

DuPage Unitarian Universalist Church  
Board of Trustees Meeting Minutes  
March 15, 2022, 6:30 pm via Zoom  
(Approval at the April 19, 2022 meeting)

Call to order: Jenny Hobbs

Roll Call: Board members: President: Jenny Hobbs, Ann Arellano, Kelley Trombly-Freytag, Lyndi Sprietsma, Linda Zetterberg, Karen Peck, Diane Gelder and Katie Hay. Ex-Officio members: Connie Grant, Minister. Guest: Steve Cooper, DRE. Absent: Pat Lichtman.

Board Covenant: We, the elected and ex-officio board members, act as a fully integrated part of our congregation. Guided by our seven UU principles, we encourage unity, honesty, transparency, and communication during this period of intentional change. We model curiosity, patience, and active listening. We are prompt, prepared, focused, respectful, and welcoming to all at meetings. We offer and accept constructive feedback, honor all voices, practice discretion and speak with one voice, unified in our work with the congregation.

Timekeeper: Ann

Process Observer: Lyndi

Welcome to Guests: Jenny

Opening Words and Chalice Lighting: Jenny

Review of Emergency Responsibilities:

- Kelley reviewed the Board members required response to various situations that may occur during the service.

Gratitudes:

- Kelley expressed gratitude for the greeters and ushers now that we are back to in-person worship. Jenny emphasized this.
- Jenny thanks Connie and Steve for bringing us back in-person without a hitch.
- Diane thanks and holds in our hearts the ministerial search committee. They have been hard at work and away from home three weekends out of four.
- Ann praises to the heavens the work of the Finance Advisory Committee in advancing updates to its many financial procedures (more procedures than any other group), keeping with our new policy-based governance schedule of routine reviews.

Check-in: Led by Jenny.

Changes to the Agenda:

- Item 7E – Discuss candidating week schedule
- Item 8B – Update on return to in-person worship
- Item 7B – Delete Finance Charter review

- Item C of consent agenda is a duplicate of item B.

Consent Agenda:

- Reports from the Minister and Advisory Committees
- Minutes of the Feb 15, 2022 Meeting
- Personnel Manual - [Please note that the link referred to in the first paragraph is the link to the complete manual which is included below. The Comments referred to below in the first paragraph addressed revisions which were all resolved before the final draft was submitted for approval.]
  - The Personnel Advisory Committee has been working on a revised and updated Personnel Manual for the last year. This new Personnel Manual utilizes a template from the UUA Office of Church Staff Finances and also includes several updated church employment policies. Due to length, you will find a link to the Manual below. The majority of this new Manual is consistent with previous versions of the manual. Comments have been added in the margin to help you find areas that have been updated. If you have questions, please reach out to a member of the Personnel Advisory Committee, Doug Kocher-Cowan, Ann Arellano, or Rev. Connie Grant.

### **Personnel Policy Manual**

For

DUPAGE UNITARIAN UNIVERSALIST CHURCH  
1828 Old Naperville Road, Naperville, IL 60563

**Date Adopted by Board: February 12, 2013**  
**Revised and adopted by Board: March 15, 2022**

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## **WELCOME**

Welcome to the DuPage Unitarian Universalist Church. We are glad to have you as a member of our staff and hope you will enjoy working for the congregation and contributing to our liberal religious community.

Working together, we will help to ensure that the administrative, operational and other needs of the congregation are met. This will support volunteer members of our congregation to do their work.

This Manual is not a contract and can be modified or changed at any time.

If you have any questions or suggestions concerning information in this Manual, please feel free to contact the Minister or their designee.

Again, welcome!

## **CONGREGATION MISSION AND HISTORY**

## **Mission**

We gather as an inclusive community to grow in character, mind, and spirit and to transform the world toward fairness, love, and compassion.

## **History**

In January 1955, a liberal minister Eugene Kreves and 24 members resigned from the Congregational Church of Lisle. Historical accounts say, "[the] former members of that church met [in a home] to discuss the possibility of organizing a liberal church, committed to civil rights, civil liberties and world peace." In April of the same year, 48 people signed a charter, calling Rev. Kreves as their first minister and the congregation was recognized as a fellowship by the American Unitarian Association (UUA) that same month. In May, a constitution and by-laws were adopted at the first annual meeting of the new DuPage Valley Unitarian Church. In 1956, in response to the minister's liberal theological position, the group also joined the American Humanist Association (AHA), making a constitutional commitment to remain affiliated with both the UUA and the AHA "or their legal successors." The congregation began renting a one-room schoolhouse, formerly known as the Bronzville School. Through the work of many members, staff and friends the one-room school has grown into the multi-purpose complex it is today, serving many functions for the congregation and surrounding community.

## **ABOUT THIS MANUAL**

This Personnel Manual has been prepared to help understand policies and procedures of the DuPage Unitarian Universalist Church (referred to herein as "Employer"). Employees should familiarize themselves with this Manual, as it will provide answers to some questions you may have about your employment. Nothing in this Manual or in any other written or unwritten policies and practices of Employer creates an express or implied contract, promise or representation between Employer and any Employee.

The Employer's policies generally will be applied consistently. However, the Employer reserves the right to deviate from normal policy in certain situations. Since every employment situation cannot be anticipated, this Manual provides a general overview only. Wherever this manual touches upon other Church policies, those policies dictate.

From time to time, changes in the Manual may become necessary. Therefore, the Employer reserves the right to amend, supplement or rescind any provisions of this Manual as necessary.

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. This Manual does not apply to ordained ministers(s) called by vote of the Congregation. Employment "at-will" means that an Employee or the Employer may terminate the employment relationship at any time for any reason, with or without notice.

This Manual supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of this Manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect. DuPage Unitarian Universalist Church is a self-governing religious congregation and a member of

the Unitarian Universalist Association of Congregations. The Church is governed by Bylaws and administered by an elected Board of Directors.

If you have any questions or comments about this Manual, or if you need more information, please ask your Minister / Head of Staff. \* Your comments and suggestions are genuinely encouraged.

***THE POLICIES OUTLINED IN THIS MANUAL APPLY TO ALL STAFF AS REQUIRED BY LAW. MINISTERS CALLED BY THE CONGREGATION HAVE SEPARATE OBLIGATIONS AND BENEFITS BY CONTRACT.***

## DIVERSITY AND INCLUSION

### **EQUAL EMPLOYMENT OPPORTUNITY**

Unitarian Universalist principles affirm the inherent worth of each human being, and commit to working toward justice, equity and compassion in human relations. The Congregation believes that policies advancing diversity, equity and inclusion are essential in creating social change which responds to historical and current practices of discrimination. Additionally, we believe that significant diversity among our staff makes for a richer, more dynamic organization. Our Congregation is committed to addressing the systemic prejudices and biases found within all parts of society by, among other things, working to ensure that all staff are trained to understand, welcome, and better serve a multiracial, multiethnic, increasingly diverse community and enhance the ability of each individual to live our values of justice, equity, and interdependence.

The Congregation affirms its commitment to inclusion and 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, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other classification protected by law. The Congregation may consider religion in the hiring and terms and conditions of employment of certain positions. Any discrimination in the workplace based upon any protected status/classification is illegal and against policy.

Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited and will not be tolerated. Prohibited retaliation includes shunning and avoiding an individual who reports harassment, discrimination or retaliation; express or implied threats or intimidation intended to prevent or inhibit an individual from reporting harassment, discrimination, retaliation; or denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participating in the reporting and investigation process.

Employees who have questions about discrimination, harassment or retaliation in the workplace, or who believe this policy has been violated, should report their concerns immediately to their Supervisor/Head of Staff, or a Board officer.

### **HARASSMENT**

The Safe Congregation and Right Relations Policy (found in the DuPage UU Church repository) apply to staff. The Employer prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, ethnicity, color, national origin, citizenship status, gender, gender identity/expression, affectional or sexual orientation,

age, language, economic status, mental or physical capacity, religious belief or creed, or any other classification protected by law, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Some examples of conduct which may constitute harassment, depending on the circumstances, include but are not limited to, the following:

- Epithets or slurs; or
- threatening or intimidating acts; or
- written or graphic material; or
- written, verbal or physical acts that purport to be jokes or pranks.

Any Employee who believes he or she has been harassed by another Employee, a Supervisor, an agent of Employer, or any other person who the Employee encounters in the course of employment should report that conduct immediately to his or her Supervisor/Head of Staff. If the report or complaint involves the Head of Staff, or if the Head of Staff is unavailable, the individual receiving the report or complaint should immediately report it to the Board President or the Chair of the Personnel Committee.

Every complaint or report of harassment will be promptly investigated. A written report will be placed in the relevant personnel file. If the investigation indicates that an act of harassment has occurred, timely and appropriate action will be taken. Retaliation or reprisal against Employees who report harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

## **1. SEXUAL HARASSMENT**

*This policy is based on federal law and the federal guidelines.* Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by one member to another member. The DuPage Unitarian Universalist Church's Safe Congregation and Right Relations Policy (found in the DuPage UU Church repository) applies to staff. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- submission to the conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual; or
- the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Some examples of conduct which may constitute sexual harassment, depending on the circumstances, include but are not limited to, the following:

- repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or
- any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature; or
- unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or
- the deliberate use of offensive or demeaning terms which have a sexual connotation; or
- inappropriate remarks of a sexual nature.

