

# UUTC Personnel Manual

*Adopted: January 1, 2019*

## **a. Introduction**

1. This Personnel Manual is not a contract and may be modified or changed by the **Board of Trustees (Board) of the Unitarian Universalists of Transylvania County (UUTC)** at any time.
2. This Manual is intended to help employees understand some of the policies and procedures of UUTC.
3. Employees should familiarize themselves with the Manual, as it will provide answers to some questions you may have about your employment. Nothing in this Manual or in any other written or unwritten policies and practices of UUTC creates an express or implied contract, promise, or representation between UUTC and any employee.
4. UUTC policies generally will be applied consistently. However, UUTC reserves the right to deviate from normal policy. Since every employment situation cannot be anticipated, this Manual provides a general overview only.
5. From time to time, changes in the Manual may become necessary. Therefore, UUTC reserves the right to amend, supplement or rescind any provisions of this Manual as necessary.
6. The Manual applies to all staff, whether full- time, part-time, exempt or nonexempt, except where otherwise stated. Ordained ministers(s) called by vote of the congregation or hired by the Board are not considered staff under these definitions but are subject to the provisions of their letter(s) of agreement with UUTC.
7. 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. This Manual can be revised only in writing as approved by the Board of Trustees of UUTC.
8. If you have any questions or comments about this Manual, or if you need more information, please ask your supervisor or the Minister of UUTC. Your comments and suggestions are genuinely encouraged.

## **b. Employment at Will**

The relationship between employer and employee is legally defined as "employment at will," which means that such employment may be terminated without penalty by either party. Employment "at-will" means that an employee or UUTC may terminate the employment relationship at any time for any reason with or without notice. UUTC may not be compelled to pay wages to persons no longer in their service, and employees may not be compelled to render their labor without their consent.

## **c. Equal Employment Opportunity**

1. UUTC affirms its commitment to equal employment opportunity for all individuals.
2. Decisions about recruiting, hiring, training, promotions, compensation, benefits,

and all similar employment decisions will be made in compliance with all federal, state and local laws and without regard to race, color, religion, sex, national origin, age, disability or any other classification protected by law. In addition, UUTC prohibits any sort of discrimination based on one's sexual orientation or gender identification. Any discrimination in the workplace based upon any protected classification is illegal and against policy. As a religious organization, UUTC reserves the right to require that employees not engage in religious practices antithetical to the Unitarian Universalist Association (the UUA) or promote such tenets while on UUTC property or while engaged in work off-premises.

3. Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to the Minister. In the case of alleged discrimination by the Minister, the staff member should talk directly with the President of the Board. 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.

#### **d. Employment and Membership**

1. Members becoming employees, or employees wishing to become members and retain their employment, must have approval by both the Minister and the Board of Trustees prior to mixing membership and employment.

#### **e. Ethical Behavior and Communication**

1. Employees of UUTC agree to conduct themselves in an ethical manner consistent with our denominational values and principles. To maintain confidentiality and channel information appropriately:
  - a. Employees may discuss with the Minister and other staff sensitive information about members when such sharing is part of effective staff performance and is in the best interest of its members. Otherwise, staff may not share sensitive information about church members without their permission.
  - b. Staff may not discuss sensitive employee issues and information with church members unless as part of an agreed upon resolution process approved by the Minister.
  - c. When a staff member is approached by a member of the congregation or staff with a criticism of the Minister or another staff member, the staff member approached is to refer that person to, in the following order, as appropriate:
    1. the staff member the concern is about;
    2. The Minister;
    3. The Board President. If the concern or criticism is about the Minister, then the member should be directed first to the Minister, and, if that fails to resolve the issue, to the Board President.

