

ACCOTINK UNITARIAN UNIVERSALIST CHURCH (AUUC)  
EMPLOYMENT POLICY MANUAL

PREPARED BY

AUUC Human Resources Committee

APPROVED BY

AUUC Board of Directors

March 6, 2019

This manual shall be reviewed periodically by the Human Resources (HR) Committee to keep it current with national and state laws and best practices as recommended by Unitarian Universalist Association. From such reviews, the HR Committee shall recommend appropriate changes to the Board of Directors of Accotink Unitarian Universalist Church.

## **TABLE OF CONTENTS**

DEFINITION OF SELECTED TERMS	4
I. GENERAL	5
I-A. Scope and Purpose	5
I-B. Equal Employment Opportunity Employer	5
I-C. Harassment	6
I-D. Employee Classifications	6
I-E. Authority for Hiring or Termination of Employment	7
II. JOB RESPONSIBILITY AND REVIEW	8
II-A. Position Descriptions	8
II-B. Employee Performance Review Process	8
III. PAY PROCEDURES	10
III-A. Working Hours	10
III-B. Overtime	10
III-C. Pay Schedule	10
III-D. Raise Determination	10
III-E. Transparency of Staff Compensation	12
IV. BENEFITS	13
IV-A. Insurance and Retirement	13
IV-B. Holidays	15
IV-C. Leave	16
IV-D. Educational/Professional Development	18

V. OTHER AUUC PERSONNEL POLICIES/PROCEDURES	19
V-A. Attendance and Punctuality	19
V-B. Employee Conduct	19
V-C. Performance Problems	21
V-D. Termination of Employment	22
V-E. Complaint/Grievance Policy	23
VI. Working Relations	25
VI-A. Relationships of the Staff with the Board, Committees, and Volunteers	25
VI-B. Personnel Confidentiality	25
VI-C. Role of the Minister	25
VII. Personnel Records Policy	26
Appendix A – Staff Performance Evaluation Form	27
Appendix B – Minister’s Performance Evaluation Timeline	26
Appendix C – Minister’s Performance Evaluation Form	29
Appendix D – Time and Attendance Reporting Form	43
Appendix E – Illustration on how AUUC will determine COLA	44

## **DEFINITION OF SELECTED TERMS**

Throughout the Employment Policy Manual, the following terms are used with the meaning shown:

- Board: Board of Directors (BOD) of the Accotink Unitarian Universalist Church
- Employer: Accotink Unitarian Universalist Church
- Executive Committee: The Executive Committee (EC) is responsible for the day-to-day operation of the church, including financial and program decision-making within the policy guidelines provided by the Board of Directors. The Executive Committee consists of the President, the Program Council Chair, the Financial Advisor and the Minister.
- President: Presiding officer of Accotink Unitarian Universalist Church
- Supervisor: The person to whom an employee reports, as specified in the position description

## **I- GENERAL**

### **I-A. Scope and Purpose**

The Employment Policy Manual establishes general guidelines for relationships between AUUC and its employees. It is the policy of the Board of Directors (Board) that its relationship with employees is based on mutual trust, good faith, and fairness consistent with the Unitarian Universalist Association (UUA).

AUUC recognizes its responsibility to provide reasonable and equitable salaries; to reward its employees for performance; to establish safe, healthy, fair, and equitable working conditions; to provide reasonable and equitable employee benefits; to take account of employee views in decision making; and to encourage employees' creativity, innovation, accomplishment, and job satisfaction. It is AUUC's policy to meet the requirements of a "Fair Compensation" congregation, as defined by the UUA, unless fiscal constraints prevent this. In turn, employees are expected to perform their work to their full ability and to use good judgment in a manner that is fair and equitable to the congregation they serve.

The AUUC Policies and Procedures Manual specifically instructs the HR Committee to serve as both: an "advocate for the Church's paid staff to promote a work environment that reflects AUUC's commitment to adherence with Unitarian Universalist principles;" and as an advocate for AUUC as an employer. Therefore, this document is a work in progress and will be reviewed periodically by the HR Committee.

AUUC requires employees to follow the policies and procedures outlined in the AUUC Employment Policy Manual. The Minister, Chair of the HR Committee, the Executive Committee, or the President of AUUC should be contacted for advice when a policy or procedure does not appear to cover a specific situation.

It is AUUC's intent to apply policies consistently. However, since every employment situation cannot be anticipated, AUUC reserves the right to deviate from these policies when circumstances so require.

This Employment Policy Manual is not a contract of employment. AUUC retains the right to alter it at any time. Changes require the approval of the Board. Employees will be notified of changes in a timely manner.

Employment at AUUC is at-will, unless otherwise stated by agreement in a written contract signed by the Board President. Employment at-will means that the employment relationship can be terminated at any time, with or without reason or notice by either AUUC or the employee.

### **I-B. Equal Employment Opportunity Employer**

AUUC affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions will be made in compliance 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. Any discrimination in the workplace based upon any protected classification is illegal and against AUUC policy.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to their supervisor and/or the Chair of the HR Committee. Retaliation against individuals who make a claim of discrimination or against those who participate in the investigation of such a claim 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.

### **I-C. Harassment**

AUUC is committed to maintaining a work environment free of any harassment, to include that based on race, color, national origin, religion, age, gender, sexual orientation, and/or disabilities. AUUC expects employees to conduct themselves in a professional manner with concern and respect for their colleagues. Harassment includes (but is not limited to) unwanted remarks, gestures or physical contact, and display or circulation of written materials or derogatory pictures. In addition, sexual advances, jokes, explicit or offensive pictures, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. An employment decision affecting that individual is made (or implied) because the individual submitted to or rejected the unwelcome conduct; or
2. The unwelcome conduct interferes with an individual's work performance or creates an intimidating, hostile, or abusive work environment.

