



UNITARIAN  
UNIVERSALISTS  
OF CENTRAL OREGON  
Diverse Beliefs, One Fellowship

Unitarian Universalist Fellowship  
of Central Oregon

# Employee Handbook

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## Section 1 - Welcome

### 1.1 Employer Purpose

As a religious organization, it shall be the purpose of UUFCO to bring religious liberals together into closer fellowship and to provide opportunities for worship, discussion, action, and education in accordance with the traditions of religious liberalism and in support of the values expressed in the Principles and Purposes of the Unitarian Universalist Association (UUA) (See Addendum to this Manual).

UUFCO affirms and promotes the full participation of persons in all of its activities and endeavors, without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or gender identity.

### 1.2 Purpose of this Handbook

This employee handbook contains information about the employment policies and practices of the Unitarian Universalist Fellowship of Central Oregon in effect at the time of publication. All previously issued handbooks and inconsistent policy statements or memoranda are superseded.

This handbook sets forth the terms and conditions of employment of all full-time and part-time employees and supervisors, except ministers. The reason for this exception is twofold. First, ministers generally have a written contract with their congregation, and the terms of that contract would supersede the terms of the Manual. Second, because of the First Amendment, courts are very reluctant to intercede in disputes between churches and their ordained clergy. Thus, some of the legal protections provided to lay employees by the language of the Manual would not apply to ministers.

UUFCO reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. All such revisions, modifications, deletions, or additions will be in writing and must be signed and approved by the Board of Trustees. No oral statements or representations can change the provisions of this handbook.

This handbook is an integrated agreement between you and UUFCO with respect to the duration of employment and the circumstances in which employment may be terminated; it sets forth the entire agreement concerning those terms, and there are no oral or collateral agreements of any kind. Nothing in this employee handbook, or any

other personnel document, including benefit plan descriptions, creates or is intended to create, a promise or representation of continued employment for any employee.

Not all UUFSCO policies and procedures are set forth in this handbook. We have summarized only the more important ones. If you have questions or concerns about this handbook or any other policy or procedure, please ask your supervisor or the Personnel committee. Your comments or suggestions are genuinely encouraged.

### 1.3 At-Will Employment

UUFSCO is an at-will employer and reserves the right to terminate an employee at any time for any or no reason, with or without cause or notice, just as an employee has the right to terminate employment with the company at any time for any or no reason with or without cause or notice. **ALTHOUGH OTHER TERMS AND CONDITIONS OF EMPLOYMENT MAY CHANGE, THIS AT-WILL EMPLOYMENT RELATIONSHIP WILL REMAIN IN EFFECT THROUGHOUT EMPLOYMENT WITH THE COMPANY UNLESS IS IT SPECIFICALLY MODIFIED BY AN AFFIRMATIVE VOTE OF THE BOARD OF TRUSTEES. THIS AT-WILL EMPLOYMENT RELATIONSHIP MAY NOT BE MODIFIED BY ANY ORAL OR IMPLIED AGREEMENT OR BY ANY PERSON, STATEMENT, ACT, SERIES OF EVENTS, OR PATTERN OF CONDUCT. THIS SECTION ABOUT THE AT-WILL NATURE OF EMPLOYMENT AT UUFSCO CONSTITUTES THE COMPLETE STATEMENT REGARDING THE SUBJECT.**

## Section 2 – Workplace Commitments

### 2.1 Equal Opportunity Employment (EEO)

UUFSCO offers equal employment opportunities without regard to race, color, religion, national origin, sex, sexual orientation or gender identity, age, marital status, source of income, disability, veteran or other protected status. UUFSCO requires that all employees cooperate fully to ensure the fulfillment of this commitment in all actions and decisions, including:

- Hiring, placement, promotion, transfer, and discharge;
- Recruitment, advertising, or solicitation for employment;
- Compensation and benefits; and
- Selection for training.

Selection of personnel for hiring and promotion is based on such factors as education, experience, proven skills, initiative, dependability, cooperation, availability, and growth

potential. UUFSCO employees are encouraged to recommend for promotion those individuals whose past performance demonstrates an ability to assume greater responsibility. Such recommendations are in no way allowed to be influenced by an individual's race, sex, or other protected factors.

UUFSCO will make reasonable accommodations for the known physical or mental disabilities of a qualified applicant or employee, unless an undue hardship would result. Any applicant or employee who requires accommodation in the hiring process or to perform the essential functions of a job should contact the Minister and advise UUFSCO of what accommodations he or she believes is needed.

Complaint Procedure: If you believe you have been subjected to any form of unlawful discrimination, provide a complaint to the Minister, Board President, or Personnel Chairperson. UUFSCO encourages all employees to report any incidents of discrimination forbidden by this policy immediately so that complaints can be quickly and fairly resolved. Your complaint should include the names of the individuals involved and the names of any witnesses. UUFSCO will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.

If UUFSCO determines that unlawful discrimination has occurred, effective remedial action will be taken, commensurate with the severity of the offense. Appropriate action will also be taken to deter any further discrimination. Whatever action is taken will be made known to you, subject to the confidentiality rights of those involved. UUFSCO will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your co-workers.

