of that system. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords (if used) are not an assurance of confidentiality, and the Internet itself is not secure.

Any software or other material downloaded into the UUSS's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. The introduction of any software onto the UUSS's computer system that is not

provided by the UUSS is not permitted without prior approval from the Head of Staff and/or the Board of Trustees.

[This may be revised once a Board policy on representing the church has been developed and affirmed: Only authorized staff members may communicate on the Internet on behalf of the UUSS. Employees may not express opinions or personal views that could be misconstrued as being those of the UUSS. Employees may not state their UUSS affiliation on the Internet unless required as part of their assigned duties.]

Any violation of this policy may result in disciplinary action, up to and including termination of employment.

I. MEDIA INQUIRIES

[This may be revised once a Board policy on representing the church has been developed and affirmed: All requests for information about the UUSS from print, internet, television and radio media should be directed to the Head of Staff. 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?" In the event any such inquiry is made when the Head of Staff is not available, media inquiries will be directed to the President of the Board.]

J. CONFIDENTIALITY

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

K. CONFLICTS OF INTEREST

Board Policy _____ Conflict of Interest

This policy reflects the Board's determination

- 1) to prevent the personal interest of paid staff members from interfering with the performance of their duties to the Society, and*
- 2) to prevent such staff members from receiving personal, financial, or professional gain at the expense of the Society, beyond the terms of their employment.*

Paid staff members are therefore required to disclose any competing financial, professional, or personal obligations or interests that do or might interfere with their ability to perform their required duties in a fair and objective manner.

A conflict of interest is defined as a conflict between the private interests and official responsibilities of a paid staff member. This includes, but is not limited to, the following:

Financial interest: receiving personal gifts or loans from third parties dealing or competing with the UUSS; having any kind of financial interest in any third party dealing with the UUSS.

Personal interest: relationship to a Board member, another employee, or contractor of the UUSS by blood, adoption, marriage, or domestic partnership; serving in a supervisory capacity to another staff member so related.

Professional Interest: holding office, serving on the board, participating in management or ownership, or being otherwise employed (or formerly employed) by any third party dealing with the UUSS; using UUSS time, personnel, equipment, or supplies for other than UUSS approved activities, programs, and purposes; being in a position with another organization that leads to approaching the same donors on behalf of both organizations.

Affirmed by the Board of Trustees September 21, 2015

It is in the interest of the UUSS to disclose the personal interests of employees, board members and other appointees to prevent these from interfering with the performance of their duties to the UUSS, or resulting in personal, financial, or professional gain on the part of such persons at the expense of the UUSS. Employees who have questions about whether an activity violates this policy should discuss the matter with the Head of Staff. The Conflict of Interest procedure and form are on file in the UUSS office, and attached to this Manual as Appendix A.

L. 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 UUSS. Activities that may constitute a conflict include use of the UUSS's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the congregation for private gain or advantage.

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

M. PERSONNEL RECORDS

It is very important that employees keep up-to-date all the information provided to the UUSS at the time of hire. This information is essential for many purposes, including benefit administration, mailing information to the employee's home, and contacting friends or family in case of emergency. Employees should promptly notify their supervisor of any changes in:

- Address and telephone number
- Marital status (including legal separation)
- Legal change in employee's name
- Dependents
- Beneficiaries
- Person to notify in case of emergency
- Licensing or education, if relevant to their employment

Supervisors will promptly forward this information to the Church Administrator for updating personnel records.

N. EMPLOYEE PERFORMANCE REVIEW

Board Policy _____ Staff Performance Appraisal

As Head of Staff, the minister organizes and leads annually a systematic process of developmental performance appraisal for all UUSS staff. Each staff member participates in the process with their supervisor, and all final reports are signed off by the Head of Staff.

Affirmed by the Board of Trustees November 21, 2016

The goal of the UUSS is to provide each employee with a working environment that is safe, efficient, motivating and conducive to success. An exchange of honest feedback allows the employee, the Head of Staff and the Board of Trustees to make improvements that benefit the UUSS and carry out its mission.

