



beacon
Unitarian Universalist Congregation in Summit

BEACON
UNITARIAN UNIVERSALIST CONGREGATION
IN SUMMIT
Personnel Policy Manual

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I. EMPLOYMENT POLICIES AND PRACTICES

This Personnel Policy Manual is not a contract of employment for a fixed term and may be modified or changed at any time by Beacon Unitarian Universalist Congregation in Summit, which is referred to as the Employer in this Manual. The relationship between the Employer and you, as an employee, is “employment at will,” which means that your employment may be terminated by you or the Employer, at any time, without cause or advance notice.

A. STATEMENT OF PURPOSE

You should familiarize yourself with this Manual, as it will provide answers to many frequently asked questions about your employment.

Not every employment situation can be anticipated, and this Manual provides only a general overview of the Employer's personnel policies.

The Manual applies to all staff other than ordained ministers employed by the Congregation of Beacon Unitarian Universalist Congregation in Summit.

If you have any questions or comments about this Manual, or if you need more information, please ask your supervisor as specified on your letter of appointment. Your comments and suggestions regarding your conditions of employment are genuinely encouraged at all times.

B. EQUAL EMPLOYMENT OPPORTUNITY

The 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 or sexual orientation, national origin, age, disability or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against the Employer's policy.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns

immediately to the member of the Leadership Team who is their manager. Retaliation against employees who report incidents of or make a claim of unlawful discrimination or participate in the investigation of such a report or claim is prohibited and will not be tolerated. Any violation of this no retaliation policy will result in disciplinary action, up to and including termination of employment.

C. POLICY AGAINST DISCRIMINATORY HARASSMENT

Sexual harassment and all other discriminatory harassment based on the victim's legally protected characteristics are prohibited and will not be tolerated.

This policy applies to sexual harassment regardless of the genders of the persons involved. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to the conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual; or
- the conduct unreasonably interferes with an individual's conditions of employment or creates an intimidating, hostile, or offensive work environment.

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

- repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or
- any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature; or
- unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or
- the deliberate use of offensive or demeaning terms which have a sexual connotation; or
- inappropriate remarks of a sexual nature.

The Employer further prohibits any conduct that is based on the victim's legally protected characteristic, such as race, color, religion, national origin or citizenship status, age, handicap or disability, and including gender and sexual orientation, and

- 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 conditions of employment

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

- epithets or slurs;
- threatening or intimidating acts;
- written or graphic material; or
- verbal or physical acts that purport to be jokes or pranks that are motivated by the victim's legally protected characteristic.

1. COMPLAINT PROCEDURE

Any employee who believes in good faith, that he or she, or a co-worker, has been sexually harassed or otherwise harassed in violation of this policy by another employee, a supervisor, or any other person encountered in the course of employment, including a member of the congregation, should report that conduct immediately to any member of the Leadership Team. If the report or complaint involves a member of the Leadership Team the employee should bring the complaint to a Leadership Team member who is not their supervisor; if no member is available, the employee should immediately report it to the President of the Board of Trustees.

Every complaint or report of sexual or any other discriminatory harassment will be promptly investigated. Although investigations will be conducted confidentially to the extent practicable, relevant information will be communicated as appropriate to those with a need to know. If the investigation establishes that a violation of this policy has occurred, timely and appropriate corrective and disciplinary action will be taken.

2. NO RETALIATION

Retaliation or reprisal against employees who report sexual harassment or other claims of discriminatory harassment is prohibited and will not be tolerated. Any violation of this no-retaliation policy will be treated as a serious matter and will result in disciplinary action, up to and including termination of employment.

D. RESOLUTION OF EMPLOYEE COMPLAINTS

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

The employee should submit the complaint or grievance in writing to the Leadership Team member who is their manager who shall make any inquiries necessary to allow an informed decision.

If the Leadership Team's decision does not resolve the matter to the employee's satisfaction, the employee may request review by the President of the Board of Trustees. The resolution by the President of the Board of Trustees shall be final.

E. INTERNET POLICY

Employer 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 Congregation business use only in the course of assigned duties and are not for personal use.*** There should be minimal personal use and only during non-work time so as not to interfere with duties. No materials of a sexual nature that are not in line with Congregation business and appropriate to such shall be visible or saved on Congregation computers. 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.

