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EMPLOYEE HANDBOOK

UNITARIAN UNIVERSALIST CHURCH OF ARLINGTON

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Introduction

Welcome

Welcome to the Unitarian Universalist Church of Arlington (UUCA). 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 progressive religious community. As a member of the Unitarian Universalist Church of Arlington staff, you are here to serve and support our large and vibrant church family.

You have joined a community that promotes love, reason, compassion, and activism. We invite you to help us create a place where anyone and everyone can Come for Community, Find Inspiration, and Live with Purpose, Together. Working together, we will help to ensure that the administrative, operational, general well-being, and other needs of the congregation are met and that our volunteers are supported.

Again, welcome!

Congregation Mission and History

We are a dynamic community of spiritual seekers guided by a covenant of mutual respect no matter your gender, sexual orientation, gender identity, race, age, class, ability, or religious background.

We are a community that:

- Promotes love, reason, compassion, and activism,
- Works to build a more just and peaceful world,
- Finds inspiration in music and the arts and honors and respects the beauty of the earth,
- Draws from a wide diversity of religious backgrounds and traditions.

Our mission is to be a place where anyone and everyone can Connect, Grow and Serve. A good way to learn about UUCA is our website: www.uucava.org.

Unitarianism and Universalism have long histories. Our church had its genesis in World War II when rationing and shortages made it difficult to get to All Souls in Washington, the only Unitarian Church in the area. Arlington Unitarians began meeting wherever local space could be found and in early 1945, the Arlington Fellowship was formally organized as a constituent body of All Souls Church. In 1948, the Fellowship became the Unitarian Church of Arlington and was renamed the Unitarian Universalist Church of Arlington in 1994.

Groundbreaking for the first church building was on November 7, 1948. The present sanctuary, designed by renowned architect Charles M. Goodman, was completed in 1963; an addition of

classrooms and offices added in 1994; and the Center and Activity Room added in 2013. The sanctuary is registered on the National Registry of Historic Places.

From its beginnings, UUCA has been a leader in social justice causes. In the 1950s and 1960s, UUCA was a stalwart in the fight against segregation in the heart of a deeply segregated south. In the 1960s, UUCA founded the first-in-the nation affordable senior living community, Culpepper Garden. Today Culpepper Garden is nationally recognized and used as a model to emulate when establishing affordable housing for seniors. UUCA has always been a place of radical inclusion and to this day continues to be an advocate for racial justice, affordable housing, immigrant and LGBTQ rights, environmental justice, and all who are disenfranchised.

About This Handbook

These policies and procedures apply to all paid employees and volunteers who are engaged via a written contract with UUCA. Any exceptions related to the Senior Minister or other staff are clearly noted. These policies have been approved by the Senior Minister, who is the chief executive of the congregation's staff. Please familiarize yourself with the content of this Handbook. It outlines UUCA's expectations of you and the policies and procedures you are expected to follow, as well as what you can expect from UUCA as an employer.

Nothing in this Handbook 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. When applying the policies and procedures in this Handbook, the specific facts and circumstances of each situation will be taken into consideration. UUCA reserves its right to address a situation in a manner different from what is described herein if in the discretion of the Senior Minister circumstances so warrant.

With the exception of the Senior Minister, all employees are hired on an *at-will* basis unless stated otherwise in a written individual employment agreement signed by the Chair of the Congregation's Board or prohibited by law. 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 a progressive and evolving organization that must respond to operating needs and other circumstances, changes and modifications in policies, procedures, and benefits will be made from time to time. UUCA will seek to notify you of any changes in a timely manner. This Handbook replaces all previous personnel policy manuals/handbooks and any inconsistent policies.

Violations of policies described in this handbook may result in disciplinary action up to and including termination of employment.

If you have any questions or comments about this Handbook, or if you need more information, please ask your supervisor, the Senior Minister, or a UUCA Board member.

Church Bylaws

UUCA employees are expected to be familiar with the church's bylaws, particularly as they relate to activities undertaken by employees in the course of their duties. Church bylaws can be found on the church's website or, as requested, provided by the Senior Minister.

Diversity and Inclusion

Unitarian Universalist principles affirm the inherent worth of each human being, and commit to working toward justice, equity, and compassion in human relations. UUCA believes that policies advancing diversity, equity, and inclusion are essential in creating social change that responds to historical and current practices of discrimination. Additionally, we believe that significant diversity among our staff makes for a richer, more dynamic organization. UUCA is committed to addressing the systemic prejudices and biases found within all parts of society by, among other things, working to ensure that all staff are trained to understand, welcome, and better serve a multiracial, multiethnic, increasingly diverse community, and enhance the ability of each individual to live our values of justice, equity, and interdependence.

UUCA affirms its commitment to inclusion and equal employment opportunity for all individuals. 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, religion, sex, sexual orientation, gender identity, gender expression, marital status, caregiver status, pregnancy, citizenship status, national origin, age, disability, veteran status, genetic information, or any other classification protected by law.