The procedure for employee performance review is attached as Appendix B.

O. SEPARATION FROM EMPLOYMENT

Employees who resign are required to give at least two weeks' written notice in order for the UUSS to find a suitable replacement. Employees will forfeit all unused, earned vacation benefits if proper notification is not given, or in cases where termination is the result of misconduct.

Employees are expected to complete a written exit survey and are entitled to an exit interview with the UUSS's Human Resources Advisory Committee.

II. WAGE AND HOUR ADMINISTRATION

Board Policy _____ Fair Compensation

The UUSS strives to maintain fiscal and ethical integrity with respect to compensation to employees. Thus, the UUSS shall fulfill employment agreements in terms of hours of work, wages, and benefits. Employment agreements will be offered within the confines of the projected annual budget. Our goal is to follow the UUA guidelines for fair compensation.

Affirmed by the Board of Trustees November 21, 2016

A. EMPLOYMENT CLASSIFICATIONS

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are assigned and by their regular work schedule.

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

Non-exempt, full-time employees are regularly scheduled to work 40 hours per week. Regular employees scheduled to work less than 40 hours per week will be considered part-time employees.

Employees who are expected to work less than six months and who are not otherwise contracted with or to the UUSS are considered temporary employees.

B. HOURS OF WORK

The hours worked will be arranged individually with each non-exempt employee. Individual work schedules may change from time to time. If a part-time non-exempt employee works in excess of their scheduled hours and up to 40 hours during any week, they will be compensated for the additional hours on a straight-time basis. Work over 40 hours per work week will be compensated at a rate of time and one-half. No employee is permitted to work more than 40 hours per week without prior written approval from their supervisor or the Head of Staff. Attendance at meetings at the request of the employee's supervisor or the Head of Staff will be considered time worked.

C. TIMEKEEPING AND OVERTIME

The UUSS will maintain an appropriate system for keeping accurate time records of employee work. As part of this responsibility, the employee's supervisor will establish standards for reasonable work breaks and time off for lunch or other meals during the working period. Hourly nonexempt employees must track their time (in and out for the day; in and out for meals) on a daily basis.

D. PAY AND PAYROLL DEDUCTIONS

Pay adjustments generally will be considered for all employees once a year and any adjustments will normally begin at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment.

Deductions made from employees' wages are reflected on the stubs of their paychecks. Federal and state law requires deductions from pay for income tax. Federal law also provides for deductions for Social Security and Medicare. Other deductions may include wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction.

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

III. EMPLOYEE BENEFITS

Temporary employees or regular employees working less than 15 hours/week are not eligible for these benefits, except those required by law. All other employees are considered "eligible employees" unless specified differently. Specific employment contracts take precedence over these general policy statements.

A. INSURANCE PROGRAMS

Workers Compensation and Short-Term Disability: The UUSS provides certain employee benefits, including state-law-mandated workers compensation coverage and New York State short-term disability insurance. All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's supervisor, or the Head of Staff. Employees may be required to provide a physician's statement in order to receive workers compensation benefits, or to return to work.

Health Benefits: Eligibility for benefits will be pro-rated according to the percentage of time worked, unless, because of the position or amount of time worked or other applicable factors, the employee is not eligible for benefits. The UUSS offers both a local health insurance plan and the UUA health plan to regular employees working 20 hours/week or more. The UUSS will pay 80% of the premium (pro-rated by percent of time worked) for individual (single) coverage of the lower-cost plan, no matter which the employee chooses. Dependents may be added to the plan at the employee's cost. If the employee chooses an alternate source of health insurance, they may receive taxable additive pay (prorated by their percentage of full time employment) to offset a portion of the cost of their health insurance.

Life Insurance, Long-Term Disability Dental and Vision: These types of insurance are available to eligible employees through the UUA Insurance Program and/or local carriers, subject to program conditions, if the employee wants to purchase these benefits. Eligible employees are strongly encouraged to purchase Long-Term Disability Insurance.

B. RETIREMENT

The UUA maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax deferred savings for retirement. In order to be eligible for retirement benefits, an employee must work at least half time and have worked for a UUA organization a minimum of 1 year. The UUSS contributes 10% of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis. These benefits are immediately vested.

