

INTRODUCTION

The purpose of this handbook is to give the staff of First Universalist Church of Yarmouth (“First Universalist” or “the Church”) information about the Church’s employee policies and benefits. An effort will be made to give advance notice of any changes in the Church’s policies or benefits, but the Church reserves the right to change policies and benefits without notice. This handbook is not a contract of employment. Please direct any questions you may have about any of the policies, expectations or benefits to the Minister.

No employee handbook can anticipate every circumstance or question about policy. First Universalist reserves the right to revise the contents of this handbook at any time as it deems necessary, with or without notice. The benefits, policies and procedures outlined in this handbook are subject to change at any time, at the sole discretion of First Universalist.

First Universalist hopes that its employees will enjoy a long and successful relationship with it. However, the needs of individuals change over time, and the needs of the Church may change over time as well. All employment at the Church is of indefinite duration and at-will, which means that it can be terminated at any time for any or no reason either by the employee or the Church. The only exception to this at-will policy is for employees who have a written and authorized contract of employment for a definite term.

EMPLOYMENT

Equal Employment Opportunity

First Universalist provides equal employment and advancement opportunities to all individuals and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, citizenship, ancestry, age, disability, sexual orientation, veteran or marital status, genetic information, or any other characteristic protected by law. In addition, First Universalist will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship for the Church. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Supervision and Management

The Minister manages the staff and serves as staff supervisor. The Minister is responsible for personnel-related decisions. When appropriate or as otherwise required by these policies or the Church's by-laws, the Minister may consult with the Personnel Committee.

Non-Disclosure and Confidentiality

The internal affairs of First Universalist—including but not limited to personnel actions and issues, pastoral care, Church and member finances, and other matters relating to members of the Church—are strictly confidential and must not be discussed with anyone outside of the Minister and authorized representatives of the Board of Trustees. This responsibility to keep confidential matters confidential is not intended to impede normal staff communications and relationships, but is intended to alert employees to their obligation to use discretion to safeguard internal affairs.

Employment Categories

FULL-TIME employees are those who are not in a temporary or part-time status and who are regularly scheduled to work 35 hours or more per week. Generally, these employees are eligible for First Universalist's employee benefits, as described below. Full-time, non-exempt employees are not authorized to work overtime, in excess of 40 hours in a work week, unless expressly authorized by the Minister to do so.

PART-TIME employees are those who are not assigned to a temporary or full-time status and who are regularly scheduled to work fewer than 35 hours per week. Part-time employees, while they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), are not eligible for employee benefits, except to the extent set forth below.

TEMPORARY employees are those who are hired as interns, interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment in this category is of a limited duration. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are not eligible for other employee benefits.

EXEMPT employees are those who are exempt from the overtime requirements of state and/or federal law. NON-EXEMPT employees are those who are entitled to overtime for working in excess of 40 hours in a work week, as required by state and/or federal law.

INDEPENDENT CONTRACTORS are not employees, but are individuals who may be retained by the Church to provide certain consulting services such as bookkeeping. Independent contractors are not entitled to employee benefits.

Initial Appraisal Period

New employees have a 90 day initial appraisal, or probationary, period to determine whether or not the working relationship is beneficial to First Universalist and the employee. Both the employee and the Church will have the opportunity to evaluate the relationship during this time to determine whether the relationship should continue on an at-will basis.

Performance Evaluations

Employees are encouraged to discuss job performance and goals on an informal basis with the Minister. These discussions about job performance will allow both staff and the Minister to provide timely two-way feedback regarding the employee's employment and performance.

Additional formal performance evaluations may be conducted on an annual basis by the Minister to provide staff the opportunity to review and discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

When performance is below what is expected, the Minister may bring it to a staff member's attention immediately, rather than wait for a scheduled review. Also, staff members should raise with the Minister any difficulties they are having so the issue may be addressed quickly.

Job Descriptions

Job descriptions are unique to each position within the church and to each individual employee. The Church's policy is to maintain and regularly update job descriptions for all positions. Each employee should have a copy of his/her job description, and current job descriptions are kept on file in the church office as well as with the Minister.

Background Checks

Our Music Director, Church Administrator, and Director of Religious Education are subject to yearly background checks in keeping with our Safe Congregation Policy (found online at <http://www.uuyarmouth.org/SafeCongregationPolicy3.htm>).