Any Employee who believes he or she has been sexually harassed by another Employee, a Supervisor, or any other person encountered in the course of employment should report that conduct immediately to his or her Supervisor/Head of Staff. If the report or complaint involves the Head of Staff, or if the Head of Staff is unavailable, the individual receiving the report or complaint should immediately report it to the Board President, or the Chair of the Personnel Committee.

Every complaint or report of sexual harassment will be promptly investigated. A written report will be placed in the relevant personnel file. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken to include, if necessary, suspension with pay while the incident is under investigation or, immediate termination.

Retaliation or reprisal against Employees who report sexual harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

## **PROCEDURE/RESOLUTION OF EMPLOYEE COMPLAINTS**

Effective communication is essential for productive working relationships. To that end, Employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

The Employee should present any complaint or grievance to his/her Supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the Supervisor/Head of Staff does not resolve the matter to the Employee's satisfaction, the Employee should submit the complaint or grievance in writing to the Chair of the Personnel Committee of the Congregation who shall gather the evidence necessary to complete an investigation. The Chair of the Personnel Committee may interview the Employee and confer with the Supervisor and the Board President in order to recommend a resolution. The Board President shall then recommend a resolution of the problem to the Supervisor and Employee. If the Board President's recommendation does not resolve the matter to the Employee's satisfaction, the Employee may then seek a review by the Board of Trustees. *The resolution*

*recommended by the Board will be binding upon the Employer and Employee. A written report will be placed in the relevant personnel file(s).*

## **ACCOMMODATIONS OF DISABILITY**

The Congregation provides reasonable accommodations to enable an individual with a disability to perform the essential functions of their job in compliance with state and federal law. If an employee is unable, or finds it difficult, to perform all the functions of their job due to a disability, they should inform their Supervisor/Head of Staff about the disability and discuss the type and nature of any assistance or adjustment that would enable the employee to perform the essential functions of the job.

In most cases, the Congregation will need medical documentation of the disability and of possible accommodations. The Congregation may also need regular discussions with the employee to determine what, if any, accommodations are appropriate, the employee's continuing need for accommodations and the effectiveness of the accommodations provided. The Congregation may also ask to speak to the employee's physician or health care provider to help the Congregation assess the need for and the appropriateness of the proposed accommodations and to ensure that the employee can safely perform the essential functions of the job with the accommodations. The Congregation may also ask the employee to submit to an independent medical or other appropriate examination, at the Congregation's expense.

## **CATEGORIES OF EMPLOYMENT**

**Full-Time:** An employee who regularly works the Congregational year or 12 months of continuous full-time service at 40 hours or more per week is considered a full-time employee.

**Part-Time:** An employee who regularly works for the Congregational year or 12 months is considered a part-time employee. Part-time employees scheduled to work at least 15 hours but less than 40 hours per week are eligible for benefits according to the benefit plan descriptions in this Manual.

**Casual/Temporary Employee:** An employee who works full or part-time for a specific time period, including during peak or seasonal periods, for specific projects, to fill in for an absent regular employee, or for other reasons for a limited period of time is considered a casual/temporary employee. Regardless of whether an employee is scheduled to work for a limited period of time the employee will be considered "at-will." Casual/Temporary employees are entitled to benefits consistent with the provisions of benefit plans offered by the Congregation or as required by law.

## **FLSA DEFINITIONS**

Employees are also categorized as either **Non-Exempt** or **Exempt** for purposes of the minimum wage and overtime provisions of the Fair Labor Standards Act ("FLSA").



**Non-Exempt Employees** are compensated based on the number of hours worked each work week and are entitled to be paid the minimum wage and overtime for hours worked over 40 in a workweek.

**Exempt Employees**, who are employed in an executive, administrative, or professional position which meet certain requirements, are paid on a salary basis, and are exempt from the minimum wage and overtime provisions of the FLSA.

**Ministerial Exception:** Ministers, and other employees who perform “essential religious duties,” are exempt from FLSA requirements under the ministerial exception (sometimes called the ecclesiastical exemption). Under this exemption, other employees, such as religious educators or music directors, might be classified as exempt depending upon their specific responsibilities. Unlike the FLSA exemptions, the ministerial exception is dependent only on responsibilities, not salary.

## **WORK SCHEDULES AND PAY**

### **ORIENTATION**

Your Supervisor/Head of Staff or a designated congregational leader will introduce you to your co-workers and orient you to your work area and job responsibilities. In some cases, a written job description has been prepared that contains a summary of duties and responsibilities. Of course, it is impossible to list or to describe all of the duties of a particular job. Moreover, from time to time, changes in jobs will occur to reflect temporary or long-term changes in staffing or operational needs. Please keep in mind that your Supervisor/Head of Staff has the authority to assign duties, responsibilities, or functions to you even though the duties have not been yours in the past or are not specifically mentioned in your job description.

### **EMPLOYMENT AUTHORIZATION**

Federal law requires that prospective employees must show proof of eligibility to work in the United States by completing Form I-9 within 3 days of time of hire. When applicable, employees must provide an original document or documents to the employee's Supervisor/Head of Staff that establishes identity and employment eligibility from the date employment begins.

### **HOURS OF WORK**

A normal, full-time workweek consists of 40 working hours. Individual work schedules may change from time to time with approval of the Head of Staff. Attendance at meetings at the request of the Employee's Supervisor will be considered time worked. Employees are expected to attend any staff retreats or off-site events that are part of their employment.

Staff meetings are conducted monthly at a minimum. These meetings are usually led by the Head of Staff and are a means of communicating general information and coordinating staff activities.

### **MEAL AND BREAK PERIODS**

Employees are encouraged to take a 10-minute break for each 4-hour work period. Such breaks are paid but may not be accumulated or added to the end of the day to shorten the workday. Employees working more than a 6-hour period are required to take a 30-minute unpaid meal break. The time of meal and break periods will be scheduled at the discretion of the Supervisor/Head of Staff. Employees should not perform any work during their meal period. For non-exempt employees, any time worked during meal breaks is compensable, including time they need to be available for work (e.g., to answer phone or door). As with breaks, the 30-minute unpaid meal period may not be accumulated or used to shorten the workday.

## **TIMEKEEPING AND OVERTIME**

Non-exempt Employees (hourly Employees) must submit a timesheet (written or electronic record) of their time worked at the end of each pay period to be approved and signed by their Supervisor as authorization of payment. All leaves of absence (see section 3) and the number of hours used must be indicated on the appropriate pay period time sheet. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Where required by applicable law, overtime will be paid to non-exempt Employees at the rate of one and one-half times the regular rate of pay for all hours worked in excess of forty in any one work week. Holiday, vacation, personal days and sick leave or other type of leave is not counted for purposes of overtime compensation. Employees shall not work overtime without authorization in advance from the Supervisor or Head of Staff.

## **PAY AND PAYROLL DEDUCTIONS**

The Congregation strives to offer its employees equitable and competitive wages and salaries commensurate with its ability, resources, and sound policy. Pay adjustments generally will be considered for all employees once a year, with any adjustments effective at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay adjustments are usually based upon such factors as individual performance, job responsibilities, and other appropriate factors, such as increases in the cost-of-living as well as changes to UUA salary recommendations.

Deductions made from employees' wages are reflected on a pay stub. Federal law requires deductions from pay for income tax, Social Security, and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions, such as voluntary retirement contributions, or medical or other benefit cost-sharing, are optional and are made only if the employee has authorized the deduction. Paychecks 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 employee's Supervisor/Head of Staff should be contacted immediately.

Employees are paid semi-monthly. You may have your pay electronically deposited into your checking account each pay period by authorizing direct deposition and providing required information to your Lead Administrator.

In general requests for pay advances should be avoided. Special circumstances will be addressed by the Head of Staff, or by the Board of Trustees in the event of a pay advance request by the Head of Staff. The amount and timing of the advance will be limited to the

upcoming pay period. Advances in pay will be in accordance with local, state and federal laws.

### **CORRECTIONS OF ERRORS IN PAY**

It is the Congregation's policy to comply with federal and state laws governing payment of wages, and the Congregation makes every effort to ensure employees are paid correctly. Occasionally, however, mistakes may happen. When mistakes occur, employees should call them to the Congregation's attention immediately. The Head of Staff will promptly investigate the issue and make any corrections necessary.

### **PERSONNEL INFORMATION AND FILES**

It is very important that employees keep up-to-date all the information provided to the Congregation at the time of hire and as requested from time to time. This information is essential for many purposes, including benefit administration, mailing information to the employee's home, and contacting friends or family in case of emergency. Please notify the Head of Staff promptly of any changes in:

- Address and telephone number;
- Marital status (including legal separation);
- Legal change in employee's name;
- Changes to hours or salary;
- Dependents;
- Changes in beneficiaries;
- Person to notify in case of emergency; and
- Any relevant changes in licensing or education.

