

# **PERSONNEL POLICY MANUAL of the**

## **Unitarian Universalist Fellowship of Huntington (UUFH)**

Adopted August 15, 2011, Amended June 2, 2023 and January 6, 2026

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## Introduction

Congratulations on your employment with the Unitarian Universalist Fellowship of Huntington (“UUFH”)!

This manual sets forth the basic policies and practices of the UUFH. In general, the Minister is responsible, along with the Board of Trustees (“BOT”), for overall operation of the Fellowship and the Minister is responsible for supervision of the Fellowship staff.

All employees are required to read this manual and comply with the policies, practices and rules of UUFH. This Manual supersedes all previous policies, written or oral, expressed or implied. The policies and procedures herein apply to all staff, except where otherwise noted, and govern all employment arrangements unless specifically altered in writing in an individual circumstance.

Please note that this manual is provided as a matter of information and reference only. It is not a legal document and is not intended to create an express or implied contract of employment between UUFH and any of its employees, or to bind UUFH in any contractual way. UUFH reserves the right to amend, supplement, rescind or interpret any policies or procedures as it may deem necessary, with or without notice.

No one person has the right to amend these policies or procedures, either in writing or verbally.

Employees acknowledge that employment is at will and that employment may be terminated by either UUFH or the employee, at any time, for any reason or no reason, with or without notice. **This does not apply to the minister who is covered by the terms of their Letter of Agreement.**

# Employment Policies and Practices

## ***Equal Employment Opportunity***

In the selection of staff, prospective employees shall receive appropriate consideration without regard to non-merit factors such as age, race/color, creed, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, domestic violence victim status, pregnancy-related condition, prior arrest or conviction record, or any other group protected under applicable federal, state or local law. We comply with all U.S. Federal, State and local regulations and provide every reasonable accommodation in matters related to employment.

## ***Sexual Harassment***

Sexual harassment is prohibited and will not be tolerated. All employees shall inform the minister or the BOT President of any behavior that they have witnessed or experienced, which they believe may violate UUFH's policy on Sexual Harassment. UUFH will take appropriate action pursuant to the UUFH Sexual Harassment policy.

## ***Discrimination***

The UUFH prohibits conduct that shows hostility or an aversion toward an individual because of his or her age, race/color, creed, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, domestic violence victim status, pregnancy-related condition, prior arrest or conviction record, or any other group protected under applicable federal, state or local law, that:

- 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 employment opportunities.

***Prior conviction records will only be considered to the extent there is (1) a direct relationship between the offense and the position being sought or (2) the individual's employment could result in a threat to specific individuals or public safety.***

All employees shall inform the Minister or the BOT President of any behavior that they have witnessed or experienced, which they believe may violate this policy.

The UUFH Minister and BOT President will investigate the matter based on the UUFH internal investigative procedure.

## ***Workplace Threats and Violence***

Threats, threatening behavior, or acts of violence against persons by anyone on Fellowship property will not be tolerated.

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on UUFH property may be removed and will remain off UUFH property pending the outcome of an investigation. If the UUFH determines that a violation of this policy has occurred, the UUFH may take appropriate disciplinary action that may include, but is not limited to, suspension and/or termination of

employment, and/or legal action as appropriate.

All employees shall inform their supervisor or the BOT President of any behavior that they have witnessed or experienced, which they believe may violate this policy.

The UUFH Minister and BOT President will investigate the matter based on the UUFH internal investigative procedure.

### ***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 business use only in the course of assigned duties. 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.

Inappropriate Internet use includes, but is not limited to:

- transmitting obscene, harassing, offensive or unprofessional messages; or
- accessing, displaying, downloading, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, age, disability or any other classification protected by law; or
- transmitting any of the Employer's confidential or proprietary information, including member/friend data or other materials covered by the Employer's confidentiality policy.

Employer reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

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 Office Administrator is required before introducing any software into Employer's computer system.

### ***Media Inquiries***

Only authorized staff members may answer requests from the media.

