

PSD Personnel Policies

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1. Introduction

1.1. Prairie Star Mission

Prairie Star District works for healthy, vital congregations in the district, strong related UU organizations, an interconnected web of Unitarian Universalists, and a world which lives by the UU principles. To that end, the District promotes cooperation and communication among congregations and groups, provides a bridge to the UUA, helps plant new congregations, supports ministry, and offers education to members in the district.

1.2. Policy Manual Overview

This Personnel Policies Manual summarizes the policies at the Prairie Star District Unitarian Universalist Association (referred to as “the District”). The District believes staff are an incredibly valuable asset, and that a clear understanding of policies and procedures provides a foundation for a good working environment.

The Manual is intended to explain policy and procedures—it is not a contract or promise. The District may change, add, or delete items in this document with appropriate notification to the employee. In 1995, the General Assembly of the UUA passed recommendations on compensation and benefits. As is feasible and possible, the District intends to operate in congruence with those recommendations and the Unitarian Universalist Association Personnel Policy.

Suggestions for this manual are always welcomed. It is a basic assumption of this manual that special and unique situations may be resolved through the cooperative efforts of all involved.

2. Employment

2.1. Employment at Will

The District and its employees have an employment relationship that is known as “employment at will.” This means that either the District or an individual employee has the right to terminate at any time, for any reason, or for no reason at all.

2.2. Equal Opportunity Employment.

The District is committed to the principles of equal employment opportunities. The District does not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, gender, disability, age, marital status, sexual orientation, or status with regard to public

assistance. The District will ensure that all employment practices are free of such discrimination.

2.3. Hiring Procedures

During the hiring process, the District will provide all applicants for employment with a statement of the purposes and mission of the District and to ascertain the willingness of such applicants to be employed by the District in view of these purposes and mission.

2.4. Interim Period

At thirty, sixty, ninety days, the supervisor will check in with the new employee, as outlined in the Personnel Evaluations and Review Procedures document. The goal of these meetings is to assist the new employee in adapting to the position, address small issues early on, and keep open lines of communication as you grow into your role.

2.5. Types of Employment

Exempt and Non-Exempt

- *Exempt (Salaried) Employee.* The term applied to the incumbent in a position which is exempt from the regulations of the Fair Labor Standards Act. This position requires specified duties to be performed but pay is not based on the hours worked. Salaried exempt staff will work the amount of time needed to fulfill requirements of the position.

- *Non Exempt Employee.* Non-Exempt staff are considered Hourly by the Fair Labor Standards Act. The term applies to the incumbent in a position for which the pay is based on hours worked.

Full Time, Part Time, Temporary

- *Full-time Employee.* An employee regularly scheduled to work 35 hours or more each week, for at least a full year.

- *Part-time Employee.* An employee regularly scheduled to work at least 4 hours each week, but less than 35 hours per week, for at least a full year.

- *Temporary Employee.* An employee hired for a specific period of time or for a specific project.

Employees scheduled to work less than 52 weeks per year will be classified according to the total number of scheduled hours worked per year divided by 52 to arrive at an average number of scheduled hours per week for the year.

The normal workweek is 35 hours, inclusive of lunch time. Each position has its own weekly work schedule.

2.6. Personnel Records

The District maintains a confidential personnel record of each employee. At a minimum, this record includes the job application, reference investigations, performance reviews, and compensation/benefits documents. Employees may review this record at the office upon request to the Administrator. Employees may insert a statement in response to any information that is in dispute; and that statement will become a permanent part of their file. Those who terminate will be allowed access to their personnel record in accordance with current state statutes.

Because this information is critical for benefits administration, this information should be updated by the employee if there are any changes in personal information or benefits information.

3. Working Hours and Conditions

3.1. Overtime

Where required by applicable law, overtime will be paid to non-exempt employees at the rate of one and one-half times the regular rate of pay for all hours worked in excess of forty in any one work week. Holiday, vacation and sick leave are not counted for purposes of overtime compensation. Employees should not work overtime without authorization in advance from their supervisor.

3.2. Absence Reports

The scheduling of personal days, vacation, and other leave should be approved in advance by the supervisor. Employees should notify their supervisor before their starting time if they are ill and unable to come to work.

4. Salary and Wage

4.1. Salary Structure

To assure equitable and uniform treatment of comparable positions, the District maintains salary schedules for all staff positions. These take account of the pay practices applicable to comparable positions in related organizations and of general economic conditions affecting salary policy. They also give fair recognition to the individual requirements of employees.

