

# **POLICY MANUAL**

## **First Unitarian Society of Chicago**

Updated February 13, 2024

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## **POLICY ON MINISTERIAL ISSUES**

### **A. Senior Minister.**

The Senior Minister of the Society is “called”—selected by congregational vote upon recommendation by an elected Search Committee. According to the bylaws, he/she has control of the pulpit and general direction of the religious activities of the Society. The Senior Minister is also the chief administrator of the Society and is an ex officio member of all standing committees. Decisions regarding the use of space in the Society’s buildings are to be coordinated with Senior Minister but are ultimately the responsibility of the Board of Trustees. According to the Society’s Letter of Agreement with the current Senior Minister, she is responsible for the supervision of all staff but may delegate that responsibility where appropriate. She is expected to attend Board meetings on a regular basis and to bring matters of importance to the attention of the Trustees, making recommendations when appropriate. Final decisions in matters of policy remain with the Trustees or the Society.

A Ministerial Relations Committee is chosen by the Trustees to consult with and advise the Senior Minister regarding his or her relations with the Society. According to the current Letter of Agreement, the five members of this committee serve staggered 3-year terms. In September of each year, upon expiration of one or more committee members’ terms, the Senior Minister recommends to the Board of Trustees twice the number of persons eligible to be appointed, and the Board selects its appointments from that list.

### **B. Other Ministers.**

Ministers other than the Senior Minister (with the exception of interns and interims) are to be sought and recommended by a special committee or by the Trustees elected at a meeting of the Society. Their titles, responsibilities and terms of service are to be proposed by the recommending body.

Interns and interim ministers (when appropriate) are appointed by the Trustees.

### **C. Minister-at-Large.**

Classification of minister-at-large has existed since the mid-1800’s but has not always filled the position. The present minister-at-large, David Arksey, was installed in 1977 by the congregation and is the third person in the history of this Society to hold such a position. The first person to hold such a title was Robert Collyer who held the position in the latter 1800’s. The second person to hold the position was George Sikes.

The unifying principle for this position has been a society-supported, community-based ministry generally focusing on some particular population subgroup. The Minister-at-Large have interpreted such a charge in their own way. Although the financial support for such a ministry has varied widely, and is now zero, the person holding such a position represents the Society in

any of their activities. It is therefore important that the Society remain aware of the actions of the Minister-at-Large.

**D. Sponsorship of Persons Seeking Fellowship in the Unitarian Universalist Ministry.**

(adopted by the Board of Trustees October 8, 1992, and amended September 1993)

The First Unitarian Society of Chicago is willing to sponsor students and other preparing for fellowship as Unitarian Universalist ministers, in accordance with the following guidelines.

1. ELIGIBILITY. Persons receiving sponsorship shall be:

- a) active members or friends of First Unitarian Society of Chicago (regular worshippers, pledgers, and/or continuing participants in at least one other activity of the congregation), or
- b) shall have been active in its religious education program for children and youth.

2. REQUIREMENTS FOR SPONSORSHIP. Persons seeking sponsorship shall:

- a) present their views about the Purposes and Principals of the Unitarian Universalist Association and the Principals of the First Unitarian Society of Chicago<sup>1</sup>,
- b) explain their sense of calling to the Unitarian Universalist ministry,
- c) agree to fulfill the responsibilities of sponsees that are set forth in these guidelines, and
- d) bear the responsibility of obtaining any forms needed to certify the proposed sponsorship.

3. APPLICATION FOR SPONSORSHIP

- a) Persons seeking sponsorship shall be provided with a written copy of this policy and its guidelines. They shall return to the Trustees a written request for sponsorship, accompanied by materials that demonstrate eligibility and fulfill the requirement set forth above. The application shall also include the written recommendation of at least one voting member of this congregation.
- b) Upon receipt of the application, an ad hoc committee appointed by the Board of Trustees shall evaluate the application and recommend action to the Trustees. The committee shall consist of lay members who are not on the board, faculty, staff, or student body of the theological school. The senior minister shall be a member ex officio of this committee; the director or minister of religious education or the associate minister and/or minister-at-large also shall be members ex officio of

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<sup>1</sup> Persons seeking sponsorship must show thoughtful familiarity with these important documents wherein the character of our denominational and congregation are expressed. However, the content of their views may differ substantially with the content or even the existence of these documents. For example, some Unitarian Universalists may believe that a statement of Purpose and Principles constitutes a kind of creed, and hence is inappropriate for a non-creedal religion

committees considering applications of those pursuing ministries of religious education or community ministries, as appropriate.

- c) The committee may require that the person seeking sponsorship complete the Career Assessment Program or otherwise demonstrated the capacity to become a good minister before the committee makes a recommendation to the Trustees.
- d) Applications received between September 1 and April 1 will be decided within three months; those received after April 1 will be decided within five months.

#### 4. APPROVAL AND WITHDRAWAL OF SPONSORSHIP

- a) On the report of the ad hoc committee that reviewed an application for sponsorship the Trustees may (1) reject the application or (2) recommend its acceptance by the congregation, which has sole authority to approve sponsorship.
- b) Upon evidence that a person sponsored by the congregation has failed to fulfill requirements or responsibilities set forth in these guidelines, the Trustees may recommend to the congregation that it withdraw its sponsorship. Should the congregation vote to withdraw sponsorship, the Secretary shall report this action to the UUA Department on Ministry and to the theological school, if any, where the sponsoree enrolled.

