

**PERSONNEL HANDBOOK  
FOR THE FIRST UNITARIAN UNIVERSALIST  
CHURCH  
OF SAN ANTONIO**

December 15, 2014

## **TABLE OF CONTENTS**

### **I INTRODUCTION**

- A. STATEMENT OF PURPOSE
- B. THE MISSION OF THE CHURCH
- C. EQUAL EMPLOYMENT OPPORTUNITY

### **II STARTING TO WORK AT FIRST UU**

- A. EMPLOYMENT ELIGIBILITY
- B. EMPLOYMENT CLASSIFICATION
- C. HOURS OF WORK
- D. TIMEKEEPING AND OVERTIME
- E. PAY AND PAYROLL DEDUCTIONS
- F. PROFESSIONAL BEHAVIOR
- G. INITIAL REVIEW PERIOD
- H. PERFORMANCE APPRAISALS
- I. PERSONNEL RECORD
- J. EMPLOYMENT OF MEMBERS AND RELATIVES

### **III EMPLOYMENT GUIDELINES**

- A. ATTENDANCE AND PUNCTUALITY
- B. BEHAVIORAL AND DISCIPLINARY GUIDELINES
- C. SEXUAL OR OTHER FORMS OF HARASSMENT
- D. SAFETY AND ACCIDENTS
- E. EMPLOYEE GRIEVANCE PROCEDURES
- F. CONFIDENTIALITY
- G. CONFLICTS OF INTEREST
- H. OUTSIDE EMPLOYMENT
- I. INTERNET AND SOCIAL MEDIA

## **TABLE OF CONTENTS**

(continued)

J. MEDIA INQUIRIES

IV EMPLOYEE BENEFITS

A. GROUP INSURANCE PROGRAMS

B. RETIREMENT PLAN

C. VACATION

D. HOLIDAYS

E. LEAVES OF ABSENCE

V MISCELLANEOUS POLICIES

A. USE OF EMPLOYEE'S VEHICLE FOR BUSINESS PURPOSES

B. ACCOUNTABLE REIMBURSEMENT POLICY

C. PERSONAL PROPERTY

D. INSPECTION RIGHTS

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PERSONNEL MANUAL ACKNOWLEDGMENT FORM

## **I. INTRODUCTION**

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

We have prepared this personnel manual to help you to understand some of the policies and procedures of the First Unitarian Universalist Church of San Antonio (referred to herein as "church" or "First UU"). 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 the church creates an express or implied contract, promise or representation between the church and any employee.

The church's policies generally will be applied consistently. However, the church reserves the right to deviate from standard policy as necessary and appropriate. 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 church 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, permanent or temporary, except where otherwise stated. This manual does not apply to ordained ministers(s) called by vote of the congregation or hired by the Board or the Senior Minister.

Note that your employment is legally defined as "employment at will." This means you are not under contract to First UU. This means employment can be terminated without penalty by either party at any time for any reason, with or without notice. The church is therefore not compelled to pay wages to persons no longer working for the church and employees are not compelled to work without their consent.

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 Minister, who is the head of staff. Your comments and suggestions are genuinely encouraged.

### **B. THE MISSION OF THE CHURCH**

The Mission of the First Unitarian Universalist Church of San Antonio is to

- Invite all into caring community
- Inspire spiritual growth
- Involve everyone in working for a peaceful, just and free world

## Our Dream for Our Congregation in the World:

- We are a vibrant, liberal religious community that lovingly values each individual.
- Our members, friends and visitors experience connection with the gathered congregation, the transcendent in their lives and a strengthened human spirit.
- We are a community who puts our faith into action; a people with a passion for social and economic justice.
- We walk together on our spiritual journeys, encouraging freedom of belief informed by reason and valuing our differences.
- We engage people of all ages in transformative learning and growth through our educational ministries, worship and programs.
- We are a loving community that provides support and care through both the best and the most difficult times.
- Our community has a spirit of abundance that allows our gathered resources to support our evolving mission.

