

WELCOME

Welcome to the Olympia Unitarian Universalist Congregation. We are glad to have you as a member of our staff and hope you will enjoy working for the church and contributing to our liberal religious community.

Working together as a staff team, with congregants, and community members, we will help to ensure that the administrative, operational, and other needs and aspirations of the congregation are met. This will support volunteer members of our church to do their part in our shared ministry.

This handbook sets forth binding expectations of employees but is otherwise not a contract of employment and can be modified or changed at any time.

If you have any questions or suggestions concerning information in this Manual, please feel free to contact the Minister or the Administrator.

Again, welcome!

MISSION AND VISION

Mission: Our spiritual principles affirm the worth and dignity of every person, and that we are part of the infinite, interdependent WEB of life.

We:

Welcome and Wonder

Embrace and Empower

Bridge and Become

Vision: A loving, just, and healthy world

ABOUT THIS MANUAL

This Manual has been prepared to help you understand some of the policies and procedures of the Olympia Unitarian Universalist Congregation (referred to herein as "Employer"). You should familiarize yourself with the content of this Manual as it provides basic information about our expectations, policies, procedures, and benefits. Nothing in this Manual is intended to create or creates an employment agreement, express or implied, or a contract that employment or any benefit will be continued for any period.

Since every situation cannot be anticipated, this Manual provides only a general overview. In applying the policies and procedures in this Manual, the Employer will take into consideration

the specific facts and circumstances of each situation. The Employer will make all determinations of what is reasonable or acceptable.

All employees are hired on an *at-will* basis unless stated otherwise in a written individual employment agreement signed by the Minister or prohibited by law. This means that the employee may terminate the employment relationship at any time, for any reason, with or without notice, and the Employer retains the same right.

As a progressive and evolving organization which must respond to operating needs and other circumstances, changes and modifications in policies, procedures, and benefits will be made from time to time. This Manual replaces all previous personnel policy manuals or handbooks and any inconsistent policies. Employees are expected to be familiar with current church policies and procedures.

If you have any questions or comments about this Manual, or if you need more information, please ask your supervisor or Minister. Your comments and suggestions are encouraged.

DIVERSITY AND INCLUSION

EQUAL EMPLOYMENT OPPORTUNITY

Unitarian Universalist principles affirm the inherent worth of each human being, and commit to working towards justice, equity, and compassion in human relations. The church believes that policies advancing diversity, equity and inclusion are essential in creating social change which responds to historical and current practices of discrimination. Additionally, we believe that significant diversity among our staff makes for a richer, more dynamic organization. The church is committed to addressing the systemic prejudices and biases found within all parts of society by, among other things, working to ensure that all staff are trained to understand, welcome, and better serve a multiracial, multiethnic, increasingly diverse community and enhance the ability of everyone to live our values of justice, equity, and interdependence.

The church affirms its commitment to inclusion and 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, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other classification protected by law. The Employer may consider religion in the hiring and terms and conditions of employment of certain positions. Any discrimination in the workplace based upon any protected status/classification is illegal and against policy.

Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited and will not be tolerated. Prohibited retaliation includes shunning and avoiding an individual who reports harassment, discrimination, or retaliation; express or implied threats or intimidation intended to prevent or inhibit an individual

from reporting harassment, discrimination, retaliation; or denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participating in the reporting and investigation process.

Employees who have questions about discrimination, harassment, or retaliation in the workplace, or who believe this policy has been violated, should report their concerns immediately to their supervisor/Minister.

HARASSMENT

Harassment of any kind has no place in the workplace. The church is committed to promoting an environment that is professional and respectful. Any harassment regarding race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, or any other protected status will not be tolerated. The Employer expects all employees to conduct themselves in a professional manner with concern and respect for their colleagues, church members, and others served by the Employer. Similarly, we expect all employees to be free from harassment from church members and others encountered while serving OUUC. Harassment by anyone in the workplace is unlawful.

Harassment includes verbal or physical conduct which may offend, denigrate, or belittle any person because of or due to any of the characteristics described above. Such conduct includes pictures, jokes, comments, epithets, innuendoes, name-calling, or any other behavior which creates an environment that is derogatory, intimidating, hostile or offensive to anyone.

Conduct prohibited by these policies is unacceptable in the workplace, and in any work-related setting or event outside the workplace, such as Employer meetings, social events, and any other Employer related activity. Any employee who believes that they have been harassed by another employee, Supervisor/Minister, a congregant, or any other person who the employee encounters in the course of employment should report that conduct immediately to their supervisor/Minister. If the report or complaint involves the supervisor/Minister, or if the supervisor/Minister is unavailable, the individual making the complaint or the individual receiving the report or complaint should immediately report the complaint to an officer of the Board. The UUA Ministries and Faith Development Staff Group is available to assist with complaints involving ministers.

SEXUAL HARASSMENT

We seek to create a sexually safer congregation that is free of harassment, abuse, and misconduct.

While all types of harassment are prohibited, sexual harassment requires particular attention. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to the conduct is made either explicitly or implicitly a term or condition of employment,
- submission to or rejection of such conduct is used as a factor in employment decisions affecting an individual, or
- the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

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

- Unwelcome sexual advances, whether it involves physical touching, sexual assault, or coerced sexual acts,
- Requests for sexual favors in exchange for actual or promised benefits such as a favorable review, salary increases, promotions, or other benefits,
- Unwelcome suggestions regarding, or invitations to, social engagements or social events,
- 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,
- Unwelcome or coerced physical proximity or physical contact, which is of a sexual nature or sexually motivated,
- Use of offensive or demeaning terms which have a sexual connotation,
- Inappropriate remarks of a sexual nature,
- Sexual gestures, suggestive comments, sexually insulting comments, epithets, jokes or name-calling, written or verbal references about sexual conduct,
- Communication or displaying sexually suggestive objects, pictures, cartoons, or computer websites in writing, electronically or verbally,
- Sex stereotyping, such as when the conduct or traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look, or
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, or gender identity, such as interfering with an individual's work area, equipment, or ability to do their job, name-calling, etc.