The Congregation maintains a personnel file for each employee that contains new hire paperwork, performance reviews, and other documents related to the Employee's employment. An employee is allowed to write their response to any document added to the file. Employees may review the contents of their file in the presence of a Congregation's representative at a mutually agreed upon time.

## **POLICIES APPLICABLE TO EMPLOYMENT**

### **ABSENTEEISM AND TARDINESS**

Each employee is expected to maintain good attendance and to report to work on time. Absence and lateness hinder the effectiveness of our work and must be kept to a

minimum. Excessive absenteeism or repeated tardiness may result in discipline up to and including termination of employment.

Personal appointments should be scheduled before or after work hours, if possible. All scheduled absences must be approved in advance by the Supervisor/Head of Staff. Employees who are unable to report to work at their scheduled time must call their Supervisor/Head of Staff as soon as possible to report the absence and the expected time of return to work. Employees must call in each day they are absent, unless otherwise authorized by their Supervisor/Head of Staff. The Supervisor/Head of Staff must approve an employee's absence or late arrival, however, the notification and approval of a particular absence by a Supervisor/Head of Staff does not insulate an employee from a review of the total number of absences or late arrivals in any given period of time.

Unscheduled absences (such as returning late from lunch or leaving work before the end of the workday) must be approved by the employee's Supervisor/Head of Staff. If the employee expects to be absent the following day, they should inform the Supervisor/Head of Staff of that fact at the same time. Any employee who fails to report to work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.

## **PROFESSIONAL ATTIRE AND CONDUCT**

Employees should maintain a professional attitude and appearance that is appropriate to their position and the Employer-Congregation. Name badges should be worn when Employees are on duty on Sunday. Work time should be used wisely to accomplish work job duties and responsibilities.

## **ALCOHOL AND ILLEGAL DRUGS**

The Congregation maintains a drug-free workplace. The use, possession or distribution of any illegal drug (or prescription drugs not being taken or possessed according to medical direction) on Congregation premises or property is prohibited. Under no circumstances may an employee appear at work while intoxicated or under the influence of illegal non-prescription drugs or alcohol or smelling of alcohol. Improper use of prescription drugs is also prohibited. A violation of this policy may be grounds for immediate disciplinary action up to and including termination.

The Congregation recognizes that responsible consumption of alcohol might be acceptable at occasional functions, but generally, the workplace is alcohol-free. On such an occasion, all employees are expected to uphold an atmosphere of professionalism and respect for those who choose not to participate. Any staff function at which alcohol is served must first be cleared with the Supervisor/Head of Staff. It is expected that employees consuming alcohol on the premises do so in moderation and in the spirit of maintaining a safe and comfortable environment for all.

## **SMOKING/VAPING**

The Congregation is a smoke-free workplace. Smoking and vaping is only allowed in designated areas outside the Congregation building.

## **CONFIDENTIALITY**

Employees may have access to confidential information about the Congregation, including but not limited to information about members, friends, or other staff members. Such information must remain confidential and may not be released, removed from the Congregation's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment. Employees have the right to use and share information about their personal wages and benefits. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Supervisor/Head of Staff.

## **COMPUTERS, INTERNET, EMAIL AND OTHER RESOURCES**

The Congregation provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, internet, intranet, e-mail, text messaging, or any other Congregation provided technology, use should be reserved for legitimate business use and not for more than incidental personal use.

All communication using tools provided by the Congregation or used for Congregation related business should be handled in a professional and respectful manner. Inappropriate use includes, but is not limited to:

transmitting obscene, harassing, offensive or unprofessional messages;

accessing, displaying, downloading, "liking" or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or any other classification protected by law;

transmitting any of the Congregation's confidential or proprietary information, including member/friend data or other materials covered by the Congregation's confidentiality policy.

The Congregation reserves the right to monitor and review the content of employee e-mails or the use of the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

All materials, information and software created, transmitted, downloaded or stored on the Congregation's computer system are the property of the Congregation and may be reviewed and inspected at the Congregation's discretion.

Any software or other material downloaded onto the Congregation's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Prior written authorization from the Supervisor/Head of Staff is required before introducing any software into the Congregation's computer system.

Only authorized staff members may communicate on the Internet on behalf of the Congregation. Any account established on behalf of the Congregation must be authorized with all access information, including passwords, communicated to and

maintained by the Congregation. Employees may not express opinions or personal views that could be construed as being those of the Congregation.

With prior authorization, employees may use their own personal electronic devices (computers, tablets, phones, etc.) for work related purposes provided the devices have appropriate security software and the employee agrees to follow appropriate data protection and back up practices. Any files or software belonging to the Congregation may only be downloaded and used for Congregation related work provided the employee is given express written permission from the Congregation, and proper documentation is maintained regarding the files downloaded in the event that future retrieval is required. In addition, upon employment termination for any reason, the employee agrees to give the Congregation access to any personal electronic devices and passwords, to allow the Congregation to retrieve and/or delete all Congregation files and documents from them. In the event that the Congregation does not request such access, then the employee agrees promptly to return, to the extent practicable, and to delete any and all Congregation related documents and copies thereof from any such devices or backups.

The employee is responsible for any maintenance, repair, or replacement of a personal device required or used, irrespective of the amount of work usage or the cause of the damage unless agreed to in writing by the Congregation. However, the employee must provide the Congregation with immediate notice should a personal device containing Congregation software or files be lost or stolen.

#### **CONFLICT OF INTEREST POLICY**

Employees are expected to avoid conflicts of interest, defined as any situation where an Employee may attain personal gain or which may serve as a detriment to the Employer, either monetarily, to its public image, or to its reputation because of the use of information or personal contact which is not generally available except through employment with the Employer.

Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for the Employer. Employees who have questions about whether an activity violates this policy should discuss the matter with the Head of Staff.

Employees who fail to disclose conflicts of interest or potential conflicts of interest or who fail to adhere to the DuPage UU Church Conflict of Interest policy may be subject to dismissal.

#### **OUTSIDE EMPLOYMENT**

Employees shall not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as an Employee. Activities that may constitute a conflict include use of the Employer's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the Congregation for private gain or advantage. In special instances, the Head of Staff, in consultation with the Board of Trustees, may authorize use of the Church resources.

An Employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the Employee's performance of Employer duties; reflect discredit on the Employer; or tend to increase Employer's payments for sick leave, worker's compensation benefits or long-term disability benefits. Collateral employment should not result in outside telephone calls while on duty for the Employer.

### **INITIAL REVIEW PERIOD**

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

### **EMPLOYMENT OF RELATIVES AND MEMBERS**

In general, employment of members of the congregation will be avoided because a member who becomes staff will necessarily forfeit certain benefits of membership to appropriately perform the staff role. For some positions, hiring a member may add significant enough value to counteract the potential risks associated with employment of a member. Positions open to members of the congregation are so designated by the appropriate Head of Staff. In these cases three restrictions apply: 1) No one may be employed whose immediate family member is serving on the Board of Directors; 2) Church members who are also Employees may not serve on any Church committee except as required by their employment without consultation with the Head of Staff; 3) Immediate family members of Church Employees may not speak about any issue directly affecting the Employee in any congregation meeting; and 4) Church employees should expect to take a one year absence from congregational involvement at the end of employment.

Members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, grandchild or person in a close personal relationship with the employee

### **MEDICAL DOCUMENTATION**

Employees may be required, as a condition of employment, to undergo a medical examination or otherwise to provide the Head of Staff with requested documentation, such as evidence of the existence or duration of medically required absence, ability to return to work, etc.

### **VEHICLE USAGE AND EXPENSE REIMBURSEMENT**

Employees using their own cars for congregation-related business may be paid mileage at the current business rate per mile as established by the Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and approval by the Supervisor/Head of Staff. Trips must be authorized by the employee's Supervisor/Head of Staff. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips. All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by the Congregation. The use of hand-held cell phones or texting is strictly forbidden when driving on congregation-related business.

Out of pocket expenses incurred by the Employee in the course of performing their duties or making Church purchases must be promptly and accurately reported to the Church financial officers, per the Accountable Reimbursement procedure. All out-of-pocket expenses must be approved in advance by a Board member or Head of Staff, the committee or Church representative making the request, or in the case of large expenses (exceeding \$500.00) by the Church Treasurer.

### **SAFETY AND ACCIDENTS**

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards and any other congregation policy regarding safety of children and youth, disruptive conduct or any other safety related policies at all times. They should know the whereabouts of fire extinguishers, first aid kits, and defibrillators.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the Supervisor/Head of Staff. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Supervisor/Head of Staff and workers compensation insurance carrier. In the event of a fire or other emergency, the fire department and/or other emergency services should be called immediately, and all staff and members of the congregation should leave the premises.

### **PERSONAL PROPERTY**

The Employer cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on congregation property. Employees should report any lost items to the Supervisor/Head of Staff so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to the Supervisor/Head of Staff.

### **WORKPLACE THREATS AND VIOLENCE**

Threats, threatening behavior, or acts of violence against persons by anyone on congregation property will not be tolerated. The possession or use of weapons, firearms, ammunition, etc. is prohibited on the property of the Congregation except for authorized law enforcement or security personnel.