Employees may not express opinions or personal views that could be misconstrued as being those of Employer. Employees may not state their church affiliation on the Internet except they may include their job titles and place of employment on profiles such as Facebook and LinkedIn.

### ***Community Concerns/Public Relations***

Inquiries or expressions of concern that are substantive, complex or controversial should be directed to the Minister or BOT President or his or her designee. Emergency requests of a personal nature should be handled promptly, often by referral to the appropriate community resource, and with notice to the Minister.

## ***Confidentiality***

Employees may have access to confidential information about the UUFH, including but not limited to information about members, friends, or other staff members. Such information must remain confidential and may not be released, removed from the UUFH 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 Personnel Committee. The duty to maintain confidentiality extends both during and after the period of employment.

## ***Conflicts of Interest***

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to the UUFH, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with the UUFH.

Employees shall not engage in any business or transaction (including outside speaking and writing), and shall not have a financial or other personal interest, which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for the UUFH. Employees who have questions about whether an activity violates this policy should discuss the matter with the Minister.

## ***Outside Employment***

Employees shall not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as an employee. This would include use of the UUFH's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the congregation for private gain or advantage.

An employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the employee's performance of UUFH duties; reflect discredit on the UUFH; or tend to increase UUFH payments for sick leave, worker's compensation benefits or long term disability or other benefits. Collateral employment should not result in use of the UUFH's resources (such as outside telephone calls) while on duty for the congregation.

## ***Employment of Relatives and Members***

Members of an employee's family may not be considered for employment. As a general policy, permanent employment with the UUFH is not open to Members and Friends of the congregation,

## ***The Role of the Minister***

The Minister is the chief of staff and responsible for all ministry staff and the Office Administrator. Using a search committee for input and review, the minister hires all such staff, supervises them, evaluates them, disciplines and fires if needed. The personnel committee and the BOT are advised on all personal decisions.

## ***Professional Behavior***

The Congregation expects that all employees will conduct themselves in a manner consistent with the highest standards of professional conduct and that is conducive to creating a harmonious and pleasant work environment. This includes courtesy, respect, and working collaboratively and cooperatively, demonstrating the characteristics of high performing team members. As a staff of professionals in whom trust and power have been placed, all staff are called to be faithful both morally and legally to upholding professional relationships. Staff must never abuse the authority of their position by manipulating others to satisfy personal needs, or engage in any exploitative relationship that abuses the power and damages the trust that has been placed in a staff member.

The Congregation seeks to provide the highest quality of service and support to its members. Thus, poor work habits, such as careless work, failure to complete assignments on time, or a failure to follow instructions, are unacceptable.

Conduct that does not meet the Congregation's standards, such as, without limitation, violations of Congregation policies, a lack of respect or courtesy to a fellow employee or member, disruptive or disorderly conduct, etc., will not be tolerated and will be grounds for immediate disciplinary action and may result in termination of employment. In addition, any breach of trust or conduct which shows a serious lack of dependability or good judgment, such as, without limitation, theft, falsification of Congregation records, destruction of Congregation property, conflict of interest, insubordination, etc., may be grounds for immediate discipline, up to and including termination from employment.

Employees will participate with the Minister in developing shared work guidelines each year.

## ***Initial Review Period***

New employees and employees who are transferred to another position will be required to complete an initial review period of three (3) months, which may be shortened or lengthened at the UUFH's discretion. Upon completion of this period, the minister or supervisor will evaluate the employee. A satisfactory evaluation will result in a successful conclusion to the initial review period. A less than satisfactory evaluation will result in either termination or a maximum two (2) months extension to the initial review period. An unsatisfactory evaluation at the end of an extended review period for new employees will result in termination without notice or further pay.

Employees must continue to perform satisfactorily even after the initial review period is completed. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated or re-structured at any time at the discretion of the UUFH.

## ***Performance Evaluation***

Employees will receive annual written performance evaluations that will be maintained in the employee's permanent personnel file. Factors considered in assessing performance include, but

are not limited to:

- Quality and quantity of work
- Related job skills
- Adherence to UUFH policies
- Professionalism
- Personal conduct
- Effective interpersonal relationships
- Dependability; attendance and punctuality
- Proper judgment.

