

Eliot Unitarian Chapel Personnel Policies, rev. 4/3/12

Statement of Purpose

These policies apply to all paid employees except ordained ministers called by vote of the congregation or hired by the Board of Trustees.

These policies have been approved by the Lead Minister on behalf of the Board of Trustees and replace all previous employment policies. From time to time, changes in policies may become necessary. Eliot Unitarian Chapel reserves the right to make these changes; employees will be notified of changes in a timely manner.

Note that your employment is legally defined as "employment at will." This means you are not under contract to Eliot Chapel. In legal terminology, this means employment can be terminated without penalty by either party at any time for any reason, with or without notice. Eliot Chapel is therefore not compelled to pay wages to persons no longer working for the church and employees are not compelled to work without their consent.

The Lead Minister is the chief executive of the congregation's staff. The Lead Minister may delegate some personnel matters to the Administrator or others.

If you have questions or comments about these policies, or if you need more information, please ask your supervisor, the Administrator or the Lead Minister.

Categories of Workers

Ministers: The term "minister" includes only ordained ministers called or hired by Eliot Chapel. Such ministers are not covered by these policies but are covered by a Covenant for Ministry.

Regular Full-time Employees: Full-time employees are scheduled to work thirty-five (35) or more hours per work-week.

Regular Part-time Employees: Part-time employees are scheduled to work less than thirty-five hours per work-week and are not full-time or temporary employees.

Temporary Employees: Temporary employees are scheduled to work six (6) months or less.

Independent Contractors: All persons under individual contract to provide services to Eliot Chapel are independent contractors. By definition, these policies do not apply to independent contractors because they are not employees. Prior to commencing any work for Eliot Chapel, any independent contractor must provide a certificate of insurance demonstrating that s/he is adequately insured. "Adequate insurance" will be determined on a case-by-case basis, but it must include, at minimum, liability and workers' compensation insurance.

Exempt/Non-Exempt Employees: Positions at Eliot Chapel are categorized as either exempt or non-exempt. The Fair Labor Standards Act considers exempt employees to be those who (a) supervise directly two or more individuals (Supervisors); (b) make policy decisions for the

organization (Executives); or (c) have at least a four-year degree in their area of practice within the framework of the organization's operations (Professionals). Exempt employees are not eligible for overtime pay.

Equal Employment Opportunity

Eliot Unitarian Chapel affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with all federal, state and local laws and without regard to race, color, sex, national origin, age, disability or other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal. The Chapel will make reasonable accommodations necessary to enable an applicant with a disability to perform the essential functions of a job, absent undue hardship to the Chapel.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to the Lead Minister. Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.

Confidentiality

In the course of working at Eliot Chapel, an employee may have access to sensitive information that the employee knows, or reasonably should know:

- (a) Has not been made available to the general public; and/or
- (b) Is designated as confidential, private or proprietary; and/or
- (c) Is routinely treated by Eliot Chapel as confidential.

This may include information related to Eliot Chapel, Chapel members or friends, or another person or institution (such as another church organization, a vendor, an employee or a former employee of Eliot Chapel). An employee must strictly preserve the confidentiality of such information, and may not release, remove from the Chapel's premises, copy, transmit, or in any other way use for any purpose by employees outside the scope of their employment. Such information can be disclosed only as required for Chapel purposes and only as authorized by the Lead Minister.

An employee's duty to maintain the confidentiality of non-public information continues after his or her employment ends. An employee must leave all Chapel documents, files, computer media, reports and records containing non-public information, and all copies of such information, with Eliot Chapel when his or her employment ends.

Nothing in this policy is intended to interfere with an employee's legal rights, including rights to engage in concerted activity protected by the National Labor Relations Act.

Harassment

The work environment at Eliot Chapel must be free from sexual, and other forms of harassment.

Such misconduct is subject to disciplinary action. Sexual harassment includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of an individual's employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions regarding the individual; or
- Such conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile or offensive working environment.

Harassment based on a person's race or ethnicity, color, religion, gender, age, national origin, disability, or sexual orientation is also prohibited.

Any employee who believes that he or she may be the subject of sexual or other harassment, or who becomes aware of incidents of harassment, should contact the Lead Minister .

A reasonable belief that an employee has engaged in sexual or other harassment will result in disciplinary action, up to and including termination. Retaliation against an employee for reporting, in good faith, any incident of sexual or other harassment, or for cooperating in an investigation, will result in discipline up to and including termination.

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 present any complaint or grievance to his or her supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Lead Minister who will gather the evidence necessary to complete an investigation.

