



Unitarian Universalist Congregation of Rockville

Personnel Policies And Procedures Manual

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President, Board of Trustees**

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I. STATEMENT OF PURPOSE AND MANUAL ORGANIZATION

The Unitarian Universalist Congregation of Rockville (UUCR) aspires to exercise the guiding principles of its faith in the way it treats its employees. These personnel policies therefore seek to promote a fair and equitable workplace consistent with those principles.

This Personnel Policy Manual is not a contract and can be modified or changed at any time. The relationship between the UUCR and each employee is legally defined as "employment at will," which means that employment may be terminated without penalty by either party. UUCR may not be compelled to pay wages to persons no longer in its service, and employees may not be compelled to provide services without their consent.

The purpose of this manual is to describe the employment benefits and employment policies and practices of UUCR. The manual applies to all staff (full-time, part-time, exempt, and non-exempt) except when individual employment contracts or agreements are used. If there is a conflict between the contract or agreement and this manual, the contract or agreement governs. This manual does not apply to ordained ministers called by the congregation or to intern or interim ministers hired by the Board of Trustees for a specific term of employment.

The next section of the manual summarizes employee benefits in three tables describing the benefits for the three different types of employment (salaried, part-time salaried, and hourly). A more detailed written description of the employee benefits follows the tables. Throughout the manual, a 'week' refers to the number of hours an employee is scheduled to work during the workweek.

The final section of the manual describes the employment policies of UUCR.

Employees should familiarize themselves with the manual, as it endeavors to answer common questions employees have about their employment. Nothing in this manual or in any other formal or informal policy and practice of UUCR creates an express or implied contract, promise, or representation between UUCR and any employee.

UUCR will strive to apply its policies consistently, but reserves the right to deviate from normal policy when the situation warrants. Since it is not possible to anticipate every employment situation, this manual is not exhaustive in its coverage. Moreover, changes in the manual may become necessary over time. Therefore, UUCR reserves the right to amend, supplement, or rescind any provisions of this manual as necessary.

This manual supersedes all previous employment policies, written or unwritten, expressed or implied. If any provisions of this manual are found to be invalid or unenforceable, all other provisions will remain in effect.

Please refer questions or comments about this manual to your supervisor or the UUCR Church Administrator. Your comments and suggestions are encouraged.

A. Summary of Benefits and Requirements for 30-40 Hour/Week Exempt Staff, who receive Tier 1 employment benefits

Personnel Policy	Page	Description
Work Hours/Schedule	10	Normal working hours are 9:00 am – 5:30 pm Monday through Friday. Normal church office hours are 9:30 am – 3:30 pm. Church work often requires attendance on evenings or weekends, and staff should adjust their hours accordingly. Work schedules must be discussed and approved by the employee's supervisor. Exempt positions are not eligible for accruing overtime pay but can receive compensating time off with their supervisor's approval.
Holidays	10-11	There are eight paid holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day. In addition, full-time employees are entitled to one floating holiday of their choice, with the advance approval of their supervisor. The UUCR office is generally closed Christmas week and all employees get paid.
Vacations	11	Vacations should be taken from mid-June to mid-August and must be approved by the supervisor. Vacation time accrues according to years of service: <ul style="list-style-type: none"> • Between 0 and 4 years of service, .0385 hours per hour worked • Between 5 and 8 years of service, .0577 hours per hour worked • 9+ years of service, .0769 hours per hour Vacation hours may not be used until 6 calendar months of service have been completed. Up to two weeks' worth of vacation hours may be carried over to the next calendar year, but the maximum of accumulated carried over vacation hours cannot total more than two weeks worth of hours.
Sick Leave	11-12	Sick leave accrues at the rate of .0462 hours per hour worked. 40 hour per week employees earn 96 sick hours per year and 30 hour per week employees earn 72 sick hours per year. Up to two weeks' worth of sick hours may be carried over to the next calendar year, but the maximum of accumulated carried over sick hours cannot total more than two weeks worth of hours. No credit or payment of unused sick leave is given upon termination of employment.
Family Leave	12-13	Up to 8 weeks of unpaid family leave may be granted under terms specified in the manual.
Jury Duty Leave	13	Salary will continue to be paid for up to 4 weeks while employees are on jury/witness duty.
Health Benefits	13	Full-time employees are eligible to participate in a UUCR approved health insurance plan with UUCR paying 80% of the premium. Employees are eligible for UUA group dental benefits, with employees paying the premium.
Long-Term Disability Insurance	14	Employees are enrolled in the UUA Long-Term Disability Insurance Plan and pay the insurance premiums through a payroll deduction, which is offset by an equivalent UUCR salary augmentation. UUA enrollment must be completed within 60 days of being hired. See the UUA plan to determine the employee costs.
Term Life Insurance	14	Employees may elect UUA Term Life Insurance, with premiums paid by the employee.
Retirement Plan	14	Upon employment, employees may enroll in the UUA IRS-qualified 401 (a) retirement plan and begin making tax-deferred employee contributions up to the maximum allowed under IRS rules upon employment. Following one year of service, UUCR makes monthly contributions of 10% of the employee's salary.
Professional Development	14	UUCR encourages professional development. Each yearly UUCR budget specifies the funds available for this.
Workers Compensation	14	In compliance with state and local laws, UUCR maintains insurance for work-related accidents or injuries.
Probationary Period	14-15	The first three months of employment are probationary, under terms specified in the Personnel Policy Manual.

