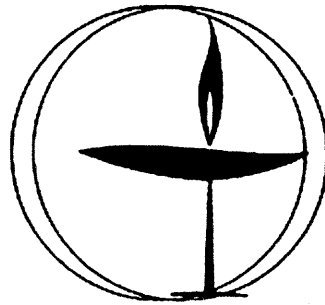


# EMPLOYEE HANDBOOK

Unitarian Universalist Society of Oneonta

12 Ford Avenue, Oneonta New York 13820



*Affirmed by the Board of Trustees  
March 28, 2021*

## TABLE OF CONTENTS

### I. EMPLOYMENT POLICIES AND PRACTICES

1. ABOUT THIS HANDBOOK .....	3
2. EQUAL EMPLOYMENT OPPORTUNITY .....	3
3. EMPLOYMENT REQUIREMENTS .....	3
4. FREEDOM FROM WORKPLACE HARASSMENT .....	4
5. SEXUAL HARASSMENT .....	4
6. RESOLUTION OF EMPLOYEE CONCERNS AND/OR GRIEVANCES .....	4
7. WHISTLEBLOWER PROTECTION .....	5
8. MEDIA INQUIRIES .....	6
9. EMPLOYEE CONFIDENTIALITY .....	6
10. CONFLICTS OF INTEREST .....	6
11. OUTSIDE EMPLOYMENT .....	7
12. PERSONNEL RECORDS .....	7
13. EMPLOYEE PERFORMANCE REVIEW .....	7
14. SEPARATION FROM EMPLOYMENT .....	8

### II. WAGE AND HOUR ADMINISTRATION

1. EMPLOYMENT CLASSIFICATION .....	8
2. HOURS OF WORK AND OVERTIME .....	9
3. TIME-KEEPING AND BREAKS .....	9
4. HOLIDAYS .....	9
5. PAY AND PAYROLL DEDUCTIONS .....	9

### III. EMPLOYEE BENEFITS

1. EMPLOYER REVIEW .....	10
2. PAID TIME OFF .....	10
3. LEAVES OF ABSENCE .....	10
4. NURSING BREAKS .....	12
5. INSURANCE PROGRAMS .....	12
6. PROFESSIONAL EXPENSE ALLOWANCE .....	13
7. RETIREMENT .....	13

### IV. WORKPLACE BEHAVIOR

1. ATTENDANCE AND PUNCTUALITY .....	13
2. WORK AND DISCIPLINARY GUIDELINES .....	14
3. SAFETY AND ACCIDENTS .....	14
4. PERSONAL PROPERTY .....	15
5. PROFESSIONAL BEHAVIOR .....	15
6. SECURITY AND INSPECTION RIGHTS .....	15

### V. ADMINISTRATIVE OFFICE & COMPUTER USE .....

16

### VI. APPENDICES

A. CONFLICT OF INTEREST DISCLOSURE FORM .....	17
B. ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK .....	19

# **I. EMPLOYMENT POLICIES AND PRACTICES**

## **1. ABOUT THIS HANDBOOK**

- 1.1 This handbook has been prepared to clarify the policies and procedures of the Unitarian Universalist Society of Oneonta (referred to herein as “UUSO” or “Employer”). All employees are expected to familiarize themselves with the contents of this handbook as it provides basic information about UUSO’s expectations, policies, procedures, and benefits.
- 1.2 This handbook replaces all previous UUSO personnel manuals, employee handbooks, or personnel-related policies. However, from time to time, changes in this document may be made. Therefore, UUSO reserves the right to amend, supplement, or rescind any provisions in this handbook. In such instances, employees will be advised in writing of any changes, and will be provided with up-to-date copies of the handbook.
- 1.3 All employees are hired on an at-will basis per New York State regulations, unless otherwise provided for in a separate letter of agreement. This means that the employee may terminate the employment relationship at any time, for any reason, and that the employer retains the same right.
- 1.4 All clauses contained in this handbook stating that a requirement is to be completed “in writing” shall also be considered satisfied by communication via email.
- 1.5 Please note that the policies and procedures outlined in this handbook do not apply in their entirety to ordained ministers or any other employee whose employment is covered by a separate letter of agreement.
- 1.6 Employees who have questions about the terms of this handbook should consult the Head of Staff or the President of the Board of Trustees.

