



Channing Memorial Church

Unitarian Universalist

Newport, Rhode Island

Personnel Management Manual

May 2008

Approved by the Governing Board of Channing Memorial Church at its regular meeting on 13 May 2008.

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T. R. Beall

President of Channing Memorial Church

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I. ORGANIZATION OVERVIEW

A. STATEMENT OF PURPOSE

We have prepared this Personnel Manual to assist you in understanding some of the policies and procedures of **Channing Memorial Church of Newport, Rhode Island** (referred to herein as "the Congregation"). Employees should familiarize themselves with the Manual, as it will provide answers to some questions you may have about your employment. Nothing in this Manual or in any other written or unwritten policies and practices of the Congregation creates an express or implied contract, promise or representation between the Congregation and any employee.

The Congregation's policies generally will be applied consistently. However, the Congregation reserves the right to deviate from normal policy in certain situations. Since every employment situation cannot be anticipated, this Manual provides a general overview only.

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

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. ***This Manual does not apply to ordained ministers(s) called by vote of the Congregation.*** Employment "at-will" means that an employee or the Congregation may terminate the employment relationship at any time for any reason, with or without notice.

This Manual supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of this Manual 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 this Manual, or if you need more information, please ask the officer designated by the Governing Board to have oversight of staff and employment matters. Your comments and suggestions are genuinely encouraged.

B. HISTORY, MISSION, AND VISION OF CHANNING MEMORIAL CHURCH

History.

The first Unitarian society in Newport was formed at a meeting held on the evening of October 24, 1835, at the home of William Ellery on the corner of Clarke Street and the Parade, which is now called Washington Square. Mr. Ellery was the son of William Ellery, a signer of the Declaration of Independence. The ten men who met were determined to provide an alternative to "stern and appalling theology" and "religions of show" and to reinforce the principle of religious freedom upon which Newport was founded. They moved quickly: received a charter from the state in January, 1836, as the Unitarian Congregational Church of Newport; established a Sunday school; and purchased the old Hopkins Meeting House on Mill Street (now

the Knights of Columbus Home), which had been left empty by the union of its Calvinist parish with the First Congregational Church. Less than a year later, the society was ready for the dedication of the church. It invited the Rev. William Ellery Channing to the ceremony and, despite his ill health, he gave the dedication lecture, entitled "Christian Worship", on July 27, 1836.

The society's first full-time minister, the Rev. Charles T. Brooks, was called in 1837. Dr. Brooks' ministry spanned the next 40 years, during which time the society grew as the city of Newport grew. He was replaced after his retirement by the Rev. J. C. Kimball, who was succeeded five years later by the Rev. M. K. Schermerhorn. In 1879, Dr. Schermerhorn conceived the idea of a memorial to the illustrious Dr. Channing, whose centenary would be the following year. He decided upon the ambitious project of a new church building and set out with great vigor to accomplish that purpose. He raised subscriptions in this country and in England, where he spoke in the Crystal Palace and at individual Unitarian meetings, to raise the needed sum of \$50,000. The society purchased property on Pelham Street across from the Old Stone Mill in Touro Park. The lot contained a cottage which was later moved to the rear to be used for church activities. The entire amount was raised, although the final \$2,000 arrived from a private last-minute source on the very day of the centennial and ground breaking ceremonies.

The building (called the Sanctuary) was constructed in little more than a year, built of pink stone from Lyme, Ct. (unlike the gray foreseen by Governor Van Zandt) and was dedicated October 19, 1881. In its new building, the Unitarian society became a forceful religious and cultural center for the Newport community. Its activities were well attended, particularly the Unity Club, formed for "the furtherance of social, intellectual and moral interests of its members, and to do what it can for the larger community." The members performed plays, readings and musical events which were attended by the public, sponsored essay contests, and heard such speakers as Matthew Arnold and Herbert Spencer. The Sunday school remained strong and other societies, ladies, young people, laymen, provided interest for members of the congregation and the community.

Channing has had its share of great and average ministers, each with his / her own interests ranging from spiritual and intellectual to political and social. Dr. Wendte, who succeeded Dr. Schermerhorn, gave lectures on the lives of great composers, with accompanying music; the Rev. William Safford Jones was an eloquent speaker and popular in Newport society; the Rev. John C. Agnew was a State Representative and it was during his pastorate that the congregation voted to merge with the Universalists. Rev. Philip M. Larson, was involved in social action in the community and gave long hours of his time for individual counseling for people in the community as well as in the church family. Our current minister, Rev. Amy Bowden Freedman has greatly expanded the church's programs while strengthening and expanding its role as an advocate for social justice in the community.

The building has remained essentially the same for nearly 100 years. A statue of Dr. Channing, arms upraised, now faces the entrance from the park across the street. Memorial windows, including the "Parable of the Sower" given by Channing descendants, have been added and renovations in 1959 included the lowering of part of the ceiling for acoustical purposes, new lights to replace old gas fixtures, and new pipes to refurbish the original organ. The pulpit from

which Dr. Channing preached in the Hopkins Meeting House has been placed near the front of the church and his gown in the minister's study.

In 1968, the corporation purchased the twenty room house next to the church. It contains a library, administrative office, meeting room (for approximately 20 people), Minister's office, the Director of Religious Education's office, and kitchen as well as two rented apartments. The Sanctuary, the Parish House, which is the original cottage, and Channing House provide meeting places for religious and social groups and other community purposes.

Mission.

Channing's mission is articulated in the Seven Principles of Unitarian Universalism and in the Congregation's Four Purposes. The Four Purposes can be thought of as what the Congregation must do to uphold the Seven Principles and to achieve its vision.

The Seven Principles of Unitarian Universalism:	The Four Purposes of Channing Memorial Church
<p>We affirm and promote:</p> <ol style="list-style-type: none"> 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. 	<p>To accept and honor free expression of religious beliefs.</p> <p>To celebrate who we are and how we differ.</p> <p>To encourage spiritual growth.</p> <p>To be a caring church family that works together to make the world a better place.</p>

Vision.

Channing's vision is an expression of the aspirations of the church community. The vision informs the goals the Minister, Staff, and Governing Board establish and seek to achieve each year.



Our Vision Statement

Believing that the true expression of our religion is the way we live our lives –

We, the members and friends of Channing Memorial Church, commit to use our diverse gifts in shared ministry as a catalyst for:

- Creating a wellspring of caring and compassion within a vital and inspirational community of all ages that values individuals throughout their lives,**
- Spiritual growth and intellectual exchange,**
- The honest and responsible use of the democratic process,**
- Stewardship of our historic sacred spaces,**
- Peace, justice, and respect for all people and our planet,**
- Positive change within our community and the world.**

C. EMPLOYMENT PHILOSOPHY

Our philosophy of employment is simple:

1. We seek talented men and women to assist our Congregation by bringing to bear their talents, gifts, and zeal to help us accomplish our mission and achieve our vision.
2. Our criterion for employment is founded on seeking persons of skill and integrity whom we can entrust to perform their jobs independently and professionally.
3. Consistent with the principles of our church, we will hire the best qualified men and women without regard to race, color, religion, sex, sexual orientation, national origin, age, disability or any other classification protected by law.

4. We will strive to compensate our employees fairly, consistent with guidelines established by the Unitarian Universalist Organization of Congregations (UUA).

D. STAFF MANAGEMENT RESPONSIBILITY

The Governing Board (acting for the Congregation and as constituted in the church's by-laws) exercises collective responsibility for management of all church employees to include, establishing policies, hiring, termination, and setting of compensation and benefits. The Governing Board will designate one of its members (normally one of the Officers or a Trustee) to be "Staff Management Officer." This officer will be empowered to

- Sign all contracts and other correspondence pertaining to staff management.
- Act as first point of contact for all complaints and grievances filed by the staff.
- Schedule and moderate annual staff performance reviews.
- Develop in conjunction with applicable officers / committee chairs recommended changes to employee job descriptions, submitting them for approval to the Governing Board.
- Make recommendations to the Governing Board regarding changes to compensation and benefits.

The church officer or chair of each committee that works most closely with each staff member shall assist the Staff Management Officer in carrying out his / her responsibilities to include: (1) participating in annual performance reviews and other performance meetings, (2) making recommendations for increases in staff, compensation, hours, etc. to support the work of the church, (3) coordinating with the applicable employee regarding Congregation support to the employee in completion of the employee's work (to include volunteer support), and (4) coordinating with the Staff Management Officer any changes to employee job descriptions. Officers and chairs most closely associated with staff include:

- President / Vice President: Church Administrator
- Property Committee Chair: Sexton
- Music Chair / Choir Liaison: Music Director
- Religious Education Chair: Director of Religious Education

II. GENERAL STAFF MANAGEMENT POLICIES

These policies apply to all employees and those hired as 1099 independent contractors.

A. EQUAL EMPLOYMENT OPPORTUNITY

The Congregation affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with all federal, state and local laws and without regard to race, color, religion, sex, sexual orientation, national origin, age, disability or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy.

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

B. SEXUAL HARASSMENT

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite genders. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual.
- The conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

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

- Repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events.
- Any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature.
- Unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated.
- The deliberate use of offensive or demeaning terms which have a sexual connotation.
- Inappropriate remarks of a sexual nature.

Any employee who believes he or she has been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to the Staff Management Officer. If the report or complaint involves that officer, or if that officer is unavailable, the individual receiving the report or complaint should immediately report it to the President, Vice President, or chair of the committee with which the employee is most closely associated.

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

Retaliation or reprisal against employees who report sexual harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

C. HARASSMENT

The Congregation prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation or any other classification protected by law, and that:

- Has the purpose or effect of unreasonably interfering with an individual's work performance.
- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
- Otherwise adversely affects an individual's employment opportunities.

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

- Epithets or slurs.
- Threatening or intimidating acts.
- Written or graphic material.
- Written, verbal or physical acts that purport to be jokes or pranks.

Any employee who believes he or she has been harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to the Staff Management Officer. If the report or complaint involves that officer, or if that officer is unavailable, the individual making the report or complaint should immediately report it to the President, Vice President, or chair of the committee with which the employee is most closely associated.

Every complaint or report of harassment will be promptly investigated. If the investigation indicates that an act of harassment has occurred, timely and appropriate action will be taken. Retaliation or reprisal against employees who report harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

D. RESOLUTION OF EMPLOYEE COMPLAINTS

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

1. The employee should present any complaint or grievance to his / her supervisor (if applicable) and together discuss the problem, applicable rules or policies, and possible resolution.

2. 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 Staff Management Officer who shall gather the evidence necessary to complete an investigation.

3. The Staff Management Officer may interview the employee or appoint an ad hoc committee to advise him/her. The Staff Management Officer shall then recommend a resolution of the problem to the supervisor and employee.

4. If the Staff Management Officer's recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the Governing Board. The resolution recommended by the Board will be binding upon the Congregation and employee.

E. INTERNET POLICY

The Congregation provides Internet access (including e-mail) to selected staff members to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on the Congregation's computer system are the property of the Congregation and may be accessed only by authorized personnel.

Inappropriate Internet use includes, but is not limited to:

- Transmitting obscene, harassing, offensive or unprofessional messages.
- 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.
- Transmitting any of the Congregation's confidential or proprietary information, including member/friend data or other materials covered by the Congregation's confidentiality policy.

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

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

Only authorized staff members may communicate on the Internet on behalf of the Congregation. Employees may not express opinions or personal views that could be misconstrued as being those of the Congregation. 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.

