

**COMMUNITY UNITED CHURCH OF CHRIST
PERSONNEL POLICIES**

(originally adopted 11/11/79; revised 9/12/88 , 4/20/98, 3/99, 5/08, and 4/19/10)

Policies Relating to Staff

1. VACATION. (a) The church shall provide vacation with full pay for the Pastor equivalent to four work weeks¹ per calendar year. The church shall also provide paid vacation for the Office Manager, Organist, and Choir Director in the amount of two work weeks per calendar year.

(b) The vacation year is the same as the calendar year, and vacation should be taken in the year it is earned. An employee earns vacation time in an amount equal to the percentage of whole working months in the year that the employee works. An employee may take vacation time as soon as it accrues and, after the first three months of service, in an amount equal to what would be due for the remainder of the calendar year. In the event of termination of service in a given year, the employee shall be entitled to be paid for earned but untaken vacation. The Board of Deacons will be responsible for interpretation of the policy for the Pastor and Office Manager. The Arts in Worship Committee will be responsible for the Organist and Choir Director.

(c) The Pastor and Office Manager should routinely consult with each other with a view to avoiding, as much as possible, the scheduling of their vacations during the same period(s) of time. The Pastor is responsible for supervising vacation arrangements for all staff.

2. PAID HOLIDAYS. The church recognizes certain days during the year in which the church building will ordinarily be closed and for which church employees will be compensated as if these days were regular working days. A holiday falls either on the day itself or on the closest convenient alternate (and/or, at Christmas, additional) day(s) as determined by the Pastor with an advance report for information to the Board of Deacons. The following days will ordinarily be considered as holidays: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, two days (Thursday and Friday) at Thanksgiving, two days at Christmas. Martin Luther King's Birthday Observed may be substituted for President's Day. Easter Monday may be substituted for Good Friday.

3. SICK LEAVE. The church shall provide paid sick leave for the Pastor and Office Manager for their own illness, injury, or disability or that of immediate family. Immediate family constitutes child, spouse, parent, or other persons as authorized by the Chair of the Board of Deacons. The earned amount of the leave will accumulate from the beginning date of continuous employment, at the rate of one day of leave per monthly period of service up to a maximum of 40 days. In the event that an employee has exceeded the amount of earned sick leave, further compensation to that employee may be authorized by the Board of Deacons.

4. MATERNITY/PARENTING LEAVE. Maternity/parenting leave with full pay will be available for two weeks. Any longer absence than that will have to be taken from other kinds of leave.

5. PERIODIC LEAVE WITHOUT PAY. The Pastor shall, after each five year period of service, be permitted to apply for one period of up to one month of leave without pay. The request for such leave must be made in time for budgetary provisions to be made for the year in which the leave is to be taken. Upon recommendation by the Board of Deacons, final decision rests with the Church Council.

¹ A work week is defined as the amount of time an employee normally works in a typical work week; i.e., if an employee works half time, the individual's normal work week is one-half week.

6. PROFESSIONAL DEVELOPMENT OPPORTUNITIES. (a) The church encourages staff members to avail themselves of job-related growth opportunities. To this end it shall endeavor to provide the necessary time off in addition to ordinary vacation time and sick leave provisions, as such time may be conveniently arranged, and to pay, to whatever degree budget limitations may permit, the directly related expenses. The total time allowance for such activities should ordinarily not exceed two work weeks per year in the case of the Pastor and one work week for other employees. A line item should be included in the annual budget to provide a fund out of which and up to the amount of which such professional development expenses can be paid. Time off and, up to the budgeted limits, disbursement decisions in these regards shall be made by the Board of Deacons with report for information purposes to the Church Council at its next regular meeting.

(b) After two years of service and once within every five year period thereafter the Pastor shall be entitled to apply for a longer period of extra or special developmental leave, at half salary, up to four months in length; or at full salary, up to two months in length. Special budgetary provision will have to be made to support such an activity in a given year and application for it should accordingly be made to the Board of Deacons before budget requests for that year are submitted by the Board to the Finance Committee. Upon recommendation by the Board of Deacons, final decision rests with the Church Council.

7. COMPENSATORY TIME OFF. Church employees other than the Pastor who have worked overtime on certain occasions should take time off on other occasions to compensate for that overtime. The timing of such compensatory absences should be arranged in consultation with the Pastor. Scheduling adjustments for such time off should be made to "balance" at no longer than quarterly intervals during a given year.

