

Personnel Policy Manual

For

Grosse Pointe Unitarian Church

17150 Maumee Ave.
Grosse Pointe, MI 48230

Date Adopted: March 2024

Welcome

Welcome to the Grosse Pointe Unitarian Church. We are glad to have you as a member of our staff and hope you will enjoy working for the congregation and contributing to our liberal religious community.

Working together, we will help to ensure that the administrative, operational and other needs of the congregation are met. This will support volunteer members of our congregation to do their work.

If you have any questions or suggestions concerning information in this manual, please feel free to contact the Minister or their designee.

Again, welcome!

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ABOUT THIS MANUAL

This manual has been prepared to help you understand some of the policies and procedures of the Grosse Pointe Unitarian Church (referred to herein as "Employer" or "Congregation"). You should familiarize yourself with the content of this manual. Nothing in this manual is intended to create or creates an employment agreement, express or implied, or a contract that employment or any benefit will be continued for any period of time.

Since every situation cannot be anticipated, this manual provides a general overview only. In applying the policies and procedures in this manual, the Congregation will take into consideration the specific facts and circumstances of each situation.

All employees are hired on an *at-will* basis unless stated otherwise in a written individual employment agreement. This means that the employee may terminate the employment relationship at any time, for any reason, with or without notice, and the Congregation retains the same right.

As an evolving organization which must respond to operating needs and other circumstances, changes and modifications in policies, procedures, and benefits will be made from time to time. This manual replaces all previous personnel policies or any inconsistent policies.

If you have any questions or comments about this manual, or if you need more information, please ask your Supervisor/ Supervisor Designee (referred to herein as "supervisor".)

ORIENTATION

Your supervisor will introduce you to co-workers and orient you to your work area and job responsibilities. In most cases, a written job description has been prepared that contains a summary of duties and responsibilities. Of course, it is impossible to list or to describe all the duties of a particular job. Moreover, from time to time, changes in jobs will occur to reflect temporary or long-term changes in staffing or operational needs. Please keep in mind that your supervisor has the authority to assign duties, responsibilities, or functions to you even though the duties have not been yours in the past or are not specifically mentioned in your job description. You can expect regular meetings with your supervisor to collaborate on ongoing work and mission. Employees may request extra supervision meetings at any time.

CHIEF OF STAFF

At GPUUC the Minister serves as Chief of Staff. They have the authority and responsibility oversee all supervision of paid staff. They may delegate supervision of one or more positions to another staff person or member of the church. The hiring and dismissal of any staff is within the authority of the Minister. The Minister is expected to keep the Board updated about personnel issues, employee evaluations, recommend compensation, and seek board discussion about concerns or conflicts. The funding of staff positions requires prior board authorization.

DIVERSITY AND INCLUSION

EQUAL EMPLOYMENT OPPORTUNITY

Unitarian Universalists affirm the inherent worth of each human being, and commit to working towards justice, equity and compassion in human relations. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions will be made in compliance with all federal, state, and local laws and without regard to race, color, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other classification protected by law. The Congregation may consider religion in the hiring and terms and conditions of employment of certain positions.

Retaliation against individuals who make a claim of discrimination is prohibited and will not be tolerated. Prohibited retaliation includes shunning and avoiding an individual who reports harassment, discrimination or retaliation; express or implied threats or intimidation intended to prevent or inhibit an individual from reporting harassment, discrimination, retaliation; or denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or because they participated in the reporting and investigation process.

Employees who have questions about discrimination, harassment or retaliation in the workplace, or who believe this policy has been violated, should report their concerns immediately to their supervisor, or if the supervisor is unavailable, the individual making the complaint or the individual receiving the report or complaint should immediately report the complaint to an officer of the Board (see Procedure/Resolution for Employee Complaints.)

HARASSMENT

Harassment of any kind has no place in the workplace. The Congregation is committed to promoting an environment that is professional and respectful. Any harassment regarding race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or any other protected status will not be tolerated. Our Congregation expects all employees to conduct themselves in a professional manner with concern and respect for their colleagues, congregational members, and others served by the congregation. Similarly, we expect all employees to be free from harassment from congregational members and others encountered while serving our congregation. Harassment by anyone in the workplace is unlawful.

