

Personnel Policies of the Unitarian Universalist Congregation of Duluth

Mission: *Caring for one another, growing spiritually, and working for justice.*

Vision: *We will be a beacon of progressive religion in our region, inspiring positive change in the world.*

I. INTRODUCTION

A. Philosophy

We recognize that UUCD is a congregation, but in an effort to provide clarity for staff, specific policies and procedures must be in place to meet the needs of both the congregation and the staff. The goals of the Personnel Policy of the Unitarian Universalist Congregation of Duluth are to:

- Attract, retain and promote the development of staff members of the highest quality.
- Ensure that the staff relationships embody the ideals expressed in the Unitarian Universalist principles and the guidelines of the Unitarian Universalist Association Committee on Compensation and Benefits.
- Promote a philosophy of mutual cooperation among staff members, lay leadership and volunteers in order to accomplish the mission of the Unitarian Universalist Congregation of Duluth.

B. Administration and Interpretation

The Personnel Committee assists in the development and revision of the personnel policies and acts in a consulting role to the Board of Trustees. It also serves a support function for staff. The Board has the ultimate authority to enact, interpret and administer policy. This manual cannot anticipate every situation that may arise in the work environment and is meant to provide a framework for resolving issues. The Board of Trustees reserves the right to amend, supplement or rescind any provision within these policies.

C. Hiring Agent

For purposes of these policies, the hiring agent is the Board of Trustees, on behalf of the Unitarian Universalist Congregation of Duluth; a non-profit, liberal religious corporation located at 835 West College St., Duluth, MN 55811.

D. Current Staff Positions

For the purposes of these policies, all staff (full-time or hourly), are considered staff members. UUCD Staff members are paid either at an hourly rate or are salaried.

1. Professional Staff Members

Minister: An ordained Unitarian Universalist minister called by the congregation who works cooperatively with the Board of Trustees, Congregational Administrator, and other committees to provide an array of services such as worship services, rites of passage, pastoral counseling, social activism, teaching, and leadership. The Minister reports to the Board of

Trustees. Conditions of the minister's employment are defined in his or her annual contract. The Minister will determine the hours he or she works to best meet the needs of the church. This position is exempt from FLSA overtime regulations.

Director of Religious Education: A person hired by the Board of Trustees to work with the Religious Education Committee to develop, coordinate and provide religious education primarily to children of Unitarian Universalist Congregation of Duluth. The Director of Religious Education reports to the Minister and supervises the Youth Program Coordinator. The Director of Religious Education will determine the hours he or she works to best meet the needs of UUCD. This position is exempt from FLSA overtime regulations.

Youth Program Coordinator

A person hired by the Board of Trustees to work with the Youth - Adult Committee (YAC) to develop and engage in activities with the Youth of UUCD. The Youth Program Coordinator reports to the Director of Religious Education. The Youth Program Coordinator will determine the hours he or she works to best meet the needs of UUCD Youth.

2. Professional Support Staff

Congregational Administrator: The Congregational Administrator has senior responsibility for human resources, financial management, facility management, communications and overall administration. Working closely with the Minister, the Board of Trustees, Finance, Long Range Planning and Personnel Committees, the Congregational Administrator is responsible for implementing strategic and programmatic plans and building policy, and reports to the Board of Trustees.

Music Program Administrator: A musician approved by the Board of Trustees to select music and perform other music related duties. The Music Program Administrator (MPA) works cooperatively with the Minister, Accompanist, Choir Director and Worship Committee. The MPA may also serve as Accompanist. The MPA reports to the Minister and supervises the Choir Director and Accompanist.

Accompanist: A musician approved by the MPA to musically accompany Sunday services and other special music programs. The Accompanist works cooperatively with the Minister, MPA, Choir Director and Worship Committee, and reports to the MPA.

Choir Director: A musician approved by the Board of Trustees to direct the choir. The Director works cooperatively with the Minister, Accompanist, and Worship Committee, and reports to the MPA.

Time worked by professional support staff and their rate of compensation shall be defined in writing at the beginning of the calendar year.

3. Hourly Staff Members

Office Assistant: The Office Assistant has responsibility for producing the printed materials of UUCD, assist with other office tasks as time allows and reports to the Congregational Administrator.