B. Summary of Benefits and Requirements for 20-29 Hour/Week Exempt Staff, who receive Tier 2 employment benefits

Personnel Policy	Page	Description
Work Hours/Schedule	10	Normal working hours are 9:00 am – 5:30 pm Monday through Friday. Normal church office hours are 9:30 am – 3:30 pm. Church work often requires attendance on evenings or weekends, and staff should adjust their hours accordingly. Work schedules must be discussed and approved by the employee's supervisor. Exempt positions are not eligible for accruing overtime pay but can receive compensating time off with their supervisor's approval.
Holidays	10-11	There are eight paid holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day. In addition, full-time employees are entitled to one floating holiday of their choice, with the advance approval of their supervisor. The UUCR office is generally closed Christmas week and all employees get paid.
Vacations	11	Vacations should be taken from mid-June to mid-August and must be approved by the supervisor. Vacation time accrues according to years of service: <ul style="list-style-type: none"> • Between 0 and 4 years of service, .0385 hours per hour worked • Between 5 and 8 years of service, .0577 hours per hour worked • 9+ years of service, .0769 hours per hour Vacation hours may not be used until 6 calendar months of service have been completed. Up to two weeks' worth of vacation hours may be carried over to the next calendar year, but the maximum of accumulated carried over vacation hours cannot total more than two weeks worth of hours.
Sick Leave	11-12	Sick leave accrues at the rate of .0462 hours per hour worked. 29 hour per week employees earn 69.6 sick hours per year and 20 hour per week employees earn 46.2 sick hours per year. Up to two weeks' worth of sick hours may be carried over to the next calendar year, but the maximum of accumulated carried over sick hours cannot total more than two weeks worth of hours. No credit or payment of unused sick leave is given upon termination of employment.
Family Leave	12-13	Up to 8 weeks of unpaid family leave may be granted under terms specified in the Personnel Policy Manual (must have been employed for at least 12 months and work at least 24 hours/week).
Jury Duty Leave	13	Salary at the scheduled weekly rate will be paid for up to 4 weeks while employees are on jury/witness duty.
Health Benefits	13	Part-time employees working 20 or more hours per week and less than 30 hours per week are eligible to participate in the UUCR-approved health insurance plan but must pay 100% of the plan costs. Employees are eligible for UUA group dental benefits, with employees paying the premium.
Long-Term Disability Insurance	14	Employees are enrolled in the UUA Long-Term Disability Insurance Plan and pay the insurance premiums through a payroll deduction, which is offset by an equivalent UUCR salary augmentation. UUA enrollment must be completed within 60 days of being hired. See the UUA plan to determine the employee costs.
Term Life Insurance	14	Employees may elect UUA Term Life Insurance, with premiums paid by the employee.
Retirement Plan	14	Upon employment, employees may enroll in the UUA IRS-qualified 401 (a) retirement plan and begin making tax-deferred employee contributions up to the maximum allowed under IRS rules upon employment. Following one year of service, UUCR makes monthly contributions of 10% of the employee's salary.
Professional Development	14	UUCR encourages professional development. Each yearly UUCR budget specifies the funds available for this.
Workers Compensation	14	In compliance with state and local laws, UUCR maintains insurance for work-related accidents or injuries.
Probationary Period	14-15	The first three months of employment are probationary, under terms specified in the Personnel Policy Manual.

C. Summary of Benefits and Requirements for Other Exempt Staff and Hourly Non-exempt Staff, who receive Tier 3 employment benefits

