

# **Personnel Policies**

for

Bellingham Unitarian Fellowship

Bellingham, WA

Revised September 7, 2023

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## I. WORKPLACE EXPECTATIONS

### **A. STATEMENT OF PURPOSE**

*These Personnel Policies are not a contract and can be modified or changed at any time. The relationship between Employer and employee is legally defined as “employment at will”. This means that such employment may be terminated without penalty by either party.*

This Personnel Policies provides an overview of employment procedures of Bellingham Unitarian Fellowship (referred to herein as “Employer”). Employees should familiarize themselves with the Personnel Policies, as it will provide answers to some questions you may have about your employment. Nothing in this document or in any other written or unwritten policies and practices of the Employer creates an express or implied contract, promise or representation between Employer and any employee.

The Employer’s policies and procedures generally will be applied consistently. However, the Employer reserves the right to deviate from normal practice in certain situations. Since every employment situation cannot be anticipated, this document of Personnel Policies provides a general overview only.

From time to time, changes in the Personnel Policies may become necessary. Therefore, the Employer reserves the right to amend, supplement or rescind any provisions of this document as necessary.

The Personnel Policies applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. Employment “at-will” means that an employee or the Employer may terminate the employment relationship at any time for any reason, with or without notice. These Personnel Policies supersede all previous employment policies, whether written or oral, expressed or implied. If any provisions of these Personnel Policies are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

If you have any questions or comments about these Personnel Policies, please ask your supervisor. Your comments and suggestions are genuinely encouraged.

### **B. EQUAL EMPLOYMENT OPPORTUNITY**

Employer 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, color, religion, sex, national origin, age, sexual orientation, gender identity and expression, citizenship status, pregnancy, pregnancy related conditions, veteran or military status, marital status, genetic information, physical or mental disability, or any other classification protected by law. Any discrimination in the workplace based upon any of the above described protected classifications is illegal and against BUF policy.

Employees who have questions about discrimination in the workplace, or who believe BUF policy or any federal, state, or local law has been violated, should report their concerns

immediately to their supervisor. If the supervisor is unavailable or if the supervisor is part of the problem, the employee should report the conduct to the president or vice-president of the congregation. Retaliation against individuals who in good faith make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.

### **C. DISABILITY ACCOMODATIONS**

It is the policy of BUF to comply with all state and federal laws concerning the employment of persons with disabilities. Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. BUF will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to BUF.

An employee who believes he or she may require an accommodation must contact his or her supervisor.

### **D. ANTI-HARASSMENT & DISCRIMINATION**

Employees are entitled to respectful treatment in the workplace. Being respected means being treated honestly and professionally, with your unique talents and perspectives valued. A respectful workplace is about more than compliance with the law. It is a working environment that is free of inappropriate behavior of all kinds. We are committed to providing a workplace in which the dignity of every individual is respected. Each of us should understand that incidents of harassment and inappropriate behavior will not be tolerated.

#### **Harassing and Discriminatory Conduct**

BUF is committed to providing a work environment where all employees are treated with respect. In this regard, BUF expressly prohibits any form of unlawful employee harassment or discrimination based on any of the above-described protected categories. Therefore, it is the responsibility of every employee to comply with this policy.

Harassment is unwelcome conduct toward an individual based on the above-noted protected categories when the conduct creates an intimidating, hostile or offensive work environment that causes work performance to suffer, or negatively affects job opportunities. Examples of harassment that may violate the law include:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on any legally protected status.
- Nonverbal conduct, such as staring, leering and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching.
- Visual images, such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy or electronic form.

Examples of harassment that violate BUF's personnel policies, although not necessarily illegal, would be:

- Verbal comments that reinforce social structures of domination [related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion, (your specific concern here)].
- Deliberate intimidation, stalking, or following.
- Harassing photography or recording.
- Advocating for, or encouraging, any of the above behaviors.

## **Sexual Harassment**

Sexual harassment is one type of unlawful harassment and may include unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Sexual harassment also includes unwelcome sexual attention, verbal abuse of a sexual nature, unnecessary touching, displays in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes or objects, or engaging in any sexually-oriented conduct which unreasonably interferes with another's work performance or creates a work environment that is intimidating, hostile or offensive.

Examples of the type of conduct, which are likely to violate this policy include, but are not limited to the following:

- Sexually suggestive touching such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing up against another's body.
- Grabbing, groping, kissing, fondling.
- Lewd, off-color, sexually oriented comments or jokes.
- Sexually suggestive leering or stalking.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons.
- Sexually explicit or suggestive email or voice mail messages.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions or comments about one's sex life or experience.
- Discussion of or display of intimate apparel.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Sexual assault or rape.
- Any other sexually harassing conduct or behavior deemed inappropriate by BUF.

The above examples are for illustrative purposes only. Even though a behavior listed above may not qualify as sexual harassment under relevant law, BUF may still treat such conduct as inappropriate behavior and discipline the individuals involved. Each complaint will be assessed on a case-by-case basis.

BUF will not condone, under any circumstances, sexual harassment by any employee, member, or participant of BUF. Even conduct that is intended to be "innocent" may still constitute sexual harassment if it falls within the terms of this policy. If a co-worker, supervisor

or any member of management expresses concern that your behavior may have violated this policy, please respect his or her concern.

Employees must be sensitive to acts or conduct which may be considered offensive by other employees, volunteers, or customers and must refrain from engaging in such conduct. Any employee who violates this policy will be subject to discipline, up to and including termination.

### **How to Report a Violation**

Do not assume that the Employer is aware of the problem. It is your responsibility to bring your complaints and concerns to our attention so that we can help resolve them. Any employee who believes he or she has been the victim of harassing or inappropriate behavior by another employee, a supervisor, or any other person encountered in the course of employment or someone who has observed such conduct should report that conduct immediately to their supervisor. If the supervisor is unavailable or if the supervisor is part of the problem, the employee should report the conduct to the president or vice-president of the Board of Trustees.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately and may be the subject of disciplinary action up to and including termination. The aggrieved worker shall be notified of the results of the investigation.

### **E. WORKPLACE VIOLENCE**

Bellingham Unitarian Fellowship is committed to maintaining a safe work environment for its employees. Threats, intimidation, harassment, assaults or acts of violence are considered inappropriate and unacceptable behavior in the workplace. An appropriate response will take place if these situations should occur, including the involvement of law enforcement if necessary. Anyone who engages in such behavior may be removed from church property and will remain off church property pending the outcome of an investigation. After a careful review of the incident, employees who are found to be perpetrators will be subject to disciplinary action that may include termination.

All employees shall inform their supervisor of any behavior that they have witnessed or experienced, which they regard as threatening or violent, when that behavior is connected to their employment. If the supervisor is unavailable or if the supervisor is part of the problem, the employee should report the conduct to the chair of the Human Resources Committee.

### **F. RETALIATION**

Any retaliation against an employee or other person who in good faith reports a concern about harassment or other inappropriate behavior is strictly prohibited.

## **G. RESOLUTION OF EMPLOYEE COMPLAINTS**

Employees are encouraged to discuss any concerns about work, or suggestions for improving operations in the following manner:

1. The employee should present any complaint or grievance to his/her supervisor and together discuss the problem, applicable policies and procedures, and possible resolution.
2. If discussion with the supervisor does not resolve the matter to the employee's satisfaction or if the supervisor is part of the problem, the employee should submit the complaint or grievance in writing to the chair of the Human Resources Committee who shall gather the evidence necessary to complete an investigation and make recommendations. If the HR Committee recommendations are not agreeable to all parties, then the issue will be brought to the attention of the president or vice-president of the Board of Trustees. The president or vice-president of the board may interview the employee or appoint an ad hoc committee to advise him/her. The president or vice-president of the congregation shall then recommend a resolution of the problem to the supervisor and employee.
3. If the recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the entire Board of Trustees. The resolution recommended by the board will be binding upon the congregation and employee.

## **H. INTERNET USE**

Employer provides Internet access (including e-mail) to its staff members to facilitate business communications and work-related research. These services are for legitimate business use in the course of assigned duties. 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 accessed only by authorized personnel and volunteers.

All internet/computer users must abide by all BUF policies when using the internet through Employer's internet access and/or for BUF purposes. Inappropriate Internet use includes, but is not limited to:

- transmitting obscene, harassing, offensive or unprofessional messages; or
- accessing, displaying, downloading, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, age, disability or any other classification protected by law; or
- transmitting any of the Employer's confidential or proprietary information, including member/friend data or other materials covered by the Employer's confidentiality practices.

The Employer 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, and the Internet itself is not secure.

Any software or other material downloaded into Employer's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Prior written authorization from the supervisor is required before introducing any software into Employer's computer system.

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

## **I. MEDIA INQUIRIES**

All requests for information about the Employer from newspapers, television and radio media should be directed to the Minister or Board President. Another employee or board member may speak for the congregation if given the authority to do so by either the Minister or Board President.

## **J. 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. All requests for information concerning past or present employees received from organizations or individuals should be directed to either the Administrator or the Human Resources Committee.

## **K. CONFLICTS OF INTEREST**

Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for the Employer. 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 congregation for private gain or advantage. Employees who have questions about whether an activity violates these provisions should discuss the matter with the supervisor.

## **L. OUTSIDE EMPLOYMENT**

Employees shall not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as an employee. Collateral employment should not result in outside telephone calls while on duty for the congregation.

## **M. EMPLOYMENT OF RELATIVES**

Other 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, or grandchild.

## **N. PERSONNEL RECORD**

It is very important that employees keep up-to-date all the information provided to the Employer 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 supervisor should be promptly notified of any changes in:

- ◆ Address and telephone number;
- ◆ Legal change in employee's name
- ◆ Person to notify in case of emergency

Personnel files are the property of BUF. Employees that wish to review their file should submit a written request to their supervisor. Employees may not remove any information from their file.

## **O. INTRODUCTORY PERIOD**

New employees and employees who are transferred to another position are required to complete an introductory period of ninety days. This time period may be shortened or lengthened at the Employer's discretion. Upon completion of this period, the employee will be considered a regular employee. Satisfactory completion of the introductory period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily even after the initial review period is completed. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of the Employer.

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 Employer, 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 Employer.

## **P. PERFORMANCE EVALUATION**

Employees will participate in a written performance evaluation process once each year that will be maintained in the employee's permanent personnel file. Factors considered in assessing performance include but are not limited to quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the congregation and co-workers, and personal conduct.

Employees are requested to identify goals and objectives in advance so that their work may be evaluated on the basis of clear criteria they have helped to develop.

## **Q. WORKPLACE INJURIES**

All on-the-job injuries or illnesses and “near misses” (incidents that could have caused injuries but fortunately didn’t), regardless of severity, must be reported immediately to the employee’s immediate supervisor. Employees may be required to provide a physician’s statement in order to receive worker’s compensation benefits, or to return to work.

## **R. ATTENDANCE AND PUNCTUALITY**

Each employee is expected to be prompt and regular in his or her attendance at work. Personal appointments should be scheduled before or after work hours, if possible. An employee’s supervisor must approve all scheduled absences in advance. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence and the expected time of return to work. Employees should keep their supervisor informed during any extended absence.

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

## **S. WORK AND DISCIPLINARY GUIDELINES**

Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions, including verbal warnings, written warnings, unpaid leave and/or termination. These examples are intended only as a guide and are not all-inclusive.

