

Unitarian Universalist Church in Eugene, Oregon

Personnel Policies Manual

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NOTE: The policies outlined in this manual do not apply to ordained ministers called by the congregation.

I. Personnel Philosophy of the Unitarian Universalist Church in Eugene.

We, the Unitarian Universalist Church in Eugene, view our staff as one of our most important assets and strive to create a collegial atmosphere in which all are valued and respected. To foster social justice and equity, we intend to be a “Fair Compensation Employer” in all aspects of our relationship with our employees. We desire to create and maintain a harmonious and productive working environment that meets the administrative, spiritual, educational, cultural and program needs of church members, friends and staff and the community at large.

II. Definitions:

A. BOT: Board of Trustees

B. Church: The Unitarian Universalist Church in Eugene

C. DRE: Director of Religious Education

D. Employment Week: A work week consists of seven consecutive days. In so far as possible, employees will be scheduled to work five consecutive days per work week with two consecutive days off.

E. Exempt Employees: Professional employees who are exempt from the overtime and minimum pay provisions of the Fair Labor Standards Act.

F. Non-Exempt Employees: Employees subject to the provisions of the Fair Labor Standards Act. Office administration, building maintenance, and child care employees are among those included

G. Overtime: Overtime is the time worked in excess of 40 hours per week (including paid breaks).

H Personnel Committee: A standing committee required by the By-laws of the Church, and appointed by and representing the Board of Trustees elected by the Church congregation.

I. Straight Time Pay: The hourly rate of pay for up to 40 hours of work within an employment week.

J. Supervisor: That person from whom the employee primarily takes direction regarding schedule, duties, and prioritization of tasks.

K. UUA: The Unitarian Universalist Association.

L. UUMA Unitarian-Universalist Ministers Association.

III. General Employment Practices

A. The Unitarian Universalist Church in Eugene reserves the right to change, modify, alter, withdraw or cease in its sole discretion, any and all of its Personnel Policies and Procedures at any time. That includes, but is not limited to, all of the Policies and Procedures of each section of this document.

B. It is the policy of the Church to hire, recruit, train, assign, promote, and otherwise maintain employees without discrimination on the basis of race, ethnic origin, age, sex, affectional preference, religious or political beliefs, or physical disabilities.

C. All employees must meet or exceed the minimum qualifications for their positions.

D. Open full-time and part-time regular positions which are to be filled by persons not currently or previously on the staff, shall be publicly posted in the Church office, and

advertised in local, regional and (if appropriate) national newspapers or other publications for at least one week. The positions will be filled by the best qualified of those persons who apply.

E. Non-exempt employees will be hired by the Personnel Committee in consultation with the minister and/or DRE and/or committee representation as appropriate. Exempt employees will be hired by the Personnel Committee, in consultation with the BOT, the minister and/or congregation as appropriate and within the governing By-laws of the Church.

F. Upon commencement of employment, each staff member shall receive a written statement of the terms of employment including wages or salary, duties, responsibilities, schedule and benefits.

G. All employees are subject to a 90-day probationary period during which they may be terminated with or without cause.

H. Eligibility for benefits for an employee shall begin upon successful completion of the employee's 90-day probationary period as an employee of the Church.

I. Ministers of the Church are called according to the terms of the Church's Charter and Bylaws, and UUA and UUMA guidelines and are not subject to the provisions of this Manual.

J. All employees of the UUCE are ultimately accountable to the BOT and the Congregation, which the BOT represents.

K. In general, it is preferable not to hire church members for regular full or part-time employment.

L. Regular employees, full- or part-time, may not be supervised by family members.

M. The UUCE will follow all state and federal and local guidelines and statutes pertaining to employment, as well as those of the UUA.

IV. Employee Categories

A. The Church may hire employees in any of four categories:

1. Full-time regular employment, defined as working 40 hours per week for a term that is not time limited.
2. Full-time temporary employment which consists of working 40 hours per week for a term which is time-limited to less than one year.
3. Part-time regular employment, consisting of a fixed number of work hours less than 40 hours per week for a term that is not time-limited.

4. Part-time temporary employment which is a fixed number of work hours less than 40 hours per week for a term which is time-limited to less than one year.

B. Employees classified as non-exempt are paid at an hourly rate.

C. The Church may contract for services with individuals who are not classified as employees. Work conditions are stated in individual contracts.