Janitor: A person hired to clean the building and perform routine maintenance. The Janitor reports to the Congregational Administrator.

Time worked by hourly staff members shall be rounded to the nearest quarter-hour when determining time worked.

II. HIRING PROCEDURES

A. Equal Opportunity

UUCD recruits, hires, assigns, promotes and otherwise maintains staff without discrimination on the basis of race, ethnic origin, national origin, age, sex, sexual orientation, disability, veteran status, political belief or any other factors protected by state and local legislation. The Minister, Interns and the Director of Religious Education are required to be of the Unitarian Universalist faith.

B. Hiring Qualifications

Staff members are hired by the Board of Trustees upon the recommendation of the appropriate committee. The Personnel Committee oversees the hiring process. A background check will be conducted for any staff position.

C. Terms of Employment

Employment at UUCD is at will. All staff, with exception of the Minister, will have a 6-month probationary period, with reviews at three and six months.

D. Members who become Staff

See Appendix A.

E. Calling the Minister

Recommendation for a new minister is defined in the church bylaws, and the conditions of employment are maintained within the Contract/Letter of Agreement.

III. COMPENSATION

A. Responsibility for the Compensation Plan

The Personnel and Finance Committees will review the overall salary structure in conjunction with the annual budget process.

Time worked by professional support staff and their rate of compensation shall be defined annually, following the budget process.

Hourly staff members must submit a written and signed record of their time worked at the end of each pay period. Any scheduled hours not worked, or time worked in excess of the regular schedule, must be noted.

B. Workweek

The workweek begins on Monday at 12:00 a.m. and ends Sunday at 11:59 p.m. Missed time may be made up within the same calendar week. Full time positions are 40 hours per week. Part-time positions are less than 40 hours per week, as stipulated in the job descriptions.

C. Overtime

Overtime will be paid to hourly staff members at the rate of 1.5 times the regular rate of pay for all hours worked in excess of forty in any one work week. Paid leave is not considered 'time worked' for purposes of determining overtime. Staff should not work overtime without advance authorization by their supervisor. Overtime compensation does not apply to professional support staff.

D. Reimbursement of Expenses

Staff members will be reimbursed for approved out-of-pocket business expenses and for mileage at current IRS rates. A reimbursement or travel expense form with receipts attached must be submitted and signed by the staff member.

E. Pay Period

Paychecks are issued twice a month on the 15th day and last day of the month. If the scheduled payday falls on a holiday or weekend, paychecks are issued on the weekday before the holiday or weekend.

IV. BENEFITS

A. Paid Leave

1. Paid Time Off: Paid Time Off (PTO) is a staff benefit that combines vacation, sick leave, holidays, personal leave etc. PTO will run concurrent to the budget year. The minister's paid leave is specified in his or her contract.

PTO for full time staff members must be taken in increments of no less than four (4) hours. PTO for part time staff members may be taken as needed to accommodate a shorter work week or irregular hours.

Amount of PTO: Staff members will earn eight (8) hours of paid time off for every one hundred and four (104) hours worked. (20 days per calendar year.)

After five years, the staff member will receive an additional five days PTO; after ten years an additional ten days PTO; and after fifteen years an additional fifteen days PTO. Staff members will not be eligible for more than 50 days of PTO.

Rules for Accrual/Termination: A maximum of 10 days of PTO earned in one year may be carried to the end of the following year. If up to 10 days of PTO is still available at the time of termination, it will be paid out at the staff's last active rate of pay.

2. Jury Duty: UUCD will compensate staff members at their usual salary, less prorated jury pay, for time spent on Jury Duty, up to two weeks per year.

B. Unpaid Leave

1. Parental Leave of Absence: The Unitarian Universalist Congregation of Duluth will grant an unpaid leave of absence for up to twelve weeks for the birth or adoption of a child. Staff members may use accumulated PTO for payment during a Parental Leave of Absence. This leave will be granted to any staff member who has worked for at least twelve months. The leave begins at the time requested by the parent, but not later than six weeks after the birth or adoption or when the child leaves the hospital, whichever is later. Upon return from leave, the staff member is reinstated to the former position plus any pay adjustments that may have occurred during the leave period. PTO may not be accrued during a leave.