Harassment includes verbal or physical conduct which may offend, denigrate or belittle any person because of or due to any of the characteristics described above. Such conduct includes pictures, jokes, comments, epithets, innuendoes, name-calling or any other behavior which creates an environment that is derogatory, intimidating, or hostile.

Conduct prohibited by these policies is unacceptable in the workplace, and in any work-related setting or event outside the workplace, such as congregation meetings, social events, and any other Congregation related activity. Any employee who believes that they have been harassed by another employee, supervisor, a congregant, or any other person who the employee encounters in the course of employment should report that conduct immediately to their supervisor. If the report or complaint involves the supervisor, or if the supervisor is unavailable, the individual making the complaint or the individual receiving the report or complaint should immediately report the complaint to an officer of the Board. (see Procedure/Resolution for Employee Complaints.)

SEXUAL HARASSMENT

While all types of harassment are prohibited, sexual harassment requires particular attention. 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 condition of employment.
- submission to or rejection of such conduct is used as a factor in employment decisions affecting an individual; or
- 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:

- Unwelcome sexual advances, whether it involves physical touching, sexual assault or coerced sexual acts.
- Requests for sexual favors in exchange for actual or promised benefits such as a favorable review, salary increases, promotions, or other benefits.
- 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.
- Use of offensive or demeaning terms which have a sexual connotation.
- Inappropriate remarks of a sexual nature.
- Sexual gestures, suggestive comments, sexually insulting comments, epithets, jokes or name-calling; written or verbal references about sexual conduct.
- Communication or displaying sexually suggestive objects, pictures, cartoons, or computer Web sites in writing, electronically or verbally.
- Sex stereotyping, such as when the conduct or traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look; or
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, or gender identity, such as interfering with an individual's work area, equipment, or ability to do their job, name-calling, etc.

Any employee who believes they have been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment, including a congregant, should report that conduct immediately to their supervisor. If the report or complaint involves the supervisor, or if the supervisor is unavailable, the individual receiving the report or complaint should immediately report it to an officer of the Board (see Procedure/Resolution for Employee Complaints.)

Every complaint or report of sexual harassment will be investigated. Although investigations will be conducted with as much sensitivity and confidentiality as possible, investigative information will be communicated 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.

PROCEDURE/RESOLUTION OF EMPLOYEE COMPLAINTS

The Congregation takes allegations of discrimination and/or harassment seriously. If you believe you have been discriminated against and/or harassed by another employee, a supervisor, or any other person encountered in the course of employment, you should take the following steps:

- The employee should communicate immediately with their supervisor. If the report or complaint involves the Minister, report it to an officer of the Board. You may be asked to put your complaint in writing.
- An investigation will then be initiated by the Board of Trustees and evidence will be gathered. The investigation team will include the Board President, Board Vice President of Administration, and Committee on Ministry Chair or designate. The investigation will normally include an interview of the employee, the accused, and any relevant witnesses. The Executive committee will designate one person to communicate in a timely manner with the complainant about the investigation process.
- The Minister or Congregation Board's President shall then take appropriate action. The complainant should be notified that appropriate action has been taken.
- If either the complainant or the alleged harasser objects to the resolution, they may seek a review by the Congregation's Board. The resolution recommended by the Board will be binding upon the Congregation and the employee.

POLICIES APPLICABLE TO EMPLOYMENT

ABSENTEEISM AND TARDINESS

Each employee is expected to maintain good attendance. Absence and lateness hinder the effectiveness of our work and must be kept to a minimum. Excessive absenteeism or repeated tardiness may result in discipline up to and including termination of employment. All absences must be approved by the supervisor.

