

# **Personnel Policy Manual**

For

Unitarian Universalist Society of Bangor (UUSB)

**Date Approved:** February, 2006

By Council

(Reviewed and Updated December, 2008; May, 2013, May, 2014 & June 2016)

## **MISSION STATEMENT**

The Unitarian Universalist Society of Bangor is a historically liberal religious community celebrating diversity, and supporting spiritual growth and development of social responsibility in each child and adult

Modified from "A Personnel Policy Manual for Religious Organizations" by UUA Committee on Compensation, Benefits and Pension and by the Council on Church Staff Finances (07/30/02)

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## **I. EMPLOYMENT POLICIES AND PRACTICES**

### **A. STATEMENT OF PURPOSE**

We have prepared this Personnel Manual to help you to understand some of the policies and procedures of the Unitarian Universalist Society of Bangor (UUSB). 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 UUSB creates an express or implied contract, promise or representation between UUSB and any employee.

UUSB policies generally are applied consistently. However, the UUSB reserves the right to deviate from normal policy in certain situations. Since every employment situation cannot be anticipated this Manual provides a general overview only.

From time to time changes in the Manual may become necessary. Therefore, the UUSB reserves the right to amend, supplement, or rescind any provisions of this Manual as necessary.

The Manual applies to all staff, whether, full-time, part-time, exempt or nonexempt, except when otherwise stated. This Manual does not apply to ordained minister(s) called by vote of the Congregation.

Employment “at-will” means that the employee or the UUSB may terminate the employment relationship at any time for any reason, with or without notice.

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 you have any questions or comments about this Manual, or if you need more information, please ask your supervisor or the Church Administrator, who will contact the appropriate individual(s). Your comments and suggestions are genuinely encouraged.

Welcome,  
The UUSB Council

## **B. EQUAL EMPLOYMENT OPPORTUNITY**

UUSB affirms its commitment to equal employment opportunity for all individuals. 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, sexual orientation, national origin, age, disability, or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated should report their concerns immediately to their supervisor or to the Council Chair. 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. SEXUAL HARASSMENT**

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 gender. 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;
- Submission to or rejection of the conduct is used as a factor in employment decisions affecting an 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
- Inappropriate remarks of a sexual nature.

Any employee who believes he or she has been sexually harassed by another employee, a Supervisor, or any other person encountered in the course of employment should report

that conduct immediately to his or her supervisor. If the complaint involves the supervisor, the employee should immediately report it to the Chair of the UUSB Council.

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.

Retaliation or reprisal against employees who report sexual harassment claims is prohibited and is not 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.

#### **D. HARASSMENT**

The UUSB prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, national origin, age, disability, 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.

Some examples of conduct that 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 he or she has been harassed by another employee, a supervisor, an agent of UUSB, or any other person who the employee encounters in the course of employment should report that conduct immediately to his or her supervisor. If the report or complaint involves the supervisor, the employee should immediately report it to Chair of the UUSB Council.

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 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.

## **E. RESOLUTION OF EMPLOYEE COMPLAINTS**

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

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

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Chair of the Council who shall gather the evidence necessary to complete an investigation. The Chair of the UUSB Council may interview the employee, involve the Executive Committee, or appoint an *ad hoc* committee to advise him/her. The Chair of the Council shall then recommend a resolution of the problem to the supervisor and employee.

If the Chair of the UUSB Council's recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the Council. The resolution recommended by the UUSB Council will be binding to the supervisor and employee.

## **F. INTERNET POLICY**

UUSB may provide Internet access (including email) to its staff members to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information, and software created, transmitted, downloaded, or stored on the UUSB's computer system are the property of the UUSB and may be accessed only by authorized personnel.

Inappropriate Internet use includes, but is not limited to:

- Transmitting obscene, harassing, offensive, or unprofessional messages; or
- Accessing, displaying, downloading, or distributing any offensive or inappropriate messages, including those containing racial slurs, sexual connotations, or offensive comments about race, color, religion, sex, national origin, age, disability, or any other classification protected by law; or
- Transmitting any of the UUSB's confidential or proprietary information, including member/friend data or other materials covered by the UUSB's confidentiality policy.

UUSB reserves the right to monitor employee use of the email system or the Internet at any time. Employees should not consider their Internet usage or email communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Any software or other material downloaded onto any computers owned by UUSB may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the material. Prior written authorization from the Council is required before introducing any software into UUSB's computer system.