### **C. EQUAL EMPLOYMENT OPPORTUNITY**

First UU Church is an Equal Opportunity Employer. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions are made in compliance with all federal, state and local laws and without regard to race, color, 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 Minister. 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

## **II STARTING TO WORK AT FIRST UU**

### **A. EMPLOYMENT ELIGIBILITY**

All employment, including that of ministers, is subject to general reference checks and the successful completion of a criminal background check.

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

## **B. 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 benefits will be pro-rated according to the percentage of time worked.

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. The criteria for these classifications are specified by federal law.

## **C. HOURS OF WORK**

A normal, full-time work week consists of 40 working hours. Specific hours for a particular position will be determined by the supervisor and authorized by the Senior Minister. Office and other employees may be scheduled to work on Sundays on a routine or exceptional basis.

## **D. TIMEKEEPING AND OVERTIME**

Non-exempt employees must submit a written and signed record of their time worked at the end of every pay period. 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. Employees may not work overtime without advance authorization from their supervisor. Holiday, vacation and sick leave are not counted for purposes of overtime compensation.

Employees are expected to attend staff retreats or off-site events to which attendance is part of their employment. Such events will be considered part of the normal work week; however if attendance is discretionary, hours will not be counted as time worked.

## **E. PAY AND PAYROLL DEDUCTIONS**

Wage rate adjustments may be considered for all employees at the time of annual budgeting. Any adjustments will normally begin at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Employees are generally paid every two weeks. Direct deposit to the employee’s bank account is available and may be arranged.

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

## **F. PROFESSIONAL BEHAVIOR**

Employees should maintain a professional attitude and appearance that is appropriate to their position and the church -congregation. Name badges should be worn when employees are on duty on Sunday. Personal mail and non-essential telephone calls at work are discouraged.

## **G. 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 in the church'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 the church.

## **H. PERFORMANCE APPRAISAL**

Employees will receive a performance appraisal at least once each year. 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. The format of the review will be determined by the supervisor but generally will involve active participation by the employee.

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.

## **I. PERSONNEL RECORD**

It is very important that employees keep up-to-date all information provided to the church 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 administrator should be promptly notified of any changes in:

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

Employees may inspect their personnel file and may copy, but not remove, documents in the file. Such an inspection must be requested of the Senior Minister, and will be scheduled for a mutually convenient time. Employees who believe that any file material is incomplete, inaccurate, or irrelevant, may submit a written request to the Senior Minister that the file be revised accordingly. If the request is not granted, the employee may place a written statement of disagreement in the file and/or pursue the matter using the Employee Grievance Procedure documented in this manual.

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

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

As a general policy, employment with the church is not open to members of the congregation except in exceptional circumstances. This paragraph does not apply to employees whose date of hire pre-dates the enactment of this policy.

## **III EMPLOYMENT GUIDELINES**

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

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

Unscheduled absences (such as returning late from lunch or leaving work before the end of the workday) must be approved by the employee's supervisor. If the employee expects to be absent the following day, 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. BEHAVIORAL 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 up to and including termination. These examples are intended only as a guide and are not all-inclusive.

- Failure to perform work in a manner acceptable to the church.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment as 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 the church premises (including meal and other breaks).
- Possession of weapons without written authorization from the Board.
- Disclosure of confidential information except as protected by law.
- Smoking anywhere on church property.
- Failure to report on the job injuries.
- Failure accurately to complete or permitting another person to complete the employee's time card.
- Arrest and conviction for criminal offenses.
- Theft or dishonesty.
- Falsifying records or information.
- Misuse or unauthorized manipulation of any computer or electronic equipment.
- Discourteous treatment of others.
- Insubordination □ Improper or profane language
- Reckless, careless, or unauthorized use of church property, equipment, or materials.
- Taking church property without paying for it or without written permission.
- Violation of any other church policy about which the employee was or ought to have been aware.

### **C. SEXUAL OR OTHER FORMS OF HARASSMENT**

The work environment at First UU must be free from sexual and other forms of harassment. This policy applies to sexual harassment by members of the same gender as well as opposite genders.