Employees should not consider their Internet usage or e-mail communications to be private. The Employer may monitor employee use of the email system at any time without cause or notice. Passwords are not an assurance of confidentiality, and the Internet itself is not secure. All passwords must be made available to the Minister whenever created, and at all other times upon request. Monitoring of Congregation email by Board Designated appointees shall be done only when permitted by Board decision, and for a specified period of time. This right does not extend to ministers due to the priest/penitent privilege which protects certain information as confidential (materials which cannot be safely revealed as such before reading and violating that legal right). Although staff will not assume their emails are private, care should be taken for the privacy and trust that parishioners may assume in their emails to staff regarding personal matters appropriate to staff/parishioner relationships.

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

member of the Leadership Team who is the manager is required before introducing any software into Employer's computer system.

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

F. MEDIA INQUIRIES

All requests for information about the Employer from newspapers, television and radio, and all other news media should be directed to the Leadership Team. 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?"

G. CONFIDENTIALITY

Employees may have access in the course of their duties to confidential information about the Employer, including but not limited to information about members, friends of the congregation, or other staff members. Such confidential information that is obtained in the course of the employee's work duties 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 Leadership Team for a reply. Leadership Team should take care to lock or protect files or papers that are confidential with respect to the priest/penitent privilege. Hired employees will be asked to sign a confidentiality agreement.

H. CONFLICTS OF INTEREST

Employees are expected to avoid conflicts of interest and Employees shall not engage in any business transaction, or have any financial interest that may compromise their employment duties or may impair their duties for the Employer. Employees who have questions about whether an activity violates this policy should discuss the matter with the member of the Leadership Team who is their manager.

I. OUTSIDE EMPLOYMENT

Employees shall not engage in any collateral employment or business that conflicts 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 personal gain or advantage.

An employee shall not engage in any outside activity which, by its nature, hours of work or other demands, may impair the employee's performance of his or her responsibilities; or reflect discredit on the Employer;. Collateral employment must not result in outside telephone calls or any other interference with the employee's work while on duty for the Employer.

J. 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, sibling, child, grandparent, or grandchild, or a member of the employee's household.

As a general policy, employment with the Employer is not open to members of the congregation except in rare and unusual circumstances, which shall be approved in advance in writing by the President of the Board of Trustees.

K. PERSONNEL RECORD

Employees are required to 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 Executive Director should be promptly notified of any changes in:

- Address and telephone number;
- Legal change in employee's name; and
- Person to notify in case of emergency.

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.

Full-time employees are regularly scheduled to work 40 hours or more per week. Employees scheduled to work fewer than 40 hours per week will be considered part-time employees and their eligibility for selected benefits will be pro-rated according to the percentage of time worked, except where otherwise provided for or specified, and subject to the other terms of this Manual and the terms of the relevant employee benefits plan documents.

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

B. HOURS OF WORK

A normal, full-time workweek consists of 40 working hours. Normal office hours are Monday through Friday from 9:00 a.m. to 5:00 p.m., inclusive of a paid meal period of **30** minutes. However, all employees are asked to work at times specified by their supervisor as befits the job description and duties and other needs of the Congregation. Often those hours will include work on Sundays and weekends. Individual work schedules may change from time to time. Program staff and administrative staff may be required to work according to different schedules as determined by the Leadership Team. Attendance at meetings at the request of the Leadership Team or employee's supervisor will be considered time worked. Employees shall attend any staff retreats or off-site events as directed by the employee's supervisor or the Leadership Team. Sunday hours may be adjusted for during the week after approval by the member of the Leadership Team who is the supervisor.

If employees are asked to be present for Congregation events (such as the Services Auction), they will not be required to purchase tickets for themselves or one other family member and will be provided with two complimentary tickets. If family members exceed one other person, employees will need to purchase tickets for them.

