

FIRST UNITARIAN UNIVERSALIST
CONGREGATION OF ANN ARBOR,
MICHIGAN

EMPLOYEE
MANUAL

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I. INTRODUCTION

A. STATEMENT OF PURPOSE OF THIS MANUAL

Welcome to the staff of the First Unitarian Universalist Congregation of Ann Arbor (referred to herein as the “Congregation” or “UUAA”). This Employee Manual has been prepared to help you to understand some of the policies and procedures of the Congregation. Employees should familiarize themselves with the Employee Manual, as it will provide answers to some questions you may have about your employment. Nothing in the Employee Manual or in any other written or unwritten policies and practices of the Congregation creates an express or implied contract, promise, or representation between the Congregation and any employee.

From time to time, changes in the Employee Manual may become necessary. Therefore, the Congregation reserves the right to amend, supplement, or rescind any provisions of this Manual as necessary.

The Employee Manual applies to all regular staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. The State of Michigan is an employment at-will state. Employment “at-will” means that the Congregation may terminate the employment relationship without penalty at any time for any reason, with or without notice.

This Employee Manual supersedes all previous employment policies, whether written or oral, expressed, or implied. If any provisions of this Employee Manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

In this Manual, the term “Executive” refers to the person with primary responsibilities for the operational management of the organization and its personnel. At the Congregation, the Senior Minister serves as the Executive. The Executive may delegate specific management and oversight duties to others.

The Executive maintains personnel records and provides oversight for specific areas of personnel management, including background checks, benefits application, employee contact information, holiday/leave/vacation calendar, payroll administration, timekeeping, and worker compensation claims.

B. MISSION HISTORY AND VISION OF UUAA

This congregation has a long history, dating to its founding in 1865. Mission statements of the congregation are included here to provide you with the core values of the congregation:

May 14, 1865: “We the undersigned, desirous of securing to ourselves and our families the advantages of religious instruction and fellowship do hereby associate ourselves together under the name and title of the First Congregational Unitarian Society of Ann Arbor, Michigan, for the purpose of maintaining religious worship and conducting the temporal interests of a religious society in accordance with the Statute of the State of Michigan.”

May, 1914: “The Church is incorporated to carry on such religious, benevolent, and charitable work as shall promote Freedom, Fellowship, and Character in Religion and Ethics.”

February 19, 1960: “This congregation, thoughtfully reviewing its purpose and mission, nearly a century after its founding, reaffirms its faith in the principles which, throughout history, have motivated the liberal church. Basic among these are a reverence for life, a respect for the inherent dignity of man, and a belief in his potentialities. We pledge our fidelity to the use of reason, whatever its

ultimate source, in the quest for truth, believing that the values so derived will lead to universal brotherhood unimpaired by national, racial, and religious division. We believe that truth is better sought in fellowship, which brings tolerance and understanding, as well as in isolation.

It is our hope that such a fellowship may work for good in our immediate community, awakening its social conscience to the end of dispelling intolerance and injustice. Unfettered by dogma and unrestricted by formal creed, we honor the great in spirit coming to us from the past and present, representing the earth's rich diversity of faiths and cultures. Their wisdom, their rectitude, and their courage guide and inspire us in creating for all a life enlightened by knowledge and animated by good will."

January, 1990: "This congregation, thoughtfully reviewing its purpose and mission 125 years after its founding, reaffirms its faith in the principles which, throughout history, have motivated liberal religion. Basic among these are a reverence for life, a respect for the inherent dignity of each person, and a belief in human potential. We pledge our fidelity to the use of reason in the quest for truth, believing that the values so derived can lead to universal understanding and acceptance of one another, unimpaired by divisions based on race, color, national origin, religion, gender, age, sexual orientation, enablement, socioeconomic status, or other factors. We believe that truth is better sought in community, which helps to develop tolerance and understanding in us. It is our hope that we may work for good in our local community, state, nation, and world, awakening social conscience to the end of dispelling intolerance and injustice. Unfettered by dogma and unrestricted by formal creed, we honor the great in spirit coming to us from the past and present, representing the earth's rich diversity of faiths and cultures. Their wisdom, their rectitude, and their courage guide and inspire us in creating for all a life enlightened by knowledge and animated by good will."

June, 2009: The First Unitarian Universalist Congregation of Ann Arbor, MI has been deeply committed to liberal religious thought and action since 1865. We join together in community to encourage and inspire each other's spiritual journeys, to honor and care for the natural world around us, and to join forces in furthering social justice in the Ann Arbor area and the wider world.

- a. **Spiritual life** - We find inspiration, renewal, and challenge in worship services. Children, youth, and adults are enriched by classes and programs that expand religious understanding and nurture spiritual growth rooted in Unitarian Universalist traditions and values.
- b. **Social Justice and Environmental Action** - We live our beliefs by creating, sustaining, and enhancing programs that actively engage congregants of all ages in projects that promote peace, justice, and positive environmental action locally and beyond.
- c. **Community** - We create and foster community by providing an intentionally welcoming and safe environment where all feel valued and cared for, and where all are given opportunity to form meaningful connections with one another. We foster a climate of purposeful inclusion of all. We cherish the diversity of gender, age, race, ethnicity, national origin, range of abilities, sexual orientation, gender identity, financial means, education, and political perspective. We live together in peace, search for truth in love, and help one another.
- d. **Stewardship** - We are all active stewards, serving our congregation and pursuing our ministries through prudent and creative use of our

resources, whether physical, environmental, financial, or human. We show respect and care for our beautiful building and grounds, for our staff, and for one another. We cultivate right relationships among Members of this congregation and with the wider world.