F. MEDIA INQUIRIES

All requests for information about the Congregation from newspapers, television and radio media should be directed to the Minister or President of the Congregation. 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?”*

G. CONFIDENTIALITY

Employees may have access to confidential information about the Congregation, 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 Congregation’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 Staff Management Officer.

H. CONFLICTS OF INTEREST

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

Employees shall not engage in any business 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 Congregation. Employees who have questions about whether an activity violates this policy should discuss the matter with the Staff Management Officer.

I. 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. Activities that may constitute a conflict include use of the Congregation’s time, facilities, equipment or supplies, or the use of the title, prestige or influence of the Congregation for private gain or advantage.

An employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the employee's performance of his / her duties; reflect discredit on the Congregation; or tend to increase the Congregation's payments for leave or benefits. Collateral employment should not result in outside telephone calls while on duty for the congregation.

J. EMPLOYMENT OF RELATIVES AND MEMBERS

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.

K. PERFORMANCE EVALUATION

All employees will receive a formal performance evaluation once each year, normally in the month of September. The results of the evaluation will be maintained by the Staff Management Officer 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 personal conduct.

Performance evaluations will be scheduled and performed by the Staff Management Officer as follows:

- The Staff Management Officer will coordinate with the officer or committee chair who works most closely with the employee (see paragraph. I.D above) and the employee himself / herself to schedule a mutually agreeable time for the review.
- One week prior to the review, the employee will complete and submit to the Staff Management Officer a written form setting forth:
 1. Job description as the employee understands it.
 2. Accomplishments during the previous year.
 3. Goals for the upcoming year.
 4. Issues of concern.
 5. Suggestions and recommendations to the church leadership.
- At the time scheduled for the review, the Staff Management Officer, church officer / chair who works most closely with the employee, others as designated by the Staff Management Officer, and the employee will review the employee's submission and provide feedback on how the church can support the employee's goals, church goals for the coming year, employee strengths and weaknesses in the areas set forth above and any suggestions for mutual improvement of work or the working relationship. The employee's written submission and formal notes from the review meeting will be signed by all participants in the review and will be kept on file by the Staff Management Officer.

L. PERSONNEL RECORD

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

- Address and telephone number.
- Marital status (including legal separation).
- Legal change in employee's name.
- Dependents.
- Changes in beneficiaries (if applicable).
- Person to notify in case of emergency.
- Any relevant changes in licensing or education.

M. 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. All scheduled absences must be approved in advance by the Staff Management Officer. Employees who are unable to report to work at their scheduled time must call the Staff Management Officer as soon as possible to report the absence and the expected time of return to work. Employees must call in each day they are absent, unless otherwise authorized by their supervisor.

Unscheduled absences (such as returning late from lunch or leaving work before the end of the workday) must be approved by the employee's supervisor. If the employee expects to be absent the following day, he or she should inform the supervisor of that fact at the same time.

Any employee who fails to report to work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.

N. WORK AND DISCIPLINARY GUIDELINES

Certain guidelines must be observed by all employees to protect the integrity of the Congregation. Violations may result in disciplinary measures including verbal warnings, written warnings or termination.

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

- Failure to perform work in a manner acceptable to the Congregation.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment described in this manual.
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on Church premises (including meal and other breaks).
- Unauthorized possession of weapons.
- Disclosure of confidential information.
- Smoking in unauthorized areas.
- Failure to report-on-the job injuries.

- Working another job while absent.
- 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).
- Discourteous treatment of others.
- Taking church property without paying for it or without written permission.
- Reckless, careless or unauthorized use of church property, equipment or materials.
- Improper or profane language.
- Violation of any other church policy.

O. SEPARATION FROM EMPLOYMENT

Employees who resign are requested to give at least four weeks' written notice in order for the Congregation to find a suitable replacement.

Any employee who is absent for three consecutive days without notifying his or her the Staff Management Officer, 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.

P. 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 the first aid kit.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the Staff Management Officer. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Staff Management Officer. 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.

