

Northwoods Unitarian Universalist Church



HUMAN RESOURCE MANUAL

Document summary:
Describes the employment process / conditions within NUUC

<i>NORTHWOODS UNITARIAN UNIVERSALIST CHURCH</i>	TITLE: HUMAN RESOURCE MANUAL		
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1. INTRODUCTION

On behalf of the Board of Trustees, the members and your colleagues we welcome you to Northwoods Unitarian Universalist Church (NUUC) and wish you every success here. We believe that each employee contributes directly to NUUC's growth and success, and we hope you will take pride in being a member of our team.

This Human Resource Manual was developed to describe some of the expectations of NUUC employees and to outline the policies, programs and benefits available to eligible employees. Employees should familiarize themselves with the contents of this Manual as soon as possible, for it will answer many questions about employment with NUUC.

We hope that your experience here will be challenging, enjoyable and rewarding. Again, welcome!

2. PURPOSE / SCOPE

- 2.1. The Manual provides direction and guidance to employees, immediate supervisors and Board of Trustees (BOT) of NUUC.
- 2.2. All employees must be familiar with NUUC's By-Laws and Policies and Procedures specifically the church committees they directly advise.

3. RESPONSIBILITIES

- 3.1. The **Board of Trustees** has the sole responsibility to approve: hiring and terminating all employees and contractors, employee benefits, employee salaries and all contract related issues with the Minister and staff.
- 3.2. The **HR Committee** is responsible to recommend to the BOT: hiring and terminations, employee performance issues, benefits and salaries.
- 3.3. The **Minister** is responsible to bring issues to the attention of the Board, is a non voting member on the Board and is the direct supervisor of all staff. The Minister works directly with the Committee on Ministry (see P012 procedure)
- 3.4. The **DRE** (Director of Religious Education) is responsible for the Religious Education programs for NUUC and reports to the Minister on a daily basis. The DRE is advised the NUUC RE Committee (see P011 procedure)
- 3.5. The **OA** (Office Administrator) is responsible for the day to day administration/operations of NUUC reporting directly to the Minister with a dotted line reporting to the Board President. The OA works with the Treasurer to ensure correct accounting of the churches' finances. The OA is responsible for the development and updating of the M042 – NUUC OA Manual.

4. REFERENCE DOCUMENTS

- 4.1. Previous version was the Northwoods Unitarian Universalist Church EMPLOYEE MANUAL
- 4.2. Northwoods UU Church Code of Conduct Form
- 4.3. Northwoods UU Church Sample Covenant of Employment - DRE
- 4.4. Northwoods UU Church Sample Covenant of Employment – OA
- 4.5. P001 – NUUC BY-LAWS

- 4.6. P011 – NUUC RE Committee Procedure
- 4.7. P012 – NUUC Committee on Ministry
- 4.8. M040 – NUUC Policy and Procedure Manual
- 4.9. M042 – NUUC OA Manual

5. DEFINITIONS

- 5.1. **HR – Human Resources**
- 5.2. **MINISTER** – is the Religious/Spiritual head of the church, the direct supervisor of church staff and a non voting member of the Board of Trustees. The Minister will have a separate written Covenant covering salary, benefits and days off and are not covered in this manual. All other sections of this manual apply.
- 5.3. **DRE- DIRECTOR OF RELIGIOUS EDUCATION** and other religious professionals: Will be hired by the Board following a suitable search procedure. Guidelines from the Unitarian Universalist Association will be taken into account in determining these procedures. The DRE will have a covenant which may or may not include benefits; but if they are provided they will be consistent with benefits defined in this manual.
- 5.4. **OA - OFFICE ADMINISTRATOR** will be hired, or dismissed, by the Board of Trustees with input from the Minister. The OA will have a covenant which may or may not include benefits; but if they are provided they will be consistent with benefits defined elsewhere in this manual.
- 5.5. **FULL-TIME EMPLOYEES:**
 - On NUUC payroll
 - Work a minimum of 30 or more hours per week up to 40 hours
 - Have a regular work schedule
- 5.6. **REGULAR PART-TIME EMPLOYEES:**
 - On NUUC payroll
 - Work less than 30 hours per week
 - Have a regular work schedule
- 5.7. **TEMPORARY EMPLOYEES:**
 - On NUUC payroll
 - Work for a defined period of time (e.g. summer time) or have a work schedule of less than 20 hours per week.
- 5.8. **CONTRACT EMPLOYEES:**
 - Not on NUUC payroll but paid hourly for specific work
 - Hired through a contract for hire agency
 - Hired by NUUC directly to do contract work (i.e. Nursery workers)

6. SECTION 1 – NATURE OF EMPLOYMENT AT NUUC

- 6.1. The information contained herein does not in any way constitute, and should not be construed to create a contract of employment or a promise of employment between employees/contractors and NUUC.