The circumstances of this behavior are important. For example, displaying sexually suggestive objects or images may happen as a normal part of a UUA approved sexuality education curriculum like Our Whole Lives (OWL).

Any employee who believes they have been sexually harassed by another employee, a supervisor/Minister, or any other person encountered in the course of employment, including a congregant, should report that conduct immediately to their supervisor/Minister or a Board officer. If the report or complaint involves the supervisor/Minister, or if the supervisor/Minister is unavailable, the individual receiving the report or complaint should immediately report it to an officer of the Board.

Every complaint or report of sexual harassment will be promptly investigated. Although investigations will be conducted with as much sensitivity and confidentiality as possible, 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 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.

BOUNDARIES WITH CONGREGANTS

As staff in our congregation, each staff member regardless of job title, is in a position of trust and power. Congregational staff are both morally and legally in a professional relationship. We are accountable to other staff, to the congregation, and to our shared values and principles.

The employee will not engage in sexual contact, sexual harassment, sexualized behavior, or enter a dating, romantic or sexual relationship with any congregant at OUUC.

This expectation is held regardless of marital status, sexual orientation, lifestyle, or gender identity/expression.

The same care and consideration should be made to friendships and other relationships with congregants.

If any such relationship is beginning, please discuss it with the Minister with the expectation that one or both of the parties will leave the congregation if the relationship is to be pursued.

This expectation does not apply to already existing relationships, such as when the partner of a staff member is a member of the congregation.

PROCEDURE/RESOLUTION OF EMPLOYEE COMPLAINTS

The Employer takes allegations of discrimination and/or harassment seriously. If you believe you have been discriminated against and/or harassed by another employee, a supervisor/Minister, or any other person encountered in the course of employment, you should take the following steps:

- The employee should communicate immediately with their supervisor/Minister. If the report or complaint involves your supervisor/Minister, the individual receiving the report or complaint should immediately report it to an officer of the Board. You may be asked to put your complaint in writing.
- The Board may appoint an ad hoc committee to advise the employee.

- The complaint should be made in writing and will be investigated and the resolution binding.

ACCOMMODATIONS OF DISABILITY

The Employer provides reasonable accommodations to enable an individual with a disability to perform the essential functions of their job in compliance with state and federal law. If an employee is unable, or finds it difficult, to perform all the functions of their job due to a disability, they should inform their supervisor/Minister about the disability and discuss the type and nature of any assistance or adjustment that would enable the employee to perform the essential functions of the job.

In most cases, the Employer will need medical documentation of the disability and of possible accommodations. The Supervisor may also need regular discussions with the employee to determine what, if any, accommodations are appropriate, the employee's continuing need for accommodations and the effectiveness of the accommodations provided. The Supervisor may also ask to speak to the employee's physician or health care provider to help the Supervisor assess the need for and the appropriateness of the proposed accommodations and to ensure that the employee can safely perform the essential functions of the job with the accommodations. The Supervisor may also ask the employee to submit to an independent medical or other appropriate examination, at the Employer's expense.

CATEGORIES OF EMPLOYMENT

Full-Time: An employee who regularly works the church year or 12 months of continuous full-time service 35 hours or more per week is considered a full-time employee.

Part-Time: An employee who regularly works for the church year or 12 months of continuous part-time service at less than 35 hours per week is considered a part-time employee.

Casual/Temporary Employee: An employee who works full or part-time for a specific time, including during peak or seasonal periods, for specific projects, to fill in for an absent regular employee, or for other reasons for a limited period is considered a casual/temporary employee. Regardless of whether an employee is scheduled to work for a limited period the employee will be considered "at-will." Casual/Temporary employees are entitled to benefits consistent with the provisions of benefit plans offered by the Employer or as required by law.

FLSA DEFINITIONS

Employees are also categorized as either **Non-Exempt** or **Exempt** for purposes of the minimum wage and overtime provisions of the Fair Labor Standards Act ("FLSA").

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of their specific compensation category and exempt or non-exempt status.

Non-Exempt Employees are compensated based on the number of hours worked each workweek and are entitled to be paid the minimum wage and overtime for hours worked over 40 in a workweek. Non-exempt employees are paid by hours worked to complete assigned tasks

Exempt Employees, who are employed in an executive, administrative, or professional position which meet certain requirements, are paid on a salary basis, and are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees are expected to complete assigned tasks no matter how much time is required.

Ministerial Exception: Ministers, and other employees who perform “essential religious duties,” are exempt from FLSA requirements under the ministerial exception (sometimes called the ecclesiastical exemption). Under this exemption, other employees, such as religious educators or music directors, might be classified as exempt depending upon their specific responsibilities. Unlike the FLSA exemptions, the ministerial exception is dependent only on responsibilities, not salary.

WORK SCHEDULES AND PAY

ORIENTATION

Your supervisor/Minister will introduce you to your co-workers and orient you to your work area and job responsibilities. A written job description has been prepared that contains a summary of duties and responsibilities. Of course, it is impossible to list or to describe all the duties of a particular job. Moreover, from time to time, changes in jobs will occur to reflect temporary or long-term changes in staffing or operational needs. Please keep in mind that your supervisor/Minister has the authority to assign duties, responsibilities, or functions to you even though the duties have not been yours in the past or are not specifically mentioned in your job description.