8. OTHER ABSENCES. Occasionally employees may need time off for reasons other than those listed above. Notification of the need to be away during scheduled work time should be given prior to the absence to the Chair of the Board of Deacons by the Pastor; or to the Pastor by other employees. The Chair of the Board of Deacons or Pastor will decide whether to grant excused time for the absence after considering the employee's need and needs of the church.

9. SOCIAL SECURITY. The church pays the employer's share of the Social Security tax for all non-ordained employees. Ordained employees are enrolled on a self-employed basis, and the church may reimburse up to half of the self-employed net rate.

10. ANNUITY AND RETIREMENT FUND. The Pastor shall be enrolled in the annuity programs of the United Church of Christ for ordained ministers. The church shall pay the dues recommended by the denomination for this coverage.

11. GROUP MEDICAL, DENTAL, DISABILITY AND LIFE INSURANCE. Unless otherwise requested and approved, the church shall pay for coverage offered by the denomination for the Pastor. The church shall pay for medical and dental coverage for the Pastor's family unless they are covered through another employer-sponsored plan.

12. WORKERS' COMPENSATION. The church shall provide coverage for all its employees, full time or part-time, as required for employers of three or more persons under state law.

13. HOUSING ALLOWANCE. The church shall provide a housing allowance for the Pastor in lieu of a parsonage and in accordance with the provisions of the Internal Revenue Code. The actual amount of money designated as housing allowance for a given year must by law be indicated in the official records of the church (Church Council or congregational meeting minutes) before the end of January of that year, or at the time of employment if it occurs later in the year.

14. ANNUAL PERFORMANCE REVIEW. In each calendar year there shall be an oral and written review of each employee's performance to encourage common understanding of the needs of the church, to stimulate the employee's growth and development, to build morale, to identify training needs, and to clarify expectations for each employee's role. Such a review should be related to the job description and any performance goals established. The review shall involve the employee and church officers as listed below, and may involve other church members who are best suited to comment on the employee's performance.

Responsibility for performance reviews shall be as follows: (a) The Board of Deacons for the Pastor, (b) the Pastor and the Board of Deacons, in consultation with the Youth Education Committee, for the Children's Church School Coordinator and the Youth Minister (c) the Board of Deacons and the Pastors for the Office Manager, (d) and the Arts in Worship Committee for the Organist and Choir Director. These reviews should ordinarily be carried out during the spring and, in any event, completed no later than May 31 of a given year.

15. SALARY AND BENEFITS REVIEW. It will be the responsibility of the Board of Deacons to make staff salary and benefit budget recommendations in keeping with the church's regular, annual procedure of budget preparation and recommendations for final action by the Congregation.

16. SEPARATION. (a) The Pastor may resign by submitting a resignation to the Board of Deacons at least three months before the effective date of actual departure, or otherwise by mutual agreement. Other employees may resign by submitting their resignations to the Board of Deacons at least two weeks before their effective dates of actual departure, or otherwise by mutual agreement.

(b) Separation of employees for unsatisfactory performance is a last resort measure and should be undertaken only after all reasonable efforts to enable the employee to meet the requirements of the employment have failed. In such a case, the church should grant the same periods of notification as pertain to resignations (three months for the Pastor, two weeks for other employees) and compensate the employees for the amounts of work that would have been performed in those periods.

(c) At the time of separation, for whatever reason, an employee shall receive such vacation benefits, prorated for the time of year at which separation takes place, as may still remain unused in that year. In the event that an employee has borrowed more vacation time than has been "earned" at the time of separation, the value of that unearned amount will be subtracted from the employee's final paycheck.

17. PERSONNEL FILES. (a) Confidential employee personnel files for active and terminated employees shall be maintained by the Pastor. Upon request, employees may review their files. The contents of files are not to be shown to anyone other than the employee, Pastor, or chair of the ministry that supervises the employee. Files are not to be removed from the Pastor's office.

(b) Appropriate information to be included in personnel files includes the following: application, job description, performance goals, terms of call, pay history, performance reviews, record of time off, benefit choices, counseling notes, employee grievances or complaints, letters of commendation or concern, awards, certificates, etc.

(c) Personnel files should be reviewed annually by the appropriate ministry chair and information destroyed which is no longer relevant. Performance appraisals should be maintained for five years.

18. GRIEVANCE PROCEDURE. A grievance is defined as any conflict between or among staff related to employment, such as work conditions, hours of work, supervision, evaluation, dismissal, and/or contracts. In any work setting conflicts between and among staff members may arise. Such conflicts should be addressed directly, immediately, and in a professional manner. Upon occasion, however, when attempts at resolution have failed, staff may initiate the following grievance process. All parties to a grievance process shall treat the process and all documents pertaining to it as confidential.