The Lead Minister may interview the employee, involve lay leaders, or appoint an ad hoc advisory committee to assist. The resolution recommended by the Lead Minister will be binding upon the employee.

Internet and Social Media Policy

Eliot Chapel provides Internet access (including e-mail) to its staff members to assist and facilitate business communications and work-related research. All materials, information and software created, transmitted, downloaded or stored on the Chapel's computer system are the property of the Chapel 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 Chapel's confidential or proprietary information, including member or friend data or other materials covered by the Chapel's confidentiality policy.

The Chapel 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 the Chapel'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 Administrator is required before introducing any software into the Chapel's computer system.

Only authorized staff members may communicate on the Internet on behalf of the Chapel. Employees may not express opinions or personal views that could be misconstrued as being those of the Chapel on the Chapel's equipment. Any violation of this policy may result in disciplinary action.

Media Inquiries

All requests for information about the Chapel from newspapers, television and radio media should be directed to the Lead Minister. 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?"

Conflict of Interest

Eliot Chapel prohibits its employees from engaging in any activity, practice, or act which conflicts with, or appears to conflict with, the interests of Eliot Chapel or its congregation.

Employees are expected to represent the organization in a positive and ethical manner and have an obligation both to avoid conflicts of interest and to refer questions and concerns to their supervisors.

Employees should disclose any financial interest they or their immediate family have in any firm that conducts business with Eliot Chapel.

Outside Employment

Employees will not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as an employee. Activities that may constitute a conflict include use of the Chapel'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 will not engage in any outside employment which, by its nature, hours or physical demands, would impair the employee's performance of Chapel duties; reflect discredit on the Chapel. Collateral employment should not result in outside telephone calls while on duty for the congregation.

Employee Records

It is the policy of Eliot Chapel to maintain records of applicants, employees, and past employees to document employment-related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements.

Your personnel file is kept in locked, safe file storage. Only you, your immediate supervisor, the Lead Minister, and those designated by the Eliot Chapel Board of Trustees may have access to this file. Chapel will not provide information from your personnel file in response to outside requests without your express, written consent, or in response to proper legal process. The official personnel file for each employee will be maintained by the Administrator in a locked cabinet, and may contain the following:

- Employment Application (resume is optional)
- Offer Letter
- Organization Personnel Data Form
- Emergency Notification Form
- Employment Eligibility Verification (INS I-9)
- Job Description
- Performance Assessments
- Written Disciplinary Letters (if applicable)
- Acknowledgment Receipt of Personnel Policies
- Signed Statement of Confidentiality of Church and Member Records
- Child Abuse and Neglect Screen

Employees have a responsibility to make sure their personnel records are up to date, and should notify the Administrator in writing of any change in at least the following:

- Name
- Address
- Telephone number
- Marital status; number of dependents, address and telephone numbers of spouse (for tax and insurance purposes). Employees who have a change in dependents or marital status are encouraged to complete a new IRS Form W-4 for income tax withholding.
- Persons to be notified in case of emergency.

Employees may inspect their personnel file and may copy, but not remove, documents in the file. Such an inspection must be requested in writing to the Lead Minister, and will be scheduled for a mutually convenient time. Employees who feel any file material is incomplete, inaccurate, or irrelevant may submit a written request to the Lead Minister that the file be revised accordingly. If the request is not granted, the employee may place a written statement of disagreement in the file and/or pursue the matter further using the Resolution of Employee Complaint Procedure.

Your Job and Pay

Work Schedule Records

All non-exempt employees must maintain accurate records of all time worked, as well as all sick leave, bereavement leave, disability, vacations and holidays, to be submitted each pay period or as requested.

Overtime and Compensatory Time

Eliot Chapel's week commences at 12:00 midnight on Sunday and ends at 11:59 p.m. on Saturday. It is generally not the policy of Eliot Chapel to have its employees work overtime although from time to time it may be necessary to require it. If an employee feels that s/he needs to work overtime, s/he must obtain permission from their supervisor in advance. All overtime that is worked will be paid.

Non-exempt employees will be compensated at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours worked in any established workweek. In determining whether the employee has worked in excess of 40 hours, only time actually worked by the employee will be counted. Time not actually worked, such as holidays, vacations, and sick days, will not be counted towards overtime

All employees, including non-exempt employees, may participate in a wide variety of groups and activities, some of which may include those sponsored by Eliot Chapel. Only if such service is required by the Chapel, will it constitute service for which compensation is due under appropriate normal and/or overtime pay practices.

If an employee is required to attend after-hours events, including training programs, all hours spent at the event will be counted as hours worked. If attendance is discretionary, the hours will not be counted as time worked.