An employee who feels he or she is a victim of harassment should report the incident to their supervisor and/or the Chair of the HR Committee. Every complaint or report of harassment will be promptly investigated. Investigations will be conducted with sensitivity to confidentiality issues; however, 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. The procedure used for the investigation will be as prescribed in the section covering complaints.

Retaliation or reprisal against employees who report harassment 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.

### **I-D. Employee Classifications**

In accordance with the Fair Labor Standards Act (FLSA), AUUC has classified each position as exempt or non-exempt based on standards set forth by the Department of Labor. This means that employees whose position is classified as non-exempt are eligible

to receive overtime pay for hours worked in excess of 40 each week. Exempt employees are not entitled to overtime pay.

Furthermore, every employee is classified into one of the following categories:

- Full-time Employee- An employee regularly scheduled to work 40 hours or more each week, for at least a full year.
- Part-time Employee- An employee regularly scheduled to work at less than 40 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.

### **I-E. Authority for Hiring or Termination of Employment**

The ultimate legal authority for all AUUC operations is vested in its elected Board. The Board generally delegates authority for the day-to-day staff operating decisions to the Minister. While the Board has governance responsibility for the Minister, the AUUC congregation calls the Minister and any change in the Minister's employment status requires a vote of the congregation.

Operating within the guidelines outlined elsewhere in this manual, the Board has the sole authority to hire or dismiss employees.

The hiring process includes the following steps:

1. The Board determines the salary range for all staff positions;
2. The Board appoints a Selection Task Force which should include the Minister and other relevant members of the staff and/or congregational membership. The Selection Task Force is authorized to advertise the vacant position, identify qualified candidates, and select the best person for the position. The HR Chair will serve in an advisory capacity to ensure fair hiring practices are followed;
3. The HR chair presents the offer to the individual selected by the Task Force and negotiates the final hiring agreement;
4. After negotiations are successfully completed, the HR chair presents the hiring agreement to the Board for final approval and signature by the Board President.

AUUC congregational members are not eligible for paid church positions. AUUC shall recruit staff from outside the church membership. Exceptions to this policy can be sought only if all other hiring options have been exhausted and must be brought before the HR Committee and approved by the Board. If congregational members are employed by AUUC, they will be considered interim and ineligible to apply for the permanent position.

## **II. JOB RESPONSIBILITY AND REVIEW**

### **II-A. Position Descriptions**

Each position of the Church staff shall have a description approved by the AUUC Board that identifies the classification of the position, the work and duties to be done, the responsibilities and authority of the position, and the immediate supervisor. A position description provides a mutual understanding between AUUC, employee, and supervisor of the work to be performed.

Because of AUUC's small number of employees and the variety of work to be accomplished, position descriptions do not include every duty an employee may be asked to perform. Special projects, emergencies, and temporary assignments are not cause for redefining a position or adjusting salary. On the other hand, a description must be realistically compatible with the hours allotted.

Position descriptions will be reviewed periodically, and always immediately before advertising for a new hire, by the HR Committee.

### **II-B. Employee Performance Review Process**

Each employee of AUUC shall participate in an annual Employee Performance Review, the period of which is consistent with the AUUC program year (July 1 – June 30). For new employees, the period of review will run from the date of employment through the end of the program year (June 30) unless it is less than 120 days. If less than 120 days, the initial period of review will run through the end of the following program year. The Employee Performance Review process is carried out within a framework that emphasizes fairness, support, and genuine interest in furthering the professional growth of each employee. As a covenantal church, AUUC will not consider anonymous comments as part of the employee evaluation process.

#### Staff Evaluation

Prior to the start of the annual review period, each employee and his/her supervisor will develop annual goals based on the employee's job description and the needs of AUUC. Accomplishment of these goals will serve as the primary focus for the employee's performance reviews. These goals should be periodically reviewed and if changes are required, these changes need to be documented in the individual's personnel file.

No merit bonus will be awarded to an employee who has not received an Employee Performance Review.

It is the responsibility of the supervisor (in most cases this is the Minister) to schedule the components of the employee's annual performance review.

An Employee Performance Review is to be a cooperative process taking into consideration input from both the employee and the supervisor. Before the actual review, both the supervisor and the employee will draft input for appropriate sections of the Employee Performance Review form (Appendix A)

The Employee Performance Review discussion shall use the job description and annual goals as guides. Focus is on the work accomplished, the areas in which the employee has excelled, and the areas in which the employee's performance needs to improve.

As part of the annual review, new goals for the coming year, with specific action plans, will be finalized.

After discussion, the supervisor completes the Employee Performance Review form which both parties sign and date.

Signing the form acknowledges the employee's participation in the review but does not necessarily indicate agreement with the evaluation.

#### Minister's Evaluation:

A three-member assessment taskforce appointed by the Board shall set the goals for the next year and conduct the Minister's annual Performance Review. The taskforce shall be led by one member of the Board and one member will be from the Ministerial Reflection Council (MRC) with the other member being selected from the Board, the Commission On Our Ministries (COOM) or the congregation at large, as the Board sees fit. Regardless of the makeup of the taskforce, it will work closely with all parts of the congregation, as outlined in the assessment timeline (Appendix B), to gather information and feedback which will inform their assessment. This evaluation process will follow the same general guidelines and philosophy as outlined above under Staff Evaluation, but because of the need for more comprehensive input, will be conducted in accordance with the more detailed timeline (Appendix B) and using the review form in Appendix C.

In both cases (staff and Minister), the original of the signed form is provided to the Chair of the HR committee for filing in the employee's personnel folder and a copy is given to the employee. The Chair of the HR committee will notify the Board when a performance evaluation has been filed.

### **III. PAY PROCEDURES**

#### **III-A. Working Hours**

For full-time employees, the normal workweek is 40 hours, exclusive of lunch period.

