

DATE AFFIRMED BY BOARD: 5.19.15

DATE ADOPTED BY BOARD: 6:16.15

POLICY SET: IV. Management

POLICY NUMBER: IV. D

POLICY NAME: Care for Staff

POLICY PURPOSE: To define how the Board and Administry interact with Staff.

IV.D. Care for Staff

1. The Administry Team Leader shall be responsible for maintaining a productive and effective Staff, for ensuring that its efforts are directed toward fulfilling the Congregation’s Mission and Vision, and for compliance by the Staff with all Board policies. The Administry Team will develop and maintain a Personnel Manual.

2. **Personnel Manual.**

The Administry Team Leader shall be responsible for maintaining an up-to-date Personnel Manual as required to ensure that the Congregation complies with legal requirements. The Manual will include the following items and other elements as needed.

a. **Hiring Approval.** The Administry Team Leader is authorized to hire for any vacant Staff position that has budget approval.

b. **Hiring Process.** The Administry Team Leader shall create and publish practices for hiring that:

- i. Advocate for Staff salaries and benefits that are competitive with other congregations and similar-sized, local nonprofit organizations to the extent Congregational resources permit, and strive to meet UUA guidelines where they apply.
- ii. Inform and engage stakeholders who will interact with the position.
- iii. Evaluate candidates effectively and ensure appropriate background investigations.
- iv. Notify the Board when a new Staff member is hired.

c. **Annual Performance Reviews.** The Administry Team Leader will ensure that a performance review of all Staff is conducted annually.

d. **Termination.** Prior to discharging a Staff member, the Administry Team Leader shall consult as necessary to ensure that the proposed decision complies with applicable laws and Board policies. The Administry Team Leader will notify the Board when a Staff member is terminated or resigns.

e. **Grievances.** The Administry Team Leader shall develop an internal due-process grievance procedure for Staff. In addition to the internal procedure, Staff may present their grievance to the Committee on Ministry. The grievance procedure must include a process for outside mediation if conflict of interest exists.

f. **Whistleblower.** Administrative policies will be developed that are consistent with UUA Whistleblower Policy and appropriate for a Congregation of our size. Allegations of violations of the Administrative Policy shall be referred to the Committee on Ministry.

g. **Sexual Harassment.** Sexual harassment of any member or participant in Congregational activities or any staff member or applicant for employment is prohibited. In response to violations of this policy, the Administry Team Leader or Board, if necessary, shall take disciplinary action, which may include termination of employment or membership or exclusion from Congregational property and programs. The Board will be made aware of any investigation into claims of violation of this policy.

h. **Nondiscrimination.** No one acting for the Congregation shall discriminate on the basis of race, color, age, sex, marital status, sexual orientation, gender identity, disability, national origin or ancestry, economic status. Religious beliefs and/or personal opinion shall be considered only to the extent that it may be (a) a bona fide occupational requirement, or (b) prevent an individual from behaving in a way that is consistent with our Principles.