Termination of Employment

Employment is considered to be "at will." This means that both Eliot Chapel and its employees reserve the right to terminate or alter their employment relationships with the other at any time.

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 at any time at the discretion of the Chapel.

Resignation is defined as termination of employment by the employee. Employees are expected to provide Eliot Chapel with at least two weeks advance notice of their intent to terminate their employment.

Dismissal is defined as termination of employment by the organization. It can be for any reason or for no reason. An employee who does not report to work for three (3) consecutive days, and is not on an approved leave from the job, will be considered to have abandoned the position and employment will be terminated.

The final paycheck, at the time an employee terminates their employment with Eliot, will be adjusted to reflect any obligations to taxing authorities, additions for earned and floating vacation days and holidays, and subtractions for indebtedness to Eliot. Accrued sick time is not a vested benefit and is not compensated upon termination.

Your Benefits

Benefits Program

The benefits outlined in these policies represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through the Chapel. This summary is not intended to and does not create an express or implied contract, promise or representation between the Chapel and the employee. These benefits are subject to change at any time in the discretion of the Chapel. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern. Any questions about employee benefits should be directed to the Administrator.

Benefit eligibility is set by the Board of Trustees or their designee or as required by law. The scope of insurance coverage and its associated premium costs, as well as other benefits for employees are determined by the Lead Minister.

During any unpaid leaves of absence, as defined in these policies, otherwise eligible employees do not earn or accrue paid vacation or sick days, nor do they receive holiday pay.

Benefits provided by Eliot Chapel are described in plan documents kept on file at Eliot Chapel. These documents are available for examination by plan participants or beneficiaries.

To be eligible for certain benefits, an employee must be a regular, full-time employee as defined in the policy on Categories of Employees above.

Health Insurance

Eliot Chapel offers major medical and hospitalization insurance to all regular full-time employees. Employees cannot elect remuneration in lieu of a health insurance plan. If eligible, health insurance coverage begins on the first day of employment.

Pension and Retirement Plans

Eliot Chapel offers regular full-time and part-time employees the option of participating in a 403(b) tax sheltered retirement savings plan. These plans are similar to IRAs (Individual Retirement Accounts) and can be an excellent way of both decreasing taxable income and saving for retirement. Please contact the Administrator for details on this benefit.

Vacation

Regular, full-time employees will receive vacation days at the beginning of each fiscal year in accordance with the following schedule:

<u>Employment Period</u>	<u>Vacation Days</u>
Less than five years	10 days per year
More than 5 years	15 days per year
More than 20 years	20 days per year

New employees begin accruing vacation immediately. Vacation pay is not granted in lieu of taking actual time off. One year's worth based on the duration of their employment period may be carried over into the following fiscal year.

All vacations are to be arranged with the immediate supervisor. Employees are encouraged to schedule vacations in advance and encouraged to take vacations during the summer. Work coverage and seniority will be considered in determining actual scheduling.

Holidays

Eliot Chapel designates and observes certain days each calendar year as paid holidays. Since Eliot Chapel is a church, most employees will be required to work some holidays. Employees required to work during a designated holiday will be given an opportunity to take paid time off on another day during the same pay period. Regular full-time employees and part-time employees will have ten holidays off without reduction in pay:

New Year's Holiday
Dr. Martin Luther King Holiday
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day and Friday After
Christmas Day

Sick Leave with Pay

All regular full-time employees receive ten days sick leave at the beginning of each fiscal year. One year's worth (10 days) of sick time may be carried forward into the following fiscal year. Regular, part-time employees who work more than twenty hours per week accrue sick leave on a pro rata basis.

Sick leave is to be used in the event the employee is unable to work due to the employee's own illness, injury or other medical condition, or that of an immediate family member. Sick leave should be used for routine dental or medical appointments.

Employees must notify their supervisor before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their medical

condition, including why the employee was not able to work. The Chapel reserves the right to request employees who are repeatedly absent for illness or injury be examined by a physician chosen by the Chapel, and at the expense of the Chapel.

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 employee's supervisor and the Lead Minister. 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 Chapel also reserves the right to request a second opinion from a physician chosen by the Chapel on any medical leave of absence.

Personal leave without pay

Employees who have been employed full-time for at least one year may be given unpaid personal leave of five days per year, which must be approved in advance by the Lead Minister.

Bereavement

Eliot Chapel provides each employee paid leave of up to three (3) consecutive work days for purposes of attending to bereavement obligations upon the death of a close family member. Permission for unpaid bereavement leave for deceased persons other than close family members may be granted at the discretion of the employee's supervisor. Bereavement pay is paid leave not chargeable to any other leave time provided by Eliot Chapel.