- 6.2. This information is not all-inclusive. NUUC may change, interpret, update, modify, amend and/or rescind the wages, benefits, policies and other working conditions described herein from time to time as it sees fit in its sole discretion without prior notice and without obtaining any employee's consent or agreement.
- 6.3. **AT-WILL EMPLOYER:** UNLESS the employee has signed a written agreement with NUUC, you are an employee At-Will. As an employee-at-will, you are completely free to leave NUUC at any time you choose, and NUUC has the same right to end the employment relationship, with or without notice, with or without cause *subject to the terms of any covenant, contract or agreement executed by you and the BOT*. No other employee or officer has the authority to change this status.
- 6.4. **EQUAL OPPORTUNITY EMPLOYER:** NUUC is an Equal Opportunity Employer. In line with Unitarian Universalist Principles, we welcome applicants for all positions without regard to race or ethnic heritage, gender, age, status, religious background, physical restriction or sexual orientation. While NUUC members are welcome to apply for staff openings, every effort will be made to encourage qualified applicants from outside the Church community to avoid potential or perceived conflicts of interest.
- 6.5. **FAMILY RELATIONSHIP:** Neither staff or family members of staff will be considered for volunteer positions on the Board of Trustees, the Nominating, Stewardship, Committee on Ministry, or Human Resources Committees or on the Ministerial Advisory Committee or, in the case of the Director of Religious Education and his or her family, the Religious Education Committee.
- 6.6. **EMPLOYEE RELATIONS:** NUUC believes that the working conditions, wages and benefits it offers to its employees are competitive with those offered by like employers. If employees have concerns about working conditions or other issues, they are strongly encouraged to voice these concerns openly and directly to their supervisors, the Human Resources Committee or the Board President.
- Our experience has shown that when employees deal openly and directly with their supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that NUUC amply demonstrates its commitment to employees by responding effectively to employee concerns.

7. SECTION 2 – PERFORMANCE EXPECTATION AND EVALUATION

- 7.1. **JOB DESCRIPTION:** Each position shall have a job description, which will be thoroughly reviewed and discussed with employees filling the position. Job descriptions shall be updated as needed by the Human Resources Committee and the Board of Trustees, in conjunction with the incumbent employees
- 7.2. **PROBATION PERIOD:** Employees MAY initially be hired for a 90-day probation period. During the probation period, supervisors will provide adequate orientation and training, taking into account the fact that different people learn and retain information in different ways. When the new employee has worked for 90-days, a review will take place during which time the supervisor and employee will assess performance and, if necessary, agree on areas for mutual change and improvement. Results of the probation review will be filed in the employee's personnel file. THE PROBATION PERIOD MAY BE EXTENDED AND IF NECESSARY, THE EMPLOYEE WILL BE TERMINATED.

- 7.3. **PERFORMANCE EVALUATION AND GOAL SETTING:** Each employee will meet with his/her supervisor annually for performance evaluation and goal setting. Because it is recognized that effective change requires individual commitment, the review process will be highly participatory, providing ample opportunity for the employee's input and involvement. In cases where an employee works closely with a volunteer committee, this committee's input will be sought as part of the evaluation process. Completed evaluations will be made available to the employee and the supervisor and, after this discussion and any changes which may arise, will be shared with the person to whom the supervisor reports, made available to the Human Resources Committee and placed in the employee's personnel file. Quarterly throughout the year, the supervisor will review the goals and discuss progress and/or problems with the employee.
- 7.4. **PERFORMANCE STANDARDS:** office equipment and supplies are provided for business purposes; it is expected that personal use of the telephone and other equipment will be kept to a minimum. Appropriate use of the internet for work related sites only is expected.

