

**JEFFERSON UNITARIAN CHURCH  
EMPLOYEE HANDBOOK**

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# Jefferson Unitarian Church Employee Handbook

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**I. EMPLOYMENT POLICIES AND PRACTICES**

**A. STATEMENT OF PURPOSE**

We have prepared this Employee Handbook to help you to understand some of the policies and procedures of the Jefferson Unitarian Church (JUC). Employees should familiarize themselves with the Manual, as it will provide answers to some questions you may have about your employment. Nothing in this Manual or in any other written or unwritten policies and practices of JUC creates an express or implied contract, promise or representation between JUC and any employee.

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

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

The Handbook applies to all staff, whether full-time, regular part-time, special part-time, exempt or nonexempt, except where otherwise stated. Items in this Handbook may be superseded by any minister’s Covenant of Agreement. Employment “at-will” means that an employee of JUC may terminate the employment relationship at any time for any reason, with or without notice. JUC has the same right to end the work relationship with any employee with or without advance notice and for any reason.

This Handbook supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of this Handbook are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

If you have any questions or comments about this Handbook, or if you need more information, please ask your supervisor or the Business Administrator. Your comments and suggestions are genuinely encouraged.

**B. JEFFERSON UNITARIAN CHURCH MISSION**

Guided by Unitarian Universalist principles and powered by the energy and resources of its members, Jefferson Unitarian Church acts to nurture our spiritual community, grow Unitarian Universalism, and transform the world outside our church walls.

**C. EQUAL EMPLOYMENT OPPORTUNITY**

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

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

JUC will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with their religious belief unless doing so would result in an undue hardship to JUC or a direct threat to any other employee. Employees needing such accommodation are requested to contact the Head of Staff. This policy governs all aspects

of employment including selection, job assignment, compensation, discipline, termination and access to benefits and training.

#### **D. SEXUAL HARASSMENT**

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

- submission to the conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual; 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:

- repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or
- 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; or
- unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or
- the deliberate use of offensive or demeaning terms which have a sexual connotation; or
- inappropriate remarks of a sexual nature.

Any employee who believes he or she has been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to his or her supervisor or the Head of Staff. If the report or complaint involves the Head of Staff, or if the Head of Staff is unavailable, the individual receiving the report or complaint should immediately report it to the president or vice president of the Board of Trustees.

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

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

#### **E. HARASSMENT**

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

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- has the purpose or effect of unreasonably interfering with an individual's work performance; or

- otherwise adversely affects an individual's employment opportunities.

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

- epithets or slurs; or
- threatening or intimidating acts; or
- written or graphic material; or
- written, verbal or physical acts that purport to be jokes or pranks.

Any employee who believes he or she has been harassed by another employee, a supervisor, an agent of JUC, or any other person who the employee encounters in the course of employment should report that conduct immediately to his or her supervisor or the Head of Staff. If the report or complaint involves the Head of Staff, or if the Head of Staff is unavailable, the individual receiving the report or complaint should immediately report it to president or vice president of the Board of Trustees.

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

#### **F. RESOLUTION OF EMPLOYEE COMPLAINTS**

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

In cases in which complaints or grievances cannot be worked out between individuals, the employee should present the complaint to his/her supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Head of Staff or president of the Board of Trustees who shall gather the evidence necessary to complete an investigation. The Head of Staff or president may interview the employee, involve the personnel committee, or appoint an ad hoc committee to advise him/her. The president of the Board of the Trustees shall then recommend a resolution of the problem to the supervisor and employee.

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

#### **G. INTERNET POLICY**

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

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

Any software or other material downloaded into JUC's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material.

Prior written authorization from the Business Administrator is required before introducing any software into JUC's computer system.

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

#### **H. MEDIA INQUIRIES**

All requests for information about Jefferson Unitarian Church from newspapers, television and radio media should be directed to the Business Administrator. 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?"

#### **I. CONFIDENTIALITY**

Employees may have access to confidential information about Jefferson Unitarian Church, 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 JUC's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Business Administrator.

#### **J. CONFLICTS OF INTEREST**

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

Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for JUC. Employees who have questions about whether an activity violates this policy should discuss the matter with the Business Administrator.

#### **K. OUTSIDE EMPLOYMENT**

Employees shall not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as an employee. Activities that may constitute a conflict include use of Jefferson Unitarian Church's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the congregation for private gain or advantage.

An employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the employee's performance of his or her duties; reflect discredit on JUC; or tend to increase JUC's payments for sick leave, worker's compensation benefits or long term disability benefits.