Equal Employment Opportunity

UUCA is committed to the principle of equal employment opportunity (EEO). It is our policy to recruit, hire, train, and promote individuals, as well as administer personnel actions, without regard to race, color, religion, creed, age, sex, gender identity and expression, sexual orientation, pregnancy, national origin or ancestry, marital status, status as a disabled or Vietnam era veteran, union affiliation, status as a qualified individual with a disability, or other protected characteristic in accordance with applicable federal, state, and local laws. UUCA's commitment to equal opportunity employment applies to all persons involved in the operations of its business and prohibits unlawful discrimination by any employee of UUCA.

Harassment

Harassment of any kind has no place in the workplace. UUCA is committed to providing its employees with a work environment that is free of unlawful harassment on the basis of any legally protected status. Accordingly, the organization will not tolerate any form of unlawful harassment against UUCA employees, whether by supervisors, co-workers, or by the organization's members, vendors, or guests.

The conduct prohibited by this policy includes any verbal or physical conduct that may reasonably be perceived as denigrating or showing hostility toward an individual because of the individual's race, color, religion, creed, age, sex, gender identity and expression, sexual orientation, pregnancy, national origin or ancestry, marital status, service in the military, union

affiliation, disability, or other protected characteristic in accordance with applicable federal, state, and local laws. Among the types of conduct prohibited by this policy are epithets, slurs, negative stereotyping, or intimidating acts based on an individual's protected status and the circulation or posting of written or graphic materials that show hostility toward an individual because of his or her protected status. Even where the conduct does not rise to the level of unlawful harassment, UUCA prohibits such conduct in the workplace.

Any employee who believes that they have been harassed by another employee, their supervisor, a minister, a congregant, vendor, or any other person who the employee encounters in the course of employment should report that conduct immediately to their supervisor, the Senior Minister, or the Board Chair. If the report or complaint involves the supervisor or the Senior Minister, the individual should make the complaint to the next person in the line of authority. The UUA Ministries and Faith Development Staff Group is also available to assist with complaints involving ministers.

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 term or 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 that may constitute sexual harassment, depending on the circumstances, include but are not limited to the following:

- Unwelcome sexual advances, whether or not 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 that is of a sexual nature or sexually motivated;
- Use of offensive or demeaning terms that 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 websites 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, their supervisor, a minister, or any other person encountered in the course of employment, including a congregant, should report that conduct immediately to their supervisor, the Senior Minister, or the Chair of the Board. If the report or complaint involves the Senior Minister, the individual receiving the report or complaint should immediately report it to the Chair of the Board or an officer of the Board.

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

Employee Complaints

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

- The employee should communicate immediately with their supervisor or the Senior Minister. If the report or complaint involves your supervisor or the Senior Minister, the individual receiving the report or complaint should immediately report it to a member of the Board. You may be asked to put your complaint in writing.
- UUCA may appoint an ad hoc committee to advise the employee and/or involve the personnel committee.

- An investigation will then be initiated, and evidence will be gathered. The investigation will normally include an interview of the employee, the accused, and any relevant witnesses.
- The supervisor, Senior Minister, or UUCA's Board Chair 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.
- If the complaint involves a credentialed UU minister, charges may also be made through the UU Ministers Association or the UUA.
- Employees might have complaints that are about topics other than harassment or discrimination, such as improper supervision, suspected fraud or theft, unsafe working conditions, etc. In these situations, employees may bring these complaints to their supervisor or to the Senior Minister.

Accommodations of Disability

To ensure equal employment opportunities to qualified individuals with a disability, UUCA will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. If an employee is unable, or finds it difficult, to perform all the functions of their job due to a disability, they should inform their supervisor about the disability and discuss the type and nature of any assistance or adjustment that would enable the employee to perform the essential functions of the job.

Categories of Employment

UUCA has four categories of employees:

- 1) Regular: Employee has no stated date for the end of employment. Regular employees can be Full-time or Part-time (see definitions below).
- 2) Temporary: Employees who are scheduled to work for a specific period of time or to complete a specific project. Temporary employees can be Full-time or Part-time. Temporary employees are always Fixed Term by definition because employment is scheduled to last for a specific period of time.
- 3) Casual: An employee who is called to work as needed on an occasional basis. The work is sporadic, typically no more than 20 hours per week. Can be Fixed Term or Indefinite.
- 4) Intern: A current student or recent graduate whose work assignments are designed as a continuation of their learning experience. Interns can be Full-time or Part-time. They are always Fixed Term because employment is scheduled to last for a specific period of time. They may or may not receive school credit for their work. That is determined by the school, not UUCA.

In addition:

- Called, lay, and affiliate ministers are engaged via a contract or covenant, which may include provisions that are different from other staff.
- UUCA uses the services provided by volunteers and independent contractors/consultants, neither of which are employees of UUCA.

Definitions:

- Full-time: Scheduled to work 40 hours per week.
- Part-time: Scheduled to work fewer than 40 hours per week.
- Volunteer: A person who provides voluntary services without any compensation or benefits (other than reimbursement of out-of-pocket expenses). Volunteers are not employees, but they may be engaged via a contract that outlines requirements and obligations.
- Independent contractor/consultant: A person who provides services pursuant to contract and who meets the legal criteria to be an independent contractor (including the right to control how the work is done). Independent contractors/consultants are not employees.

