

Windermere Union Church
United Church of Christ

Common Personnel
Policies

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1.INTRODUCTION

This Employee Handbook sets forth the Common Personnel Policies and methods of work for employees of the Windermere Union Church United Church of Christ (WUC). These policies and procedures also apply to the Windermere Union Church Preschool, except to the extent that the Preschool policies and procedures provide more detail or apply more specifically to the preschool operations.

Please familiarize yourself with these practices as they describe what is expected of you as well as what you can expect from the WUC as an employer. As the handbook is intended to be used as a ready reference to the policies, updates to the handbook will be prepared and distributed whenever changes occur. In the interest of brevity, the handbook is not exhaustive. If clarification of any policy is needed, or if some concerns are not covered, contact Human Resources for clarification.

The materials contained in this handbook are presented for information purposes and can be changed at any time by the WUC with or without notice. These materials do not constitute an employment contract, expressed or implied. All employees of the WUC are employees-at-will and either the employee or the WUC can terminate the employment relationship at any time for any reason not prohibited by law. No representative of the WUC has the authority to enter into an agreement with an employee that is contrary to the foregoing.

1.1 EMPLOYER RESPONSIBILITIES

The WUC will:

- 1.1.1 Employ people in accordance with all applicable federal and state laws including equal employment opportunity; (see 2.1.1).
- 1.1.2 Provide salaries and employee benefits which are reasonable in light of the job to be performed and overall WUC financial conditions;
- 1.1.3 Establish reasonable hours of work;
- 1.1.4 Maintain safe and healthy working conditions;
- 1.1.5 Welcome constructive suggestions which relate to methods, procedures, working conditions, and the nature of the work performed;
- 1.1.6 Permit each employee as much discretion and responsibility as is consistent with their job assignment, and a well-coordinated and effective operation.

1.2 EMPLOYEE RESPONSIBILITIES

Employees will:

- 1.2.1 Give a productive day's work;
- 1.2.2 Arrive at their work area and begin work on time;
- 1.2.3 Demonstrate a considerate, friendly and constructive attitude towards fellow employees and our constituencies;
- 1.2.4 Observe management direction and comply with applicable work rules and policies;
- 1.2.5 Employees have a responsibility to not disclose confidential records and information learned while working for WUC. The confidential information employees may come in contact with will vary depending upon the employee's position, but may include preschool student and parent information, financial information, computer passcodes or personal information regarding employees.

2. EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE ACTION, HARASSMENT AND ANTI-RACISM POLICIES

2.1 EEO AND AFFIRMATIVE ACTION POLICY

The WUC is an equal opportunity and affirmative action employer as indicated in the following guidelines:

- 2.1.1 Equal Employment Opportunity and Affirmative Action – the WUC affirms its moral and legal commitment to support and implement a program of equal employment opportunity which, in accordance with federal and state laws, does not discriminate against any employee or applicant because of race, color, national origin, ethnicity, gender, gender identity and expression, age, sexual orientation, disability, marital status, genetic information, or religion, except when religion is a bona fide occupational requirement.
- 2.1.2 The WUC affirms its moral commitment to support and implement an affirmative action program that assures the full participation of persons of all ethnic backgrounds and races, men and women, and persons with disabilities in the life and leadership of the WUC in both paid and volunteer positions. The WUC will:
 - make personnel administrative decisions so that the principle of equal employment opportunity is furthered;
 - administer personnel policies and procedures, including those governing compensation, benefits, transfers, promotions and training, without regard to race, color, religion, national origin, ethnicity, gender, gender identity age, sexual orientation, disability or marital status, genetic information;
 - analyze personnel actions regularly to ensure equal employment opportunity;
 - maintain a reporting system which allows for evaluating the results of the program.

WORKPLACE HARASSMENT

- 2.2 WUC maintains a policy of ensuring that no employee or applicant will be subjected to workplace harassment. Workplace harassment may take the form of sexual or non-sexual harassment. To ensure that all employees are aware of the types of acts covered by this policy, each type of harassment is discussed below.

2.2.1. Sexual Harassment

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to sexual conduct is an explicit or implicit term or condition of an individual's employment;
2. the submission to, or rejection of, sexual conduct by an individual is the basis for any employment decision affecting that individual; or
3. sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonably interfering with an individual's work performance or that create an intimidating, hostile or offensive working environment.

Prohibited sexual harassment also includes unsolicited and unwelcome contact

that has sexual overtones particularly:

Written contact, such as sexually suggestive or obscene letters, notes, text messages, instant messaging, emails or invitations;

Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender specific traits, sexual propositions;

Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and

Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence, or affect the career, salary, work, learning or worship environment of another. It is impermissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, leadership opportunities, or comfortable participation in the life of the WUC. It is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

Sexual harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person being harassed, it could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.

2.2.2. Nonsexual Harassment

Harassment on "nonsexual" grounds is also unlawful. Harassment on the basis of race, color, religion, gender, gender identity and expression, national origin, ethnicity, age, marital status, sexual orientation, disability, genetic information constitutes discrimination in the terms, conditions, and privileges of employment.

Such harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, gender, gender identity and expression, national origin, ethnicity, age, marital status, sexual orientation, disability, genetic information or that of relatives, friends or employees, and that:

1. has the purpose or effect of creating an intimidating, hostile or offensive work environment;

2. has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to the following:

- epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts, that relate to race, color, religion, gender, gender identity, national origin, ethnicity, age, marital status, sexual orientation, disability, genetic information; and
- written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, gender identity, national origin, ethnicity, age, marital status, sexual orientation or disability and that is placed on walls, bulletin boards or elsewhere on the employer's premises, or circulated in the workplace.

2.2.3. Duty to Report and Consequences

WUC will neither condone nor tolerate acts of workplace harassment by any employee under any circumstances. All employees are under a duty to report to their supervisor or Human Resources any acts of workplace harassment that they may observe. Any employee who feels that they are a victim of workplace harassment should immediately contact their supervisor or Human Resources so that the matter may be promptly investigated and appropriate action taken. Confidentiality will be maintained to the extent practicable and appropriate under the circumstances to protect the privacy of the persons involved while ensuring an adequate investigation is completed. Any employee found to have harassed another employee or non-employee, or created a hostile work environment, will be subject to disciplinary action, including discharge.