**f. Harassment**

1. Threats, threatening behavior, or acts of violence against persons by anyone on church property will not be tolerated. Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on church property may be removed and will remain off church property pending the outcome of an investigation.
2. All employees shall inform the Minister of any behavior that they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or is connected to employment.
3. Threats, threatening behavior, or acts of violence against persons by UUTC employees will not be tolerated. An employee who verbally or physically threatens another person, exhibits threatening behavior or engages in violent acts will be subject to disciplinary action and/or dismissal.
4. UUTC prohibits conduct that shows hostility or an aversion toward an individual because of their race, color, religion, sex, national origin, age, disability, sexual orientation or any other classification 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.
5. Some examples of conduct that may constitute harassment, depending on the circumstances, include but are not limited to, the following:
  - a. Epithets or slurs; threatening or intimidating acts; written or graphic material;
  - b. Written, verbal, or physical acts that purport to be jokes or pranks.
6. Any employee who believes he or she has been harassed by another employee, a supervisor, or any other person whom the employee encounters during employment should report that conduct immediately to the Minister of UUTC. If the report or complaint involves the Minister of UUTC, or if the Minister of UUTC is unavailable, the individual making or receiving the report or complaint should immediately report it to the President or Vice President of the Board. Every complaint or report of harassment will be promptly investigated. If the investigation indicates that an act of harassment has occurred, timely and appropriate action will be taken. Retaliation or reprisal against employees who report or claim harassment 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.

**g. Sexual Harassment**

1. Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by persons of any gender. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - a. submission to the conduct is made either explicitly or implicitly a term or condition of employment;
  - b. submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual;

- c. the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.
2. Examples of conduct that may constitute sexual harassment, depending on the circumstances, include but are not limited to, the following:
  - a. repeated and unwelcome suggestions regarding, or invitations to, social engagements;
  - b. 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;
  - c. unwelcome or coerced physical proximity or physical contact;
  - d. the deliberate use of offensive or demeaning terms which have a sexual connotation;
  - e. inappropriate remarks of a sexual nature.
3. Any employee who believes he or she has been sexually harassed by another employee, a supervisor, or any other person encountered during employment should report that conduct immediately to the Minister of UUTC. If the report or complaint involves the Minister of UUTC, or if the Minister of UUTC is unavailable, the individual receiving the report or complaint should immediately report it to the Board President or the Board Vice President.
4. Every complaint or report of sexual harassment 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. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken.
5. Retaliation or reprisal against employees who report or make claims of sexual harassment 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.

#### **h. Resolution of Employee Concerns**

1. Effective communication is essential for productive working relationships. Employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:
  - a. The employee should present any complaint or grievance to the Minister and together discuss the problem, applicable rules or policies, and possible resolution.
  - b. If discussion with the Minister does not resolve the matter to the employee's satisfaction, the employee and/or the Minister should submit the complaint or grievance in writing to the President of the Board of Trustees. The Board President shall gather the evidence necessary to complete an investigation. The Minister of UUTC or Board President may interview the employee and other involved individuals and may request assistance from appropriate sources or appoint an ad hoc Board committee to advise him/her. The Minister of UUTC or Board President shall then determine a resolution of the problem, which shall be the final determination of the matter on behalf of UUTC.

**i. Internet Policy**

1. UUTC provides Internet access (including e-mail) to its staff members to assist and facilitate communications and work-related research. These services are for legitimate business use only during assigned duties. All materials, information and software transmitted, downloaded or stored on UUTC's computer system (physical and virtual) are the property of UUTC and may be accessed only by authorized personnel.
2. Inappropriate Internet use includes, but is not limited to:
  - a. conducting a private business on UUTC computers;
  - b. transmitting obscene, harassing, offensive, or unprofessional messages;
  - c. accessing, 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
  - d. unauthorized transmittal any of UUTC's confidential or proprietary information; and
  - e. accessing internet sites containing pornographic images.
3. UUTC reserves the right to monitor employee use of the church e-mail system or the Internet on an UUTC computer at any time. Employees should not consider their church Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and UUTC does not guarantee the security of the internet.
4. Any software or other material downloaded into UUTC's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the material.
5. Employees may not express on-line opinions or personal views that could be misconstrued as being those of UUTC, or that could negatively impact UUTC's image.