A less than satisfactory evaluation will result in either a probationary period of up to three (3) months, or termination of employment, at the discretion of the UUFH.

### ***Resolution of Employee Concerns***

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

- a) The employee should present any concern, grievance, or suggestion to his/her supervisor and the Minister and together discuss the problem or suggestion, applicable rules or policies, and possible resolution.
- b) If discussion does not resolve the matter to the employee's satisfaction, the employee should submit the problem in writing to the Personnel Committee. A meeting of the employee, the Minister, and a representative of the Personnel Committee will be arranged within two weeks, or at the earliest convenience of the employee, and resolution, or approval, will again be sought.
- c) The Minister, as chief of staff, has the ultimate authority to decide how issues are resolved, except if an employee has concerns that the Minister is acting illegally, engaging in harassment or misconduct, or violating the mission and vision of UUFH, the employee is to contact the President of the Board. The Board will take appropriate action to address the issues raised, and to the extent that the alleged misconduct by the Minister rises to such level and as applicable, the Board President shall notify the Ministerial Fellowship Committee (MFC) at the UUA. The board, at its discretion, may contact the Personnel Committee for advice, intervention or support with the issue.

## ***Resolution of Congregant/Employee Conflicts***

Just as effective communication is essential for productive work relationships, so it is also with relationships between employees and Members and Friends of the congregation. To that end, the following steps shall be taken to resolve any conflicts that may arise between an employee and a Member or Friend of the congregation:

- a) The Member or Friend and the employee shall first talk with each other, face-to-face, in an effort to resolve the conflict between them. The Minister will be notified of the conflict and steps taken.
- b) If this does not resolve the conflict, then the Member or Friend and said employee shall meet with the Minister and together discuss the problem, and attempt a resolution.
- c) In the event that the above does not resolve the issue or concern, the Minister shall notify the Board President in writing about the conflict and it will be at the Board's discretion to either handle it at a board level or delegate it to the Personnel Committee.
- d) Any party dissatisfied with the BOT's decision has the right to request a meeting with the BOT to appeal such decision. Ultimately, a decision made by a majority of the BOT, present and voting, will be final.

## ***Separation from Employment***

Employees who resign are requested to give at least four (4) weeks written notice. Employees who resign with at least four (4) weeks written notice may receive payment for accrued, unused vacation days for the current year, and a maximum of five (5) carryover vacation days from the previous year. Unused vacation time will not be applied for any employee who leaves with less than four weeks written notice.

If an employee is terminated involuntarily, the UUFH will generally give four (4) weeks written notice or four (4) weeks of pay in lieu of notice. No notice or further pay will be granted at the conclusion of an unsuccessful initial review period for new employees, or upon termination for reasons of gross misconduct.

Any employee who is absent for three (3) consecutive days without notifying his or her supervisor, or who fails to report to work on or before the expiration of a leave, will be deemed to have resigned, consistent with applicable law.

## ***Safety and Accidents***

The safety of employees, as well as Members, Friends, newcomers, and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards at all times. Employees should know the location of fire extinguishers and the first aid kit.

Any unsafe condition, equipment, or practice observed by an employee should be reported immediately to the Minister. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the supervisor and Minister. In the event of a fire or other emergency, the fire department and/or police should be called immediately, and all persons should leave the premises.

## ***Personal Property***

Employees should report any lost items to the UUFH office 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 UUFH office. However, the UUFH cannot be responsible for damage to, or loss of, personal property, including loss or damage to vehicles or other property in or on UUFH property. Employees should use discretion and good judgment when bringing personal belongings onto UUFH property.

## ***Inspection Rights***

The UUFH has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees; however, the UUFH can make no assurances that they will always be secure. The UUFH reserves the right to open and inspect any desk, file cabinet, storage closet, or storage area at any time, and without prior notice or consent. Employees may not use personal locks on UUFH-owned desks, cabinets, closets or storage areas, and the storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia on UUFH premises is strictly prohibited.