V. Work- Hours

A. A week is considered any period of seven consecutive days.

B. Full-time employees normally work five eight-hour days per week (40 hours) including two fifteen-minute paid breaks each day.

C. Part-time employees are expected to work the number of hours and during the times specified in their statement of terms of employment. Part-time employees are entitled to one paid fifteen-minute break for each four-hour work shift in a workday. Such breaks are to be at a time approved by their supervisor and may not be accumulated.

D. The employee's supervisor sets and/or negotiates the actual work hours of non-exempt employees. The minister, appropriate committee or BOT negotiates the work schedule of exempt employees.

E. In case of any dispute over the number of hours worked, it is the responsibility of the individual employee to establish that he/she worked at least the number of hours required by their statement of employment.

VI. Compensation

A. The Church shall pay its employees on a regular basis by check or direct deposit to the employees account. Deductions from the gross amount earned will be made as required by law or by pre--negotiated terms of employment.

B. Only employees hired for at least half time work (20 hours or more per week) are eligible for benefits, including holiday and vacation time.

C. Non-exempt employees will prepare regular reports of time worked and submit them to the church treasurer for payment.

VII. Overtime

A. For Non-Exempt Employees:

1. As a condition of employment, non-exempt employees may be asked to work overtime. Employees shall be paid at the rate of time and one-half for overtime work. Working overtime shall be voluntary on the part of the employee.

2. Employees have the option of receiving compensatory time off at the rate of time and one-half instead of pay for overtime hours worked. Their supervisor must approve such compensatory time off.

3. Supervisors have full discretion to reasonably restrict the amount of compensatory time off that can be accumulated and carried forward.

4. All overtime work requires prior approval by the employee's supervisor.

B. No employee shall be compelled to work overtime.

C. For Exempt Employees

Exempt employees shall negotiate their work schedules with the minister, Personnel Committee or the BOT, but shall not be eligible for cash remuneration for working extra hours.

VIII. Holidays

A. The following are paid holidays for employees who qualify (Sec. VI.2.):

New Years Day

Martin Luther King Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the next day

Christmas Day

B. When a specified holiday occurs on a Saturday or Sunday, employees may take off the following Monday, or another day of their choosing, by prior agreement with their supervisor.

C. Three additional paid holidays may be taken by the employee during the year, dates to be approved by the employees' supervisor.

D. Employees required to work on holidays may take compensatory time off at a rate of time and one-half within a reasonable time negotiated with their supervisor.

E. Holiday pay for part-time employees will be prorated based upon the proportion of forty hours they normally work per week.

IX. Vacations - Non-Exempt and Exempt

A. Vacation time for all employees (excluding minister) who qualify (Sec. VI.2.) shall be earned from the first day of employment for all hours of straight time work. Overtime will not be credited towards vacation time.

B. Full time Non-exempt and Exempt employees (excluding minister) shall earn vacation time as follows:

- 0-1 years – 40 hours
- 2-5 years – 80 hours
- 6 or more years – 120 hours

C. Part time Non-exempt and Exempt employees (excluding minister) who qualify (Sec.VI, 2) shall earn the same rate of vacation as full time, prorated, based upon their contracted number of hours of employment.

(Examples: Half-time employee would earn 20 hours of vacation each year during years 0-1, 40 hours each in years 2-5, and 60 hours per year for years 6 and up. An employee working 25 hours per week would earn 25 hours vacation each in years 0-1, 50 hours each in years 2-5, and 75 hours each year thereafter. An employee working 30 hours per week would earn 30 hours each in years 0-1, etc.)

D. Although paid vacation time for qualifying employees (Sec. VI. 2) will be earned from the first day of employment, vacation time may not be used until the employee has successfully completed probation.

E. In the event of termination during probation earned vacation time will be lost.

F. Accumulated vacation time may be used by a qualifying employee (Sec. VI.2) at any time during the year, but does require the advance approval of the employee's supervisor. Both the employee and the supervisor must be sensitive to the urgent work needs of the Church and how vacation plans can best be accommodated within these needs.

G. Vacation time earned within one Church year should be used before the next Church year. Carry over of vacation time is not encouraged, although carry over arrangements may be made with the employee's supervisor in the case of special circumstances.