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on congregation property may be removed and must remain off



congregation property pending the outcome of an investigation. If the Congregation determines that a staff member has violated this policy, the Congregation may take appropriate disciplinary action that may include, but is not limited to, suspension and/or termination of employment, and/or legal action as appropriate.

All employees shall inform their Supervisor/Head of Staff of any behavior which they have witnessed or experienced, which they regard as threatening or violent.

### **INSPECTION RIGHTS**

Congregations, like other organizations, are sometimes the victims of theft. The congregation has on its premise's storage facilities such as desks, file cabinets, closets and storage areas for the use of employees. The storage of any unauthorized alcohol, weapons, explosives, or illegal drugs or drug-related paraphernalia is prohibited on congregation premises. Therefore, the Congregation reserves the right to open and inspect any desk, file cabinet, storage closet, or storage area at any time and without prior notice or consent. Employees may not use personal locks on congregation-owned desks, cabinets, closets or storage areas.

### **MEDIA INQUIRIES**

All requests for information on behalf of or regarding the Congregation from newspapers, television and radio media should be directed to the Supervisor/Head of Staff. An appropriate response to a media inquiry would be, "I'm not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"

## **PERFORMANCE AND CONDUCT EXPECTATIONS**

### **SUPERVISION AND PERFORMANCE REVIEWS**

Employees will receive a written performance evaluation by their Supervisor once each year. Evaluations for the previous year's performance must be completed by the end of the first calendar quarter (March 31<sup>st</sup>) and will be maintained in the Employee's permanent personnel file. Factors considered in assessing performance include but are not limited to quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the Congregation, and personal conduct.

Employees are requested to identify goals and objectives in advance so that their work may be evaluated on the basis of clear criteria they have helped to develop. The Employee's job description should be reviewed and updated, if necessary, as part of the annual performance evaluation process. During the performance evaluation, the Employee's job description and responsibilities will be reviewed by the Supervisor and Employee for possible modification.

### **DIFFICULTIES ON THE JOB**

In every organization, there are situations where an employee's performance does not measure up to the standards of the job established by the Church, or where they do not conform to work or conduct expectations. In such cases, the Congregation will strive to

help employees succeed in their work. However, continued employment depends on the Congregation's needs and the employee's ability to satisfy performance and conduct standards.

We hope problems will be resolved at an early stage with open communication between the employee and the Supervisor/Head of Staff. When improvements are necessary in the conduct or performance of an employee, the Congregation will attempt to give the employee written advance notice of the problem and that their job is in jeopardy if satisfactory improvement is not made. However, because of the circumstances or the nature and seriousness of the conduct or performance deficiencies involved, the Minister or Board Chair/President may immediately terminate an employee's employment without prior notice.

## **STANDARDS OF CONDUCT AND DISCIPLINARY GUIDELINES**

Certain guidelines must be observed by all Employees to protect the integrity of the Congregation. Violations may result in disciplinary measures including verbal warnings, written warnings or termination.

Engaging in any of the following work-related examples of unacceptable conduct may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive.

- Failure to perform work in a manner acceptable to Employer.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment described in this Manual.
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes).
- Unauthorized possession of weapons.
- Disclosure of confidential information.
- Smoking in unauthorized areas.
- Failure to report-on-the job injuries.
- Failure to accurately complete or permitting another person to complete the Employee's timesheet.
- Arrest and conviction for criminal offenses that are job related, including those that may affect the Employee's ability to perform his or her job.
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
- Discourteous treatment of others.
- Taking Employer property without paying for it or without written permission.
- Reckless, careless or unauthorized use of Employer property, equipment or materials.
- Violation of any other Employer policy.

## **SEPARATION PAY**

If an employee's position is terminated for reasons unrelated to work performance or employee conduct, the employee is eligible for 2 weeks of severance pay, calculated as

the regularly scheduled hours x the hourly pay rate for non-exempt hourly employees. Employees with 5 years or more of service will be eligible for 4 weeks of severance pay calculated in the same manner.

If employment is ended for poor performance the employee will be paid 2 week's severance pay, calculated in the same manner. If an employee is dismissed for serious misconduct, no severance is paid and all benefits cease at the time of dismissal. Accrued, unused vacation will be paid.

## **RESIGNATION/RETIREMENT**

Resignations and Retirements are voluntary terminations of employment initiated by the employee. Employees resigning from the Congregation are requested to provide at least two weeks' notice to allow for adequate planning and a smooth transition without undue strain on other staff. If covered by health benefits, resigning staff members may be eligible to continue their health insurance under the provisions of COBRA (Consolidated Budget Reconciliation Act of 1985). Accrued, but unused vacation time is paid at the end of employment. Sick leave and personal time are not subject to payment at the end of employment.

## **EMPLOYEE BENEFITS**

The benefits outlined in this Manual represent significant additional compensation to eligible Employees. Outlined below is a brief summary of the types of Employee benefits currently available through Employer. This summary is not intended to and does not create an express or implied contract, promise, or representation between Employer and the Employee. These benefits are subject to change at any time at the discretion of Employer. In the event of any discrepancy between the benefits outlined below and the applicable benefit plan, the plan itself will govern. Any questions about Employee benefits should be directed to the Head of Staff.

### **Eligibility requirements for Employee benefits, except for the UUA Retirement Plan, in keeping with the provisions of the UUA Health Insurance Plans:**

- Anyone occupying an established position at 15 hours a week or more is eligible for Life, Dental, Long-Term Disability and health insurance benefits.
- Anyone occupying an established position at 20 hours a week or more is eligible for additional benefits, prorated, as outlined below.
- Paid time off starts accruing after 90 days.
- Health insurance coverage will be effective the first day of the month following a waiting period of 30 days. Life, Dental and Long-Term Disability benefits begin on the day the UUA Insurance Office receives and application that has been completed within 60 days of the start of employment.

## **GROUP INSURANCE PROGRAMS**

### **Health Insurance Benefits**

Employees who are scheduled to work 15 hours or more per week (750 hours per year) may enroll in the Unitarian Universalist Association (UUA) Health Plan.

#### Summary of health benefits offered:

- UUA Health Plan premiums are determined by plan level, family status, age and residential zip code. The UUA Health Plan documents and Insurance Premium calculator and more information can be found by visiting <https://www.uua.org/finance/compensation/health> or by speaking to the Head of Staff.
- For full-time non-ministerial staff (employees scheduled to work 40 hours per week or 2080 hours per year), DuPage UU Church makes an 80% contribution on behalf of enrolled employee subscribers and 0% for family members, with a maximum contribution determined by the premium for the Mid (Silver) level plan. Employees participating in the UUA Health Plan are responsible for paying the remaining contribution to premiums at whichever level they choose.
- For employees scheduled to work more than 20 but less than 40 hours per week DuPage UU Church makes a prorated contribution based on the percentage of full time hours worked by the employee and 0% for family members. i.e. DuPage UU Church's contribution for an employee that works 20 hours per week would be 40%.
- Employees scheduled to work less than 20 hours per week, but at least 15 hours per week, are eligible to participate in the UUA Health Plan, but DuPage UU Church's contribution will be 0% for individual coverage and 0% for family members.
- Ongoing benefits eligibility will be determined on a quarterly basis. Employees must work a minimum of 15 hours per week to maintain benefits eligibility.
- Employees covered under a spouse's qualifying group health plan are eligible to receive reimbursement for their participation in that plan, with a maximum to be determined by the appropriate percentage of the Silver Plan premium based on hours worked as outlined above.
- Unused health insurance benefits are not usable for anything else.

#### **Group Dental, Term Life, and Long-Term Disability Insurance**

DuPage UU Church covers up to 100% of dental premiums for eligible Employees. Further information and detailed eligibility concerning these policies is available from the Head of Staff.

#### **Workers' Compensation Insurance**

Employer carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the Employee's immediate Supervisor or the Head of Staff and the Board President.

#### **PROFESSIONAL DEVELOPMENT**

DuPage UU Church will support professional development expenses within the limits of the budget and with the prior approval of the Head of Staff.

Frequently, denominational events such as General Assembly will be or will include professional development opportunities. For this reason, participation in denominational events is highly recommended.

Professional development that is paid for in any way by DuPage UU Church should advance the Employee's skill set in the job and/or further the progression toward a relevant certification or set of credentials. When an Employee attends professional development events, especially denominational events, they are representing the Congregation. As such an Employee's conduct and demeanor should be exemplary.

## RETIREMENT BENEFITS

The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan to assist eligible Employees to accumulate tax-deferred savings for retirement. DuPage UU Church matches up to 10% of base salary for eligible employees. Further information and detailed eligibility concerning these policies is available from the Head of Staff.

## VACATION

The Employer grants paid vacation to regular full-time Employees at their regular rate of pay based on their length of service with the Employer. Part-time Employees who are half time or greater are entitled to a prorated amount of vacation time. Yearly accrual of vacation is based on the calendar year, starting on January 1<sup>st</sup> and ending on December 31<sup>st</sup>. Vacation eligibility is as follows:

Length of Service	Amount of Vacation for full-time Employee	Amount of vacation for ½ time Employee
90 days to 1 year	10 days	5 days
More than 1 year but less than 5 years	15 days	7.5 days
More than 5 years	20 days	10 days

Increases in vacation accrual rate will be made on the first day of the month following the anniversary date of the year in which an Employee completes his or her 1<sup>st</sup> or 5<sup>th</sup> year of employment.