## 2.2 Non-Harassment Policy

Every UUFSCO employee is entitled to work in an environment that is professional and free of harassment based on race, color, religion, national origin, sex, sexual orientation, age, marital status, source of income, disability, veteran status, genetic information, or other protected classification. UUFSCO does not condone such harassment regardless of whether the conduct is verbal, physical, or environmental. Such conduct is illegal and will not be tolerated by any employee, congregant, or visitor.

*Sexual harassment* is defined as unwelcome or unwanted conduct of a sexual nature, whether verbal or physical, when:

- a) submission to or rejection of the conduct by an individual is made a term or condition of employment, is used as a factor in decision affecting hiring, promotion, transfer, evaluation or other aspects of employment; or
- b) the conduct interferes with an individual's employment or creates an intimidating, hostile, or offensive work environment.

Some examples of sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess or deficiency; leering, whistling, touching, assault, sexual acts or suggestive, insulting, or obscene comment or gestures; and display in the work place of sexually suggestive objects or pictures. The forgoing list is not exhaustive.

Similar behaviors (e.g. derogatory comments, jokes, cartoons, physical aggression, etc.) when based on race, color, religion, age, nation origin, disability, genetic information, or other legally protected status, also violate this policy. Employees should keep in mind that conduct which appear to be welcome or tolerated by one employee may be very offensive to another.

Harassment Prohibited: Harassment based on an individual's protected status is a form of illegal discrimination prohibited by UUFSCO. Sexual harassment, as well as harassment based on any protected status, is unacceptable in the workplace and other work-related setting, such as business trips, deliveries, business related social functions.

Complaint Procedure: If you believe you have witnessed or been subjected to discrimination or harassment in violation of UUFSCO policy, you should immediately provide a complaint to the Minister, Board President, or Personnel Committee Chairperson. UUFSCO encourages all employees to report any incidents of discrimination and harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. Your complaint should include the names of the individuals involved and the names of any witnesses. UUFSCO will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.

At a minimum, the individual making the complaint and the individual identified as the perpetrator will be separately interviewed to determine the facts. Other evidence will be considered as well. If the investigator determines that the behavior violated UUFSCO's EEO or harassment policy, effective remedial action will be taken, commensurate with the severity of the offense. Appropriate action will also be taken to



deter any further violations of the EEO and harassment policy, where possible. Whatever action is taken will be made known to you, subject to the confidentiality rights of those involved.

UUFCO will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your co-workers.

Confidentiality: All complaints of discriminations or harassment brought to the attention of UUFCO will be treated as confidential and only discussed with those needed to conduct the investigation, so as to protect the privacy of the persons involved. Employees who report discrimination and harassment or become aware of a complaint are also expected to maintain confidentiality. Investigations will be kept confidential to the extent practicable and appropriate under the circumstances.

### 2.3 Drug / Alcohol Policy

Alcohol: UUFCO prohibits employees from being intoxicated or under the influence of alcohol during working time or using alcoholic beverages on Company premises, except as stated in this policy. Moderate consumption of alcohol at UUFCO sponsored events, congregant or guest events, or other business related functions on or off UUFCO premises is not prohibited. However, employees are responsible for maintaining appropriate professional behavior at such events.

Drugs: It is policy of UUFCO to promote a drug-free work place. The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of an illegal drug or related paraphernalia and the illegal use of any drugs (including the misuse of prescription drugs) in the work place or while engaged in UUFCO business is strictly prohibited.

UUFCO also prohibits such conduct during non-working time to the extent that, in the judgment of UUFCO, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of UUFCO.

Employees who use prescription drugs should follow the prescribing physician's directions for use. If use of a prescription drug will impair performance or affect safety on the job, you should notify the Minister immediately so that UUFCO can take whatever action necessary or make reasonable accommodation to protect your safety and the safety of your coworkers.

Testing: An employee may be required to undergo drug or alcohol testing when UUFCO, in its discretion, determines there is a reasonable basis for testing or to the extent testing is required or permitted by law, including random testing and testing in connection with a workplace injury. UUFCO also may institute pre-employment drug testing in the future as it considers appropriate. All UUFCO required drug and alcohol testing will be paid for in full by UUFCO. An employee may request a retest at their own expense. It is grounds for discipline, up to and including termination, to have any detectible amount of a drug which is illegal under state law in the employee's system at any time or to be intoxicated by any drug, legal or illegal, while conducting UUFCO business.

Policy Violation: An employee who violates this policy is subject to discipline, including immediate termination. At its discretion, UUFCO may require an employee who violates this policy to participate in and successfully complete a substance abuse assistance or rehabilitation program and agree in writing to special conditions for continued employment.

#### 2.4 Resolution of Employee Grievances

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 his/her supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Personnel Committee Chairperson and Board President who shall gather the evidence necessary to complete an investigation. The Personnel Committee Chairperson and Board President may interview the employee and involve the personnel committee, if needed. The Board President and Personnel Chairperson shall then recommend a resolution of the problem to the Minister and employee.

If the recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the full Board of Trustees. The resolution recommended by the Board will be binding upon the congregation and employee.