C. VACATION

Vacations with pay will be granted to eligible employees from the date of hire. Employees accrue vacation on a fiscal year basis pro-rated from the date of hire, but are not permitted to take vacation time for the first 6 months of employment. Vacation time is capped at 20 days maximum, and cannot accrue beyond that number. Vacation days are earned and credited each pay period (semi-monthly), and must be used within a year of the date earned. Vacation will be earned on the following schedule for full-time employees. Part-time employees will earn vacation at a rate pro-rated according to their percentage of full time equivalent.

Years Employed	Vacation Days for Full Time Employee	Pay period (semi-monthly) accrual rate
6 months — 4 years	10 days annually	3.3 hours per pay period
5 years — 10 years	15 days	5.0 hours per pay period
10+ years	20 days	6.6 hours per pay period

While every effort will be made to grant an employee their vacation during the requested time, a vacation shall be granted only at such time as the work of the UUSS permits. A vacation schedule will be arranged upon consultation with the employee's supervisor.

Vacation time must be requested in advance and can be taken only with the approval of the employee's supervisor. In the event of conflicting vacation requests, vacation generally will be granted in accordance with length of service and consistent with workload requirements. Summertime vacations generally are encouraged.

D. HOLIDAYS

The UUSS will provide the following 12 paid holidays to eligible employees each year:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Columbus Day
- Thanksgiving Day
- Day after Thanksgiving
- Winter Holiday (on or near December 25th)
- Day following the Winter Holiday

Part-time employees receive holiday hours at a rate pro-rated according to their percentage of full time equivalent. An alternative day off may be substituted for any of the above holidays, provided (a) the employee requests the change and (b) the Supervisor determines that the substitution will serve the best interests of the UUSS as well as meeting the needs of the employee. Any such arrangement must be approved in writing prior to the designated holiday.

E. LEAVES OF ABSENCE

The following benefits are available to eligible employees or as specified for each type of leave.

Bereavement: Leave due to a death in the family may be taken with pay, not to exceed three consecutive days, in the event of death occurring in the employee's immediate family. "Immediate family" shall include parent, spouse, brother, sister, son, daughter, grandparent, grandchild, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, other relatives or another member of the employee's household. If, due to unusual circumstances, an employee encounters more than one incident of bereavement in the same year, they may request the approval of the Head of Staff for a second leave of absence.

Family Leave: Employees are entitled to leave without pay to attend to the serious health condition of the employee's parent, spouse or child, or following childbirth or adoption of a child, not to exceed 12 weeks in any 12 month period.

Jury Duty: Employees called to jury duty or witness duty are paid their regular salary for all court approved days. An employee who is party to a legal action will not be granted paid leave under this section. The supervisor should be notified immediately by the

employee upon notice of selection by the court. The employee shall, however, report for work as scheduled when on stand-by status or otherwise excused as a juror during working hours.

Witness Leave: An employee who is the victim of a criminal offense or who notifies their supervisor of the intent to appear as a witness, consult with an attorney, or exercise victim's rights under state law, will be allowed paid leave for this purpose. An employee with a scheduled court appearance must notify their supervisor so that proper scheduling can be arranged.

Nursing Mothers Policy: UUSS will provide break time for nursing employees to express breast milk. Eligible employees will be provided daily breaks for up to 3 years after the birth of a child. Generally, these breaks should be twenty to thirty minutes in duration, once every three hours. A particular employee may require a different break schedule and, if so, she should notify her supervisor, who will work with her to accommodate her needs. If appropriate coverage is unavailable, an employee may be required to postpone a scheduled breast milk expression break for up to thirty minutes. Employees must punch in and out during this break and breaks are not counted in overtime calculations.

UUSS prohibits discrimination against employees who qualify for this break time. UUSS will make reasonable efforts to provide a nearby private room for employees to express breast milk. Your supervisor has information regarding the location. Employees are not permitted to return to work within four weeks after childbirth without medical certification.