## **2. EQUAL EMPLOYMENT OPPORTUNITY**

- 2.1 UUSO affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions will be made in compliance with all federal, state, and local laws, and without regard to race, color, religion, sex, gender identity, national origin, age, or disability.

## **3. EMPLOYMENT REQUIREMENTS**

- 3.1 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. Employees must provide to the Head of Staff an original document or documents which establish identity and employment eligibility from the date that employment begins.
- 3.2 Safe Congregations practices require that all employees complete a criminal background check. Employment is contingent upon the successful completion and results of a background check.

#### **4. FREEDOM FROM WORKPLACE HARASSMENT**

- 4.1 UUSO prohibits conduct directed to its employees that shows hostility or aversion toward an individual because of their race, color, religion, gender, sexual identity or orientation, national origin, age, disability, or any other classification protected by law, and that has the purpose or effect of creating an intimidating, hostile, or offensive work environment, or otherwise adversely affects an individual's employment opportunities.
- 4.2 Any employee who believes they have been harassed by another employee, a supervisor, or any other person encountered in the course of their employment by UUSO should report that conduct immediately to the Head of Staff, following the procedures for grievance outlined in Section I.6 of this manual. In the event that the Head of Staff is a subject of the complaint, the employee should contact the President of the Board of Trustees.

#### **5. SEXUAL HARRASSMENT**

- 5.1 The Unitarian Universalist Society of Oneonta is committed to maintaining a workplace free from sexual harassment. The full terms of UUSO's Sexual Harassment Policy (a copy of which will be provided to each employee) apply to all employees, applicants for employment, interns (whether paid or unpaid), contractors, volunteers, congregants, and persons conducting business with UUSO.
- 5.2 Whenever UUSO receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring, a prompt and thorough investigation will be conducted in accordance with the provisions of the Sexual Harassment Policy. All employees, interns, contractors, volunteers, congregants, and persons conducting business with UUSO are required to cooperate with any investigation of sexual harassment.

#### **6. RESOLUTION OF EMPLOYEE CONCERNS AND/OR GRIEVANCES**

- 6.1 Any UUSO employee who has concerns or believes they have been harassed or otherwise subjected to discriminatory behavior by another employee, a supervisor, or any other person encountered in the course of employment, should use the grievance procedure that follows below.
- 6.2 Grievances are to be submitted in writing to the Head of Staff. In the event that the Head of Staff is a subject of the complaint, the employee shall contact the President of the Board of Trustees. The grievance should be a concise statement of facts upon which the complaint is based. It should include specific reference to the policies, procedures, or practices which have allegedly been misinterpreted, misapplied, or violated. It must be dated and signed.
- 6.3 The Head of Staff (or the President of the Board of Trustees) shall respond to the employee in writing within a reasonable span of time to acknowledge receipt of the complaint. The Head of Staff (or the President of the Board of Trustees) shall meet with the employee to discuss the grievance as soon as possible thereafter. A written response, with supporting reasons, will be supplied to the employee following this meeting.

- 6.4 If the employee is not satisfied with the disposition of the complaint, the employee has the right to notify the Head of Staff (or the President of the Board of Trustees) in writing, requesting reconsideration of the matter. Such request should be sent as soon as possible after receipt of the written response.
- 6.5 A second conference will be held between the previous UUSO representative and the aggrieved employee. The individual representing UUSO shall communicate their second decision in writing with supporting reasons to the employee as soon as possible following that conference..
- 6.6 If the complaint is still not resolved to the employee's satisfaction, or if no communication has been rendered within a reasonable period of time, the employee may file the grievance with the Board of Trustees. The employee shall submit a copy of the original statement of grievance and copies of the decisions rendered, if any, to the President or Vice President of the Board of Trustees for review.
- 6.7 The Board of Trustees shall then act on the request for review by considering it at an executive session of the Board of Trustees, to be held within 30 days of receiving the request. The person seeking review shall be given the opportunity to speak to the Board, and to be present when others are permitted to speak to the Board on the subject of the review.
- 6.8 The resolution determined by the Board of Trustees will be communicated in writing to the employee within a reasonable time frame, and shall be binding upon all affected parties.