4.2. Paydays

Pay checks are issued at the end of each month.

4.3. Raises

Pay adjustments generally will be considered for all employees once a year and afford opportunity for recognition of quality of work, continued good service, and

outstanding performance. There is no guarantee of an annual pay adjustment. Salary review and raises take place as part of the annual performance review process and are covered in more depth in that section.

5. Benefits

5.1. Leaves and Absences

From the date of hire personal leave and vacation begin to accrue but these may not be used until completing six months of service. Employees must request leaves and absences to their manager ahead of time, and must obtain their manager's approval.

5.2. Vacations

From the date of hire, personal leave and vacation begin to accrue, but these may not be used until completing six months of service. Employees may be financially compensated for unused vacation leave at the time of termination of employment. Employees may carry over up to 10 days of unused vacation from one year to the next. Holidays occurring during a vacation period aren't charged against vacation time.

<i>Years of Service</i>	<i>Annual Vacation</i>
1st to 5th year	15 days
5th year or greater	20 days

Vacation leave is prorated by hours worked.

5.3. Holidays

The Office is closed on all paid holidays. No employee shall work on a holiday unless specifically scheduled to work by their supervisor. Paid holidays include December 25 to January 1 plus the following eleven holidays:

New Years Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day (and Friday after)	Last Thursday and Friday in November
Christmas Eve and Christmas Day	December 24 and 25

Other religious holidays the employee may be required to observe by faith, law or conscience may be granted by request to the District Executive in exchange for any of the above holidays or office closing times. Employees who are absent from

work with insufficient cause on either the day before or the day after a holiday will not receive holiday pay.

5.4. Sick Leave

Employees accrue paid sick leave at the rate of 1/2 day per month. Sick leave may be used for illness, accident, doctor/dental appointments or other health care or medical emergency of the employee or the employee's immediate family. Unused sick leave may be accumulated from year to year to a total of fifteen days. Employees will not be financially compensated for unused sick leave at the time of termination of employment. Holidays occurring during a sick leave will not count against sick leave.

5.5. Personal Leave

Employees will accrue paid personal discretionary leave at the rate of 1/4 day per month to a total of three (3) days per year. Personal leave cannot be accumulated from year to year. Employees will not be financially compensated for unused personal leave at the time of termination of employment.

5.6. Parental Leave: Maternity, Paternity and Adoption

Employees who know they will be taking maternity, paternity, or adoption leave are asked to give the District as much notice as possible, but at least 30 days' written notice of the anticipated departure date and whether they intend to return to employment. The same length of leave is granted for maternity, paternity, or adoption, as shown below.

Benefit is dependant on Length of Service:

- 0 - 6 months - no leave granted
- 6 - 12 months - 4 weeks paid, then 4 weeks unpaid*
- 12 - 18 months - 6 weeks paid, then 6 weeks unpaid*
- over 18 months - 8 weeks paid, then 4 week unpaid*

*May use sick time (if verified necessary by a doctor) or accrued vacation time before going on unpaid status.

Where there are medical complications for either mother or child, the District will consider up to six months of additional unpaid leave on a case-by-case basis. While jobs cannot be guaranteed to be held open, every effort will be made to find a comparable position for employees who wish to return to work at the end of such a leave.

Employees do not accrue vacation time during maternity, paternity, or adoption leaves.

5.7. Leaves of Absence

Unpaid leave without pay may be requested in situations such as illness or family crisis. These requests will be considered by the Board of Directors on a case by case basis. Pension, vacation, and other paid time-off or other benefits do not

accrue during the unpaid leave period, although the employee may maintain health insurance at her or his own expense.

5.8. Other Excused Absence

Jury Duty.

Employees will receive full compensation during leave for jury duty. Days on jury duty are not counted as paid personal days. Employees are expected to appear for work on any work day or portion of a day when they are excused from jury duty.

Bereavement Leave

Benefit-eligible employees may be eligible for a leave of absence for three days with pay for the death of an immediate family member. Immediate family members include the employee's father, stepfather, father-in-law; mother, stepmother, mother-in-law; spouse/domestic partner; son; daughter; brother, stepbrother; sister, stepsister; grandparents; stepchildren; grandchildren; stepgrandchildren. If an employee's brother-in-law or sister-in-law, son-in-law or daughter-in-law dies, one day of paid funeral leave will be granted to attend the funeral.

