

# UCC Employment and Staff Retention

## Employment Categories

Church employees fall into two categories established by the federal Fair Labor Standards Act, (FLSA).

Employees defined as Professional, Executive, or Administrative are exempt from overtime pay provisions of the FLSA. All other employees are defined as non-exempt, and receive overtime pay of time and a half for work over 40 hours per week.

Full time employees are scheduled to work 24 or more hours per week. Part time employees are scheduled to work less than 24 hours per week. Temporary employees may be full or part time, but are hired for a limited period of less than 12 months.

## Non- Discrimination Policy

The church will hire, recruit, train, assign, promote, and otherwise maintain employees without discrimination on the basis of race, ethnic origin, age, sex, affectional preference, religious or political beliefs, or medical disabilities.

## Hiring

Ministers of the Church are hired according to the terms of the Church's Constitution and Bylaws, and UUA and UUMA guidelines. Conditions of employment are defined by individual contract agreements. All candidates who are interviewed for an employment or volunteer position will complete an "Application for Employment," in Appendix 1.

Church openings will be publicized within the local community, or by wider search, as required. Exempt employees will be interviewed and hired by the Board of Trustees in consultation with the minister and the Personnel Committee. Non-exempt employees will be interviewed and hired by the head of the department in which they will work, in consultation with the minister.

When a candidate has been selected for employment, the job will be offered on condition of a problem-free background and reference check, based on the Background Screening policy in this manual. Paperwork for obtaining background screening for the selected applicant will be included with the letter of offer.

Upon successful completion of all pre-hire requirements the hiring individual will provide a letter of employment, giving the job title, duties and responsibilities and agreed wages and benefits, with copy placed in the employee file.

## Background Screening

Background checks, paid for by the church, will be part of the hiring process for employees and for Religious Education Program volunteers (see Volunteer's policy).

Prior to offer of employment, the hiring individual will obtain three employment and/or personal references for the candidate under consideration. Further checks may be carried out if they are relevant to the position, such as a credit check for positions handling funds, or criminal check for positions in child care or education. Inexpensive checks (usually less than \$12) can be carried out by firms such as "Hire Right" (<http://www.hireright.com>).

Volunteers who are assigned duties with children or youth in any capacity must have been active in the Church for at least six months. These volunteers will also pass a background screening before

undertaking any youth-related duties.

## **Work Time and Pay**

The church work week is the seven days and runs from 12:01 AM Saturday to 12 Midnight Friday.

Time worked records will not be kept by exempt employees. Nonexempts scheduled to work more than 30 hours must keep written weekly records, showing time in, time out, and meal breaks.

Employees are paid semi-monthly by check. Deductions from the gross pay amount will be made as required by law or by pre-negotiated agreement with the employee.

## **Benefits**

Unless established contractually, Church employees participate in benefit plans below:

- Employees who are scheduled to work 20 hours per week or more are eligible for health care benefits consisting of employer payment of 50% of the cost of single coverage to a maximum premium cost of \$3,000.
- Employees who are scheduled to work 24 hours per week or more accrue paid leave time of one day per month. Accrued leave time is normally used in the calendar year following its accrual, with time off prorated for the year following hire. It may be carried over to the following year only with approval of the Board of Trustees. Leave time accrued but not used will be paid at termination.
- Unpaid leave time is exceptional and must be approved by the Board of Trustees.

## **Employee Development**

Employees of the Church are encouraged to grow professionally, and the Church will facilitate formal and informal training on the job. Growth opportunities outside, through denominational and professional growth programs, will be supported by the Church as time and budget constraints allow. Such opportunities as arise that require time off from the work schedule, or unbudgeted expense, must be approved by the Board of Trustees.

## **Job Descriptions**

Current job descriptions for each budgeted position are included in this manual as Appendix 2. Before a new position is approved for the budget, a job description must be prepared by the hiring individual and approved by the Board of Trustees.

## **Performance Evaluations**

In advance of the start of annual budget planning or 15 February, whichever comes first, every employee should receive a formal evaluation of performance during the past year, in writing, from the minister as their supervisor and the Vice President who oversees their Ministry area. All discussion will refer to the employee's job description, and the behaviors and outcomes associated with success in each responsibility; attention is particularly given to very strong or weak outcomes and efforts. The employee will also prepare a self-evaluation in writing and all evaluations will be shared and discussed in an evaluative interview. Both evaluations will be signed by the evaluator/s and employee and placed in the employee's file. The evaluations will be used when salary adjustments are determined. The job description that served as basis for the interview should be updated as necessary when the appraisal discussion is complete.

The Director of Religious Education (DRE) will conduct a performance evaluation of the childcare workers each year by 15 February, and include monthly RE attendance numbers. DRE will report back to the Board on the process and review.

### **Employee Problem Resolution**

The church bases employment relations on the “Agreement for Fellowship” policy found in the “Relational Documents”; any employee may discuss any problem or concern, or ask any work-relation question, of the supervisor or a member of the Board Personnel Committee. Work-related issues might include the application of a policy or procedure that seems detrimental to work, treatment that seems unfair, discriminatory or harassing behavior, difficulties with administration of benefits, or disciplinary actions which the employee deems unjustified.

These employment problems should be discussed by the concerned employee with the supervisor. If the supervisor is involved in the problem, or does not decide things satisfactorily, the employee should bring the difficulty to a member of the Board Personnel Committee. If the employee is not given a satisfactory reply within five days of the meeting with the Personnel Committee Trustee, the issue will be brought to the full board in an investigatory meeting with the employee, who may bring advocates or witnesses if required. The Board will advise the employee of the outcome of the investigatory meeting within 10 days, and the decision of the board will be final.

### **Termination of Employment**

Employees should give two weeks’ notice of their intent to resign their positions. Vacation accrued but unused will be paid at termination. References will be prepared by and released at the discretion of the Board Personnel committee.

Involuntary termination will be at the discretion of the Board of Trustees, after suitable investigation into the reasons for separation. Generally, conduct which may be disruptive, unproductive, unethical, dishonest, or illegal will not be tolerated.

An Exit Interview should be conducted by a member of the Board.

### **Volunteers**

Volunteers who are assigned duties with children or youth in any capacity must have been active in the Church for at least six months. These volunteers will also pass a background screening before undertaking any youth related duties. Candidates who are interviewed for a volunteer position must complete an “Application for Employment or Volunteer Position,” in Appendix 1.

**Approved by the Board of Trustees prior to the September 2012 policy manual revision.**