Only authorized staff members may communicate on the Internet on behalf of the UUSB. Employees may not express opinions or personal views that could be misconstrued as being those of UUSB. Employees may not state their church affiliation on the Internet unless required as part of their assigned duties. Any violation of this policy may result in disciplinary action.

#### **G. MEDIA INQUIRIES**

All requests for information about the UUSB from newspapers, television, and radio media should be directed to the Church Administrator, who will direct the inquiry to the UUSB Minister. If the Minister is not available, the Council Chair will be called. The UUSB Minister will be the sole individual having the authority to speak for the UUSB. An appropriate employee 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?"

#### **H. CONFIDENTIALITY**

Employees may have access to confidential information about the UUSB, 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 UUSB'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 Council Chair.

#### **I. CONFLICTS OF INTEREST**

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to the UUSB, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with the UUSB.



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 the UUSB. Employees who have questions about whether an activity violates this policy should discuss the matter with his or her supervisor.

#### **J. 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 UUSB. Activities that may constitute a conflict include use of the UUSB's time, facilities, equipment, or supplies, or the use of the title, prestige, or influence of the UUSB 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 UUSB duties; reflect discredit on the UUSB; or tend to increase UUSB's payments for sick leave, worker's compensation benefits, or long-term disability benefits, if available. Collateral employment should not result in outside telephone calls while on duty for the UUSB.

#### **K. EMPLOYMENT OF RELATIVES AND MEMBERS**

Other members of an employee's family may be considered for employment; however, relatives may not supervise one another. Employees will not be involved in the hiring process related to their family members. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild.

As a general policy, employment with the UUSB is not open to members of the UUSB except in rare and unusual circumstances.

#### **L. PERSONNEL RECORD**

It is very important that employees keep up-to-date all the information provided to the UUSB at the time of hire. This information is essential for many purposes, including benefits administration, mailing information to the employee's home, and contacting friends or family in case of emergency. The Church Administrator should be promptly notified of any changes in:

- Address and telephone number;
- Marital status (including legal separation);
- Legal change in employee's name;
- Change in number of dependents;
- Changes of beneficiaries;
- Persons to notify in case of emergency; and
- Any relevant changes in licensing or education.

## **M. EMPLOYEE DUTIES**

Employee duties are outlined in their job description. Employees are encouraged to peruse the state and federal employment related posters located in the downstairs kitchen.

## **N. INITIAL REVIEW PERIOD**

New employees and employees who are transferred to another position are required to complete a probationary period of 90 days, which may be shortened or lengthened at UUSB's discretion. Upon completion of this period, the employee will be considered a regular employee. Satisfactory completion of the probationary period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily after the probationary period.

## **O. PERFORMANCE EVALUATION**

In general, employees will receive a written performance evaluation at the end of the initial review period, and then at least annually by the end of the church Fiscal Year. More frequent evaluations may take place when there is a significant change in job duties, or at the discretion of the employee's supervisor.

The evaluations will be maintained in the employee's permanent personnel file. Employees are entitled to copies of their evaluations. Factors considered in assessing performance include, but are not limited to, quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the congregation; and personal conduct, and will address each of the areas listed in the job description.

As part of the evaluation process, employees and supervisors will identify goals and objectives for the next evaluation period so the employee's work may be evaluated on the basis of clear criteria he or she has helped to develop.

The minister is responsible for staff supervision unless otherwise stipulated in the employment agreement or job description.

## **II. WAGE AND HOUR ADMINISTRATION**

### **A. EMPLOYMENT CLASSIFICATION**

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.

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

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 regulations are referred to as “exempt” employees.

## **B. HOURS OF WORK**

Individual work schedules may change from time to time. Attendance at meetings at the request of the employee’s supervisor will be considered time worked. Employees are expected to attend any staff retreats or off-site events that are part of their employment.

## **C. TIMEKEEPING AND OVERTIME**

Non-exempt employees must submit a signed record of their time worked at the end of each pay period to their supervisor. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Where required by applicable law, 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 in any one work week. Holiday, vacation, and sick leave are not counted for purposes of overtime compensation. Employees may not work overtime without authorization in advance.

## **C. PAY AND PAYROLL DEDUCTIONS**

Pay adjustments generally will be considered for all employees once a year and any adjustments will normally begin at the start of the fiscal year. There is no guarantee of an annual pay increase. Pay adjustments are usually based upon such factors as individual performance, job responsibilities, and other appropriate factors.