## ***Employment Authorization***

Federal law requires that prospective employees must show proof of eligibility to work in the United States in the position for which they are applying. Employees must provide any original documents to the Personnel Committee that may be required to establish identity and employment eligibility and to complete any required forms.

## **Wage and Hour Administration**

At the beginning of employment, each staff member shall receive a statement of the employment arrangement, duties and responsibilities. The determination of work schedule of a staff member is an integral part of the position description. If there is a substantial change in the work proposed, the position description may be modified, and the rate of pay appropriately adjusted by the Minister with notice to the BOT.

The Minister, shall be provided with a letter of employment that clarifies the relevant employment arrangements. These arrangements generally shall not be altered during the Fellowship year (July 1 thru June 30), except by mutual written agreement between the employee and the BOT. All other employees shall be employed as specified by the BOT, including FLSA (Fair Labor Standards Act) status, hours of employment and rate of compensation.

### **Employment Classifications**

Regular employees hold ongoing positions and have completed their initial review period satisfactorily. They are classified as follows:

- Full-time employees are those who are hired to work a 37.5 hour week.

- Employees scheduled to work less than 37.5 hours per week will be considered part-time employees and their eligibility for benefits will be pro-rated according to the percentage of time worked.
- Acting employees hold a temporary position and may be eligible for regular status.
- Employees who are subject to state or federal minimum wage and overtime laws are referred to as “non-exempt” employees. Those employees who are not subject to such regulations are referred to as “exempt” employees.

### ***Hours of Work***

Each employee is expected to be consistent and punctual in his/her attendance at work. Personal appointments should be scheduled before or after work hours. The employee’s supervisor must approve all absences in advance.

Normal UUFH office hours are Monday through Friday from 9:00 a.m. until 5:00 p.m. with ½ hour unpaid lunch, and the office may also be open at other times, including Saturdays or Sundays. Employees may be scheduled for work before, during, or after normal office hours.

Individual work schedules may change from time to time. Attendance at meetings at the request of the employee’s supervisor will be considered time worked. Employees are expected to attend any staff retreats or off-site events that are part of their employment.

Overtime pay shall be paid to non-exempt employees only, in compliance with relevant laws. An exempt employee who works significantly beyond his or her regular schedule may be granted compensatory time, with the advance approval of the Minister. Compensatory time will normally be taken within one (1) month of the time it is earned. If compensation time is not taken within the normal period, the employee must request an extension from his or her supervisor.

### ***Break Periods***

Generally, employees who work a minimum six (6) hour shift shall be entitled to a minimum thirty (30) minute unpaid meal break. Non-exempt employees should not perform any work during their meal period. The timing of a meal break, and any break periods, will be at the discretion of the immediate supervisor.

### ***Timekeeping and Overtime***

Non-exempt employees must submit to their supervisor a written and signed record of their time worked, weekly or monthly, as determined by the supervisor. Non-exempt employees should not work overtime without authorization.

### ***Pay and Payroll Deductions***

Pay adjustments generally will be considered for all employees once a year. Any adjustments will normally begin at the beginning of the fiscal year (July 1). There is no guarantee of an annual pay adjustment. Pay is usually based upon such factors as individual performance, job responsibilities and other appropriate factors.

Employees are generally paid twice monthly.

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

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

## **Employee Benefits**

The UUFH will pay all benefits required by local, state, and federal regulations, including, but not limited to, FICA, state disability insurance, and worker's compensation. The benefits outlined in these policies represent significant additional compensation to eligible employees. These benefits are subject to change at any time at the discretion of the UUFH. Any questions about employee benefits should be directed to the supervisor or the Personnel Committee.

The value of employee benefits is not available as additional compensation for those who decline benefit coverage.