Sexual harassment includes 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 interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

The church also prohibits harassment or conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, 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;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Any employee who believes that he or she may be the subject of sexual or other harassment, or who becomes aware of incidents of harassments, should contact the Senior Minister immediately. If the report or complaint involves the Senior Minister, or if the Senior Minister is unavailable, the individual receiving the report or complaint should immediately report it to the president of the congregation.

A reasonable belief that an employee has engaged in sexual or other harassment will result in disciplinary action, up to and including termination. Retaliation against an employee for reporting, in good faith, any incident of sexual or other harassment, or for cooperating in an investigation, will result in discipline up to and including termination.

#### **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. Each employee should be familiar with the location of all fire extinguishers and first aid kits.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor or Senior Minister. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Senior 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. EMPLOYEE GRIEVANCE PROCEDURES**

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 their 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 Senior Minister who shall gather the evidence necessary to complete an investigation and offer a resolution. If the complaint involves the Senior Minister, the complaint or grievance may be made to the president of the church. In either case, the Minister or the President may interview the employee, involve lay leaders, or appoint an ad hoc advisory committee to assist. The resolution recommended by the Minister or the President following this process shall be binding upon the employee.

## **F. CONFIDENTIALITY**

In the course of working at First UU, an employee may have access to sensitive information that an employee knows, or reasonably may be expected to know:

- Has not been made available to the general public; and/or
- Is designated as confidential, private or proprietary; and/or
- Is routinely treated by the church as confidential.
- 

This may include information related to First UU, church members or friends, or another person or another institution. An employee must rigorously preserve the confidentiality of such information, and may not release, remove from church premises, copy, transmit, or in any other way use this information for any purpose beyond the scope of employment.

An employee's duty to maintain the confidentiality of non-public information continues after his or her employment ends. An employee must leave all church documents, files, computer media, reports and records containing non-public information, and all copies of such information, with the church when his or her employment ends.

Nothing in this policy is intended to interfere with an employee's legal rights, including rights to engage in concerted activity protected by the National Labor Relations Act.

## **G. 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 church, 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 church.

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

## **H. 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 church'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 his or her duties; reflect discredit on the

church; or tend to increase the church's payments for sick leave, worker's compensation benefits or long term disability benefits. Except in emergency circumstances, collateral employment should not result in outside telephone calls or email exchanges during the employee's hours of work for the congregation.

## **I. INTERNET AND SOCIAL MEDIA**

The church provides Internet access (including e-mail) 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 church's computer system are the property of the church 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.
- transmitting any of the church's confidential or proprietary information, including member/friend data, or other materials covered by the church's confidentiality policy.

The church 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 the church'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 Senior Minister is required before introducing any software into the church's computer system.

Only authorized staff members may communicate on the Internet on behalf of the church. Employees may not express opinions or personal views that could be misconstrued as being those of the church. Any violation of this policy may result in disciplinary action.

## **J. MEDIA INQUIRIES**

All requests for information about the church from newspapers, television and radio media should be directed to the Senior Minister. 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?"

## **IV EMPLOYEE BENEFITS**

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

Benefit eligibility is set by the Board of Trustees or their designee or as required by law. The scope of insurance coverage and its associated premium costs, as well as other benefits for employees, are determined by the Senior Minister.

During any unpaid leaves of absence, as defined in these policies, otherwise eligible employees do not earn or accrue paid vacation or sick days, nor do they receive holiday pay.

To be eligible for certain benefits, an employee must be a regular, full time employee, as defined by the policy on Categories of Employees, above.

## **A. GROUP INSURANCE PROGRAMS**

### **1. Health Insurance Benefits**

Employees whose positions encompass 1,020 hours or more per year may enroll in the group health insurance plan authorized by the congregation unless they have health insurance through a family member or collateral employment. Paid health insurance is offered to regular, full time employees and, on a pro rata basis, to part time employees whose positions encompass 1,020 hours or more per year – details of costs and coverage will be provided to eligible employees. Employees may not elect remuneration in lieu of a health insurance plan. Further information concerning the plan may be obtained from the Senior Minister or Church Administrator.

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

Employees whose positions encompass 1,020 hours or more per year 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. For regular, full time employees, disability insurance is paid by the church. Further information concerning these policies is available from the Senior Minister or Church Administrator.