Jury Duty and Other Legal Proceedings

Eliot Chapel grants time off to an employee called for jury duty. For other legal proceedings, time off will be granted at the discretion of a supervisor or the Lead Minister.

The employee will notify his or her supervisor on receipt of such call or request to appear in court or before an administrative body and will provide appropriate documentation.

Eliot Chapel will consider jury duty as paid leave time not chargeable to any other leave time provided by Eliot Chapel. Any nominal fees the employee receives for jury duty services will be retained by the employee.

Military Leave

The purpose of this policy is to grant leaves of absence to all employees who are called to serve for active duty or any training in the uniformed services of the United States, and to ensure that those employees are afforded the re-employment rights granted by all applicable laws.

Employees who take military leave of any length must provide written or verbal notice to the Administrator prior to taking the leave and should provide evidence that the leave is for a covered service. When possible, employees should schedule leaves so as not to unduly disrupt business. Benefits coverage remains the same as with other leaves of absence.

Parental leave without pay

Full-time employees who become natural or adoptive parents are eligible for a leave of absence of up to six weeks. The leave must begin within six weeks of the birth or adoption.

Vehicle Usage and Reimbursement

Employees using their own cars for church-related business may be paid mileage at the current rate per mile as established by Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and approval by the Administrator. Trips must be authorized by the employee's supervisor. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips. All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by the Chapel.

Other Chapel Policies

Attendance and Punctuality

Each employee is expected to be prompt and regular in his or her attendance at work. Personal appointments should be scheduled before or after work hours, if possible. All scheduled absences must be approved in advance by the supervisor. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence and the expected time of return to work. Employees must call in each day they are absent, unless otherwise authorized by their supervisor.

Unscheduled absences (such as returning late from lunch or leaving work before the end of the workday) must be approved by the employee's supervisor. If the employee expects to be absent the following day, he or she should inform the supervisor of that fact at the same time.

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

Employees who resign are requested to give at least two weeks' written notice in order for the Lead Minister to find a suitable replacement.

Work and disciplinary guidelines

Certain guidelines must be observed by all employees to protect the integrity of the

congregation. Violations may result in disciplinary measures including verbal warnings, written warnings or termination. Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive.

- Failure to perform work in a manner acceptable to the Chapel.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment described in these policies.
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on Chapel premises (including meal and other breaks).
- Unauthorized possession of weapons.
- Disclosure of confidential information except as protected by law.
- Smoking in unauthorized areas.
- Failure to report workplace injuries.
- Working another job when scheduled for work at the Chapel.
- Failure to accurately complete or permitting another person to complete the employee's timecard.
- Arrest or conviction for criminal offenses.
- Theft or dishonesty.
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
- Discourteous treatment of others.
- Taking Chapel property without paying for it or without written permission.
- Reckless, careless or unauthorized use of Chapel property, equipment or materials.
- Improper or profane language.
- Violation of any other Chapel policy.

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 and the first aid kit.

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

Workplace threats and violence

Threats, threatening behavior, or acts of violence against persons by anyone on church property or in connection with Eliot Chapel events will not be tolerated. Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on church

property or at Eliot Chapel events will be removed and will remain off church property or Eliot Chapel events pending the outcome of an investigation. If the Chapel determines that a violation of this policy has occurred, the Chapel 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 will inform the Lead Minister or their supervisor of any behavior which they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or is connected to employment.

Professional Behavior

Employees should maintain a professional attitude and appearance that is appropriate to their position and the congregation. Name badges should be worn when employees are on duty on Sunday. Personal mail and non-essential telephone calls at work are discouraged.

Inspection Rights

Churches, like other organizations, are sometimes the victims of thieves. The church has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees, however, the church can make no assurances that they will always be secure. Unauthorized alcohol, illegal drugs or drug-related paraphernalia are prohibited on church premises. Therefore, the Chapel 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 church owned desks, cabinets, closets or storage areas.

PERSONNEL POLICIES ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Personnel Policies of Eliot Unitarian Chapel. I understand that it is my responsibility to read the policies and to comply with the policies, practices and rules of the Chapel.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the Chapel or I may terminate the employment relationship, at any time, with or without reason and with or without notice. I specifically understand and agree that this statement of policy contains all of the terms relating to termination of employment and that no representations may be made contrary to the foregoing, either express or implied. I understand that this statement of policy is not subject to change.

I understand that these policies supersedes all previous policies, written or oral, express or implied. I also understand that these policies are neither a contract of employment nor a legal document, and that the Chapel reserves discretion to add, change or rescind any policy, practice or rule at any time with or without notice.

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 Policies, dated 04/03/12.

Date

Employee Name (Print)

Employee Signature