ALCOHOL/CANNABIS AND ILLEGAL DRUGS

The Congregation maintains a drug-free workplace. The use, possession or distribution of any illegal drug (or prescription drugs not being taken or possessed according to medical direction) on Congregation premises or property is prohibited. Under no circumstances may an employee appear at work while intoxicated or under the influence of illegal non-prescription drugs or alcohol/cannabis or smelling of alcohol/ cannabis. Improper use of prescription drugs is also prohibited. A violation of this policy may be grounds for immediate disciplinary action up to and including termination.

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. Confidential information includes, but not limited to, members and friends' financial information, pastoral needs, illness/wellness, family changes etc.

COMPUTERS, INTERNET, EMAIL AND OTHER RESOURCES

The Congregation provides a variety of communication tools and resources to employees for use in running day-to-day business activities. All communication using tools provided by the Congregation or used for Congregation related business should be handled in a professional and respectful manner. Inappropriate use includes, but is not limited to:

- transmitting obscene, harassing, offensive or unprofessional messages.
- accessing, displaying, downloading, “liking” or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, sexual orientation, gender identity, 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 and review the content of employee e-mails or the use of the Internet at any time. Employees should not consider their church internet usage or e-mail communications to be private. Passwords are not an assurance of confidentiality, and the internet itself is not secure.

Only authorized staff members may communicate on the internet on behalf of the Congregation. Any account established on behalf of the Congregation must be authorized with all access information, including passwords, communicated to and maintained by the Congregation. Employees may not express opinions or personal views that could be construed as being those of the Congregation.

With prior authorization, employees may use their own personal electronic devices (computers, tablets, phones, etc.) for work related purposes provided the devices have appropriate security software and the employee agrees to follow appropriate data protection and back up practices. Upon employment termination for any reason, the employee agrees to give the Congregation access to any personal electronic devices and passwords, to allow the Congregation to retrieve and/or delete all Congregation files and documents from them. If the Congregation does not request such access, then the employee agrees to promptly delete any and all Congregation related documents and copies thereof from any such devices or backups. The employee must provide the Congregation with immediate notice should a personal device containing Congregation software or files be lost or stolen.

CHURCH EVENTS

All church events (social or otherwise) which normally require the purchase of a ticket, a fee, or donation will be made free to employees of GPUUC. We recognize that even in social settings staff are often called upon to be in their staff role. We do encourage staff to attend social church events on their own time, and staff should remain cognizant that they are representative of the church.

CONFLICT OF INTEREST

Employees shall not engage in any other 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. Some situations can be mitigated with a written agreement with your supervisor. These conflict-of-interest situations might include use of services from congregation's renters, referrals for congregational outsource, or the hiring of friends/family.

If the Congregation and the employee disagree about a conflict of interest or the appearance of a conflict of interest, the Congregation retains the right to make the final determination.

EMPLOYMENT OF RELATIVES AND MEMBERS

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, grandchild or person in a close personal relationship with the employee.

As a general policy, employment of members of the congregation will be avoided because a member who becomes staff will necessarily forfeit certain benefits of membership to appropriately perform the staff role. For some positions, hiring a member may add significant enough value to counteract the potential risks associated with employment of a member.

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 congregation property. Employees should report any lost items to the supervisor so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned into the supervisor.

MEDIA INQUIRIES

All requests for information on behalf of or regarding the Congregation from newspapers, television and radio media should be directed to the supervisor or other previously designated person. 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?"

PERSONNEL INFORMATION AND FILES

It is very important that employees keep up to date all the information provided to the Congregation at the time of hire and as requested from time to time. This information is essential for many purposes, including benefit administration, mailing information to the employee's home, and contacting friends or family in case of emergency. Please promptly notify your supervisor of any changes in:

- Address and telephone number.
- Marital status (including legal separation).
- Legal change in employee's name.
- Changes to hours.
- Changes in dependents.
- Changes in beneficiaries.
- Person to notify in case of emergency.

- Any relevant changes in licensing or education.

The Congregation maintains a personnel file for each employee that contains hire paperwork, performance reviews, and other documents related to the Employee's employment. An employee is allowed to write their response to any document added to the file. Employees may review the contents of their file in the presence of a Congregation's representative.