2.2.4. Retaliation is Prohibited

To ensure that all employees feel comfortable in bringing forward any complaints or concerns, WUC has adopted a no retaliation policy. This means that WUC will not tolerate any retaliation toward or against any employee who reports possible violations of this policy or the EEO and Affirmative Action policies or any potential violation of law, who assists in any investigation which may occur under these policies or who lodges a complaint under the grievance procedure (See Section 8 of these policies). Should any employee believe they have been retaliated against, they must immediately report this belief to their supervisor or Human Resources. Any individual found to have retaliated against an individual will be disciplined, up to and including discharge.

2.3 ACCOMMODATING DISABILITIES

WUC will work with employees to provide a reasonable accommodation of any physical or mental disability, as set forth in the Americans with Disabilities Act. A disability is any medical impairment which substantially limits one or more major life activities. Any employee who believes that they may require an accommodation to allow them to safely and effectively perform their job may direct a request for accommodation to the Senior Clergy or the Preschool Director, WUC will work with the employee and the employee's health care provider, if necessary, to determine the nature and scope of potential accommodations.

2.4 HUMAN IMMUNODEFICIENCY VIRUS (HIV) DISEASE- WUC will comply with all applicable laws and regulations.

2.5 WORKPLACE ANTI-RACISM/ANTI-DISCRIMINATION EDUCATION

2.5.1 All employees shall be required to participate in the new employee orientation and attend other program-related activities which management may, from time to time, hold and designate as required.

2.5.2 From time to time, additional education will be provided to WUC employees regarding other anti-discrimination topics.

2.6 PRIVACY OF MEDICAL INFORMATION

Any medical information obtained by WUC regarding any employee will be maintained by WUC in a confidential file separate from the employee file and will be accessible only upon a demonstration that it is necessary to be reviewed for lawful purposes.

2.7 SAFE CHURCH POLICY CONCERNING ABUSE PREVENTION

2.7.1 Policy Prohibiting Abuse, Exploitation and Harassment

As a community of Christian faith, the Windermere Union Church of the United Church of Christ is committed to creating and maintaining programs, facilities, and a community in which employees, volunteers and persons served by the WUC can work together in an atmosphere free from all forms of discrimination, harassment, exploitation or intimidation. All persons associated with the WUC should be aware that the church is strongly opposed to Sexual Exploitation and Sexual Harassment and that such behavior is prohibited by WUC policy. It is the intention of the WUC to reasonably prevent and correct behavior that is contrary to this policy and, if necessary, to discipline those persons who violate this policy.

2.7.2 Conduct of our Employees and Volunteers

Consistent with the priesthood of all believers, it is important that every employee, including Authorized Ministers, independent contractors and volunteers be adequately prepared and educated for the ministry in which they serve others, and to understand the ways in which their use or misuse of authority may impact others.

It is the policy of the WUC to encourage its employees, independent contractors and volunteers to nurture safety within the work performed on behalf of the WUC by being attentive to self-care, education, maintaining appropriate boundaries, and the importance of referring those in need to supportive and helpful resources.

Sexual Exploitation or Sexual Harassment of employees, volunteers or others by anyone engaged in the work performed on behalf of the WUC is unethical behavior, will not be tolerated by the WUC and will be cause for immediate termination of employment or termination of volunteer role with the WUC. Similarly, Workplace Harassment, as defined in the WUC's Common Personnel Policies at Section 2.2, is strictly prohibited.

2.7.3 Requirements for Commencing and Continuing Employment or

Volunteerism

- a. Before beginning their duties, all employees, independent contractors and volunteers may be required to submit an application and/or disclosure form.
- b. Before beginning their duties, all employees, independent contractors or volunteers may be personally interviewed to assess the suitability of their character and qualifications for the position they seek.
- c. Prior to employment, the WUC will conduct a criminal background check and employment reference check for all prospective employees, including, but not limited to, a registered sex offender review for each prospective employee, by searching their name on the Department of Justice website at www.nsopw.gov. The registered sex offender review will be repeated on an annual basis for all employees.
- d. Prior to assignment as an independent contractor or volunteer, the WUC will conduct a background check which will include at minimum, a registered sex offender review for each independent contractor, or volunteer, by searching their name on the Department of Justice website at www.nsopw.gov. The registered sex offender review will be repeated on an annual basis for all independent contractors and volunteers.
- e. All employees will be required to complete mandatory training on “Harassment, Abuse and Exploitation Prevention” as scheduled by the WUC, not less than once each three-year period. Independent contractors and volunteers will be invited to participate in the training.
- f. All Authorized Ministers employed at the WUC are expected to attend all boundary workshops required by the Association where the Minister currently has standing.

2.7.4 Additional Requirements for Child and Youth Ministry

- a. The WUC is committed to providing a safe and healthy environment in which young people can learn about and experience God’s love.
- b. In order to promote this, we have established the following guidelines in addition to the general requirements for ministry.
- c. All volunteers who regularly work with children and youth will complete and submit a disclosure document.
- d. Before beginning their duties, all prospective employees will undergo a background check, including but not necessarily limited to inquiries of references and a criminal history verification.
- e. All volunteers, independent contractors and employees who regularly work with children and youth will receive orientation regarding safe church policy and procedures.
- f. It is the practice of the WUC to provide adequate supervision and safeguards for youth activities. In situations where participants are readily visible to each other, there will be no fewer than two unrelated adults, one at least eighteen years of age, supervising children, with one adult providing constant direct supervision and the other adult

providing random intermittent direct supervision. Youth over the age of 14 may assist an unrelated adult in supervising children and youth activities; however, such assistance does not alter the requirement that at least two unrelated adults be present.

- g. Written consent of one parent or guardian of a minor will be required for all activities off the property of the WUC or a WUC affiliated church, and any overnight activities.
- h. Communications with minors shall be open to parents/guardians as well unless consent is otherwise permitted by parents/guardians.

2.7.5 Definitions

Authorized Minister: a person who holds ordained ministerial standing or has been commissioned or licensed by an Association of the United Church of Christ or region of the Christian Church (Disciples of Christ).

Independent Contractor: a person who is contracted by the WUC to perform services that are not ordinarily performed by a WUC employee, normally on a short term or temporary basis. An independent contractor, for purposes of this policy, does not include a vendor or third party who supplies goods or services to the WUC. (i.e. attorneys, auditors, suppliers of equipment/office supplies, caterers, musicians, etc.).

Sexual Exploitation: sexual activity or conduct (not limited to sexual intercourse) in which a person takes advantage of the vulnerability of the person being served by causing that person to engage in sexual behavior with the WUC employee or volunteer.

Sexual Harassment: See 2.2 above.