Steps in the grievance process:

- (a) In a case where customary problem solving has failed to bring resolution, the aggrieved staff member shall notify the Pastor in writing of intent to commence the grievance process.
- (b) If the Pastor is unable to assist in achieving resolution in seven working days, or if the Pastor is party to the conflict, the aggrieved staff member shall submit a written complaint to the Personnel Committee Chair with a copy to the Pastor.

- (c) Within seven working days, the Pastor/Personnel Committee Chair must facilitate negotiations between the parties. As soon as practical, the Pastor/Personnel Committee Chair must notify all parties in writing of the outcome of the negotiation. This response will be a written summary of understandings achieved, including proposed changes and follow-up plans. If no mutual agreement can be reached, the matter shall be referred to the Board of Deacons for resolution.
- (d) There should be monthly follow up by the Pastor/Personnel Committee Chair for three months to ensure that the complaint has in fact been satisfactorily resolved and that the plan is being adhered to.
- (e) All documents pertaining to a grievance process will be maintained in a secure file.

Policies Relating to Staff and Congregation

1. HARASSMENT. (a) Community United Church of Christ (CUCC) is committed to creating and maintaining a worship and work community in which members, friends, staff, and volunteers can worship and work together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation, whether on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability. Specifically, all persons associated with CUCC should be aware that the church is strongly opposed to sexual exploitation and harassment and that such behavior is prohibited by church policy. It is the intention and responsibility of the church to take whatever action may be needed to prevent and correct behavior that is contrary to this policy and, if necessary, to discipline those persons who violate this policy.

(b) All persons engaged in the ministry of CUCC (including elected or appointed leaders, employees, volunteers, and pastors) are responsible for knowing the possible impact of their words and actions in ministering to the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Sexual harassment or sexual exploitation of any individual(s) by anyone engaged in the ministry of CUCC is unethical and unprofessional behavior and will not be tolerated within this congregation.

(c) Sexual harassment is defined as repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in any church activity;
- (2) Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in church activities or creating an intimidating, hostile, or offensive work or church environment.

(d) Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly written contact, verbal contact, physical contact, or visual contact.

(e) Other conduct which can be considered harassment includes verbal, nonverbal, or physical conduct that shows aversion, denigration, or hostility because of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability and that

- (1) creates an intimidating, hostile, or offensive environment,
- (2) unreasonably interferes with an individual's work or participation in any church activity, or
- (3) adversely affects an individual's employment opportunities or church-related decisions.

(f) Individuals who believe they are being or have been harassed or who observe or become aware of harassment within this church should immediately report the perceived harassment to one of the following: Pastor, Moderator (Church Council Chair), Deacons Ministry Chair, or Personnel Committee Chair. All

reports of perceived harassment will be investigated under the direction of the Deacons Ministry, recognizing the right of all persons to obtain justice in a fair hearing. Information will be treated in a confidential manner; and all persons involved in an allegation will receive compassion, sensitivity, and concern. If harassment is found to have occurred, appropriate action will be taken, up to and including termination of employment for church staff or Pastor or dismissal from a leadership position for a volunteer.

2. EQUAL EMPLOYMENT AND VOLUNTEER OPPORTUNITY. (a) This church affirms its commitment to equal employment and volunteer opportunity and to taking positive steps to insure it. Our Christian belief in an inclusive and just church and society prompts us to state the following policy:

(b) CUCC is committed to equal employment and volunteer opportunity that seeks the full participation of all persons commensurate with their abilities and desire to serve in the life and leadership of the church in both paid and volunteer positions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status.

(c) This church's policy is to offer equal employment and volunteer opportunity in all terms, conditions, and privileges of employment and to accomplish these broad objectives:

- (1) To recruit, hire, call, train, promote, and provide all other employment benefits to all persons in all job classifications without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status, except in those positions where the religious affiliation is a clear occupational concern. The purpose is to assure that the best qualified persons will be secured for every position, in view of the total needs of this church and to assure a fair representation of the church constituency in staff positions.
- (2) To conduct periodic analysis of our human resources policies and actions and develop programs to insure equal employment and volunteer opportunity.
- (3) To insure that compensation, benefits, retirement, leaves of absence, training, and advance of our employees will be administered on a non-discriminatory basis.
- (4) To insure that the ministry of service on boards, committees, official delegations, commissions, task forces, or other such bodies by volunteers will be administered so as to encourage representation of all the people of the church.