Military Leave

Employees who are members of the uniformed services of the United States, including National Guard or reserves 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.

6. Insurance, Retirement, and Other Benefits

6.1. SEP-IRA

Both full-time and part-time employees receive a retirement benefit equal to 15% of estimated annual salary. Twice a year, the district will deposit an amount equal to 15% of your compensation for that period into your SEP-IRA account.

6.2. Insurance: Health, Life, Disability¹

11% of estimated annual salary is provided for health or other insurance.

Employees may enroll in the UUA Health Insurance program. Both full-time and part-time employees receive this benefit.

6.3. Social Security and Medicare

The District makes contributions as required by law to Social Security and Medicare for all employees. Full-time, part-time, and temporary employees all receive this benefit.

6.4. Workers compensation

The District provides Worker's Compensation Insurance for all employees. All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's immediate supervisor.

7. General Policies and Procedures

7.1. Outside work

Employees should not take other jobs that are incompatible or in conflict with their responsibilities as an employee or impair the employee's performance. Use of the Employer's time, facilities, equipment or supplies for outside work is not allowed.

7.2. Office Closing

The District Executive will make the decision about whether to close the office. The District Executive will notify you directly, or notify your immediate supervisor who will notify you.

7.3. Internet and Telephone

Telephone use, internet access and e-mail is for business communications and work-related research.

As with any employer, all materials, information and software created, transmitted, downloaded or stored on the District's computer system are the property of the Employer and may be accessed only by authorized personnel. Use of the e-mail system or the Internet may be monitored at any time and is not private.

Inappropriate Internet use—including transmitting, accessing, downloading or distributing obscene, harassing, offensive or unprofessional messages—will result in disciplinary action.

8. Office Policies

8.1. Confidentiality

All records involving member churches and individual members are confidential and are to be maintained in the strictest confidence. This includes financial records, personal information for volunteers, ministers, members, and donors, and

other information that is not published by the *PSD Resources and Directory*, *The Prairie Star* newsletter or other public venues.

8.2. Expenses

The District pays expenses specifically incurred in the course of transacting District business that do not exceed budgeted limits in the District Policies and Procedures Manual. Employees will receive a District credit card as needed and be reimbursed for cash expenses. All expenses must be documented on an Expense Statement, with the original copies of the receipts attached.

Employees who travel for the District can obtain temporary cash advances in an amount equivalent to predictable out of pocket expenses. These advances must be accounted for or repaid at the time Expense Statements are submitted. See the District's Policies and Procedures Manual.

Use of personal vehicle for work will be reimbursed for mileage per the IRS reimbursement rate. Mileage should be tracked on an expense form and submitted.

9. Performance and Salary Review

9.1. Timing

A formal performance and salary review takes place every twelve months. Every six months, the supervisor will initiate an informal conversation about job satisfaction and performance without salary review. In the first year of employment, there is an additional formal performance review after the first six months.

9.2. Considerations.

The Employee Performance Review is a formal performance appraisal process designed to facilitate an exchange of information between employee and supervisor with the intent of encouraging employee job satisfaction, strengthening employee job performance and enhancing employee growth and development. Through this process, an employee's accomplishments and strengths can be recognized and performance deficiencies can be identified, along with an action plan for overcoming them. These reviews are meant to be two-way discussions in which the concerns of both parties may be considered and problems resolved. The review process is outlined at the end of this manual. [yet to be added]

10. Grievances

10.1. Grievance Process.

In the interest of harmonious and cooperative working relationships, staff members are encouraged to discuss and resolve employee requests, suggestions, and concerns informally.

When a problem arises, an employee shall discuss it first with his or her immediate supervisor. It is the responsibility of each supervisor to conduct the discussion objectively and confidentially and to resolve the problem. If, after such informal action, the problem is not resolved to the employee's satisfaction, he or she may present a written grievance in accordance with the procedure outlined below. The employee may request a third party be present.

The intent is to resolve the grievance by the following outlined steps in the shortest time consistent with careful consideration. Time limits are listed for each step, but these can be extended slightly in the absence of the key parties or for other legitimate reasons.

- **Step 1:**
Within five (5) calendar days from the date of the previous informal discussion, the employee shall present to his/her supervisor the details of the grievance and the relief sought in a clear and concisely written letter (usually less than one page).