Procedures for Handling Complaints of Sexual Exploitation or Harassment

- A. The Senior Clergy or the Preschool Director, as appropriate, will lead the investigation or designate someone to perform an investigation into and respond to any complaints under this policy.
- B. Several approaches may be taken in addressing incidents of alleged sexual exploitation or harassment:
 - 1. The complainant can attempt to resolve the matter directly with the respondent, the individual accused of sexual exploitation or harassment.
 - 2. If the complainant is an employee or volunteer of the UCC, the complainant can raise the concern with their supervisor.
 - 3. If an informal resolution of the complaint does not seem wise, appropriate, possible, or does not succeed, the complainant may bring their concerns to their supervisor or the Senior Clergy or the Preschool Director.
- C. Upon conclusion of the fact-finding process, a report will be presented to the complainant and the appropriate Church Supervisor, Senior Clergy or Preschool

Director, as appropriate, the Preschool Board Chairperson and the Church Moderator as appropriate.

- D. To resolve the matter, the report shall make determinations and recommendations. These may include, but are not limited to:
 - 1. finding that the sexual exploitation or harassment has occurred, and that the appropriate body of the church is called upon to take action accordingly; such action may include one or more of the following:
 - a. a formal reprimand, with defined expectations for changed behavior;
 - b. recommending or requiring psychological or psychiatric assessment, counseling and/or treatment;
 - c. probationary standing, with the terms of the probation clearly defined;
 - d. dismissal from employment or volunteer position.
 - 2. finding that sexual exploitation or harassment did not occur.
 - 3. The investigator may seek the advice of legal counsel or others to advise in performing her/his functions.
- E. A written summary of the investigation and recommendations will be maintained.
- F. The person(s) toward whom the inappropriate behavior is directed need not be the complainant. Moreover, neither consent nor acquiescence will excuse or exonerate inappropriate behavior. At any time the UCC may initiate or proceed with the formal complaint process.
- G. In determining whether alleged conduct constitutes sexual harassment or exploitation, consideration shall be given to the record of the alleged incident(s) as a whole and to the totality of the circumstances, including the context in which the alleged incident occurred.
- H. Any person bringing a sexual harassment or exploitation complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment or church membership or affiliation, or otherwise discriminates against or discharged.
- I. A written appeal may be taken to the WUC Board within thirty days of a determination by the supervisor.

2.7.7 Child Abuse

Apart from any legal requirements the WUC will make a report to the appropriate authorities, if at any time the WUC has reasonable cause to believe that a minor may be an abused or neglected child. Any employee of the WUC who becomes aware of the facts or circumstances that child abuse or neglect has occurred or that there exists a substantial risk that child abuse or neglect may occur in the reasonably foreseeable future

shall immediately report the matter to the Senior Clergy or the Preschool Director so that the WUC may take appropriate action in a timely manner, or you may call. Volunteers are to report child abuse or neglect to the Senior Clergy or the Preschool Director.

2.7.8 Clergy

Apart from any disposition of the matter by the WUC, all allegations of behavior which call into question the fitness for ministry of any Authorized Minister will promptly be forwarded to the Association where the Minister currently has standing.

2.7.9 Confidentiality

Except as set forth in 2.7.7 and 2.7.8, information concerning a complaint will be received in confidence. Supervisors and other members of the staff will discuss a complaint only with those individuals who are involved in the investigation and resolution of the complaint. Confidentiality will be maintained to the extent practicable and appropriate under the circumstances to protect the privacy of persons involved.

2.7.10 Additional Resources

Additional resources and information regarding the UCC's Safe Church policy may be found at: www.insuranceboard.org/safety_solutions/safe_conduct_workbench.aspx.

3.1 EMPLOYEE CLASSIFICATIONS

- 3.1.1 Exempt Employees – Employees who are ineligible for overtime pay under the provisions of federal and state wage-hour laws.
- 3.1.2 Non-Exempt Employees – Employees who are eligible for overtime pay at the rate of time-and-one half their regular rate of pay for all time worked beyond 40 hours in a work week, under the provisions of federal and state wage-hour laws.
- 3.1.3 Lay Employees – Employees who do not hold ministerial standing.
- 3.1.4 Clergy Employees – Employees who hold ordained, commissioned or licensed ministerial standing. Ordained, commissioned or licensed employees in positions will be treated the same as lay employees with regard to taxes in accordance with Treasury Regulations Sections 1.107-1(a) and 1.1402(c) and Revenue Ruling 57-129.
- 3.1.5 Full-time Regular Employees – Persons hired to work the normal workweek of at least 40 hours.

Introductory Period Employees – All new regular employees shall be placed on an Introductory Period of 90 calendar days. The Introductory period shall be extended one day for each work day missed by the employee during the Introductory period. A new employee is not eligible for paid leave other than WUC designated holidays or severe weather days occurring during the Introductory Period. Upon successful completion of the Introductory Period, the employee will be given regular status. In no event shall the change of status to regular be considered as creating a contractual relationship between the employee and the WUC. Either party may terminate the relationship at any time for any reason not prohibited by law.

3.1.6 WUC Temporary or Agency Temporary Employees – Persons employed for a limited period up to 12 months (reviewed on a quarterly basis for need), either full-time or part-time, or who work as needed. They supplement the regular work force when necessitated by periods of peak work load, employee absences, or other situations as may be determined. Temporary employees are not entitled to benefits.

3.2.8.1 Interim and Acting Employees

- a. Interim - temporarily fills a position for a specified amount of time, but may not apply for the position they are temporarily filling.
- b. Acting - temporarily fills a position for a specified amount of time, but may apply for the position they are temporarily filling.

Interim and Acting employees eligibility for benefits, if any, will be outlined in the offer letter or letter of call.

3.2.8.2 Interns

Persons assigned for a period of learning and development for a specific temporary period of time. Internships provide an individual with an opportunity to work closely with a ministry program of the United Church of Christ. The intern will be afforded a learning opportunity to hone skills through ministry, and interface with staff and leaders within and beyond the UCC.

3.2.9 Independent Consultants (Contractors)

Persons engaged to perform distinct functions on an independent basis. Independent contractors are not employees; therefore, they do not receive benefits. These personnel policies do not apply to independent contractors, except where specifically indicated by federal, state or local laws. There are very specific legal criteria required to properly designate an independent contractor.

3.3 RESIDENCY REQUIREMENTS – All employees of the WUC are required to live within daily commuting distances from their office or work site.