FLSA Definitions (Exempt and Non-Exempt)

All employees are classified either as exempt or non-exempt to identify who is eligible to receive overtime compensation under the federal law, known as the Fair Labor Standards Act

(FLSA). The Senior Minister or their designee makes the determination of whether a position is exempt or nonexempt based on the duties outlined in the job description.

By definition, exempt employees are hired to perform a job and receive a predetermined fixed salary, which is determined by the duties of the position rather than the number of hours the employee works in a given period. Employees in positions classified as exempt/salaried are not paid overtime for hours worked over 40 in a week; and reciprocally, pay is not reduced if they report less than 40 hours. While normal to work at least eight hours/day, periodic changes to a work schedule are acceptable when needed to accommodate work requirements (deadlines, night meetings, travel, etc.) or to attend to personal needs. While there are exceptions, an exempt/salaried employee who works fewer than 40 hours in a week is expected to use leave, as appropriate, to total 40 hours for the week. Exceptions require a supervisor's approval and may include: an employee works an extraordinary number of hours one week and works less than 40 hours the next week; or an employee works at an event over a weekend and takes the next Monday off as compensable (comp) time.

Notes:

- 1) exempt employees are not entitled to hour for hour comp time for hours worked over 40;
- 2) comp time should be used as close to the event as possible, ideally within the same pay period;
- 3) comp time may not be accumulated and used later;
- 4) comp time is not paid out when an employee departs UUCA.

A full-time employee regularly working fewer than 40 hours in a week may be evidence of a performance or other issue and supervisors should address the situation.

Other employees are covered by the overtime provisions of the FLSA, and therefore are classified as non-exempt employees. Non-exempt employees generally must be paid at least one and one-half times their regular hourly rate of pay for all hours worked in excess of 40 hours per week. Non-exempt employees must obtain supervisor approval before working overtime and must record all hours worked.

For purposes of this salary pay policy, a week begins on Sunday at midnight and ends the following Saturday at 11:59 pm. Employees in positions classified as non-exempt/hourly are paid overtime according to the following rules:

- 1) All overtime must be approved by the supervisor before hours are worked and all hours worked must be reported.
- 2) Time worked over 40 hours in a standard week is paid at the rate of one and one-half times the hourly rate.
- 3) Overtime is based on time worked only. Leave time taken is not considered for overtime calculations. Example: An employee works 30 hours in a week and takes two days (16

hours) of sick leave for a total of 46 hours. The employee receives pay for 30 hours of straight time for time worked and 16 hours of straight time for leave taken.

Nonexempt staff may not take comp time in lieu of overtime pay if they work more than 40 hours in a week. They must be paid for hours worked over 40 in a week.

Ministerial Exception: Ministers, and other employees who perform “essential religious duties,” are exempt from FLSA requirements under the ministerial exception (sometimes called the ecclesiastical exemption). Under this exemption, other employees, such as religious educators or music directors, might be classified as exempt depending upon their specific responsibilities.

Hiring and Recruitment

Diversity in Hiring

One way UUCA demonstrates a commitment to dismantling racism and oppression in accordance with the 8th Principle is through the hiring process. Whenever possible, UUCA strives to recruit for open positions from a wide, diverse pool of external candidates. UUCA believes in the power of having a diverse staff who bring their unique perspectives and experiences to their jobs at UUCA, thus enabling the whole staff to make a better impact than if everyone thought, looked at, and experienced things the same way. There also may be some instances when recruiting from a large pool of external candidates is not feasible. It is the goal of UUCA that at least 40% of the qualified candidates in each hiring process are Black, Indigenous, or people of color (BIPOC). If this goal is not met, the hiring supervisor (typically, the Senior Minister), must explain the situation to the Board of Directors and request consent to proceed with the hiring process.

Other steps that UUCA takes to help ensure a diverse staff include advertising job openings in places that attract diverse applicants, carefully examining language in job descriptions to eliminate possible barriers to entry (such as college degree requirements) and including questions about candidates' demonstrated commitment to antiracism and anti-oppression work in the interviews. UUCA also includes multiple people in the hiring committee when possible to minimize individual biases, and uses a standard interview process for each open position so that each candidate for a given job is asked the same questions during the initial interview stage.

Promotion From Within

UUCA believes in supporting the professional growth of employees and UUCA recognizes the power of staff who remain at UUCA and contribute their valuable institutional knowledge. Although promotions are never guaranteed, employees should speak with their supervisor when they are interested in deepening their skills to work toward a higher-level position. In a small staff like UUCA's, promotions are more likely to represent significant growth within a position, rather than changing jobs into a completely new position. In the situations where an employee has grown to the point of receiving a promotion, UUCA would generally not require the employee to compete against outside candidates for the new role.

Employment of Relatives and Church Members

Members of an employee's family may be considered for employment; however, UUCA prohibits family members from being in a supervisory relationship with one another. In this policy, family members are defined as spouses, domestic partners, parents, children, siblings, grandparents, grandchildren, and in-laws (parents-in-law, children-in-law, or siblings-

in-law). It is acceptable for family members to be on staff at UUCA as long as they are not in a supervisory relationship with one another.