Personnel Policy	Page	Description
Work Hours/Schedule	10	Normal working hours are 9:00 am – 5:30 pm Monday through Friday. Normal church office hours are 9:30 am – 3:30 pm. Church work often requires attendance on evenings or weekends, and staff should adjust their hours accordingly. Work schedules must be discussed and approved by the employee's supervisor. Non-Exempt positions are eligible for accruing overtime pay.
Holidays	10-11	There are seven paid holidays: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day. Hourly employees receive a paid holiday if it falls on one of their normal workdays; they receive their normal scheduled pay for that day.
Vacations	11	Vacations should be taken from mid-June to mid-August and must be approved by the supervisor. Hourly employees do not get paid vacation time. For exempt employees, vacation time accrues according to years of service: <ul style="list-style-type: none"> • Between 0 and 4 years of service, .0385 hours per hour worked • Between 5 and 8 years of service, .0577 hours per hour worked • 9+ years of service, .0769 hours per hour Vacation hours may not be used until 6 calendar months of service have been completed. Up to two weeks' worth of vacation hours may be carried over to the next calendar year, but the maximum of accumulated carried over vacation hours cannot total more than two weeks worth of hours.
Sick Leave	11-12	Hourly employees do not accrue sick leave. For exempt employees, sick leave accrues at the rate of .0462 hours per hour worked. 15 hour per week employees earn 39.8 sick hours per year and 12 hour per week employees earn 25.5 sick hours per year. Up to two weeks' worth of sick hours may be carried over to the next calendar year, but the maximum of accumulated carried over sick hours cannot total more than two weeks worth of hours. No credit or payment of unused sick leave is given upon termination of employment.
Family Leave	12-13	Hourly employees are not eligible for family leave. For exempt employees, up to 8 weeks of unpaid family leave may be granted under terms specified in the Personnel Policy Manual (must have been employed for at least 12 months and work at least 24 hours/week).
Jury Duty Leave	13	Hourly employees are not eligible for jury duty leave. Exempt employees are paid their salary at the scheduled weekly rate for up to 4 weeks while are on jury/witness duty.
Health Benefits	13	Employees working between 15 and 19 hours per week are eligible to in the UUCR-approved health insurance plan but must pay 100% of the plan costs. Employees working less than 15 hours per week are not eligible to participate in the UUCR-approved health insurance plan.
Long-Term Disability Insurance	14	Employees working between 15 and 19 hours per week can enroll in the UUA Long-Term Disability Insurance Plan but they pay 100% of the premiums. UUA enrollment must be completed within 60 days of being hired. See the UUA plan to determine the employee costs.
Term Life Insurance	14	Employees may elect UUA Term Life Insurance, with premiums paid by the employee.
Retirement Plan	14	Upon employment, employees may enroll in the UUA IRS-qualified 401 (a) retirement plan and begin making tax-deferred employee contributions up to the maximum allowed under IRS rules upon employment.
Professional Development	14	Hourly employees do not participate in the UUCR professional development plan.
Workers Compensation	14	In compliance with state and local laws, UUCR maintains insurance for work-related accidents or injuries.
Probationary Period	14-15	The first three months of employment are probationary, under terms specified in the Personnel Policy Manual.

II. EMPLOYEE BENEFITS AND PERSONNEL PRACTICES

A. Role of the Called Minister in Personnel Matters

The UUCR Called Minister is the executive in charge of day-to-day management of the church and is the head of the staff. The Minister, in turn, is responsible to the UUCR Board of Trustees for timely, effective, and faithful implementation of the policies of UUCR. The role of the Minister is described throughout this document in relation to specific policies and procedures regarding personnel. The Minister will communicate with the Board about personnel issues on an agreed schedule. An Interim Minister shall consult with the President of the UUCR Board of Trustees and the Chair of the Committee on Ministry before acting on substantive personnel matters.

B. Role of the UUCR Personnel Committee

The UUCR Personnel Committee provides advice and support, on request, to the Minister and the Board of Trustees on issues related to UUCR's personnel practices and on fair compensation and other personnel policies.

C. Employment Descriptions

- Called Ordained Ministerial staff
 - are called by the Congregation and
 - report to the Board of Trustees in accordance with the Bylaws and their employment contracts.
- Staff are all others and are either exempt or non-exempt employees.
 - Exempt employees:
 - receive a salary that is predetermined per payroll period;
 - exercise independent judgment and discretion in performing their work;
 - implement congregation policies and/or congregation operations;
 - make decisions regarding their work product; and
 - have some flexibility in their work schedules and exercise professional judgment to accomplish their work.
 - Non-exempt employees are hourly employees and are paid only for the hours they work.

D. Employment Categories

- Exempt Salaried Employees are regularly scheduled to work 30 to 40 hours per week (1500 hours or more per year). These employees receive Tier 1 employment benefits.
- Exempt Salaried Employees are regularly scheduled to work 20 to 29 hours per week (1000 to 1499 hours per year). These employees receive Tier 2 employment benefits.
- Exempt Salaried Employees are regularly scheduled to work less than 20 hours per week (less than 1000 hour per year) and Hourly Employees who are paid, by the hour, based upon actual hours worked. These employees receive Tier 3 employment benefits.
- Every employment offer or contract should identify the position as exempt or non-exempt employment and should state the number of hours per week that the employee will be scheduled to work. In some cases it may be preferable to identify the hours per year or simply state that the offer is for a full-time employment position.

E. Supervision

Every employment position shall have a supervisor. The supervisory relationship should be clear prior to hire and thereafter.

The minister (or senior minister) is the executive in charge of the staff and the operation of UUCR. All other staff report to a supervisor who is identified in their offer for hire and/or job description. The identified supervisor will be responsible for:

- ensuring that the staff member has a copy of the *UUCR Personnel Policies and Procedures Manual*;
- ensuring that the staff member knows his or her terms of employment (hours to be worked, procedures for leave requests, pay, etc.);
- maintaining a current job description for each assigned employee; and
- day-to-day supervision of each assigned employee.

In consultation with the Minister, the supervisor will:

- monitor each assigned employee's performance and provide appropriate feedback to the employee;
- approve and monitor the employee's performance plan, which should be reviewed and evaluated for its appropriateness periodically and preferably at least once a year;
- make recommendations concerning raises; and
- guide, for each assigned employee, a professional development plan, if appropriate.

F. Job Descriptions

To assist staff in performing their responsibilities, UUCR maintains job descriptions for all staff. These descriptions should be reviewed and updated periodically to ensure accuracy. When a new position is established, a new job description will be written by the supervisor and approved by the Minister or Board of Trustees, as appropriate.