- e. **Culture** - We are nourished by the culture that has evolved in this congregation throughout our rich liberal religious heritage in Ann Arbor, a culture rooted in our core belief in the inherent worth and dignity of every individual. We learn and grow from our differences. We value our connections, past, present, and future, to the Unitarian Universalist world network.

2019-2020: Draft Vision 20/50 statements: The Congregation's Vision 20/50 project began with a year-long community dialogue in 2019-20 about who we want to be as a congregation, and what kind of world we want to leave future generations. The result was a boldly imagined bright and just future for our children and grandchildren that we intend to bring alive by living in alignment with our principles, values, and covenants.

The Vision 20/50 document lifts three vision priority areas that will serve as our congregation's guiding North Star for the work we will do together in coming years:

- Climate Justice and Environmental Action
- Radical Welcome
- Anti-Racism & Anti-Oppression

These priority areas are directly linked to our congregation's long history of advocating for environmentalism, civil and human rights, and standing up for the pressing issues of the day: immigration and prison reform, LGBTQI rights, anti-racism, hunger, poverty, homelessness, reproductive rights, and affordable housing.

In 1865, our founding members covenanted with each other *"for the purpose of maintaining religious worship and conducting the temporal interests of a religious society."* Ever since this founding, we have worked within our congregation and with community partners to live into our shared aspiration of making a positive difference in the world.

C. EQUAL EMPLOYMENT OPPORTUNITY

1. Discrimination

The Congregation affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with all federal, state, and local laws and without regard to race, ethnicity, color, gender, sexual orientation, national origin, age, disability with or without reasonable accommodation, or any other classification, as applicable within the context of a religious organization. Any discrimination or harassment in the workplace based upon any protected classification is illegal and against policy.

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

2. Disability

While the Americans with Disability Act (ADA) does not currently apply to religious organizations/entities or organizations with less than 15 employees, the Executive may extend needed accommodation and/or flexibility on a case-by-case basis, depending on the specific individual needs and the organizational capacity to provide such.

3. Harassment

Harassment, including but not limited to sexual harassment, is prohibited, and will not be tolerated. This policy applies to sexual harassment by members of the same gender, race, etc. as well as opposite gender, race, etc. the Congregation prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, ethnicity, color, religion, gender, sexual orientation, national origin, age, disability, or any other classification protected by law, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
or
2. Has the purpose or effect of unreasonably interfering with an individual's work performance;
or
3. Otherwise adversely affects an individual's employment opportunities.
4. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a harassing nature constitute harassment when:
 - a. Submission to the conduct is made either explicitly or implicitly a term or condition of employment;
 - b. Submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual; or
 - c. The conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

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

- a. Repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or
- b. 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; or
- c. Unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or
- d. The deliberate use of offensive or demeaning terms which have a sexual, racial, or other prohibited connotation; or:
 - a. Inappropriate remarks of a nature derogatory towards a protected category;
 - b. Epithets or slurs; or
 - c. Threatening or intimidating acts; or
 - d. Written or graphic material; or
 - e. Written, verbal or physical acts that purport to be jokes or pranks.

Any employee who believes he or she has been harassed by another employee or any other person encountered in the course of employment should report that conduct immediately to their direct supervisor, or in the case of harassment by a direct supervisor to the Executive. If the Executive is

unavailable, for any reason, at the time of presenting a report or complaint, the report or complaint should go to the employee's direct supervisor or an appropriate member of the senior staff team. If the report or complaint involves the Executive, the complaint should be presented to the President of the Congregation.

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

Retaliation or reprisal against employees who report harassment 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.

4. Resolution of Employee Complaints

Effective communication is essential for productive working relationships. To that end, employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

The employee should present any complaint or grievance to their direct supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the direct supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Executive, who shall gather the evidence necessary to complete an investigation. The Executive may interview the employee and/or others named in the complaint. The Executive shall then recommend a resolution of the problem to the supervisor and employee.

Complaints or grievances relating to the Executive, should be directed to the Congregational President.

5. Mutual Respect and Collaboration

The Congregation strives to create a welcoming, engaging, challenging, and fulfilling workplace where people are encouraged to achieve their best potential. The success of this congregation in meeting its mission depends heavily on both volunteers and employees. Much is thus expected of both: to work together in a respectful and caring way toward our shared goals. Within our congregational culture, such mutual support and respect is brought alive through a spirit of collaboration.

II. EMPLOYMENT AT THE CONGREGATION

A. EMPLOYMENT CLASSIFICATIONS

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are assigned and by their regular work schedule. A position description shall be prepared for each position on congregational staff, indicating the general functions, specific duties and minimum qualifications required. In addition, each position is assigned a salary or hourly rate of pay through the annual budget process. The Unitarian Universalist Association's Fair Compensation Guidelines may be used as a guide to determine compensation levels.

The Congregation may conduct a criminal background check on any person seeking employment with the organization. Federal law requires that prospective employees show proof of eligibility to work in the United States in the position for which they are applying. When applicable, employees must provide an original document or documents, which establishes their identity and employment eligibility from the date employment begins.

1. Ordained Clergy

Each clergyperson, employed as an ordained minister of the congregation, has dual status as both an employee and as an independent contractor of the organization and has an employment contract in force identifying additional or separate terms of employment, which may differ from those referenced in this Employee Manual, including but not limited to, job responsibilities, work hours, compensation, benefits, paid leave, and professional expenses. Where a minister's contract or letter of agreement differs from the Employee Manual, the contract or letter of agreement's provisions shall always take precedence.

2. Full Time Employees

A full-time position is defined as one where the terms of employment require 40 hours per week, 52 weeks per year (2080 hours per year).

