

# UUCD Personnel Policy

## Appendix B

**SUBJECT:** Employee Fair Treatment

**I. PURPOSE**

To ensure that employees are treated fairly in terms of employment matters.

**II PERSONNEL COVERED**

All employees

**III. RESPONSIBILITY FOR ADMINISTERING**

Minister and a representative from the Personnel Committee

**IV. POLICY-PROCEDURE**

An employee who feels she or he has not been treated fairly in terms of employment, pay, or working conditions and who is unable to resolve the concern with her or his immediate supervisor may speak with a representative of the Personnel Committee.

An employee is encouraged first to attempt to resolve the concern or problem with her or his immediate supervisor or the Minister (called clergy) before contacting the personnel committee.

Employees have the assurance of the congregation that all employee concerns will be resolved in the best interest of the employee and the congregation and that no disciplinary action will be taken against an employee for voicing her/his concern.

Approved by	Date Effective	Supersedes	Policy Number
Minister, Personnel Committee & Officers	1/27/09		B1

Distributed to staff on \_\_\_\_\_

Signatures: