

Personnel Policy Manual

For

The Champlain Valley Unitarian Universalist Society

Date Adopted: March 3, 2014

PURPOSE STATEMENT

As members and friends of the Champlain Valley Unitarian Universalist Society, committed to the Unitarian Universalist Principles, we strive to be an inclusive and welcoming community that sustains a liberal religious tradition. We aspire to be visible and active on behalf of social justice and environmental responsibility. We nurture and empower each other at all ages on our spiritual journeys, and we reach out to the larger communities of which we are a part.

TABLE OF CONTENTS

I.	EMPLOYMENT POLICIES AND PRACTICES	1
A.	STATEMENT OF PURPOSE	1
B.	EQUAL EMPLOYMENT OPPORTUNITY	1
C.	SEXUAL HARASSMENT.....	2
D.	ANTI-HARASSMENT POLICY	3
E.	RESOLUTION OF EMPLOYEE CONCERNS.....	4
F.	INTERNET POLICY	4
G.	MEDIA INQUIRIES	5
H.	CONFIDENTIALITY.....	5
I.	CONFLICTS OF INTEREST.....	5
J.	OUTSIDE EMPLOYMENT	5
K.	EMPLOYMENT OF RELATIVES AND MEMBERS.....	6
L.	PERSONNEL RECORD	6
M.	INITIAL REVIEW PERIOD.....	6
N.	PERFORMANCE EVALUATION.....	6
II.	WAGE AND HOUR ADMINISTRATION.....	7
A.	EMPLOYMENT CLASSIFICATIONS.....	7
B.	HOURS OF WORK.....	7
C.	BREAKPERIODS.....	7
D.	TIMEKEEPING AND OVERTIME.....	7
E.	PAY AND PAYROLL DEDUCTIONS.....	8
III.	EMPLOYEE BENEFITS.....	8
A.	GROUP INSURANCE PROGRAMS	8
B.	RETIREMENT BENEFITS	9
C.	VACATION.....	9
D.	HOLIDAYS	10
E.	LEAVES OF ABSENCE.....	10
F.	VEHICLE USAGE AND REIMBURSEMENT	12
IV.	OTHER EMPLOYER POLICIES	12
A.	ATTENDANCE AND PUNCTUALITY	12

- B. WORK AND DISCIPLINARY GUIDELINES 13
- C. SEPARATION FROM EMPLOYMENT..... 13
- D. SAFETY AND ACCIDENTS 14
- E. PERSONAL PROPERTY 14
- F. WORKPLACE THREATS AND VIOLENCE 14
- G. PROFESSIONAL BEHAVIOR..... 14
- H. INSPECTION RIGHTS..... 14
- I. EMPLOYMENT AUTHORIZATION..... 15

V. APPENDICES

- A. CVUUS COMMUNICATIONS COVENANT
- B. REVIEW PROCEDURES

- PERSONNEL MANUAL ACKNOWLEDGMENT FORM..... 1

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 Champlain Valley Unitarian Universalist Society (referred to herein as "Employer"). Employees should familiarize themselves with the Manual, as it will provide answers to some questions you may have about your employment. These policies are designed to guide the employer and employees while dealing with various situations that may arise. Nothing in this Manual or in any other written or unwritten policies and practices of Employer creates an express or implied contract, promise or representation between Employer and any Employee.

The Employer's policies generally will be applied consistently. However, the Employer 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.

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. This Manual does not apply to ordained ministers called by vote of the congregation. The relationship between Employer and Employee is legally defined as "employment at will" which means that an employee or the Employer 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. From time to time, changes in the Manual may become necessary. Therefore, the Employer reserves the right to amend, supplement or rescind any provisions of this Manual as necessary.

If you have any questions or comments about this Manual, or if you need more information, please ask your supervisor or the Lead Minister. Your comments and suggestions are genuinely encouraged.

B. EQUAL EMPLOYMENT OPPORTUNITY

Employer 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, national origin, age, disability, sexual orientation or any other classification protected by law.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to the Lead Minister or President. 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 genders. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes 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 the display of offensive or demeaning pictures or objects 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 or the Lead Minister. If the report or complaint involves the Lead Minister, or if the Lead Minister is unavailable, the individual receiving the report or complaint should immediately report it to the President of the Board of Trustees.

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 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.

If dissatisfied with actions taken by the employer the employee may file a complaint with either of the following agencies:

The Vermont Attorney General's Office

The Equal Employment Opportunity Commission

D. ANTI-HARASSMENT POLICY

The Employer prohibits conduct that shows hostility or an aversion toward an individual because of his or her 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.

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

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

Any employee who believes he or she has been harassed by another employee, a supervisor, an agent of Employer, or any other person whom the Employee encounters in the course of employment should report that conduct immediately to his or her supervisor or the Lead Minister. If the report or complaint involves the Lead Minister, or if the Lead Minister is unavailable, the individual receiving the report or complaint should immediately report it to the President of the Board of Trustees.

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.