When a job has undergone significant change, employees may request that their supervisor revise their job description. Job descriptions require the approval of the Minister or the Board of Trustees, if appropriate. If the revised position requires a monetary adjustment, the supervisor will recommend a pay change to the Minister who will coordinate with the Board of Trustees for its approval and inclusion in the annual budget process.

G. Pay Period

Paychecks are issued on the 15th and the last day of the month. If either day falls on a weekend or holiday, checks will be issued the preceding workday.

H. Vacation and Sick Time Recording and Reporting

Employees will request vacation time at least two weeks prior to their first day of planned leave, by completing an Absence Request Form and submitting it to their supervisor for approval. A copy of the supervisor's signed form will be given to the church administrator so that the leave time can be entered into the UUCR payroll system.

Employees using sick hours will also request/report sick time using the Absence Request Form no later than 5 days after their return to work. A copy of the supervisor's signed form will be given to the church administrator so that the leave time can be entered into the UUCR payroll system.

Hourly employees or their supervisor are to provide their record of hours worked to the Church Administrator in accordance with the payroll schedule published by the Church Administrator at the beginning of each calendar year.

The payroll service tracks the annual vacation and sick leave usage and includes this information on employee payroll stubs. The Church Administrator can generate reports for the supervisor showing the leave status of an employee for a given period. The Church Administrator will enter any adjustments to a staff member's paycheck (such as accounting for unpaid leave used, etc.). Payroll records should be kept on file for at least five years following the termination of employment.

I. Work Hours/Schedule

Normal UUCR office hours for staff are from 9:00 am –5:30 pm, Monday through Friday. Because the nature of church business frequently requires attendance at evening meetings or weekend activities for some staff, individual staff should adjust their schedule accordingly. Work schedules must be discussed and approved by the employee's supervisor. While the nature of the work may require a flexible schedule, employees are responsible for devoting the weekly number of hours specified in their employment contract or agreement to the job.

J. Extra Hours Worked

UUCR employees who are covered by federal law (FLSA) or Maryland state wage and hour laws are considered non-exempt employees and must be paid overtime for hours worked in excess of 40 hours/week. Employees not covered (exempt) by FLSA and state laws are typically executive, administrative, and professional employees whose work requires the consistent exercise of discretion and judgment. At UUCR, exempt employees are normally hired as salaried employees. Employees who do not meet these criteria or other specific industry exceptions are considered covered (non-exempt) for purposes of wages and overtime. At UUCR, non-exempt employees are normally paid on an hourly basis. Employees who are exempt from coverage under these laws may be granted compensatory time off for work that exceeds their regular work week. All employees (exempt and non-exempt) must obtain prior written approval from their supervisor to work extra hours (overtime hours) or to take compensatory (comp) time off. A copy of the written approval statement must be provided to the Church Administrator, who will retain the record in the personnel records file. The approval statement must identify when the comp time can be used or when the extra hours are to be worked. All comp time must be used in the calendar year when it was earned and does not accrue beyond the calendar year in which it was earned.

K. Holidays and Vacation

1. Paid Holidays

The following eight standard paid holidays will be granted to full-time and part-time salaried employees:

- New Year's Day
- Martin Luther King Day

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Full-time salaried employees also are entitled to one floating holiday.

When a paid holiday falls on a Saturday, it is taken on the preceding Friday. When it falls on a Sunday, it is taken on the following Monday. Prior supervisor approval is required before a floating holiday is taken.

Part-time and hourly employees are entitled only to standard holidays that fall on one of their normal workdays. Part-time and hourly employees are paid for holidays falling on a regularly scheduled workday at their normal pay rate.

2. Vacation

Paid vacation is provided to all full-time and part-time salaried employees. Hourly employees do not receive paid vacation. Vacation is accrued at the following rates, depending on length of UUCR service:

Equalize Accru. Rate	0 to 4 Years					5 to 8 Years					9+ Years				
	40	30	20	14.5	12	40	30	20	14.5	12	40	30	20	14.5	12
Hours per week	40	30	20	14.5	12	40	30	20	14.5	12	40	30	20	14.5	12
Hours worked per Year	2080	1560	1000	667	552	2080	1560	1000	667	552	2080	1560	1000	667	552
Accrual Rate/Hour	0.0385	0.0385	0.0385	0.0385	0.0385	0.0577	0.0577	0.0577	0.0577	0.0577	0.0769	0.0769	0.0769	0.0769	0.0769
Vaca Hours Per Year	80.0	60.0	38.5	25.7	21.2	120.0	90.0	60.0	43.5	36.0	160.0	120.0	80.0	58.0	48.0
Vaca Days Per Year	10.00	7.50	4.81	3.21	2.65	15.00	11.25	7.50	5.44	4.50	20.00	15.00	10.00	7.25	6.00
Pro Rata of Full Time	1.00	0.75	0.50	0.36	0.30	1.00	0.75	0.50	0.36	0.30	1.00	0.75	0.50	0.36	0.30

Vacation should be taken from mid-June to mid-August, must be requested using an Absence Request Form, and must be approved by the supervisor. Supervisors may approve substitution of a religious holiday (such as Good Friday or Rosh Hashanah) for a UUCR-recognized holiday providing useful work can be accomplished when the office is closed for the UUCR-recognized holiday.