8. SECTION 3 – EMPLOYEE CONDUCT AND DISCIPLINARY ACTIONS

- 8.1. All employees must sign the Code of Conduct form (see sample attached) before starting employment with NUUC and provide a valid driver's license or some other form of official identification (e.g. Passport or Social Security Card). A copy of said identification will be kept in the employee's file. This section also applies to contract employees (i.e. teen nursery workers).
- 8.2. In cases where an employee's performance does not meet accepted or required standards, the supervisor will make every effort to give constructive feedback and provide the employee with opportunities to improve and/or change in the problem area.
- 8.3. Because it is recognized that unsatisfactory performance by an employee may be a symptom of a wider systemic problem, the supervisor will consult with the Human Resources Committee for advice in facilitating the needed changes. The supervisor will discuss perceived problems with the employee and together they will negotiate a time frame within which mutually agreed-upon changes are to be made; these discussions will be documented and included in the employee's personnel file. Continued unsatisfactory performance is grounds for termination. After consultation with the Human Resources Committee the employee's supervisor may at that point take action without further notice.

Note: While it is the intent of NUUC to follow these steps, it is understood that some employee behavior or performance may require immediate action without the time to follow these steps. In those instances, the Minister, the Human Resources Committee or the President of the Board of Trustees may immediately take action up to and including the termination of the employee.

- 8.4. To provide the best possible work environment, NUUC expects employees, as well as church members, to follow the Code of Conduct that will protect the interests and safety of all employees and the members of the congregation.
- 8.5. **UNACCEPTABLE WORK BEHAVIOR:** It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of code of conduct that may result in disciplinary action, up to and including immediate termination of employment without advance warning:
 - Theft or inappropriate removal or possession of property

- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work
- Unsatisfactory performance or conduct

As stated previously in this MANUAL employment with NUUC is at the mutual consent of NUUC and the employee, and either party may terminate the employment relationship at any time, with or without cause, and with or without advance notice.

- 8.6. **SEXUAL AND OTHER UNLAWFUL HARASSMENT:** NUUC is committed to providing a work environment free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment. Actions, words, jokes or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.
- 8.7. Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:
- Unwanted sexual advances
 - Offering employment benefits in exchange for sexual favors
 - Making or threatening reprisals after a negative response to sexual advances
 - Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
 - Verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes
 - Verbal sexual advances or propositions
 - Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes or invitations
 - Physical conduct that includes touching, assaulting, or impeding or blocking movements

- 8.8. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile or offensive work environment.
- 8.9. If you experience or witness sexual or other harassment, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Human Resources Committee or the President of the BOT any other member of the BOT. You can raise concerns and make reports without fear of reprisal or retaliation. Any supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Committee, President of the Board or any member of the BOT so it can be promptly investigated.
- 8.10. Once reported allegations of sexual harassment are promptly and discreetly investigated the HR Committee. Anyone engaging in sexual or other harassment is subject to disciplinary action, up to and including immediate termination of employment.
- 8.11. **SAFETY:** Each employee, as well as church members, is expected to obey common sense safety practices and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

- 8.12. **COMPLAINTS:** Congregants with complaints about the performance of any employee are asked to direct these complaints to the employee's supervisor or the Human Resources Committee or President of the BOT or the appropriate supervisory committee (i.e. Committee on Ministry, RE Committee).
- 8.13. **ISSUE RESOLUTION PROCEDURE:** It is the intention of NUUC that miscommunications and employee issues be addressed as quickly as possible. Accordingly, issues are first to be taken by the employee to his or her supervisor. If, in the opinion of the employee, the issue has not been satisfactorily resolved, the employee will submit a write-up of the issue to any member of the Human Resources Committee with a copy to the supervisor. The Human Resources Committee will give the supervisor an opportunity to respond in writing to the issue with a copy to the employee. Copies of all written submissions will be retained in the employee's personnel file.

After informing both the employee and the supervisor of the date of their meeting, the Human Resources Committee will meet to hear, discuss and attempt to resolve or respond to the employee’s concerns. Every attempt shall be made to have this meeting take place no more than two weeks after the committee member has received the written statement of the issue. In the case where the Minister is the supervisor, the Human Resources Committee will meet at least once without the Minister present. If the employee chooses, he or she has the right to meet with the committee at that time. The decision of the Human Resources Committee will take into account all perspectives, but once an informed decision has been made, it shall be regarded as final.