Vacation time must be requested in advance and can only be taken with the approval of the Employee's Supervisor. In the event of conflicting vacation requests, vacation generally will be granted in accordance with length of service and consistent with workload requirements. Summertime vacations generally are encouraged.

Vacation is to be requested using the time off request form and approved in advance by the Supervisor. The approved documentation is to be given to the Head of Staff for filing in the Employee's permanent record.

Employees who resign will receive payment for the accrued vacation days that have not been used. Taking the annual amount of eligible vacation days and dividing it by 52 weeks will determine accrued vacation time per week. This allotment times the number of weeks worked in the year equates to the amount of paid vacation for which the employee is eligible. The employee will be paid only for unused annual vacation. It is

the Employer's intention that Employees use vacation during the year for rest and relaxation so vacation cannot be carried into the next calendar year.

### **PAID HOLIDAYS**

Employees who work 20 – 29 hours per week receive 4 hours for each holiday; Employees who work 30 hours or more per week receive 8 hours for each holiday.

The following paid holidays are observed each year:

Martin Luther King Day  
 Memorial Day  
 Independence Day  
 Labor Day  
 Thanksgiving and the day following  
 Christmas Day through January 1  
 1 Floating Holiday

If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed as the holiday. If Employees are required to work on an observed holiday, they generally will be granted another day off.

### **LEAVES OF ABSENCE**

All paid leaves of absences begin accruing and may be used after 90 days of employment.

#### **General Provisions**

The policies in this section describe various types of paid and unpaid leaves of absence provided by the Employer. Leaves must be requested, using the Leave Request Form, in advance in writing and require the approval of the Employee's immediate Supervisor and the Head of Staff. The exact nature of the leave and its anticipated length must be included in the written request. Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the Employee must immediately notify his or her Supervisor. Approved leave requests are to be given to the Head of Staff for filing.

#### **Sick Leave with Pay**

All full-time Employees accrue one day of paid sick leave for every month worked, up to a maximum of twelve days per calendar year. One year's worth (12 days) of sick time may be carried forward into the following year. Part-time Employees who work twenty hours per week or more, accrue sick leave on a pro rata basis, so one year's worth of sick time for a half-time Employee is 6 days

Sick leave is to be used only in the event the Employee is unable to work due to the Employee's own illness, injury or other medical condition. Sick leave may be used as part of medical leave or sick childcare/dependent leave and as otherwise required by applicable law. The Head of Staff may approve additional sick leave with pay due to extenuating circumstances. Sick leave should be used for routine dental or medical appointments. Sick leave is to be documented using the leave request form.

Employees must notify their Supervisor before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their medical condition, including why the Employee was not able to work. The Employer reserves the right to request Employees who are repeatedly absent for illness or injury to be examined by a physician chosen by the Employer, and at the expense of the Employer.

### **Medical Leave without Pay**

Unpaid medical leave may be granted in instances where an Employee's medical condition requires an absence from work for more time than the amount of available sick leave and unused vacation days. This leave requires the approval of the Employee's Supervisor and the Head of Staff. Sufficient evidence of such a medical condition is required for a medical leave. Such evidence may include a request or requirement for authorization to speak with the Employee's treating physician. The maximum unpaid medical leave time that may be granted is three months or until a physician releases the Employee to return to work, whichever is shorter. Employer also reserves the right to request a second opinion from a physician chosen by the Employer, at the expense of the Employer, on any medical leave of absence.

### **Personal Leave with Pay**

Employees who have been employed full-time for at least 90 days may be given paid personal leave of two (2) days per year, which must be approved in advance by the Head of Staff using the leave request form. Personal leave is pro-rated for half-time Employees or greater. Personal days may not be carried forward to subsequent years.

### **Military Leave without Pay**

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence and the expected date of return.

Employees may choose to use any accumulated vacation time for all or part of the period of military service. Leaves of absence in excess of any available vacation time will be without pay. In accordance with applicable law, eligible Employees will be reinstated to the same job upon returning from an authorized military leave of absence.

### **Funeral or Bereavement Leave with Pay**

Full-time Employees may be eligible for a leave of absence for up to five days with pay for the death of an immediate family member. In extenuating circumstances, the Head of Staff may offer more paid time off. Immediate family is defined as spouse, parent, current step-parent, child, step-child, sibling, domestic or civil union partner, child of a domestic or civil union partner.

Full time Employees may be eligible for a leave of absence for up to three days with pay for the death of a grandparent, grandchild, step-grandparent, step grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, parent/step-parent or sibling of a domestic or civil union partner. In extenuating circumstances, the Head of Staff may offer more paid time off.

**Jury Duty Leave with Pay**

Employees called for jury duty are paid their regular pay for up to twenty working days. Employees should appear for work upon being excused from jury duty on any day. Employer will pay the Employee's regular salary during the jury duty if the Employee chooses to surrender his/her jury duty pay to the Employer.

**Parental Leave without Pay**

Full-time Employees who become natural or adoptive parents may be eligible for a leave of absence of up to six weeks. The leave must begin within six weeks of the birth or adoption. Biological mothers may also be eligible for sick leave or medical leave without pay following the birth of a child. Such a leave may, in the discretion of the Head of Staff, run concurrently with unpaid parental leave.

**OTHER EMPLOYER POLICIES****CHURCH CREDIT CARD EXPENSES**

Credit card expenses must be supported with receipts (i.e. within 30 days of transaction) per the Accountable Reimbursement procedure. Each Employee with credit card authorities is responsible for reconciling their credit card account(s) and authorizing in writing (a note on the bill to be paid, with receipts attached is sufficient) the Church's financial officers to pay the bill.

**PERSONNEL MANUAL ACKNOWLEDGMENT FORM**

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Personnel Policy Manual of DuPage Unitarian Universalist Church. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of the Employer.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the Employer or I may terminate the employment relationship, at any time, with or without reason and with or without notice. I specifically understand and agree that this statement of policy contains all of the terms relating to termination of employment and that no representations may be made contrary to the foregoing, either express or implied. I understand that this statement of policy is not subject to change.

I understand that this Manual supersedes all previous policies, written or oral, express or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that the Employer reserves discretion to add, change or rescind any policy, practice or rule at any time with or without notice.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the Personnel Policy Manual, dated

\_\_\_\_\_.



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 Employee Name (Print)

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 Date

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 Employee Signature

- Stewardship Advisory Committee Charter

Accountable Entity: Stewardship Advisory Committee

Last Reviewed by Committee: 2/24/2022

Initially Approved by Board: Date

Last Reviewed by Board as necessary: Date

The Stewardship Advisory Committee will inspire and ensure a culture of financial responsibility to support the mission of the DuPage Unitarian Universalist Church.

The purpose of the Stewardship Advisory Committee is two-fold: to develop an atmosphere of caring and sharing in the community of church members and friends, and to conduct the annual campaign soliciting commitment by the members and friends for financial support during the year.

#### Reporting and Accountability

The Committee will set and share an agenda and minutes each time it meets with its members and make available, as or if appropriate, to the Congregation.

The Chairperson will provide a report to the Board of Trustees' consent agenda or business agenda monthly.

The Committee will provide an annual report to the Congregation at the Annual Meeting.

The Committee is accountable to all policies approved by the Board of Trustees.

The Committee will produce and maintain all necessary procedures to fulfill these responsibilities.

#### Advisory Committee Composition and Terms

The Stewardship Advisory Committee will consist of at least seven members, including:

- Minister, ex officio
- Treasurer, ex officio
- At least 5 at-large members, appointed by the Board

Terms are flexible and reviewed annually, with an acknowledgment of interest or skill set with Stewardship Committee tasks.

The Committee will elect a Chairperson and a Secretary each year. Chairperson will set the periodic meeting agendas; the secretary will record and publish minutes of meetings.

#### Advisory Committee Authority and Responsibilities - Committee-specific

1. The Committee will abide by the Committees of the Board and Congregation (Policy 4.0) and Stewardship Advisory Committee sections of the DuPage UU Church Policy Manual.
2. The Committee will annually design a campaign program to obtain promises of financial contribution during the year, including a theme, supporting publicity, and administration of the complete process. The campaign should commence in February and proceed for the month.
3. The Committee will, with the assistance of the Administrator, monitor the progress of pledge payments and contact individuals regarding problematic pledge payments.
4. The Committee will coordinate with the church administrative staff with ample consideration of lead times and deadlines when publication of material is needed through church media, e.g., emails, newsletters, website posts.
5. The Committee will collaborate with the Minister and Religious Education Director in support of program elements that may be influenced by the campaign; conversely, the Committee will facilitate the support of the Minister and Religious Education Director for content that may influence the success of the campaign.
6. The Committee will coordinate with the Goods and Services Auction, Soliciting Legacy Giving, and other events or campaigns whose purpose is to raise funds to further the mission of the church.
7. The Committee will report the results of the annual campaign to the Finance Advisory Committee for its budget sub-committee to finalize an operating budget for the coming fiscal year. This will be done with ample lead time allowing for adjustments up and/or down for drafts that may be in process. This report should be finalized by March 31.
8. The Committee may undertake other public relations or educational programs during the church year bearing on its functional charter of fostering an atmosphere of generosity.