#### **L. EMPLOYMENT OF RELATIVES AND MEMBERS**

Other members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild.

However, employment opportunities should include an equal search for candidates outside the church.

#### **M. PERSONNEL RECORD**

It is very important that employees keep up-to-date all the information provided to Jefferson Unitarian Church at the time of hire. 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. The Church Administrator should be promptly notified of any changes in:

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

#### **N. PERFORMANCE EVALUATION**

In general, employees will receive a written performance evaluation once each year that will be maintained in Jefferson Unitarian Church's employee permanent personnel file. Factors considered in assessing performance include but are not limited to quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the congregation, and personal conduct.

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

All issues regarding the performance of the called ministers shall be handled by the Board of Trustees according to the bylaws and standing rules of JUC.

## **II. WAGE AND HOUR ADMINISTRATION**

### **A. EMPLOYMENT CLASSIFICATIONS**

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are assigned and by their regular work schedule.

Jefferson Unitarian Church has three kinds of employees: Regular Full-time, Regular Part-time and Special Part-time. All three kinds of employees are distinguishable from volunteers (who perform services for JUC without financial compensation of any kind) and from contract workers (who perform services for JUC with financial compensation, but are compensated by JUC as independent contractors).

**Regular Full-time:** An employee who is regularly scheduled to work 35 hours or more per week is considered a Regular Full-time employee. Such employees are eligible for employee benefits as further outlined in this Employee Handbook and as established by the Unitarian Universalist Association.

**Regular Part-time:** An employee who is regularly scheduled to work at least 24 but less than 35 hours per week (with a corresponding minimum of 1000 hours worked per year) is a Regular Part-time employee with more limited employee benefits as further outlined in this Employee Handbook.

**Special Part-time:** An employee who is regularly scheduled to work less than 24 hours per week is a Special Part-time employee not eligible for employee benefits.

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

### **B. HOURS OF WORK**

The scheduled workweek starts at 12:01 a.m. Sunday and ends at midnight on Saturday.

A normal, full-time workweek consists of 40 working hours. Normal office days are Monday through Friday. The office is also open on Sunday and some employees may be scheduled for work on Sundays. Individual work schedules may change from time to time. Attendance at meetings at the request of the employee's supervisor will be considered time worked. Employees are expected to attend any staff retreats or off-site events which are part of their employment, unless such attendance creates an undue hardship.

### **C. TIMEKEEPING AND OVERTIME**

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

### **D. PAY AND PAYROLL DEDUCTIONS**

Pay adjustments generally will be considered for all employees once a year and any adjustments will normally begin at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay and pay adjustments are based upon such factors as individual performance, job responsibilities and other appropriate factors. Employees are paid on or before the end of the month.

Deductions made from employees' wages are reflected on the stubs of their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other

deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction.

Employees are responsible for promptly notifying the Business Administrator of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

### **III. EMPLOYEE BENEFITS**

The benefits outlined in this Handbook represent additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through Jefferson Unitarian Church. This summary is not intended to and does not create an express or implied contract, promise or representation between JUC and the employee. These benefits are subject to change at any time at the discretion of JUC. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern. Any questions about employee benefits should be directed to the Business Administrator.

#### **A. GROUP INSURANCE PROGRAMS**

##### **1. Group Health and Dental Insurance Benefits**

All Full-Time and Regular Part-time employees may enroll in the group health and dental insurance plan sponsored by the congregation unless they have health insurance through a family member or collateral employment. Further information concerning the plan and any alternative health related benefits may be obtained from the Business Administrator.

##### **2. Term Life, and Long Term Disability Insurance**

All Full-time and Regular Part-time employees are eligible for life insurance. JUC will pay 100% of the cost of life insurance for both Full-time and Regular Part-time employees, for coverage equal to twice the annual compensation of the employee. Additional family members may be added to the policy at the employee's expense.

JUC pays for 100% of the cost of long-term disability insurance for Full-time and Regular Part-time employees.

Further information concerning these policies is available from the Business Administrator.

##### **3. Workers' Compensation Insurance**

Jefferson Unitarian Church carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's immediate supervisor or the Business Administrator. Employees may be required to provide a physician's statement in order to receive worker's compensation benefits, or to return to work.

#### **B. RETIREMENT BENEFITS**

The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan to assist eligible employees (Full-time and Regular Part-time) to accumulate tax-deferred savings for retirement. Under the plan, Jefferson Unitarian Church contributes a percentage of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis.

Eligible employees must have been employed or interned through affiliation with the Unitarian Universalist Association a minimum of one year and have completed a minimum of 1000 paid hours in any 12-month period prior to receiving any retirement contribution from JUC. These requirements and other provisions are provided to all participants. Each employee should review this material carefully and discuss any questions he or she may have with the Business Administrator or with the appropriate staff members at the UUA.

#### **C. VACATION**

Paid vacation time will begin to accrue from the date of initial employment for Full-time and Regular Part-time employees. The amount of paid vacation taken may not exceed the total

amount credited to an employee at the start of his or her vacation. Paid vacation accrual rates are based upon years of service.

**A Full-time employee shall earn and accrue paid vacation time as follows:**

Years of Service:	Hours Earned per month:	Maximum accrual (hours):
0 – 5 <sup>th</sup> year	8	96
6 <sup>th</sup> – 15th years	10	120
16 <sup>th</sup> year and over	14	168

**A Regular part-time employee shall earn and accrue paid vacation time on a pro-rated basis.**

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 his or her 5th or 15th year of employment.

Vacation time must be requested in advance and can only be taken with the approval of the employee's supervisor. In the event of conflicting vacations requests, vacation generally will be granted in accordance with length of service and consistent with workload requirements.

Unused vacation hours will be paid at employment separation, up to the maximum cumulative hours allowed under the rule.

**D. HOLIDAYS**

The following paid holidays are observed each year for full-time and regular part-time employees:

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

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

The amount of pay received for each holiday will be the employee's hourly rate of pay times the number of hours the employee is regularly scheduled to work per day (or regularly scheduled to work per week, divided by 5).

All planned working time on a recognized holiday must be authorized in advance by the employee's supervisor. Any employee who works a normal schedule of hours on a holiday will receive straight pay, or will receive compensatory time off.

**E. LEAVES OF ABSENCE**

**1. General provisions**

The policies in this section describe various types of paid and unpaid leaves of absence provided by Jefferson Unitarian Church. Leaves must be requested in advance in writing, when possible, and require the approval of the employee's immediate supervisor. The exact

nature of the leave and its anticipated length must be included in the written request. Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify his or her supervisor.

## **2. Sick leave with pay**

All Full-time employees accrue one day of paid sick leave for every month worked, up to a maximum of twelve days per calendar year. A Regular Part-time employee shall earn a pro-rated number of hours of sick leave per month of employment. The maximum number of hours of sick leave that may be accumulated is 240 hours for a Full-time employee and a pro-rated number of hours for a Regular Part-time employee.

Sick leave is to be used only in the event the employee is unable to work due to the employee's own illness, injury or other medical condition. Sick leave may also be used as part of medical leave, or sick childcare leave, or to care for anyone related by blood, adoption, marriage, or affinity. Sick leave should 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. Jefferson Unitarian Church reserves the right to request employees who are repeatedly absent for illness or injury to be examined by a physician chosen by JUC, and at the expense of JUC.

Accumulated sick leave is forfeited upon termination of employment.

## **3. Medical leave without pay**

Unpaid medical leave may be granted in instances where an employee's medical condition requires an absence from work for more time than the amount of available sick leave. This leave requires the approval of the employee's supervisor and the Head of Staff. Sufficient evidence of such a medical condition is required for a medical leave. Such evidence may include a request or requirement for authorization to speak with the employee's treating physician. The maximum unpaid medical leave time that may be granted is three months or until a physician releases the employee to return to work, whichever is shorter. Jefferson Unitarian Church also reserves the right to request a second opinion from a physician chosen by JUC on any medical leave of absence.

## **4. Personal leave without pay**

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

## **5. Military leave without pay**

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

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

## **6. Funeral or bereavement leave with pay**

Full-time employees may be eligible for a leave of absence for up to three days with pay for the death of anyone related by blood, adoption, marriage, or affinity. The number of paid days off will be determined by the Head of Staff based on the circumstances.

## **7. Jury duty leave with pay**

Employees called for jury duty are paid their regular pay for up to three working days. Employees should appear for work upon being excused from jury duty on any day.

## **8. Parental leave without pay**

Full-time employees who become natural or adoptive parents may be eligible for a leave of absence of up to six weeks. The leave must begin within six weeks of the birth or adoption. Biological mothers may also be eligible for sick leave or medical leave without pay following the birth of a child. Such a leave may, in the discretion of the Head of Staff, run concurrently with unpaid parental leave.

## **F. VEHICLE USAGE AND REIMBURSEMENT**

Employees using their own cars for church-related business may be paid mileage at the current rate per mile as established by the Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and approval by the Business Administrator. Trips must be authorized by the employee's supervisor. Employees must have a current and valid driver's license and proof of insurance.

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

## **G. REIMBURSEMENT OF JOB-RELATED EXPENSES**

An employee will be reimbursed for job-related expenses under the following conditions:

- Approval of the employee's supervisor or authorized JUC Committee Chair is secured in advance;
- And an authorized JUC Request for Payment form is submitted along with a copy of the receipt for the expense within 30 days after the expense was incurred.

## **IV. OTHER EMPLOYER POLICIES**

### **A. ATTENDANCE AND PUNCTUALITY**

Each employee is expected to be prompt and regular in his or her attendance at work. Personal appointments should be scheduled before or after work hours, if possible. All scheduled absences must be approved in advance by the supervisor. 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. Employees must call in each day they are absent, unless otherwise authorized by their supervisor.

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

### **B. WORK AND DISCIPLINARY GUIDELINES**

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

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

- Failure to perform work in a manner acceptable to Jefferson Unitarian Church
- Absenteeism or tardiness
- Failure to report absences as required
- Sexual harassment or harassment described in this Handbook
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on JUC's premises (including meal and other breaks)
- Unauthorized possession of weapons
- Disclosure of confidential information
- Failure to report on-the-job injuries
- Working another job while absent
- Failure to accurately complete or permitting another person to complete the employee's timesheet
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his or her job
- Theft or dishonesty
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system)
- Taking JUC property without paying for it or without written permission
- Reckless, careless or unauthorized use of JUC property, equipment or materials.
- Improper or profane language
- Violation of any other JUC policy

### **C. SEPARATION FROM EMPLOYMENT**

Employees who resign are requested to give at least two weeks' written notice in order for Jefferson Unitarian Church to find a suitable replacement.

Any employee who is absent for three consecutive days without notifying his or her supervisor, or who fails to report to work on or before the expiration of a leave, will be deemed to have resigned, consistent with applicable law.

#### **D. SAFETY AND ACCIDENTS**

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards at all times. They should know the locations of fire extinguishers and first aid kits.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor or the Business Administrator. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Business Administrator. In the event of a fire or other emergency, the fire department and/or police should be called immediately, and all staff and members of the congregation should leave the premises according to JUC's evacuation plan.

#### **E. PERSONAL PROPERTY**

Jefferson Unitarian Church cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on church property. Employees should report any lost items to the Business Administrator so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to the office.

#### **F. WORKPLACE THREATS AND VIOLENCE**

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

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

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

#### **G. PROFESSIONAL BEHAVIOR**

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

#### **H. INSPECTION RIGHTS**

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

#### **I. EMPLOYMENT AUTHORIZATION**

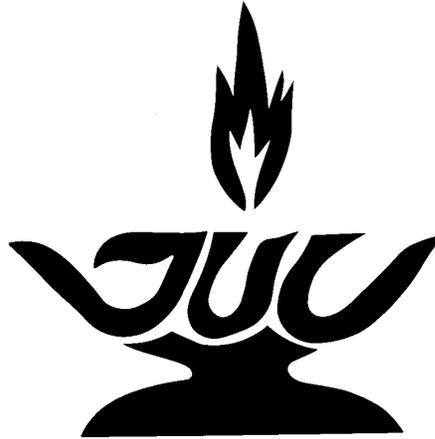
Federal law requires that prospective employees must show proof of eligibility to work in the United States in the position for which they are applying. When applicable, employees must usually provide an original document or documents to the employee's supervisor, that establish identity and employment eligibility from the date employment begins.

Colorado has an I-9 and Affirmation requirement.

## **J. EMPLOYEE HANDBOOK ACKNOWLEDGMENT**

It is the responsibility of all employees of Jefferson Unitarian Church to read the Employee Handbook and to comply with the policies, practices and rules of JUC. Employees are required to sign the 'Employee Handbook Acknowledgement' form indicating their compliance.





## **JEFFERSON UNITARIAN CHURCH EMPLOYEE HANDBOOK**

### **Employee Acknowledgment**

I acknowledge that I have received a copy of the Jefferson Unitarian Church Employee Handbook dated April 2013, and that I have been instructed to read it. I understand that the Employee Handbook is not a contract of employment or an offer for a contract of employment, and that it is not a promise of employment for any length of time or under any particular conditions. I understand that I am employed at-will, and that my employment may be terminated by me r by JUC at any time, with or without cause.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_