PERFORMANCE AND CONDUCT EXPECTATIONS

SUPERVISION AND PERFORMANCE REVIEWS

Supervisors assist employees in learning their jobs and identifying priorities and goals. On a regular basis, supervisors meet with employees, reviewing job performance, goals and priorities, assessing needs, and working through challenges. Employees should expect at least monthly meetings with their supervisor to discuss their work. Additional staff meetings are often convened. For each staff member there will be a contract, job description and performance goals.

Regular performance reviews and annual goals will be conducted by the supervisor and shared with the Board pursuant instructions on annual review. Prior to a performance review the employee shall provide a self-assessment of their performance. The Board will review and renew staff contracts on a regular basis in consultation with the Minister. The minister may make recommendations for salary changes to the Board of Trustees as part of the annual Budget review process. The recommendations will be aligned with the UUA recommended compensation range.

DIFFICULTIES ON THE JOB

In every organization, there are situations where an employee's performance does not measure up to the standards of the job established by the employer, or where they do not conform to work or conduct expectations. In such cases, the supervisor will strive to help employees succeed in their work. However, continued employment depends on the Congregation's needs and the employee's ability to satisfy performance and conduct standards.

We hope problems will be resolved at an early stage with open communication between the employee and the supervisor. When improvements are necessary in the conduct or performance of an employee, the supervisor will attempt to give the employee written advance notice of the problem and that their job is in jeopardy if satisfactory improvement is not made. However, because of the circumstances or the nature and seriousness of the conduct or performance deficiencies involved, the Minister or Board Chair/President may immediately suspend without pay an employee's employment without prior notice pending an investigation which may lead to termination.

PERFORMANCE IMPROVEMENT PLAN (PIP) PROCEDURE

Initial Verbal Discussion: If the staff member's performance is significantly deficient, the supervisor will have a meeting with the staff member about their performance. The supervisor will document in writing for the personnel file that this initial conversation occurred.

The staff member will be told:

- Why performance is inadequate to goals.
- What level of performance is expected.
- A deadline for improved performance.
- The consequences of failure to improve performance.

Initiation of Performance Improvement Plan (PIP): If the staff member does not meet the goals set in the Initial Verbal Discussion, a PIP will be initiated. The PIP document shall highlight significant deficiencies of performance. The supervisor must provide needed resources and coaching to the staff member such that staff member can successfully exit PIP. These needed resources and training should be documented in the PIP. The Minister must notify the Board of Trustees when a PIP has been initiated. The PIP will be signed by staff member and the Minister. The PIP meeting will be witnessed by a current Trustee.

Once the PIP has been initiated, the supervisor will meet with the employee on a weekly basis to review the PIP to determine if performance deficiencies are improving. The employees' progress to the objectives will be documented. The Board of Trustees will be updated at monthly Board meetings during an executive session.

Termination: After a reasonable and appropriate time, the supervisor may terminate employment. It is recommended the termination be discussed with Board and communication to the employee be witnessed by the Board President or designee.

STANDARDS OF CONDUCT

The Congregation expects that all employees will conduct themselves in a manner consistent with the highest standards of professional conduct and that is conducive to creating a harmonious and pleasant work environment. This includes courtesy, respect, and working collaboratively and cooperatively, demonstrating the characteristics of high performing team members. As a staff of professionals in whom trust and power have been placed, all staff are called to be faithful both morally and legally to upholding professional relationships. Staff must never abuse the authority of their position by manipulating others to satisfy personal needs or engage in any exploitative relationship that abuses the power and damages the trust that has been placed in a staff member.

The Congregation seeks to provide the highest quality of service and support to its members. Thus, poor work habits, such as careless work, failure to complete assignments on time, or a failure to follow instructions, are unacceptable.

Conduct that does not meet the Congregation's standards, such as violations of Congregation policies, a lack of respect or courtesy to a fellow employee or member, disruptive or disorderly conduct, etc., will not be tolerated and will be grounds for immediate disciplinary action and may result in termination of employment. In addition, any breach of trust or conduct which shows a serious lack of dependability or good judgment, such as theft, falsification of Congregation records, destruction of Congregation property, conflict of interest, insubordination, etc., may be grounds for immediate discipline, up to and including termination from employment.