## 2.5 Employment Authorization

Federal law requires that prospective employees must show proof of eligibility to work in the United States in the position for which they are applying. The hiring supervisor will have the applicant complete the following documents and will submit them to the Bookkeeper prior to confirmation of employment:

- I-9 Employment Verification (signed by applicant and hiring supervisor)
- The hiring supervisor will obtain a copy of the front side of applicant's current driver's license and applicant's social security card
- W-4 Employee's Withholding Allowance Certificate (signed by applicant)

## 2.6 Background Check

To ensure the safety of our children and all other congregants we perform a background check on all prospective employees. This search includes the following: verification of social security number, national felony and misdemeanor data base, sexual offender registry. The hiring supervisor will obtain the applicant's signed permission for background search and submit the necessary forms to the Bookkeeper who will initiate the background check. Confirmation of employment is contingent upon a satisfactory background check.

## **Section 3 – Company Policies and Procedures**

### 3.1 Code of Professional Conduct

The following Code of Conduct sets standards for employees that should guide their decisions in a way that will contribute to the welfare of all members of the UUFCO community as well as respect the rights of everyone affected by UUFCO operations. The term "members" is all inclusive, encompassing staff, members, friends, visitors in the UUFCO community. It is expected that all staff members of UUFCO will:

- i. Understand and be in sympathy with the principles and purposes of Unitarian Universalism.
- ii. Maintain professional and personal integrity.
- iii. Hold to a single standard of respect and help for all members of the congregational community of whatever age or position; strive to serve each member of the congregation in an open, impartial, and non-exploitative manner.
- iv. Respect the traditions of the congregation, enriching and improving these in consultation with the members.

- v. Strictly respect confidences shared by colleagues and expect them to keep yours.
- vi. Be mindful of power that congregants invest in church employees, and refrain from practices which are harmful to others and which endanger one's integrity and professional effectiveness. Such practices include sexual activity with any child or with an unwilling adult, with a counselee, with a member of the congregation, with the spouse or partner of a person in the congregation, with interns, or any other exploitative relations. In addition, each staff person is expected to be aware of and observe legal requirement of the State of Oregon regarding reporting of physical or sexual misconduct.
- vii. Stand in supportive relation with one another and keep an open mind and heart toward one another.
- viii. Cooperate with one another in supporting the total ministry of the congregation.
- ix. Work for clear delineation of responsibility, accountability, and channels of communication with regard to roles and work responsibilities.
- x. Exercise leadership within their realm of responsibilities.
- xi. Exercise good stewardship in the use of the church's resources.
- xii. Abide by the "Code of Professional Practice Documents" of the religious leadership organizations of the Unitarian Universalist Association. Ministers are expected to follow the Code of Professional Practices of the UU Minister's Association. Religious education leaders are expected to follow the Code of Professional Practices of the Liberal Religious Educator's Association. The Music Director is expected to follow the Code of Professional Practices of the UU Musician's Network. The Administrator is expected to follow the Code of Ethics of the Association of UU Administrators. (Adapted from the Employee Handbook and Personnel Policies of First Parish Unitarian Universalist of Arlington MA)

### 3.2 Dress Code

UUFCA does not have a strict dress code, however, all employees are expected to be presentable and use good judgment in selecting what they wear to work.

### 3.3 Pay and Payroll Deductions

When financially possible for UUFCA, pay rates will be determined based on the UUA Fair Compensation Guidelines. 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, UUFCO's financial situation, and other appropriate factors. See your supervisor to obtain your specific payday based on your position.

A statement of deductions made from employees' wages is provided with their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction.

Employees who discover a mistake in their paycheck, lose their paycheck, or have it stolen should notify the Bookkeeper immediately. In the case of an underpayment of 5% of gross wages or more, the error will be remedied within three business days. All other underpayments will be remedied no later than the next regularly scheduled payday.

In the case of loss or theft, the Bookkeeper will attempt to stop payment on the check and reissue a new one to the employee. However, the employee is solely responsible for the monetary loss, and UUFCO will not be responsible for the loss or theft of a check if it cannot stop payment on the check.

#### 3.4 Social Media / Electronic Communications Policy

At The Unitarian Universalist Fellowship of Central Oregon (UUFCO), we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees, contracted ministers, and leadership volunteers who work for UUFCO.

Guidelines: In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with UUFCO, as well as any other form of electronic communication.

The same principles and guidelines found in UUFSCO's policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, friends, suppliers, people who work on behalf of UUFSCO or UUFSCO's legitimate organizational interests may result in disciplinary action up to and including termination.

Know and follow the rules: Carefully read these guidelines, the UUFSCO Code of Conduct, Non-Harassment Policy, and Confidentiality Policy (located in this Handbook), and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful: Always be fair and courteous to fellow employees, members, friends, suppliers or people who work on behalf of UUFSCO. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Complaint Resolution Policy (UUFSCO Employee Handbook) than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage members, friends, employees, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate: Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about UUFSCO, fellow employees, members, friends, suppliers, people working on behalf of UUFSCO or other religious organizations.

Post only appropriate and respectful content: Maintain the confidentiality of UUFSCO private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

**Political Activity:** In accordance with UUFSCO Board Policy on Political Activity (**see Policy Manual**)

**Using social media at work:** Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor or consistent with your job description. Do not use UUFSCO email addresses to register on social networks, blogs or other online tools utilized for personal use.