#### Advisory Committee Authority and Responsibilities - Common among Committees

1. The Committee will review its charter annually and recommend any proposed changes to the Board for review.
2. The Committee is responsible for writing new policy and procedures that directly relate to its own Committee, and sending the proposed additions to the Board for review and approval.
3. The Committee is responsible, when notified, for periodic reviews and updates as necessary of current policy and procedures previously approved by the Board.
4. The Committee will support the Board and Congregation by participating in and assisting on request with annual conversations that inform the community's direction and vision that lead to goals for each coming fiscal year.
5. The Committee will support the Board and Congregation by writing its annual SMART\* goals, and assessing goals progress at scheduled points in the Church year.

6. The Committee will support the Board and the work of the Church by following the RACI\* document of ongoing governing or program activities that apply to the Committee.
7. The Committee will alert the Board as necessary to appoint new members due to its annual staggered term schedule or if an elected or appointed member leaves mid-term.
8. The Committee's new members will support the Board and the work of the Congregation by participating in on-boarding and training in policy based governance, facilitated by the Governance Advisory Committee.

\* Definitions

SMART goals are Specific, Measurable, Achievable, Relevant, and Time based.

RACI, aka Responsibility Assignment Matrix, is a way to clearly show who is Responsible for a task/goal, who is Accountable, who should be Consulted and who should be kept Informed.

Year	Members
2021-22	Rev Connie Grant, (partial year) Joe Gano, Neil Lichtman, Dean Reschke, Lyndi Sprietsma, Jim Wharton, Linda Zetterberg (partial year)
2022-23	Rev Connie Grant, (partial year) Joe Gano, Neil Lichtman, Dean Reschke, Lyndi Sprietsma, Jim Wharton (partial year), Linda Zetterberg (partial year)
2023-24	
2024-25	
2025-26	

This charter was initially written by Stewardship Advisory Committee on February 24, 2022 This charter was initially reviewed and approved by the Board on Date

- Personnel Advisory Committee Charter

Accountable Entity: Personnel Advisory Committee

Last Reviewed by Committee: February 2022

Initially Approved by Board: Date

Last Reviewed by Board as necessary: Date

To assist the Board of Trustees in ensuring the Church and its employees are in compliance with applicable laws, the Board charts a Personnel Advisory Committee to develop and review personnel policies related to employment, retention, performance of all employees, and delegation to the Head of Staff. The Personnel Policy Manual, used in onboarding and available as reference to all employees, will include but is not limited to policy and practice regarding equal opportunity, fair compensation, right relations, grievance procedure, and guidance from UUA staffing updates such as proposed changes to pay and benefits.

Reporting and Accountability

The Committee will set and share an agenda and minutes each time it meets with its members. As the Committee's work includes confidential employee-related issues, it will make agendas and minutes available only as or if appropriate, to the Congregation.

The Chairman will provide a report to the Board of Trustees' consent agenda or agenda quarterly as noted on the Church calendar.

The Committee will provide an annual report to the Congregation at the Annual Meeting.

The Committee is accountable to all policies approved by the Board of Trustees.

The Committee will produce and maintain all necessary procedures to fulfill these responsibilities. The Committee will receive from the UUA and the State and Federal governments from time to time various changes to personnel guidelines and rules or requests for personnel action that it will pass along to the Minister as Head of Staff in a timely manner.

#### Advisory Committee Composition and Terms

The Committee will consist of four members: The Board of Trustees Vice President, two Board-appointed members who will serve terms on a staggered schedule, and the Minister.

The Committee Chairperson role will be performed by an appointed member. The Chair will prepare the agenda and keep records of the actions taken by the Committee at its meetings.

Appointed-member terms are flexible and reviewed annually, as an acknowledgement of interest or skill set with personnel-related tasks. The Chair will mentor the newer appointee as a replacement, for succession stability.

#### Advisory Committee Authority and Responsibilities - Committee-Specific

1. The Committee will abide by Policy 4.0 (Committees of the Board and Congregation), its sub-Policy 4.4 (Personnel Advisory Committee) and its underlying policy and procedures.
2. The Committee will maintain a Personnel Manual. The Manual will be updated as necessary. The Minister and Staff will be made aware of any changes to policies and will have access to the Manual at all times.
3. Personnel will, upon request, advise and support the Board of Trustees in matters related to employment of or evaluation of the Minister/Head of Staff.
4. Personnel will, upon request, provide to the Minister as Head of Staff documentation, support, and guidance in employee-related matters including but not limited to employee contracts and compensation or benefits, evaluations, and Staff salary increases.

#### Advisory Committee Authority and Responsibilities - Common among Committees

1. The Committee will review its charter annually and recommend any proposed changes to the Board for review.

2. The Committee is responsible for writing new policy and procedures that directly relate to its own Committee, and sending the proposed additions to the Board for review and approval.
3. The Committee is responsible, when notified, for periodic reviews and updates as necessary of current policy and procedures previously approved by the Board.
4. The Committee will support the Board and Congregation by participating in and assisting on request with annual conversations that inform the community's direction and vision that lead to goals for each coming fiscal year.
5. The Committee will support the Board and Congregation by writing its annual SMART\* goals, and assessing goals progress at scheduled points in the Church year.
6. The Committee will support the Board and the work of the Church by following the RACI\* document of ongoing governing or program activities that apply to the Committee.
7. The Committee will alert the Board as necessary to appoint new members due to its annual staggered term schedule or if an elected or appointed member leaves mid-term.
8. The Committee's new members will support the Board and the work of the Congregation by participating in on-boarding and training in policy based governance, facilitated by the Governance Advisory Committee.

\* Definitions SMART goals are Specific, Measurable, Achievable, Relevant, and Time based.

Year	Members
2021-22	Doug Kocher-Cowan (chair), Ann Arellano (Board VP), Rev Connie Grant
2022-23	
2023-24	
2024-25	
2025-26	

This charter was initially written by the Personnel Advisory Committee on February 2022  
 This charter was initially reviewed and approved by the Board on Date

- Evaluations - Board Self-Evaluation Procedure

Responsible Entity: Board  
 Date Approved: New  
 Reviewed: New

Aligns with Policy 3.0 Board of Trustees, and all sub-3.0 policies

The Board of Trustees creates and will communicate criteria for self-evaluation of its performance to the Congregation each Church year, based on its duties and the strategic and mission-based goals and outcomes it has set at its annual retreat early in the Church year.

- Format: The Board will record its evaluation in a template that includes baseline criteria but can be updated as necessary with notation of the year or other additions/edits that are relevant for the time period of the evaluation.
- Timing and communication: Annually each April, the Board of Trustees will use the criteria to begin review of its progress with and status of expected outcomes based on its goals. It will approve its self-evaluation at its May Board meeting and report to the Congregation in meeting Minutes and by way of the Annual

Report and the Church website. The evaluation will be posted in the Church repository for future reference.

Baseline Board of Trustee Self-Evaluation Criteria:

The Board, Minister, and Staff (as recommended by the Minister) will create an annual church-year Vision of Ministry, based on Congregational conversations and timing noted in the Church calendar, with measurable goals for the Programs of the church for which the Minister and Staff will be held accountable.

The Board will develop, review and/or revise a covenant for how it performs its work as a governing team. Items may include: preparing for meetings, attending meetings, punctuality, respecting all voices, working toward consensus, voting when necessary, appointing an executive committee, and speaking with one voice once decisions are made.

The Board will engage in self evaluation, based on its covenant and Vision of Ministry goals, at least annually.

The Board will evaluate annually the progress of Advisory Committees that report to the Board relative to the measurable goals it has set.

The Board, in collaboration with Staff, will revisit the Church's Mission and Vision Statements every three to five years, and if warranted, initiate a collaborative process with the Congregation for its revision.

The Board will, in collaboration with Staff, and involvement of the Congregation, create and/or revise a strategic plan that includes Ends statements every three to five years, to offer guidance (through goal setting) for the prioritized work of the church.

The Board will develop and/or delegate the task of collecting and regularly monitoring data relative to the measurable goals it has set.

The Board will be responsible for Policy. The Board will develop a Policy Manual with policies that support the Bylaws and the work of the church, guiding the governance and ministries of DuPage UU Church according to the intent of Policy-Based Governance.

The Board may delegate policy and procedure review, revision, and drafting to the Governance Advisory Committee.

The Board will annually evaluate the Minister using a formal tool such as "Fulfilling the Call" or another UUA-recommended or mutually agreed upon or contractually obligated tool. The tool will be used to evaluate and guide progress, assess changes, and discuss adaptations when necessary and as aligned with annual goals and outcomes.

The Board will approve a budget drafted by the Minister and proposed by the Finance Advisory Committee, with or without modification, before that budget is submitted to the Congregation for final approval.

The Board will participate as designated in the Advisory Committees' Composition procedure.