This procedure is open to any employee at any time. Any issue resolution process cannot, and will not, be held against the employee by the supervisor or by the Church leadership.

- 8.14. **TERMINATION:** Two weeks written notice is expected of employees in case of resignation. This notice should be given to the employee’s supervisor. A final paycheck will be issued on the next payday in accordance with the laws of the State of Texas. Benefits will cease on the effective date of termination or resignation.

9. SECTION 4 - WORKING CONDITIONS & COMPENSATION

- 9.1. The working hours for each non-exempt (hourly) position will be defined in the job description. Exempt (salaried) employees are expected to set their own hours in such a manner as to fulfill the needs of the NUUC and the requirements of their employment agreement.
- 9.2. Employees will be given as much flexibility as is practical in setting their working hours. In the case of administrative staff, core office hours will be established and, outside this core, administrative personnel will have discretion in determining the specific hours they work to fulfill their position requirements.
- 9.3. **COMPENSATION:** NUUC attempts to offer salaries and benefits which are comparable to those offered to other churches and non-profit organizations, and takes into account the skills, training, responsibilities, and abilities of the employee as well as the needs and financial situation of NUUC. Salaries and benefits will be reviewed annually as part of the congregational budgeting process.
- 9.4. **EMPLOYMENT FORMS:** All new employees on the NUUC payroll are required to complete the following forms:
 - Application
 - W-4
 - I-9 Immigration Form
 - Code of Conduct
 - Benefits-related forms as appropriate

All new contract employees not on the NUUC payroll are required to complete the following form:

 - Code of Conduct

10. SECTION 5 – EMPLOYEE BENEFIT PROGRAM

- 10.1. **BENEFITS:** Eligibility for benefits will be determined at the time of hiring. If an employee has a regularly scheduled workweek of 20 or more hours, but less than 30, then vacation, holidays and sick leave benefits are computed on a pro-rata basis. Benefits and the cost thereof may be changed by NUUC by its sole discretion, with or without notice, at any time.
- 10.2. **VACATION:**
- NUUC **full-time** employees only will receive paid vacations during the calendar year according to the following schedule:
 - 1st year ending December 31 – prorated based on 10 Days per year
 - Next 5 calendar years – 10 DAYS
 - After completing 5 full calendar years – 15 DAYS
 - Vacation shall be taken during the summer months whenever possible and schedules shall be negotiated in advance with the supervisor. While the employee is eligible to take vacation according to the schedule above, it should be noted that the vacation amount is actually earned **monthly** at the rate of 1/12th of the annual amount.
 - **NOTE:** NUUC encourages employees to take vacation they have accrued on a timely basis. However, if an employee cannot take all vacation due to the end of the year then the employee may carry over up to one week of vacation into the following year. Again, this should be discussed with the employee's supervisor. NUUC will not pay an employee for vacation earned but not taken.
- 10.3. **HOLIDAYS:** **Full-time** employees only will receive the following paid seven holidays during a calendar year:
- Memorial Day
 - July 4th
 - Labor Day
 - Thanksgiving Day and Day after Thanksgiving
 - Christmas Day
 - New Year's Day
 - When a holiday falls on Saturday, it will normally be observed on Friday. If the holiday falls on a Sunday, it will normally be observed on Monday.
- 10.4. **Personal Days:** **Full-time** employees are eligible to receive 15 personal days a calendar year or pro-rated at 1.25 days per month, to be used at employee's discretion (i.e. employee illness or family illness and/or doctor visits, etc.) Personal leave is limited to 15 days per year. Personal Days are not to be used in lieu of vacation days or in conjunction with vacations days. Any accrued personal days that an employee has earned would not be paid upon termination. **Full-time** employees exceeding the 15 personal days limit a year may be subject to termination.

11. SECTION 6– TIMEKEEPING/PAYROLL

- 11.1. SALARIED EMPLOYEES MUST PROVIDE WRITTEN NOTICE OF ABSENCES WITHIN TWO BUSINESS DAYS AFTER THE EMPLOYEE RETURNS.