Up to two weeks’ worth of vacation hours may be carried over to the next calendar year, but the maximum of accumulated carried over vacation hours cannot total more than two weeks worth of hours. Upon employment termination, the payroll value of the employee’s accrued, unused vacation will be included in the employee’s severance package.

New employees accrue vacation hours, but those hours may not be used until the completion of six months of service. In case of termination prior to six months, no vacation leave shall be paid.

Normally, the office is closed the week of Christmas, but employees are paid for what would be their normally scheduled days during that period. Employees will not accrue vacation time while on sabbatical leave.

L. Leave

1. Sick Leave

Paid sick leave is provided to all full-time and part-time salaried employees. Hourly employees do not receive paid sick leave. Sick leave is accrued at the following rates, based on hours worked per week:

Hours per week	40	30	20	14.5	12
Weeks worked per year	52	52	50	46	46
Hours worked per Year	2080	1560	1000	667	552
Accrual Rate/Hour	0.0462	0.0462	0.0462	0.0462	0.0462
Sick Hours Per Year	96.0	72.0	46.2	30.8	25.5
Sick Days Per Year	12.00	9.00	5.77	3.85	3.18

Up to two weeks' worth of sick hours may be carried over to the next calendar year, but the maximum of accumulated carried over sick hours cannot total more than two weeks worth of hours. No credit or payment for unused sick leave will be given upon termination of employment. The supervisor may require appropriate documentation before approval is given for use of sick leave.

2. Family Leave

Up to eight (8) weeks of Unpaid Family Leave will be granted upon request to full-time and part-time exempt employees for the birth or adoption of a child or because of a serious health condition of the employee or a member of the employee's family. A family member is defined as a parent, spouse, parent of spouse, children and spouses of children, brothers, sisters and spouses thereof, or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. Hourly employees do not receive family leave.

Family leave may be used for a leave of absence of up to three (3) days with pay for the death/bereavement of an immediate family member. The number of paid days off will be determined by the Church Administrator in consultation with the Minister.

To be eligible for family leave, employees must have been employed by UUCR for at least 12 months and have worked at least 1250 hours (or 24 hours per week) during the preceding twelve months prior to taking the leave. Family Leave is requested by submitting an Absence Request Form to the supervisor. The supervisor approves the request after consultation with the Minister. A copy of the supervisor's signed request form will be given to the church administrator so that the leave time can be entered into the UUCR payroll system.

Other benefits, as described under the Other Benefits section below, will continue to be paid during periods of approved unpaid leave.

For family leave purposes, the definition of serious health condition means an illness, injury, impairment, or physical or mental condition involving inpatient care or continuing treatment by a health care provider. Continuing treatment involves a period of incapacity of more than three (3) consecutive calendar days and any subsequent treatment that also involves treatment two or more times by a health care provider, due to pregnancy or prenatal care; due to a chronic serious health condition that requires periodic treatment by a health care provider over an extended period and that may cause episodic rather than continuing incapacity, such as diabetes; permanent or long-term incapacity due to a condition for which treatment may not be effective; or any period of absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or injury or for a condition such as cancer that would likely result in a period of incapacity of more than three (3) consecutive calendar days without medical treatment.

The calendar year is the twelve (12) month period during which the eight (8) workweeks of leave can be taken.

Up to four (4) weeks of paid leave may be granted by the Minister (in consultation with the Board of Trustees), after exhausting sick leave, to employees requesting it for pregnancy or short-term disability; such as non-elective surgery and recovering from surgery. The total of unpaid leave and paid leave will not exceed twelve (12) weeks under this section.

3. Jury/Witness Duty Leave

Salary, at the weekly scheduled rate, will continue to be paid for up to 4 weeks while exempt employees are on jury/witness duty.

4. Unpaid Leaves of Absence

Unpaid leave of absence for an emergency may be granted at the supervisor's discretion and in consultation with the Minister. Other benefits, as described under the Other Benefits section below, will not be paid for an unpaid leave of absence of more than two weeks. As long as the employee pays the premiums, premium-based benefits will continue to apply based upon the terms of those benefits.

5. Military Leave Without Pay

Employees who are members of the uniformed services of the United States (including state National Guards or other reserve units) 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 the military authority, the date the leave is to commence, and the expected date of return. Employees may choose to use accumulated vacation time for all or part of the period of military service. Leave 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.

M. Other Benefits

1. Health Benefits

Full-time staff (those who work 30 hours or more per week) are eligible to participate in a UUCR-approved health insurance plan with UUCR paying 80% of the premium. Part-time exempt staff who work 15 to 29 hours per week and hourly employees may participate in the UUCR health insurance plan, but they pay 100% of the plan costs. . New employees are eligible for health insurance coverage from the first day of their employment.

2. Long-Term Disability Insurance

The UUA Long-Term Disability Insurance Plan is provided to employees who work at least 1000 hours per year. These employees pay the insurance premiums through a payroll deduction which is offset by an equivalent UUCR salary augmentation. . Part-time and hourly employees who work between 750 and 1000 hours per year can also enroll in the UUA Long-Term Disability Insurance Plan, but they pay 100% of the plan premiums. Enrollment in the UUA plan must be completed within 60 days of being hired.