**j. Media Inquiries**

All requests for information about UUTC from newspapers, television and radio media should be directed to the Minister of UUTC. An appropriate response to a media inquiry would be, "I'm not the best person to answer that question. May I contact the Minister and have the appropriate person get back to you?"

**k. Confidentiality**

Employees may have access to confidential information about UUTC, including but not limited to personal information about members, friends or other staff members, financial information about the church, and information about employee personnel actions. Such information must remain confidential and may not be released, removed from UUTC'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 Minister of UUTC.

**l. Conflicts of Interest**

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may realize personal gain by using information or personal contact which is not generally available except through employment with UUTC. Employees shall not engage in any business or transaction and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for UUTC. Employees who have questions about whether an activity violates this policy should discuss the matter with the Minister of UUTC.

**m. Outside Employment**

1. Employees shall not engage in any outside employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as an employee.
2. Activities that may constitute a conflict include use of UUTC's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the congregation for private gain or advantage.
3. An employee shall not engage in any outside employment or business activity which, by its nature, hours or physical demands, would impair the employee's performance of his/her duties; discredit UUTC; or tend to increase UUTC's payments for sick leave, worker's compensation benefits or long-term disability benefits. Outside employment should not result in telephone calls or email communications while on duty for the congregation.

**n. Employment of Relatives**

Members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild.

**o. Personnel Record**

1. The following information must be provided to the Church Administrator prior to beginning work and must be kept up-to-date. 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.
2. The Church Administrator should be promptly notified of any changes in:
  - a. Address, telephone number, or email address;
  - b. W-4 form;
  - c. Marital status (including legal separation);
  - d. Legal change in employee's name;
  - e. Dependents;
  - f. Beneficiaries;
  - g. Emergency contacts;
  - h. Any relevant changes in licensing or education.
  - i. For staff who drive during their work, a copy of a valid driver's license and proof of insurance.
  - j. A signed copy of the most recent Employee Manual Acknowledgement Form.

**p. Initial Review Period**

New employees and employees who are transferred to another position are required to complete an initial review period of ninety days, which may be shortened or lengthened at the Minister's discretion. Upon completion of this period, the employee will be considered a regular employee. Satisfactory completion of the initial review period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily even after the initial review period is completed.

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

**q. Performance Evaluation**

1. The Minister shall provide each staff member with a written performance evaluation based on the employee's job description each year either directly or through another staff member with supervisory responsibility.
2. The Minister or supervisor may seek input from persons with whom a staff member works.
3. The employee shall have at least 48 hours to consider the evaluation and shall be afforded the opportunity to provide a written response.
4. The Minister or supervisor shall meet with the staff member to provide feedback about their performance, compensation and tenure, to discuss any findings and recommendations, and to give an opportunity for mutual re-evaluation of the job description.
5. The evaluation and employee response shall be signed by both parties and placed in the employee's personnel file.
6. The evaluation process and discussions shall be held in confidence.

**r. Employment Classifications**

1. 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.
2. "Exempt" employees are those in administrative, management, or supervisory positions who are not subject to state or federal minimum wage and overtime laws.
3. "Non-exempt" employees are those who are subject to state or federal minimum wage and overtime laws.

**s. Hours of Work**

A normal, full-time workweek for non-exempt employees is 40 hours. Individual work schedules may change from time to time. Attendance at meetings at the request of the Minister will be considered time worked. Employees are expected to attend any staff retreats or off-site events that are part of their employment and this time will be considered as part of their working hours.

**t. Timekeeping and Overtime**

1. Non-exempt employees must submit a written and signed record, or an electronic record designated or approved by the Administrator of their time worked at the end of each month. Any scheduled hours not worked, or time worked in excess of their



regular schedule must be noted. Overtime will be paid to non-exempt employees at the rate of one and one-half times the regular rate of pay for all hours worked in excess of forty hours per week in any one pay period. At the request of the employee and the approval of the Minister or Minister's appointee, one and one-half paid hours per overtime hour may be taken as compensatory time within the pay period the time overtime occurred. Holiday, personal, and sick leave are not counted for purposes of overtime compensation. Employees shall not work overtime without written authorization in advance from the Minister.