3. Part Time Employees

A part time position is defined as one where the terms of employment require less than 40 hours per week, 52 weeks per year (less than 2080 hours per year). Some part-time positions may be configured to correspond to routine workflow and seasonable responsibilities. Benefits for part-time employees will be prorated according to the percentage of time worked.

4. Exempt & Non-Exempt Status

According to the U.S. Department of Labor, non-profit charitable organizations are not covered enterprises under the Fair Labor Standards Act (FLSA). The Congregation is a non-profit organization and as such, it does not have non-exempt employees who would be eligible for overtime pay.

5. Employees as Volunteers

A volunteer is someone who donates time without expectation of compensation. When an employee is also a volunteer, it is imperative that the line be clearly drawn as to which portions of the employee's time and activities are paid and unpaid. Non-exempt employees may not volunteer for activities which closely resemble their paid work.

6. Independent Contractors

These guidelines are intended to apply to all employees. Contract workers are not employees and therefore are not bound by these guidelines. Specifications in the contracts take precedence over these guidelines. A copy of the guidelines is provided NOT to control the contractor but rather to provide the contractor with a description of this work culture.

7. Congregant Employees or Applicants

When an employee is also a member of the congregation, their rights as a congregant are superseded by their responsibilities as an employee. As an employee they may not be eligible to

receive pastoral counseling from a minister of the Congregation if such counseling could compromise the employee-employer relationship. The employee will need to find another place where such spiritual and pastoral counseling needs can be met.

Congregant members will not be given preference for hire, transfer, promotion, or retention and will not be hired, transferred, advanced, or retained unless the member candidate is the best qualified candidate for the position. Volunteerism is not a track to employment, and these two roles will be kept separate and distinct. The member considering employment should be aware that becoming an employee will result in a fundamental change in their relationship with the Congregation.

8. Non-Member Congregation Employees

Employees who are not members of the Congregation have none of the rights or privileges of membership in the Congregation. To the extent that special rituals, worship services, and other religious observances are a part of the routine life of the congregation, no employee is required to participate directly in such observances unless it is an integral part of the position for which the employee was hired. They may be excused from such occasions. In addition, no pressure or expectation will be brought to bear that non-member employees financially contribute to their employer; any purely voluntary or special one-time donations are gratefully received but are not required or expected and will not be solicited.

B. HOURS OF WORK

A normal work week for full-time employees consists of 40 working hours. Individual work schedules will be determined by the employee's immediate supervisor, and will be included in specific job descriptions, discussed in hiring interviews, and included in each employee's letter of hire. These may change from time to time subject to workflow and organizational needs.

As a volunteer driven religious organization, many of the congregation's employees work on Sunday mornings, on weekends (Saturday/Sunday), during evening hours, and/or during holidays. These specific needs will be made clear in the hiring process and coordinated with one's direct supervisor.

C. EMERGENCY CLOSURES

Emergency closures (for reasons such as ice storms, blizzards, unsafe conditions to travel to/from work, or unsafe conditions to be in the building) will be declared by the Executive, or their designee, and employees will be told to leave the building or will be notified by telephone, text, and/or email not to report to work.

D. POSITION DESCRIPTIONS

It is the intent of the Congregation to maintain current position descriptions for all professional staff positions. Descriptions are reviewed and revised as necessary by the employee and supervisor. This may be done at the time of the employee's annual performance evaluation, or at any other time deemed institutionally necessary.

E. EMPLOYEE DEVELOPMENT

Each employee is responsible for their ongoing personal, professional, and spiritual growth and development. In fact, within the context of employment by a religious organization, such ongoing growth and development may even be necessary to succeed in one's position. Each employee is, therefore, encouraged to add to their knowledge and skills through personal or professional training, coaching, classes, spiritual practice, spiritual direction, or spiritual development opportunities. Some employees are provided an annual professional expenses allotment, which may be utilized to

support such purposes. Employees without a professional development expenses allotment may speak with their direct supervisor about securing one-time funding for compelling personal & professional development opportunities.

Annually, employees are encouraged to discuss ongoing personal, professional, and spiritual growth and development plans with their direct supervisor. It is expected that goals for professional development will be agreed upon in collaboration with the employee's direct supervisor. All goals and plans are subject to supervisory approval and review by the Executive.

It is understood that approved professional development activities are not deducted from vacation time or medical leave.

F. WORK-LIFE BALANCE

The Congregation encourages all employees to develop and maintain a balanced, well-rounded life. The congregation encourages employees to work with their direct supervisor to determine the most effective work-life balance for a given position. While the congregation can and does extend a certain amount of flexibility in support of its employees finding the best possible work-life balance, congregational employment can be demanding and stressful, with non-typical hours and workflow. The employee will discuss with their direct supervisor their own work-life balance, considering the needs of the community, of their position, and of the broader staff team.

G. PERSONNEL RECORD

It is very important that employees keep up to date all the information provided to the Congregation at the time of hire. This information is essential for many purposes, including benefit administration, mailing information to the employee's home, and contacting friends or family in case of emergency.

The Executive, or their designee, should be promptly notified of any changes in:

- a. Contact information, including one's physical address, phone numbers, etc.;
- b. Marital status (including legal separation);
- c. Legal change in an employee's name, dependents, and changes in beneficiaries;
- d. Person to notify in case of emergency; and
- e. Any relevant changes in licensing or education.

By law, all medical records and insurance information will be maintained confidentially apart from the personnel record of every employee, with access only to those with a need to know.

H. CONFIDENTIALITY

Most employees will have access to confidential information about the Congregation, including but not limited to pastoral and/or financial information about members, friends, or other staff members. Such information must remain confidential and may not be shared with those who do not have a need to know, unless the individual or family has given express permission for such to be public. In instances where there is any uncertainty about how to handle or manage confidentiality, including pastoral and/or financial confidentiality, employees are encouraged to speak with their direct supervisor and/or the Executive.

