

# **Personnel Policy Manual**

For

Peoples Church Unitarian  
Universalist

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# I. EMPLOYMENT POLICIES AND PRACTICES

## A. STATEMENT OF PURPOSE

*This Personnel Policy Manual (referred to hereafter as 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 Peoples Church Unitarian Universalist (referred to hereafter 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.

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.

## B. EMPLOYER MISSION AND HISTORY

The Peoples Church Unitarian Universalist stands as an open, democratic, and vital community for all. We encourage the questioning mind, nurture spiritual growth, and promote justice and caring among our members and in the wider world.

### C. 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 or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy.

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, sexual identity or any other classification protected by law. Peoples Church welcomes all persons of diverse backgrounds to apply for positions.

### 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. If the report or complaint involves the supervisor, or if the supervisor is

unavailable, the individual receiving the report or complaint should immediately report it to the minister or the board president.

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

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, sexual identity 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 other person who the employee encounters in the course of employment should report that conduct immediately to his or her supervisor. If the report or complaint involves the supervisor, or if the supervisor is unavailable, the individual receiving the report or complaint should immediately report it to the minister or the board president.

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:

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 minister or the board president who shall gather the evidence necessary to complete an investigation. The minister or board president may interview the employee or appoint an ad hoc committee to advise him/her. The minister or board president shall then recommend a resolution of the problem to the supervisor and employee.

If the minister's or board president's recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the governing board. The resolution recommended by the board will be binding.

## G. 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 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. Any violation of this policy may result in disciplinary action.

#### H. MEDIA INQUIRIES

All requests for information about the Employer from newspapers, television and radio media should be directed to the supervisor or board president. An appropriate response by an employee 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 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 Minister who may consult with the Board President or other appropriate lay leadership.

#### 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 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 supervisor.

#### 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 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.

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



long term disability benefits. Collateral employment should not result in outside telephone calls while on duty for the congregation.

#### L. EMPLOYMENT OF RELATIVES AND MEMBERS

Other members of an employee's family may be considered for employment; however, relatives may not supervise or perform evaluation or compensation reviews for one another unless otherwise determined by the board. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild. Part time contract employees are excluded from this restriction.

#### M. 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 supervisor 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. INITIAL REVIEW PERIOD

New employees and employees who are transferred to another position may be required to complete an initial review period of ninety days, but which may be shortened or lengthened in the Employer's discretion. Upon completion of this period, the employee will be considered a regular employee. Satisfactory completion of the initial review period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily even after the initial review period is completed. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated or reclassified at any time at the discretion of the Employer.

#### O. PERFORMANCE EVALUATION

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.

## 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. Contracted employees are excluded from these guidelines.

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 percentage of time worked.

### B. HOURS OF WORK

Some employees may be scheduled for work on Sunday mornings. 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 to which are part of their employment.

### C. BREAK PERIODS

The time of meal and break periods will be at the discretion of the immediate supervisor.

### D. TIMEKEEPING AND OVERTIME

Non-exempt employees must submit a written and signed record of their time worked for each payroll period on a form approved by the employee's supervisor. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted and approved by the supervisor. 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.

### E. PAY AND PAYROLL DEDUCTIONS

There is no guarantee of an annual pay adjustment. Pay is usually based upon such factors as individual performance, job responsibilities and other appropriate factors, including budget constraints.

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. Payroll records are maintained by the church treasurer.

Employees are responsible for promptly notifying the supervisor or the church treasurer 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.

These benefits are subject to change at any time in the discretion of Employer. 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 supervisor. Any additional benefits to those outlined below will be at the discretion and approval of the board of trustees.

#### **A. GROUP INSURANCE AND WORKERS' COMPENSATION**

Group life, disability, dental and medical insurance coverage is available through the Unitarian Universalist Association. The employer does not carry group health, life or disability insurance coverage. Employee's expense for such insurance coverage is determined at the time of hire, with church board approval.

Employer carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of job-related illness or injury.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's immediate supervisor. 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 to accumulate tax-deferred savings for retirement.

Under the plan, the Employer contributes a percentage of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis. Details of the plan are available at [www.uua.org](http://www.uua.org).

To participate in retirement benefits, the employee must have worked for Unitarian Universalist Association organizations for at least 1000 hours for one year. The church board will determine the level of contribution for all employees.

### **C. PAID TIME OFF (PTO) AND PAID LEAVES**

Vacation and sick leave will be earned through Paid Time Off (PTO). PTO is accrued monthly beginning at the end of the month in which 90 days since hire has occurred. PTO is calculated as 1.5 times the average daily hours assigned to the job. Average daily hours is calculated as 1/5 of normal weekly hours. (E.g. for a 20-hour job: Average daily hours is 4 hours and PTO accrues at a rate of 6 hours per month.)

A maximum of six months accrued, unused PTO may be carried over to the next calendar year. (Example: for a 20-hour job, 6 hours PTO is accrued monthly. 36 hours of unused PTO may be carried forward.)

After five (5) years of employment, PTO will be increased to 2 times the average daily hours worked.

Exceptions to this policy will be subject to church board approval.

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.

Summertime vacations generally are encouraged.

Employees who resign with at least two weeks' notice may, upon board approval, receive payment for the accrued PTO hours that have not been used. Employees who are terminated by the Employer are not guaranteed payment of unused PTO hours.

### **D. HOLIDAYS**

The following paid holidays are observed each year:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Fourth of July
- Labor 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, but non-full time employees may take a different day off. If employees are required to work on an observed holiday, they generally will be granted another day off, as

agreed upon by the supervisor. Holiday pay equals 1/5 of regular weekly hours. (Example: in a 20-hour job, one day's holiday pay is 4 hours.)

## **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. Family Medical Leave (FLMA)**

The employer will provide a leave of absence benefit which complies with the Federal Family Medical Leave Act (FMLA) of 1993. Employees with twelve or more months of total service are covered by this policy. Up to twelve weeks can be taken to care for a newborn, newly adopted or foster child, to care for a seriously ill partner, child, or parent, or for the employees own serious health condition. A serious health condition is defined as a health condition that involves inpatient care in a hospital, hospice or residential care facility or continuing treatment by a health care provider for more than three calendar days. Available paid time off must be used from the beginning of the absence. The remainder of the days will be time off without pay. The employer requests as much advance notice of intent to use family medical leave as possible. An employee returning from an approved Family and Medical Leave will be returned to the same or equivalent position and employee benefits. A physician's release is required for an employee to return to work from their own illness.

### **3. 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 supervisor.

### **4. 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.

**5. 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 supervisor, run concurrently with unpaid parental leave.

**6. 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.

**7. Bereavement Leave**

Upon the death of an immediate family member, the employer shall provide up to two consecutive days of paid bereavement leave to all employees. These days are in addition to the employees paid leave accrual. Immediate family member is defined as the employee's parent, spouse, partner, sibling, child, parent of spouse or partner, grandparent, or grandchild.

**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 supervisor. Trips must be authorized by the employee's supervisor. Employees must have a current and valid driver's license and proof of liability 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 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.
- 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. Exceptions to this policy may be provided in individual employment agreements as approved by the church board.

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 the supervisor. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the 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.

#### **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 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 or church 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 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 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 area and/or electronic files at any time and without prior notice or consent.

Employees may not use personal locks on church owned desks, cabinets, closets, storage areas, or electronically lock any computer files.

#### **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.

## PERSONNEL MANUAL ACKNOWLEDGMENT FORM

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Personnel Policy Manual of Peoples Church Unitarian Universalism. 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 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

12/20/2005