The Board will, when necessary to convene a Ministerial Search Committee upon the departure of a called Minister, gather input from the Congregation to nominate a slate of candidates for Congregational approval at a duly called Business Meeting.

The Board, Minister, Staff, and Church Leaders will do their work together in a spirit of openness, fairness, mutual respect, partnership, collaboration, and gratitude.

- Nomination Process for Elected Positions Procedure

Responsible Entity: Nominating Committee

Date Approved: New

Reviewed: New

The Nominating Committee will select and present a slate of candidates for elected positions for each Annual Business Meeting of the Congregation. The Committee will use information and documentation available in the repository and through conversation with members and lay leaders to follow term lengths and rotations, names of elected-position holders, criteria or role descriptions, and timing for outreach and discussion with prospects.

The Committee will nominate one member of the Congregation for each of these positions as their terms end:

- Board of Trustees Officers: President, Board Vice President, Treasurer, Clerk
- Board of Trustees Trustees-at-Large: three, with rotating two-year terms.
- Nominating Committee: Six members with three each year, staggered two-year terms.
- Other elected positions - short- or long-term - determined by the Board or Minister and communicated to the Committee in the future.

The Nominating Committee will communicate news of the slate to the Board and Congregation. In all elections by the Congregation, announcement of the slate of nominees will be at least two weeks before the election date. Announcement will be distributed via the standard methods of communication at this Church:

- The Sunday Order of Service, emailed and printed.
- The Weekly and monthly Newsletters, emailed.
- The official Church website. Announcement that the slate's full information is available to be found in these ways also can be made on Sundays from the pulpit or in rotating electronic announcements, as agreed and appropriate.

Subsequent vacancies in any Officer position, Trustee at Large position, Nominating Committee position, or other elected position, shall be filled by vote of the Board for the remainder of the unexpired term or a period of time requested by the Committee.

- Ministerial Installation Procedure

Responsible Entity: Board

Date Approved: New

Reviewed: New

Aligns with Policy 3.0 Board of Trustees

An installation service formally celebrates the covenantal relationship between a minister and the congregation that has called the minister. It honors and celebrates the promises they are making to one another as their shared ministry is formed. It affirms that the minister and congregation are accountable to each other, as well as to the larger denomination and world in which they live out their shared ministry.

When holding an Installation service at the DuPage Unitarian Universalist Church, it is recommended that the UUA's Ordination and Installation Handbook be used for guidance as necessary, and the following procedure will be followed:

An Installation Service Task Force of three members will be appointed by the Board to assist the Minister in creating a Service of Installation.

The Task Force will keep the Board apprised of the date of the installation and any impacts to the Church's finances and schedule.

It is noted that, traditionally, a reception follows the installation.

In the event the installation is combined with the ordination of the not-yet-ordained Minister called by this Congregation, the Installation Service Task Force will refer to the Ordination procedure for additional or modified guidance.

The Installation Service Task Force will document its event plans and store them for reference in the Church repository.

- Ministerial Ordination Procedure

Responsible Entity: Board

Date Approved: New

Reviewed: New

Aligns with Policy 3.0 Board of Trustees

Unitarian Universalist ordination services are a once-in-a-lifetime ceremony that affirms and celebrates the culmination of years of discernment, study, and formation in preparation to serve as a Minister.

Candidates requesting ordination at DuPage Unitarian Universalist Church should

- have a relationship with DuPage Unitarian Universalist Church
- have followed the UUA's credentialing process
- have been granted Preliminary Fellowship by the UUA's Ministerial Fellowship Committee.

A relationship with the Church is defined as a member, former member, intern at this Church, or a not-yet-ordained Minister called to be a settled Minister by this Congregation.

When a request for holding an ordination into the Unitarian Universalist ministry is received by the DuPage Unitarian Universalist Church, it is recommended that the UUA's Ordination and Installation Handbook be used for guidance in reviewing the candidate's request for ordination.

An Ordination Task Force of five members will be appointed by the Board and will include a liaison to the Board of Trustees. It is recommended that if the candidate was



an intern at this church, at least one member of the Internship Team be on this Task Force.

- This Task Force will gather reports on the Candidate from
  - the seminary attended.
  - the UUA office in Boston.
  - the candidate's intern team and Minister where the internship was completed.
  - feedback requested on the candidate from the congregation at large, if the candidate was an intern at this church.
- Three sponsors from the DuPage Unitarian Universalist Church will be required to endorse the ordination request. These must be members of the Internship Team if the internship was completed in this Church, otherwise, they must be members of the Task Force.
- The Ordination Task Force will present a recommendation to the Board as to whether the Church will perform the ordination. The Board will then vote as to whether to accept this recommendation.
- This Task Force will propose a means of financing the event.
- If approved by the Board, this Task Force should ensure there are volunteers to work on an Ordination Service Task Force with the candidate and the minister to organize the ordination service and reception.
  - The Ordination Service Task Force is recommended to review the UUA's Ordination and Installation Handbook for guidance in preparation for the ordination service.
  - The Ordination Service Task Force will document its event plans and store them for reference in the Church repository
- VICE PRESIDENT Job Description

DUPAGE UNITARIAN UNIVERSALIST CHURCH  
VICE PRESIDENT Job Description

Responsible Entity: Board

Last Date Reviewed:

The Board Vice President will act in the absence of the President.

The Vice President serves as a voting member of the Board of Trustees, acting in the best interests of DuPage UU Church.

Term Length: Two (2) years. May serve no more than two consecutive terms.

Responsibilities

1. General Board:

- Agree to and uphold the Board covenant.
- Honorably act as a fiduciary for this Church community.
- Participate in setting policy, assessing the financial health and congregational needs for both long-term and short-term planning, and establishing annual goals.
- Consider and evaluate the work of the Minister and approve the Minister's compensation package including salary for the annual budget as prepared by the Finance Advisory and Personnel Advisory Committees.
- Approve a budget proposed by the Finance Committee, with or without modification, before that budget is submitted to the Congregation for final approval.

- Approve any unbudgeted or over-budgeted expenditures more than 10 percent above a budgeted line item amount and up to a maximum of 5 percent of the total budget approved by the Congregation. Unbudgeted or over-budgeted expenditures greater than 5 percent of the total approved budget must be approved by vote of the Congregation. (Procedures - Financial Resources and Controls)
- Follow the guidance and instruction of the Finance Advisory Committee to ensure that all financial activities conducted at DuPage Unitarian Universalist Church are consistent with Church policy and compliant with state and federal regulations.
- When a Ministerial Search Committee is needed, follow - or review as necessary - the process outlined in the Procedures Manual to assemble a search team.
- Appoint Task Forces in light of immediate needs for specific and limited scope.
- Fill vacancies in any Officer position, Trustee position, or other elected positions on standing Committees by vote of the Board.
- Additional responsibilities may be assigned by the Board.

## 2. Leadership Responsibility

- Preside at meetings of the Board and Congregation in the absence of the President.
- Serve as a member of the Personnel Advisory Committee.
- Maintain the Board's Google calendar for Board-specific activities.

## ● PRESIDENT Job Description

### DUPAGE UNITARIAN UNIVERSALIST CHURCH PRESIDENT Job Description

Responsible entity: Board

Date Approved:

The Board Chair (Church President) is responsible for the effective and orderly performance of the Board.

The President (unless otherwise delegated) prepares the Board's meeting agenda, arranges for and communicates meeting dates and times, and facilitates the deliberative process of the Board during meetings.

The President co-creates and maintains a collaborative relationship with the Minister, to ensure a productive partnership between Board and Staff.

The President creates an Executive Committee of four individuals – the President, Minister, Treasurer, and a rotating At-Large Trustee – to discern and summarize various business items for the full Board's consideration in an efficient manner.

The President presides at all Business Meetings of the Congregation, unless otherwise delegated.

The President serves as a voting member of the Board of Trustees, acting in the best interests of DuPage UU Church.

Term Length: Two (2) years. May serve no more than two consecutive terms.

## Responsibilities

### 1. General Board:

- Agree to and uphold the Board covenant.
- Honorably act as a fiduciary for this Church community.
- Participate in setting policy, assessing the financial health and congregational needs for both long-term and short-term planning, and establishing annual goals.
- Consider and evaluate the work of the Minister and approve the Minister's compensation package including salary for the annual budget as prepared by the Finance Advisory and Personnel Advisory Committees.
- Approve a budget proposed by the Finance Committee, with or without modification, before that budget is submitted to the Congregation for final approval.
- Approve any unbudgeted or over-budgeted expenditures more than 10 percent above a budgeted line item amount and up to a maximum of 5 percent of the total budget approved by the Congregation. Unbudgeted or over-budgeted expenditures greater than 5 percent of the total approved budget must be approved by vote of the Congregation. (Procedures - Financial Resources and Controls)
- Follow the guidance and instruction of the Finance Advisory Committee to ensure that all financial activities conducted at DuPage Unitarian Universalist Church are consistent with Church policy and compliant with state and federal regulations.
- When a Ministerial Search Committee is needed, follow - or review as necessary - the process outlined in the Procedures Manual to assemble a search team.
- Appoint Task Forces in light of immediate needs for specific and limited scope.
- Fill vacancies in any Officer position, Trustee position, or other elected positions on standing Committees by vote of the Board.
- Additional responsibilities may be assigned by the Board.