**Retaliation is prohibited:** UUFSCO prohibits taking negative action against any employee or volunteer for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee or volunteer who retaliates against another employee or volunteer for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment or leadership position.

**Media contacts:** Employees should not speak to the media on UUFSCO's behalf without contacting the Minister or the President in accordance with Media Inquiries Policy in the Personnel Manual.

**For more information:** If you have questions or need further guidance, please contact the Minister, Board President, or Personnel Committee.

This policy has been adapted from a Social Media Policy approved as lawful by the National Labor Relations Board on May 30, 2012 as presented in Memorandum OM 12-59.

Policy adopted by the Board of Trustees on August 13, 2014

### 3.6 Privacy

Churches, like other organizations, are sometimes the victims of thieves. UUFSCO has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees; however, UUFSCO can make no assurances that they will always be secure. The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on church premises. Therefore, UUFSCO 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 UUFSCO owned desks, cabinets, closets or storage areas.

3.7 Personnel Files

It is very important that employees keep up to date all the information provided to UUFCA at the time of hire. This information is essential for many purposes – mailing information to the employee’s home, and contacting friends or family in case of emergency. The Bookkeeper should be promptly notified of any changes in:

Address. telephone number, e-mail address; Marital status (including legal separation); Legal change in employee’s name; Dependents; Person to notify in case of emergency; and Any relevant changes in licensing or education.

**Section 4 – Wage and Hour Administration**

This company assigns positions, determines wages and compensates employees for overtime in accordance with state and local laws and the Fair Labor Standards Act.

4.1 Employee Classification

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.

Regular employee classification is determined by Full Time Equivalent (FTE) as determined by the annual budget. Throughout this handbook you will see FTE referred to regularly when referencing employee benefits. Temporary, seasonal, or casual workers are paid on a per hour or per session basis for actual hours worked, strictly as needed.

Please refer to the chart below for definitions and see your supervisor, Minister, or the Personnel Committee chair person if you have questions about your employee classification.

<b>Classification</b>	<b>Weekly Hours</b>
1.0	40
.75	30
.5	20
.25	10
Casual	As needed



Employees who are subject to state or federal minimum wage and overtime laws are referred to as “non-exempt” employees. Those in administrative, management, or supervisory positions who are not subject to such regulation are referred to as “exempt” employees.

Attendance at meetings at the request of the employee's supervisor will be considered time worked. Employees are encouraged to attend any staff retreats or off-site events which are part of their employment.

4.2 Timekeeping

All employees must submit to the Minister a written and signed record of their time worked at the end of each month. Childcare Provider timesheets must be signed by the Director of Religious Education.

4.3 Rest Periods

Employees are expected to take the rest periods as required by Oregon law. Many employees enjoy flexibility in their daily schedules contingent upon the needs of UUFCO. Because of this flexibility, it is not possible to schedule all breaks and meal periods and employees are responsible for managing their time and ensuring they take all legally required rest periods. Please refer to the chart below and let your supervisor know immediately if you are unable to take any of your meal periods or breaks. (See chart on next page).

**Numbers of Meal and Rest Periods Required Based on Length of Work Period**

Length of work period	Number of rest breaks required	Number of meal periods required
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 10 hrs	2	1
10 hrs 1 min - 13 hrs 59 min	3	1
14 hrs	3	2
14 hrs 1 min - 18 hrs	4	2
18 hrs 1 min - 21 hrs 59 min	5	2
22 hrs	5	3
22 hrs 1 min - 24 hrs	6	3

#### 4.4 General Attendance

Employees are expected to come to work regularly. Unauthorized or unprotected absences can subject the employee to disciplinary action up to and including termination of employment. If an employee is absent without authorization for three days, we will assume that the employee has voluntarily resigned from UUFSCO. Contact your immediate supervisor as soon as you know that you will be absent. If your supervisor is not available, leave a voicemail message.

#### 4.5 Paying a Qualified Substitute

A written request will be submitted to the employee's supervisor for approval of the absence and the qualified substitute. The approved request will be sent to the UUFSCO bookkeeper.

The substitute will be paid at the same rate as the employee. The substitute must submit a written and signed record of time worked to the supervisor for approval, then to the bookkeeper in order to be paid.

The substitute will be paid out of the employee's budget line item, and that amount will be subtracted from the absent employee's next payroll check. (policy approved by UUFSCO Board March 13, 2013)

### **Section 5 – Leave Policies**

#### 5.1 Vacation

UUFSCO recognizes your need to take time away from work. Therefore, regular employees are eligible to take Vacation Time to be used for vacation, floating holidays, or any other personal time. It does not include time off for other types of leaves of absence included in this handbook (bereavement time, sick time).

Eligibility begins on the first day of the month following the eligible employee’s hire date. The anniversary of the date of first eligibility determines the rolling year period. Regular employees are eligible for the number of Vacation days each year as follows:

Length of Service	Vacation per Year
First year	10 days
2-3 years	15 days
3-4 years	20 days
5 years and above	25 days

Regular part-time employees will be allocated Vacation Time on a prorated basis (see chart below). Temporary, seasonal, and casual employees are not eligible for Vacation Time.