For part-time employees, the supervisor, based on the job description and in consultation with the employee, will determine the work schedule. If approved, employees may alter their work schedule on a temporary basis, but such alterations may not result in the employee working more than the equivalent of 40 hours per week for any pay period without specific approval by the supervisor.

Employees who work a variable schedule or who do some of their work outside the office should maintain posted office hours and make sure that the supervisor knows when they will be in the office and where and how they can be reached during normal office hours.

It is the Minister's responsibility to manage the schedules of AUUC employees to ensure the office is attended during posted office hours.

#### **III-B. Overtime**

All required overtime worked by non-exempt employees will be compensated by overtime pay as detailed in the Federal Fair Labor Standards Act. Pay for all hours worked up to 40 hours per week will be at the regular rate. Pay for hours worked more than 40 hours per week will be at 1-1/2 times the regular rate.

Non-exempt employees may also accrue compensatory time in lieu of overtime pay, if approved by the Minister, at the rate of a) one hour per overtime hour worked up to 40 work hours in a week and b) one and one-half hour per overtime hour worked in excess of 40 hours in a week.

The Minister must approve all overtime hours in advance but may approve no more than 20 hours of overtime pay per year for any single employee without EC approval.

#### **III-C. Pay Schedule**

The pay period is every two weeks. Employees are required to maintain a record of hours worked (Appendix D) for each pay period and submit this record to the supervisor no later than noon the last Wednesday of the pay period. The employees will receive their pay no later than the Wednesday following the end of the pay period. The Minister maintains a file of the recorded hours for a rolling two-year period for each employee.

Temporary employees will be paid every two weeks during the project with final payment received within two weeks of the task completion.

### **III-D. Raise Determination**

#### General Policy

Only the Board has the authority to implement any change in rate of pay for staff members. The HR Committee is required to review each employee's rate of pay at least once per year and make recommendations to the Board regarding cost of living adjustments, pay raises, merit bonuses and/or benefit adjustments. All pay raises will commence starting the first full pay period after the effective date of the raise. The effective date of raises will normally be the start of the new Church Year (July 1<sup>st</sup>).

#### Cost of Living Adjustment (COLA)

So that the real value of compensation received does not decrease due to the effects of inflation or other economic fluctuations, the most important component of the annual wage review will be a Cost of Living Adjustment, or COLA. This will reflect the total one- year change in the Consumer Price Index (CPI) based on the following index series components available on the web at <http://data.bls.gov/cgi-bin/surveymost>

- All-Urban Consumers, not seasonally adjusted with an index period from 1982 to 1984 equaling 100 percent.

The following will be used when considering the COLA:

- The HR committee will provide the COLA analysis (Appendix E) to the Board by March 1<sup>st</sup> of each year.
- December of the previous two years will be used as the months for start/end period analysis.
- The full COLA adjustments will be applied at the start of next program year for each staff member in the employ and on the AUUC payroll as of January 1 in the year for which the COLA is approved.
- AUUC establishes a minimum COLA for any given year of zero percent (0%).
- AUUC establishes a maximum COLA for any given year of four percent (4%).
- Any waiver to providing a staff COLA in any given year must be approved by a 2/3 vote within the Board.

#### Pay Raise

The HR Committee may recommend a pay raise for an employee whose responsibility and work load have increased.

#### Merit Bonus

Employee Performance Reviews will be utilized by the HR Committee, in consultation with the supervisor, in determining any one-time merit bonus to be recommended to the Board.

#### Financial Condition of the Church

The Board will make a good faith effort to compensate employees adequately and to provide job security. However, the financial conditions of AUUC may be such that annual

pay increases may not be feasible or that individuals may have to be released.

### **III-E. Transparency of Staff Compensation**

Members of the congregation may have access to employee salary and compensation information. Access to that information will be provided in a manner that respects the privacy of our employees.

Individual staff salary and compensation information will be provided in the annual budget report to the membership, and as required to support denominational business. While transparency is our policy, we do not intend to communicate this information beyond the membership. Therefore, staff compensation information will not be provided in communications intended for general distribution, such as in the church newsletter, mass e-mails, or other documents posted to our website except as an aggregate number in the budget.

## IV. BENEFITS

Some employee benefits are required by law while other benefits are negotiated separately with each employee and depend on the nature and relationship of AUUC with that employee as defined by the position description. The sections below address benefits that may be provided by AUUC. This summary is not intended to and does not create an express or implied contract, promise, or representation between employer and the employee. These benefits are subject to change at any time at the discretion of the Board. In the event of any discrepancy between the benefits outlined below and the hiring agreement itself, the agreement will govern.

Unless otherwise identified below or in an employment agreement, 'eligible employees' for the benefits listed below, other than workman's compensation and Social Security, are defined as those employees working at least 750 hours per year. For additional details on the benefits provided through the Unitarian Universalist Association (UUA) visit <https://www.uua.org/finance/compensation/program>.

### IV-A. Insurance and Retirement

#### Worker's Compensation

AUUC employees are covered by worker's compensation insurance which provides medical expense coverage for hospital and out-patient medical treatment as well as a limited amount of disability income protection should an employee incur a work-related illness or injury.

It is imperative that all on-the-job injuries or work-related illnesses be reported to and documented by the Minister on appropriate forms promptly to ensure that eligibility for coverage under this policy is validated. All forms must be completed and filed according to the requirements of the Commonwealth of Virginia (<http://vwc.state.va.us/>).

#### Social Security

The Federal Social Security program protects employees and their families against complete loss of income due to retirement, disability, or death. Additionally, the Medicare provisions of Social Security provide basic health care protection for people 65 or older and for disabled workers receiving income from Social Security. Except for Ministers, who are required by law to pay their own Social Security taxes, both employees and the AUUC contribute on an equal basis to provide these benefits. These benefits are provided as required by law. AUUC will make a payment-in-lieu-of-FICA payment of 7.65% of salary to Ministers.