Donating Blood: Employees who work an average of at least 20 hours per week are eligible for up to 3 hours of leave per calendar year for time off to donate blood. An employee must provide three (3) working days advance notice to their supervisor of their intention to take this leave. UUSS will not retaliate against any employee who requests or takes a leave of absence to donate blood. This leave is unpaid unless the employee uses their vacation time. Employees may be required to show sufficient proof of blood donations. Unused leave may not be carried over to subsequent calendar years.

Bone Marrow Donation: Employees who work an average of at least 20 hours per week are eligible for up to 24 work hours of leave for time off to donate bone marrow. An employee must provide advance notice to their supervisor of their intention to take this leave. UUSS will not retaliate against any employee who requests or takes a leave of absence to donate bone marrow. This leave is unpaid unless the employee uses their vacation time.

Military Leave: A military leave of absence will be granted to employees who are absent from work due to service in the U.S. armed forces, including Military Reserve and National Guard, in accordance with USERRA (Uniformed Services Employment and Re-employment Rights Act) and applicable state law. Military Leave is unpaid. Advance notice of impending military service is required by UUSS as soon as it is known by the employee or as soon as possible.

Employees may choose to use paid time off if they want to be paid while on Military Leave. Continuation of health and welfare benefits during this time will follow USERRA guidelines and is based on length of the military leave and terms and conditions of applicable benefit plans for which the employee is eligible. UUSS follows all government regulations for enlistment in the military or for those called for active duty.

Fringe benefit accruals, such as paid time off and holiday pay, are suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave of absence for up to 30 days are required to return to work on their first regularly scheduled shift following the completion of military service, allowing for reasonable travel time. Employees on longer military leaves must apply for reinstatement under USERRA guidelines.

Employees returning from military leave are placed in the position they would have attained had they remained continuously employed or in a comparable position depending on the length of service in accordance with USERRA. Employees in these circumstances are treated as if they were continuously employed for purposes of determining benefits.

Leave for Spouse of Member of Armed Forces: An employee who is the spouse of a member of the armed forces of the United States, National Guard, or Reserves, must be allowed up to 10 days of unpaid leave when the employee's spouse who has been deployed during a period of military conflict to a combat theater or combat zone of operations is on leave from such combat service. To be eligible for such leave, an employee must work an average of twenty (20) or more hours per week.

Time Off to Vote: An employee who does not have sufficient time outside of their working hours to vote may take off up to two (2) hours at the beginning or end of their shift, with pay, to allow the employee time to vote. Sufficient time is defined as: four consecutive hours either between the opening of the polls and the beginning of your working shifts OR between the end of your shift and the closing of the polls. Employees must notify their supervisor no more than ten (10) and not less than two (2) days before the election that the employee will take that time.

F. SICK LEAVE WITH PAY

This benefit is available to eligible employees. Part-time employees earn sick leave at a rate pro-rated according to their percentage of full time equivalent.

Ten days of sick leave with pay is accrued at the rate of 3.33 hours per bi-weekly pay period, beginning with the date of employment, to an eligible employee who is incapacitated or unable to perform the duties of their position by reason of (a) sickness or injury, (b) serious illness of the employee's immediate family requiring the care and attendance of the employee, (c) quarantine regulations or (d) medical or dental visits.

Sick leave may not be taken until it is granted and will accumulate annually to a maximum of thirty (30) days. Sick time is forfeited when employment with the USSS ends.

IV. WORKPLACE BEHAVIORS

A. ATTENDANCE AND PUNCTUALITY

Each employee is expected to be prompt and regular in their 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, they should inform the supervisor of that fact at the same time.

Any employee who is absent for three consecutive days without notifying their supervisor, or who fails to report to work on or before the expiration of a leave, will be deemed to have resigned, consistent with applicable law.