2. Exempt employees may be required to track their hours but may not be entitled to overtime pay for hours worked in excess of 40 per week, per the current pertinent NC State and Federal employment laws and regulations.

#### **u. Pay and Payroll Deductions**

1. Pay adjustments generally will be considered for all employees once a year by the Minister during the budget cycle and any adjustments will normally begin at the start of the following fiscal year. There is no guarantee of an annual pay adjustment. Pay is usually based upon such factors as individual performance, job responsibilities, and the minimum living wage rate established by the Transylvania County Living Wage Coalition. Employees are paid on a schedule determined at the time of hire on an established pay date. Deductions made from employees' wages are reflected on the stubs of their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions as examples may include state and/or local taxes, wage garnishments, or benefit premiums. Some deductions are optional and are made only if the employee has authorized their deduction.
2. Employees are responsible for promptly notifying the Church Administrator of any changes to or errors in their deductions. Any necessary adjustments are made and reflected in the employee's next paycheck.
3. If an employee is requested to work a certain number of hours, that employee will be paid for the hours requested, provided that they are present at work on time and stay until dismissed. A signed, written authorization is required for pay beyond the hours logged as present.

#### **v. Employee Benefits**

1. The benefits outlined in this Manual represent significant additional compensation to eligible employees. This summary is not intended to and does not create an express or implied contract, promise or representation between UUTC and the employee. These benefits are subject to change at any time at the discretion of the Board of Trustees of UUTC. In the event of any discrepancy between the benefits described and the plan itself, the plan will govern. Any questions about employee benefits should be directed to the Church Administrator.
2. For the purpose of calculating benefits, an employee's length of service will be calculated based on their first day of regular employment with UUTC. This anniversary date will be the same for full or part-time employees, regardless of their eligibility for a specific benefit.
3. UUTC operates on a fiscal year that begins July 1<sup>st</sup> and ends June 30<sup>th</sup>. Fiscal years are described by the years they span, i.e. 2018-2019, 2019-2020, etc.



4. Insurance Benefits

- a. All employees are eligible to participate in the UUA employee benefits programs. UUTC shall provide contributions towards premiums based on the total hours scheduled or expected to work on an annual basis.
- b. Open Enrollment for the UUA Health Plans for all eligible staff takes place during November. Eligible staff may join the plans effective January 1<sup>st</sup>.
- c. Regular full-time employees are scheduled to work 40 hours per week and are eligible to receive 80% employer-paid premiums for the employee and 50% employer-paid premiums for their immediate family members.
- d. Employees scheduled to regularly work 15 or more hours per week are eligible to receive employer-paid benefits on a pro-rata basis according to the percentage of time scheduled to work. No employer contributions are available for family coverage.
- e. Employees who work less than 15 hours per week are not eligible for the UUA Health Plans.
- f. Employees who do not wish to enroll in the UUA's health plan must sign a waiver and will not be eligible for an alternate benefit.

5. Workers' Compensation Insurance

- a. UUTC 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 for all church employees.
- b. **All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the Minister.**
- c. Employees may be required to provide a physician's statement in order to receive worker's compensation benefits, or to return to work.

6. Unemployment Benefits

- a. In accordance with applicable North Carolina and Federal law and regulations **UUTC does not contribute to unemployment insurance (FUTA); therefore, employees are advised that they may not be eligible to collect unemployment benefits following employment with UUTC.**

7. Retirement Benefits

- a. The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan to assist employees to accumulate tax-deferred savings for retirement. Any employee scheduled to work 15 or more hours per week is eligible to participate in the retirement plan. When an employee completes one year and a minimum of 1,000 hours of annual service **UUTC will contribute an amount equal to 10% of wages to the employee's plan. All employees have the option of making voluntary contributions to the retirement plan on a pre-tax basis, however UUTC does not provide matching contributions to employee voluntary contributions.** Each employee should review the UUA's retirement plan materials carefully

and discuss any questions he or she may have with the Church Administrator or The Minister.