3. Term Life Insurance

The UUA Term Life Insurance Plan is available to all employees who work 750 or more hours/year, with the premium paid by the employee. UUCR does not contribute to the premium.

4. Retirement Plan

Upon employment, the Unitarian Universalist Organizations Retirement Plan offers employees the opportunity to make tax sheltered contributions to an IRS-qualified 401 (a) defined contribution retirement plan.

In addition, after one year of service to UUCR employees working 1000 or more hours per year (20+ hours per week), will receive monthly contributions to their retirement fund from UUCR. In 2016, this contribution is 10% of salary; or, if lower, the maximum allowable dollar figure according to IRS rules, of the employee's taxable income (UUCR's contribution amount is established each year in its annual budget and it may change year to year). In addition to UUCR's contribution, employees are encouraged to make their own pre-tax voluntary contributions up to the maximum allowable under IRS tax law. Professional Development and Continuing Education

UUCR encourages the continued development of its employees and, as priorities and budget permit, encourages supervisors to use budgeted professional development funds to cover the costs of employees enrolling in work-related classes, seminars, or conferences that will enhance their skills, knowledge, and abilities. Employees are encouraged to identify professional development opportunities far enough in advance to allow for their inclusion in the annual budget. Hourly employees do not participate in the professional development and continuing education plan. All use of professional development funds must be approved by a supervisor based on vouchers submitted for payment as required by UUCR's reimbursement procedures.

5. Workers Compensation

UUCR complies with state and local workers compensation laws, maintaining insurance for those injuries or illnesses sustained by employees in the course of their employment. Any employee who sustains a work-related injury or illness, no matter how slight, should inform his or her supervisor immediately.

6. Probationary Period

The first three months of employment are probationary. Probationary employees:

- accrue vacation hours but the hours may not be used until the probationary period is completed (if termination occurs during the probationary period, no vacation leave shall be paid);
- may accrue and use sick leave;
- should not be granted unpaid leave of absence; and
- may be eligible for health benefits and long-term disability insurance benefits, depending upon the then current UUA insurance programs' coverage plan (UUCR uses the UUA programs to provide this type of insurance coverage).

III. PERSONNEL POLICIES

A. Equal Employment Opportunity

UUCR is committed to a fair, open, and equitable recruitment, hiring, and employment process, both because it is consistent with our values and because it is the best way to ensure that we hire the best-qualified candidates. At UUCR, employment decisions comply with all federal, state, and local laws and without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or any other classification protected by law. Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to the Church Administrator and/or the Minister.

B. New Hires for Non-called Positions

1. Filling an Existing Position

The supervisor, after consultation with the Minister, should conduct and document an exit interview with the departing employee, if there is one.

The supervisor and Minister establish a selection committee that develops a timetable and plan for recruitment, which may include advertising in newspapers, contacts with area churches, and contacts with professional organizations.

The Board of Trustees, with the assistance of the Finance Committee, will approve the budget for a newly hired staff person.

The supervisor and selection committee screen the applications and conduct face-to-face or phone interviews, check references, and review other appropriate supporting materials. The selection committee may recommend a single candidate or rank order the candidates.

The Minister, or the selection committee with the approval of the Minister, makes the final selection for the position and notifies the candidate of his or her selection.

An offer letter will be prepared by the Church Administrator and signed by the Minister. It may be reviewed by the Personnel and Finance Committees if requested by the Minister. The letter, together with a job description, will be sent to the proposed new hire. An electronic copy will be provided to the Treasurer and Finance Chair for payroll documentation. Once the person has accepted the offer, they are to be provided with a copy of this Personnel Policy and Procedures Manual. The letter must clearly state

- hours of work;
- employee's supervisor;
- rate of pay;
- start date;
- identification of the position as exempt or non-exempt;
- successful background check requirement; and
- three-month probationary period.

2. Filling a New Position

If a new position or substantive reorganization of duties is proposed, the supervisor will generate options for the Minister to consider. Options must define the duties for the position, supervisory relationships, and salary estimates.

The Minister and the UUCR Board of Trustees will make a final decision about the nature of the position.

The supervisor will prepare a new job description consistent with the decision of the Minister and UUCR Board.

The process continues as described above for filling an existing position.

C. Salaries

Salary increase recommendations should include estimates of the pay increase and the costs of all fringe benefits, such as:

- rate of pay before mandatory fringe benefits;
- mandatory fringe benefits (FICA, workers compensation);
- percent of full-time or estimated hours as appropriate;
- retirement, if applicable;
- disability;
- health insurance, if applicable; and
- professional expense/training, if applicable.

The Finance Committee will prepare precise budget figures for increases approved by the Board of Trustees based on actual insurance and other rates.

D. Personnel Records

It is very important that employees keep all personal information provided to UUCR up to date. This information is essential for many purposes, including benefit administration, mailing information to the employee's home, and contacting friends or family in case of emergency. The Church Administrator should be promptly notified of any changes in:

- address and telephone number;
- marital status (including legal separation);
- legal change in employee's name;
- dependents;
- changes in beneficiaries;
- person to notify in case of emergency; and
- any relevant changes in licensing or education.