E. RESOLUTION OF EMPLOYEE CONCERNS

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 concern 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 President, who shall gather the evidence necessary to complete an investigation. The President may interview the Employee, involve the Personnel Committee, or appoint an ad hoc committee to advise him/her. The President shall then recommend a resolution of the problem to the supervisor and the Employee.

If the president's recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the Board of Trustees. The resolution recommended by the Board will be binding upon the congregation and employee.

All employees should become familiar with the CVUUS Communications Covenant.

F. INTERNET POLICY

Employer provides Internet access (including e-mail) to some of 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 Employer's computer system are the property of the Employer 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 sexual orientation or any other classification protected by law; or
- transmitting any of the Employer's confidential or proprietary information, including member/friend data or other materials covered by the Employer's confidentiality policy.

Employer reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail 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 into Employer's computers 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 Lead Minister is required before introducing any software into Employer's computer system.

Only authorized staff members may communicate on the Internet on behalf of Employer. Employees may not express opinions or personal views that could reasonably be misconstrued as being those of Employer. Employees may not use their CVUUS employment affiliation on the Internet for personal gain. Any violation of this policy may result in disciplinary action.

G. MEDIA INQUIRIES

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

H. CONFIDENTIALITY

Employees may have access to confidential information about the Employer, 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 Employer'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 Lead Minister or President.

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 Employer, 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 Employer.

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 Employer. Employees who have questions about whether an activity violates this policy should discuss the matter with the Lead Minister.

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

An employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the employee's performance of Employer duties; reflect discredit on the Employer; or tend to increase Employer's payments for sick leave, worker's compensation benefits or long term disability benefits. Employee shall not accept an outside job that requires him or her to routinely make or receive telephone calls related to that job while on duty for CVUUS.

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. "Relative" means a spouse, domestic partner, parent, step parent, sibling, child, foster parent, foster child, grandparent, ~~or~~ grandchild, aunt, uncle, or any persons involved in a guardianship relationship.

L. PERSONNEL RECORD

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

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

M. INITIAL REVIEW PERIOD

New employees and employees who are transferred to another position may be required to complete an initial review period of ninety days, but which may be shortened or lengthened at the Employer'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 Employer.

N. PERFORMANCE EVALUATION

In general, employees will receive a written performance evaluation once each year that will be maintained in the Employee's permanent personnel file, which is kept at CVUUS by the Church Administrator. 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.

Employees are requested to identify goals and objectives in advance so that their work may be evaluated on the basis of clear criteria they have helped to develop. An employee may be requested to submit a written self-evaluation. Specific review procedures are included as an appendix to this document.

II. WAGE AND HOUR ADMINISTRATION

A. EMPLOYMENT CLASSIFICATIONS

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

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 and their eligibility for any benefit specified in this policy or their individual contract of employment will be pro-rated according to the percentage of time worked.

The Employer will strive to follow the benefits practices recommended by the Unitarian Universalist Association where those exceed benefits required by local, state, and federal laws. This aspiration is subject to review and modification at any time by the Employer.

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

B. HOURS OF WORK

A normal, full-time workweek consists of 40 working hours. Some employees will be scheduled for work on Sunday mornings. 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 and will be paid for any staff retreats or off-site events which are part of their employment. If unable to attend such an event, the employee must discuss the situation in advance with his or her supervisor. Time spent commuting to and from CVUUS is not considered time at work. Travel time to and from off-site events is considered time at work, to be calculated by the lesser of actual time spent traveling or the time required to reach that event from CVUUS.

C. BREAK PERIODS

Employees are expected to schedule reasonable times for meal and rest breaks with their supervisors.

D. TIMEKEEPING AND OVERTIME

Non-exempt employees must be prepared to submit a written and signed record of their time worked at the end of each day. 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 is not counted for purposes of overtime compensation. Employees should not work overtime without authorization in advance.

E. PAY AND PAYROLL DEDUCTIONS

Wage or salary adjustments are considered for all employees once a year during the budgeting process and any adjustments will begin at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay is usually based upon such factors as individual performance, job responsibilities and other appropriate factors. Additional wage or salary adjustments based on hiring agreements, change in position, or responsibilities will be approved

by the Lead Minister, subject to all relevant policy restrictions established by the Board of Trustees.

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 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 Lead Minister of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

III. EMPLOYEE BENEFITS

The benefits outlined in this Manual represent additional compensation to eligible employees. Outlined below is a summary of employee benefits currently available through Employer. This summary is not intended to and does not create an express or implied contract, promise or representation between Employer and the employee. These benefits are subject to change at any time at the discretion of Employer. 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 Lead Minister.

A. GROUP INSURANCE PROGRAMS

1. Health Insurance Benefits

Employees who work 20 hours or more per week may enroll in the group health insurance plan offered by the Unitarian Universalist Association. CVUUS will pay a share of the premiums for each employee who enrolls, on a pro rata basis for part-time employees. An employee who does not enroll in the UUA plan will receive an equivalent cash supplement if and only if he or she can provide written documentation of comparable health care coverage through another plan.

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

Employees who work half-time 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. Further information concerning these policies is available from the Lead Minister.