3.4 WORK FROM HOME

The WUC supports flexibility in the workplace and provides the option of occasional work from home. For example, if an employee has a project or series of projects (sermon/presentation, big article, proposal, time-sensitive project, significant deadline) that requires uninterrupted attention and the employee can complete this work more efficiently away from the office, the employee may request to work from home.

Employees wishing to work from home are expected to have discussion with their supervisor regarding the need to work from home before working from home and must receive advance approval from their supervisor.

4.1 WAGE AND SALARY ADMINISTRATION – Remuneration shall be paid based upon the nature of the work performed and in accordance with the compensation system established by the WUC. Compensation shall be at the salary agreed upon at the commencement of employment subject to subsequent adjustments.

4.1.1 Wage and Salary Bases – The compensation base for all positions will be reviewed periodically; adjustments may be made based on cost of living data,

wage and salary survey data, consideration of remuneration paid by other employers both within and outside the WUC and other such factors deemed appropriate by the WUC.

- 4.1.2 Crisis Pay – In the event that the Office is closed for an extended period of time, payroll will continue for an undetermined period of time. During this time period, the Officers of the Church will consult with the board and reach consensus as to the duration of salary continuation for employees.

4.2 WORK WEEK, PAY PERIODS AND OVERTIME

- 4.2.1 Pay Periods – The pay period is weekly.

- 4.2.2 Lactation Breaks – The WUC supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her new born child. For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express milk for her newborn. A private, designated room shall be provided for this purpose. Please contact the Senior Clergy or the Preschool Director for more information.

- 4.2.3 Overtime – Non-Exempt Employees

Overtime worked will be the exception. Employees must obtain prior approval for overtime from their supervisors. Overtime worked in excess of the regularly scheduled work week and up to 40 hours will be paid at the regular rate of pay. Time worked in excess of 40 hours in any normal work week will be paid at one and one-half times the regular hourly rate. Holidays and other paid leaves will not be considered as time worked when computing overtime.

4.3 TIMEKEEPING AND ATTENDANCE

- 4.3.1 Basic procedures for recording attendance and absences of exempt and non-exempt employees.

- a. All employees report time off for sick, vacation, and personal time through the time and attendance web-based system.

All non-exempt employees must log in and out daily in the designated attendance system. Human Resources will maintain detailed attendance records and may provide information to employees regarding earned time balances.

- b. Time balances are available in real-time via the attendance system.
- c. Regular and punctual attendance is an essential function of the employee's position with the WUC. Excessive absenteeism or tardiness will be addressed through the Corrective Action policy.

- 5.1 EMPLOYING RELATIVES – The WUC may employ a relative or cohabitant* of an employee provided the individual possesses the required qualifications for employment. However, those persons will not be given work assignments which require one to direct, review, or process the work of the other.

*Includes partner, spouse, parent, step-parent, sibling, child, step-child, in-law, grandparent and grandchild.

- 5.2 OUTSIDE EMPLOYMENT – OUTSIDE EMPLOYMENT – Outside employment by employees shall be done on the person's own time and shall not interfere nor create a

conflict of interest with their employment with the WUC.

5.3 TERMINATION OF EMPLOYMENT

- 5.3.1 Employment-at-will: Either the employee or the WUC can terminate the employment relationship at any time, for any reason not prohibited by law.
- 5.3.2 Resignation is a voluntary choice made by the employee to discontinue employment with the WUC and is considered a break in service.
 - a. Exempt employees are expected to give a written four weeks' notice. Failure to give the expected notice may result in forfeiture of accrued vacation benefits.
 - b. Non-exempt employees are expected to give a written, two week notice. Failure to give the expected notice may result in forfeiture of accrued vacation benefits.
 - c. An unexcused absence of three consecutive working days is considered job abandonment and a voluntary resignation.
- 5.3.3 Discharge is an involuntary termination imposed for inability or failure on the part of an employee to meet performance standards, for misconduct or for other reasons deemed sufficient to warrant discharge in the judgment of management. (See 10. Corrective Action). If the problem cannot be resolved, a discharge date shall be established.
- 5.3.4 Reduction in Work Force – Termination of an employee may occur due to budgetary considerations or for other circumstances arising through no fault of the employee.

6.1 HOLIDAYS

- 6.1.1 Certain days during the year are observed as holidays giving eligible employees a day off with pay.
- 6.1.2 Full-time regular employees will receive their regular rate of pay. Part-time regular employees will receive holiday pay only for holidays they would normally be scheduled to work, and only for their regularly-scheduled number of hours.
- 6.1.3 Temporary employees and independent contractors (consultants) are not eligible to receive holiday pay.
- 6.1.4 A minimum of 10 holidays will be observed during each calendar year. A schedule will be published the preceding calendar year identifying the designated days.
- 6.1.5 Any holiday which falls on a Saturday or Sunday will be observed on another day.
- 6.1.6 If the day before Thanksgiving or Christmas Day is not a scheduled day off, offices will close at 3:00 p.m. that day. Other than this provision, regular office hours will be observed before a scheduled holiday.

7.1.1 Family and Medical Leave Act (FMLA)- WUC and the Preschool will comply with the FMLA as applicable.

- a. FMLA Eligibility – An employee who has completed at least one full year of service with the WUC and has worked a minimum of 1,250 hours in the 12-month period preceding the commencement date of the leave is eligible for a total of up to 12 work weeks of FMLA during a 12-month period. In

general, leaves of absence granted under this policy are **unpaid leaves of absence unless the employee has sick time to apply towards the absence** (See 6.2.5.f) or unless otherwise provided for in this policy. Additionally, employees must elect to apply unused earned personal leave and vacation if sick time has been exhausted.

