

Personnel Policy Manual

for

FIRST PARISH IN BROOKLINE
Brookline, Massachusetts

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by the Parish Board

Health Insurance and Retirement Benefits Amended January 1, 2018

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I. EMPLOYMENT POLICIES AND PRACTICES

A. STATEMENT OF PURPOSE

This Personnel Policy Manual is not a contract and can be modified or changed at any time. The relationship between Employer and employee is legally defined as “employment at will”, which means that such employment may be terminated without penalty by either party. Employers may not be compelled to pay wages to persons no longer in their service, and employees may not be compelled to render their labor without their consent.

NOTE THAT THE POLICIES OUTLINED IN THIS MANUAL DO NOT APPLY TO ORDAINED MINISTERS CALLED BY THE CONGREGATION.

We have prepared this Personnel Manual to help you to understand some of the policies and procedures of the First Parish in Brookline, Massachusetts (referred to herein as "Employer"). 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 Employer creates an express or implied contract, promise or representation between Employer and any employee.

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

From time to time, changes in the Manual may become necessary. Therefore, the Employer reserves the right to amend, supplement or rescind any provisions of this Manual as necessary. Employees shall be notified of any changes as they occur in a timely manner.

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

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

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

B. EQUAL EMPLOYMENT OPPORTUNITY

Employer 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, sexual orientation, gender identity or expression 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 Parish Administrator or the Senior

Minister. 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.

C. 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 constitutes 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 Parish Administrator, or the Senior Minister. If the report or complaint involves the employee's supervisor, the Parish Administrator or the Senior Minister, or if the Parish Administrator and Senior Minister are unavailable, the complaint should be immediately reported to the chair of the Personnel Committee or chair of the Parish Board.

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. All reports of harassment will be shared with the Senior Minister, unless they are the subject of the complaint.

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.

D. HARASSMENT

The Employer 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, gender identity or

expression 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 Employer, or any person who the employee encounters in the course of employment should report that conduct immediately to his or her supervisor, or the Parish Administrator, or the Senior Minister. If the report or complaint involves the employee's supervisor, the Parish Administrator or the Senior Minister, or if the Parish Administrator and Senior Minister are unavailable, the complaint should be immediately reported to the chair of the Personnel Committee or chair of the Parish Board.

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.

Staff are requested to review and sign this policy annually.

E. 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:

The employee should present any complaint or grievance 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 Senior Minister who shall gather the evidence necessary to complete an investigation. The Senior Minister may interview the employee, involve the personnel committee, or appoint an ad hoc committee to advise him/her. The Senior Minister shall then recommend a resolution of the problem to the supervisor and employee.

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

F. INTERNET POLICY

Employer 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 the Employer's computer system are the property of the Employer and may be accessed only by authorized personnel.

Inappropriate Internet use includes, but is not limited to:

- transmitting obscene, harassing, offensive or unprofessional messages; or
- accessing, displaying, downloading, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, age, disability or any other classification protected by law; or
- transmitting any of the Employer's confidential or proprietary information, including member/friend data or other materials covered by the Employer's confidentiality policy.

Employer 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 Employer'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 Parish Administrator is required before introducing any software into Employer's computer system.

Only authorized staff members may communicate on the Internet on behalf of Employer. Employees may not express opinions or personal views that could be misconstrued as being those of Employer. Any violation of this policy may result in disciplinary action.

G. MEDIA INQUIRIES

All requests for information about the Employer from newspapers, television, radio and social media should be directed to the Parish 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?"

H. CONFIDENTIALITY

Employees may have access to confidential information about the Employer, including but not limited to information about members, friends or other staff members. Such information must remain confidential and may not be released, removed from the Employer'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 Parish Administrator.

I. 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 the Employer, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with the Employer.

Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their

judgment or actions in the performance of their duties for the Employer. Employees who have questions about whether an activity violates this policy should discuss the matter with the Senior Minister.

J. OUTSIDE EMPLOYMENT

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

Collateral employment also should not interfere with an employees' ability to perform his or her duties while working for the congregation.

K. 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, step parent, legal guardian, sibling, child, step child, grandparent, or grandchild.

In all employee recruiting, it is the intention to engage the most qualified candidate for the position. Members of the church are not eligible for employment.

L. PERSONNEL RECORD

It is very important that employees keep up-to-date all the information provided to the Employer 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 Parish 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.

M. PERFORMANCE EVALUATION

First Parish is committed to working with employees to ensure their job responsibilities are clear, and they have meaningful goals to direct their work during the year. In addition, supervisors will strive to give informal performance feedback regularly.

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

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. Goal setting and review templates are available to support the annual performance process, but are intended to be flexible tools to support clarity

between employee and supervisor, and may be tailored and adapted as desired.

N. COMPENSATION GUIDELINES

The church subscribes to the UU [Fair Compensation principles](#). It is our intention to describe and benchmark jobs accurately, and pay within the guidelines set by the UUA for our geography and congregation size. Compensation and benefit programs will be fair and enable employees to work with First Parish for equitable pay for the work performed.

See the supplemental Compensation Guidelines for more details about job benchmarking and salary administration.

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.

Regular full-time employees are regularly scheduled to work 40 hours per week. Employees scheduled to work less than 40 hours per week will be considered part-time employees and their eligibility for benefits will be pro-rated according to the schedule outlined below in the “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. The federal government adjusts the definitions of which jobs are exempt and nonexempt from time to time, and the church as an employer is obligated to reflect these definitions in our jobs.

B. HOURS OF WORK

Hours of work are to be scheduled by agreement between the employee and his/her supervisor. 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.

C. TIMEKEEPING AND OVERTIME

Non-exempt employees must submit a written and signed record of their time worked on a weekly basis. 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 is 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 is usually based upon such factors as the annual budget of the church, individual performance, job responsibilities, and other appropriate factors. Employees are paid bi-weekly. Paychecks are issued every other Thursday.

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, such as voluntary retirement contributions or premiums for health insurance, are optional and are made only if the employee has authorized their deduction.

Employees are responsible for promptly notifying their supervisor and the Comptroller 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 Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through Employer. This summary is not intended to and does not create an express or implied contract, promise or representation between Employer and the employee. Benefits are largely offered through the UUA and are subject to change at any time in the discretion of Employer or the UUA benefits managers; changes shall be communicated to employees in a timely manner. 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 Parish Administrator.

A. GROUP INSURANCE PROGRAMS

Health Insurance Benefits – Employees who are scheduled to work at least 750 hours per year (15 hours per week) are eligible to participate in the medical and dental health insurance programs offered by the UUA, effective on the date of hire, or the first of any calendar year following a normal enrollment period, or within 30 days of a qualifying event. First Parish will pay 80% of the cost of the premium for health and dental plans for employees who are scheduled to work more than 30 hours, and 50% of the additional cost to insure partners or family members. For employees who are scheduled to work 15 or more hours, but less than 30 hours per week, First Parish reimburses 50% of the cost of employee-only coverage and 25% of the additional cost to insure partners or family members.

Term Life, Accidental Death and Dismemberment and Long-Term Disability Insurance – First Parish pays the full cost of the premiums for these insurances for employees scheduled to work 750 hours per year (15 hours per week) or more. Employees must elect to participate within 60 days of starting employment, or otherwise will not be eligible to join the plans later. There are tax implications for these benefits that affect all employees, and you are encouraged to speak with the Parish Administrator, Bookkeeper or an insurance expert at the UUA to learn more.

Workers' Compensation Insurance – First Parish 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 Senior Minister. 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 BENEFIT

The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan to assist all employees in accumulating tax-deferred savings for retirement. Under the plan, employees may enroll immediately and make pre-tax contributions from their pay, up to the allowable IRS maximums. After an employee has worked 1000 hours in any one-year period and has completed a year of service, Employer will contribute 10% of all eligible pay each month to the plan on a tax-deferred basis, again subject to IRS limits, regardless of how many hours the employee is scheduled to work or actually works.

Each employee should review this material carefully and discuss any questions he or she may have with the Parish Administrator or with the appropriate staff members at the UUA.

C. VACATION

The Employer grants paid vacation to regular full-time employees at their regular rate of pay based on individual understandings with the Employer. Unless otherwise agreed to, regular full-time employees are entitled to a minimum of one and a quarter paid vacation days per month worked (fifteen days annually). Part-time employees who are half-time or more will have vacation time prorated to the time they are scheduled to work or actually work (for example, someone who is scheduled to work half time will receive seven and a half vacation days in a year). Vacation time accrues on a fiscal year basis (July through June) and must be used within 60 days of the conclusion of the fiscal year in which it was earned unless otherwise specifically stated in writing. Unused vacation time will be forfeited if not taken in this time period.

Vacation time should be requested in advance and can only be taken with the approval of the employee's supervisor. In the event of conflicting vacation requests, vacation generally will be granted in accordance with length of service and consistent with workload requirements. Vacation time may be taken in advance of when it accrues with your supervisor's approval. Summertime vacations generally are encouraged.

Employees shall receive payment for any accrued vacation time that has not been used at the end of their employment with First Parish.

D. HOLIDAYS

The following paid holidays are observed each year:

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

If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed as the holiday. If salaried employees are required to work on an observed holiday, they generally will be granted another day off. Hourly employees who work on the holiday are granted holiday pay. No holiday pay is due to part-time or hourly employees whose weekly schedule does not require them to work on a paid holiday.

E. LEAVES OF ABSENCE

1. General Provisions

The policies in this section describe various types of paid and unpaid leaves of absence provided by the

Employer. Leaves must be requested in advance in writing 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 twelve days of paid sick leave per year. Part-time employees who work twenty hours or more per week accrue sick leave on a pro rata basis. Occasional employees do not accrue paid sick leave unless otherwise agreed to in writing. Sick leave is immediately available each year, meaning if someone gets sick in their first month of employment or first month of the new fiscal year, they can use up to their full allotment of time off as it is needed. Sick leave may be used for the employee's illness or for the illness of a member of the employee's immediate family

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. The Employer reserves the right to request employees who are repeatedly absent for illness or injury, be examined by a physician chosen by the Employer, and at the expense of the Employer.

Unused accumulated sick leave may not be converted to a cash payment or other form of compensation either during or upon the termination of employment.

3. Extended Medical Leave

Should an employee's illness, injury, or disabling condition continue after all accrued sick and vacation leave has been exhausted, the congregation may place the employee on "Extended Medical Leave." Extended Medical Leave shall not extend beyond the earlier of either the commencement of long-term disability benefits or 90 days following the exhaustion of all sick and vacation leave. During Extended Medical Leave, the congregation shall continue to pay its portion of all employee insurance premiums (health, dental, life, retirement, and long-term disability) and no less than 75 percent of the employee's pay.

This leave requires the approval of the employee's supervisor, the Senior Minister and the Parish Board. 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. Employer also reserves the right to request a second opinion from a physician chosen by the Employer 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 their supervisor and the Senior Minister.

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

All employees may be eligible for a leave of absence for up to three days with pay for the death of a relative. The number of paid days off will be determined by the Senior Minister based on the circumstances.

7. Jury duty leave with pay

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

8. Parental leave

In the case of the birth or adoption of a child, full-time employees shall be granted eight weeks of paid and four weeks of unpaid leave. Employees working half time or more will be granted pro-rated parental leave, based on the number of hours they are scheduled to work. During periods of parental leave, the congregation will continue paying its portion of premiums for health, dental, life, and long-term disability insurance. The leave must begin within six weeks of the birth or adoption.

9. Family Medical Leave

After serving for at least twelve months, a full-time employee may take up to twelve weeks of unpaid leave to care for a family member (child, spouse/partner, or parent) with a serious health condition. Employees working half time or more will be granted pro-rated family medical leave, based on the number of hours they are scheduled to work. Unpaid leave should be extended only after all sick and vacation leave has been used. During periods of unpaid leave, the congregation will continue paying premiums for health, dental, life, and long-term disability insurance.

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 Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and approval by the Parish Administrator. Trips must be authorized by the employee's supervisor. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips.

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

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.

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.

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 or 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 Employer.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment described in this Manual.
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working.
- Unauthorized possession of weapons.
- Disclosure of confidential information.
- Smoking in unauthorized areas.
- 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 timecard.
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his or her job.
- Theft or dishonesty.
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
- Discourteous treatment of others.
- Taking Employer property without paying for it or without written permission.
- Reckless, careless or unauthorized use of Employer property, equipment or materials.
- Improper or profane language.
- Violation of any other Employer policy.

C. SEPARATION FROM EMPLOYMENT

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

Any employee who is absent for three consecutive days without notifying his or her 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 whereabouts of fire extinguishers and the first aid kit.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to their supervisor and the Parish Administrator. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Parish 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.

E. PERSONAL PROPERTY

The Employer cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on church property. Employees should report any lost items to the Parish Administrator so that the items can be returned if they are found. If an employee finds an item, it should be immediately turned in to the Parish Administrator.

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 the Employer determines that a violation of this policy has occurred, the Employer 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 Senior Minister 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 Employer-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, the Employer 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.

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 establishes identity and employment eligibility from the date employment begins.

J. CORI BACKGROUND CHECK

First Parish has a policy that requires all employees to submit information necessary for a Criminal Offender Record Information (CORI) check at the time of their employment and as a condition of their employment. This background check will most likely occur every three years an employee is associated with First Parish in Brookline.

Acknowledgement of Receipt

Name:

I acknowledge receiving First Parish in Brookline's Personnel Policies, adopted April 2, 2018.

Signature: _____ Date: _____