3. Workers' Compensation Insurance

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

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

B. RETIREMENT BENEFITS

The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, the Employer contributes a percentage 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 this material carefully and discuss any questions he or she may have with the Lead Minister or with the appropriate staff members at the UUA.

C. VACATION

The Employer grants paid vacation to regular full-time employees at their regular rate of pay based on their length of service with the Employer. Part-time employees who work 20 hours per week or more are entitled to a prorated amount of vacation time. Vacation eligibility, unless otherwise specified in Employee's individual contract, is as follows:

<u>Length of Service</u>	<u>Amount of Vacation</u>
0-1 years	2 weeks
More than 1 year but less than 4 years	3 weeks
More than 4 years	4 weeks

Increases in vacation accrual rate will be made on the first day of the month following the anniversary date of the year in which an employee completes his or her second or fourth year of employment.

Vacation time must be requested in advance and can only be taken with the approval of the employee's supervisor. In the event of conflicting vacations requests, vacation generally will

be granted in accordance with length of service and consistent with workload requirements. Summertime vacations generally are encouraged.

CVUUS wants employees to take vacations annually. Therefore, vacation time will not accrue to subsequent years if not used up unless Employee secures an approved deferral in writing from the Lead Minister.

Employees who resign with at least two weeks' notice may receive payment for the accrued vacation days that have not been used, up to a maximum of one year's accrual.

D. HOLIDAYS

The following paid holidays are observed each year:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

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 employees are required to work on an observed holiday, they generally will be granted another day off.

E. LEAVES OF ABSENCE

1. General provisions

The policies in this section describe various types of paid and unpaid leaves of absence provided by the Employer. 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

All full-time employees accrue one day of paid sick leave for every month worked, up to a maximum of twelve days per calendar year. One year's worth (12 days) of sick time may be carried forward into the following year. Part-time employees who work twenty hours or more per week accrue sick leave on a pro rata basis.

Sick leave is to be used in the event that the employee is unable to work due to 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.

Employees 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 Employer reserves the right to request employees who are repeatedly absent for illness or injury be examined by a physician chosen by the Employer, and at the expense of the Employer.

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 Lead Minister. 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. Employer also reserves the right to request a second opinion from a physician chosen by the Employer 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 Lead Minister.

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. Funeral or bereavement leave with pay

Full-time employees may be eligible for a leave of absence for up to three days with pay for the death of a family member, household member, or close friend. The number of paid days off will be determined by the Lead Minister based on the circumstances.

7. 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 on any day.

8. Parental leave

Employees who become natural or adoptive parents are eligible for a paid leave of absence of up to six weeks. The leave must begin within six weeks of the birth or adoption. Biological mothers may also be eligible for sick leave or medical leave without pay following the birth of a child. Such a leave may, in the discretion of the Lead Minister, be extended by up to six weeks of unpaid parental leave.

F. 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 Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and approval by the Lead Minister. Trips must be authorized by the employee's supervisor. 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 Employer.

IV. OTHER EMPLOYER POLICIES

A. ATTENDANCE AND PUNCTUALITY

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

Unscheduled absences (such as returning late from lunch or leaving work before the end of the workday) that deviate from usual and accepted practice 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.

Any employee who fails to report to work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.

B. WORK AND DISCIPLINARY GUIDELINES

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

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

- Failure to perform work in a manner acceptable to Employer.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment described in this Manual.
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on Employer premises (including meal and other breaks).
- Unauthorized possession of weapons.
- 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 work record.
- 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 Employer property without paying for it or without written permission.
- Reckless, careless or unauthorized use of Employer property, equipment or materials.
- Improper or profane language.
- Violation of any other Employer policy.

C. SEPARATION FROM EMPLOYMENT

Employees who resign are requested to give at least two weeks' written notice in order for the congregation 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. Employees should know the whereabouts of fire extinguishers and the first aid kit. Employees who have first aid certification should notify the Lead Minister of that fact.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor or Lead Minister. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Lead Minister. 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 Employer 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 Lead Minister so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to the Lead Minister.

F. WORKPLACE THREATS AND VIOLENCE

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. If the Employer determines that a violation of this policy has occurred, the Employer 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 the Lead Minister or their supervisor 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.

G. PROFESSIONAL BEHAVIOR

Employees representing CVUUS should maintain a professional attitude and appearance. Name badges should be worn when employees are on duty on Sunday. Personal mail and non-essential telephone calls at work are discouraged.

H. INSPECTION RIGHTS

The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia, pornographic or sexually explicit material, items of questionable ownership, or other unwarranted personal property is prohibited on church premises. Therefore, the Employer 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.

I. EMPLOYMENT AUTHORIZATION

Federal law requires that prospective employees must show proof of eligibility to work in the United States. Employees must provide original documents, to the employee's supervisor, as outlined on Federal Employment Form I-9 that establish identity and employment eligibility from the date employment begins.

PERSONNEL MANUAL ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Personnel Policy Manual of _____. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of the Employer.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the Employer 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 Employer 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 Policy Manual, dated March 3, 2014.

Date

Employee Name (Print)

Employee Signature