### Retirement Plan

Employees are eligible to enroll in the UUA Retirement Plan for the purpose of making elective contributions (pre-tax salary deferral) or to roll into the plan funds from a similar plan immediately upon employment. Employees become eligible for the AUUC funded portion of the Retirement Plan in the year following the performance of 1,000 hours of scheduled work in a 12-month period. AUUC will contribute 5% of salary and match an employee's contribution up to 5% of their salary for eligible employees.

### Medical Insurance

Medical Insurance shall be provided to all eligible employees immediately upon employment.

AUUC will pay 80% of a full-time employee's medical insurance coverage, 30% for minimally eligible employees (750 hours per year), and a pro-rated percentage for those employees who fall in between these two categories. If the employee is covered on his/her spouse's plan, AUUC will pay the additional cost of "spouse only" coverage under that plan up to the maximum contribution to which that employee would be entitled. If the employee is covered by Medicare, AUUC will reimburse the cost of that Medicare coverage up to the maximum contribution to which that employee would be otherwise entitled. Proof of this amount is required.

The HR Committee will select a specific medical insurance program and insurance provider and obtain approval from the Board. The HR Committee will review the medical insurance program on an annual basis and obtain approval from the Board for any proposed changes. If employees elect coverage, the HR Committee will enroll the employee(s) in the approved medical plan.

Employees covered by the basic employee health coverage described above may choose to elect family coverage but must pay the cost of the family coverage over the amount AUUC pays for single coverage.

### Dental Insurance

AUUC provides dental insurance coverage for all eligible employees. AUUC will pay 80% of a full-time employee's dental insurance coverage, 30% for minimally eligible employees (750 hours per year), and a pro-rated percentage for those employees who fall in between these two categories. If the employee is covered on his/her spouse's plan, AUUC will pay the additional cost of "spouse only" coverage under that plan up to the maximum contribution to which that employee would be entitled. Proof of this amount is required.

Employees covered by the employee dental coverage described above may elect family coverage but must pay the amount for the family coverage over the amount AUUC pays for single coverage.

### Long-Term Disability Plan

The UUA Long Term Disability Insurance Plan is available to all eligible employees. AUUC will automatically enroll eligible employees in this plan and cover their premium costs in full. Normal pay will cease for employee's eligible for and receiving disability insurance payments.

### Life Insurance Plan

AUUC pays the cost of the UUA Term Life Insurance Plan for all eligible employees. This life insurance is offered without a medical exam and without regard to age if the person enrolls within the first 30 days of employment or at the time of accepting a position scheduled for 20 hours or more. This term life insurance has a face value of 200 percent of annual pay (pay plus housing in the case of ordained Ministers) up to a maximum of \$150,000.

## **IV-B. Holidays**

The following are the authorized holidays where AUUC will normally be closed. The church office shall remain open for normal office hours on all other days.

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day following Christmas

No employee shall work on a holiday unless specifically scheduled to work by the supervisor. If the employee is expected to work on a holiday or a holiday falls on the employee's regularly scheduled day off, then another day should be taken off within two weeks of the holiday.

If any standard holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed as the holiday

To accommodate religious holiday observance, the supervisor may permit an employee to substitute a religious holiday, e.g., Good Friday, Rosh Hashanah, etc., for a standard holiday if useful work can be accomplished while the office is closed for the standard holiday.

### Holiday Pay

All full time, non-exempt employees will receive holiday pay based on the normal daily pay for each holiday observed. Such employees asked to work on a holiday (other than Christmas) will be paid at one and half times the normal rate. If asked to work on Christmas, full time, non-exempt employees will be paid at the normal rate and be given another paid

day off.

Salaried employees required to work on a holiday receive no extra pay but may take compensatory time off later as permitted by their workload.

#### **IV-C. Leaves of Absence**

##### Statement of General Policy

AUUC provides both paid and unpaid leave to allow both full and eligible part time employees time off from work for vacations, illnesses, and other personal reasons.

##### Annual Allowance of Paid Leave

MINISTER: Separate arrangements are made as part of a negotiated agreement and are recorded in the Minister's Letter of Agreement or Call Letter.

STAFF: AUUC grants paid leave to regular full-time employees at their regular rate of pay based on their length of service to be used for vacations or for medical reasons. Part-time employees who are at least half-time are entitled to a prorated amount of leave time. Occasional and temporary employees do not accrue paid leave. Eligibility for annual paid leave is as follows:

<u>Length of Service</u>	<u>Amount of Annual Paid Leave Accrued</u>
<u>Less than 2 years</u>	<u>12 hours per month worked</u>
<u>2 years, but less than 10 years</u>	<u>16 hours per month worked</u>
<u>10 or more years</u>	<u>20 hours per month worked</u>

Increases in paid leave accrual rate will be made on the first day of the month following the anniversary date of the year in which an employee completes his or her required length of service.

Paid leave time for vacations must be requested in advance and can only be taken with the approval of the supervisor. In the event of conflicting vacation requests, approval generally will be granted in accordance with length of service and consistent with workload requirements. Summertime vacations generally are encouraged.

Although it may not always be possible to request leave for medical reasons in advance, employees must notify the supervisor before their starting time if they are ill and unable to come to work. This leave should 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. This leave should also be used for routine dental or medical appointments.

Unused paid leave time, not to exceed 360 hours, may be carried over to the next year, provided that the requirements of the Church are met and by prior agreement of the supervisor. Employees who resign with at least two weeks' notice may receive payment for the accrued paid leave days that have not been used up to a maximum of 120 hours.

In unusual circumstances, the supervisor may grant advances of vacation time up to 50% of the amount that can be accumulated in a program year provided the requirements of the Church are met. Any such advance paid leave will be deducted from the final paycheck if the advanced paid leave time has not been accrued as of the date of employment separation.