EMPLOYMENT AUTHORIZATION

Federal law requires that prospective employees must show proof of eligibility to work in the United States by completing Form I-9 within 3 days of time of hire. When applicable, employees must provide an original document or documents to the employee’s supervisor/Minister that establishes identity and employment eligibility from the date employment begins.

BACKGROUND CHECKS

Background checks are conducted on employees at time of hire and every two years thereafter. It is the responsibility of the Employee to notify the Employer regarding changes in legal status or of information that may appear in the background check.

HOURS OF WORK

Your supervisor/Minister will establish individual work schedules, which may change from time to time based on the needs of the Employer and at the discretion of the supervisor/Minister. Attendance at meetings outside of established work schedules at the request of the employee's supervisor/Minister will be considered time worked. Employees may occasionally be required to attend staff retreats or off-site events which are relevant to their positions.

MEAL AND BREAK PERIODS

Non-exempt Employees are encouraged to take a 10-minute break for each 4-hour work period. Such breaks are paid but may not be accumulated or added to the end of the day to shorten the workday. Employees working more than a 5-hour period are required to take a 30-minute unpaid meal break. Employees should not perform any work during their meal period. For non-exempt employees, any time worked during meal breaks is compensable, including the time they need to be available for work (e.g., to answer phone or door). As with breaks, the 30-minute unpaid meal period may not be accumulated or used to shorten the workday. Employees can waive their meal break requirement if both they and their employer agree.

TIMEKEEPING AND OVERTIME

Non-exempt employees must submit a record of their time worked on a weekly basis, consistent with the recordkeeping provisions of the Fair Labor Standards Act ("FLSA") and state law. The orientation will include instructions on how to use the timekeeping application.

From time to time, employees may be required to work more than their regularly scheduled hours. Any time worked by a non-exempt employee more than 40 hours in a workweek will be overtime which must be approved in advance. Paid holidays or any paid time off does not count as time worked for the purpose of calculating overtime. Non-exempt employees will be paid time and one half for all hours over 40 in a workweek. Exempt employees do not receive overtime pay when working more than 40 hours.

WORKING AT HOME

Under some circumstances, working at home can be beneficial for both the Employee and the Employer. The employee and their supervisor will determine a schedule to meet the needs of the congregation and the employee. The schedule is subject to change. The employee is expected to observe the same standards of professional conduct when working at home. The use of personal equipment should be discussed with the employee's supervisor.

PAY AND PAYROLL DEDUCTIONS

The Employer strives to offer its employees equitable and competitive wages and salaries commensurate with its ability, resources, and sound policy. Pay adjustments generally will be considered for all employees once a year, with any adjustments effective at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay adjustments are usually based upon such factors as individual performance, job responsibilities, and other appropriate factors, such as increases in the cost-of-living as well as changes to UUA salary recommendations.

Deductions made from employees' wages are reflected on a pay stub. Federal law requires deductions from pay for income tax, Social Security, and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions, such as voluntary retirement contributions, or medical or other benefit cost-sharing, are optional and are made only if the employee has authorized the deduction. Paychecks and pay stubs should be reviewed when they are received. If an employee believes a mistake has occurred, or if there are any questions, the Administrator should be contacted immediately.

Employees are paid monthly. You will have your pay electronically deposited into your checking account each pay period by authorizing direct deposit and providing required information to the Administrator.

CORRECTIONS OF ERRORS IN PAY

It is the Employer's policy to comply with federal and state laws governing payment of wages, and the Employer makes every effort to ensure employees are paid correctly. Occasionally, however, mistakes may happen. When mistakes occur, employees should call them to the Administrator's attention immediately. The Administrator will promptly investigate the issue and make any corrections necessary.

PERSONNEL INFORMATION AND FILES

It is very important that employees keep up to date all the information provided to the Employer at the time of hire and as requested from time to time. 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. Please notify the Administrator promptly of any changes in:

- Address and telephone number
- Marital status (including legal separation)
- Legal change in employee's name
- Changes to hours or salary
- Dependents
- Changes in beneficiaries

- Person to notify in case of emergency
- Any relevant changes in licensing or education.

The Employer maintains a personnel file for each employee that contains new hire paperwork, performance reviews, and other documents related to the Employee's employment. An employee is allowed to write their response to any document added to the file. Employees may review the contents of their file in the presence of the Employer's representative at a mutually agreed upon time.

POLICIES APPLICABLE TO EMPLOYMENT

ABSENTEEISM AND TARDINESS

Each employee is expected to maintain good attendance and to report to work on time. Absence and lateness hinder the effectiveness of our work and must be kept to a minimum. Excessive absenteeism or repeated tardiness may result in discipline up to and including termination of employment.

Personal appointments should be scheduled before or after work hours, if possible. All scheduled absences must be approved in advance by the supervisor/Minister. Employees who are unable to report to work at their scheduled time must call their supervisor/Minister 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/Minister. The supervisor/Minister must approve an employee's absence or late arrival, however, the notification and approval of a particular absence by a supervisor/Minister does not insulate an employee from a review of the total number of absences or late arrivals in any given period.

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/Minister. If the employee expects to be absent the following day, they should inform the supervisor/Minister of that fact at the same time. Any employee who fails to report to work without notice for three or more consecutive days may be considered to have voluntarily terminated employment, effective immediately. Extenuating circumstances that may prevent the employee from reporting may be considered.

PROFESSIONAL ATTIRE AND CONDUCT

Employees should maintain a professional appearance that is appropriate to their position and the Employer. Employees should dress in clothing without rude or profane language. Name badges should be worn when employees are on duty on Sunday or at major church events.

ALCOHOL AND ILLEGAL DRUGS

The Employer maintains a drug-free workplace. The use, possession, or distribution of any illegal

drug (or prescription drugs not being taken or possessed according to medical direction) on Employer premises or property is prohibited. Under no circumstances may an employee appear at work while intoxicated or under the influence of illegal non-prescription drugs or alcohol or smelling of alcohol. Improper use of prescription drugs is also prohibited. A violation of this policy may be grounds for immediate disciplinary action up to and including termination.

The Employer recognizes that responsible consumption of alcohol might be acceptable at occasional functions, but generally, the workplace is alcohol-free. On such an occasion, all employees are expected to uphold an atmosphere of professionalism and respect for those who choose not to participate. Any staff function at which alcohol is served must first be cleared by the supervisor/Minister. It is expected that employees consuming alcohol on the premises will do so in moderation and in the spirit of maintaining a safe and comfortable environment for all.

SMOKING

The Employer is a smoke-free workplace. Smoking and vaping is not allowed anywhere on Employer property, both inside and outside the Employer building.

CONFIDENTIALITY

Employees may have access to confidential information about the Employer, including but not limited to information about members, friends, or other staff members. Such information must remain confidential and may not be released, removed from the Employer's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment. Employees have the right to use and share information about their personal wages and benefits. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Supervisor/Minister.

COMPUTERS, INTERNET, EMAIL AND OTHER RESOURCES

The Employer provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, internet, intranet, e-mail, text messaging, or any other Employer provided technology, use should be reserved for legitimate business use and not for more than incidental personal use.

All communication using tools provided by the Employer or used for Employer-related business should be handled in a professional and respectful manner. Inappropriate use includes, but is not limited to:

- transmitting obscene, harassing, offensive or unprofessional messages,
- accessing, displaying, downloading, "liking" or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other classification protected by law,

- transmitting any of the Employer's confidential or proprietary information, including member/friend data or other materials covered by the Employer's confidentiality policy.

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

All materials, information and software created, transmitted, downloaded, or stored on the Employer's computer system are the property of the Employer and may be reviewed and inspected at the Employer's discretion.

Any software or other material downloaded onto the Employer's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the material. Any software downloaded should be reported to the Administrator. Questions or concerns can be directed to the Minister.

Only authorized staff members may communicate on the Internet on behalf of the Employer. Any account established on behalf of the Employer must be authorized with all access information, including passwords, communicated to, and maintained by the Employer. Employees may not express opinions or personal views that could be construed as being those of the Employer.

With prior authorization, employees may use their own personal electronic devices (computers, tablets, phones, etc.) for work related purposes provided the devices have appropriate security software and the employee agrees to follow appropriate data protection and back up practices. Any files or software belonging to the Employer may only be downloaded and used for Employer related work provided the employee is given express written permission from the Employer, and proper documentation is maintained regarding the files downloaded if future retrieval is required. In addition, upon employment termination for any reason, the employee agrees to give the Employer access to any personal electronic devices and passwords, to allow the Employer to retrieve and/or delete all Employer files and documents from them. If the Employer does not request such access, then the employee agrees promptly to return, to the extent practicable, and to delete all Employer-related documents and copies thereof from any such devices or backups.

The employee is responsible for any maintenance, repair, or replacement of a personal device required or used, irrespective of the amount of work usage or the cause of the damage unless agreed to in writing by the Employer. However, the employee must provide the Employer with immediate notice should a personal device containing Employer software or files be lost or stolen.

SOCIAL MEDIA

The Employer recognizes that some employees may choose to post personal information on the internet through personal websites, Facebook, Twitter, blogs, forums, newsgroups, or chat

rooms, by uploading content, or by making comments on other websites or blogs, referred to collectively as “social media.”

The Employer acknowledges that employees may be engaging in these forms of personal expression on personal time, devices, and systems and not on OUUC time, devices, or systems. In some cases, employees may be using social media as part of their OUUC duties. These guidelines are intended for both work-related and personal use of social media.

The internet may be forever. Everything written on the web can be traced back to its author one way or another. Information is backed up often and repeatedly, and posts in one forum are usually replicated in others through trackbacks and reposts or references.

Personal posts or messages can influence others’ views of you professionally. Although one may expect that only friends will view whatever is posted, in fact, congregants and co-workers can easily see anything posted on the internet. That information may alter the congregant’s or co-worker’s view of the individual or OUUC. The Employer does not condone, and strongly cautions against, any posts of or links to any material that may be defamatory, discriminatory, harassing, pornographic or indecent on any personal site. Photos posted should always reflect professionalism.

Employees must maintain confidentiality and never post or comment on any confidential or proprietary information about OUUC as defined in our confidentiality policies. Employees must follow copyright, fair use, trademark, and financial disclosure laws. For the purposes of this guideline, confidential information does not include information related to employees’ wages, hours, or working conditions.

Employees are responsible for what they post. Anyone who posts online is responsible for what is written or presented online, both in a personal and professional capacity. OUUC may elect to discipline its employees for commentary, content, or images, in either personal or work-related postings that are vulgar, obscene, threatening, intimidating, violent, pornographic, unethical, harassing, or that otherwise violate OUUC policies. Employees will not be disciplined for discussing with co-workers or other issues related to their wages, hours, or working conditions, or for otherwise engaging in concerted action that may be protected by federal or state laws.

Employees should not use OUUC resources for personal use of social media. Employees are expected to adhere to all policies with respect to the use of the church’s computers, internet access and other equipment or systems. Personal use of social media should not be done during work time or on work systems or devices, including monitoring Facebook or Twitter or watching YouTube videos for personal entertainment. Limited reasonable personal use of social media during breaks, meal periods or before/after work is acceptable if such activities do not otherwise violate OUUC policies related to computers, internet access or other equipment. When using any social media for personal matters, employees should use a personal e-mail address device and system (not OUUC’s).

Employees must respect OUUC's intellectual property. When using social media for personal purposes, employees may not misuse OUUC trademarks, logos, or other images. This prohibition is intended to protect OUUC's brand image, but it is not intended, and should not be read to prohibit employees' use of OUUC's logo or trademarked images when communicating with co-workers or other about matters related to employee's terms and conditions of employment.

Employees may identify themselves as an employee of OUUC and are free to discuss matters related to OUUC's business (provided such discussions comply with OUUC policies and do not disclose confidential, proprietary, or non-public financial information). Employees may choose to identify themselves as an OUUC employees, and regardless of the topic of discussion state that the views expressed are their own, and do not necessarily reflect the view of the OUUC.

Social network friends may be separate from your employee relationships. Participation in Facebook, Snapchat, and Twitter (and similar social media sites) as a personal network need not include co-workers or congregants. Employees should feel free to say "no" to friend requests from business partners, co-workers, or customers. Employees should understand and use the levels of privacy control available on personal social media accounts.

Authorized volunteers may post on social media on behalf of the Employer.

CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT

Employees shall not engage in any other employment or business activity that is incompatible or in conflict with their duties, functions, or responsibilities as an employee. Activities that may constitute a conflict include use of the Employer's time, facilities, equipment or supplies, or the use of the title, prestige, or influence of the Employer for private gain or advantage. An employee must obtain the prior approval of their supervisor/Minister before engaging in any other such employment or activity.

An employee shall not engage in any outside activity which, by its nature, hours, or physical demands, would impair the employee's performance of Employer duties; reflect negatively on the Employer; or tend to increase the Employer's obligations or costs for benefits such as sick leave or long-term disability benefits.

If the Employer and the employee disagree that outside employment creates a conflict of interest or the appearance of a conflict of interest, the Employer retains the right to make the final determination.

EMPLOYMENT OF RELATIVES AND MEMBERS

Members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, grandchild, or person in a close personal relationship with the employee.

As a general policy, employment of members of the Employer will be avoided because a member who becomes staff will necessarily forfeit certain benefits of membership to appropriately perform the staff role. For some positions, hiring a member may add significant enough value to counteract the potential risks associated with employment of a member.

MEDICAL DOCUMENTATION

From time-to-time, employees may be required, as a condition of employment, to undergo a medical examination or otherwise to provide the Employer with requested documentation, such as evidence of the existence or duration of medically required absence, ability to return to work, etc. Medical documentation like vaccination records may be requested if required by law or for the safety of the workplace and congregation.

EXPENSE REIMBURSEMENTS

Ministers, staff, and congregants can be reimbursed for any ordinary and necessary expenses if the following conditions are satisfied:

- The expense clearly supports the work of the Employer.
- The amount of the claimed expenses is reasonable.
- Receipts are provided showing the amount, date, and business purpose.
- Funds are available in an appropriate budget line.
- The expense is authorized by a Ministry Lead or another fund manager.

Reimbursement requests must be made within 30 days of the date the expense is incurred and within the current budget cycle. Expense reimbursements can be submitted online. Payments will be processed within 10 business days.

VEHICLE USAGE AND EXPENSE REIMBURSEMENT

Employees using their own cars for Employer-related business may be paid mileage at the current business rate per mile as established by the Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and approval by the supervisor/Minister. Trips must be authorized by the employee's supervisor/Minister. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips. All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by the Employer. The use of hand-held cell phones or texting is strictly forbidden when driving on Employer-related business. Employees who transport minors should follow OUUC's Safer Congregations Policy.

Other approved expenses incurred by an employee on behalf of the Employer will be reimbursed according to the Employer's expense reimbursement policy.

CREDIT CARDS

These guidelines apply to all employees of the Olympia Unitarian Universalist Employer (OUUC) who are assigned credit cards. Cardholders and their supervisors are responsible for ensuring that they adhere to the guidelines, thereby ensuring adequate controls are exercised to minimize the risk that credit cards are used for fraudulent or unauthorized purposes.

Eligibility

Credit cards will be authorized for employees based on their needs considering the following criteria:

- purchase significant volumes of minor goods and services for use by the church
- incur regular frequent expenses of a kind appropriately paid by credit card
- travel frequently in the course of their duties

If the request is granted the Administrator will process the credit card request and deliver the card upon its arrival and activation. Employees must complete the Employee Cardholder User Agreement which will be maintained in the employee's personnel file.

Limits

Credit Cards will be issued with a spending limit based upon the needs of the employee and/or their department.

Conditions of Use

- The OUUC Credit Card is to be used only for official church business, not personal expenses. Charging personal transactions to OUUC cards is not acceptable under any circumstance. Cardholder transactions will be scrutinized to ensure compliance with this policy.
- Cardholders may not use their credit card to obtain cash advances from banks, credit unions or automatic teller machines. This prohibition similarly extends to cash equivalents such as bank checks, traveler's checks and electronic cash transfers.
- Cardholders may not allow others to use their card other than in the instance of an assistant while conducting office business on behalf of the cardholder.
- Infractions of the conditions of this policy may result in cancellation of the card and withdrawal of OUUC credit card privileges and may lead to disciplinary action up to and including termination and criminal prosecution. In all cases of misuse, the church reserves the right to recover any monies from the cardholder. Cardholders will be required to sign a declaration authorizing the church to recover, from their salary, any amount incorrectly charged.
- Although the church credit card should only be used for church-related business, there may be inadvertent personal use of the church credit card. Cardholders must reimburse the church immediately for any expenses which are not related to church

business by sending a check to the office with the original receipt and an explanation of the expense for which the church is being reimbursed.

Cardholder Responsibilities

Cardholders are responsible for the following security measures for the use of their card:

- Sign the credit card immediately upon receipt. The credit card should always be treated with the same care as personal credit cards, bankcards, cash, and checks. Keep the card in an accessible, but secure location. When using the credit card for internet purchases, cardholders should ensure that the site utilizes industry recognized encryption transmission tools.
- Ensure that all purchases are covered by and will not exceed budget allocations.
- A receipt must be uploaded to the online credit card management website (divvy.com). The cardholder is to ensure that the goods purchased are adequately described on the receipt. In general, the receipt should indicate who, what, when, and where. The cardholder will provide notes in cases where the description on the receipt is not adequate.
- Card purchases without receipts are ultimately the responsibility of the cardholder. Failure to provide receipts or credible explanation for the unsupported expenditures may result in an automatic payroll deduction from the employee's paycheck and loss of credit card privileges. Further disciplinary action may also be taken against the employee and may lead to termination of employment.
- Disputed transactions must be resolved with the merchant and the credit card company by the cardholder. The cardholder must notify divvy.com immediately for resolution and the Administrator should be informed for tracking correcting entries.
- Lost or stolen cards must be reported to divvy.com for immediate cancellation. The Administrator must be notified immediately in person, via voice mail or email but no later than 24 hours after discovery of the missing card.
- Prior to departure or termination of duties, a cardholder must reconcile all expenditures on his/her account. It is the responsibility of the departing employee to ensure that his/her account is settled prior to departure. Accounts in arrears will be liable for legal action.

SAFETY AND ACCIDENTS

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards and any other Employer policy regarding safety of children and youth, disruptive conduct, or any other safety related policies always. They should know the whereabouts of fire extinguishers, first aid kits, and defibrillators.

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

and/or other emergency services should be called immediately, and all staff and members of the Employer should leave the premises.

WORKPLACE THREATS AND VIOLENCE

Threats, threatening behavior, or acts of violence against persons by anyone on Employer property will not be tolerated. The possession or use of weapons, firearms, ammunition, etc. is prohibited on the property of the Employer except for authorized law enforcement or security personnel.

Anyone who verbally or physically threatens another, exhibits threatening behavior, or engages in violent acts on church property may be removed and must remain off church property pending the outcome of an investigation. If the Employer determines that a staff member has violated this policy, the Employer may take appropriate disciplinary action that may include, but is not limited to, suspension and/or termination of employment, and/or legal action as appropriate.

All employees shall inform their supervisor/Minister of any behavior which they have witnessed or experienced, which they regard as threatening or violent.

PERSONAL PROPERTY

The Employer cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on Employer property. Employees should report any lost items to the supervisor/Minister 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 supervisor/Minister.

INSPECTION RIGHTS

Churches, like other organizations, are sometimes the victims of theft. The church has on its premises storage facilities such as desks, file cabinets, closets, and storage areas for the use of employees. The storage of any unauthorized alcohol, weapons, explosives, or illegal drugs or drug-related paraphernalia is prohibited on church premises. Therefore, the Employer 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.

MEDIA INQUIRIES

All requests for information on behalf of or regarding the Employer from newspapers, television, radio, and online media should be directed to the Minister. An appropriate response to a media inquiry would be, "I'm not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"

PERFORMANCE AND CONDUCT EXPECTATIONS

SUPERVISION AND PERFORMANCE REVIEWS

Supervisors assist employees in learning their jobs and identifying priorities and goals. On a regular basis, supervisors meet with employees who report to them, reviewing job performance, goals, and priorities, assessing needs, and working through challenges. Any employee performance concerns should be discussed with the employee and documented. To complement ongoing performance feedback, a formal written performance review will also be conducted on a regular basis.

STANDARDS OF CONDUCT

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

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

Conduct that does not meet the Employer's standards, such as violations of Employer policies, a lack of respect or courtesy to a fellow employee or member, disruptive or disorderly conduct, etc., will not be tolerated and will be grounds for immediate disciplinary action and may result in termination of employment. In addition, any breach of trust or conduct which shows a serious lack of dependability or good judgment, such as theft, falsification of Employer records, destruction of Employer property, conflict of interest, insubordination, etc., may be grounds for immediate discipline, up to and including termination from employment. If an employee is dismissed for serious misconduct, no severance is paid, and all benefits cease at the time of dismissal. Accrued, unused vacation will be paid.

RESIGNATION/RETIREMENT

Resignations and Retirements are voluntary terminations of employment initiated by the employee. Employees resigning from the Employer are requested to provide at least one month's notice to allow for adequate planning and a smooth transition without undue strain on other staff. If covered by health benefits, resigning staff members may be eligible to continue their health insurance under the provisions of COBRA (Consolidated Budget Reconciliation Act of 1985). Accrued, but unused paid time off (PTO) is paid at the end of employment. Supervisors may request an exit interview.

RETURN OF PROPERTY

Employees are responsible for OUUC's equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Telephone cards,
- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

Employees are expected to return all OUUC property at the end of employment.

BENEFITS

Employment agreements will outline the specific benefits and insurance.

TIME OFF POLICIES

HOLIDAYS

The following are holidays for which an employee is paid:

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Memorial Day
Juneteenth
Fourth of July
Labor Day
Indigenous Peoples' Day
Veterans' Day
Thanksgiving Day
The day after Thanksgiving
Christmas Day
New Year's Eve

If a paid holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday.
If a paid holiday falls on a Sunday, the following Monday generally will be observed as the holiday.
If a paid holiday falls on an employee's normal day off, the employee may take another day off that week.

Employees regularly scheduled to work at least 10 hours or more per week (or who are granted holiday pay in their letter of agreement) are eligible for holiday pay. Employees can request holiday credit whether they are scheduled to work that day or not. Employees who report hours worked or are working a flexible workweek (a flexible schedule with an expected number of work hours per month), will receive holiday credit based on average hours per day. Holidays do not count as Paid Time Off (PTO).

PAID TIME OFF (PTO)

For those who are salaried-exempt or working a flexible workweek (a flexible schedule with an expected number of work hours per month), PTO is based on average work hours per day and a five-day workweek.

The Employer grants PTO to regular employees regularly scheduled to work at least 10 hours per week (or who are granted PTO in their letter of agreement) at their regular rate of pay based on their length of service with the Employer according to the schedule below.

Length of Service	Annual Amount of PTO
0-4 years	average hours per day x 22 = PTO hours per year
5-9 years	average hours per day x 27 = PTO hours per year
10 + years	average hours per day x 32 = PTO hours per year

PTO accrues each pay period and employees may not use more than the amount accrued without approval of the supervisor/Minister. Increases in the PTO accrual rate will be made on the first day of the month following the anniversary date of the year in which an employee completes their 5th or 10th year of employment.

PTO must be requested in advance and can only be taken with the approval of the supervisor/Minister. In the event of conflicting PTO requests, vacation generally will be granted in the order the requests are received, in accordance with length of service and consistent with workload requirements.

PTO may be carried over from year to year for up to a maximum of 120 hours. Upon termination, employees will be paid for accrued, but unused, PTO time. PTO accruals are reviewed annually based on the calendar year.

UNEMPLOYMENT BENEFITS

OUUC does not contribute to unemployment insurance; therefore, employees are advised that

they will not be able to collect unemployment benefits following employment with OUUC.

BEREAVEMENT LEAVE

An employee will be granted up to 5 days of paid bereavement leave to attend to arrangements and to take care of matters attendant to the death in the event of a death of a family member. Additional time may be requested from the supervisor/Minister.

JURY OR WITNESS DUTY

The Employer recognizes jury or witness duty as a civic and community obligation and duty of a citizen. While you are serving on a jury or as a witness, you will receive your regular paycheck with no loss of regular pay if you provide your supervisor/Minister with copies of court documents affirming the facts concerning your service on a jury or as a witness.

Employees are expected to keep their supervisor/Minister informed of service as a juror or witness so plans can be made to provide continued coverage during your absence. On any day or half-day, the employee is not required to serve, the employee is expected to return to work.

LEAVES OF ABSENCE

From time to time, employees may need to have time away from work to address certain urgent issues. During such leaves, an employee may use their accrued PTO and any applicable insurance coverage. When possible, such leaves must be requested in advance in writing and require the approval of the employee's supervisor/Minister. The exact nature of the leave and its anticipated length must be included in the written request. Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify their supervisor/Minister.

FAMILY AND MEDICAL LEAVE

Paid Family and Medical Leave is a benefit for employees in Washington. It provides paid time off when a serious health condition prevents you from working or when workers need time to care for a family member or a new child. It allows most employees to receive up to 12 weeks of paid leave for bonding after the birth or placement of a child, an employee's serious health condition, a serious health condition of a qualifying family member, and certain military events. If you give birth to a baby, you qualify for up to 16 weeks of paid leave. In some circumstances, you may qualify for up to 18 weeks. Up to the conclusion of this leave period, an employee generally has the right to return to the same position. This leave may be taken all at once or intermittently, depending on the circumstances. Medical certification is required.

All employees who take family leave must give thirty days' notice, or in case of unforeseen circumstances, as much notice as possible to their supervisor/Minister. All benefits continue as usual during paid periods of family leave. During unpaid periods of leave, no time off with pay

benefits will accrue and no contributions will be made to any retirement or insurance plans. The employee is responsible for paying the entire monthly premiums for health, dental, life, and long-term disability insurance coverages.

DOMESTIC VIOLENCE LEAVE

Washington State provides victims of domestic violence, sexual assault, or stalking, the opportunity to take time off from work. This leave is available to all employees and qualifying family members.

Victims and their family members can use domestic violence leave for legal or law enforcement assistance and court proceedings, medical and psychological help, help from social service programs, safety planning, or relocating.

Domestic violence leave is not limited by an employee's available paid time off. It can include reasonable amounts of unpaid leave. Employees can also request a reasonable safety accommodation from OUUC. An employee's job is protected by law when using this leave. You can use any available leave if you or a qualifying family member has experienced domestic violence including paid time off, leave without pay, leave can be used as a single block of time, intermittently, or on an adjusted schedule.

Victims of domestic violence and their qualifying family members can request safety accommodations at OUUC, including a job transfer or reassignment, changing work telephone or email, implementation of safety procedures. OUUC must provide reasonable safety accommodations when requested unless they create an undue hardship.