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. Positions open to members of the congregation are so designated by the appropriate governing body.

When a UUCA member becomes a staff member of UUCA, their relationship with the church changes. As a staff member, they will have some confidentiality restrictions that they didn't have as a member. They may have to enforce rules or policies that other members do not like. UUCA staff speak as "one voice"- they can disagree internally amongst themselves but when they speak to members and others who are not UUCA staff they convey a consistent message, and once a decision is made, they support that decision within the congregation.

Orientation

New staff members at UUCA will receive the training and information that they need to succeed in their jobs at UUCA. They should also ask questions and seek out knowledge whenever they are unsure of the proper procedure. Their supervisor or other staff member will introduce them to their co-workers and orient them to their work area and job responsibilities. In some 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. A supervisor has the authority to assign duties, responsibilities, or functions to employees even though the duties are not specifically mentioned in the job description.

Work Schedules and Pay

Hours Worked

All employees might sometimes perform work at home or offsite, including checking and responding to emails and phone calls. Non-exempt employees must keep track of the time they spend doing work offsite, in increments of 15 minutes or more, and record that along with the hours they work onsite at the church. A non-exempt employee cannot donate their time to the church by failing to count time as hours worked.

All employees, including non-exempt employees, may participate in a wide variety of groups and activities, some of which may include those sponsored by the church. Only if such service is required by UUCA will it constitute service for which compensation is due under appropriate normal and/or overtime pay practices, or as fulfillment of the essential functions of an exempt position.

If an employee is required to attend after-hours events, including training programs, all hours spent at the event will be counted as hours worked. If attendance is discretionary, the hours will not be counted as time worked.

Work Time Records

All non-exempt employees must maintain accurate records of all time worked, as well as all sick leave, bereavement leave, disability, vacations, and holidays, to be submitted at the end of each pay period or as requested. Exempt employees must maintain accurate records of sick leave, bereavement leave, disability, vacations, and holidays, to be submitted at the end of each pay period.

Records of time worked and time off must be submitted to the employee's supervisor three business days before each pay date, which is the 15th and the last day of each month (or the day before or day after if the pay date falls on a Saturday or Sunday). A time sheet is available for employees to record their time but a simple email sent to the supervisor with time worked and paid time off, according to the schedule above, is sufficient. Supervisors must approve time sheets and forward them to the Congregational Administrator two business days before each pay date. The exact timing of these deadlines may change if the payroll software changes.

Overtime and Compensatory Time

For purposes of overtime calculations, UUCA's week commences at 12:00 midnight on Sunday and ends at 11:59 p.m. on Saturday.

It is generally not the policy of UUCA to have its non-exempt employees work overtime or any other time beyond their regularly scheduled work week, although from time to time it may be necessary. If an employee feels they need to work beyond their normal workweek, including but not limited to overtime, they must obtain permission from their supervisor in advance. All authorized extra time, including overtime, that is worked will be paid.

Non-exempt employees will be paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours worked in any established workweek. In determining whether the employee has worked in excess of 40 hours, only time actually worked by the employee will be counted. Time not actually worked, such as holidays, vacations, and sick days, will not be counted toward overtime. Exempt employees are salaried and will not be paid any additional amounts for working in excess of their normal work hours.

Pay and Payroll Deductions

UUCA strives to offer its employees equitable and competitive wages and salaries commensurate with its ability, resources, and sound policy. Pay adjustments generally will be considered for all employees once a year, with any adjustments effective at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay adjustments are usually based on such factors as individual performance, job responsibilities, UUCA's budget, and other appropriate factors, such as increases in the cost-of-living as well as changes to UUA salary recommendations.

Deductions made from employees' wages are reflected on a pay stub. 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, such as voluntary retirement contributions, or medical or other benefit cost-sharing, are optional and are made only if the employee has authorized the deduction.

Employees are paid semi-monthly and will have their pay electronically deposited into their checking account each pay period by authorizing direct deposit and providing required information to the Congregational Administrator. Employees may request to be paid by check instead of direct deposit.

Correction of Errors in Pay

Employees should review their paychecks and pay stubs when they are received. It is UUCA's policy to comply with federal and state laws governing payment of wages, and UUCA makes every effort to ensure employees are paid correctly. Occasionally, however, mistakes may happen. When mistakes occur, employees should call them to the Congregational Administrator's attention immediately. The Congregational Administrator will work, as

necessary, with the employee's supervisor to promptly investigate the issue and make any corrections necessary.

Flexible Work Schedules and Work From Home Policy

Various work-related events might occur outside of an employee's regular work schedule. In those instances, exempt and non-exempt employees may flex their schedules to accommodate the extra hours. Employees must inform their supervisors that they are making this change in advance. For instance, if an employee must attend a work meeting for an hour at 8 PM, the employee might start work an hour later the next morning, with their supervisor's permission. Non-exempt employees must make any such adjustments within the same Sunday through Saturday workweek.