Federal law requires deductions from pay for income tax, Social Security, and Medicare. Other deductions may include state and/or local taxes or 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 usually are made and reflected in the employee’s next paycheck.

Employees have 26 pay periods per year.

### **III. EMPLOYEE BENEFITS**

Outlined below is a brief summary of employee benefits currently available through the UUSB. This summary is not intended to and does not create an express or implied contract, promise, or representation between UUSB and the employee. These benefits are subject to change at any time at the discretion of UUSB. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern. Any questions about employee benefits should be directed to the Personnel Committee and Council.

#### **A. GROUP INSURANCE PROGRAMS**

1. **Health Insurance Benefits**

If an employee is offered health insurance based on the number of hours worked (a minimum of 750 hours per year based on the current UUA policy, the coverage will begin on the first day of the month coincident with or following the date of hire.

The employer contribution will be 80% for full time employees or pro-rated based on hours worked of the least expensive policy offered by the UUA (currently the High Deductible Plan). Full time employees assume 2080 hours (including vacation) work each year. The Employer will not contribute to the cost of dependent coverage.

2. **Group Dental, Term Life, and Long-Term Disability Insurance**

Employees who work at least 20 hours per week are offered the option of purchasing group dental insurance, term life insurance, and long-term disability insurance through the group plan sponsored by the UUA (The Unitarian Universalist Association). Further information concerning these policies is available from the Church Administrator.

3. **Worker's Compensation Insurance**

UUSB carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's immediate supervisor or the Church Administrator. Employees may be required to provide a physician's statement in order to receive workers' compensation benefits, or to return to work.

**B. Retirement Benefits**

The UUA maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, UUSB contributes 10% of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis.

Before an employee can become a participant, there are certain eligibility requirements that must be met. These requirements and other provisions are provided to all participants. Each employee should review the provided material carefully and discuss any questions he or she may have with the Church Administrator or with the appropriate staff members at the UUA.

As of 1 January 2005, "employees of UU congregations who are 18 years of age or older are eligible to participate after one year of employment in which they work 1,000 hours or more."

**C. UNEMPLOYMENT COMPENSATION**

The UUSB does not provide unemployment compensation.

**D. VACATION**

First & Second Years of Employment: Two (2) Weeks Vacation  
Third, Fourth & Fifth Years of Employment: Three (3) Weeks Vacation  
Six Year Plus: Four (4) Weeks Vacation

Not more than two (2) weeks vacation can be taken consecutively, and vacation may be carried over to the next fiscal year, up to four weeks.

Hours are proportional to the percentage of hours worked.

No vacation will be allowed until employee has worked six (6) months.

## **E. HOLIDAYS**

UUSB recognizes the following seven paid holidays:

New Year's Day  
Martin Luther King Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

If the employee works on a regularly scheduled holiday, employee will receive compensatory day off arranged with their supervisor. (*Prorated for hours worked on a part-time basis.*)

Employees working at least 750 hours are eligible for holiday pay.

## **F. LEAVES OF ABSENCE**

### **1. General provisions**

The policies in this section describe various types of paid and unpaid leaves of absence provided by the UUSB. Leaves must be requested in advance in writing and require the approval of the employee's immediate supervisor. The exact nature of the leave and its anticipated length must be included in the written request. Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify his or her supervisor.

### **2. Sick leave with pay**

Employees will accrue two (2) hours of sick leave per pay period based on a forty (40) hour work week. (*Prorated for hours worked on a part-time basis.*)

Sick leave is to be used only in the event the employee is unable to work due to the employee's own illness, injury, or other medical condition. Sick leave may be used as part of medical leave, or sick childcare leave, and as otherwise required by applicable law. Sick leave may be used for routine dental or medical appointments.

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

Employees will not be compensated for unused sick leave upon resignation.

Employees working at least 750 hours are eligible for sick leave pay.

### **3. Medical leave without pay**

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

### **4. Personal leave without pay**

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

Due to a stance of an ethical obligation on the part of the UUSB, based on the Family Medical Leave Act (FMLA) and Dependent Care Statutes, an employee who has exhausted their vacation leave and sick leave may take up to six additional weeks of Leave Without Pay, approved in advance by their supervisor. (*Prorated for hours worked on a part-time basis.*)

### **5. 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 vacation time for all or part of the period of military service. Leaves of absence in excess of any available vacation 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.