Confidentiality within the staff team also includes the confidentiality of internal staff team processes or conversations, and conversations or processes that exist within the chain of supervision. Such conversations are not shared with ordinary members and friends of the Congregation and violations of this expectation may be grounds for disciplinary measures and/or termination.

All requests for information concerning past or present employees (employment reference checks, etc.) received from outside organizations or individuals should be directed to the Executive.

I. PRIVACY

There is no expectation of privacy in any aspect of an employee's job with the Congregation. The equipment and other areas where information and supplies are stored (including office spaces, desk, drawers, cabinets, bookcases, computer files, email, etc.) are all set up and designed to take care of the business of the Congregation: serving the ministry, our congregants, and running the Congregation's business office. For this reason, no employee should have any expectation of privacy in any such area. If an employee is away from their office or desk, others at the Congregation may need, and should be expected, to look through that employee's office space, desk, shelves, files, computer files, etc. to find whatever is needed for Congregation business purposes. Employees should not keep any personal information at the Congregation that they do not consider public.

Employees should not regularly receive personal mail at work. All mail received at the Congregation is subject to being opened and possibly read by others. In a similar vein, the Congregation's business address may not be used by employees for any personal purposes (e.g., opening a bank account, obtaining a driver's license, etc.).

J. USE OF EQUIPMENT AND INFORMATION-BASED RESOURCES

The Congregation's resources, including the telephone and copier, are for the Congregation's business only. Personal use of the copiers, printers, and other congregational equipment and resources is discouraged.

The Congregation provides access to electronic information resources (including e-mail, and social media access) to its employees to assist and facilitate business communications and work-related research. These services are for legitimate business use only during assigned duties.

In general, the Congregation's messages, communications, information (e.g., the congregational directory), and data stored on Congregation-owned computers, laptops, servers, and/or other devices are the property of the Congregation and may be accessed only by authorized personnel.

No computer file may be password protected on the Congregations' equipment unless authorized by the Executive. No space in the Congregation may be locked except on the authority of the Executive or their designee to maintain the confidentiality of the Congregation's business, financial, employee, or congregant records.

Inappropriate use of the Congregation's information-based resources includes, but is not limited to:

- a. Transmitting obscene, harassing, offensive or unprofessional messages;
- b. 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;
- c. Transmitting to unauthorized sources any of the Congregation's confidential or proprietary information, including member or friend data or other materials covered by the Congregation's confidentiality policy.

The Congregation reserves the right to monitor employee use of the e-mail system or the internet at any time. Employees should not consider their internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality; the internet itself is not secure.

Any software or other material downloaded into the Congregation's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the material.

Prior authorization from the Executive or their designee is required before introducing any software into the Congregation's computer system.

K. SPEAKING ON BEHALF OF THE CONGREGATION AND MEDIA INQUIRIES

Only authorized staff members may communicate electronically or on social media on behalf of the Congregation. Messaging via the Congregation's information platforms is a highly visible activity, one that reflects on the Congregation's community as a whole and its values. Employees must strive to ensure that all such communications are in alignment with the Congregation's values, culture, and institutional goals. Where there is uncertainty or ambiguity, the employee must always vet such messaging with the Executive and/or their designee, prior to releasing any communication.

Employees may not publicly represent personal opinions or views that could be misconstrued as being those of the Congregation.

Employees may not state their Congregational affiliation and/or job title in electronic communications unless the communication is a legitimate part of their assigned or required duties.

All requests for information about the Congregation from newspapers, television, radio, and other media including social media and the internet should be directed to the Executive or their designee. An appropriate response by an employee to a media inquiry is, "May I contact the appropriate individual within our organization and have them call you back?"

L. PERSONAL PROPERTY AND INSPECTION RIGHTS

The Congregation cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on the Congregation's grounds or premises.

Congregations, like other organizations, are sometimes the victims of theft. UUAA has on its premises storage facilities such as desks, file cabinets, closets, and storage areas for the use of employees. However, the Congregation can make no assurances that they will always be secure.

In addition, the storage of any unauthorized alcohol, illegal drugs, or drug-related paraphernalia is prohibited on congregational premises. The congregation 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 Congregation-owned desks, cabinets, closets, or storage areas.

M. INTELLECTUAL PROPERTY RIGHTS

The Congregation recognizes that rights to intellectual property ownership are not always clear. Multiple parties, including the Congregation, may be intellectual property holders to original content that is created utilizing congregational resources, including equipment, time, and money. In some instances, specific language and agreements about intellectual property ownership are contained in individual contracts or letters of hire or call, which always take precedence. In the absence of such understandings, the multiple parties potentially holding intellectual property rights will be encouraged to work together in providing appropriate recognition of content ownership and in providing appropriate compensation for such, as warranted or needed.

N. SAFETY AND ACCIDENTS

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

Any unsafe condition, equipment, or practice observed by an employee should be reported immediately to the employee's supervisor or Executive.

All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Executive.

In the event of a fire or other emergency, the fire department or police should be called immediately, and all staff and members of the congregation evacuated from the premises. The Congregation will strive to maintain appropriate emergency evacuation procedures and conduct periodic drills.

O. WORKPLACE THREATS AND VIOLENCE

Threats, threatening behavior, or acts of violence against persons by anyone on church property will not be tolerated.

Anyone who verbally or physically threatens another, exhibits threatening behavior, or engages in violent acts on congregation property may be removed and will remain off church property pending the outcome of an investigation.

If the Congregation determines that an employee has violated this policy, the Congregation 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 the Executive or their direct supervisor of any behavior which they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or is connected to employment.