Employee FTE Classification	Hours Paid per “Day” of Vacation Time
1.0	8
.75	6
.5	4
.25	2

Each employee is responsible for scheduling his/her Vacation Time in conjunction with the Minister. Generally, Vacation Time requests will be approved based on workloads and the needs of UUFÇO. Please see the Minister with questions.

Employees may carryover a maximum of 5 Vacation days per eligibility year. On the employee’s anniversary of eligibility date any unused Vacation days above the carryover limit of 5 days will be forfeited. The Minister reserves the right to make exceptions to this policy if arrangements are made in advance for extenuating circumstances.

There is no payment of Vacation Time upon voluntary or involuntary separation of employment from UUFÇO.

5.2 Sick Leave

Effective 1/1/2016, Oregon Senate Bill 454 (which applies to employers of 10 or more employees) requires that UUFÇO develop a paid sick leave policy that allows employees to accrue and use sick leave hours and provide written notice of the

requirements of this Act to each employee. The provisions below are taken directly from Oregon Senate Bill 454.

1) Beginning 1/1/2016, an employee earns paid sick time at the rate of 1 hour of paid sick time for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works. All those employed on 1/1/2016 will begin earning and accruing sick time based on the hours worked each month.

2) Employees hired after 1/1/2016 will begin to earn and accrue sick time on the first date of employment.

3) Employee is eligible to use sick time beginning on the 91st calendar day of employment and may use sick time as it is accrued. Those employed on 1/1/2016 may begin using sick time as the hours accrue. Under certain circumstances, employer may allow an employee to use accrued sick time prior to the 91st calendar day of employment.

4) Employee shall be paid at the regular rate of pay for used accrued sick time; and sick time shall be used in hourly increments.

5) A salaried exempt employee, who is paid a fixed annual salary in 12 equal payments, is not required to use accrued sick time in hourly increments for part of a workday. Exempt employees use accrued sick time when they are absent for a whole workday. The Fair Labor Standards Act defines exempt employees.

6) Employee may carry over up to 40 hours of unused sick time from one year to the next, but is limited to using no more than 40 hours of sick time in a year.

7) Employee will not be paid for unused accrued sick time upon termination, resignation, retirement or other separation from employment.

8) Employer may not require an employee to:

- a) Find a replacement worker as a condition for the use of sick time
- b) Work an alternate shift to make up for the use of sick time

9) Upon mutual consent by the employee and employer, an employee may work additional hours to compensate for hours during which the employee was absent from work without using accrued sick time for the hours missed. However, the employer may not require the employee to work additional hours. If the employee works

additional hours the employer must comply with any applicable federal or state laws regarding overtime pay.

10) Employer shall restore previously accrued unused sick time to an employee who is reemployed within 180 days of separation from employment. This also applies to employees who left before their 91st day of employment.

11) Employee may use sick time earned:

- a) For employee's or family member's illness, injury, medical treatment, etc.
- b) To donate accrued sick time to another employee if the other employee uses the donated sick time for employee's or family member's illness, injury, medical treatment, etc.
- c) In the event of a public health emergency or quarantine which prevents employee from reporting to work.

12) If the need to use sick time is foreseeable, employee should give advance notice to supervisor, and should make a reasonable attempt to schedule the use of sick time in a manner that does not disrupt the operations of employer.

13) If the need to use sick time is unforeseeable, the employee should provide notice to the supervisor as soon as practicable.

14) If employee takes sick time without providing prior notice, medical verification shall be provided to the employer within 15 calendar days after the employer requests the verification. The employer shall pay any reasonable costs for employee obtaining such verification, including lost wages while obtaining the verification.

15) If employee takes more than three consecutive workdays of sick time for reasons specified in 11 above, employer requires the employee to provide verification from a health care provider of the need for sick leave.

16) Employer may not require that the verification explain the nature or details of conditions that necessitated the use of sick time.

17) If an employer suspects that an employee is abusing sick time, including engaging in a pattern of abuse, employer may require verification from a health care provider of the need of the employee to use sick time, regardless of whether the employee has used sick time for more than three consecutive days. "Pattern of abuse" includes, but is not limited to, repeated use of unscheduled sick time on or adjacent to weekends or holidays.

18) Employees shall report used sick time on their monthly time sheets, which must be signed by the supervisor.

19) Employer shall provide written notification at least quarterly to each employee of the amount of accrued and unused sick time available for use by the employee.

20) Employer shall treat as confidential the health information of an employee related to sick time, which may not be released without the permission of the employee.

21) It is unlawful practice for employer to:

- a) Deny, interfere with, restrain or fail to pay for sick time to which an employee is entitled.
- b) Retaliate or in any way discriminate against an employee because employee inquired about or submitted a request for sick time.
- c) Include verified sick time absences in an adverse employment action against an employee.

5.3 Bereavement Leave

All employees who suffer a death in their immediate family are entitled to up to three days of bereavement leave to be compensated at their normal rate of pay. UUFCA uses the Oregon Family Leave Act as its reference for definition of immediate family: child, spouse/partner, parent, grandparent, grandchild, parent-in-law, same-gender domestic partner, parent or child of same-gender domestic partner.