### ***Group Insurance Programs***

#### **Medical Insurance Benefits**

Full-time employees are entitled to individual medical insurance benefits. Coverage start date will be determined by the insurance provider requirements. Employer will contribute 60% of the premium due for a full time employee only. Dependents are eligible for coverage at the employee's full expense. Employees who work less than full-time may enroll in the group health insurance plan sponsored by the congregation at the discretion of the UUFH and at the employee's expense, provided that they meet the minimum threshold for eligibility and the carrier approves the enrollment. Further information concerning the plan, and any benefits, may be requested from the Personnel Committee. Benefit availability is subject to change at the discretion of the UUFH Personnel and Finance Committees based upon cost and market conditions.

#### **Long Term Disability Insurance**

Full-time employees are entitled to employer-paid Long Term Disability insurance as determined by the insurance provider requirements.

#### **UUFH Flexible Spending Plan**

Employees who are scheduled to work at least 1000 hours per year may participate in the UUFH Flexible Spending Plan. Notice will be sent to all employee by the bookkeeper annually.

#### **Life Insurance**

Full-time employees are entitled to employer-paid life insurance as determined by the insurance provider requirements.

## ***Retirement Benefits***

Employees who work 1000 hours or more annually are eligible for employer-paid pension contributions. The UUFH will contribute a percentage of the employee's annual salary to the UUA pension plan or its equivalent, as determined by the BOT. This benefit will commence one year after the start of employment.

## ***Vacation***

The Minister shall receive paid annual leave according to the terms of their employment agreements. All other salaried employees shall be eligible for paid leave after three (3) months of employment. Vacation time must be requested in advance and can only be taken with the approval of the employee's supervisor. In the event of conflicting vacation requests, vacation will generally be granted consistent with workload requirements. Summertime vacations are generally encouraged.

- All vacation leave is calculated based upon the calendar year.
- All benefits accrue based upon monthly employment completed.
  - Full-time employees will earn two (2) weeks of vacation time for the first year of employment; and three (3) weeks thereafter. This will be earned by accruing .83 days per month for the first year of employment, and 1.25 days per month beginning in the second year of employment for a full time employee. Eligible part-time employees working at least twenty (20) hours a week will receive pro-rated time accordingly.
- Hourly employees working fewer than 20 hours per week are not eligible for paid vacation.

Employees may accrue up to five (5) unused vacation days into the next calendar year. Except in unusual circumstances, employees cannot borrow from future (un-accrued) vacation.

Upon termination, the UUFH may pay the employee for any unused vacation time accrued during the current year and up to five (5) days accrued but unused from the previous year.

## ***Holidays***

Regular full-time employees receive the following paid holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Office will be closed from Christmas Day to New Year's Day except for emergency coverage.

Eligible part-time employees, working at least twenty (20) hours per week, will receive prorated holiday time accordingly.

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. The employee and his/her supervisor must mutually agree to the alternate day off.

## ***Leaves of Absence***

### **General Provisions**

The policies in this section describe various types of paid and unpaid leaves of absence provided by the UUFH. Leaves must be requested in advance in writing and require the approval of the employee's immediate supervisor. 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 granted. If prevented from returning as expected, the employee must immediately notify his/her supervisor.

### **Paid Sick/Personal Leave (Unplanned Leave)**

All full-time employees accrue one half day of paid sick/personal leave for every month worked, up to a maximum of six (6) days per calendar year. Unused sick/personal time may accrue up to a maximum of ten (10) days. Employees work twenty (20) hours or more per week, but less than full time, accrue sick/personal leave on a prorated basis. Employees who work less than twenty (20) hours per week are not entitled paid sick/personal leave.

Sick/personal time may be taken in full or half day units only. The UUFH will not pay the employee for unused sick/personal time upon termination.

Sick/personal leave can be used for any reason that requires you to be unable to report to work on a specific day. These reasons include, but are not limited to: being sick, taking care of a sick child or elder, medical appointments, or to accomplish personal business that cannot be accomplished during time other than your normal working hours. Where possible, you are required to request sick/personal time from your supervisor in advance and obtain his or her approval; however, due to the nature of this leave, prior approval is not mandatory.

Employees must notify their supervisor before their starting time if they will not come to work. During your first calendar year of employment, sick/personal time is pro-rated.