#### Medical leave without pay

Unpaid medical leave may be granted in instances where an employee's medical condition (or that of an immediate family member) requires an absence from work for more time than the amount of available paid leave which must be used first. This leave requires the approval of the supervisor. Sufficient evidence of such a medical condition is required for a medical leave. Such evidence may include a 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. AUUC also reserves the right to request a second opinion from a physician chosen by AUUC on any medical leave of absence. During periods of unpaid leave, the Congregation will continue paying its required contributions toward the premiums for health, dental, life, long-term disability insurance, and employer retirement contributions.

#### 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 supervisor.

#### Bereavement leave

Upon the death of an immediate family member (spouse/partner, child, sibling, parent, or in-law), the employee may take up to 10 days of paid leave. For the death of a family member outside the immediate family, the employee may take up to 5 days of paid leave. Permission for unpaid bereavement leave for deceased persons in excess of the above may be granted at the discretion of the supervisor.

#### Jury duty and other legal proceedings

AUUC will consider jury duty as paid leave time not chargeable to any other leave time provided by AUUC. For other legal proceedings, unpaid time off will be granted at the discretion of the supervisor. The employee will notify the supervisor on receipt of such call or request to appear in court or before an administrative body and will provide appropriate documentation. Employees will appear for work as scheduled upon being excused from jury duty.

#### Military leave without pay

The purpose of this policy is to grant leaves of absence to all employees who are called to serve on active duty or for 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 a copy of the official orders to the supervisor. 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

Full-time employees who become natural or adoptive parents are eligible for a paid leave of absence of up to 12 weeks upon the birth or adoption. In recognition of individual family needs, the employee may take some or all the parental leave prior to the birth/adoption of the child, following the birth/adoption of the child, or partially over an extended period of time during the year following the birth/adoption of the child

#### Sabbatical Leave

The Minister may use sabbatical leave for study, education, writing, meditation, and other forms of professional, religious, spiritual, or personal growth. Sabbatical leave accrues at the rate of one month per year of service, with leave to be taken after five but before seven years of service. No more than six months of sabbatical leave may be used within any twelve-month period. The dates of a proposed extended sabbatical (more than three months) should be submitted to the Board for approval at least 12 months in advance. For sabbaticals of three months or less, dates should be submitted at least 4 months in advance. At the time of submission, the Minister will provide the Board a sabbatical plan outlining the proposed educational/spiritual activities to be undertaken and their expected benefit to the professional growth of the Minister. Accrued vacation leave should not be taken in conjunction with sabbatical leave unless authorized by the Board.

### **IV-D. Educational/Professional Development**

AUUC strongly supports the professional development of its employees. Employees should discuss with their supervisor any interests or plans for educational or professional development.

Employees wishing to be reimbursed for costs of educational/professional development activity outside of AUUC must provide their supervisor with a description of the activity, how it will help improve job skills, and the cost. The supervisor has the authority to approve educational/professional development activities within budgetary considerations.

The Minister must seek Board approval for any educational/professional development activity that will require the staff member to be away from AUUC duties for more than one calendar week. In addition, the Minister must seek Board approval for any staff member's educational/professional development activity that exceeds costs already included in the annual budget.

## V. OTHER AUUC PERSONNEL POLICIES/PROCEDURES

### V-A. Attendance and Punctuality

Each employee is expected to be prompt and regular in his or her attendance at work.

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 the 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 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.

**V-B. Employee Conduct:** AUUC expects all employees to conduct themselves in a professional, courteous, and responsible manner. This conduct is necessary to provide a safe, pleasant, and efficient working environment.

1. Internet Usage: AUUC provides Internet access to its employees to facilitate business communications and work-related research. These services are for AUUC official business use only in the course of assigned duties. Any computer usage, whether downloaded applications or working in the “cloud” environment on an AUUC computer must have a useful Church-related purpose.

All materials, information, and software transmitted, downloaded, or stored on AUUC’s computer system are to 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 AUUC’s confidential or propriety information, including member/friend data or materials covered by AUUC’s confidentiality policy.

AUUC reserves the right to monitor employee use of the email system or the Internet at any time. Employees should not consider their Internet usage or email 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 on AUUC's computers may be used only in ways consistent with the licenses and copy rights of the vendors, authors, or owners of the material. Prior written authorization from the copyright owner is required before introducing any software onto AUUC's computer system. Nothing should be downloaded and/or installed without written permission from the system administrator with a copy of the authorization placed in the system administrator's file.

Only authorized staff members may communicate on the Internet on behalf of AUUC. Employees may not express opinions or personal views that could be misconstrued as being those of AUUC.

Employees may not state their church affiliation on the Internet unless required as part of their assigned duties.

2. Use of Church Property: AUUC employees are expected to show professional care for AUUC property entrusted to them in connection with the performance of their jobs. Any unauthorized use may result in: the employee reimbursing the AUUC for any charges incurred; the employee reimbursing AUUC for any damages to AUUC property; and/or disciplinary action.
3. Dress Code: AUUC is both a spiritual home and a place of business. Employees must dress appropriately in business casual attire.
4. Media Inquiries: All requests for information about AUUC from newspapers, internet, and/or radio media shall be directed to the President or Minister. An appropriate response to a media inquiry would be, "I am not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"
5. Confidentiality: Employees may have access to confidential information including, but not limited to, information about members, friends, or other employees. Such information must remain confidential and may not be released, removed from AUUC premises, copied, transmitted, or in any other way used for any purpose by employees outside the scope of their employment.

Direct all requests for information concerning past or present employees, members, or friends received from organizations or individuals to the Minister or Board President.

6. Outside Employment: Employees shall not engage in any employment or business activity that is incompatible or in conflict with duties, functions, or responsibilities as an employee of AUUC. Activities that may constitute a conflict include use of AUUC's time, facilities, equipment, or supplies, or the use of the title, prestige, or influence of the congregation for private gain or advantage.