### **3. Workers' Compensation Insurance**

The church 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, must be reported immediately to the employee's immediate supervisor or the Senior 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 PLAN**

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 church contributes a percentage of eligible employees' wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis. Under certain circumstances, employees who are not eligible may choose to make voluntary contributions on their own behalf (provision effective 2014).

Before an employee can become a participant, there are certain eligibility requirements that must be met. These requirements and other provisions are outlined in a summary plan description that is distributed to all participants. Each employee should review the summary plan description carefully and discuss any questions they may have with the Senior Minister or with the appropriate staff members at the UUA.

## **C. VACATION**

The church grants paid vacation to regular full-time employees at their regular rate of pay based on their length of service with the church. Part-time employees who work at least 1,020 hours per year will be granted a prorated amount of vacation time. Vacation eligibility is as follows:

| <u>Length of Service</u> | <u>Vacation accrued monthly</u> | <u>Annual Accrual</u> |
|--------------------------|---------------------------------|-----------------------|
| Less than 36 months      | 6.7 hours                       | 10 days               |
| 36 – 60 months           | 10 hours                        | 15 days               |
| 61+ months               | 13.3 hours                      | 20 days               |

New employees begin accruing vacation immediately, but vacation will be granted only after one full year of employment. 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 first year of employment

Two weeks of accrued vacation may be carried forward into the first six months of the following calendar year but will expire at the end of that period. Exceptions to this policy will be granted only in extraordinary circumstances and must be approved in writing by the Senior Minister.

Vacation time must be requested in advance and may 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 are encouraged. Vacation pay will not be granted in lieu of taking actual time off.

Unused vacation is forfeited when an employee separates from employment. However, employees who are laid off for economic reasons, or who resign with at least two weeks' advance written notice, will receive the balance of any accrued vacation leave at the time of the work separation. Paid or unpaid leave time may not be counted toward such a notice period.

## **D. HOLIDAYS**

First UU designates and observes certain days each calendar year as paid holidays. If the holiday falls on a Saturday it will be observed on the preceding Friday. If it falls on a Sunday it will be observed on the following Monday. Since the employer is a church, employees may be required to work some holidays.

All employees required to work during a designated holiday will be given an opportunity take paid time off on another day during the same pay period. When a holiday falls on a day that is not a scheduled work day, full time employees will be granted eight (8) hours' holiday during the same pay period. Part time employees will be granted a pro-rated number of hours (e.g. half time employees receive 4 hours' paid holiday). Holiday pay will not be granted in lieu of taking actual time off.

Regular full time employees and part time employees whose positions encompass 1,020 hours or more per year will have ten paid holidays off:

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Day.

In addition, all eligible employees are granted one floating holiday per calendar year, to be scheduled with their supervisor. This floating holiday may not be carried forward to a subsequent calendar year.

## **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 church. Leaves must be requested in advance in writing and require the approval of the employee's immediate supervisor which in some cases will be the Senior Minister. 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. Medical leave with pay**

All regular full-time employees accrue one day of paid medical leave for every month worked, up to a maximum of twelve days per calendar year. Up to twelve (12) days' medical leave may

be carried forward into the following year. Part-time employees whose positions encompass 1,020 hours or more per year accrue medical leave on a pro rata basis.

Medical leave is to be used when the employee is unable to work due to the employee's own illness, injury or other medical condition, or that of an immediate family member. Medical leave may also be used for dental, medical, or other appointments that cannot be reasonably scheduled outside working hours. Medical leave is not equivalent to vacation time. Upon an employee's separation from the church, whether through resignation or termination, all medical leave is forfeit; the employee shall not receive compensation for any part of the accumulated medical leave.

Employees must notify their supervisor before their starting time if they are 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 church reserves the right to request employees who are repeatedly absent for illness or injury be examined by a physician chosen by the church, and at the expense of the church.

### **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 medical leave. This leave requires the recommendation of the employee's supervisor and approval of the Senior 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. The church also reserves the right to request a second opinion from a physician chosen by and paid for by the church on any medical leave of absence. No retirement, vacation or other benefits accrue during unpaid medical leave.