- b. FMLA Duration and Conditions – An eligible employee is entitled up to a total of 12 work weeks of FMLA during a 12-month period of the exhaustion of benefited hours, whichever is greater. The 12-month period is measured forward from the date an employee's initial FMLA commences. A FMLA leave will run concurrently with other similar leaves mandated by state or local law, and all sick, vacation and personal time, applied during the FMLA, will be included as part of the 12 work week period provided by this policy. Employees with more than 12 weeks of sick time may be placed on an extended medical leave at the conclusion of 12 weeks and be subject to the WUC's normal policy governing employees who have exhausted their 12-week FMLA entitlement. (See 7.2 Workers' Compensation, 7.5.4 Short-Term Disability Leave and 7.5.5 Long-Term Disability Leave).
- Leave to care for a seriously ill child, parent, spouse, domestic partner, family member (as defined in the Family Medical Leave Act) or the employee's own serious health condition: Employees may take leave for these purposes when medically necessary on a consecutive basis or intermittently, or the employee may request to be placed on a reduced work week or reduced work days in compliance with FMLA regulations.
 - Non-consecutive periods of leave: If an employee requests an intermittent or reduced leave schedule due to a serious health condition (their own or that of a covered family member), the WUC may require the employee to transfer temporarily to an alternate position for which the employee is qualified, to better accommodate the recurring periods of leave the employee will require. Employees transferred under such circumstances will receive equivalent salary and benefits. Employees requesting intermittent or reduced-schedule leaves for planned medical treatment for the employee or a covered family member must make a reasonable effort to schedule the treatment so as not to disrupt unduly the work for the WUC.
 - Employee's spouse or domestic partner employed by the same ministry within the WUC: An employee and spouse or domestic partner employed by the same ministry may not take more than 12 weeks of leave in the aggregate for the birth or care of a newborn, for the adoption or foster care placement of a child, or for the care of a parent.
- c. FMLA Notice Requirements
- Request for leave - Employees requesting leave must provide at least 30 days advance notice before leave is to begin, or if the need for leave is unanticipated, as much advance notice as practicable. Employees requesting leave are required to complete the WUC's FMLA form provided by the Senior Clergy or the Preschool Director at the time the leave is requested.
 - The WUC, shall determine the status of a leave as FMLA qualifying or

not, in accordance with the federal regulations.

- The WUC, may deem a leave to be FMLA even if not requested by the employee. In such circumstances, the WUC shall inform the employee of that determination at the commencement of the leave or at the time it is made aware of the qualifying event.
- Return to work - For an employee's own health condition or that of a family member or member of the household, an employee on FMLA must notify the Senior Clergy or Preschool Director, as appropriate, every 30 days of the status of the condition and intent to return to work. Employees must, where feasible, provide the WUC reasonable notice of their intent to return to work. In all cases, when a decision is made by the employee not to return to work, the employee must provide immediate notice.

d. FMLA Certification Requirements

- The WUC requires certification from a health care provider substantiating the employee's leave request. An employee will be required to submit a medical certification any time an absence of more than three consecutive work days is expected as the result of their own serious health condition, any surgical procedure, or as further defined by the federal regulations. Certification requirements differ according to whether the leave is for the employee's own serious health condition or that of a covered family member. The WUC's medical certification form fully explains what information is required.

When an employee foresees the need for leave, and has provided at least 30 days' notice, the certification should be provided before the leave begins. When this is not possible, the employee must provide the certification within 15 days of the WUC's request. Failure to provide certification on a timely basis may delay the leave.

- The WUC, at its own expense, may require a second or third medical opinion, depending upon the circumstances. During the course of the leave, the WUC may, under certain circumstances, require additional medical re-certification every 30 days.
- In addition, if the circumstances giving rise to the need for the leave have changed significantly, or if the WUC has reason to doubt the validity of the stated reason for the absence, the WUC reserves the right to request re-certification at any time.
- When the leave was for the employee's own serious health condition, the WUC also requires medical clearance indicating the employee can return to work and perform the essential functions of their position, with or without reasonable accommodation. The WUC will make a reasonable accommodation for any disability an employee may have, where required by law (ADA or other applicable law). Medical certification will also be required from any employee who is unable to return to work at the scheduled conclusion of a leave or who requests a leave extension.

e. Use of Earned Sick, Vacation and Personal Leaves During FMLA –
Employees on an approved FMLA must apply available benefit time, beginning with sick time, to the FMLA. Personal time and unused, earned vacation must be applied to FMLA, after sick leave is exhausted. After all

applicable leave benefits have been exhausted, any remaining FMLA may qualify for Short Term Disability (STD as defined in 7.5.5) or will be unpaid.

- f. Employment Protection – An eligible employee who takes FMLA is entitled to return to their former job or to an equivalent job with equivalent benefits, pay and other terms and conditions of employment. However, no employee is entitled under this policy to any right, benefit, or position other than that to which the employee would have been entitled had they not taken leave. Thus, for example, if a layoff or reduction in force or some extenuating circumstances or business condition arises that affects the employee's position, reinstatement may not be possible.
- g. Administration - All questions about leaves of absences should be directed to the Senior Clergy or the Preschool Director. Leave of absence requests and medical certification forms are available from the Senior Clergy or the Preschool Director.
- h. Military Family Leave
 - Any qualifying exigency arising out of the fact that the spouse, domestic partner, son, daughter, or parent of the employee on active duty, will be granted up to 12 work weeks of Family Medical Leave. See 6.2.5.b. for eligibility.
 - An eligible employee who is the spouse, domestic partner, son, daughter, or parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled up to 26 weeks of leave in a single 12-month period to care for the service member. See 6.2.5.b. for eligibility.

6.1.2 Military Leave

- a. An employee who performs active or inactive duty with the Armed Forces of the United States of America (including National and Coast Guards) as a member of a Reserve unit may be granted a leave of absence for up to two weeks annually for training. During this leave, the employee will receive their regular salary and benefits less the amount of their military pay.
- b. An employee who is a Reservist and is called up for active duty will be granted a leave of absence without pay for the period of active duty. Insurance benefits will be continued until they are provided by the U.S. government for the active duty service. The WUC will comply with the federal regulations as defined by USERRA.

- 6.1.3 Jury Duty Leave – An employee summoned for jury duty will be granted a jury duty leave of absence as provided by law.

7.1 SOCIAL SECURITY AND MEDICARE FOR LAY AND NON-EXEMPT ORDAINED EMPLOYEES

All lay employees are required by law to participate in Social Security and Medicare under the Federal Insurance Contribution Act (FICA). Contributions will be withheld from the employee's pay check for the employee's share and the WUC will pay the employer's share. These will be forwarded to the Internal Revenue Service (IRS) as

prescribed by law.

- 7.2 WORKERS' COMPENSATION – Employees who are unable to work as a result of an illness or injury occurring in the course and scope of employment may be entitled to benefits under Florida law. All accidents or injuries that occur while performing the WUC's business (regardless of location of occurrence) are covered by Workers' Compensation. Workers' Compensation and FMLA leaves run concurrently. Accidents or injuries that occur on the premises of the WUC or premises leased or owned by the WUC, must be reported promptly to the employee's supervisor and the Senior Clergy or the Preschool Director.

- 7.3 UNEMPLOYMENT INSURANCE – In accordance with Florida law.

- 7.4 HOUSING ALLOWANCE DESIGNATION

Each year the Windermere Union Church will take official action to designate a maximum amount of compensation to be paid the following year to each ordained (or commissioned) employee as a housing allowance in accordance with Section 107 of the Internal Revenue Code. In the case of an employee hired during the tax year, the official action designating that year's housing allowance must be taken at the time of the calling or hiring. The action must be officially recorded in the minutes of the Board of Director's meeting. Only that portion of the designated housing allowance which the employee can document as a valid housing expense in accordance with Internal Revenue Service guidelines can be deducted as tax-free income.

DRUG-FREE WORKPLACE

The WUC believes that substance addiction is a medical condition which should be treated as such. These policies have been written out of concern for the employee, their well-being and safety, and that of their co-workers.

- 9.1 USE AND DISTRIBUTION PROHIBITED

The distribution, possession, sale or use of illegal drugs is prohibited. The use of alcohol may be permitted at certain UCC gatherings or events, including evening receptions or dinners, with the express permission of an Officer of the Church. Employees are expected to conduct themselves in a professional manner as representatives of the UCC at gatherings or events where alcohol may be permitted.

- 9.2 TESTING

- a. Pre-employment – All applicants may be required to submit to a drug screen after an offer of employment has been made, but prior to the beginning of employment. The offer of employment will be rescinded for any applicant who tests positive.
- b. Reasonable Suspicion. Employees may be required to submit to testing if a supervisor in coordination with the Senior Clergy or the Preschool Director has a reasonable and articulable belief that the employee is using or under the influence of a substance based on specific physical behavioral or performance indicators which may include, but not be limited to, the following:
 - Lack of balance, unsteady or staggered walk or muscle twitching, red watery or glassy eyes, dilated or constricted pupils or having difficulty

focusing eyes.

- Disorientation, uncoordinated movement of body and hands, face/cheeks flushed, face sallow; slurred speech, memory loss or drowsiness.
- Observation of drug or alcohol use, possession or distribution.
- Absenteeism, tardiness, periodically missing from work, or deteriorating work performance.
- The identification of an employee as the focus of a criminal investigation into unauthorized drug possession, use or trafficking.
- A report of alcohol or other drug use provided by a reliable and credible source.
- Repeated or flagrant violations of the company's safety or work rules that pose a substantial risk of physical injury or property damage and that appear to be related to substance abuse.

A written report describing the employee's condition shall be completed, dated and signed by the supervisor and a copy made available to the employee.

9.3 Any employee testing positive may be required to seek and successfully complete a rehabilitation treatment program as a condition of continued employment. The employee may not be permitted to return to work until evidence is presented certifying to the successful completion of the treatment program and fitness to continue in the job. Any employee who is unwilling or unable to successfully complete a treatment program, or while on the job, abuses drugs or alcohol following treatment shall be subject to disciplinary action up to and including termination of employment.

11.1 PERSONNEL RECORDS – The Senior Clergy and the Preschool Director maintain certain records for each employee which are directly related to the employee's employment. Each file shall contain all such information as is needed or is required by federal, state or local law. With advance notification an employee may review their personnel file. The WUC will retain copies of employee-related information, as appropriate.

11.2 VERIFICATION OF EMPLOYMENT

11.2.1 Eligibility – In compliance with federal law, the WUC verifies that every new employee is either a U.S. citizen or authorized to be employed in the United States. All employees are required to provide document(s) necessary for verifying employment eligibility.

11.2.2 External Organization/Agency

No verification of employment will be given to an external organization/ agency without signed authorization from the employee.

11.3 EMPLOYMENT OF MINORS – When minors are hired for temporary and part-time positions during the school year, a valid work permit must be obtained in advance of employment for all new hires under age eighteen. A valid work permit will be kept in the individual's personnel file to verify that they are legally employed.

11.4 DRESS FOR OFFICE/PERSONAL APPEARANCE OF EMPLOYEES – An employee's dress and grooming should be appropriate to the work situation. Each person represents the WUC in appearance as well as actions. Employees are expected to

dress in a manner that is normally acceptable in an office environment. Employees may wear jeans on Fridays.

11.5 WORK ENVIRONMENT

11.5.1 Safety and Health – Employees are expected to support the WUC’s objective to provide a safe and healthy work environment for all employees. Employees are expected to comply with all safety and health requirements whether established by WUC policy or by Federal, state or local law (e.g. OSHA, ADA, etc.)

11.5.2 Smoking – Smoking is permitted only in designated areas outside of the building.

11.5.3 Children in the Workplace – The WUC strives to be sensitive to the needs of both employees and their families. The WUC also seeks to provide an environment that is conducive to the productivity of all employees. In the best interest of employees and children, the work place is not an appropriate place for children.

11.6 PATENTS AND COPYRIGHTS – All patents and copyrights resulting from the investments of the WUC’s resources shall be available for the WUC’s use without payment of royalty.

11.7 TRAVEL POLICIES – Refer to the attached addendum: Business and Travel Expense Policy for a comprehensive outline of the travel policies and procedures.

11.7.1 Travel related expenses shall be reimbursed in accordance with IRS reimbursement regulations and the procedures of the WUC.

11.7.2 Non-Exempt Employees – Prior approval of all travel by non-exempt employees must be obtained from the employee’s supervisor.

11.8 E-MAIL, THE INTERNET, AND OTHER TELEPHONIC COMMUNICATIONS POLICY

All electronic and telephonic communications systems and all communications and information transmitted by, received from, or stored in these systems are the property of the WUC and, as such, are to be used solely for job-related purposes. The use of any software and business equipment, including, but not limited to fax machines, computers, and copy machines for private purposes is strictly prohibited.

Further, employees are not permitted to use a code/word, access a file, or retrieve any stored communication unless authorized to do so. All passcodes are the property of the WUC. No employee may use passcodes/words or voice-mail access that has not been authorized for that employee’s use, not issued to that employee or that is unknown to the WUC. Moreover, the improper use of the E-Mail system (e.g. spreading offensive jokes or remarks) will not be tolerated.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the WUC mandates, authorized representatives of the WUC may monitor the use of such equipment from time to time.

The WUC provides authorized access to the Internet. The Internet represents a useful tool for the WUC in conducting its ministries, but like any other tool, it must be used

properly. For purposes of this policy, Internet includes any public electronic data communications network.

Internet E-Mail offers broadly similar capabilities to other company E-Mail systems except that correspondents are external to the WUC. External E-Mail messages may carry one or more attachments. An attachment may be any kind of computer file, such as a word processing document, spreadsheet, software program, or graphic image.

Just as the WUC has an official Internet website, so do other organizations. Most public websites are “read only”, meaning that they permit a person who visits the site to read material posted on the website but not to leave a message. Other websites permit visitors to establish continuing contact by leaving a message (the electronic equivalent of leaving your business card or a telephone message). The owner or operator of a website may record the information that a connection was made from the WUC.

As a general rule, copywritten material may not be forwarded, distributed, or incorporated into another work, material retrieved from a website or other external system. No software may be utilized unless cleared by Information Systems. Very limited or “fair use” may be permitted in certain circumstances. Any employee desiring to reproduce or store the contents of a screen or website should consult with Human Resources who will consult with legal counsel to ascertain whether the intended use is permissible.

Use of the World Wide Web includes all restrictions which apply generally to the use of the WUC’s E-Mail and other electronic and telephonic equipment, as noted above. In addition, the following rules apply with respect to Internet usage.

1. No Browsing of Restricted Content Websites: The WUC has blocked access to websites which contain pornographic material. However, the World Wide Web changes on a daily basis. In this connection, users who find new sites which the WUC has not yet blocked are required to report such sites to the help desk.
2. No Downloading of Non-Business Related Data: The WUC allows the downloading of files from the Internet. However, downloading files should be limited to those which relate directly to WUC business.
3. No Downloading of Application Programs: The WUC does not permit the downloading or installation on WUC computers of application software from the Internet. Such software may not only contain embedded viruses, but is also untested and may interfere with the functioning of standard WUC applications.
4. No Participation in Web-Based Surveys Without Authorization: When using the Internet, the user implicitly involves the WUC in their expression. Therefore, users should not participate in Web or E-Mail surveys or interviews without authorization.
5. No use of Subscription-Based Services Without Prior Approval: Some Internet sites require that users subscribe before being able to use them. Users should not subscribe to such services without the express approval of management.
6. No Violation of Copyright: Many of the materials on the Internet are protected by copyright. Even though they may seem to be freely accessible, many of the intellectual property laws which apply to print media also apply to software and

material published on the Internet. Employees are permitted to print out web pages and to download material from the Internet for informational purposes as long as the purpose for such copying falls into the category of “fair use.” Please do not copy or disseminate materials which are copyrighted. Employees having any questions regarding such materials should contact the Human Resources for guidance.

Employees who violate this policy are subject to disciplinary action, up to and including discharge.

11.9 SOCIAL MEDIA

Includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s blog, journal, or diary, personal website, social networking or affinity web site, web bulletin or chat room, as well as any other form of electronic communication.

General Guidelines

All employees are expected to adhere to the WUC’s (Windermere Union Church United Church of Christ’s) Common Personnel Policies when using social media.

This social media policy applies to employees using social media while at work. It also applies to the use of social media when away from work when the content is related to the WUC, its program of work, or its interest, and/or when the employee’s affiliation with the WUC is identified, known, or presumed or when such use impacts the employee’s own job performance or the working conditions of other employees. It does not apply to content that is unrelated to the WUC, its program of work, or its interests.

Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees, or otherwise adversely affects WUC’s legitimate interests may result in disciplinary action up to and including termination of employment.

Employees may not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, or hateful to another person or entity affiliated with WUC. Examples of such conduct include posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, gender, disability, religion, or any other status protected by law or WUC policy.

UCC Social Media

An employee, volunteer, or Church member may not post content on social media on behalf of WUC without prior authorization from the Senior Minister, Minister of Information Technology, or Preschool Director, as appropriate. All content must comply with the Content Guidelines.

Employees, volunteers and Church members may not send email blasts or create marketing material without prior approval, and may not use marketing materials without prior approval.

Please understand that any work-related social media accounts are the property of the WUC and there is no expectation of privacy in any postings or other activity on those

accounts. The WUC reserves the right to monitor such accounts. Upon any employment separation from WUC, administrator rights must be relinquished, and all login and passwords on any work-related social media account must be provided to the immediate supervisor.

Content Guidelines

All content posted on social media on behalf of the WUC must be consistent with and not denigrate positions taken, policies adopted, resolutions passed, or other actions taken by:

- General Synod of the United Church of Christ;
- The United Church of Christ Board; and
- The Covenanted Ministries of the United Church of Christ.

Content solicited and/or accepted by WUC, its officers, and/or its employees from non-employees for the purpose of posting on WUC social media must comply with this social media policy. A non-employee must be provided with and agree to WUC social media policy content guidelines prior to the non-employee agreeing to provide social media content. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.

Personal Social Media

The WUC recognizes an employee's right to engage in any social media activities away from work that the employee finds appropriate. If the WUC, its program of work, or its interests is the subject of content you are creating, be clear and open about the fact that you are an employee of the WUC, that the views you are expressing are your own opinions and do not represent those of the WUC. If you publish a blog or post online related to the work that you do or subjects associated with WUC, make it clear you are not speaking on behalf of the WUC. It is best to include a disclaimer such as **"The postings on this site are my own and do not necessarily reflect the views of WUC."**

Do not use WUC email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Do not create a link to the UCC website from your blog or other social networks, blogs, or other online tools utilized for personal use.

Do not create a link from your blog, website, or other social networking site to a WUC website without identifying yourself as a WUC employee.

11.9.1 MEDIA INQUIRIES AND CONTACT

When the WUC wishes to communicate publicly, it has well-established processes to do so. Any and all requests from outside media should be forwarded to the Senior Minister or Preschool Director, who is authorized to determine who will speak on behalf of the WUC depending on the topic, and to determine which media requests will be accepted.

11.13 EXCESS COMPUTER EQUIPMENT

From time to time, the WUC may have excess computers and related technologies. In the event that there is the need to reduce inventory of this equipment, this equipment will be

offered to current employees for purchase at a set price on a first come first serve basis. Notice of such a sale will be posted at least 15 days prior to the sale and employees who are not able to be present on the date of the sale may designate another employee to represent them at the sale. A written notice of such an assignment must be made to the help desk. Additional terms of the sale may be announced at the time of the posting of the notice of a sale.

11.14 PRAYER

It is common for meetings and gatherings to begin or end with a time of prayer or worship. An employee is not excused from participation in the meeting or gathering simply because prayer or worship may occur. However, active participation at any time of prayer or worship is completely voluntary. No employee will suffer any adverse action for refusing to actively participate in prayer or worship.