5.4 Holidays

The following paid holidays are observed each year:

- New Year’s Day
- Martin Luther King Jr. Day
- President’s Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- The workweek that falls between Christmas and New Years

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

Veterans Day – UUFSCO will provide unpaid time off for Veterans Day if an employee would otherwise be required to work on that day and if the employee provides: (a) at least two weeks’ written notice to the Minister that he or she intends to take time off for Veterans Day; and (b) documents showing that he or she is a veteran. To take this leave, the veteran must have served on active duty in the armed forces for at least six months and received an honorable discharge. If the individual served in a reserve or National Guard unit, the employee is not qualified for leave unless he or she was deployed or served on active duty for at least six months. The Organization will notify the employee, at least 10 days before Veterans Day, whether he or she will receive time off for Veterans Day. If the Organization determines that providing time off on this holiday would cause significant economic or operational disruption or undue hardship, the request will be denied, but the Organization will allow the worker to take a single day off within one year of Veterans Day.

Employees who regularly work more than 20 hours (0.5 FTE) are eligible for paid holidays and will be paid the number of hours per day according to the chart below:

Employee FTE Classification	Number of Hours per Paid Holiday
1.0	8
.75	6
.5	4

5.5 Jury Duty Leave

UUFSCO recognizes the occasional civic obligation of our employees to serve of juries. We will continue to pay the wages of employees on jury duty for up to three days of service, and those employees are in turn obligated to turn over to UUFSCO any reimbursement provided by the court, including mileage cost reimbursement.

When an employee receives a summons for jury duty, he/she should immediately provide a copy to the Minister.

## 5.6 Military Leave

Employees who serve in the armed forces will be granted leave of absence is called to duty, and will be reinstated in accordance with applicable state and federal laws and regulations. For more information, contact the Minister.

## Section 6 – Other Employer Policies

### 6.1 Employees as Members of UUFCO

An employee may become a member of UUFCO; this involves:

Attending a Path to Membership class series or scheduling an individual conversation with the Minister.

Engaging in an ongoing spiritual practice Making an annual monetary contribution (and/or pledge) of any amount to UUFCO with your name clearly attributed Signing our membership book Becoming involved in the ongoing energetic creation of our congregational community

An employee who is a member of UUFCO cannot be on the Board or committees of the Board nor on the Shared Ministries Committee. (Policy approved by UUFCO Board on November 13, 2013, updated Oct 13 2016)

### 6.2 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.

### 6.3 Confidentiality

Employees may have access to confidential information about UUFCO, including but not limited to information about members, other congregants, or staff members. Such information must remain confidential and may not be released, removed from the UUFCO'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 the Minister.



## 6.4 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. Employees should report any lost items to the Administrator so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to the Lost and Found box, unless the item is a valuable (cash, wallet, jewelry, etc.), in which case it should be immediately turned into the Administrator.

## 6.5 Media Inquiries

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

## 6.6 Signed Acknowledgement of Receipt of Employee Handbook

The hiring supervisor will present the employee with an up-to-date copy of the Personnel Policy Manual, have the employee sign the acknowledgement page in the back of the manual, and submit that signed page to the Minister for inclusion in the employee's file. Supervisors will also obtain signed acknowledgements from employees whenever a revised UUFCA Personnel Policy Manual is distributed.

## **Section 7 – Work Performance**

### 7.1 Initial Review Period

New employees and employees who are transferred to another position may be required to complete an initial review period of ninety days, but which may be shortened or lengthened at UUFCA's discretion. Upon completion of this period, the employee will be considered a regular employee. Satisfactory completion of the initial review 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 UUFCA.

## 7.2 Annual Performance Reviews

In general, employees will receive a performance evaluation written by the supervisor each year in May that will be maintained in the Employee's permanent personnel file. These evaluations will be reviewed by the Personnel Committee. 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 personal conduct.

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

## Section 8 – Discipline and Standards of Conduct

### 8.1 Grounds for Disciplinary Action

At-Will Employment Status and Termination: UUFCA is an at-will employer and reserves the right to terminate an employee at any time for any or no reason, with or without cause or notice, just as an employee has the right to terminate employment with the company at any time for any or no reason with or without cause or notice. **ALTHOUGH OTHER TERMS AND CONDITIONS OF EMPLOYMENT MAY CHANGE, THIS AT-WILL EMPLOYMENT RELATIONSHIP WILL REMAIN IN EFFECT THROUGHOUT EMPLOYMENT WITH THE COMPANY UNLESS IS IT SPECIFICALLY MODIFIED BY AN AFFIRMATIVE VOTE OF THE BOARD OF TRUSTEES. THIS AT-WILL EMPLOYMENT RELATIONSHIP MAY NOT BE MODIFIED BY ANY ORAL OR IMPLIED AGREEMENT OR BY ANY PERSON, STATEMENT, ACT, SERIES OF EVENTS, OR PATTERN OF CONDUCT. THIS SECTION ABOUT THE AT-WILL NATURE OF EMPLOYMENT AT UUFCA CONSTITUTES THE COMPLETE STATEMENT REGARDING THE SUBJECT.**

Elements of Employee Discipline: A goal of employee discipline is to develop and maintain long-term, successful employees. One aspect of employee discipline is to emphasize counseling and focus on communicating an expectation of change and improvement when problems occur.