Within five (5) calendar days following receipt of the written grievance, the supervisor shall meet with the employee and discuss his/her concerns and respond, in writing, within five (5) calendar days of said meeting. If the immediate supervisor is not the District Executive, he/she should review the proposed reply with the District Executive before giving it to the employee.
- **Step 2:**
If the decision of the immediate supervisor is not satisfactory to the employee, he/she may, within five (5) calendar days, request that the DE review his/her grievance. All previous written correspondence relating to the grievance should accompany the employee's request. Within ten (10) calendar days following receipt of the grievance, the DE shall review the employee's appeal. The DE will issue a written decision to the employee within five (5) calendar days following the meeting.
- **Step 3:**
If the employee is still not satisfied with the resolution of the grievance, or if the grievance is with the DE, he/she may, within five (5) calendar days, request in writing a review by the Board. The employee's correspondence should be addressed to the Board President and be accompanied by all earlier correspondence. The Board President shall respond to the employee within ten (10) calendar days. The President has the authority to call a special Board review. In the case of a special Board review, the Board

shall render its decision within five (5) calendar days of the special review. This meeting also shall be confidential. The Board's decision shall be final.

Action beyond the scope of this grievance procedure must be in accordance with the By-Laws.

10.2. Disciplinary Action.

In an effort to provide a work environment conducive to cooperation, team building and productivity, the District has established a system whereby employee performance, discipline or conduct problems can be resolved in a fair and equitable manner. The District reserves the right to assess any particular situation that may arise and to take disciplinary action as it deems appropriate.

- **Step 1:**
If an employee experiences difficulties in meeting performance standards or in establishing satisfactory working relationships with others, the supervisor will initiate a discussion with the employee. This should be a thoughtful and helpful discussion to explore the nature of the problem and to reach a mutual understanding of what needs to be done about the problem behavior within a specified time period. This discussion will be formally documented and signed by both parties. A copy of this document will be placed in the personnel file.
- **Step 2:**
If the employee's performance does not improve during the specified time period, the supervisor will have a second meeting with the employee to further discuss the performance or conduct problem. At this time the employee may be placed on probationary status by the supervisor for a specified time period (generally thirty to ninety days) and be advised that failure to correct the problem will lead to dismissal. The supervisor will document the discussion, specifying the performance or conduct standards that are not being met and place a copy in the employee's personnel file. Copies will be sent to the District Executive.
- **Step 3:**
At the end of the specified probationary period, the supervisor will evaluate the employee's progress, share and discuss the findings with the employee, and forward the results to the District Executive. If performance or conduct has improved and is satisfactory, the employee will be taken off probationary status. If performance has improved somewhat but still is not entirely satisfactory, the probationary period may be extended for no more than sixty days. If the performance has not improved, the District Executive shall take appropriate termination action.

11. Discrimination and Sexual Harassment

11.1. Policy

Prairie Star District, as an employer, believes in treating each employee with dignity and respect, recognizes the individual worth of each employee, and believes in helping employees develop to their full potential.

The District policy is to maintain a working environment free from discrimination and harassment. Such behavior includes inappropriate remarks about the employee's race, color, creed, religion, national origin, gender, disability, age, marital status, sexual orientation or status concerning public assistance, or membership or activity in a local commission dealing with discrimination. Offensive behavior prohibited by this policy includes requests to engage in illegal, immoral or unethical conduct.

One specific kind of illegal behavior is sexual harassment. Sexual harassment, which can consist of a wide range of unwanted sexually directed behavior, is generally defined as:

"Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature" when:

1. Submission to such contact is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual, or
3. Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment

The District takes these kinds of complaints very seriously and will investigate each complaint thoroughly and confidentially. If warranted after the investigation, the District will take appropriate disciplinary action, up to and including immediate discharge of the person(s) committing the offense.

11.2. Complaint Process

The Discrimination and Harassment Policy and the Equal Opportunity Policy apply to every member of the Board of Directors, every volunteer and all employees of the District. No retaliation or intimidation directed towards anyone who makes a complaint will be tolerated. In addition, the District will not knowingly allow employees to be subject to harassment from outside parties.

Every employee has a right to make a complaint of harassment and to have the complaint investigated. In order to secure this right, the employee should present a complaint, in writing, to the immediate supervisor or to the District Executive or President of the District Board. This should be done as soon as possible, but

certainly within 30 days of the alleged prohibited discrimination, harassment or offensive behavior. This complaint should include the details of the incident or incidents, the names of the individuals involved, and the names of any witnesses.