12. 1 OBJECTIVE OF CONFLICT OF INTEREST POLICY

The WUC to the highest possible legal, ethical, and moral standards of business conduct. Officers and key employees of the WUC and directors and committee members of the have a fiduciary duty under the law to act at all times in the best interests of the WUC. This Conflict of Interest Policy (“Policy”) defines the term “conflict of interest” and provides a process for identifying and disclosing conflicts of interest, and minimizing the impact of conflicts on the WUC. This Policy is intended to supplement but not replace any state and federal laws governing conflicts of interest that are applicable to WUC.

SCOPE OF THE POLICY

This Policy applies to all WUC officers and key employees, as well directors and committee members. Key employees are employees who exercise substantial influence or control in their positions. Collectively, the individuals to whom the Policy applies are referred to as “Covered Persons.” It is the responsibility of all Covered Persons to comply with the Policy and report any violations or suspected violations of the Policy.

DEFINITION OF CONFLICT OF INTEREST

A “conflict of interest” is any transaction or relationship that may compromise the ability of a Covered Person to make unbiased and impartial decisions on behalf of WUC. These transactions or relationships may include, but are not limited to, family relationships, business transactions, professional activities, or personal affiliations.

13.1.1 PROHIBITED ACTIVITIES

A Covered Person may not take personal advantage of a business opportunity that is offered to the WUC unless the Board first determines not to pursue the opportunity. A Covered Person must protect the confidential information of the WUC and must not use such confidential information for their personal benefit, for the benefit of a related organization (an organization in which a Covered Person serves in a leadership,

employment, or ownership capacity), or to the detriment of the WU. Confidential information is information that is obtained through the Covered Person's position with the WUC that has not become public information.

13.1.2 IDENTIFICATION OF CONFLICTS OF INTEREST

All Covered Persons must submit an annual Statement of Disclosure detailing any facts or circumstances that might constitute a conflict of interest. All Covered Persons must submit an amended Statement of Disclosure within 30 days of a change or addition to the information provided in the annual Statement of Disclosure, or prior to any deliberation or vote on a matter involving the potential conflict of interest, whichever occurs first.

The Executive Committee will review each Statement of Disclosure for any set of facts or circumstances that may indicate an actual or potential conflict of interest. The Executive Committee may request the assistance Counsel to identify such conflicts. When evaluating a particular set of facts or circumstances, the Committee may consider, in addition to the information on the Statement of Disclosure, the following non-exhaustive list of factors that may indicate a conflict of interest:

- Solicitation or acceptance of gifts or other items of value that may create an appearance or expectation of special treatment in WUC matters;
- Any incident of abuse or misuse of a leadership position for personal or third-party gain or benefit;
- Failure to provide any information requested by the audit committee;
- Situations in which a Covered Person may be divided between personal interests or the interests of another organization and the best interests of the WUC; and
- Business, professional, or other activities that would materially and adversely affect the WUC, either directly or indirectly.

The Committee may request additional information from any Covered Person at any time in connection with a review of a Statement of Disclosure.

13.1.3 RESOLUTION OF CONFLICTS OF INTEREST

If the Committee identifies an actual or potential conflict of interest, it may recommend one of the following actions to resolve the conflict:

- Waive the conflict of interest as unlikely to affect the Covered Person's ability to act in the best interests of the organization;
- Determine that the Covered Person should be recused from all information, deliberation, and decision-making related to the particular transaction or relationship that gives rise to the conflict of interest. This course of action should apply when the transaction or relationship presents a conflict of interest that is limited to a particular activity; or
- Determine that the Covered Person must resign from their service to the WUC. This course of action should apply when the conflict of interest is so pervasive that the Covered Person would likely seldom, if ever, be able to act solely in the best interests of the WUC. The Committee must report, in Executive Session, to the Board on the conflicts of interest identified each year and the actions taken to resolve such conflicts.

13.1.4 BUSINESS TRANSACTIONS WITH THE WUC

A conflict of interest arises any time a Covered Person, or a Covered Person's family member, seeks to enter into a business relationship with the WUC. A conflict of interest also arises when an organization in which a Covered Person serves in a leadership, employment, or ownership capacity ("related organization") seeks to enter into a business relationship with the WUC.

A conflict of interest does not necessarily preclude business relationships with the WUC or the. The following procedure is designed to resolve conflicts of interest whenever a Covered Person, or a Covered Person's family member or related organization, seeks to provide goods or services to the WUC or the BOARD as a paid vendor, or applies to receive a grant or contract from the WUC or the BOARD:

- The Covered Person must promptly disclose the intent to enter into a business relationship with WUC or the BOARD.
- The Covered Person must recuse himself or herself from all information, deliberation, and voting related to the contemplated business relationship.
- The BOARD shall appoint a disinterested person or committee to investigate alternatives to the proposed existing transaction or arrangement, using reasonable diligence.
- The BOARD must determine, without the presence or participation of the Covered Person, that the transaction is fair and in the best interests of the WUC and/or the BOARD.
- If the business relationship is approved, the Covered Person may not participate in any process by which the Covered Person, or their family member or related organization, is evaluated.
- The minutes of the BOARD meeting considering the transaction shall reflect, at a minimum:
 - The name of the Covered Person and their interest in the proposed business relationship;
 - The extent of the Covered Person's participation in the meeting;
 - Any determination as to whether the proposed business relationship was fair and in the best interests of the WUC and/or the BOARD and the specific reasons for such a determination;
 - Whether any alternatives to the proposed business relationship were considered;
 - The names of the persons present for discussions and votes relating to the proposed business relationship; and
 - A record of any votes taken in connection with the proposed business relationship.

13.1.5 VIOLATIONS OF THE POLICY

Any Covered Person who violates this policy is subject to corrective action, up to and including termination of employment or removal from the BOARD or committee of the BOARD.

Receipt for Copy of Common Personnel Policies

Please complete this page and return to Senior Minister or Preschool Director

Last Name	First Name	Middle Initial
	(Please Print)	

I acknowledge that I have received a copy of the Common Personnel Policies (CPP) of the Windermere Union Church of the United Church of Christ. I understand my responsibility to familiarize myself with its provisions. I further understand that my employment is not for any definite period of time, and that nothing in the CPP in any way creates an expressed or implied contract of employment or warranty of any benefits. I additionally understand that any and all of the rules, policies, and benefits referred to in the CPP may be unilaterally amended, modified, or discontinued at any time.

Employee Signature _____

Date _____