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

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

### **5. Military leave without pay**

The purpose of this policy is to grant leaves of absence to all employees who are called to serve for active duty or any training in the uniformed services of the United States, and to ensure that those employees are afforded the re-employment rights granted by all applicable laws.

Requests for military leave of absence must be made in writing and must 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 with pay**

Full-time employees may be eligible for a leave of absence for up to three days with pay for the death of an immediate family member. Permission for unpaid bereavement leave for deceased persons other than close family members may be granted at the discretion of the Senior Minister. The number of paid days off will be determined by the Senior Minister based on the circumstances.

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

Employees called for jury duty are paid their regular pay for up to twelve working days. Employees should appear for work upon being excused from jury duty on any day. Employees must notify their supervisor on receipt of a call to jury duty or a subpoena to bear witness, and also provide appropriate documentation from the court.

#### **8. Parental Leave without Pay**

Full time employees who have been employed for at least a year, and who become natural or adoptive parents, are eligible for a leave of absence of up to six weeks. The leave must begin within six weeks of the birth or adoption.

### **V MISCELLANEOUS POLICIES**

#### **A. USE OF EMPLOYEE'S VEHICLE FOR BUSINESS PURPOSES**

Employees using their own cars for church-related business may be paid mileage at the rate per mile currently established by Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and approval by the Senior Minister. Trips must be pre-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. Such expenditures will not be reimbursed by the church.

#### **B. ACCOUNTABLE REIMBURSEMENT POLICY**

Ministers and staff shall be reimbursed for any ordinary and necessary business and professional expenses if the following conditions are satisfied:

- The expense clearly supports the work of the congregation.
- The amount of the claimed expenses is reasonable.
- Receipts are provided showing the amount, date and business purpose.
- Funds are available in the individual's professional expense allowance or in an alternate, appropriate budget line.
- In the case of expenses to be charged to budget lines other than a professional expense allowance, the request must be approved by a committee chair or other person responsible for the budget line to which the expense is being charged. Reimbursement requests must be submitted to the Administrator for processing at least monthly.

Qualifying expenses include but are not limited to automobile expenses at the IRS standard allowance; conference, meeting and travel expenses; professional development; books, newspapers, periodicals, audio-visual materials and other resources; professional association dues usual and customary for the position; clerical gowns, robes and religious garments; entertainment, meals and gifts within IRS limits; cell phone, long distance calling and internet expenses incurred in the service of First UU Church of San Antonio; equipment necessary for the performance of the minister or staff member's duties. For questions regarding eligibility of expenses, employee should consult the Minister prior to incurring the expense.

Excess reimbursements: Any congregational reimbursement that exceeds the amount of business or professional expenses properly accounted for under this plan must be returned to the church within 120 days of after the associated expenses are paid or incurred by the minister/staff, and shall not be retained by the minister/staff.

Tax reporting: First UU Church shall not include the amount of business or professional expenses on the minister/staff member's W-2 form, and the minister/staff member should not report the amount of any such reimbursements as income on Form 1040.

Separate Check: Reimbursements shall be paid by separate check drawn from appropriately budgeted funds and not by increasing paychecks by the amount of the business expense.

Unused budget: Monies budgeted for professional expenses that have not been expended by the end of the fiscal year may not be carried forward to subsequent years. Such monies shall not be distributed to the minister/staff or reallocated as compensation in any way.

Retention of Records: All receipts and other documentary evidence shall be retained by First UU Church for seven years or as otherwise directed as part of a financial review or audit.

### **C. PERSONAL PROPERTY**

The church 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 Senior 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 Senior Minister.

### **D. INSPECTION RIGHTS**

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

The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on church premises. Therefore, the church 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.

**PERSONNEL MANUAL ACKNOWLEDGMENT FORM**

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Personnel Policy Manual of FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO. I understand that it is my responsibility read the manual and to comply with the policies, practices and rules of the church.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the church 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 church 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 \_\_\_\_\_.

\_\_\_\_\_ Date

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

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