8. Personal Days

- a. UUTC realizes that employees benefit from having time away from work. Therefore, the regular use of personal time is strongly encouraged. All employees who work 15 or more hours/week are eligible for personal time benefits. Accrual begins at the start of regular employment with UUTC. Personal days include both sick and vacation time. The rate of paid personal day accrual is based on an employee's length of service. The accrual rate for full time employees will be:
  - (i) 10 days per year during the first three full fiscal years of employment
  - (ii) 15 days per year beginning with the fourth full fiscal year of employment
  - (iii) 20 days per year beginning with the seventh full fiscal year of employment
  - (iv) The accrual rate for part-time employees scheduled to work 15 to 40 hours/week per year is one-half the rate stated for full-time employees
  - (v) There are no paid personal days available for employees scheduled to work less than 15 hours/week/year
- b. Employees may carry over a maximum 5 personal days at the beginning of the Fiscal Year. Any unused accrued personal days in excess of this amount will be forfeited.
- c. Personal days accrue but may not be taken during the initial six months of employment.
- d. Upon voluntary termination with two weeks' prior notice, unused personal days will be paid at the then current wage to the employee.
- e. Employees may not receive compensation in lieu of unused personal except upon termination.

9. Paid Holidays

- a. UUTC observes the following **eleven paid holidays** during each calendar year for employees:
  - a. New Year's Day
  - b. Martin Luther King Day
  - c. President's Day
  - d. Memorial Day
  - e. Fourth of July
  - f. Labor Day
  - g. Veteran's Day
  - h. Election Day**
  - i. Thanksgiving Day
  - j. Day after Thanksgiving Day
  - k. Christmas Day
- b. If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed as the holiday. **If non-exempt employees are required to work on an observed holiday, they will be granted**

another day off within the current pay period. An employee whose regular work schedule does not include a particular holiday does not get a paid holiday or substitute day off.

10. Leaves of Absence

- a. *General Provisions:* The policies in this section apply to employees who work 15 hours or more per week. Leave of Absence must be requested in advance in writing and requires the approval of the Minister.
- b. *Paid or Unpaid Administrative Leave:* If an employee has been accused of a policy violation or arrested for a crime that could make him/her subject to discipline up to and including termination, the Minister in his/her supervisory role may place that employee on paid or unpaid administrative leave pending the outcome of an investigation or a court proceeding. While on leave the employee may be asked to not participate in church events, functions and worship.
- c. *Medical Leave without Pay:* Unpaid medical leave may be granted in instances where an employee's medical condition requires an absence from work for more time than the amount of available sick leave. This leave requires the approval of the Minister of UUTC. The maximum unpaid medical leave time that may be granted is three months or until a physician releases the employee to return to work, whichever is shorter
- d. *Personal Leave without Pay:* Employees who have been employed for at least one year may request unpaid personal leave. Such requests must be made in advance, in writing, and may be granted at the discretion of the Minister of UUTC.
- e. *Military Leave without Pay:* Employees who are members 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 must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence, and the expected date of return. Employees may choose to use any accumulated personal time for all or part of the period of military service. Leaves of absence in excess of any available personal time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.
- f. *Funeral or Bereavement Leave with Pay:* Employees are eligible for a leave of absence for up to five days with pay for the death of an immediate family member.
- g. *Jury Duty Leave with Pay:* Employees called for jury duty are paid their regular pay for up to twenty working days. Employees should appear for work upon being excused from jury duty at any time during regular work hours.

- h. *Parental Leave without Pay*: Full-time employees who become natural or adoptive parents may be eligible for a leave of absence of up to six weeks. Paid personal days, or unpaid leave may be used for parental leave.

**w. Vehicle Usage and Reimbursement**

Employees using their own cars for church-related business may seek reimbursement for mileage (payable at IRS established rates) by following UUTC's Accountable Reimbursement Procedure. Reimbursement requests must include beginning and end mileage and times, make, model, and license plate number of the vehicle, and the supervisor's dated signature. Trips must be authorized by the employee's supervisor. Employees must have and file copies of a current and valid driver's license and proof of insurance. All tickets for parking and traffic violations are the responsibility of the employee.