### 2. President responsibilities:

- Preside at all Business Meetings of the Congregation and of the Board.
- Prepare the agenda for all meetings for which they are they are they are presiding.
- Call Business Meetings - annual or special - of the Church when appropriate.
- Schedule the meetings of the Executive Committee and Board.
- Serve on Serve on Serve on Finance Advisory and Governance Advisory committee meetings.
- Receive and cause to be distributed, as needed, the general correspondence of the Church not specifically designated to another Committee, Officer or Staff position.
- Facilitate preparation of a Board report for the Church Annual Report.
- Initiate and lead (or delegate) Board activities in accordance with annual goals aligned with Congregational conversations, the Mission and Vision of the Church, and Ends established by the Minister and Congregation that define what we as a Church exist to do and accomplish.
- Work with the Board to determine the date of the June Annual Meeting.
- Ensure the Governance Calendar, updated annually and monitored by the Governance Advisory Committee, is followed by the Board in regard to

scheduled conversations, evaluations, reporting, and other activities that require participation by the Board or affect goals and performance of the Board.

- Attend, as invited or requested, Nominating Committee meetings in the year immediately after leaving the office of President, for purposes of consultation.

- CLERK Job Description

### DUPAGE UNITARIAN UNIVERSALIST CHURCH CLERK Job Description

Responsible Entity: Board

Last Reviewed:

The Clerk shall serve as secretary of the Congregation, and of the Board of Trustees, and will keep minutes of the business meetings of each. (Policy 3.2.5)

The Clerk serves as a voting member of the Board, acting in the best interests of DuPage UU Church. Term Length:

Two (2) years. May not serve more than two consecutive terms.

#### Responsibilities

##### 1. General Board:

- Agree to and uphold the Board covenant.
- Honorably act as a fiduciary for this Church community.
- Participate in setting policy, assessing the financial health and congregational needs for both long-term and short-term planning, and establishing annual goals.
- Consider and evaluate the work of the Minister and approve the Minister's compensation package including salary for the annual budget as prepared by the Finance Advisory and Personnel Advisory Committees.
- Approve a budget proposed by the Finance Committee, with or without modification, before that budget is submitted to the Congregation for final approval.
- Approve any unbudgeted or over-budgeted expenditures more than 10 percent above a budgeted line item amount and up to a maximum of 5 percent of the total budget approved by the Congregation. Unbudgeted or over-budgeted expenditures greater than 5 percent of the total approved budget must be approved by vote of the Congregation. (Procedures - Financial Resources and Controls)
- Follow the guidance and instruction of the Finance Advisory Committee to ensure that all financial activities conducted at DuPage Unitarian Universalist Church are consistent with Church policy and compliant with state and federal regulations.
- When a Ministerial Search Committee is needed, follow - or review as necessary - the process outlined in the Procedures Manual to assemble a search team.
- Appoint Task Forces in light of immediate needs for specific and limited scope.
- Fill vacancies in any Officer position, Trustee position, or other elected positions on standing Committees by vote of the Board.
- Additional responsibilities may be assigned by the Board.

## 2. Meetings

- Take minutes at Board and Congregational Business Meetings. Post to the Church web repository and send to the Administrator to post on the Church website after approval. Attach all reports as appropriate.
- Convene business meetings as called by the Board, by the President, by the Minister, or upon written application of twenty percent of voting members of the Church.
- In order for the meeting to commence, facilitate a count of members in attendance and confirm to the Board President that the quorum, as required in the Business Meetings procedure, has been met.
- Publish notice of all business meetings of the Church at least two weeks in advance of the meeting by email and on the Church website. Additionally, two Sundays prior to the date of the meeting, notice will be made during pulpit announcements and in the Order of Service.
- On the occasion that members of the Congregation wish for a Business Meeting to be called regarding a resolution to remove Officers, Trustees, or the Minister, or to propose an amendment to the Bylaws, receive written petitions from the Congregation. Ensure the petitions contain the required percentage of member signatures per the Business Meetings procedure so that the meeting may be called. Abide by the Business Meetings procedures to publish notice of and information relevant to the purpose of the meeting.

## 3. Other

- Collect and compile annual reports from Advisory Committees and Committees of the Congregation, Staff, and other Church leaders as decided, for availability at the Annual Meeting. The finished report will be posted on the Church website and in the Church web repository.
  - Sign, along with or as designated by the President and Treasurer, documents for the Church as necessary.
- All items on the consent agenda are approved and adopted.

Items Removed from Consent Agenda: No items were removed.

Minister's Report Discussion: Rev. Connie

- Process for handling of non-pledging, non-communicative members.
  - Connie recommends that a procedure be written to specifically detail how to and who will communicate with lapsed members.
  - Important points for a letter to be sent to these members
    - Always welcome to attend
    - Always welcome to become a member again in the future.
  - Consensus is that the minister should be the one to inquire.
  - Connie will send letters to the seven lapsed members.
  - Members are required to pay their pledge or get a waiver of the pledge.
- How are delegates to the National UUA Assembly chosen? There is no documented procedure.
  - Connie will put a request for delegates in the newsletter and devise an application to be a delegate.

### Financial Reports Review: Linda and Lyndi

- Social Action Fund Balance had been split into Social Action and Smile Fund to better reflect the use of the funds.
- Opportunity Fund is growing.
- Pledges are down as annual pledges come due.
- Finances are good. YTD we are \$57 K income over expenses.
- Pledges are at \$444,931.00. 27 pledging units have not responded but will be pursued. Goal is \$500,000.00
- Pledges made thus far, have decreased by about \$20 K.

### New Business:

- Establish Endowment Fund Grant Task Force
  - **Motion #1:** Ann moves for the Board of Trustees to create an Endowment Fund Grant Distribution Task force, which will administer the grant process following the Endowment Fund Grant Distribution procedure and report the results of this process to the Board of Trustees by the May Board Meeting, at which point this Task Force will disband. This Task Force will be comprised of Kelley TF, Diane Gelder and Linda Zetterberg.
  - Lyndi seconded.
  - Motion passed unanimously.
- Charter Stewardship and Personnel Advisory Committees
  - **Motion #2:** Jenny Hobbs moves the DuPage UU Church Board of Trustees charters the Personnel Advisory Committee, with the Personnel Advisory Committee Charter dated February 2022.
  - Diane seconded the motion.
  - Motion passed unanimously.
  - **Motion #3:** Jenny Hobbs moves the DuPage UU Church Board of Trustees charters the Stewardship Advisory Committee, with the Stewardship Advisory Committee Charter dated 2/24/2022.
  - Lyndi seconded the motion.
  - Motion passed unanimously.
- Date and Time of Annual Meeting
  - **Motion #4:** Jenny Hobbs moves the DuPage UU Church Board of Trustees sets the date and time of the Annual Business Meeting as June 5, 2022 at 11:30 a.m. and directs the Clerk to duly notify the congregation of this meeting.
  - Kelley seconded.
  - Motion passed unanimously.
- Establish Task Force for appointing a member for the Personnel Advisory Committee.

- **Motion #5:** Is there a motion to create a Task Force to appoint a member of the Personnel Advisory Committee charged with following the Appointed or Elected Position Vacancies Procedure to appoint a member to the Personnel Advisory Committee as soon as possible, and who will disband when that task is complete? This Task Force will be comprised of Jenny Hobbs, Doug Kocher-Cowan and Ann Arellano.
  - Kelley made the motion.
  - Karen seconded.
  - Kelley clarified that the task force assembles the list of perspective appointees. The Board ranks the candidates and the president contacts the candidates in the order of ranking until someone volunteers.
  - Motion passed unanimously.
- Discussion of is anticipated Candidating Week Schedule
    - Candidating Week is anticipated to be April 24<sup>th</sup> through May 1<sup>st</sup>.
    - Meeting to vote on new minister is anticipated to be held May 1<sup>st</sup>.
    - April 23<sup>rd</sup> is a casual Dinner with Board members and Minister and S.O.s in Kreves Hall.
    - April 26<sup>th</sup> evening meeting with Board and Minister.
    - The Search Team is working on a draft schedule of events and meetings for that week which will be communicated to the congregation once finalized.

#### Old Business:

- Discussion of Business Meeting Procedure
  - Timing of resolutions to remove an officer, trustee or minister were discussed.
  - Ann will update and bring revision to next month's meeting.
- Discussion of Return to In-person Worship and Candidating Week
  - The board will request that the COVID-19 task force evaluate in-person activities for candidating week.

#### Comments, Announcements, Other Business:

- Reports from the Timekeeper and Process Observer
- Other Comments and Announcements
- The April Board meeting will be multi-platform with the usual Zoom option and the in-person option to be held in Founder's Room.

Adjourn:

- Kelley moved to adjourn the meeting.
- Ann seconded the motion.
- The board voted unanimously to adjourn at 8:26 p.m.

Respectfully submitted by Katie Hay  
Clerk, DuPage UU Church Board of Trustees