- Failure to perform work in a manner acceptable to Employer
- Absenteeism or tardiness
- Leaving work without permission
- Failure to report absences as required
- Harassment, sexual or other types
- The use, possession or sale of alcohol or controlled substances (other than those use for bona fide medical purposes) while working, with the exception of church sponsored social events
- Taking Employer property without paying for it or without written permission
- Unauthorized possession of weapons on Employer’s premises
- Disclosure of confidential information
- Smoking in unauthorized areas
- Failure to report on-the-job injuries
- Working another job while absent
- Failure to accurately complete or permitting another person to complete the employee’s time record
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee’s ability to perform his or her job
- Theft or dishonesty
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system)
- Reckless, careless or unauthorized use of Employer property, equipment or materials. Phones, copiers, etc. shall only be used for business purposes

- Discourteous treatment of others
- Workplace violence
- Violation of any church policy or procedure.

## **T. SEPARATION FROM EMPLOYMENT**

Employees who resign are requested to give at least two weeks written notice in order for the congregation to find a suitable replacement. However, all employees are employed at will and can terminate their employment without notification. Notification should be given to your supervisor in writing.

An employee who resigns or who is terminated will receive his/her final paycheck on his/her next regularly scheduled payday.

## **U. 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 and first aid kits.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the supervisor. In the event of a fire or other emergency, the fire department and/or police should be called immediately. Staff should facilitate the evacuation of the entire facility.

## **V. 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 church property.

## **W. PRIVACY AND INSPECTION RIGHTS**

Employees have no expectation of privacy while on church premises. Work areas, including computers and personal item storage, are BUF property and may be inspected and/or monitored. If an employee has something he or she does not wish anyone to see, do not bring it to work. Employees may not use personal locks on church owned desks, cabinets, closets or storage areas.

## **X. DRUGS AND ALCOHOL**

BUF has a vital interest in ensuring a safe, healthy, and efficient working environment for our employees and those that we serve. The unlawful or improper presence or use, or being under the influence, of alcohol, controlled substances, or other impairing substances in the workplace or while conducting BUF business presents a danger to everyone.

Employees are prohibited from reporting to work or working while using or being under the influence of alcohol, illegal or controlled substances, or other impairing substances.

Employees may use prescription drugs when the use is pursuant to a doctor's prescription, is used consistently with the prescription, and the doctor has advised the employee that the drug or substance does not adversely affect the employee's ability to safely perform his or her job duties. Employees may also use over the counter medication in accordance with the recommended use instructions so long as the medication does not adversely affect the employee's ability to safely perform his or her job duties. Any employee who believes his or her ability to work is affected by the use of any medication should talk with his or her supervisor.

The storage of any unauthorized alcohol, illegal drugs, or drug-related paraphernalia is prohibited on church premises. Therefore, BUF 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.

## **Y. EMPLOYMENT AUTHORIZATION**

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 usually provide an original document or documents to the employee's supervisor that establishes identity and employment eligibility from the date employment begins.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within the first three (3) working days of employment.

## **II. WAGE AND HOUR ADMINISTRATION**

### **A. EMPLOYMENT CLASSIFICATIONS**

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of their job duties, whether they are paid on a salary basis, and whether their salary meets or exceeds a minimum threshold.

Salaried employees in administrative, management, supervisory or professional positions, who earn more than the minimum required salary as indicated by the Federal Labor Standards Act (FLSA) and the Washington Minimum Wage Act (WMWA), are not subject to overtime regulations and are referred to as "exempt" employees. Such employees will be paid the same monthly salary no matter how many hours are worked per week.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as "nonexempt" employees. Nonexempt employees are entitled under the Federal Labor Standards Act (FLSA) and the Washington Minimum Wage Act (WMWA) to time and one-half their "regular rate" of pay for each hour they actually work over 40 hours per week. Overtime work (all hours worked over 40 hours per week) needs to be approved in advance by the supervisor. At the current time almost all BUF employees will probably be classified as nonexempt and are required to keep a weekly time card that shows their hours worked. This time card must be turned at the end of each month.