BENEFITS

Holidays

First Universalist observes the following paid holidays for full-time employees:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Fourth of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

If an observed holiday falls on a Saturday or Sunday, the preceding Friday or following Monday, respectively, will be observed as the holiday. If employees are required to work on an observed holiday, they generally will be granted another day off.

Vacation

Regular full-time and part-time employees earn paid vacation time at their regular hourly or weekly rate of pay up to a maximum of four weeks per calendar year determined by length of service according to the table below. Employees must make vacation arrangements with the Minister in advance to assure that their job responsibilities are completed during their vacation leave. Vacation days are expected to be used in the calendar year they are earned. However, as of December 31, up to six days may be carried over to next year. Any unused, accrued vacation time in excess of six days in any year may not be carried over or paid out for any purpose. Upon termination of employment, employees will be entitled to unused accrued vacation time for that year. For purposes of determining unused accrued paid vacation time for payment upon termination of employment, paid vacation time is considered to accrue evenly throughout the course of the calendar year and is calculated as accrued up to the date of termination of employment. Vacation pay for part-time employees will be pro-rated based on their normal weekly scheduled hours of work. For part-time employees, the following table uses a 20 hour work week as an example:

Years of service	Earned Annual Vacation (40 hr work week)	Earned Annual Vacation (20 hr work week—example)
Up to 3 years:	96 hours (12 days)	48 hours (12 4-hour days)
3 to 5 years:	120 hours (15 days)	60 hours (15 4-hour days)
5 years and over:	160 hours (20 days)	80 hours (20 4-hour days)

Sick Leave with Pay

Full-time employees accrue one day of paid sick leave for every month worked, up to a maximum of twelve days per calendar year. Up to one year's worth (12 days) of unused paid sick time may be carried forward into the following year, up to a maximum of 20 total days. Part-time employees who work at least twenty hours per week accrue sick leave on a pro rata basis. Sick leave is to be used in the event the employee is unable to work due to the employee's or an immediate family member's illness, injury, or other medical condition. Sick leave should be used for routine dental or medical appointments.

Employees must notify the Minister 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. First Universalist reserves the right to request employees who are repeatedly absent for illness or injury be examined by a physician chosen by First Universalist at its expense.

Funeral or Bereavement Leave

Full-time employees may be eligible for a paid leave of absence for up to five days with additional unpaid leave at the Minister's discretion for the death of an immediate family member.

Jury Duty Leave with Pay

Employees called for jury duty are paid their regular pay for up to 20 working days. If an employee is excused from jury duty on any day, he or she should appear for work.

Benefit Programs

Different employees have different personal circumstances and need different benefit programs. It is the benefit philosophy of the Church to define a “total compensation package” from which an eligible employee may voluntarily allocate funds among salary and any benefit programs for which the employee may be eligible.

The Church does not provide employer-paid health insurance, life insurance, or disability insurance benefits. However, regular employees who work at least 20 hours per week are eligible to participate in any of these benefit plan options (subject to any limitations imposed by the plan sponsors) through payroll deduction for the payment of benefit premiums.

Pension Plan. Regular employees who work at least 20 hours per week, who are at least twenty-one years of age, and who have completed at least one year of service are eligible to participate in the UUA-sponsored pension plan. The church contributes 10 percent of taxable earnings to the plan. Employees may make voluntary additional contributions to the pension plan up to the legal maximum.

Medical Leave Without Pay. Unpaid medical leave may be granted in instances where an employee’s medical condition requires an absence from work for more time than the amount of available sick leave. This leave requires the approval of the Minister and the President of the Board of Trustees after review and recommendation by the Personnel Committee. Sufficient evidence of such a medical condition is required for a medical leave. 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, or unless otherwise required by law. The Church also reserves the right to request a second opinion from a physician chosen by the Church on any medical leave of absence. Employees requesting unpaid medical leave will be required to exhaust their available paid vacation and sick leave time before commencing the unpaid portion of their leave of absence, and the paid leave period will run concurrently with the medical leave of absence period.

Personal Leave without Pay. Employees who have been employed full-time for at least one year and who have exhausted their paid vacation leave time may be given unpaid personal leave of up to five days per year, which must be approved in advance by the Minister.

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. 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. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.