P. CONFLICTS OF INTEREST

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to the Congregation, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with the Congregation.

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

Q. OUTSIDE EMPLOYMENT AND/OR CONFLICTS OF COMMITMENT

Employees shall not engage in any collateral employment or activity that is incompatible with or in conflict with their duties, functions, or responsibilities as an employee without specific consultation with and the approval of the Executive or their designee.

In general, an employee should not engage in any outside activity which, by its nature, hours, or physical demands, would impair the employee's performance of congregational duties or reflect discredit on the Congregation.

R. EMPLOYMENT OF RELATIVES

Relatives of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative," for these purposes, includes a spouse (or spouse-like relationship), domestic partner, parent, stepparent, sibling, child, stepchild, grandparent, grandchild, aunt, uncle, nephew, or niece.

S. RELATIONSHIPS AND COMMUNICATION WITH CONGREGANTS

The members and friends of a congregation place special trust in the staff team and allow employees to become part of their lives based on that trust. No employee shall abuse or exploit that trust for their own gratification, particularly within their sphere of influence. Except for intimate/romantic relationships or marriages that preceded the employment relationship, staff team members should not enter into any intimate, romantic, or sexual relationships with current members of the congregation, ongoing friends of the congregation, or newcomers to the Congregation. If a staff member develops an intimate, romantic, or sexual relationship with somebody outside the Congregation, they may subsequently invite that individual to attend the Congregation as a guest, potential member, and/or future member.

In addition, it is expected that employees of the congregation will speak well of the institution that employs them and that they serve, irrespective of whether the employee is paid or unpaid. Any dissatisfaction with the institution, the employee's work parameters, compensation package, etc. should be raised with the employee's direct supervisor or within the appropriate chain of supervision. Breaches of this expectation may result in disciplinary action and/or termination.

All employees of the Congregation will strive to live into the spirit of mutual respect and collaboration (see Section I.C.5) in their relationships and communication with congregants.

T. DRESS CODE

All employees are expected to dress appropriately for their position and the requirements of their programs.

U. SMOKE FREE AND FRAGRANCE NEUTRAL

The Congregation is a smoke free environment and strives to be fragrance neutral. Smoking is not permitted anywhere on the Congregation premises.

V. ALCOHOL AND OTHER DRUGS

The Congregation is committed to providing a safe and productive working environment for employees and excellent service to the congregation. Employees are unable to do their best work in a safe manner when drugs or alcohol interfere with these commitments.

The following conditions and activities are expressly prohibited. Violations may be grounds for disciplinary action and/or termination:

- 1) The use, sale, transfer, manufacture, or possession of alcohol or any controlled substance, or any other substances which impair job performance or pose a hazard, within Congregational premises or while conducting Congregation business off premises, except as permitted below.
- 2) Reporting to work, working, or engaging in a Congregational activity in a manner that indicates impaired work performance is not permitted.

Employees who are medically authorized to use drugs or other substances which may impair job performance are responsible to determine from a physician whether the substance may impair one's ability to perform their work safely and effectively. If it may, the employee must report the use of the substance (but need not disclose the name of the drug described or the condition for which the employee is being treated) to their direct supervisor and provide proper written medical authorization from a physician certifying that it is acceptable to work while using such authorized drugs.

If an employee thinks they may have a problem with drugs or alcohol, they are encouraged to share that concern with their direct supervisor, or the Executive, who will assist them in obtaining a drug

and alcohol screening evaluation. An employee coming forward voluntarily for such help will not be subject to disciplinary action solely as a result of seeking assistance. If the employee is referred for treatment, requiring time away from work, they will be required to sign and follow a return-to-work agreement.

The consumption, possession, or purchase of alcohol is permitted if it occurs at an official Congregational or staff event, whether on-site or off-site, and it is determined by the event organizers that alcohol is available. This can include, for example, official or informal dinners or meals with congregants, congregational events like the annual auction, or periodic staff-only holiday celebrations. Employees who choose to drink alcohol at any such functions must restrict intake such that they retain a professional demeanor, and maintain the utmost care for their ongoing professional and collegial relationships. Employees who elect to socialize outside of work with their colleagues, in a context that includes alcohol, such as a dinner at a colleague's home or a night at a local restaurant, accept full responsibility for such choices and understand that utmost care for their ongoing professional relationships must be maintained. Such socializing is neither required nor expected as a condition of employment by the Congregation. Any problematic behaviors, resulting from the personal discretion that this policy allows, should be reported to the individual's direct supervisor, and may result in disciplinary action and/or termination.

III. COMPENSATION

A. TIMEKEEPING AND OVERTIME

In the event that the Congregation were to employ non-exempt employees, they would submit a written and signed record of their time worked at the end of each pay period. Any scheduled hours not worked, or time worked in excess of their regular schedule, must be noted. Where required by applicable law, overtime will be paid to non-exempt employees at the rate of one and one-half times (1.5) the regular rate of pay for all hours worked in excess of 40 in any one work week. Holiday, vacation, or sick leave is not counted for purposes of overtime compensation. Employees should not work overtime without advance written authorization from their immediate supervisor.

B. PAY AND PAYROLL DEDUCTIONS

Pay adjustments generally will be considered for all employees once a year and any adjustments will normally begin at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay is usually based upon such factors as individual performance, job responsibilities, availability of funds, local inflation adjustments, merit-based increases, and other appropriate factors. Employees are generally paid semi-monthly.

Withholdings made from employees' wages are reflected on the stubs of their paychecks. Federal law requires withholding from pay for income tax, Social Security and Medicare. Other withholding may include state and/or local taxes or wage garnishments. Some withholdings are optional and are made only if the employee has authorized them.