UUCD will continue to pay the usual insurance premiums for up to twelve weeks during the Parental Leave. In the event that insurance premiums are paid during Parental Leave, and the staff member later decides not to return to work after the leave, or leaves the position within sixty (60) days of returning to work, the entire premium amount paid during the staff's absence must be repaid to UUCD.

2. School Conference and Activities Leave: Up to sixteen hours of unpaid time off are annually available to all staff members for attendance at school conferences and classroom activities that cannot be scheduled during nonworking hours. Leave should be scheduled in advance with the appropriate supervisor in order to minimize any disruptions due to the staff member's absence.

3. Military Leave: Induction/Call to Active Duty: A request for an unpaid Military Leave of Absence will be granted to any full-time staff member who is inducted into the U.S. military or who is called to active duty from reserve status. A staff member will receive no wages or salary while on a Military Leave of Absence. However, a staff member will continue to accrue service credit for the duration of the leave, providing he or she returns to work within the time limitation established by federal law (90 days) following discharge. The Unitarian Universalist Congregation of Duluth will comply with USERRA in matters of military leave.

4. Special Leave Without Pay: Any staff member may request a leave without pay through his or her committee or supervisor.

5. The Board of Trustees must approve any leave of absence longer than one week.

C. Additional Benefits

Any additional benefits will be described in each staff member's Annual Benefits Statement.

V. PERSONNEL FILES

Personnel Files will be maintained by the Congregational Administrator for each staff member. Access to personnel files will be allowed by supervising staff, members of the Board of Trustees, and the Personnel Committee.

VI. EVALUATIONS AND GOAL SETTING

Staff members and their respective supervisors shall meet on a regular basis to evaluate staff and committee functions, accomplishments, and areas for improvement; and to determine goals and priorities for the coming year. Evaluations should occur at the end of the program year. Job descriptions will be revised as needed.

Problems should not be left unexplored until an evaluation is due. A discussion should occur any time an issue arises. All staff members and supervisors are encouraged to maintain open, honest, direct and helpful lines of communication.

VII. CONFLICT RESOLUTION

Effective verbal and written 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 to his/her immediate supervisor. Either the minister or the chair of the Personnel Committee may be included in this communication. Together they shall discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the immediate supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint in writing to the chair of the Personnel Committee. The chair shall gather the evidence necessary to complete an investigation. The chair may interview the employee, involve the Personnel Committee, or appoint an ad hoc committee to advise him/her. The chair of the Personnel Committee shall recommend a resolution of the problem to the supervisor and employee.

If the chair's recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the Board of Trustees. The Board may designate a sub committee of Board members to consider the complaint, or may consider it as a full body. The resolution recommended by the Board will be binding upon the congregation and employee.

Notes:

In the current UUCD administrative structure, the minister functions as chief of staff.

Reference Appendix B – Employee Fair Treatment

VIII. SEPARATION/TERMINATION

A. In the case of voluntary resignation, staff members are requested to give the church written notice of resignation at least two weeks before the effective date of resignation. Upon termination, staff members are entitled to full payment for any outstanding wages.

B. Staff members serve at the will of the Board of Trustees.

C. Confidential personnel files will be maintained.

D. An exit interview may be conducted by the Personnel Committee, or other professional staff, with all departing staff members. The Board Treasurer will make final pay arrangements. Keys and other church property must be returned by the time of the exit interview.

IX. PERSONNEL POLICY REVIEW

The Personnel Committee will review these personnel policies on an ongoing basis. Recommendations for changes will be made to the Board of Trustees.

X. LEGAL DISCLAIMERS

A. The policies and procedures provided for herein are not intended to constitute and do not constitute a contract. Unless expressly provided in a written employment contract, duly approved and executed, all employment with UUCD is at will.

B. Policies contained in this manual are subject to change at any time, with approval by the Board of Trustees.

C. Harassment Policy: Each staff member shall sign a current version of the Harassment Policy. The signed policy will be maintained in the staff member's personnel files.

Note: Policy dated 1/27/09 has been reviewed and approved by the Board of Trustees.