In addition, employees are classified by the nature of the work that they perform for Bellingham Unitarian Fellowship. Program professional staff comprises employees who design and run the Sunday services, religious education, and music programs of the fellowship. The positions in this category are the Minister, Director of Lifelong Learning and Music Director.

Besides the above listed Program Professional staff all other employees are considered Administrative employees, which can be in either exempt or non-exempt positions depending on their jobs duties and salary level.

## **B. HOURS OF WORK**

Hours of work are to be determined by the supervisor in consultation with the employee. Individual work schedules may change from time to time. Attendance at meetings at the request of the supervisor will be considered time worked. Employees are expected to attend any staff retreats or off-site events that are part of their employment.

## **C. TIMEKEEPING AND OVERTIME**

All employees must submit a time card for each pay period. Where required by applicable law, overtime will be paid to non-exempt employees at the rate of one and one-half times the regular rate of pay for all hours worked in excess of forty in any one work week. Advance authorization from the supervisor is required for overtime work; failure to obtain advance authorization may result in disciplinary action, up to and including termination. Part-time employees who work a holiday will be paid time and a half.

Nonexempt employees are required to accurately record and report all hours worked. In the event an employee believes they have been instructed by any person not to report all hours worked, in violation of applicable law, the employee will notify their supervisor or the BUF Board of trustees in writing immediately. The employee is expected to report any inaccuracies in their timecards and paychecks within 15 days of receipt.

## **D. PAY AND PAYROLL DEDUCTIONS**

Employees are paid every month. Federal law requires deductions from pay for income tax, Social Security and Medicare. WA State law requires deductions for the Paid Family and Medical Leave Program. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction.

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

## **E. BREAKS AND MEAL PERIODS**

In accordance with state and local laws, all employees will be provided with meal and break periods. Employees are provided with a ten (10) minute rest break for each four (4) hours

worked. Breaks will be provided in the middle of each work period insofar as practicable. Since this time is counted and paid as time worked, employees must not be absent from work beyond the allotted rest period time. Employees are provided with an unpaid meal period of thirty (30) minutes in length each workday for each five (5) or more hours worked. Employees will be relieved of all active responsibilities and restrictions during meal periods.

## **F. BREAKS FOR LACTATION AND BREASTFEEDING**

For up to one (1) year after a child's birth, any employee who is breastfeeding her child will be provided reasonable, unpaid break times as needed to express breast milk for her baby. BUF will designate a space for this purpose, and may provide refrigeration for the storage of breast milk. Rules for use of the space and refrigerator storage will be posted in the space.

## **III. EMPLOYEE BENEFITS**

Outlined below is a summary of employee benefits currently available through the Employer. This summary is not intended to and does not create an express or implied contract, promise or representation between Employer and the employee. These benefits are subject to change at any time in the discretion of the Employer. In the event of any discrepancy between the benefits outlined below and the Employee Agreement itself, the Employee Agreement will govern. Any questions about employee benefits should be directed to the supervisor.

### **A. INSURANCE**

- 1. Health Insurance.** The Employer does not directly offer health insurance benefits at this time. It is something that may be offered in the future, dependent on budget.
- 2. Long Term Disability.** The Employer offers an optional long-term disability insurance policy.
- 3. Workers' Compensation Insurance**  
Employer 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.
- 4. Unemployment Insurance.** The Employer does not pay unemployment insurance and employees are not eligible for such.
- 5. WA State Family and Medical Leave.** The Employer will pay 50% of the employee costs for this state mandated benefit.

### **B. RETIREMENT BENEFITS**

The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. This plan may be changed or eliminated at any time.

**Employee Contributions** Under the UU Organizations Retirement Plan (revised in 2014), any employee may elect to contribute to the retirement plan via payroll deduction, beginning on the first day of the month after commencing employment.

**Employer Contributions** The church will make Employer contributions in the amount of 10% of the employee's salary or wages after the employee completes 12 months of continuous service during which she/he works at least 1,000 hours.