If you feel OUUC has violated your rights under the Domestic Violence Leave Act, you can [file a protected leave complaint](#).

The Employer can request documentation of your need for leave. However, OUUC must respect your privacy rights. Appropriate documentation includes police reports or court documents, an employee's written statement, a statement from a provider, clergy, attorney, or advocate.

MILITARY LEAVE

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted paid and unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence, and the expected date of return.

Employees may choose to use any accumulated vacation time or professional development time for all or part of the period of military service. Leaves of absence more than any available PTO or

professional development 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.

SABBATICAL LEAVE

The Employer believes that employees in certain positions benefit from time spent in study, reflection, spiritual renewal, continuing education, or community service. This program is a privilege applicable to only certain positions, is completely discretionary, and may be suspended, terminated, or altered at any time.

To be eligible to apply for a sabbatical leave, the employee must work half-time or more hours per week, demonstrated a good work record of at least 7 years of continuous employment, or as noted in the employment agreement. The employee must currently be in good standing with the Employer. Other requirements may also apply. Information about sabbatical leaves may be obtained from the Minister.

INSURANCE AND RETIREMENT EMPLOYEE BENEFITS

The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a summary of the types of employee benefits currently available through the Employer. These benefits are subject to change at any time at the discretion of Employer. In the event of any discrepancy between the benefits outlined below and the Summary Plan Description (“SPD”) or Plan documents, those documents will govern. Any questions about employee benefits should be directed to the Administrator or Minister.

HEALTH INSURANCE BENEFITS

Employees who are expected to work at least 750 hours per year may enroll in the group health insurance plan sponsored by the Employer. The Employer currently pays 80% of the premium for employees at least 20 hours per week for the standard PPO plan offered by the UUA. Eligible employee dependents may also be enrolled, and the Employer pays 50% of the additional premium for dependents.

Employees make their required contributions by payroll deduction. Consistent with federal law, if an employee has health insurance through another qualified group plan (i.e. spouse’s employer plan), the Employer will reimburse the incremental cost of the employee’s coverage up to the value of the health benefit the employee qualifies for in the above chart. The reimbursed amount is calculated as the difference between the cost of individual coverage and the cost of employee + spouse coverage in the other plan.

Further information concerning the UUA health plan may be obtained from the Supervisor/Minister or by going to <https://www.uua.org/finance/compensation/health>.

GROUP DENTAL, TERM LIFE, AND LONG-TERM DISABILITY INSURANCE

Employees who are expected to work 750 hours per year may enroll in term life insurance and long-term disability insurance through the group plan sponsored by the UUA. The Employer pays 100% of the cost of Long-term Disability insurance and term life insurance for employees who work 20 hours per week or more. Employees who work 750 hours per year may also enroll in group dental insurance.

RETIREMENT BENEFITS

Our Employer has adopted the Unitarian Universalist Organizations Retirement Plan (UUORP). The plan is an IRS qualified, defined contribution, 401(a)/(k) multiple employer Church retirement plan designed to help ensure employees of UUA-related organizations have an opportunity to accumulate savings for their retirement years. Every employee has the option to enroll and authorize Elective contributions (pre-tax salary reduction contributions) immediately upon employment, irrespective of hours worked or scheduled.

In addition, in keeping with the Employer's Participation Agreement on file with the UUA Office of Church Staff Finances our Employer contributes 10% percent of the employee's gross wages for each of our employees who have met the Plan's qualifications and work at least 20 hours per week.

To be eligible for Employer contributions, the employee must satisfy the Plan's Year of Eligibility Service provision: an individual must have a) worked a minimum of 1,000 hours during a twelve (12) consecutive month period defined in the Plan, or b) have successfully completed a UU Ministerial Internship.

All employees can authorize elective contributions from day one of employment.

If an employee is employed at more than one participating UU Employer, concurrently or consecutively, their hours of service must be combined to make the initial determination of eligibility to receive Employer's contributions.

Per the governing Plan's provisions, employees who previously received Employer contributions at another UU participating Employer or employer are immediately eligible for Employer contributions at our Employer.

The Employer provides an enrollment form, a description of the plan, including investment options, to the employee at the start of employment. Each employee should review this material carefully and discuss any questions they may have with their Supervisor/Minister, with the Retirement Plan staff at the UUA, and/or with a trusted personal financial advisor.

When an employee incurs severance from employment, they are ineligible to make or receive contributions.

More information can be found at: <https://www.uua.org/finance/compensation/retirement>

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the Olympia Unitarian Universalist Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with the Olympia Unitarian Universalist Employer that provides otherwise, I have the right to resign from my employment with the Olympia Unitarian Universalist Employer at any time with or without notice and with or without cause, and that the Olympia Unitarian Universalist Employer has the right to terminate my employment at any time with or without notice and with or without cause.

PRIVACY POLICY

Any information that an employee learns about the Olympia Unitarian Universalist Employer (OUUC), or its members or donors, because of working for OUUC that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by OUUC or to other persons employed by OUUC who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of OUUC's confidential information is prohibited. Any employee who discloses confidential OUUC information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information. See more details in OUUC's Privacy Policy and Procedure.

EMPLOYEE HANDBOOK AND CONFIDENTIALITY POLICY ACKNOWLEDGMENT

By signing below, I acknowledge that I have received a copy of the **Employee Handbook** of the **Olympia Unitarian Universalist Employer**. I understand that it is my responsibility to read the **Handbook** and to comply with the policies, practices and rules of the Employer as outlined therein. I understand the **Privacy Policy** and pledge not to disclose confidential information.

Employee Handbook

Date	Print Name	Signature