## **6. Jury duty leave with pay**

Employees called for jury duty are paid their regular pay for up to 20 working days. Employees should appear for work upon being excused from jury duty on any day.

Employees working at least 750 hours are eligible for paid for time spent on jury duty.

## **G. VEHICLE USAGE AND REIMBURSEMENT**

Employees using their own cars for church-related business may be paid mileage at the current rate per mile as established by the Internal Revenue Service less 15¢ per mile. Mileage will be reimbursed monthly upon voucher submission request by the employee with approval by the supervisor. The employee's supervisor must authorize trips. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips.

All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by UUSB.

## **IV. OTHER UUSB POLICIES**

### **A. ATTENDANCE AND PUNCTUALITY**

Each employee is expected to be prompt and regular in his or her attendance at work. Personal appointments should be scheduled before or after work hours, if possible. The supervisor must approve all scheduled absences in advance. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence and the expected time of return to work. Employees must call in each day they are absent, unless otherwise authorized by their supervisor.

Unscheduled absences (such as returning late from lunch or leaving work before the end of the workday) must be approved by the employee's supervisor. If the employee expects to be absent the following day, he or she should inform the supervisor of that fact at the same time.

### **B. WORK AND DISCIPLINARY GUIDELINES**

Certain guidelines must be observed by all employees to protect the integrity of the UUSB. 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 UUSB;
- Absenteeism or tardiness;
- Leaving work without permission;
- Failure to report absences as required;
- Sexual harassment or harassment described in this Manual;
- 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 UUSB premises (including meals and other breaks);
- Possession of weapons on the UUSB campus or at off-campus events;
- Disclosure of confidential information;
- Smoking in unauthorized areas;
- 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 his or her 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 UUSB property without paying for it or without written permission;
- Reckless, careless, or unauthorized use of UUSB property, equipment, or materials;
- Improper or profane language;
- Violation of any other UUSB policy.

### **C. SEPARATION FROM EMPLOYMENT**

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

Any employee who is absent for three consecutive days without notifying his or her 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.

#### **D. 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 the supervisor or Church Administrator. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the supervisor or Church Administrator. In the event of a fire or other emergency, the fire department and/or police should be called immediately, and all staff and members of the congregation should leave the premises.

#### **E. PERSONAL PROPERTY**

The UUSB cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on church property. Employees should report any lost items to the supervisor or Church Administrator so that the item(s) can be returned if found. If an employee finds an item(s), it should be immediately turned in to the Church Administrator.

#### **F. WORKPLACE THREATS AND VIOLENCE**

Threats, threatening behavior, or acts of violence against persons by anyone on UUSB property is not tolerated. Acts of violence or possession of a lethal weapon will result in immediate termination. Legal authorities will be notified.

Anyone who verbally or physically threatens another, or exhibits threatening behavior on UUSB property may be removed and will remain off UUSB property pending the outcome of an investigation. If the UUSB determines that a violation of this policy has occurred, the UUSB may take appropriate disciplinary action that may include, but is not limited to, suspension and/or termination of employment, and/or legal action as appropriate.

All employees shall inform their supervisor or the Church Administrator of any behavior that they have witnessed or experienced, which they regard as threatening or violent, when that behavior occurs on the UUSB campus or at off-campus events.

#### **G. PROFESSIONAL BEHAVIOR**

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

## **H. INSPECTION RIGHTS**

UUSB, like other organizations, is sometimes the victim of thieves. The UUSB has on its premises storage facilities such as desks, file cabinets, closets, and storage areas for the use of employees. The UUSB makes no assurances that they will always be secure.

The storage of any unauthorized alcohol, illegal drugs, or drug-related paraphernalia is prohibited on UUSB premises. Therefore, the UUSB 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 any UUSB-owned desks, cabinets, closets, or storage areas.

## **I. 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. When applicable, employees must usually provide an original document or documents to the employee's supervisor that establishes identity and employment eligibility from the date employment begins.

Employment is contingent on a background check.

**PERSONNEL MANUAL ACKNOWLEDGMENT FORM**

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Personnel Policy Manual of Unitarian Universalist Society of Bangor (UUSB). I understand that it is my responsibility to read the Manual and to comply with the policies, practices, and rules of the UUSB.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the UUSB 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 UUSB 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 understand the above statements.

\_\_\_\_\_  
Date

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

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