Employees are responsible for promptly notifying the Executive or their designee of any changes to or errors in their withholding. Any necessary adjustments are usually made and reflected in the employee's next paycheck.

C. NOTICE OF ABSENCES

Any employee who fails to report to work as expected and without appropriate notice to their direct supervisor for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.

D. INITIAL ORIENTATION PERIOD

New employees and employees whose responsibilities have been significantly revised or changed may be required to complete an initial orientation and assessment period of ninety (**90**) days, which may be shortened or lengthened at the Congregation's discretion. Upon completion of this period, the employee will be considered a regular employee. Satisfactory completion of the orientation and assessment period does not alter the employment-at-will relationship. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position at the Congregation will continue indefinitely. Any position may be eliminated at any time for any reason at the discretion of the Congregation.

E. PERFORMANCE EVALUATIONS

Performance evaluations are conducted annually for all the Congregation's employees who regularly work 20 hours or more per week. Evaluations will be maintained in each employee's personnel file. Factors considered in assessing performance include but are not limited to 1) fulfillment of job responsibilities as listed in the job description, 2) attainment of clearly established goals, 3) adherence to the expectations contained in this Employee Manual, and 4) job performance that goes above and beyond the regular call of duty.

Employees will work with their direct supervisor annually to identify goals and objectives for the upcoming twelve months, so that their work may be evaluated based on clear criteria they have helped to develop.

F. WORK-RELATED EXPENSES

Employees are reimbursed for actual, reasonable, and authorized expenses incurred in the performance of their duties. Most of the Congregation employees have an annual professional expenses budget for this purpose. If the employee's position does not have a professional expenses allotment, the employee must consult with their direct supervisor about any one-time authorizations of expenses that may be in the Congregation's interest to fund. If employees do not have sufficient funds in their professional expenses allotment to fund a professional need, they should check with their direct supervisor, prior to incurring the expense to vet the level of priority of this need and how else this need might be funded.

G. 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 Congregation. This summary is not intended to, and does not, create an express or implied contract, promise, or representation between the Congregation and the employee. These benefits are subject to change at any time at the discretion of the Congregation. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern. Any questions about employee benefits should be directed to the Executive or their designee.

1. GROUP INSURANCE PROGRAMS

a) Insurance

Employees who work at least 15 hours per week are eligible for the Congregation's health insurance plan, which provides reasonable coverage for illness and injury. The Congregation pays a portion of the premium for the employee. Employees may also elect this coverage for their dependents. Employees who work less than 15 hours per week are not eligible for the health insurance benefit.

Employees who work at least 15 hours per week are also eligible for dental insurance and for employer-paid long-term disability and life insurance.

b) Workers' Compensation

The Congregation carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment.

All on-the job injuries or illnesses, regardless of severity, should be reported immediately to the employee's direct supervisor and/or the Executive). Employees may be required to provide a physician's statement in order to return to work. Worker's compensation benefits and eligibility are governed by Michigan law.

c) Disability and Disability Insurance

In the event of long-term disability, after all available medical leave is exhausted, if the employee is unable to perform their duties, as determined by the Executive or their designee, the Congregation has the right to terminate employment upon written notice to the employee.

The employee will receive any long-term disability benefits to which they are entitled under any insurance plans. The Congregation's payments for the employee's benefits will cease immediately upon termination, but the employee will receive any vested retirement benefits or insurance continuation rights provided by law, insurance contracts, or plan documents.

2. RETIREMENT BENEFITS

UUAA participates in the Unitarian Universalist Association's (UUA) qualified retirement plan in order to assist eligible employees to accumulate tax-deferred savings for retirement.

Any regular full or part-time employee may enroll in the UUA retirement plan and make elective salary deferrals into their plan account. The Executive or their designee will distribute both an Enrollment Form and an Employee Contributions Agreement to each eligible employee and submit completed and signed enrollment forms to the plan provider, so an account may be established. Each employee who does not affirmatively make a different election using the provided Employee Contributions Agreement will be deemed to have elected to contribute 5% of their compensation into the plan account.

Additionally, each enrolled employee who works at least 1,000 hours annually will receive an employer contribution equal to 10% of the employee's base compensation paid regularly into his or her plan account.

Each employee should review the provided retirement plan materials carefully and discuss any questions with the Executive or their designee.

All employees are covered by Social Security.

3. VACATION LEAVE

To provide for the necessary free time, with pay, for rest, recreation and personal activities, all employees who work at least 20 hours per week accrue and receive paid vacation leave.

Vacations must be planned and scheduled, in advance, with the supervisor, for the supervisor to have time to make arrangements that will ensure minimum disruptions of the normal workflow. In the arrangement of vacation schedules, the smooth operation of the Congregation's activities will be the foremost consideration. Seniority should be considered in determining vacation scheduling where there may be a conflict.

The Congregation grants paid vacation to employees at their regular rate of pay based on their length of service with the Employer. Full-time employees accrue paid vacation time as follows:

Length of Employment	Rate of Accrual for Full-Time Employees
Employees who have completed 1-24 months of consecutive employment.	1 day per month of service, up to 12 days annually. Resets on January 1.
Employees who have completed more than 24 months, but less than 60 months of consecutive employment.	1.5 days per month, up to 18 days annually. Resets on January 1.
Employees who have completed 60 or more months of consecutive employment.	2 days per month, up to 24 days annually. Resets on January 1.

Part-time employees, who work at least 20 hours per week, shall accrue vacation leave on a pro-rated basis. For example, persons working 20 hours per week will accrue at one half (0.5) the normal rate, up to one half (0.5) the normal maximum.