The Church Administrator will maintain in a personnel file a copy of all records for each staff position. General access to the file should be limited to those with an established need for such information. The file will include:

- the employment agreement and/or contract;
- time sheets and records of the use of leave;
- a current description of duties;

- a copy of the 3 most recent performance plans; and
- a written notice of pay increases (prepared and distributed to affected employees by July 1 of each year).

The employee will maintain a record of development/training with a copy provided for the personnel file.

E. Conflict Resolution

Employment should be based on mutual respect and commitment to teamwork. The supervisor and staff member working together should resolve problems on the job. When this cannot be done successfully, either may seek the assistance of the Minister. The Minister should seek to resolve problems by facilitating communications, clarifying policies and procedures, or seeking alternative solutions. If the conflict is between the Minister and an employee, the employee may seek the assistance of the Committee on Ministry.

F. 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/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 Church Administrator or the Minister, who shall gather the evidence necessary to complete an investigation. The Church Administrator or Minister may interview the employee, involve the Personnel Committee, or appoint an ad hoc committee to provide advice. The person conducting the investigation shall then recommend a resolution of the problem to the supervisor and employee.

G. Sexual and Other Harassment

UUCR prohibits conduct that is hostile or averse to an individual because of his or her race, color, religion, gender, sexual orientation, national origin, age, disability, or any other classification protected by law, and 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.

Sexual harassment is prohibited and will not be tolerated. This includes harassment directed toward a staff person, a congregation member or friend, or youth or child. This policy applies to sexual harassment by members of the same gender as well as opposite genders. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.

Some examples of conduct that may constitute harassment or sexual harassment, depending on the circumstances, include but are not limited to, the following:

- epithets or slurs or the deliberate use of offensive or demeaning terms that have a sexual connotation or reflect negatively on the physical appearance of another person;
- threatening or intimidating acts;
- written or graphic material or exposure to inappropriate websites;
- written, verbal, or physical acts that purport to be jokes or pranks;
- repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or
- any indication, expressed or implied, that any aspect of employment conditions depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature.

Any employee who believes he or she has been harassed or sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to his or her supervisor or the Church Administrator. If the report or complaint involves the Church Administrator, or if the Church Administrator is unavailable, the individual should report it to the Minister. If the Minister is unavailable or the complaint involves the Minister, it should be reported to the President of the Board of Trustees.

Every complaint or report of harassment or sexual harassment will be promptly investigated. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken.

Retaliation or reprisal against employees who report harassment or sexual harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

H. Internet Policy

UUCR 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 UUCR's computers are the property of UUCR 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, gender, sexual orientation, national origin, age, disability or any other classification protected by law; or
- transmitting any of UUCR's confidential or proprietary information, including member/friend data or other materials covered by UUCR's confidentiality policy.

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

Any software or other material downloaded into UUCR'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 Church Administrator is required before introducing any software into UUCR's computer system.

Only authorized staff members may communicate on the Internet on behalf of UUCR. Employees may not express opinions or personal views that could be misconstrued as being those of UUCR. Employees may not state their church affiliation on the Internet unless required as part of their assigned duties. Any violation of this policy may result in disciplinary action.

I. Media Inquiries

All requests for information about UUCR from newspapers, television, and radio outlets should be referred to the Director of Communications. 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?"

J. Confidentiality

Employees may have access to confidential information about UUCR, 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 UUCR's 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 Church Administrator.

K. 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 of UUCR. Activities that may constitute a conflict include use of UUCR'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 that, by its nature, hours, or physical demands, would impair the employee's performance of UUCR duties or reflect discredit on UUCR. Collateral employment should not result in outside telephone calls while on duty for the congregation.

L. Employment of Relatives and Members

As a general policy, a relative of an employee's family will not be considered for UUCR employment. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild. There may be rare exceptions to this policy when warranted however, if a relative of an employee is hired relatives may not supervise one another.

As a general policy, employment with the church is not open to members of the congregation.

M. Vehicle Usage and Reimbursement

Employees using their own cars for UUCR-related business may be paid mileage at the current rate per mile established by Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and approval by the Church 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 business-related 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 UUCR. Any accidental damage to the vehicle will be the responsibility of the employee and will not be reimbursed by UUCR.

N. 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 as soon as it is known.

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 the first day of not reporting to work.

O. UUCR Telework Policy

Definition: Telework means to work off-site rather than in a UUCR building. Telework is neither mandatory, nor an employee right. Productivity and work quality must be consistent with in-office work standards.

UUCR supports telework for UUCR staff in order to:

- Reduce commuting time
- Increase productivity and job satisfaction
- Balance family needs/work efficiencies
- Enhance ability to recruit and retain well-qualified employees
- Balance congregational needs with staff workload/productivity

Terms and Conditions:

- A Teleworking agreement with specific details will be signed by supervisor and employee.
- Telework days must be scheduled with Church Administrator or Head of Staff to ensure adequate on-site office coverage.
- Telework is available only after successfully completing the first 3 months probationary period.