Although much of UUCA's work is done at the church, there is also some work that can be done remotely. Life happens and things come up, so employees might request to work from home for events like inclement weather, their child's school being canceled, and/or a contractor that needs to come to their house during the day. In situations like these, the employee must make arrangements with their supervisor in advance if possible, or at the beginning of the workday. If an employee would prefer to regularly work from home on a particular day/week, the employee must make arrangements with their supervisor in advance. Employees must remain accessible by phone or email while at home, must have adequate internet access and computer equipment to perform the work at home, and employees must safeguard UUCA's files, data, and information when working from home as well as when working in the office. Non-exempt employees must keep track of the time they spend doing work offsite, in increments of 15 minutes or more, and record that along with the hours they work onsite at the church.

General Employment Policies

Personnel Information and Files

Employee files are maintained by the Congregational Administrator and are considered confidential. Supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may receive a copy of them but may not remove documents from their file.

For various reasons, UUCA may be requested to provide information on employees to outside parties. Requests for the release of employee data are accepted only in writing and must be accompanied by an employee release. Exceptions are made in the case of subpoenas or when the government is requesting access to files and has the legal authority to do so; this includes government background investigations and unemployment verifications.

Absenteeism and Tardiness

Employees are expected to request approval for absences in advance, whenever feasible. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence and the expected time of return to work.

UUCA recognizes that illness or other circumstances beyond their control may cause employees to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including termination of employment. Excessive absenteeism or frequent tardiness puts an unnecessary strain on co-workers and on church operations.

The appropriate amount of notice varies by position, and employees are expected to use their discretion when requesting and using unexpected leave (paid or unpaid). It is primarily the responsibility of employees to arrange for the handling of their responsibilities while they are absent. Longer-term absences should be addressed jointly with the supervisor.

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.

Work Attire

UUCA maintains an informal environment, and casual dress is welcome. Employees are expected to use good judgment and dress appropriately for their position when dealing with the congregation or representing UUCA to outside groups. UUCA recognizes that attire will vary based on cultural background, cultural identity, and/or body type.

Confidentiality

In the course of working at UUCA, employees may have access to sensitive information that employees know or should reasonably know. This information may:

- Have not been made available to the general public; and/or
- Be designated as confidential, private, or proprietary; and/or
- Routinely be treated by UUCA as confidential.

This may include information related to UUCA, its members or friends, or another person or institution (such as another church organization, a vendor, an employee, or a former employee of UUCA). An employee must strictly preserve the confidentiality of such information, and may not release, remove from UUCA's premises, copy, transmit, or in any other way use for any purpose by an employee outside the scope of their employment. Such information can be disclosed only as required for UUCA purposes and only as authorized by the Senior Minister.

An employee's duty to maintain the confidentiality of non-public information continues after his or her employment ends. An employee must leave all UUCA documents, files, computer media, reports and records containing non-public information, and all copies of such information, with UUCA when his or her employment ends.

Nothing in this policy is intended to interfere with an employee's legal rights.

Use of UUCA Property (Electronic and Tangible)

UUCA's premises and equipment, including computer and communications systems (and information transmitted by or stored in these systems), are property of UUCA and are to be used for job-related purposes.

UUCA provides a wide variety of technology, tools, and resources to employees for use in running day-to-day business activities. These may include telephone, computer, tablets, voice mail, fax, scanner, internet, email, and text messaging. If an employee uses their personal computer for UUCA work and is not issued a computer by UUCA, they will be provided a non-taxable payment equal to \$400.00 every five years to offset the cost of the computer and any related maintenance.

All UUCA resources must be used only for legitimate business purposes and not for more than incidental personal use. They should always 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 UUCA's confidential or proprietary information, including member/friend data or other materials covered by the confidentiality policy.

All materials, information, and electronic files created, transmitted, downloaded, or stored on UUCA's computer systems, which include emails and internet use, are the property of UUCA and may be reviewed and inspected at any time. Employees should not consider their internet usage or email 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 onto the UUCA's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the technology or material. Prior written authorization from the employee's supervisor or the Senior Minister is required before introducing any software into the UUCA's computer system.

Personal Property and Inspection Rights

UUCA is not responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on church property. 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. Employees should report any lost items to their supervisor or the Senior Minister so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to their supervisor or the Senior Minister.

UUCA 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.

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 and the employee agrees to follow appropriate data protection and backup practices. Any files or software belonging to UUCA may only be downloaded and used for church-related work.

Upon termination of employment, the employee agrees to promptly return all UUCA documents and other materials and – to the extent practicable – delete any and all related UUCA documents or other property from personal devices and personal device backups.

The employee is responsible for any maintenance, repair, or replacement of a personal device used for work purposes, irrespective of the cause of the damage. The employee must provide UUCA with immediate notice should a personal device containing UUCA software or files be lost or stolen.

Social Media

Only authorized staff members may communicate on UUCA's social media platforms on behalf of UUCA. Any account established on behalf of UUCA must be authorized and all access information, including passwords, communicated to and maintained by UUCA. Employees may not use such platforms to express opinions or personal views that could be construed as being those of UUCA.

If you use your personal social media accounts to communicate with congregants or about UUCA, you may not post content that would be harmful or contrary to UUCA's mission and objectives.

In your personal social media use, you are expected to comply with applicable UUCA policies and follow common sense guidelines for responsibly using social media.

Conflict of Interest

Employees are expected to represent UUCA in a positive and ethical manner and have an obligation to avoid conflicts of interest and to refer questions and concerns to their supervisor, the Senior Minister, or the Chair of the Board. This requires that employees of UUCA avoid an overlap of personal interest with UUCA responsibilities in a way that creates an actual or potential conflict or that creates a perception of a conflict. All employees will be required to disclose actual or potential conflicts of interest at the time of hiring, and to certify their ongoing compliance.

A conflict of interest occurs when an employee is in a position to make or influence a UUCA business or financial decision that may result in gain or perceived gain to themselves, to a family member, to a person in another close or romantic relationship, or a business or other nonprofit affiliation of the employee. Also, UUCA will not allow a supervisor/subordinate relationship to exist between family relatives.

Romantic or sexual relationships between supervisors and employees they supervise (either directly or indirectly) are prohibited. Relationships between employees and other employees (not their supervisor) must be disclosed to the Senior Minister or the Chair of the Board. Romantic or sexual relationships between employees and members of the broader UUCA community, met while in service of that community, are prohibited, because they cross boundaries created to protect individual congregants and the overall health of the congregation.

The purpose of this prohibition and/or disclosure is to:

- Ensure that any romantic relationships are consensual;
- Ensure that no relationships interfere with the work of UUCA;

- Ensure that business relationships remain professional;
- Avoid sexual harassment;
- Prohibit romantic or sexual relationships between people in a direct or indirect supervisory relationship;
- Avoid conflicts of interest;
- Protect personal privacy to the extent possible while accomplishing the above.

Any actual or potential conflict of interest must be disclosed to the employee's supervisor, Senior Minister, or the Chair of the Board. This includes actual or potential conflicts involving business or financial interests, family relationships, or sexual/romantic relationships. Employees must disclose any financial interest they or their immediate family have in any firm that conducts business with UUCA.

Illustrative Examples

It is impossible to describe all situations that may cause or give the appearance of a conflict of interest. The situations listed below are illustrative and are not intended to be exhaustive:

- Any financial interest in any entity that engages in commercial transactions with UUCA;
- The use of information received from participation in UUCA affairs, whether expressly designated as confidential or not, for personal gain or to UUCA's detriment;
- The receipt of gifts or any special discounts or loans for personal use or benefit from any person or firm involved in commercial transactions with UUCA.

The Senior Minister, in conjunction with the Chair of the Board, will determine whether any steps must be taken to avoid an appearance or existence of a conflict of interest or the creation of an environment that others in the workplace might reasonably find to be unprofessional or inappropriate. Such steps might include, but are not limited to, divestiture of adverse interests, recusal from certain decisions, transfer of one of the employees to another department (if a position is available), changing the supervisor for one of the employees, or, when other options are not feasible, the termination of employment of one of the employees

Behavior Outside Work and Outside Employment

While UUCA does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with UUCA's legitimate business interests. Employees are expected to conduct their personal affairs in a manner that does not adversely affect UUCA's or their own integrity, reputation, or credibility. Off-duty conduct on the part of an employee that adversely affects UUCA's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

A UUCA employee may work a second job as long as it has been disclosed and provided such a second job does not interfere with the employee's ability to complete their UUCA job duties or pose a conflict of interest. Employees may not use UUCA computers, equipment, or supplies for any other job or business and may not conduct any outside business during paid work hours for UUCA.

If UUCA and the employee disagree that outside employment creates a conflict of interest or the appearance of a conflict of interest, UUCA retains the right to make the final determination.

Vehicle Usage and Expense Reimbursement

Employees using their own cars for UUCA-related business will be paid mileage at the current business rate per mile as established by the Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and with the approval of their supervisor or Senior Minister. Trips must be authorized by the employee's supervisor. Commuting to/from an employee's primary work location is not considered a business expense and cost for mileage; a shared ride for this purpose will not be reimbursed. However, an employee can be reimbursed for any errand done during the employee's normal commute for any miles traveled in addition to what the employee would normally travel.

If performing work duties using a vehicle, 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. The use of hand-held cell phones or texting is strictly forbidden when driving on church-related business.

Other approved expenses incurred by an employee on behalf of the church will be reimbursed according to the UUCA's expense reimbursement policy.

Media Inquiries

All requests for information about the UUCA from newspapers, television and radio media should be directed to the Senior Minister or their designee. 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?"

Workplace Safety

Safety and Accidents

Protecting the safety of church employees and visitors is essential. All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 9 for an outside line, then dialing 911 to activate the medical emergency services.

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment. UUCA pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

UUCA abides by all applicable state workers' compensation laws and regulations.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident. If warranted, the supervisor will work in conjunction with the Congregational Administrator or their designee to file a claim with the insurance company.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the company's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employee's salary as allowed by state law.

Alcohol and Illegal Drugs

UUCA 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 or smelling of alcohol. 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.

UUCA recognizes that responsible consumption of alcohol might be acceptable at occasional functions, but generally, the workplace is alcohol-free. On such an occasion, all employees are expected to uphold an atmosphere of professionalism and respect for those who choose not to participate. Any staff function at which alcohol is served must first be cleared with the Senior Minister. It is expected that employees consuming alcohol on the premises do so in moderation and in the spirit of maintaining a safe and comfortable environment for all.

Smoking

To support the health and safety of UUCA employees, all facilities, meetings, and office space are smoke-free. Smoking is not allowed inside church buildings or work areas at any time. For the purposes of this policy, smoking includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, vapes, and e-cigarettes.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

Workplace Threats and Violence

UUCA is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at church-sponsored functions.

All employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor or the Senior Minister. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the church, its employees, its members, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

UUCA prohibits the possession of weapons on its property at all times, including our parking lots or company vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and

knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

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 who report to them, reviewing job performance, goals and priorities, assessing needs, and working through challenges. Any employee performance concerns should be discussed with the employee and documented. To complement ongoing performance feedback, a formal written performance review will also be conducted on a regular basis.

Difficulties on the Job

In every organization, there may be situations where an employee's performance does not measure up to the standards of the job established by the Church, or where they do not conform to work or conduct expectations. In such cases, UUCA will strive to help employees succeed in their work. However, continued employment depends on UUCA's needs and the employee's ability to satisfy performance and conduct standards. The supervisor will notify the Senior Minister of any difficult situation involving performance.

Hopefully problems will be resolved at an early stage with open communication between the employee and their supervisor. When improvements are necessary in the conduct or performance of an employee, UUCA 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, there may be instances when the supervisor, in consultation with the Senior Minister, may immediately terminate an employee's employment without prior notice.

Standards of Conduct

UUCA expects that all employees will conduct themselves in a manner in accordance with UUCA's mission and values. This includes courtesy, respect, working collaboratively and cooperatively, and 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.

Employees should maintain a professional attitude and appearance that is appropriate to their position and the congregation. Name badges should be worn when employees are on duty on

Sunday. Personal email and non-essential telephone calls at work should be kept at a minimum so they don't interfere with an employee's work.

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

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

Work and Disciplinary Guidelines

As discussed throughout this document, certain guidelines must be followed 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 unacceptable conduct may result in disciplinary actions.

Resignation and Retirement

Resignations and retirements are voluntary terminations of employment initiated by the employee. Employees resigning from UUCA are requested to provide at least one month's notice to allow for adequate planning and a smooth transition without undue strain on other staff. It is generally expected that employees will be actively working until their final employment date. Employees may not extend their employment through the use of paid time off. If covered by health benefits, resigning staff members may be eligible to continue their health insurance under the provisions of COBRA (Consolidated Budget Reconciliation Act of 1985). Information about COBRA will be provided to the exiting employee. Accrued but unused vacation time is paid at the end of employment. Accrued but unused sick leave and personal time are not paid at the end of employment.

Termination of Employment

Nothing in this Handbook 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. When applying the policies and procedures in this Handbook, the specific facts and circumstances of each situation will be taken into consideration. UUCA reserves its right to address a situation in a manner different from what is described herein at the discretion of the Senior Minister if circumstances so warrant.

With the exception of the Senior Minister, all employees are hired on an *at-will* basis unless stated otherwise in a written individual employment agreement signed by the Chair of the Congregation's Board or prohibited by law. This offers freedom to both the employee and the employer, meaning 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. In practice, of course, both employee and Congregation (as employer) seek to remain in regular conversation about future plans, performance improvement needs, and expected changes, whenever possible. Employment may be terminated in one of the following ways:

- *Resignation or retirement*: see above.
- *Dismissal* is defined as termination of employment by the organization. It can be for any reason or for no reason. An employee who does not report to work for three consecutive days and is not on an approved leave from the job, will be considered to have abandoned the position and employment will be terminated.
- *Position elimination or layoff* is when the church has determined that there is no longer need and/or budget for a particular position. The employment of the person in the position will be terminated.

At the time an employee terminates their employment with UUCA, the final paycheck will be adjusted to reflect any obligations to taxing authorities, additions for accrued vacation time, and subtractions for indebtedness to UUCA. Accrued sick time is not a vested benefit and is not compensated upon termination.

Time Off Policies

Vacation

Employees regularly scheduled to work at least 20 hours per week will receive vacation days in accordance with the following schedule:

Length of Service	Amount of Annual Vacation Accrual
Less than 2 years	8 hours per month worked (4 hours per pay period)
More than 2 years but less than 5	12 hours per month worked (6 hours per pay period)
More than 5 years	16 hours per month worked (8 hours per pay period)

Vacation for regular part-time employees is prorated based on percentage of time worked. Vacation accrual is prorated for partial pay periods at the beginning and end of employment.

New employees begin accruing and can use accrued vacation leave immediately. Up to 50% of the employee's annual allotted vacation time may be carried over into the next fiscal year. However, with the supervisor's approval, an employee may use accrued vacation beyond 50% of the annual allotment for a scheduled vacation within two months of the end of the fiscal year. Requests to use vacation time must be approved in advance by the employee's supervisor. Employees are encouraged to schedule vacation in advance and encouraged to take vacation during the summer. Work coverage and seniority will be considered in determining the scheduling of time off.