All employees shall not engage in any outside activity which, by its nature, hours, or physical demands, would impair the employee's performance; reflect, discredit AUUC; or increase AUUC's payments for sick leave, worker's compensation benefits, or long-term disability benefits. Exception: Employees may participate in required military activities if part of a Reserve or National Guard unit of the Armed Forces. Outside employment should not result in outside telephone calls or internet activity while on duty at AUUC.

7. Conflicts of Interest: Employees are expected to avoid conflicts of interest. A conflict of interest is defined as any situation where an employee may attain personal gain or his or her actions may reflect detrimentally on AUUC's public image

Employees shall not engage in any business or transaction and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for AUUC. Employees who have questions whether an activity violates this policy should discuss the matter with their supervisor, the Board President, or the chair of the HR Committee.

## **V-C Performance Problems**

It is not practical to list every act of misconduct that might require disciplinary action or termination, thus the following provides examples and is not a complete list. Any conduct that violates the law will be reported to the police.

1. Violation of AUUC's Equal Employment Opportunity (EEO) policy.
2. Possession, selling, or use of illegal drugs in the workplace and/or reporting to work under the influence of drugs or alcohol.
3. Abuse of alcohol or public drunkenness.
4. Unauthorized possession of firearms or explosives on AUUC property.
5. Insubordination, including showing disrespect for others and refusal to comply with lawful and reasonable instructions from their supervisor.
6. Violation of a safety rule that endangers the life or safety of others or AUUC's continuous operation.
7. Falsification of employment applications or other records.

8. Illegal or unlawful conduct, including assaulting or threatening to assault another under circumstances that could cause a reasonable person to become concerned for his or her personal safety.
9. Theft, misappropriation, or destruction of AUUC records, property, or equipment.
10. Inappropriate intimate relations with another AUUC employee, or with a member or friend of the congregation with whom a trusted relationship is expected. Employees are required to disclose any sexual or romantic relationship with an AUUC member, friend, or co-worker to the Minister.
11. Inappropriate contact with or inappropriate conduct involving a minor.
12. Harassment of any employee, visitor to the Church, or member/friend of AUUC.
13. Excessive or unexcused absenteeism and/or tardiness.
14. Rudeness, including insolence or offensive behavior toward their supervisor, a fellow worker, AUUC visitor, member or friend of AUUC.
15. Other actions or behavior that interferes with operations, brings discredit on the Church, violates AUUC policy or rules of safety and conduct, or is offensive to members of the Church, visitors, or fellow employees.
16. Criminal convictions not disclosed prior to employment or occurring while employed.

#### **V-D. Termination of Employment**

Either the employee or the Board has the right to terminate the employment relationship at any time. Employees are encouraged to submit written notice of resignation to their supervisor at least two weeks prior to their last day of employment.

The Board will provide a minimum of one-month notice, if feasible, if a determination is made to terminate the employment of any staff member because of reduced and/or changed work requirements or insufficient funds being available.

Individuals hired as temporary employees shall have their employment terminated at the end of the temporary work assignment. Temporary employees will be given an estimated date of termination at time of hire.

Employees may be terminated for cause immediately.

### Benefits Upon Termination

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

Upon resignation or termination, employees will be entitled to earned but unused paid leave as outlined in section IV-C.

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.

### Exit Interview

A member of the HR Committee or designee shall hold an exit interview with any employee who is leaving voluntarily. This is to better understand the employee's reasons for leaving and the employee's perception of which factors aided and which detracted from job satisfaction. Patterns emerging from such interviews will enable the HR Committee to identify areas where policies and procedures are working well and areas where improvements are needed. A summary of the exit interview shall be prepared and maintained in confidential HR Committee files for future reference. Extracts may be provided to their supervisor and/or Board as HR deems appropriate.

## **V-E. Complaint/Grievance Policy**

### Employee Complaints

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

When a problem arises, an employee shall discuss it first with their supervisor. It is the responsibility of their supervisor to conduct the discussion objectively and confidentially, and, if possible, to resolve the problem. If, after such informal action, the problem is not resolved to the employee's satisfaction, the employee 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 or shifted 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 their 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 the employee's concerns and respond, in writing, within five (5) calendar days of said meeting.

**Step 2:**

If the decision of the supervisor is not satisfactory to the employee, the employee may, within five (5) calendar days, request that the Chair of the HR Committee convene a confidential meeting of the HR Committee to review the 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 Chair of the HR Committee shall meet with the employee and review the appeal. The Chair 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, the employee may, within five (5) calendar days, request in writing a meeting with the EC. The employee's correspondence should be addressed to the President and be accompanied by all earlier correspondence.

The EC shall meet with the employee within ten (10) calendar days. This meeting also shall be confidential. The EC shall render its decision in writing within five (5) calendar days of the meeting. This decision shall be final. In any case where a member of the EC is cited in the grievance, that member shall recuse him/herself.

Action beyond the scope of this grievance procedure must be in accordance with the laws of the Commonwealth of Virginia and the Federal Fair Labor Standards Act.

Other Complaints

If a non-employee has a work-related complaint against one of the employees, it will be referred to the Minister for resolution. If the complainant is not satisfied with the resolution of the grievance, the complainant may take it to the Board President and Chair of the HR Committee for resolution.

If the complaint is against the Minister, and the complainant has already addressed it to the Minister (always the first step) without resolution, he/she is directed to the Chair of the HR Committee and the Board President for resolution.

## **VI. WORKING RELATIONS**

AUUC promotes positive working relations with its employees. The following section provides guidelines for maintaining professional relationships. It is the desire of AUUC to support its employees appropriately. This includes delineating the working relationships between employees and the Congregation but also includes policies to address problems.

### **VI-A. Relationships of the Staff with the Board, Committees, and Volunteers**

The Minister, in consultation with the HR committee, shall include information from AUUC committees and the Board in developing job descriptions and work plans for employees. However, employees are directly responsible to their supervisor and not to the chairperson of any associated committee, any committee member, or any member of the Board.