C. BREAK PERIODS

The time of meal and break periods will be at the discretion of the direct supervisor. Employees working 7 hours or longer are scheduled for a half-hour, paid meal period. Non-exempt employees are not expected to perform any

work during their meal periods, except as otherwise directed by the member of the Leadership Team who is their manager; employees required to work through a meal period will be paid for the time worked, or the meal period may be extended or rescheduled by members of the Leadership Team to allow the full meal time free of duty at another time during the work shift.

D. TIMEKEEPING AND OVERTIME

Non-exempt employees must submit to the Executive Director 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 are not counted for purposes of overtime compensation. Employees may work overtime only with authorization in advance from the member of the Leadership Team who is their manager.

E. PAY AND PAYROLL DEDUCTIONS

Deductions made from employees' wages are recorded on their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes and wage garnishments. Some deductions are optional and are made only if the employee has authorized the deduction as required by law.

Employees are responsible for immediately notifying the Executive Director of any changes to or errors in their paycheck or deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

F. PROBATIONARY PERIOD

The probation period is applicable for 90 working days from the first day of employment. The 90 days exclude holidays, vacation or other time off, and approved leaves of absence. Employees will successfully complete the probationary period by meeting performance expectations of the job, as determined by the Leadership Team or their supervisor. Employees may receive notice of immediate termination of their employment during this period if performance expectations are not met.

III. EMPLOYEE BENEFITS

As a religious organization in NJ, we are not required to pay unemployment tax, maternity benefits, or long term disability. Additionally, as a small business, we are not required to offer health care or pension benefits.

We highly value our employees, however, and work towards just economic and social practices. Therefore, we offer health care, pension benefits and maternity leave as outlined below. As we do not pay unemployment tax or long term disability, you will not be entitled to governmental benefits in those areas. You may choose to pay into disability, but Beacon does not offer a subsidy. Please contact the UUA directly for further information on how to sign up for disability insurance.

The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types 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 in the discretion of Employer. **In the event of any discrepancy between the benefits outlined below and the health insurance and retirement plans, the plans will govern.** Any questions about employee benefits should be directed to the Executive Director.

A. HEALTH INSURANCE BENEFITS

Employees may enroll in the group health insurance plan sponsored by the UUA unless they opt out pursuant to the terms of the plan. Further information concerning the plan may be obtained from the Executive Director. Below is a schedule of subsidy for the Employer-sponsored health plan. This schedule can be changed by the Employer at any time.

New Health Care Subsidy Policy, Adopted June 2009, Approved 2015	
Less than 1040 hours/year (Less than half time), but at least 750 hours/year (per plan)	Can enroll in plan, but no subsidy will be provided
1040 hours to 1559 hours/year (At least half time, but less than 75% of time)	Subsidy as follows: 37.5% of premium for employee, 25% for dependents
1560 hours to 2079 hours (At least 75%, but less than full time)	Subsidy as follows: 56.25% of premium for employee, 37.5% for dependents
2080 hours (full time)	Subsidy as follows: 75% of premium for employee, 50% for dependents

B. RETIREMENT BENEFITS

The Unitarian Universalist Association (UUA) maintains a defined contribution, tax-qualified, employee retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, the Employer contributes an amount based on a percentage of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis. Regardless of the amount contributed by the employee, the Employer is committed to making a contribution in the amount of 7% of gross wages and matching an employee contribution up to 3%. Employees may choose to contribute more.

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 eligible employees. Each employee should review this material carefully and discuss any questions he or she may have with the Executive Director or the member of the Leadership Team who is their manager or with the appropriate staff members at the UUA. Employee retirement plan benefits and participation are subject to the terms of the plan documents that shall control if there is any conflict with the terms of this Manual.

C. VACATION

The Employer grants paid vacation to full-time employees at their regular rate of pay based on their length of service with the Employer. Part-time employees who are regularly scheduled to work at least 20 hours per week are entitled to a prorated amount of vacation time. Vacation eligibility is as follows for full-time employees:

<u>Length of Full Time Service</u>	<u>Amount of Vacation</u>
Less than 1 year	One week
1 to 5 years	Two Weeks
5 to 9 years	Three weeks
9 years or more	Four weeks

Increases in vacation accrual rate will be made at the start of the fiscal year, of July 1.