Q. PERSONAL PROPERTY

The Congregation cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on church property. Employees should report any lost items to the Staff Management Officer 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 Staff Management Officer.

R. WORKPLACE THREATS AND VIOLENCE

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

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on church property may be removed and will remain off church property pending the outcome of an investigation. If the Congregation determines that a violation of this policy has occurred, the Congregation may take appropriate disciplinary action that may include, but is not limited to, suspension and/or termination of employment, and/or legal action as appropriate.

All employees shall inform the Staff Management Officer of any behavior which they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or is connected to employment.

S. PROFESSIONAL BEHAVIOR

Employees should maintain a professional attitude and appearance that is appropriate to their position and the Congregation. Personal mail and non-essential telephone calls at work are discouraged.

T. INSPECTION RIGHTS

Churches, like other organizations, are sometimes the victims of thieves. The church has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees, however, the church 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, the Congregation reserves the right to open and inspect any desk, file cabinet, storage closet or storage area at any time and without prior notice or consent. Employees may not use personal locks on church owned desks, cabinets, closets or storage areas.

U. 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. 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. The church reserves the right to request a local police background investigation for anyone applying for employment.

III. WAGE AND HOUR ADMINISTRATION

These policies apply to all employees except 1099 individual contractors (see below) who, provided they render the service provided for in their contracts, set their own hours and leave schedules and provide their own insurance and benefits.

A. EMPLOYMENT CLASSIFICATIONS

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are assigned and by their regular work schedules. Channing Memorial Church will normally employ persons under one of the following categories:

1. *Full-time exempt employees* are those who are paid a salary vice an hourly wage (and are therefore exempt from minimum wage and overtime statutes) and who work 40 or more hours per week.
2. *Part-time exempt employees* are those who are paid a salary vice an hourly wage (and are therefore exempt from minimum wage and overtime statutes) but who work less than 40 hours per week.
3. *Non-exempt employees* are paid by the hour (regardless of the number of hours worked) and are subject to minimum wage and overtime compensation statutes.
4. *1099 individuals* are paid for services rendered as independent contractors.

B. HOURS OF WORK

A normal, full-time work week consists of 40 working hours. Normal office hours are Monday through Friday from 9 a.m. to 1 p.m. Individual work schedules may change from time to time. Attendance at meetings at the request of the Staff Management Officer or the officer / committee chair with whom the employee works will be considered time worked. Employees are expected to attend any staff retreats or off-site events to which are part of their employment.

C. TIMEKEEPING AND OVERTIME

Non-exempt employees should submit a record of their time worked at the end of each work week. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Where required by applicable law, overtime will be paid to non-exempt employees at the rate of one and one-half times the regular rate of pay for all hours worked in excess of four work hours. Holiday, vacation and sick leaves are not counted for purposes of overtime compensation. Employees should not work overtime without authorization in advance.

D. PAY ADJUSTMENTS AND PAYROLL DEDUCTIONS

Cost of living adjustments to pay will be considered for all employees each year and any adjustments will normally begin at the beginning of the fiscal year (July 1st). Additional adjustments warranted by individual performance, change in job responsibilities, and other appropriate factors will be considered each year by the Governing Board upon recommendation of the Staff Management Officer. Since staff pay is part of the annual operating budget, approval is subject to vote (in conjunction with the annual operating budget) by the Congregation. As such, there is no guarantee of an annual pay adjustment.

Deductions made from employees' wages are reflected on the stubs of their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare for all employees paid on form W-2 but not for 1099 contractors. 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 the Staff Management Officer of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

IV. 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 the Congregation. This summary is not intended to and does not create an express or implied contract, promise or representation between the Congregation and the employee. These benefits are subject to change at any time at the discretion of the Governing Board unless specifically set forth in a signed contract between the employee and the church. Any questions about employee benefits should be directed to the Staff Management Officer.