### **VI-B. Personnel Confidentiality**

All matters related to personnel actions including background checks, performance evaluation, grievances, disciplinary action, or other sensitive items will be considered confidential and will be protected from inappropriate disclosure. The supervisor, the HR Committee, and the Board will be provided access to such information as necessary to accomplish their responsibilities. AUUC Board will conduct all sensitive matters related to personnel in a Committee of the Whole and the minutes of the Board meeting will exclude details of such sessions. The minutes of the Committee of the Whole will be marked confidential and filed separately.

### **VI-C. Role of the Minister**

The Minister is in charge of day-to-day staff operations and is both the spiritual and administrative leader of AUUC. In this capacity, the Minister supervises all AUUC employees except where specifically indicated. The Minister in turn is accountable to the Congregation through the Board, and shall communicate fully and regularly with them. The role and work of the Minister is described throughout this document in relation to the various policies and procedures. See Minister PD for more details.

## **VII. PERSONNEL RECORDS POLICY**

Each employee shall have an official personnel record file. Access to the file information shall be on a need to know basis administered by the Chair of the HR Committee.

The Personnel File for each employee should contain the following:

- Application and/ or resume
- Record of references checked
- Police background check
- Letter of agreement or Call Letter
- Signed copy of the Employment Policy Manual Acknowledgment Form
- All Personnel Performance Evaluations
- Any job-related memo addressed to employee or sent by employee that addresses personnel actions
- Letter of resignation
- Record of Exit Interview

Personnel records shall be maintained by the HR Committee and retained for six (6) years after termination.

Appendix A: Staff Performance Evaluation Form

<b>STAFF ANNUAL PERFORMANCE SUMMARY</b>		
<b>Name:</b>	<b>Year:</b>	<b>Date of review:</b>

PERFORMANCE ELEMENT WITH SATISFACTORY PERFORMANCE STANDARDS	Supporting Comments	Unsatisfactory	Satisfactory	Superior
<b>Responsibility #1: Job Knowledge</b> <ul style="list-style-type: none"> <li>• XXXXX</li> <li>• XXXXX</li> <li>• XXXXX</li> <li>• XXXXX</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Responsibility #2: Quality, Accuracy and Timeliness of Work</b> <ul style="list-style-type: none"> <li>• XXXXX</li> <li>• XXXXX</li> <li>• XXXXX</li> <li>• XXXXX</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Responsibility #3: Specific Item Depending on Job</b> <ul style="list-style-type: none"> <li>• XXXXX</li> <li>• XXXXX</li> <li>• XXXXX</li> </ul>		□	□	□
<b>Responsibility #4: Specific Item Depending on Job</b> <ul style="list-style-type: none"> <li>• XXXXX</li> <li>• XXXXX</li> <li>• XXXXX</li> </ul>		□	□	□
<b>Responsibility #5: Specific Item Depending on Job</b> <ul style="list-style-type: none"> <li>• XXXXX</li> <li>• XXXXX</li> <li>• XXXXX</li> </ul>		□	□	□
<b>Responsibility #6: Specific Item Depending on Job</b> <ul style="list-style-type: none"> <li>• XXXXX</li> <li>• XXXXX</li> </ul>		□	□	□
<b>Responsibility #7: Specific Item Depending on Job</b> <ul style="list-style-type: none"> <li>• XXXXX.</li> <li>• XXXXX</li> </ul>		□	□	□

## Key Competencies for Role and Year-End Assessment

<i>Priority</i>	<i>Key Competencies</i>	<i>Unsatisfactory</i>	<i>Satisfactory</i>	<i>Superior</i>
1	<b>Strategy and Vision:</b> Sees ahead clearly; focuses on the larger picture; articulates a compelling and inspired vision for a preferred future; crafts breakthrough strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<b>Communication:</b> Appears comfortable speaking in variety of settings inside and outside the congregation; effectively addresses both factual information and controversial topics; gets messages across with the desired effect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>Decision Making:</b> Makes effective decisions with awareness of long-term implications; offers solutions and suggestions generally regarded as effective and insightful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>Spiritual Maturity:</b> Shows personal depth and spiritual grounding; demonstrates integrity by walking the talk and responding with constancy of purpose; is seen as trustworthy and authentic; articulates a clear and consistent theology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<b>Collaboration:</b> Gets people to work together in open dialogue; instills sense of belonging within group; shares successes; accurately assesses others' strengths and limitations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<b>Initiative:</b> Demonstrates ambition for self and the congregation; is highly motivated, action oriented, and full of energy for challenges; seizes opportunity; pushes self and others to achieve desired results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Areas for Performance Improvement**

1.

2.

3.

**Personal and Professional Goals**

1.

2.

3.

**Staff Member's Year-End Summary of Results**

**Signatures for End-of-Year Performance Review**

\_\_\_\_\_  
*Supervisor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Staff Member*

\_\_\_\_\_  
*Date*

### Schedule and Procedures for Ministerial Assessment Taskforce

Activity	Who	Scheduled Date	Actual Date
<b>Develop Evaluation Goals</b>			
Select Taskforce members (3)	Board		
Discuss assessment process with Minister	Taskforce		
Gather input for annual goals	Taskforce, Board, Council, Ministerial Reflection Council (MRC), the Commission On Our Ministries (COOM)		
Develop annual goals with Minister	Taskforce, Minister		
Finalize Minister’s annual Performance Evaluation Form	Taskforce, Minister		

<b>Final Assessment</b>			
Minister provides self-assessment to Taskforce	Minister		
Interview Board on perceived progress toward goal attainment	Taskforce, Board		
Interview interested Council members on perceived progress toward goal attainment	Taskforce, Council		
Revise interview questions (as necessary) for congregational members	Taskforce, MRC, MRC, COOM		
Interview interested congregational members	MRC, COOM		
Compile individual interview comments	Taskforce, MRC, COOM		