- Telework is available only to employees with demonstrated successful work habits and performance.
- Telework is allowed only 1 day per week (excluding Mondays and Fridays) and requires a written agreement between the employee and supervisor.
- Remote work must not require accommodations from other staff.
- Teleworking employees must be available by phone and email during working hours on every telework day.
- Telework can be terminated by the supervisor (or Head of Staff), or by the employee at any time, with or without cause.

Telework Space and Equipment:

- Employees will use their personal equipment (e.g. computer, wifi, phone) and application software when working from home. Costs associated with obtaining and maintaining these tools is the responsibility of the employee.
- Teleworking employees are responsible for maintaining a safe at-home workspace, including provisions for fire and electrical safety (i.e., functioning smoke alarms, sufficient access to electrical outlets, etc.). A safety checklist will be attached to the Telework Agreement.

P. 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 UUCR, either monetarily or to its public image, because of the use of information or personal contact that is not generally available except through employment with UUCR.

Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest that is incompatible with their employment duties or that would impair their judgment or actions in the performance of their duties for UUCR. Employees who have questions about whether an activity violates this policy should discuss the matter with the Church Administrator.

Q. Professional Behavior

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

R. 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.

S. Separation From Employment

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

Any employee who is absent for three 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.

T. Disciplinary Action

Disciplinary action may be necessary when an employee is not meeting performance expectations, violates UUCR policies, or engages in activities in violation of UUCR policy or are detrimental to the operation of UUCR. Disciplinary actions and corrective measures are taken at the discretion of the supervisor. Possible disciplinary actions include, but are not limited to:

- counseling
- verbal warning
- formal written warning
- performance evaluation
- probation
- suspension
- dismissal

Three written warnings within twelve (12) months time will result in dismissal.

Engaging in any of the following examples of unacceptable conduct may result in disciplinary action:

- failure to perform work in a manner acceptable to UUCR;
- persistent absenteeism or tardiness;
- leaving work without permission;
- failure to report absences as required;
- sexual harassment or harassment described in this manual;
- 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 UUCR premises (including meal and other breaks);
- unauthorized possession of weapons;
- disclosure of confidential information;
- smoking in unauthorized areas;
- failure to report-on-the job injuries;
- working another job while absent;
- arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his or her job;
- 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 UUCR property without paying for it or without written permission;
- reckless, careless, or unauthorized use of UUCR property, equipment, or materials;
- improper or profane language; or
- violation of any other UUCR policy.

Any disciplinary action should begin with a discussion between the supervisor and the Minister and subsequently between the supervisor and employee. During that conversation, the supervisor will advise the employee about the specific elements of unacceptable performance or

conduct. The supervisor's written concerns may be placed in the employee's personnel file. The employee must have an opportunity to respond verbally and in writing.

A critical element of the discussion to terminate would be the preparation of a plan for remediation, including actions to be taken to correct performance or conduct, a time frame for improvement, and any documentation (such as referral to counseling or psychological services, note from doctor) that may be relevant. The plan should also include consequences of failure to meet the goals of the remediation plan. The remediation plan must be placed in the employee's personnel file.

The supervisor must document the employee's progress toward satisfying the conditions of the remediation plan. If the employee does not meet the conditions of the plan, the supervisor, with the concurrence of the Minister, may give the employee notice of termination of employment. This notice must also be in writing and must be placed in the employee's personnel file.

In extreme cases, an employee may be terminated for actions perceived to be detrimental to the operation or mission of UUCR. Action to terminate the employment of staff must preserve employee's right to be heard and give management the ability to deal with situations that are harmful to UUCR and staff working relationships. Termination may result from failure to perform one's job satisfactorily or from inappropriate conduct (such as harassment or failure to treat other staff members, UUCR members, and visitors with respect). The final termination decision is the responsibility of the Minister. The Minister should share the decision with the President of the Board of Trustees and the Chair of the Committee on Ministry.

U. Additions and Deductions to Final Pay

All employees who resign, either voluntarily or involuntarily, are entitled to pay for all time worked through their last day. Unless an employee is terminated for cause, the employee's final paycheck will be increased by payment for all accrued but unused vacation. There will be no compensation for personal holidays not taken, sick leave accrued but not taken, or compensatory time awarded but not taken.

V. Safety and Accidents

The safety of employees members, and visitors is of paramount concern. All employees are expected to abide by accepted safety standards at all times. They should know the locations of all fire extinguishers and the first aid kit.

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

W. Personal Property

UUCR cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on church property. Employees should report any lost items to the Office Administrator 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 Office Administrator.

X. 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. The storage of alcohol, illegal drugs, or drug-related paraphernalia is prohibited on church premises. Therefore, UUCR 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.

Y. 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. When applicable, employees must usually provide an original document or documents to the employee's supervisor that establishes identity and employment eligibility from the date employment begins.

IV. PERSONNEL MANUAL ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Personnel Policy Manual dated _____. I understand that it is my responsibility to read the Manual and to comply with the policies, practices, and rules of UUCR.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either UUCR 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 Manual supersedes all previous policies, written or oral, express or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that UUCR reserves discretion to add, change, or rescind any policy, practice, or rule at any time with or without notice.

Employee Printed Name

Employee Signature

Date of Signature