## C. PAID TIME OFF (PTO)

Administrative staff employees, not Program Professional staff, who work at least 20 hours per week (0.5 FTE) are eligible for Paid Time Off (PTO). A PTO day is defined as any day that the employee is not available to work due either to illness, vacation or other planned time away from Bellingham. All administrative staff employees must track the hours worked and those where they were unavailable to work on a monthly timecard.

This time is to be used at the employees' discretion to cover any paid time off situations not covered in the following section. PTO must be approved in advance by the supervisor, except in the case of unplanned illness or emergencies.

Full-time employees will be entitled to a minimum annual accrual of PTO days (for the fiscal year of July 1 through June 30<sup>th</sup>) on the following schedule:

First year of employment.....	14 days (if hire date is July 1 <sup>st</sup> ; prorated for later dates)
Year 2 through 5.....	21 days
Year 6 through 12 .....	26 days
Year 13+ .....	31 days

An employee's PTO will be accrued on a monthly basis at 1/12<sup>th</sup> of the annual accrual. During a new employee's introductory period no PTO days will be available for use, although days will be accruing for later use. If an employee is released from employment while in an introductory period then no payment will be made for PTO.

PTO can be taken in a minimum of one-hour increments.

Beginning July 1, 2019 a maximum of 10 days PTO (prorated for part-time employees) will be allowed to carry over from one fiscal year to the next. For example, if your first year allotment is 14 days and you only use 2 days of PTO during that first year you can carry forward only 10 days into your second year. If you are beginning your 10<sup>th</sup> year at BUF, and you only used 10 days of PTO in your 9<sup>th</sup> year, you can only carry forward 10 days into your 10<sup>th</sup> year. Thus, the maximum PTO that any employee, with more than 1-year tenure at BUF, can accrue will be their current year's allotment plus 10 days.

Unused PTO will not be paid out at the end of the fiscal year, or any other time, except upon termination of employment. An Administrative staff employee who resigns or is released from their contract will be entitled to payment for any accrued but unused PTO in their final paycheck.

Employees who are scheduled to work more than 1,040 hours annually but less than 2080 hours annually (i.e. 40 hours per week or one (1) FTE) will earn PTO on a prorated basis. For example, if an employee works 30 hours or 3/4ths of a full-time workweek, they will earn 75% or .75 of the accrued PTO.

PTO will not accrue while an employee is on leave from work.

If an employee takes paid time off in excess of the PTO they have accrued, resulting in a negative balance of accrued PTO, then the employee's future accrued PTO will automatically be applied until there is no longer a negative PTO balance.

If an employee is terminated from their position with a negative balance in accrued PTO, then the final paycheck will be reduced to compensate for or pay back the negative PTO balance.

#### **D. SICK LEAVE**

Part-time Administrative staff employees who are scheduled to work less than 1,040 hours annually will be paid the WA State mandated sick leave. This accrues at the rate of 1 hour for every 40 hours worked. Unused paid sick leave of 40 hours or less will be carried over to the next year. Accrued sick leave will not be paid out at the termination of employment.

#### **E. WA PAID FAMILY AND MEDICAL LEAVE**

The Fellowship will pay 34% of the employee costs for this state mandated benefit.

#### **F. PROGRAM PROFESSIONAL STAFF STUDY LEAVE**

Due to differing expectations of the program professional staff during the summer months, each such employee's Employment Agreement will specify a scheduled amount of time off, usually in the summer. During certain special circumstances the timing of the study leave may be negotiated with the employee's supervisor. Program professional staff will also be paid the WA State mandated sick leave described in section D above.

#### **G. PAID HOLIDAYS**

1. The following are paid holidays for full-time exempt employees:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Indigenous People's Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

2. If employee does not take the holiday on the specified date they must take another day within the same pay period or the day is lost.

## **H. LEAVES OF ABSENCE**

### **1. General provisions**

This section describes various types of paid and unpaid leaves of absence provided by the Employer. Leaves must be requested in advance in writing and require the approval of the employee's immediate supervisor. 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 his or her supervisor.