Prepare and present assessment (narrative & numerical ratings) to Board	Taskforce		
Obtain Board comments	Board, Taskforce		
Revise and submit Final Taskforce Evaluation to Minister	Taskforce		
Meet with Minister to discuss MAC report	Taskforce, Minister		
Present Final Evaluation to Board and provide copy to HR Committee for filing	Taskforce		

Appendix C: Minister's Performance Evaluation Form

<b>MINISTER ANNUAL PERFORMANCE SUMMARY</b>		
<b>Name:</b>	<b>Year:</b>	<b>Date of final review:</b>

PERFORMANCE ELEMENT WITH SATISFACTORY PERFORMANCE STANDARDS	Supporting Comments	Unsatisfactory	Satisfactory	Superior
<b>Responsibility #1: Worship</b> <ul style="list-style-type: none"> <li>• XXXX</li> <li>• XXXX</li> <li>• XXXX</li> <li>• XXXX</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Responsibility #2: Vision and Strategy</b> <ul style="list-style-type: none"> <li>• XXXXX</li> <li>• XXXXX</li> <li>• XXXXX</li> <li>• XXXXX</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Responsibility #3: Staff Management</b> <ul style="list-style-type: none"> <li>• XXXXX</li> <li>• XXXXX</li> <li>• XXXXX</li> <li>• XXXXX</li> </ul>		□	□	□
---	--	---	---	---

<b>Responsibility #4: Program Management and Leadership</b> <ul style="list-style-type: none"> <li>• XXXXX</li> <li>• XXXXX</li> <li>• XXXXX</li> <li>• XXXXX</li> <li>• XXXXX</li> </ul>		□	□	□
---	--	---	---	---

<b>Responsibility #5: Counseling &amp; Pastoral Care</b> <ul style="list-style-type: none"> <li>• XXXXX</li> <li>• XXXXX</li> <li>• XXXXX</li> </ul>		□	□	□
--	--	---	---	---

<b>Responsibility #6: Ministerial Leadership</b> <ul style="list-style-type: none"> <li>• XXXXX</li> <li>• XXXXX</li> <li>• XXXXX</li> </ul>		□	□	□
--	--	---	---	---

<b>Responsibility #7: Prophetic Outreach</b> <ul style="list-style-type: none"> <li>• XXXXX</li> <li>• XXXXX</li> </ul>		□	□	□
---	--	---	---	---

<i>Priority</i>	<i>Key Competencies</i>	Unsatisfactory	Satisfactory	Superior
-----------------	-------------------------	----------------	--------------	----------

1	<b>Strategy and Vision:</b> Sees ahead clearly; focuses on the larger picture; articulates a compelling and inspired vision for a preferred future; crafts breakthrough strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<b>Preaching and Worship Leadership:</b> Is a consistently effective preacher and worship leader; communicates a clear message through sermons that are skillfully prepared and delivered; inspires from the pulpit and projects the identity and character of the congregation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>Organization and Management Skills:</b> Manages staff effectively; motivates staff members to maximize overall team performance; creates a positive staff culture consistent with AUUC values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>Public Communication:</b> Appears comfortable speaking in variety of settings inside and outside the congregation; effectively addresses both factual information and controversial topics; gets messages across with the desired effect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<b>Decision Making:</b> Makes effective decisions with awareness of long-term implications; offers solutions and suggestions generally regarded as effective and insightful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<b>Spiritual Maturity:</b> Shows personal depth and spiritual grounding; demonstrates integrity by walking the talk and responding with constancy of purpose; is seen as trustworthy and authentic; articulates a clear and consistent theology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<b>Collaboration:</b> Gets people to work together in open dialogue; instills sense of belonging within group; shares successes; accurately assesses others' strengths and limitations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<b>Initiative:</b> Demonstrates ambition for self and the congregation; is highly motivated, action oriented, and full of energy for challenges; seizes opportunity; pushes self and others to achieve desired results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Areas for Performance Improvement</b>
--

1.
----

2.
----

3.
----

4.
----

<b>Personal and Professional Goals</b>
--

1.
----

2.
----

3.
----

4.
----

<b>Minister's Summary of Results</b>
--------------------------------------

**Signatures for End-of-Year Performance Review**

\_\_\_\_\_

*Board President*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Minister*

\_\_\_\_\_

*Date*

APPENDIX D: Time and Attendance Reporting Form

Record of Time and Attendance for \_\_\_\_\_(Inclusive Dates)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours Scheduled							
Hours Worked							
Paid Leave							
Unpaid Leave							

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours Scheduled							
Hours Worked							
Paid Leave							
Unpaid Leave							

Name: \_\_\_\_\_ Signature/Date \_\_\_\_\_

Supervisor: \_\_\_\_\_ Signature/Date \_\_\_\_\_

APPENDIX E: Illustration on how AUUC will determine COLA (*Material from bureau of labor statistics*)

Escalation agreements using the CPI usually involve changing the base payment by the percent change in the level of the CPI between the reference period and a subsequent time period. This is calculated by first determining the index point change between the two periods and then the percent change.

The following example illustrates the computation of percent change:

CPI for current period	133.0
Less CPI for previous period	129.9
Equals index point change	3.1
Divided by previous period CPI	129.9
Equals	0.0238
Result multiplied by 100	100
Equals percent change	2.38%

**EMPLOYMENT POLICY MANUAL ACKNOWLEDGMENT FORM**

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Employment Policy Manual of Accotink Unitarian Universalist Church. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of the Employer.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the Employer 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 expressed or implied. I understand that this statement of policy is not subject to change.

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

By signing below, I acknowledge that I have read and understood the above statements and have received a copy of the Employment Policy Manual, dated XXXXXXXXX.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature