

Unitarian Universalist Fellowship of Fairbanks

| | |
|-----------------------------------|---------------------------------|
| IV. Personnel | Approved by: Board of Directors |
| General personnel policies | Adopted: July 13, 2009 |
| Proposed by: n/a | Revised: n/a |

Definitions

Full time employees are employees scheduled to work at least 40 hours per week. Part time employees are employees scheduled to work less than 40 hours per week. All employees are introductory employees for the first 90 days after their starting date. During this introductory period, employees will work closely with their supervisor, and at the end of the period, the supervisor will meet with the employee to discuss performance.

Payroll

Payday is the second Sunday of each month. Time sheets must be turned in by the first Sunday of each month.

Benefits Eligibility

Part-time employees become eligible for specific employee benefits identified in these policies when they are regularly scheduled to work 25 hours per week or more (minimum or 62.5 percent of full-time).

Personal leave

Personal leave accrual takes effect at the start of employment but cannot be used during the 90-day introductory period following hire date. Personal leave accrues for full-time employees at 8 hours per month. Personal leave accrues for regular part-time employees regularly scheduled for 25 or more hours per week at 4 hours per month. The use of accrued personal leave must be noted on the applicable timesheet. Prior written approval by the employee's supervisor is required for personal leave used for vacation in excess of 3 days; no approval is required for personal leave used for sick days or short-term personal needs. Team-building behavior calls for advance notification, project workload considerations, and schedule coordination with co-workers to the extent possible; these attributes are highly valued. Upon termination of employment, the Fellowship will pay out unused accrued personal leave to an employee, provided that the employee has given at least two weeks' notice of intent to leave and has completed the 90-day introductory period.

Special Leave - Leave Without Pay (LWOP)

Employees may request time off as LWOP. Use of LWOP requires prior approval by the supervisor and may be approved or denied at the supervisor's discretion.

Travel

Employees who travel away from home on behalf of UUFF may request reimbursement for expenses. Requests must be submitted in advance, with as much notice as possible, to provide for planning and reservation discounts. If funds have been budgeted for the requested purpose, the employee's supervisor may approve reimbursement requests submitted by an employee. Otherwise, the UUFF Board must approve any reimbursement for travel and expenses.

If the employee has requested to be in work status for any portion of time during the attendance of the event causing the travel, the Board will also decide that issue in advance.

Drug-free workplace

UUFF operates a drug-free workplace. Use of tobacco or other drugs in the UUFF facility or on property owned by UUFF is prohibited.

At-will employment

Employment with the Unitarian Universalist Fellowship of Fairbanks is designated as at-will. Employees may be terminated for no reason or for any reason not prohibited by law. In the event of a decision to terminate at-will employment, the UUFF president will provide the employee with a written notice of termination. The notice need not state any reasons for the termination. UUFF will provide two weeks notice of termination and may elect to give pay in lieu of all or any portion of the notice period. Completion of an introductory period or conferral of regular status does not in any way restrict the Fellowship's right to subsequently terminate an employee or change an employee's terms or conditions of employment. The UUFF Board will adopt procedures for appeal of dismissals.

Employees may resign from employment for any reason, and are expected to provide two weeks written notice to their supervisor of their plans to resign.

Prohibition of Discrimination

The Fellowship is committed to principles of non-discrimination and equal employment opportunity. Applicants and employees will receive consideration and evaluation based on job qualifications and demonstrated ability—not race, color, religion, sex, national origin, marital status, affectional orientation, parenthood, disability, age or status as a veteran. Discrimination is a form of misconduct that undermines the integrity of the work environment and will not be tolerated by UUFF. Employees who believe they have been subject to unlawful discrimination or harassment should report the matter to the President, to a member of the Board of Directors or to a member of the personnel committee.

Background Checks

UUFF will conduct reference and criminal background checks for all employees. Written permission for reference and background checks will be required of all applicants seeking employment with UUFF.

Supervision, assessment and grievances

Employee job descriptions will provide information on expected duties and responsibilities, and will indicate the employee's immediate supervisor. Concerns not resolved between an employee and supervisor will go to the personnel committee for resolution. The supervisor will meet with each employee at least once each year to assess performance.