INTERPERSONAL RIGHT RELATIONSHIP PROCEDURE

Concerns or conflicts between staff members or staff and supervisor are best resolved with direct communication. If a staff member has a concern, they should discuss the concerns with the supervisor. If the concern has not been resolved the President of the Board of Trustees and the Chair of the Committee on Ministry will be present for a meeting with the Minister and staff member. The staff member should contact the President of the Board of Trustees or the Chair of the Committee on Ministry to schedule the meeting.

In some cases, the congregation will seek outside mediation to resolve conflicts between staff and/or between staff and supervisor. Employees may at any time, and are encouraged to, request professional mediation services if desired.

TIME OFF POLICIES

HOLIDAYS

The following are holidays for which an employee is paid:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Eve

If a paid holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If a paid holiday falls on a Sunday, the following Monday generally will be observed as the holiday. Employees regularly scheduled to work at least 20 hours or more per week are eligible for holiday pay if they would normally be scheduled to work that day. If eligible employees are required to work on a holiday, they generally will be granted another day off. Eligible part-time employees only receive holiday pay if they are scheduled to work on a holiday and are paid for the number of hours they are normally scheduled to work that day.

PERSONAL DAYS

Personal days and sick leave are considered the same type of leave. The amount of time allotted will be designated in eligible employee contracts. Personal days may be used at an employee's discretion. Employees must notify their supervisor before their starting time if they are unable to come to work. Unused Personal Days do not carryover at the end of the year and is not paid out at termination of employment. If you wish to request personal time other than what is stated in your employment contract, you must request permission from your supervisor.

FUNERAL OR BEREAVEMENT LEAVE

A regular employee will be granted up to 10 days of consecutive work days for bereavement leave to attend to arrangements and to take care of matters attendant to the death in the event of a death of an immediate family member (spouse/partner, child, parent), up to 3 work days for death of a member of the extended family (siblings, in-laws), or 1 work day for other relatives (aunts/uncles, nieces/nephews). Additional time may be requested from your supervisor.

JURY DUTY

The Congregation recognizes jury duty as a civic and community obligation and duty of a citizen. While you are serving on a jury, you will receive your regular paycheck with no loss of regular pay for up to 30 days as long as you provide your supervisor with copies of court documents affirming the facts concerning your service on a jury. If you receive pay from the court, you will be required to advise your supervisor and arrange to turn the amount you receive over to the Congregation.

You are expected to keep your supervisor informed of your service as a juror so plans can be made to provide continued coverage of your position during your absence. On any day or half-day, you are not required to serve, you are expected to return to work.

PARENTAL LEAVE

After 12 months, employees who work 20 or more hours per week and who become natural or adoptive parents are eligible for up to 12 weeks of paid parental leave. Parental leave must begin within six weeks of the birth or adoption. The rate of pay for weeks of paid parental leave is based on wages for the employee's regularly scheduled workweek. Rather than taking twelve consecutive weeks of leave, the equivalent number of days may be spread out over up to a year and may include half days, at the discretion of the supervisor. Intermittent parental leave must be used within one year of birth, placement, or whenever the leave begins, whichever is first. Potential "work from home" situations may be negotiated with the supervisor. Parental Leave benefits apply only to adoptions in which the child is new to the parent(s).

In the event of a new foster placement employees are encouraged to talk with the supervisor about time off.

Employees who know they will be taking Parental Leave are asked to give their supervisor as much notice as possible, but at least 30 days' notice of the anticipated departure date and whether they intend to return to employment.

PERSONNEL POLICY MANUAL ACKNOWLEDGMENT

By signing below, I acknowledge that I have received a copy of the Personnel Policy Manual of GPUUC. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of the Congregation as outlined therein.

(This page to be kept in employee file.)

Date: _____

Printed Name: _____

Signature: _____