Increases in vacation accrual rate will be made on the first day of the month following the anniversary date of the year in which an employee completes their 2nd or 5th year of employment.

Vacation time will not be advanced. An employee must accrue vacation leave before it can be taken.

Accrued but unused vacation will be paid after employment ends and all outstanding leave taken has been considered. There will be no other payments made for vacation leave not taken.

Holidays

UUCA designates and observes certain days each calendar year as paid holidays. Since Unitarian Universalist Church of Arlington is a church, most employees will be required to work some

holidays. Employees required to work during a designated holiday will be given an opportunity to take paid time off on another day during the same pay period.

Regular full-time employees and part-time employees will have 10 holidays. Holiday pay for regular part-time employees will be based on the hours they would have worked if the day was not a holiday.

- New Year's Day (January 1)
- Dr. Martin Luther King Day (third Monday of January)
- President's Day (third Monday of February)
- Memorial Day (last Monday of May)
- Independence Day (July 4)
- Labor Day (first Monday of September)
- Veteran's Day (November 11)
- Thanksgiving Day (fourth Thursday of November)
- Friday After Thanksgiving
- Christmas Day (December 25)

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.

Sick Leave With Pay

Regular full-time employees will accrue eight hours of sick leave per month. Full-time employees may accrue up to 480 hours of sick leave. Regular, part-time employees who work more than 20 hours per week accrue sick leave on a pro rata basis.

Sick leave can be used when an employee is unable to work due to the employee's own illness, injury, or other medical condition, or that of an immediate family member. Sick leave can be used for routine dental or medical appointments.

Employees must notify their supervisor 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.

Bereavement

Employees are provided up to ten days of consecutive workdays for paid bereavement leave to make 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 five workdays for death of a member of the extended family (siblings, in-laws), or one workday for other relatives (aunts/uncles, nieces/nephews). Additional time may be requested from an employee's supervisor or the Senior Minister. Permission for unpaid bereavement leave for deceased persons other than close family members may be granted at the discretion of the employee's supervisor.

Jury Duty

Jury duty is recognized as a civic and community obligation and duty of a citizen. Employees are provided with paid time off if called for jury duty. The employee will be asked to provide documentation of such service. Any nominal fees the employee receives for jury duty services will be retained by the employee.

Military Leave

A leave of absence will be granted to any employee called to serve for active duty or any training in the uniformed services of the United States. Those employees will also be afforded the re-employment rights granted by all applicable laws. Employees who take military leave of any length must provide written or verbal notice to their supervisor and the Senior Minister (or their designee) prior to taking the leave and must provide evidence that the leave is for a covered service. Benefits coverage remains the same as with other leaves of absence.

Parental Leave With Pay

After one year of employment, regular employees who work 20 or more hours per week and who become parents (through birth or adoption) are eligible for up to six 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 six consecutive weeks of leave, the equivalent number of days may be spread out over up to a year, at the discretion of the Senior Minister. Such intermittent parental leave must be used within one year of birth, placement, or whenever the leave begins, whichever is first. Parental leave benefits apply only to adoptions in which the child is new to the parent(s).

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.

Parental Leave Without pay

Regular employees who work 20 or more hours per week and who have worked for UUCA for at least one year and become natural or adoptive parents are eligible for an unpaid leave of absence of up to six weeks in addition to six weeks of paid parental leave. The leave must begin within six weeks of the birth or adoption.

Unpaid Leaves of Absence

From time to time, employees may need to have time away from work in order to address certain urgent issues, including medical needs for themselves or immediate family members (spouse, domestic partner, child or parent, sibling, aunt, uncle, grandparent, grandchild, niece, nephew), which exceed other leave provisions outlined in this Handbook. Employees who have been employed full time for at least one year may be given unpaid personal leave as needed, which must be approved in advance by their supervisor and the Senior Minister. The exact nature of the leave, whether other types of leave will also be used, and the 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 their supervisor and the Senior Minister.

Employee Insurance and Retirement Benefits

UUCA's Employee Benefits Guide is updated as needed and describes in detail the insurance and retirement benefits provided to employees by UUCA. The information in the guide and descriptions of plans are intended to be a general summary only; more detailed information about each benefit can be found in the Summary Plan Descriptions. The Benefits Guide and information about benefits eligibility is available from the Congregational Administrator.

At all times, UUCA retains the right to alter any benefit it provides, including the right to add, withdraw, change, or cease to provide the benefit, in accordance with applicable laws. In the case of any conflict or ambiguity between the policies in this Handbook or the applicable SPDs, the plan documents are controlling. This applies to all benefits offered by UUCA.

PERSONNEL HANDBOOK ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of UUCA's Employee Handbook. I understand that it is my responsibility to read the Handbook and to comply with the policies and practices outlined therein.

I understand that this Handbook supersedes all previous policies, written or oral, express or implied. I also understand that this Handbook is not a contract and is not intended to create legally enforceable rights or obligations, and that UUCA reserves discretion to add, change, or rescind any policy, practice, or rule at any time with or without notice.

I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Handbook.

_____ Date

_____ Employee Name (Print)

_____ Employee Signature

Employee Handbook Version: June 2021