**x. Other Employment Policies**

1. Attendance and Punctuality: Due to the nature of the work of UUTC, most staff members will have varied work weeks that may include Saturdays and Sundays. Specific hours of work are described for each employee in their job description. Attendance and punctuality are very important; if a staff member is unable to work their regular schedule, the supervisor or Minister should be notified as soon as possible.
2. Disciplinary Process: Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions and/or termination of employment. These examples are intended only as a guide and are not all-inclusive.
  - a. Failure to perform work in a manner acceptable to Employer.
  - b. Absenteeism or tardiness.
  - c. Leaving work without permission.
  - d. Failure to report hours or absences as required.
  - e. Sexual harassment or harassment as described in this Manual.
  - f. 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. For safety reasons, the Minister must be notified in writing of the use of, or being under the influence of, a mind-altering prescribed substance during working hours.
  - g. Unauthorized possession of weapons. Any authorization for an employee to have a weapon on church property must be in writing and signed by the Minister.
  - h. Disclosure of confidential information.
  - i. Removing sensitive data or confidential records from secure locations without permission.
  - j. Failure to report on-the-job injuries.
  - k. Arrest and conviction for criminal offenses that are job related, affect the employee's ability to perform their job, and/or damage the reputation of UUTC.
  - l. Theft or dishonesty.
  - m. Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).

- n. Taking UUTC property without permission or reckless, careless or unauthorized use of UUTC property, equipment or materials.
- o. Failure to perform assigned tasks as required.
- 2. Separation from Employment: Employees who resign are requested to give two weeks' written notice in order for the congregation to find a suitable replacement.
- 3. Safety and Accidents:
  - a. Employees are expected to abide by accepted safety standards at all times.
  - b. Employees are expected to know the location of fire extinguishers and first aid kits.
  - c. Any unsafe condition, equipment, or practice observed by an employee should be reported immediately to the Church Administrator and the employee should fill out a request for repairs form.
  - d. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Minister. Accident Report forms are available from the Church Administrator.
- 4. Inspection Rights: The storage of any unauthorized weapon, alcohol, illegal drugs or drug-related paraphernalia, is prohibited on church premises. The Minister reserves the right to open and inspect any desk, file cabinet, storage closet, or storage area at any time and without prior notice or consent. Employees may not use personal locks on church owned desks, cabinets, closets or storage areas.
- 5. Employment Authorization: Federal law requires that prospective employees must complete an I-9 form (proof of eligibility) to work in the United States in the position for which they are applying. When applicable, employees must usually provide an original document or documents to the Church Administrator to establish identity and employment eligibility from the date employment begins.
- 6. Background Investigation: Some staff positions may require successful completion of a background check that may include driving records for continued employment.

**y. Employee Acknowledgement**

After reading the entire Manual, the employee shall sign and date the following acknowledgment form and give it to the Church Administrator, who shall file it with that employee's personnel records. The employee has the right to request a copy of this Manual, which may be provided in printed or electronic form at the discretion of the Church Administrator.

## Personnel Manual Acknowledgment Form

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Personnel Manual of the Unitarian Universalists of Transylvania County adopted January 1, 2019. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of UUTC.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either UUTC 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 Manual 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 specifically understand that UUTC, as a religious organization incorporated in the State of North Carolina, is not required under Federal or State law or regulation to participate in the Federal Unemployment Tax Act (FUTA) and that wages earned at UUTC will not be used to determine unemployment benefits or the availability thereof. I understand that this written policy is subject to change and any change(s) will be reviewed with me, and that I will then sign a new Employee Manual Acknowledgement Form.

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 UUTC reserves discretion to add, change or rescind any policy, practice or rule at any time with or without notice.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the Personnel Manual adopted January 1, 2019.

Date \_\_\_\_\_

Employee Name (Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

I \_\_\_\_ do \_\_\_\_ do not (initial choice) request a copy of this Manual.

Employee Signature \_\_\_\_\_