

RESOLUTION NO. 2019-04

UNITARIAN UNIVERSALIST FELLOWSHIP OF CENTRAL OREGON

A Resolution to reaffirm the majority of the employee handbook and update line items

The Unitarian Universalist Fellowship of Central Oregon (UUFCO) makes the following findings:

- A. Board policy requires the periodic review and approval board policy, including those included in the employee handbook.
- B. The majority of the handbook does not need revision.
- C. A few of the sections do require changes in language, updating, or other changes.
- D. We need to add a line item for our new background check procedures.

Therefore the UUFCO Board resolves as follows:

- 1. To approve all the unchanged policies as written.
- 2. To approve highlighted text making the following changes.
 - New revision date and date the revisions become effective.
 - Change all instances of manual to handbook.
 - Add genetic material equal opportunity list.
 - Adjust verbiage to the current standard Minister, Administrator, et cetera.
 - Clarification that paydays are regular.
 - New text about an employee's right to inspect their own pay and time records.
 - Title change from leave time to Paid Time Off (PTO).
 - Clarification that unused PTO would be unpaid.
 - Clarification that 80 hours is the maximum one can accrue.
 - Removal of all instances of Shared Ministry Committee.
 - Clarification that member employees may not be on the Endowment or Leadership Development committees.
 - Clarification the UUFCO only reimburses for the employee not all eligible.
 - Added section on Employee Assistance Program

The following text shall be adopted.

See Revised Handbook.

This resolution takes effect immediately upon approval by the board. The Handbook goes into effect August 1 if unanimously approved.

Date of first majority board vote: _____ (Date)

Date of 2nd majority board vote, or first unanimous vote: _____ (Date)

BOARD APPROVAL AND ADOPTION: _____ (Date)

NAME

Board President

Adoption and date attested by:

NAME

Board Secretary