B. WORK AND DISCIPLINARY GUIDELINES

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

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

- Failure to perform work in a manner acceptable to the UUSS
- Absenteeism or tardiness
- Leaving work without permission
- Failure to report absences as required
- Sexual harassment or harassment described in this Manual
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on UUSS premises (including meal and other breaks)
- Unauthorized possession of weapons
- Disclosure of confidential information
- Smoking anywhere on church property
- Failure to report-on-the job injuries
- Working another job while absent
- Failure to accurately complete or permitting another person to complete the employee's timecard
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform their job
- Theft or dishonesty
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system)
- Discourteous treatment of others
- Taking UUSS property without paying for it or without written permission
- Reckless, careless or unauthorized use of the UUSS property, equipment or materials
- Improper or profane language
- Violation of any other UUSS policy

C. SAFETY AND ACCIDENTS

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

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

D. PERSONAL PROPERTY

The UUSS cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on UUSS property. Employees should report any lost items to the Church Administrator 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 Church Administrator.

E. PROFESSIONAL BEHAVIOR

Employees should maintain a professional attitude and appearance that is appropriate to their position and the UUSS. Personal mail, e-mail, and non-essential telephone calls at work are discouraged.

F. SECURITY AND INSPECTION RIGHTS

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

The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on UUSS premises. Therefore, the UUSS reserves the right to open and inspect any desk, file cabinet, and storage closet or storage area at any time and without prior notice or consent. Employees may not use personal locks on UUSS-owned desks, cabinets, closets or storage areas.

V. ADMINISTRATIVE OFFICE USE POLICY

Toward the goal of good financial and employment practices and in recognition of the need for office staff to have acceptable working conditions, the Board of Trustees of the UU Society of Schenectady has established the following policies:

A. RESTRICTIONS

Because the administrative office of the UUSS contains cash, financial documents, personnel records, and other sensitive and confidential information of the UUSS, the administrative office shall NOT be used:

- As a public space
- For storage for any purposes other than the financial, administrative, legal, and personnel files of the UUSS or for materials or equipment directly supporting the work of the office staff
- For purposes other than fulfilling the administration of the UUSS or supporting the work of the UUSS.

B. ADDITIONAL POLICIES

The administrative office of the UUSS shall be kept locked at all times unless the office staff of the UUSS is present in the office or the administrative office is staffed by volunteers designated by the Board of Trustees to serve in the absence of the UUSS's office staff.

Use of the administrative office by all persons other than the UUSS Staff, Treasurer, or Ushers counting and depositing the offertory on Sundays shall be with advance permission and arrangement of the Church Administrator, Head of Staff, or Board of Trustees.

Use and possession of the key to the administrative office is by authorization of the Church Administrator. This authorization is automatically rescinded for members if there is a change in their membership status with the UUSS, for employees if there is a change in their employment status with the UUSS, or for contractors if there is no contract in force with the UUSS. The Church Administrator may approve additions or changes to those authorized to have and use administrative office keys and the duration of that authorization.

APPENDIX A
CONFLICT OF INTEREST PROCEDURE AND FORM

Conflict of Interest Procedures (Board of Trustees, Board Committee, paid staff members)

1. Full disclosure: At the time of hire, taking office, or accepting appointment, and periodically thereafter as requested or when there is a change in a conflict of interest circumstance, all Board of Trustees members and paid staff members will complete the Conflict of Interest Disclosure Form.
2. Following full disclosure and notification of a possible conflict of interest, the Board of Trustees shall determine whether a conflict of interest exists, and if so, the Board shall vote to take any action deemed necessary to address the conflict and protect the UUSS's best interest. All deliberations, decisions, votes and actions that effect the resolution of a conflict of interest shall be recorded in the meeting minutes or otherwise documented, identifying the individual with the conflict, the date and the actions taken to resolve the conflict.
3. A Trustee or staff member with a conflict of interest shall not participate in any discussion or debate of the Board of Trustees, or of any committee thereof, in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. The interested individual may, however, be present to provide clarifying information in such a discussion.
4. Anyone in a position to make decisions about spending UUSS resources who also stands to benefit from that decision has a duty to disclose that conflict as soon as it arises, and not participate in any decisions or voting pertaining to that matter.
5. A copy of the Conflict of Interest policy and procedure shall be given to all Trustees and paid staff members upon commencement of their relevant elected, appointed, or employed relationship with the UUSS, and renewed each year on July 1. Completion of the disclosure form constitutes acknowledgement of awareness of the policy and procedures.