## **7. WHISTLEBLOWER PROTECTION**

- 7.1 Any UUSO employee who has knowledge of what they believe to be a violation of any law, mismanagement, gross waste or misappropriation of UUSO funds or assets, a substantial and specific danger to public health and safety, or other alleged wrongful conduct, is encouraged to report the situation to the Head of Staff. In the event that the Head of Staff is a subject of the complaint, the employee should contact the President of the Board of Trustees. Any such report or complaint should be made in writing and should include the date on which the report was made.
- 7.2 Every complaint or report under this category will be promptly investigated with sensitivity to confidentiality issues.
- 7.3 The employee will be informed of the conclusion of the investigation.
- 7.4 Retaliation or reprisal against any employee who reports whistleblower 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 of employment.

## **8. MEDIA INQUIRIES**

8.1 The Minister and the President of the Board of Trustees are the only persons authorized to speak on behalf of the Unitarian Universalist Society of Oneonta. All requests for information about UUSO from print, internet, television, radio, or other media should be directed to the Minister. In the event any such inquiry is made when the Minister is not available, media inquiries should be directed to the President of the Board.

## **9. EMPLOYEE CONFIDENTIALITY**

9.1 All requests for information concerning past or present employees received from organizations or individuals should be directed to the Head of Staff. In the event any such inquiry is made when the Head of Staff is not available, inquiries should be directed to the President of the Board.

## **10. CONFLICTS OF INTEREST**

10.1 A conflict of interest is defined as a conflict between the personal interests and the official responsibilities of an employee. This includes, but is not limited to, the following:

- Financial interest: Receiving personal gifts or loans from third parties dealing or competing with UUSO; having any kind of financial interest in any third party dealing with UUSO; being in a position with another organization that leads to approaching the same donors on behalf of both organizations
- Personal interest: Relationship to a Board member, another employee, or contractor of UUSO, by blood, adoption, marriage, or domestic partnership; serving in a supervisory capacity to another staff member so related
- Professional interest: Holding office, serving on a board, participating in management or ownership, or being employed by any third party dealing with UUSO

10.2 Employees are required to disclose any competing financial, personal, or professional obligations or interests that do or might interfere with their ability to perform their responsibilities to the UUSO in a fair and objective manner.

10.2.1 At the time of hire, and periodically thereafter as requested, or when there is a change in circumstance involving a potential conflict of interest, the employee will complete the Conflict of Interest Disclosure Form, appended to this handbook as Appendix A.

10.2.2 Employees who have questions about whether an activity constitutes a conflict of interest should discuss the matter with the Head of Staff.

10.3 Following notification of a possible conflict of interest, the Board of Trustees and the Head of Staff shall meet in executive session within 30 days to determine whether a conflict of interest exists.

10.3.1 If a conflict is found to exist, the Board shall vote to take any action deemed necessary to address the conflict and protect UUSO's best interests.

10.3.2 All votes and actions regarding the resolution of a conflict of interest shall be recorded in the meeting minutes, identifying the individual with the conflict, the date, and the actions taken to resolve the conflict.

10.3.3 The employee will be notified in writing of the Board of Trustees' decision within five working days.

## **11. OUTSIDE EMPLOYMENT**

11.1 An employee shall not engage in any outside employment which, by its nature, hours, or physical demands, would impair the employee's performance of UUSO duties or reflect discredit on UUSO.

## **12. PERSONNEL RECORDS**

12.1 Employees must make certain that all the information provided to the UUSO at the time of hire is kept up-to-date. Employees should promptly notify the Head of Staff of any changes in the following:

- Address, telephone number, and email address
- Marital status (including legal separation)
- Legal change in employee's name
- Dependents
- Beneficiaries
- Emergency contact information
- Licensing or education, if relevant to their employment

12.2 The Head of Staff will promptly forward this information to the appropriate person for the updating of personnel records.

## **13. EMPLOYEE PERFORMANCE REVIEW**

13.1 The Head of Staff will assist employees in learning their jobs and identifying priorities and goals. The Head of Staff will meet with employees on a regular basis and as needed to identify and assess needs and/or challenges.

13.2 The Head of Staff will organize and lead an annual performance review for each employee, in an honest and respectful exchange of mutual feedback.

13.3 The following activities will be included in the annual performance review:

- Review of primary job functions and expectations; discussion of possible revision or updating of job description
- Evaluation of employee performance for each function, including quality of work, productivity, communication, timeliness, planning and organization, initiative, and teamwork
- Identification and discussion of special challenges
- Identification and discussion of goals for the future

13.4 The Head of Staff will provide a written report to the employee following each performance review. This report will be included in the employee's personnel file. The Head of Staff will inform the Board of Trustees when a performance review has been completed.

## **14. SEPARATION FROM EMPLOYMENT**

14.1 UUSO would appreciate at least 14 days' written notice to the Head of Staff from employees who plan to resign or retire.

14.2 Employees who give two weeks' notice of their intent to leave UUSO employment will be compensated financially for any unused paid time off. Employees who do not give two weeks' notice will not be compensated for unused paid time off.

14.3 In cases where termination is the result of misconduct or failure to meet the duties of the job, employees may forfeit all unused paid time off.

14.4 Additional compensation at the end of employment ("severance pay") will be considered on a case-by-case basis by the Board of Trustees, in consultation with the Head of Staff and the UUSO Personnel Committee.

14.5 The Head of Staff will conduct an exit interview with a resigning or retiring employee, and will write a report of the exit interview. This report will be placed in the employee's personnel file.

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

### **1. EMPLOYMENT CLASSIFICATION**

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

1.2 Employees may be classified in four categories:

1.2.1 Full-Time: An employee who regularly works 40 hours or more per work week is considered a full-time employee.

1.2.2 Part-Time: An employee who regularly works less than 40 hours per work week is considered a part-time employee.

1.2.3 Temporary Employee: An employee who works full-time or part-time for a specific time period, for specific projects, to fill in for an absent regular employee, or for other reasons for a limited period of time, is considered a temporary employee.

1.2.4 Per-Service Employees: An employee who is hired to perform a specific activity at a time whose start and end is determined by UUSO, for which they are paid a pre-determined amount, is considered a per-service employee.



## **2. HOURS OF WORK AND OVERTIME**

- 2.1 Individual work schedules will be arranged with each employee, and may change from time to time.
- 2.2 A part-time employee who works in excess of their regularly scheduled hours, up to 40 hours during any work week, will be compensated for the additional hours at their regular hourly rate, provided the work is previously authorized by the Head of Staff.
- 2.3 Work by any employee over 40 hours per week will be designated as overtime, and will be compensated at a rate of time and one-half. No employee is permitted to work more than 40 hours per week without prior approval from the Head of Staff.
- 2.4 Attendance at meetings at the request of the Head of Staff will be considered time worked.

## **3. TIME-KEEPING**

- 3.1 Hourly employees must track their time on a per-day basis. The UUSO will maintain an appropriate system for keeping accurate records of hourly employee work.

## **4. HOLIDAYS**

- 4.1 The UUSO offices will be closed for the following holidays:

New Year's Day	Veterans Day
Martin Luther King Jr. Day	Indigenous Peoples' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Fourth of July	Winter Holiday (on or near Dec. 25 <sup>th</sup> )
Labor Day	Day following the Winter Holiday
- 4.2 Part-time employees may arrange their schedules around office closures in consultation with the Head of Staff.

## **5. PAY AND PAYROLL DEDUCTIONS**

- 5.1 UUSO strives to offer its employees fair compensation as recommended by Unitarian Universalist Association (UUA). Compensation adjustments become effective at the beginning of the fiscal year. There is no guarantee of an annual adjustment.
- 5.2 Federal law requires deductions from pay for income tax, Social Security, and Medicare. Other deductions may include state and local taxes or wage garnishments. Additional optional deductions, such as those for retirement or insurance premiums, may be available if authorized by the employee.
- 5.3 Employees will be paid bi-weekly. Pay checks and pay stubs should be reviewed when they are received. If an employee believes a mistake has occurred, or if there are any questions, the Head of Staff should be contacted immediately.

### **III. EMPLOYEE BENEFITS**

#### **1. EMPLOYER REVIEW**

1.1 The policies related to UUSO's employee benefits will be reviewed periodically. Any changes in these policies will be communicated to the employees in writing, and a revised copy of the Employee Handbook will be provided to each employee.

#### **2. PAID TIME OFF**

2.1 All UUSO employees (excepting those covered by a separate letter of agreement) receive the equivalent of four weeks' paid time off (PTO) per year. The amount of paid time off awarded to each employee will be based on either their normal scheduled hours per week for the current year, or the average hours per week worked in the preceding year, as determined by the Head of Staff.

2.2 PTO may include, but is not limited to, vacation, sick days, and personal days.

2.3 All paid time off must be approved by the Head of Staff.

2.4 Employees are required to arrange for appropriate coverage of essential job functions, in consultation with the Head of Staff, prior to taking paid time off.

2.5 Employees may carry up to one week of unused PTO over to the following year, with prior approval from the Head of Staff. Paid time off may never exceed five weeks per fiscal year.

#### **3. LEAVES OF ABSENCE**

3.1 Employees shall contact the Head of Staff as far in advance as possible when requesting a leave of absence, in order to provide the UUSO with the opportunity to arrange alternative coverage if necessary.

3.2 UUSO will not retaliate against any employee who requests or takes a leave of absence for which they are eligible.

##### **3.3 Bereavement Leave**

3.3.1 Leave due to a death in the employee's immediate family may be taken with pay, not to exceed three consecutive days.

3.3.2 "Immediate family" shall include parent, spouse, domestic partner, sibling, child, grandparent, grandchild, in-law relatives, other close relatives, or another member of the employee's household.

3.3.3 If an employee encounters more than one incident of bereavement in the same year, they should request the approval of the Head of Staff for a second paid leave of absence.

### **3.4 Family Leave**

3.4.1 Employees are entitled to family leave to attend to a serious health condition of the employee's parent, spouse, domestic partner, or child, or following childbirth or adoption of a child, in accordance with the New York State Paid Family Leave Act of 2016.

### **3.5 Jury Duty, Witness Duty**

3.5.1 Employees called to jury duty or witness duty will be paid regular salary for all court-mandated days.

3.5.2 The Head of Staff should be notified immediately by the employee upon notice of selection by the court. The employee shall, however, report for work as scheduled when on stand-by status or otherwise excused as a juror or witness during working hours.

3.5.3 An employee who is party to a legal action will not be granted paid leave under this section.

3.5.4 An employee who is the victim of a criminal offense, or who notifies the Head of Staff of their intent to exercise victim's rights under state law, will be allowed paid leave for this purpose.

### **3.6 Military Leave**

3.6.1 A military leave of absence will be granted to employees who are absent from work due to service in the U.S. armed forces, including Military Reserve and National Guard, in accordance with USERRA (Uniformed Services Employment and Re-employment Rights Act) and applicable state law.

3.6.2 Advance notice of impending military service is required as soon as it is known by the employee, or as soon as possible.

3.6.3 Military Leave is unpaid; however, employees may choose to use paid time off if they want to be paid while on Military Leave.

3.6.4 Continuation of health and welfare benefits during this time will follow USERRA guidelines and is based on length of the military leave and the terms and conditions of applicable benefit plans for which the employee is eligible.

3.6.5 Employees on military leave are treated as if they were continuously employed for the purpose of determining benefits.

### **3.7 Leave for Spouse or Domestic Partner of Member of Armed Forces**

3.7.1 An employee who is the spouse or domestic partner of a member of the armed forces of the United States, National Guard, or Reserves, will be allowed up to ten days of unpaid leave when the employee's spouse or domestic partner who has been deployed during a period of military conflict to a combat theater or combat zone of operations is on leave from such combat service.

## **4. NURSING BREAKS**

- 4.3.1 UUSO will allow break time for nursing employees to express breast milk or nurse a child. Generally, these breaks should be limited to 20 to 30 minutes in duration, once every three hours. If an employee requires a different break schedule, they should notify the Head of Staff, who will work with them to accommodate their needs.
- 4.3.2 Eligible employees will be allowed breast-milk expression or nursing breaks for up to three years after the birth of a child.
- 4.3.3 If appropriate coverage is unavailable, an employee may be required to postpone a scheduled breast-milk expression or nursing break for up to 30 minutes.
- 4.3.4 UUSO prohibits discrimination against employees who qualify for this break time.
- 4.3.5 UUSO will make reasonable efforts to provide a nearby private room for employees to express breast milk or nurse.

## **5. INSURANCE PROGRAMS**

### **5.1 Workers' Compensation and Short-Term Disability**

- 5.1.1 UUSO provides certain employee benefits, including state-law-mandated workers' compensation coverage and New York State short-term disability insurance. All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the Head of Staff.
- 5.1.2 Employees may be required to provide a physician's statement in order to receive workers' compensation benefits, or to return to work.

### **5.2 Health Benefits**

- 5.2.1 Employees who work an average of 15 hours per week are eligible for coverage under the UUA health plan.
- 5.2.2 Payment of premiums for health benefits will be pro-rated according to the percentage of time worked. For employees working 20 hours per week or more, UUSO will pay 80% of the premium for individual (single) coverage.
- 5.2.3 Dependents may be added to the plan at the employee's expense.
- 5.2.4 An employee who chooses an alternate source of health insurance may receive taxable additional pay (prorated by their percentage of full-time employment) to offset a portion of the cost of the health insurance.

### **5.3 Life Insurance, Long-Term Disability, Dental, and Vision Coverage**

- 5.3.1 Life insurance, long-term disability, dental, and vision coverage are available to eligible employees through the UUA Insurance Program, subject to program conditions, if the employee chooses to purchase these benefits.

## **6. PROFESSIONAL EXPENSE ALLOWANCE**

- 6.1 U.S. tax law provides that congregations may consider certain items as usual business expenses. Such expenses are not included in the compensation paid to individuals; they are part of the necessary expenses of the organization and are not reported for income tax purposes. At UUSO, an annual Professional Expense Allowance is budgeted for certain employees.
- 6.2 Eligible expenses include, but are not limited to, professional dues, conference fees, travel, religious garments, tuition for professionally-related training or workshops, books, periodicals, and entertainment expenses directly related to UUSO's mission or programs. All expenses shall be approved by the Head of Staff prior to purchase.
- 6.3 Items of enduring value purchased with professional expense funds are the property of the congregation. Such items may subsequently be purchased at their depreciated value by the employee.
- 6.4 IRS regulations specify that receipts should be provided for professional expenses over \$75; however, UUSO requires receipts for all expenses submitted for reimbursement.
- 6.5 Per IRS regulations, unused Professional Expense Allowances may not be converted to salary.

## **7. RETIREMENT**

- 7.1 The UUA maintains a retirement plan to assist eligible employees to accumulate tax deferred savings for retirement. Employees age 18 or above are eligible to participate in the plan on the first day of the month on or after the date on which they commence employment.
- 7.2 UUSO contributes an amount equal to 10% of the employee's wages to the UUA retirement plan for employees working 20 hours per week or more. The employee has the option of making additional voluntary contributions on a pre-tax basis. These benefits are immediately vested.
- 7.3 Full details of the UUA retirement plan may be found at [UUA.org/retirement](http://UUA.org/retirement).

## **IV. WORKPLACE BEHAVIOR**

### **1. ATTENDANCE AND PUNCTUALITY**

- 1.1 Employees are expected to be prompt and regular in their attendance at work. Personal appointments should be scheduled before or after work hours, if possible.
- 1.2 All scheduled absences must be approved in advance by the Head of Staff.
- 1.3 Employees who are unable to report to work at their scheduled time must contact the Head of Staff as soon as possible to report the absence and the expected time of return to work.
- 1.4 An employee who is absent for three consecutive days without notifying the Head of Staff, or who fails to report to work when expected to return from leave, will be deemed to have resigned, consistent with applicable law.

## **2. WORK AND DISCIPLINARY GUIDELINES**

2.1 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 UUSO
- Absenteeism or tardiness
- Leaving work without permission
- Failure to report absences as required in section IV.1
- Sexual harassment or other harassment described in this handbook
- The use, possession, or sale of, or being under the influence of, alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on UUSO premises (including during meal and other breaks)
- Unauthorized possession of weapons on UUSO premises or property
- Disclosure of confidential information
- Smoking anywhere on church property
- Failure to report on-the-job injuries
- Theft
- Dishonesty
- Falsifying records or information
- Misuse or unauthorized manipulation of any computer or electronic data, data-processing equipment, or administrative system
- Discourteous treatment of others
- Taking UUSO property without paying for it or without written permission
- Reckless, careless, or unauthorized use of UUSO property, equipment, or materials
- Violation of any other UUSO policy

2.2 Violations may result in disciplinary measures including verbal warnings, written warnings, or termination.

## **3. SAFETY AND ACCIDENTS**

3.1 The safety of all employees, congregants, and visitors is of paramount concern at UUSO. All employees are expected to abide by accepted safety standards at all times.

3.2 Employees should know the location of all first-aid kits, as well as the location and proper operation of fire extinguishers and the automatic external defibrillator (AED).

3.3 Any unsafe condition, equipment, or practice observed by an employee should be reported immediately to the Head of Staff.

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

3.5 In the event of a fire or other emergency, 911 should be called immediately, and all staff and occupants should leave UUSO's premises.