### **2. WA State Paid Family and Medical Leave**

The Paid Family and Medical Leave program is a new state-run insurance benefit passed by the Legislature in 2017. Beginning in 2019 deductions will be made from employees' paychecks to pay for the program. Beginning in 2020, 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.
- Certain military events.

This program will allow for paid leave for qualifying employees. Benefits will provide a percentage of the employee's gross wages – between \$100-1,000 per week – while the employee is on approved leave. To receive your benefits under the Paid Family and Medical Leave program, you must work a total of at least 820 hours for **any** Washington employers during the previous 12 months.

### **4. Medical leave without pay**

Unpaid medical leave may be granted in instances where an employee's medical condition requires an absence from work for more time than the amount of available from any accrued PTO and from the State of WA Paid Medical Leave Program. This leave requires the approval of the employee's supervisor. Sufficient evidence of such a medical condition is required for a medical leave. Such evidence may include a request or requirement for authorization to speak with the employee's treating physician. Employer also reserves the right to request a second opinion from a physician chosen by the Employer on any medical leave of absence.

### **5. Military leave without pay**

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of state and federal laws. You are expected to notify BUF of upcoming military duty by providing your supervisor with a copy of your orders as soon as possible.

## **6. Funeral or bereavement leave with pay**

Employees may be eligible for a leave of absence for up to three days with pay for the death of an immediate family member. The supervisor will determine the number of paid days off. This will be based on the individual circumstances.

## **7. Jury duty leave with pay**

Employees called for jury duty are paid their regular pay for up to ten working days per year. Employees should appear for work upon being excused from jury duty on any day.

## **8. Parental leave without pay**

Full-time employees who become natural or adoptive parents may be eligible for an unpaid leave of absence of up to six months. The leave must begin within six weeks of the birth or adoption.

## **9. Domestic Violence Leave**

Employees who are victims of domestic violence, sexual assault, or stalking, or who have a family member who is a victim of domestic violence, sexual assault, or stalking are permitted to take reasonable unpaid leave from work, including leave on a reduced schedule or intermittent leave consistent with state law. Reasonable leave will be granted unless it creates an undue hardship for BUF. Employees that intend to take domestic violence leave or that have questions about this policy should contact their supervisor.

## **10. Other Unpaid Leave**

Other unpaid leaves of absence without pay may be granted at the sole discretion of BUF.

## **I. VEHICLE USAGE AND REIMBURSEMENT**

Employees using their own cars for church-related business may be paid mileage at the current rate per mile as established by Internal Revenue Service. Mileage will be reimbursed upon request by the employee and by approval of the supervisor. The employee's supervisor must authorize any trips. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips.

## **J. OTHER EXPENSES**

Expenses for church related events and/or personal development expenses must be approved by the supervisor. Receipts and/or other documents may be required.

*This page is separate from the Personnel Manual. It will be placed in the employee's personnel file after it has been signed.*

*The Acknowledgment is not required by law but is helpful to have in the event of a dispute about the terms of the Manual or of employment.*

**PERSONNEL MANUAL ACKNOWLEDGMENT FORM**

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Personnel Manual of Bellingham Unitarian Fellowship. I understand that it is my responsibility to read the Manual and to comply with the policies and procedures of the Employer. I know if I have any questions concerning any of this information, I am to talk with my supervisor.

I understand that my employment is at will and for an unspecified period of time and that either the Employer or I may terminate the employment relationship, at any time, with or without reason and with or without notice. I understand that this Manual supersedes all previous Manuals. I also understand that this Manual is not a contract, and that the Employer reserves discretion to add, change or rescind any part at any time, and will require my signature of these changes as notice and my intention to comply with the revised Manual.

My signature below indicates that I have read and understood the above statements and have received a copy of the Personnel Manual, revised Sept. 20, 2016.

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supervisor Signature