Vacation time must be requested in advance and in writing and may only be taken with the approval of the member of the Leadership Team who is the manager. In the event of conflicting vacations requests, vacation generally will be granted in accordance with length of service, consistent with workload requirements.

Employees who are eligible for paid vacation and are laid off for lack of work, or resign with at least two weeks' advance, written notice, shall receive payment for already earned vacation days that have not been used. Employees who are terminated for cause forfeit any earned and unused vacation pay.

All employees are granted an additional week of paid vacation between Christmas Day and New Year's day in addition to their allotted vacation when Beacon offices will be closed. Offices reopen on January 2.

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
Thanksgiving Day
Day after Thanksgiving
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 with pay. Employees may work on Christmas and, with approval in advance from the member of the Leadership Team who is their manager, take off another day with pay.

The Employer provides five paid personal days per year to full-time employees at their regular rate of pay. Personal time must be requested in advance and in writing and may only be taken with the approval of the member of the Leadership Team who is their manager.

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. Personal leaves must be requested in advance in writing and require the approval of the member of the Leadership Team who is manager. Medical leaves of absence must be requested in writing at the earliest practicable time. 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 approved. Any employee who fails to return from a leave of absence as scheduled shall be considered to have quit his or her employment and will be terminated accordingly.

2. Paid Sick Days

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 of sick time may be carried forward into the following year. Part-time employees who are regularly scheduled to work more than 20 hours per week accrue sick leave on a pro rata basis.

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

Employees must notify their supervisor before their starting time if they are unable to come to work because of illness or injury. Employees may be required to provide a physician's statement regarding their medical condition, including why the employee was not able to work, in order to receive sick pay.

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, must be reported immediately to the member of the Leadership Team who is their manager. Employees may be required to provide a medical clearance of fitness for return to work at the conclusion of any medical leave of absence.

4. 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 member of the Leadership Team who is the manager in consultation with the President of the Board of Trustees. 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 employer also reserves the right to request a second opinion from a physician chosen by the Employer on any medical leave of absence.

5. Military Leave

Military Leave shall be provided as required by law.

6. Bereavement Leave With Pay

Employees are eligible for paid leave for up to five days for the death of an immediate family member: spouse/domestic partner, grandparent, parent, child, step-child (child of the employee's current spouse/domestic partner), or siblings.

Employees are eligible for three days paid leave for the death of a spouse or siblings (brother/sister-in-law) or parent of the employee's spouse/domestic partner (in-laws), or siblings of the spouse/domestic partner (brother/sister-in-law).

If additional days are requested, the number of paid days off will be determined by the member of the Leadership Team who is the manager based on the circumstances. Additional time may be granted in exceptional 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, provided that the employee is reasonably able to arrive at work from the courthouse before the conclusion of the employee's scheduled work shift.

8. Parental Leave

After six-months of employment, full-time employees shall be eligible to receive 12 weeks unpaid leave for pregnancy, birth or adoption of a child. After one year of service a full-time employee shall receive six weeks paid and six weeks unpaid leave for such purposes. The leave must begin within six weeks of the birth or adoption, and is subject to the advance, written approval of the member of the Leadership Team who is the manager.

9. Unpaid Personal Leave

Employees may request an unpaid personal leave in exceptional circumstances. Examples include extended illness of a dependant, educational leave, or other personal reasons. The employee must request such a leave in writing, specifying the reason for the leave and duration. Unpaid personal leaves may be granted if approved in writing by both a member of the Leadership Team who is the manager and the President of the Board of Trustees.

F. VEHICLE USAGE AND REIMBURSEMENT

Employees necessarily using their own cars for Congregation business shall be reimbursed for actual mileage at the current rate per mile allowed by the Internal Revenue Service, plus the actual cost of tolls and parking fees necessarily incurred in the course of the employee's duties. Mileage, tolls and parking fees, will be reimbursed monthly upon written, itemized request by the employee and approval by the member of the Leadership Team who is their manager. Trips must be authorized by the employee's supervisor. Employees must have a valid driver's license and current motor vehicle insurance. Employees may not take unauthorized passengers on any Congregation-business trips.

Employees driving on Congregation-business are required to abide by all parking and motor vehicle laws and regulations. Fines for parking and traffic violations are the responsibility of the employee and will not be reimbursed by the Employer.