X. Health Insurance Benefits

A. For Non-Exempt Employees:

1. Full-time and part-time employees who have completed their probationary period and work 1000 or more hours per year are eligible to be enrolled in the Health Care Savings program of the Church
2. The Church will establish health care savings accounts for eligible employees. The Church will use these accounts to reimburse employees for some of the out-of-pocket costs they incur in obtaining needed health, mental health, vision, hearing and dental care for themselves. The Church will credit each employee account monthly with an amount determined by the BOT. The monthly credit amount will be the same for all eligible employees. Amounts credited to these

accounts shall accrue until used by the employee or until her/his employment terminates.

3. Employees may claim reimbursement for health insurance premiums, outpatient and inpatient care in licensed health care facilities, ambulance service, prescription medications and prescribed treatment/therapy or medical equipment. If the Church offers a group health care insurance plan for employees, and the employee chooses to participate, the premium cost will be offset by debiting the employee's health care savings account with any balance deducted from the employee's pay. The Personnel Committee must approve all claims for reimbursement.

B. For Exempt Employees

Exempt employees shall negotiate their health care benefits with the BOT.

C. For contractual Employees

Health care benefits shall be contractually arranged with the BOT.

XI. Pension Benefits

A. Employees who have completed six months' service and work 1000 or more hours per year are qualified to participate in the UUA Pension Plan.

B. For employees who qualify, contributions to the UUA Pension Plan are paid entirely by the Church.

XII. Leaves

A. Leave Without Pay

1. An employee may request a leave without pay through her or his direct supervisor. If the supervisor agrees to such a leave, and it is also approved by the minister (or Personnel Committee or BOT, as appropriate), a written agreement will be drawn by the supervisor as to the conditions and length of the leave

2. An employee requesting parental leave due to birth or adoption while actively employed by the Church may, upon written request to his/her direct supervisor, be granted such a leave without salary or wages to and until a date not exceeding six months subject to the following stipulations:

a. The employee shall give the supervisor, (and/or minister, committee, or BOT as appropriate) written notice of this request for parental leave and the expected delivery or placement date. The supervisor will be given as much advance notice as possible.

b. The leave must begin within six weeks after the birth or adoption. An exception may be granted if and when a child must remain hospitalized longer than the mother. In such a case, a parent may return to work while

the child is hospitalized and begin his/her unpaid leave within six weeks of the child's discharge from the hospital.

c. The employee will be entitled to return to work at any time within the six month parental leave, provided the employee has given two weeks written notice to his/her supervisor, (and/or minister, Personnel Committee, BOT as appropriate) of his/her intention to do so.

d. Any replacement employee assigned or rehired to perform duties of the employee on parental leave shall be regarded as temporary during the period within which the employee on parental leave may legally return to work.

B. Jury Duty

Employees shall be given leave to serve on a jury. Jury pay will be supplemented by the Church to equal the employee's normal pay rate. During the month a juror is on call, it is expected that the employee will continue to work as scheduled on days when not required to report to the court for jury duty.

C. Sick Leave with Pay

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

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

If at all possible, 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.

D. Military Leave Without Pay

Employees who are members of the armed 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.

XIII. Employee Development

A. Each employee is encouraged to add to his/her knowledge and skills through formal and informal training on the job and away. Within budgetary and time constraints, the Church is willing to facilitate such development activities. Employees are encouraged to discuss development opportunities with their supervisors.

B. Subject to the needs of the Church and the approval of the supervisor and the minister, employees may apply for and participate in denominational and professional growth programs as part of their paid work schedule.

C. Any professional development activity that requires an employee to be away from his or her normal work assignments for three or more weeks during a program year, and/or requires an unscheduled expenditure of Church funds, must be reviewed and approved by the Personnel Committee and the Board of Trustees.

XIV. Performance Evaluations

A. The process of performance evaluation is expected to be carried out on a routine and continuous basis by supervisors with supervisees freely and openly discussing the tasks to be accomplished, work quality, priorities, and the expected standards of performance. For the professional staff members, the supervisor is as specified in their contracts of letters of agreement. The supervisor may be an individual or a committee. For support staff, supervision is as established at the time of employment unless modified at a later date.

B. Employees will receive from their supervisor a written performance evaluation at the end of the 90-day probationary period. This evaluation will be entered into the employee's file.

C. A comprehensive performance evaluation will take place with each employee on an annual basis.

XV. Workplace

A. The Church will make every effort to provide a safe and comfortable workplace, and will provide the tools, equipment and supplies necessary to complete assigned jobs.

B. Employees will endeavor to maintain the workplace in an orderly and safe condition. Any unsafe conditions or situations need to be reported to the employees' supervisor.

XVI. Termination of Employment

A. Non-exempt employees are expected to provide their supervisor with a written notice of resignation at least two weeks before their last day of employment.

B. Exempt employees are expected to provide their supervisor with a written notice of resignation at least two months before the last day of employment.

C. Terminating employees are entitled to payment of any outstanding wages. Employees who have worked for the Church six months or longer may receive cash payment for any earned but unused vacation time.

D. During their 90-day probationary period, employees may be terminated with or without cause.

E. Employees who have passed their probationary period may be terminated by their supervisor, with the consent of the minister, for unsatisfactory performance of their assigned responsibilities, or for acts of malfeasance and or misfeasance, or for failing to comply with reasonable work requirements or other reasonable conditions of employment. In most cases the Church will notify the employee, in writing, of the termination of their employment, at least two weeks prior to the last date of employment. If notification is not given, consideration will be given to paying the employee for two weeks in lieu of notice. The Church maintains the right to make any decision deemed reasonable and appropriate at the time.

F. Prior to any termination for cause based on performance, the employee shall be given a special written performance evaluation and reasonable opportunity to bring her/his performance levels up to acceptable standards. All performance and termination actions shall be documented by the supervisor.

G. All employees may be subject to layoffs due to declining work-loads and/or financial exigencies. Laid-off employees shall receive a written notice of termination at least ten days prior to the last day of employment.

H. The Church, as a responsible employer, may summarily remove any employee from the work place who shall act in such a way as to jeopardize him/herself or others on Church property, or may be suspected of or convicted of performing criminal acts. The Personnel Committee and the BOT shall review the detailed circumstances of such removal so as to be able to act in an advisory capacity to the supervisor, as well as to become informed of implications of ramifications that may warrant changes in personnel policies or practices.

I. An exit interview with an employee may be conducted at the discretion of and by the minister or her/his designee.

XVII. The Grievance Process

The goals of the Grievance Process are:

To allow all employees ample opportunity to air grievances concerning their work situations, and to quickly and equitably resolve alleged infractions of Personnel Policies in an orderly manner. To assure the Personnel Committee, the Board of Trustees, and grievants that they have adequate information to arrive at reasonable and just decisions regarding working conditions at the Church.

A. Definition: A grievance consists of a charge of an alleged improper application of the Personnel Policies of the UU Church in Eugene.

B. Time Limits: All relevant parties in a grievance action shall adhere to the time limits prescribed in The Grievance Process unless all parties agree to different schedules prior to the expiration of the next time limit. It shall be assumed that any party not abiding by the prescribed or negotiated time limit shall have conceded the other party to be in the right. Under such a condition, the Personnel Committee or the BOT shall negotiate the terms and conditions of resolving the grievance.

C. Who may file a grievance: All non-temporary employees who have passed their 90-day probationary period.

D. Representation: Employees may represent themselves or designate an authorized representative or legal counsel who may or may not be an employee or member of the Unitarian Universalist Church in Eugene.

E. Steps of the Grievance Procedure:

1. Step One - Informal Resolution: The grievant shall present to his/her supervisor a written request for An Informal Resolution Meeting. Within five working days after receiving the request, the supervisor shall hold a meeting to attempt to resolve the grievance. Within five days following the meeting, the supervisor will give a response to the grievant. If the response is satisfactory to all parties, the grievance will be considered resolved with no further grievance steps to be taken. If the grievant remains unsatisfied she/he has five working days to move to Step Two.

2. Step Two - Formal Resolution: The grievant shall, within five working days of receiving the results of Step One, submit a written request for a Step Two Hearing with the minister of the Church who will attempt to resolve the grievance. (If the grievance includes a minister in the complaint, the grievant shall move immediately to Step Three.) The request must include a full description of the circumstances and

ramifications of the grievance and citation of the Personnel Policy's alleged infractions. Following a Step Two Hearing, the minister will provide a written response to the grievant within five working days. If the response is satisfactory to all parties, the grievance will be considered resolved with no further grievance steps to be taken. If the grievant remains unsatisfied, he/she has five working days to move to Step Three.

3. Step Three - Personnel Committee Review: If Step Two does not occur because of ministerial involvement, or if its results are unsatisfactory, the grievant has five working days to submit a written request to the Chair of the Board of Trustees for a Step Three Trustee Review. This will be a hearing with the grievant and other involved parties before the Personnel Committee at which the Chair of the Board of Trustees will preside. The written request must include the nature of the grievance, circumstances surrounding the grievance, what actions the employee has taken to resolve the issue, the alleged injuries sustained by the grievant, and a citation of the alleged infractions of the Personnel Policy. The Chair shall hold the hearing within ten working days after receiving the Step Three request. The Chair will respond in writing to the grievant within ten working days giving the resolution arrived at by the Personnel Committee.

4. The Personnel Committee's decision will be final.

XIX. Business Ethics and Employee Conduct

A. Sexual Harassment (See also Safe Congregation Policies)

1. This Church recognizes the right of its ministers, employees, contractors, members, and guests to have an environment free of interpersonal violence such as harassment and abuse.

2. Employees of the church are required to read and sign an agreement to abide by the Safe Congregation and sexual harassment policies and procedures of the Church as described in:
 - a. The Safe Congregation Policy of the Unitarian Universalist Church in Eugene

 - b. The Safe Congregation Procedures of the Unitarian Universalist Church in Eugene.

B. In the course of conducting the business of a Church, employees are expected to respect the confidentiality of those with whom they interact and/or whose personal information they may have access.

C. Employees of the Church are expected to employ safe work practices on the job and on Church property.

D. Employees are expected to be on time for work, to dress appropriately for their particular position, and to conduct themselves professionally.

E. The Church will not tolerate illegal use, possession, sale, manufacture, or distribution of drugs, alcohol, or other controlled substances on Church property; having any illegal or unauthorized controlled substances in one's system while at work; having excess amounts of otherwise lawful controlled substances in one's system; or having any unauthorized drug-related paraphernalia in one's possession or on Church property.

F. Employees of the Church are expected to conduct themselves at the highest standard of ethics and integrity.

G. Employees of the Church are expected to treat with respect those with whom they come in contact in the course of their work, including members, volunteers, clients, and other Church employees and contracted workers.

H. 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 supervisor. 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.

I. 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 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 or while on Employer premises (including meal and other breaks).

- Unauthorized possession of weapons.

- Disclosure of confidential information.

Smoking in unauthorized areas.
Failure to report on-the-job injuries.
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.

J. Safety and Accidents

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

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

* In the absence of a supervisor, the employee is authorized to seek necessary emergency- medical attention.

K. 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 supervisor 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 supervisor.

L. 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.

XX. 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 business use 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,
- accessing, displaying, downloading, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, age, disability or any other classification protected by law,
- transmitting any of the 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 supervisor 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. Employees may not state their church affiliation on the Internet unless required as part of their assigned duties. Any violation of this policy may result in disciplinary action.

Employees may use the Church computers to enhance their skills on their own time and when the equipment is not otherwise in use.

XXI. 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. 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.

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 supervisor.

XXII. Policy Implementation

A. The above Personnel Policies shall become effective immediately upon their approval by the Board of Trustees of the Unitarian Universalist Church in Eugene.

B. Amendments, changes, and temporary variants or suspensions of these policies shall require a majority vote of the entire Board of Trustees taken at a regular meeting of the Board following the meeting at which a motion of change is introduced.

C. Employee contracts and agreements in force at the time these policies are approved shall remain in force until their terms expire or until the contracts or agreements are re-negotiated by mutual consent of the employee(s) and the Board of Trustees.

PERSONNEL MANUAL ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Personnel Policy Manual of the Unitarian Universalist Church of Eugene, Oregon.

I understand that it is my responsibility read the Manual and to comply with the policies, practices and rules of the Employer.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the Employer or I may terminate the employment relationship, at any time, with or without reason and with or without notice. I specifically understand and agree that this statement of policy contains all of the terms relating to termination of employment and that no representations may be made contrary to the foregoing, either express or implied. I understand that this statement of policy is not subject to change.

I understand that this Manual supersedes all previous policies, written or oral, express or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that the Employer 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 understood the above statements and have received a copy of the Personnel Policy Manual dated _____.

Date

Employee Name (Print)

Employee Signature