Increases in vacation accrual rate will be made on the first day of the month following the employment anniversary date in the year in which an employee completes their **2nd** or **5th** year of employment.

Employees are generally expected to use their full vacation accrual yearly, however, with the written approval of the employee's supervisor, five (5) vacation days may be carried into the next year. Summertime vacations generally are encouraged.

Vacation leave is not accrued during leave of absences without pay or during any other non-active-duty status without pay. A transfer from one position to another does not affect the employee's vacation leave accumulation.

Employees do not accrue vacation leave during the first six consecutive months of employment. At the completion of the initial six consecutive months of employment, an employee will be given credit for six days of vacation. An employee may not be granted vacation leave in excess of the number of vacation days accrued. Pay in lieu of vacation for active employees will not be granted.

Upon termination an employee shall be compensated for all vacation accrued up through the last day of active employment, up to the accrual limit of four weeks. Pay in lieu of vacation for active employees will not be granted.

If active employment terminates before the 16th of a month, vacation will not be accrued for that month. If active employment terminated on or after the 16th of the month, vacation will be accrued for that month.

4. HOLIDAYS

There are ten holidays during the year which are granted, with pay, to regular, full-time employees. These holidays are:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- July 4th

- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Day
- One personal holiday

If an observed holiday falls on a Saturday, then typically, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, then typically, the following Monday generally will be observed as the holiday. If employees are required to work on an observed holiday, they generally will be granted another day off.

The employee must schedule their personal holiday with their direct supervisor. At least two weeks' notice is required, and, as with vacation scheduling, primary consideration will be given to assuring minimum disruption of the normal workflow.

In addition, the offices will be closed annually each winter from, and including, December 25 thru January 1. While staff are not considered as being 'on vacation' during this time, supervisors will minimize workflow and work expectations during this time period, to allow time for personal reflection and rest following the intensive needs of the Congregation's holiday season. Employees will be permitted to work remotely, to the extent that they may be needed. Exceptions to this policy may arise occasionally, for example in the instance of an unexpected congregational crisis or pastoral emergency.

H. LEAVE POLICIES

1. General Provisions

The policies in this section describe various types of paid and unpaid leaves of absence provided by the Congregation. 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.

2. Medical Leave

Medical leave may be granted only when an employee is unable to perform their duties because of personal injury or illness, when it is necessary for the employee to temporarily care for a member of the immediate family who is ill or injured, or when it is necessary to schedule medical or dental treatment during the work day. Employees may be required to provide appropriate documentation of the reason for any medical-related absence.

Full-time employees receive paid medical leave as follows:

Length of Employment	Number of Days of Medical Leave for Full-Time Employees
Employees who have completed 1-36 months of consecutive employment	Maximum of 12 days per year, renewed/reset annually on January 1. Prorated appropriately for mid-year new hires.
Employees who have completed 37-120 months of consecutive employment	Maximum of 18 days per year, renewed/reset annually on January 1.

Employees who have completed 121 months or more of consecutive employment	Maximum of 24 days per year, renewed/reset annually on January 1.
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Part-time employees, who work at least 20 hours per week, receive medical leave on an appropriately pro-rated basis. For example, persons working 20 hours per week will receive one half the full-time benefit. Employees may not utilize medical leave during an unpaid leave of absence.

Medical leave does not carry over from year to year and is not payable on the resignation or termination of an employee.

3. 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 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 for all or part of the period of military service. Leaves of absence in excess of any available vacation time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence within the time required by law.

4. Jury Duty Leave

Employees called for jury duty will be granted the flexibility to fulfill such service and should coordinate such service with their direct supervisor in advance, to the extent possible. Employees should appear for work upon being excused from jury duty on any day.

5. Parental Leave

Employees who have worked full-time for at least twelve (12) consecutive months and become natural or adoptive parents are eligible for a paid leave of absence of up to four weeks. This leave must begin within three (3) months of the birth or adoption. Additional unpaid leave may be approved in consultation with, and at the discretion of, the employee's direct supervisor, and is not guaranteed.

6. Bereavement Leave

An employee may avail themselves of one paid week of bereavement-related leave for the death of a family member or extended family member, not to exceed two such weeks within the same calendar year. If additional time is needed, the employee may utilize paid vacation days or take an unpaid leave of absence, as approved by the employee's direct supervisor(s) and/or the Executive.

7. Other Leaves of Absence

Other leaves of absence without pay may be granted, on a discretionary basis, by the Executive.

IV. MANAGEMENT OF PERFORMANCE SHORTFALLS AND CHANGES IN EMPLOYMENT STATUS

A. PROFESSIONAL CONDUCT

To protect the integrity of the congregation employees should maintain a professional attitude and appearance that is appropriate to their position and the Congregation. Violations may result in disciplinary measures including verbal warnings, written warnings, or termination.

Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive.

- a. Absenteeism or tardiness.
- b. Disclosure of confidential information.
- c. Discourteous treatment of others.
- d. Failure to perform work in a manner acceptable to the Congregation.
- e. Failure to report absences as required.
- f. Failure to report-on-the-job injuries.
- g. Falsifying records or information.
- h. Misuse or unauthorized manipulation of any electronic devices or data.
- i. Reckless, careless, or unauthorized use of the Congregation's property, equipment, or materials.
- j. Smoking in unauthorized areas.
- k. Taking the Congregation's property without written permission.
- l. Violation of any other Congregational policies.
- m. Working another job while absent.

The following infractions may result in immediate termination:

- a. Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform their job.
- b. Sexual harassment or harassment, as described in this Employee Manual.
- c. Theft or dishonesty.
- d. Unauthorized possession of weapons.
- e. Use, possession, sale of, or being under the influence of controlled substances (beyond what is expressly permitted under Section II V) while working or while on the Congregation's premises.