#### **4. PERSONAL PROPERTY**

- 4.1 UUSO cannot be responsible for damage to, or loss of personal property, including loss or damage to vehicles or other property in or on UUSO property.
- 4.2 Employees should report any lost items to the Office Administrator so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to the Office Administrator or Head of Staff.

#### **5. PROFESSIONAL BEHAVIOR**

- 5.1 Employees should maintain a professional attitude and appearance that is appropriate to their position and UUSO.
- 5.2 Personal mail and telephone calls while at work are permitted if necessary, within limits, as determined by the Head of Staff.
- 5.3 UUSO provides internet access (including email) to certain of its employees to perform their work. Inappropriate internet use may result in disciplinary action, up to and including termination of employment. Inappropriate use includes, but is not limited to transmitting, accessing, displaying, downloading, or distributing obscene, harassing, offensive, or inappropriate images or messages.
- 5.4 Employees should not consider their internet usage or email communications to be private. UUSO reserves the right to monitor employee use of the email system or the internet at any time, including the right to access and read any information in the email system, with or without prior notice to any employee using that system.
- 5.5 Transmitting any of UUSO's confidential or proprietary information, including member/friend data or other materials covered by any confidentiality policy adopted by UUSO, is prohibited except in cases where UUSO is legally compelled to share such information, or when disclosure is made at the request of, or with the consent of, those affected. In such cases, the Head of Staff must be notified before any such information is transmitted.
- 5.6 The use of the title, prestige, or influence of UUSO for personal gain or advantage is strictly prohibited.

#### **6. SECURITY AND INSPECTION RIGHTS**

- 6.1 UUSO has on its premises storage facilities such as desks, file cabinets, closets, and storage areas for the use of employees. UUSO makes no assurances that they will always be secure.
- 6.2 The storage of unauthorized alcohol, illegal drugs, or drug-related paraphernalia on UUSO premises is prohibited.

6.3 UUSO reserves the right to open and inspect any desk, file cabinet, storage closet, or storage area at any time and without prior notice or employee consent.

6.4 Employees may not use personal locks on UUSO-owned desks, cabinets, closets, or storage areas.

## **V. ADMINISTRATIVE OFFICE & COMPUTER USE**

1. The administrative office of UUSO and the equipment therein shall be used for fulfilling the administrative needs and supporting the work of UUSO.

2. Use of the administrative office by all persons other than UUSO employees shall be with permission and by arrangement of the Office Administrator, Head of Staff, or Board of Trustees.

3. All materials, information, and software created, transmitted, downloaded, or stored on the UUSO's computer system are the property of UUSO and may be accessed only by authorized personnel.

4. Any software or other material downloaded onto UUSO's computers may be used only in ways that are consistent with the licenses and copyrights of the vendors, authors, or owners of the material.

5. Introduction of any software onto UUSO's computer system is not permitted without prior approval from the Head of Staff.

6. The following clauses shall be in effect upon the securing of the administrative office, per the recommendations of the UUSO Safety Committee:

6.1 The administrative office of UUSO shall be kept locked at all times unless the office staff of UUSO is present in the office or the administrative office is staffed by authorized volunteers.

6.2. Use and possession of the key to the administrative office is by authorization of the Office Administrator or the Head of Staff.



**APPENDIX A: CONFLICT OF INTEREST DISCLOSURE FORM**  
**Unitarian Universalist Society of Oneonta**

This form is to be completed by all employees upon commencement of their employed relationship with UUSO and annually thereafter. Completion of the disclosure form constitutes acknowledgement of awareness of the policy and procedures as found in the Employee Handbook.

\_\_\_\_\_ I have no conflict of interest to report.

\_\_\_\_\_ I have the following conflict(s) of interest to report (please describe in detail):

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

I certify that I have read, understand and will comply with the Unitarian Universalist Society of Oneonta's policy on Conflicts of Interest as described in the Employee Handbook, Section I.10.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**APPENDIX B: ACKNOWLEDGMENT OF RECEIPT OF**  
**EMPLOYEE HANDBOOK**

By signing below, I acknowledge that I have received copies of the Employee Handbook of the Unitarian Universalist Society of Oneonta and the Sexual Harassment Policy. I understand that it is my responsibility to read these documents and to comply with the policies, practices, and rules as outlined therein.

\_\_\_\_\_  
Employee's Name (print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Staff Name (print)

\_\_\_\_\_  
Head of Staff Signature

\_\_\_\_\_  
Date