A. HEALTH BENEFITS, WORKER'S COMPENSATION, AND RETIREMENT BENEFITS

To the extent made possible by the church's operating budget, exempt employees working 30 or more hours weekly will be eligible for insurance and other benefits packages offered through the Congregation. Worker's compensation insurance will be provided for all employees in accordance with Rhode Island statute. Specific benefits to be provided will be set forth in each employee's employment contract.

Employees working 1000 or more hours per calendar year may be eligible for enrollment in the Unitarian Universalist Organizations Retirement Plan, a 401(a) qualified plan managed by Fidelity Investments into which employer-congregations make the initial contributions on behalf of their employees. Specific eligibility will be established in each employee's employment contract. Contact the Staff Management Officer if interested for more details.

B. VACATION

Eligibility for paid vacation will be set forth in the employee's employment contract. Whether taking paid or non-paid vacation, the employee will inform the Staff Management Officer and will coordinate with the officer or committee chair he / she most closely works with (see paragraph I.D above) as to the dates so that volunteer support may be put in place in sufficient time to cover the vacation period.

C. HOLIDAYS

The following paid holidays are observed each year:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

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.

D. LEAVES OF ABSENCE

1. General provisions

The policies in this section describe various types of paid and unpaid leaves of absence provided by the Congregation. Leaves must be requested in advance in writing and require the approval of the Staff Management Officer. 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. Sick leave with pay

All full-time employees accrue one day of paid sick leave for every month worked, up to a maximum of twelve days per calendar year. One year's worth (12 days) of sick time may be carried forward into the following year. Part-time employees who work more than twenty hours per week accrue sick leave on a pro rata basis. Occasional employees do not accrue paid sick leave.

Sick leave is to be used only in the event the employee is unable to work due to the employee's own illness, injury or other medical condition. Sick leave may be used as part of medical leave or sick childcare leave and as otherwise required by applicable law. Sick leave should be used for routine dental or medical appointments.

Employees must notify the Staff Management Officer before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their medical condition, including why the employee was not able to work. The Congregation reserves the right to request employees who are repeatedly absent for illness or injury be examined by a physician chosen by the Congregation, and at the expense of the Congregation.

3. 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 sick leave. This leave requires the approval of the Staff Management Officer. 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. The maximum unpaid medical leave time that may be granted is three months or until a physician releases the employee to return to work, whichever is shorter. The Congregation also reserves the right to request a second opinion from a physician chosen by the Congregation on any medical leave of absence.

4. Personal leave without pay

Employees who have been employed full-time for at least one year may be given unpaid personal leave of five days per year, which must be approved in advance by the Staff Management Officer.

5. Military leave without pay

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence and the expected date of return.

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

6. Funeral or bereavement leave with pay

Full-time 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 number of paid days off will be determined by the Staff Management Officer based on the circumstances.

7. Jury duty leave with pay

Employees called for jury duty are paid their regular pay for up to twenty working days. 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 a leave of absence of up to six weeks. The leave must begin within six weeks of the birth or adoption. Biological mothers may also be eligible for sick leave or medical leave without pay following the birth of a child. Such a leave may, in the discretion of the Staff Management Officer, run concurrently with unpaid parental leave.

E. USE OF PERSONAL PROPERTY

Employees are NOT expected to use personal property to accomplish their work for the church. Employees should make needs known to the church officer or committee chair with which he / she most closely works or to the Staff Management Officer. The church will purchase all needed supplies and materials.

F. REIMBURSEMENT FOR EXPENSES

Normally, employees should not expend funds from their own resources to pay for needs of the church. There are very few circumstances in which it is so time critical to do so. If, however, an employee makes a reasonable expenditure to meet an emergent and emergency need then the employee will be reimbursed. If in doubt if an expenditure is appropriate, the employee should contact the Staff Management Officer or the Church Treasurer.

G. 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 monthly upon request by the employee and approval by the Staff Management Officer. Trips must be authorized by the employee's supervisor. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips.

All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by the Congregation.