B. DISCIPLINARY PROCESS

1. Informal Corrective Action Discussion

An informal corrective action discussion between the employee and their supervisor will occur at the time of unacceptable conduct or shortfall in work performance expectations. The employee will be given a period of time deemed appropriate by the supervisor to correct the conduct or performance issue. This period of time will not exceed thirty (30) days. This informal action will be documented in an email.

2. Formal Corrective Action

If the unacceptable conduct or shortfall in work performance is not corrected in an appropriate manner determined by the supervisor, the employee will receive a formal counseling discussion. The unacceptable conduct or work performance, including a time-bound performance improvement plan, will be documented for the employee's personnel file, and signed by the supervisor and the

employee. If the situation is not corrected within the duration of the performance improvement plan, termination may result.

3. Administrative Leave & Suspension

The Executive and/or their designee may place an employee on administrative leave with pay at its discretion to allow for an investigation of any complaints or concerns. If the personal or ethical behavior of the employee results in charges filed by law enforcement, then the Congregation may suspend the employee from duties, with or without compensation, until the matter is resolved.

If the suspension is without compensation, then the employee may draw down unused vacation time. If the matter is satisfactorily resolved and the employee is returned to service, then all leave time will be returned to the employee, and the employee will be fully compensated for any unpaid time off.

Note: Severe infractions may result in immediate termination.

C. SEPARATION AND TERMINATION PROCESSES

Employees who resign are requested to give written notice of at least four (4) weeks in order for the congregation to begin the process of finding a suitable replacement. The Executive or their designee may decide to accept the notice or may choose to terminate the employee anytime during the notice period.

Any employee who is absent for three consecutive days without notifying his or her direct supervisor, or who fails to report to work on the expiration of any granted leave, will be deemed to have resigned, consistent with applicable law.

The Executive or their designee reserves the right to terminate an employee at any time for any reason. Should the employee be involuntarily separated (not for cause), the Congregation will provide two-weeks' severance pay (or any portion thereof required to complete the two-weeks' notice period).

D. REDUCTIONS IN FORCE OR REDUCTION IN HOURS

Although the Congregation will seek to avoid a reduction of personnel or a reduction of personnel hours, there may be occasions when a reduction in force or a reduction in personnel hours may be needed, due either to budgetary constraints or organizational needs. In the case of termination that is brought about by a reduction in force, every effort will be made to encourage the employee to promptly enter employment-related search processes and for the Congregation to provide positive references as warranted and helpful. The Congregation will strive to give two (2) weeks' notice in advance of any reduction in force.

In the event that the Congregation needs to re-define any of its staff positions and as a consequence reduce available compensated hours due to budgetary constraints or organizational needs, every attempt will be made to work with the impacted employee as the Congregation adjusts. The Congregation recognizes that a reconfigured position with potentially fewer hours or reduced benefits may not be desirable to an incumbent employee. The Congregation will strive to give at least two (2) weeks' notice for any such reconfiguration of staff positions. The employee will be supported by the Congregation with positive references, as warranted and helpful, should they choose to enter employment-related search processes.

EMPLOYEE MANUAL ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Employee Manual of the **First Unitarian Universalist Congregation of Ann Arbor (UUAA)**. I understand that it is my responsibility to read the most current version of the Employee Manual and to comply with the policies, practices, and expectations of my Employer.

I specifically understand and agree that my employment is “at will” and that either UUAA (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 Employee Manual contains all of the terms relating to separation from employment and that any representations regarding separation that differ from those stated in this Employee Manual are void.

I understand that this Employee Manual supersedes all previous policies, written or oral, express or implied, and any older or obsolete versions of this Manual. I also understand that this Manual is not a contract of employment. UUAA reserves the right to add, change, or rescind any policy, practice, or expectation referenced in this document. Such additions, changes, or rescissions will be developed in consultation with UUAA’s Personnel Working Group. Continuing employees will have at least thirty (30) days’ notice prior to the implementation of such changes, during which time feedback and dialogue are welcome.

I understand that my signature below indicates that I have read and understood the above statements and that I have received a copy of the most current version of UUAA’s Employee Manual.

Employee Name (Print)

Date

Employee Signature

EDITS AND CHANGES

- February 5, 2008: Added parental leave allowance/policy per D. Keyes.
- May 28, 2008: Clarified life and LTD insurances for full time employees as employer-paid per D. Keyes.
- May 2, 2011: Changed listed business hours to Monday-Thursday.
- March 14, 2013: Reviewed to ensure employer contribution for employee health benefit is consistent with decision to reduce from 80% paid by employer to 70% per G. Geisenhainer.
- July 24, 2014: Adjusted retirement plan information to reflect plan restatement approved by the Board of Trustees.
- September 04, 2021: Revision process underway by UUAA's Personnel Working Group
Upon revision of manuals from two other congregations of similar size to UUAA (First Unitarian Church of Oregon and Cedar Lane Unitarian Universalist Church) the manual was fully revised to:
- use employee-friendly language
 - use neutral pronouns
 - include an updated history
 - reorganize sections under Equal Opportunity Employment
 - add sections regarding types of employees
 - add sections on work life
 - add sections on confidentiality
 - clarify the role of the Executive.
- Per Personnel Working Group: Manish Mishra-Marzetti, Cassandra Hartley, Gregg Peterson, Toni Wander, and Vilma Mesa
- February 5, 2022: Created text for Onboarding and Departure Procedures. It can be found at:
<https://docs.google.com/document/d/1gthbXfYgwrOSHuCD4lQbrj-ZORcndkXAGi6wiyw79Xq/edit>
- April 1, 2022: Revised Employee Manual takes effect.