- 11.2. Hourly employees will submit time sheets on the 15th of the month and the last day of the month, for review and approval by their supervisor. The supervisor will approve the time sheet and pass to the treasurer for payment.
- 11.3. Semi-monthly employees are paid on the 1st and 16th of the month. If the 1st or 16th of the month falls on a weekend or holiday, they will be paid on the next business day.
- 11.4. Monthly employees are paid on the 1st of the month. If the 1st of the month falls on a weekend or holiday, they will be paid on the next business day.
- 11.5. Contract employees will submit weekly time sheets to their appropriate supervisor for approval. The Treasurer will forward these approved time sheets to the appropriate agency for payment.

NORTHWOODS UNITARIAN CHURCH’S CODE OF CONDUCT

Statement of Position: Adults and older youth in leadership roles in this congregation are in a position of stewardship and play a key role in fostering the spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility. The relationship between young people and their leaders must be one of mutual respect if the positive potential of their relationships is to be realized. Respect on the leader’s part must include recognition of the absolute right of children and youth to the privacy of their bodies and minds.

Statement of Expectation of Behavior: All compensated and volunteer staff of Northwoods Unitarian Universalist Church are expected to adhere to the following behavior.

- Religious Education Workers shall not engage in behavior with children or youth that constitutes verbal, emotional, or physical abuse; this includes behavior or language that is personally threatening or demeaning.
- Religious Education Workers shall neither indulge in sexually harassing behavior nor engage in sexual, seductive, or erotic behavior with children or youth.
- Religious Education Workers shall not allow the use of tobacco, drugs or alcohol or any illegal activities among children or youth.

Statement of Action: In the case of paid or volunteer workers failing to meet the above expectation, Northwoods Unitarian Universalist Church Board of Trustees will take appropriate actions.

I have read and understand the above statements.

Signed _____

Date _____

SAMPLE COVENANT OF EMPLOYMENT - DRE

Covenant made between the Northwoods Unitarian Universalist Church, The Woodlands, Texas and _____, Director of Religious Education (DRE).

1. The Church, acting through its Board of Trustees (Board), employs _____ as DRE under the terms set forth in this agreement. _____, as DRE, accepts such employment under the stated terms.
2. The DRE carries out the tasks as outlined on the attached job description.
3. The DRE in coordination with the Religious Education Committee and the Minister is responsible to the Board of Trustees in matters of religious education policy.
4. The Church agrees to pay the DRE \$_____ annually, for a 12 month appointment, with the appropriate FICA deductions. In addition, the DRE is allocated \$_____ for professional expenses. Program and Training Expenses shall be authorized in advance by the RE Committee. Expenditures will be reimbursed to the DRE by the Treasurer based on actual receipts submitted to the Treasurer.
5. The primary DRE responsibilities will take place from August 1 through May 31. The DRE agrees to work an average of ___ hours per week, ___ weeks per year, which shall include weekday office hours, attendance on all Sunday mornings when RE is in session, and Board and Staff meetings as needed.
6. The Northwoods Unitarian Universalist Church Human Resources Manual (previously Employee Handbook) further defines employee benefits and expectations.
7. Either party may terminate this employment agreement by giving 14 days notice.
8. This contract is for a one-year period beginning July 1, 200_ and ending June 30, 200_. This contract may be renewed by agreement of both parties during the month of _____ 200_, for the coming contract year.

9. Agreed:

Director of Religious Education _____ Date _____

President, Board of Trustees _____ Date _____

Minister _____ Date _____

SAMPLE COVENANT OF EMPLOYMENT - OA

Covenant made between the Northwoods Unitarian Universalist Church, The Woodlands, Texas and _____, Office Administrator

1. The Church, acting though it's Board of Trustees (Board), employs _____ as Office Administrator under the terms set forth in this agreement. _____ as Office Administrator (OA) accepts such employment under the stated terms.

2. The Office Administrator carries out the tasks as outlined in the attached job description. The Office Administrator reports to the Minister with input from the Board and presents a summary of her time to the treasurer every two weeks.

3. The Church agrees to pay the Office Administrator \$__ per hour for a total of 12 hours per week. The actual office hours to be worked will be determined jointly between the OA and the Minister, and can be amended on as 'as needed' basis. Reasonable sick leave for short-term illness or family emergencies will be granted without pay. Long-term illness or family emergencies will be handled in the best interests of both parties.

4. Either party may terminate the employment agreement by giving __days notice.

5. Unless this option is chosen by either party, this agreement can be amended at any time with the consent of both parties.

6. Agreed

_____ Date _____

Office Administrator

_____ Date _____

President, Board of Trustees