If you are required to take a disability leave of absence, any available sick leave will be paid at the time the leave commences.

## **Unpaid Military Leave**

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 to perform military duties on a voluntary or involuntary basis. 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. Leaves of absence in excess of any available vacation time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.

## **Paid Funeral or Bereavement Leave**

Full-time employees may request up to three days of paid bereavement leave, to be granted at the discretion of the Minister. Bereavement leave will be prorated for eligible part-time employees.

## **Jury Duty**

Employees who are called to jury duty during active Fellowship months may be asked to request postponement. The UUFH will pay the employee's regular salary for the first three (3) days of jury duty, and the difference between regular pay and jury duty earnings each day thereafter, up to a maximum of twenty (20) working days. Employees should appear for work upon being excused from jury duty on any day or partial day.

## **Unpaid Leave**

UUFH voluntarily provides certain aspects of the Family Medical Leave Act ("FMLA") which allows an employee after 12 months of employment and at least 1,250 hours over the past 12 months, to take up to 12 weeks of **unpaid** leave during a twelve (12) month period:

- a. For the birth and care of the newborn child of an employee;
- b. For placement with the employee of a child for adoption or foster care;
- c. To care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition; or
- d. To take medical leave when the employee is unable to work because of a serious health condition.

For purposes of this policy, a year begins on the first day of the requested leave and is calculated on a going forward basis. Up to the conclusion of this leave period, an employee generally has the right to return to the same position. This leave may be taken all at once or intermittently, depending on the circumstances, as agreed upon by the employee's supervisor and Minister.

Except where earned Paid Time Off (PTO) is applied toward the leave as per the below, during unpaid leave no time off with pay benefits will accrue and no contributions will be made to any retirement or insurance plans. The employee is responsible for paying the prorated amount of premiums for health, dental, life, and long-term disability insurance coverages.

Employees are required to apply all PTO to the FMLA such that the PTO and FMLA leave shall run concurrently and the employee will receive wages for the PTO during the time the PTO and FMLA is running

concurrently. To the extent the employee is eligible under the law for New York Paid Family Leave (NYPFL), the NYPFL and FMLA leave will also run concurrently and will count toward an employee's total available leave under the laws. PTO must also be applied toward NYPFL and shall run concurrently with that leave, as well. The substitution of PTO shall not extend the total NYPFL and/or FMLA leave that is available to the employee.

Employees must submit appropriate certification supporting their need for a leave. UUFH reserves the right to seek additional information as in accordance with law. If the employee does not provide access to sufficient documentation, the leave may be denied.

If an employee does not return to work after an aforementioned leave period, the employee may be considered to have resigned.

## Appendix A

### ***PERSONNEL MANUAL ACKNOWLEDGMENT FORM<sup>1</sup>***

I hereby acknowledge that I have received a copy of the Personnel Policy Manual of the Unitarian Universalist Fellowship of Huntington (UUFH).

I understand that it is my responsibility to read the manual and comply with the policies, practices and rules of the UUFH.

I understand that this manual:

- sets forth the basic policies and practices of UUFH,
- supersedes all previous policies, written or oral, expressed or implied, • applies to all staff, except where otherwise noted, and • governs all employment arrangements unless specifically altered in writing in an individual circumstance.

I further understand that this manual:

- is provided as a matter of information and reference only,
- is not a legal document, and
- is not intended to create an express or implied contract of employment between UUFH and any of its employees, or to bind UUFH in any contractual manner.

I understand that UUFH reserves the right to amend, supplement, rescind or interpret any policies or procedures as it may deem necessary, with or without notice, and that no one person has the right to amend these policies or procedures, either in writing or verbally.

I specifically acknowledge that my employment is at will and that my employment may be terminated by either the UUFH or by me, at any time, for any reason or no reason, with or without notice, with the understanding that two weeks' notice is desirable for both parties.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the Personnel Policy Manual on    (date).

Employee Name (Print)

Employee Signature

  

Date

<sup>1</sup>This page will be placed in the employee's personnel file after it has been signed.