Parental Leave Without Pay. Full-time employees who become natural or adoptive parents may be eligible for a leave of absence of up to six weeks. 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 per the medical leave policy set forth above. In such a case, the medical leave would run concurrently with unpaid parental leave so that the maximum amount of leave under this policy would be six weeks. In addition, employees requesting parental leave without pay will be required to exhaust their available paid vacation time (and sick leave in the case of a medical leave of absence) before commencing the unpaid portion of their parental leave of absence.

WORK CONDITIONS AND HOURS

Work Hours

The normal work schedule varies for each employee according to their employment hours and position with the Church, and each position has regular weekly hours assigned to it. The schedule that each employee is required to work and be present at the Church varies from position to position and typically is determined in consultation with the Minister. Each employee must review and set his/her schedule and hours with the Minister at the beginning of each church year. Variations in the schedule, just as with vacation and personal days, must be agreed upon with the Minister. Once each schedule is set, the Minister will work with the employee to ensure that it is communicated clearly and consistently to the congregation.

Payroll

Employees are paid two times each month. Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to do so.

First Universalist endeavors to avoid errors in your pay. Any employee who believes that wages have been calculated incorrectly, or who believes that improper or excessive deductions have been made from wages, should report the matter to the Minister or Treasurer. The Church will promptly investigate the matter and, if warranted, will promptly reimburse the employee for any improper deductions.

Telephone, Computer and Email Usage

The telephone system, computers, computer files, the email system, access to the internet, and software furnished to staff are the property of First Universalist and intended for Church business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. Please be aware that computer and email usage may be monitored.

Incidental and occasional personal use of email is permitted, but please note that these messages will be treated the same as other messages. You should not use email to transmit any messages you would not want to be read by a third party. For example, you should not use email for gossip, including personal information about yourself or others, for forwarding messages under circumstances likely to embarrass the sender, or for emotional responses to business correspondence or work situations.

First Universalist prohibits the use of computers, the internet, and the email system in ways that are disruptive, offensive to others, or harmful to morale. Email may not be used to solicit others for commercial ventures, outside organizations, or other non-Church related matters.

Internet access is provided by First Universalist to assist employees in obtaining work-related data and technology. These guidelines have been established to help ensure responsible and productive internet usage. While internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits. All Internet data that is composed, transmitted, or received via First Universalist's computer communications systems is considered to be part of the official records of the Church. Consequently, employees should always ensure that the information contained in internet or email messages and other transmissions is accurate, appropriate, and ethical.

Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Blogging and Social Networking

This policy governs the use of so-called social networking websites, including but not limited to Facebook, MySpace, Twitter, LinkedIn, YouTube, Digg (collectively "social networking sites"), as well as weblogs ("blogs") and other postings, by the church's employees. The absence of, or lack of explicit reference to a specific site does not limit the application of this policy. When no policy or guideline exists, or if you have any questions regarding this policy, consult with the Minister. Employees engaging in online social networking and blogging activities are subject to all of the church's policies, procedures and prohibitions, including but not limited to the Church's policies on: (i) protecting the confidentiality of Church and employee information, and the confidentiality of issues relating to church members and participants; (ii) safeguarding Church property, including, but not limited to, the Church's computer systems; (iii) the prohibition against unlawful discrimination and harassment; and (iv) the use of the Church's internet, e-mail and electronic systems and media.

First Universalist recognizes that social networking sites and blogs are popular and may be used for both social and business purposes. However, First Universalist has an

interest in protecting its image, goodwill, and reputation in the community. For this reason, First Universalist expects you to conduct yourself in a professional manner and exercise good judgment and comply with all of its applicable policies when using a social networking site and/or blog. Limited personal use of the internet is permitted so long as any such usage is on the user's own time and does not interfere in any way with the person's job responsibilities. Any such usage, including any postings, must be engaged in with care and not cause any adverse publicity or embarrassment to the Church.

Employees should not make any communications or express any views in any manner that would suggest that their views or opinions are the views or opinions of First Universalist, unless expressly authorized to do so.

Smoking

In keeping with the Church's goal of providing a safe and healthful work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees and visitors.

Emergency Closings

The Minister will determine emergency closings for both the office, staff reporting to work, and Sunday worship. In the event of an emergency closing, information will be posted on the church website, outgoing voicemail, and Channel 8. If you are unsure as to whether or not a closing has occurred please contact the Minister via cellphone. If the Minister is on vacation, the President shall determine all closings and they will be announced on Channel 8.