Nothing herein is intended to diminish UUFCA's right to control its work force but rather an explanation of a preferred method of dealing with disciplinary or performance problems. UUFCA expressly reserves the right to determine the method of proceeding in each individual case.

Each option other than termination is designed to explore, on a case by case basis, a performance or behavior problem and determine what needs to be done. Factors such as employee training, abilities, job requirements, and overall record, as well as UUFSCO procedures and policies, should be considered when analyzing a performance plan. In considering employee discipline, the Minister has discretion to consider the following options or can recommend termination to Board of Trustees as an appropriate course of action:

Oral Reminder. A private, documented conversation between employee and Minister aimed at correcting performance; primarily a counseling session; the goal is to make certain that the employee understands that his or her behavior or performance is creating a problem and to help the employee produce the desired change.

Written Reminder. A second documented conversation between employee and Minister about the need to correct a behavior or performance problem; generally, includes a time frame for ongoing performance monitoring.

Final Warning. Final documented conversation between employee and Minister regarding any performance related issue; may be issued immediately for first time serious infractions; a Performance Improvement Plan may be required for ongoing employment; employee may be placed back on a probationary period.

A disciplinary problem may be minor or serious or major in nature and may involve a performance, attendance or behavior problem. Depending on UUFSCO's interpretation of the "seriousness" of the problem, any of the above options may be implemented or, if warranted in the opinion of the Minister and an affirmative vote of the Board of Trustees, the employee may be terminated.

## 8.2 Professional Conduct

Employees are expected to adhere to business principles in matters of personal and business conduct, to accept responsibility for the appropriateness of their own conduct and to exhibit a high degree of personal integrity at all times. Employees should wear name badges while on the premises on Sunday mornings to identify themselves as staff.

It is impossible to list all forms of conduct that might be considered inappropriate. Certain behavior (such as theft, fighting, insubordination, falsification of records, bribery, and threats of violence) is clearly unacceptable at any time in any work place. Other conduct (such as failure to cooperate with other employees, harassing or

intimidating others, and rudeness to co-workers, congregants, or visitors), while often subtler, is equally unacceptable.

UUFCO expects all employees to observe the highest standards of professionalism at all times, to comply with all laws applicable to UUFCO business wherever conducted and to treat others with dignity and respect.

Standards of Conduct: Prohibited Conduct: The following list of prohibited conduct is illustrative only. Other types of conduct detrimental to security, personal safety, employee or congregant welfare, and UUFCO interests may also be prohibited.

- Falsification of employment records, employment information, work time, or any other UUFCO record or allowing any other employee to record your work time or falsify UUFCO records.
- Theft of, or deliberate or careless damage to, any UUFCO, employee or congregant property.
- Provoking a fight, fighting, or causing, creating or participating in a disruption of any kind during work hours or on UUFCO property.
- Carrying firearms or any other dangerous weapon onto UUFCO property at any time.
- Insubordination, including but not limited to failure or refusal to obey the lawful orders or instructions of a supervisor or the use of abusive or threatening language towards a supervisor.
- Using abusive language at any time on UUFCO property.
- Failure to notify a supervisor when unable to report to work, unreported absence of three consecutive scheduled work days or excessive tardiness.
- Failure to obtain permission to leave work for any reason during normal working hours.
- Abuse of paid or unpaid sick leave.
- Failure to provide a physician's certificate when requested to do so.
- Sleeping on the job.
- Making or accepting excessive personal telephone calls while on duty.
- Working overtime or over authorized hours without authorization to do so.
- Wearing extreme, unprofessional, or inappropriate styles of dress while working.
- Violation of any safety, health, security or UUFCO policy, rule, or procedure.
- Committing a fraudulent act or breach of trust.
- Using or possessing illegal drugs on UUFCO property.

### 8.3 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 UUFCO, 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 UUFCO.

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 UUFCO. Please see the UUFCO “Conflict of Interest Policy” for more information. Employees who have questions about whether an activity violates this policy should discuss the matter with the Minister or Personnel Committee Chairperson.

## **Section 9 – Employee Health and Safety**

### 9.1 Workplace Safety

The safety of employees, as well as congregants 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 the first aid kit.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the Building Superintendent, Administrator, or Minister. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Minister, or if that person is not available, to the Board President. In the event of a fire or other emergency, the fire department and/or police should be called immediately, and all staff and members of the congregation should leave the premises.

### 9.2 Workplace Threats and Violence

Employees are a key part of UUFCO’s efforts to provide a workplace that is as safe as possible for everyone.

UUFCO prohibits any violent, threatening, or intimidating behavior by employees, including any unlawful harassment on the basis of protected classifications such as race, religion, or gender.

Employees who witness such behavior are required to report it to the Minister, Board President, or Personnel Committee Chairperson. Reports of violent, threatening, or intimidating behavior, as well as any unlawful harassment, will be thoroughly and promptly investigated.

Employees found to have engaged in violent, threatening or intimidating behavior or any unlawful harassment are subject to disciplinary action up to and including immediate termination.

If you have any concerns regarding your workplace safety, or the safety of other team member or congregants, please contact the Minister immediately.