Any alleged violation of the Equal Employment or Discrimination and Harassment Policies will be investigated. If the facts appear to support allegations of violation, disciplinary action will result, which may include termination. If resolution is not received through the immediate supervisor, the District Executive, the President of the District Board, or the Personnel Committee, the complaint may be addressed to the Director of District Services of the Unitarian Universalist Association who has ultimate authority. Appropriate action will also be taken to deter any future harassment. Furthermore, the District will not retaliate against any employee for filing a complaint, nor will the District knowingly permit any retaliation by any other employee.

12. Termination

12.1. Termination Policies

Employees resigning their position are encouraged to submit a letter of resignation at least 10 working days in advance of their last day of work. On the last day of work, the employee must return all District property (keys, credit cards, computers, cameras, etc.). An employee absent for three consecutive days without notifying the supervisor will be deemed to have resigned.

12.2. Retirement

There is no fixed age at which employees must retire.

12.3. Final Pay

Since the circumstances of every resignation or termination are different, no policy can address every situation. While the District does not routinely award severance pay, it may elect to do so under certain limited circumstances, in the sole discretion of the DE.

Upon resignation or termination, employees will be entitled to unused, earned vacation pay.

All employees have the right to convert life and health insurance to individual policies as described in the policies in force at the time of their termination.

13. Employee Conduct

13.1. Conflict of Interest

It is expected employees will avoid conflict of interest—business, transactions, or interests that are incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for the Employer.

Employees should avoid any situation in which they may attain personal gain or which may serve as a detriment to the Employer, 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 Employer.

13.2. Employee Conduct

The District expects responsible conduct of all its employees. Responsible conduct is necessary to provide a safe, pleasant and efficient working environment. Irresponsible behavior may result in disciplinary action up to and including termination.

While it is not practical to attempt to list every act of misconduct that might require disciplinary action or termination, the following provides basic examples and should not be viewed as an exclusive or complete list. Examples of the following actions are considered extremely serious misconduct and could subject employees to termination even on the first offense:

1. Possession, selling or use of alcohol or illegal drugs in the workplace and/or reporting to work under their influence,
2. Unauthorized possession of firearms or explosives on District property,
3. Gross or repeated insubordination,
4. Violation of a safety rule which endangers the life and safety of others or the District 's continuous operation,
5. Falsification of employment applications or other records,
6. Illegal or unlawful conduct, including assaulting or threatening to assault another under circumstances which could cause a reasonable person to become concerned for his or her personal safety,
7. Theft, misappropriation or destruction of District records, property, or equipment.
8. Inappropriate intimate relations with another District employee, or with a lay or clergy person of a District congregation with whom a trusted relationship is expected.

Examples of the following actions are considered misconduct and will subject employees to disciplinary action. Termination may also be appropriate depending on the individual facts and circumstances, prior disciplinary action, or repeated misconduct:

1. Violation of the District 's EEO policy prohibiting discrimination against any employee based on race, color, age, religion, gender, sexual preference, national origin, disability, marital status, or political affiliation

harassment of any employee, which may include slurs, provocative conduct, offensive jokes or stories or any other act which makes the working environment unpleasant for fellow workers,

2. Sexual harassment of fellow employees, visitors to the District or members of congregations within the District,
 3. Insubordination, including, but not limited to, refusal to comply with instructions from an authorized supervisor,
 4. Excessive or unexcused absenteeism and/or tardiness,
 5. Rudeness, including insolence or offensive behavior toward a fellow worker, supervisor, District visitors or members of congregations within the District,
 6. Other actions or behavior which interferes with operations, brings discredit on the District, violates District policy or rules of safety and conduct or is offensive to members of congregations within the District, District visitors or fellow employees.
-

Acknowledgement Form

I hereby acknowledge that I have received a copy of the Personnel Policy Manual of the Prairie Star District.

I understand and agree:

- that it is my responsibility read the Manual.
- that it is my responsibility to comply with the policies, practices and rules of the District.
- that my employment is at will and for an unspecified period of time.
- that this Manual is neither a contract of employment nor a legal document, and that the District reserves discretion to add to or change the policy.
- that this Manual supersedes and replaces all previous policies.

My signature below indicates that I have read and understood the above statements and have received a copy of the Personnel Policy Manual.

Signature: _____

Name: _____

Date: _____

PSD Policy Manual Version: .

Attachments (to be created):

Org chart

Salary ranges by position

Personnel evaluations and review procedures