Sexual and Other Unlawful Harassment

It is the strict policy of First Universalist to maintain a work environment free from all forms of unlawful or unwarranted harassment and intimidation. The organization prohibits all forms of unlawful discrimination and harassment, including sexual harassment and harassment on the basis of race, religion, color, national origin, age, veteran or marital status, physical or mental disability, sexual orientation, ancestry, citizenship, alienage, genetic information, or any other legally protected characteristic.

Sexual harassment in the workplace is unlawful. The Church absolutely prohibits sexual harassment of any employee by a supervisor, co-worker, Church member,

visitor, guest, vendor, or other party, and prohibits retaliation against any employee for making a complaint or cooperating in any investigation of the complaint.

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. Sexual harassment can be defined as the attempt to control, influence, or affect the career, salary, or job of an individual in exchange for sexual favors or the creation of an intimidating, hostile, or offensive working environment based on unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

The definition of sexual harassment under the Regulations of the Maine Human Rights Commission is: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when, (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Some examples of sexual harassment are: (1) repeated unwelcome sexual flirtations, advances or propositions; (2) continued or repeated verbal abuse of a sexual nature; (3) graphic or degrading comments about an individual or his or her appearance; (4) the display of sexually suggestive objects or pictures; and (5) any offensive physical contact. In addition, no one should suggest, imply or threaten that an applicant or employee's "cooperation" or refusal to cooperate in matters of a sexual nature will have any effect on the individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Unlawful harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, religion, color, national origin, age, veteran or marital status, physical or mental disability, sexual orientation, ancestry, citizenship, alienage, genetic information, or any other legally protected characteristic that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

It is an employee's responsibility to speak with the Minister, the President of the Board of Trustees, or any member of the Personnel Committee at once if you believe you are being subjected to sexual or other forms of unlawful discrimination or harassment. The complaint will be investigated and appropriate remedial action will be taken if warranted. Information concerning any complaint will be used on a need-to-know basis only.

Any retaliation against an individual who has raised concerns or filed a complaint of harassment or discrimination or who has cooperated in an investigation of a complaint of harassment or discrimination is unlawful, strictly prohibited, and will not be tolerated.

Employees have the legal right to file a complaint of unlawful harassment with the Maine Human Rights Commission and are protected by law from retaliation for exercising this right:

Maine Human Rights Commission
State House Station 51
Augusta, ME 04333
(207) 624-6050

Personal Appearance

For attendance on Sundays during worship service, and for District and National meetings and gatherings, the dress code is “business casual.” Please see the Minister if you have any questions.

Discipline

The purpose of this policy is to state First Universalist’s position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The Church will at all times endeavor to ensure fair treatment of all employees and to engage in disciplinary actions that are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with First Universalist is based on mutual consent and both the employee and the Church have the right to terminate employment at will, with or without cause or advance notice, First Universalist may use appropriate discipline at its discretion, including a verbal warning, written warning, suspension with or without pay, or termination of employment. First Universalist recognizes that there are certain types of employee problems that are serious enough to justify immediate termination of employment.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of the most common circumstances under which employment is terminated:

Resignation - *voluntary* employment termination initiated by an employee. First Universalist requests that employees who intend to resign give at least a two-week written notice to the Minister to avoid disruption in services. In the case of a resignation, First Universalist reserves the right to accept the employee's resignation on a date that is earlier than the two week notice period.

Discharge - *involuntary* employment termination initiated by the organization.

Since employment with First Universalist is based on mutual consent, both the employee and First Universalist have the right to terminate employment at will, with or without cause, at any time.

Employees will receive their final pay in accordance with state and federal laws. All employees should return all Church property by their last day of employment.

Problem Resolution/Open Door Policy

First Universalist is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from the Minister and the Church's governing bodies. If you have any complaints or problems, no matter how large or small, please bring them to the attention of the Minister, the President of the Board of Trustees, or the Personnel Committee. Please note that the President and the Personnel Committee will need to share any issues directly with the Minister, and employees are strongly encouraged to raise issues with the Minister first. The Church's policy is that a door is always open if there are any questions or concerns an employee would like to discuss.