### 9.3 Emergency Procedures

In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Once the building has been evacuated, only a supervisor may authorize employees to reenter.

## **Section 10 - Employee Benefits**

The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through UUFSCO. This summary is not intended to and does not create an express or implied contract, promise or representation between UUFSCO and the employee. These benefits are subject to change at any time in the discretion of UUFSCO. 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 Minister or the Personnel Committee Chairperson.

### 10.1 Health Insurance

Employees who work 750 hours (.36 FTE) or more per year are offered the option of purchasing health insurance by enrolling in the group plan sponsored by the UUA; UUFSCO will pay the premium and deduct the cost of the premium from the employee's check. When the employee reaches .5 FTE UUFSCO will pay the premium and deduct 50% of the UUA premium cost from employee's paycheck; when employee reaches 1 FTE, UUFSCO will deduct 20% of the UUA premium cost from employee's paycheck.

## 10.2 Dental Insurance

Employees who work 750 hours (.36 FTE) or more per year are offered the option of purchasing dental insurance by enrolling in the group plan sponsored by the UUA; UUFCO will pay the premium and deduct the cost of the premium from the employee's check. When the employee reaches .5 FTE UUFCO will pay the premium and deduct 50% of the UUA premium cost from employee's paycheck; when employee reaches 1 FTE, UUFCO will deduct 20% of the UUA premium cost from employee's paycheck. Although spouses, domestic partners, and families are eligible for enrollment in the UUA dental plan, UUFCO will only reimburse the premium for employees.

## 10.3 Term Life / AD&D Insurance

Employees who work 750 hours (.36 FTE) or more per year are offered the option of purchasing term life / AD&D insurance by enrolling in the plan sponsored by the UUA. See the FAQ sheet on Term Life / AD&D Insurance for more information.

## 10.4 Retirement Plan

Employees who work half-time or more (1,040 hours or more per year) are eligible for Retirement Benefits. The Unitarian Universalist Association (UUA) maintains a defined contribution retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, the Employer contributes a percentage of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis. Before an employee can become a participant, there are certain eligibility requirements that must be met. These requirements and other provisions are provided to all eligible employees, and this material should be reviewed carefully. For more detailed information, go to <http://www.uua.org/careers/compensation/retirement/index.shtml>, scroll down and click on "Summary Plan Description (SPD)." Questions may be discussed with the Bookkeeper or with the appropriate staff members at the UUA.

## 10.5 Workers' Compensation

UUFCO 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 Minister. If you are unable to contact the Minister for any reason, you must contact the Personnel Committee chairperson or the Board President. If you are on leave due to an on-the-job injury and then receive medical clearance to return to full or partial duty, you must supply a copy of the release to the Minister within seven days from the date of release, extend for mailing by three days for Oregon residents and seven days for non-residents.

## 10.6 Disability Coverage

Employees who work 750 hours (.36 FTE) or more per year are offered the option of purchasing short or long term disability insurance by enrolling in the plan sponsored by the UUA. See the FAQ sheet on Short and Long Term Disability Insurance for more information.

## **Section 11 – Addendum to Personnel Policy Manuel**

### 11.1 UUFCO Mission Statement

Unitarian Universalists of Central Oregon: seeking meaning, celebrating life, and serving the spirit of love and justice in our world.

### 11.2 UUFCO Motto

Diverse Beliefs, One Fellowship

### 11.3 Welcoming Congregation

This is a voluntary program for UU congregations who have gone through deliberate steps to be intentionally inclusive of gay, lesbian, bisexual, and transgender people.

We intentionally welcome a diversity of ages, sexual orientations, races, gender identities, classes, abilities, theologies and religious heritages. All people and families are welcome here.

### 11.4 Seven Principles of Unitarian Universalism

We, the member congregations of the Unitarian Universalist Association covenant to affirm and promote:



1. The inherent worth and dignity of every person;
2. Justice, equity and compassion in human relations;
3. Acceptance of one another and encouragement to spiritual growth in our congregations;
4. A free and responsible search for truth and meaning;
5. The right of conscience and the use of the democratic process within our congregations and in society at large;
6. The goal of world community with peace, liberty, and justice for all;
7. Respect for the interdependent web of all existence of which we are a part.

For an in-depth discussion of each Principle go to:

<http://www.uua.org/beliefs/principles/>

Acknowledgement of Receipt for Employee Handbook  
(Employee Copy – Keep with handbook)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook.

I understand that the Handbook is intended to provide me with a general overview of UUFSCO's policies and procedures. I acknowledge that nothing in this Handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I UNDERSTAND AND ACCEPT THAT MY EMPLOYMENT WITH UUFSCO IS AT-WILL. I have the right to resign at any time with or without cause, just as UUFSCO may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that my at-will employment cannot be altered by any verbal statement or alleged verbal agreement made by company personnel. It can only be changed by a legally binding, written contract covering employment status approved by the UUFSCO Board of Trustees.

I acknowledge that UUFSCO may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this Handbook or elsewhere, in whole or in part, with or without notice at any time, at UUFSCO's sole discretion.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(UUFSCO Representative)

Acknowledgement of Receipt for Employee Handbook  
(Employer Copy – Detach and retain for records)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook.

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\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(UUFSCO Representative)