**Unitarian Universalist Society of Schenectady
Conflict of Interest Disclosure Form**

This form is to be filed by all members of the Board of Trustees and Board committees, and by all employees, upon commencement of their relevant relationship with the UUSS and annually thereafter. Completion of the disclosure form constitutes acknowledgement of awareness the policy and procedures.

----- I have no conflict of interest to report

_____ I have the following conflict(s) of interest to report (specify):

I certify that I have read, understand and will comply with the Unitarian Universalist Society of Schenectady's policy on Conflict of Interest. Failure to sign does not nullify the policy.

Name _____

Signature _____ Date _____

APPENDIX B
EMPLOYEE PERFORMANCE APPRAISAL PROCEDURE

Activity	Process
First Review Cycle (First year of employment, or first implementation of the process)	
1. Using the position description as a guide, identify central job functions and reach agreement on a list	Supervisor initiate, consult collaboratively until agreement is reached; Head of Staff reviews & signs off.
2. Establish mutually agreed measurable/observable expectations for each job function	Consult collaboratively until agreement is reached; Head of Staff reviews & signs off.
3. For each function, score current performance on several parameters: job knowledge, productivity, quality of work, communication, initiative, judgment	Supervisor and employee score independently, compare and discuss (a “360” process may be used in support of scoring); Head of Staff reviews & signs off.
4. Score special areas as applicable: people management, teamwork, planning and organization, assigned projects, personal development	Supervisor and employee score independently, compare and discuss; Head of Staff reviews & signs off.
5. Set goals for the coming year; one to three goals for each central job function, goals as applicable for special areas	Consult on goals and reach agreement on expectations; Head of Staff reviews & signs off.
6. File completed scoring and goals in the personnel file	Supervisor
Mid-Year Review	
1. Review and record progress on goals at mid-year, discussing barriers and facilitators to goal attainment	In consultation; Head of Staff reviews & signs off.
Annual Review Process (after first implementation of the process)	
1. Review central job functions for current applicability, revise as needed	Supervisor initiate, consult collaboratively until agreement is reached; Head of Staff reviews & signs off.
2. Review measurable/observable expectations for each job function	Consult collaboratively until agreement is reached; Head of Staff reviews & signs off.
3. For each function, evaluate current performance on several parameters: job knowledge, productivity, quality of work, communication, initiative, judgment	Supervisor and employee score independently, compare and discuss (a “360” process may be used in support of scoring); Head of Staff reviews & signs off.
4. Score special areas as applicable: people management, teamwork, planning and organization, assigned projects, personal development	Supervisor and employee score independently, compare and discuss; Head of Staff reviews & signs off.
5. Set goals for the coming year; one to three goals for each central job function, goals as applicable for special areas	Consult on goals and reach agreement on expectations; Head of Staff reviews & signs off.
6. File completed scoring and goals in the personnel file	Supervisor

If the outcome of the review is not to the employee’s satisfaction, the employee may then seek a review by the Board of Trustees by written notice delivered or mailed to the President of the Board or Trustees, any such mailing being directed to him or her in care of the UUSS. Notice of any such request for a review shall be delivered or mailed within thirty (30) days after the employee receives the review. The Board of Trustees shall then act on the request for review by rejecting it, by considering it on the merits at an executive session of the Board of Trustees or otherwise as it may determine. The person seeking review shall be given the opportunity to speak to the Board, and to be present when others are permitted to speak to the Board, on the subject of the review as deemed appropriate by the Board.

A copy of this page should be signed and placed in the employee's personnel file.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Employee Handbook of The Unitarian Universalist Society of Schenectady. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of the UUSS.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the UUSS 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 this Manual supersedes all previous policies, written or oral, express or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that the UUSS reserves discretion to add, change or rescind any policy, practice or rule at any time, with adequate notice given to its employees.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the Employee Handbook, most recent edition.

Employee Name (Print) _____ Date _____

Employee Signature _____