IV. OTHER EMPLOYER POLICIES

A. ATTENDANCE AND PUNCTUALITY

Each employee is expected to be prompt and regular in attendance at work. Personal appointments should be scheduled before or after work hours. All non-emergency absences must be approved in advance by the member of the Leadership Team who is the manager. Employees who are unable to report to work at their scheduled time must call the member of the Leadership Team who is their manager as soon as possible to report the absence before the employee's scheduled work time, and report the expected time of return to work. Employees must call in to the Executive Director each day after the first day they are absent, unless otherwise authorized by a member of the Leadership Team.

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

B. WORK AND DISCIPLINARY GUIDELINES

Certain guidelines, including work hours outlined above, dress code as befits an office environment and welcoming presence or as other outlined in job descriptions must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures including oral warnings, written warnings, suspension without pay, or termination.

Employees are expected to contribute to the productive and efficient operations of the Congregation and any misconduct or poor performance may

subject the employee to disciplinary action up to and including discharge as determined by members of the Leadership Team.

C. SEPARATION FROM EMPLOYMENT

Employees who resign are requested to give at least two weeks' advance, written notice.

D. SAFETY AND ACCIDENTS

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards at all times. They should know the whereabouts of fire extinguishers, first aid kits and defibrillators.

Any unsafe condition, equipment or practice observed by an employee must be reported immediately to the Leadership Team. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Leadership Team.

In the event of a fire or other emergency, the fire department and/or police should be called immediately, and EVERYONE should leave the premises.

E. PERSONAL PROPERTY

The Employer cannot be responsible for damage to or loss of an employee's personal property, including loss or damage to vehicles or other property in or on Congregation property. Employees should report any lost items to the Office Manager or Executive Director 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 Office Manager.

F. WORKPLACE THREATS AND VIOLENCE

Threats, threatening behavior, or acts of violence against persons by any employee on Congregation property or in the course of the employee's duties will not be tolerated.

Any employee who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on Congregation property, or elsewhere in the course of the employee's duties, may be removed from the property and suspended from employment, and shall remain off Congregation property pending the outcome of an investigation. If the Employer determines that a violation of this policy has occurred, the Employer may take appropriate action up to and including termination of employment, and legal action as appropriate.

All employees shall inform any member of the Leadership Team immediately of any behavior that they have witnessed or experienced, which they regard as threatening or violent, when that behavior occurs on Congregation property or during the course of the employee's duties. If the instance involves any member of the Leadership Team, the President of the Board of Trustees shall be informed.

G. PROFESSIONAL BEHAVIOR

Each employee shall maintain a personal attitude and appearance that is appropriate to his or her position and the Congregation's operations. Personal mail and non-essential telephone calls should be used minimally.

No controlled substances that are not related to work are allowed on the premises. No illegal substances are allowed on the premises. With the exception of Congregation social events approved by the Leadership Team, personnel shall not use alcohol during work time.

H. INSPECTION RIGHTS

The Congregation has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees; however, the Employer makes no assurances that they are secure. Employees may not use personal locks on Congregation owned desks, cabinets, closets or storage areas.

The storage of any unauthorized alcohol, and the use or possession of illegal drugs or drug-related paraphernalia is prohibited on Congregation premises and during the employee's working hours elsewhere.

The Employer may open and inspect any desk, file cabinet, and storage closet or storage area at any time and without prior notice or consent.

BEACON UNITARIAN UNIVERSALIST CONGREGATION IN SUMMIT

PERSONNEL POLICY MANUAL ACKNOWLEDGMENT

I hereby acknowledge that I have received a copy of the Personnel Policy Manual of Beacon Unitarian Universalist Congregation in Summit, which is my Employer. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of the Employer.

I agree that my employment is at will and for an unspecified period of time and that either the Employer or I may terminate my employment, at any time, without cause or advance notice. I understand that this employment at will policy is not subject to change except in a written contract of employment signed and dated by me and an officer of the Employer.

My signature below indicates that I have read and understood the above statements and that I have received a copy of the Personnel Policy Manual.

Employee Name (Print)

Date:_____

Employee Signature