#### 5. CONGREGATIONAL RESPONSIBILITIES. For persons it sponsors in their preparation for fellowship in the Unitarian Universalist ministry, First Unitarian Society of Chicago shall:

- a) provide opportunities to participate as a lay person in worship; religious education; congregational stewardship, action, and/or program; and denominational affairs;
- b) permit the sponsoree to request financial assistance from the congregation and its members<sup>2</sup>;
- c) encourage appropriate ministers and staff of the congregation to provide advice and counsel; and
- d) certify its sponsorship to the UUA Department on Ministry and theological school, if any, where the sponsoree is enrolled.

#### 6. ROLES OF THE SENIOR MINISTER. The Senior Minister is encouraged to:

- a) assist the ad hoc committee to assess the capacity of each applicant to become a good UU minister,
- b) provide advice and counsel to members considering the ministry and to those being sponsored by the congregation, and
- c) provide opportunities for participation in worship to those being sponsored by the congregation.

#### 7. RESPONSIBILITIES OF SPONSOREES. Persons sponsored by this congregation shall:

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<sup>2</sup> The Congregation does not usually approve financial assistance to those it sponsors, and must place its ongoing financial commitments before the financial need of those seeking its assistance.

- a) actively participate in worship and other congregational activities for at least two years, if they have not already done so as adults, by the time they are considered for fellowship by the UU Ministerial Fellowship Committee,
- b) report in the church newsletter on a regular basis, but at least twice each school year, on their progress in their preparation for the UU Ministry; and
- c) promptly notify the Trustees, and return contributed by or through the congregation and not yet spent for its intended purpose, if their pursuit of UU ministerial fellowship ends or is suspended.

8. **MINISTERIAL INERNSHIPS.** The congregation recommends, but does not require, that those it sponsors undertake their ministerial internships elsewhere.

9. **ORDINATION.** Those sponsored by this congregation are welcome to seek to be ordained here, but the decision to sponsor and that to ordain are separate; the former does not assure the latter.

#### **E. Wedding Officiating.**

In the state of Illinois, a person may be sanctioned by a recognized church to perform weddings. The state apparently has no other requirements in this area and leaves the decisions at each congregation's discretion. Because of our proximity and association with Meadville Lombard Theological School, we often are asked to sanction ministerial students to perform weddings in the state of Illinois. Out of discussion of such request, in April 1992, a set of guidelines were approved to be applied to future requests.

A person sanctioned by the First Unitarian Society of Chicago should meet the following criteria:

- 1) A third year (or greater) divinity student in good standing. (A second-year student may be approved as a special case if the end of the second year is near.)
- 2) The recommendation of First U's senior minister is required.
- 3) No more than two persons may be sanctioned to performed weddings in any one calendar year.

## POLICY REGARDING DISRUPTIVE BEHAVIOR

While openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination's purposes and principles, we affirm the belief that our congregation must maintain a secure atmosphere where such openness can exist: both for those on its physical property or participating in church activities elsewhere and, by its public presence and impact, for those who might be drawn to it. When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs or opinions are threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons.

Disruptive behavior by an individual may lead to concerns about one or more of the following:

1. Perceived compromises of the safety or well-being of an adult or child, including but not limited to bullying, intimidation, and physical harm;
2. Disruption of church activities;
3. Disruption by an individual affiliated with the congregation of activities of an organization to which the congregation belongs;
4. Disruption of public events where the individual is a representative of or otherwise identifiable with the congregation;
5. Diminishment of the appeal of the church to its potential and existing membership, staff, and/or space users.

Therefore, the following shall be policy of the First Unitarian Society of Chicago with regard to disruptive behavior by an individual or individuals:

If an **immediate response** to such behavior is required, the Minister(s), if available, and/or the leader of the group involved will undertake it and, afterward, promptly notify church leadership. This response may include asking the offending person or persons to leave, or suspending the meeting or activity until it can be resumed safely. If further assistance is required, the Police Department may be called. As soon as possible, the leader(s) involved will notify the Minister(s) and the President and Vice President. This group, in consultation with at least one additional representative from the Board of Trustees, will determine what steps must be taken before the offending person or persons may return to the activities involved. A letter detailing these steps will be sent by this group to the offending party.

Situations **not** requiring immediate response will be referred to a committee consisting the Senior Minister(s), the President and Vice President, and at least one additional representative from the Board of Trustees, along with people deemed by the Board of Trustees to be appropriate for dealing with the situation.

The committee will respond in terms of their own judgment, observing the following:

- a) The committee will respond to problems as they arise. There will be no attempt to define "acceptable" behavior in advance.
- b) The committee and the Board will deal with anyone identified as disruptive as an individual and will actively avoid stereotypic assumptions that might seem to apply to that person.

- c) The committee is responsible for collecting all necessary information.
- d) In evaluating the problem, the committee will consider the following points:
  - i. DANGER—Is the individual the source of a threat or perceived threat to persons or property?
  - ii. DISRUPTION—How much interference with church functions is occurring?
  - iii. OFFENSIVE—How likely is it that the disruptive behavior will drive or keep prospective or existing members, staff, and/or space users away?
  - iv. DIMINUTION—How likely is the disruptive behavior to substantially diminish the reputation of the congregation in its denomination, in other organizations it has joined, and in the wider community?
- e) To determine the necessary response, the following points will be considered:
  - i. CAUSES—Why is the disruption occurring: is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition?
  - ii. HISTORY—What is the frequency and degree of disruption in the individual's past?
  - iii. PROBABILITY OF CHANGE—How likely is it that the problem behavior will diminish in the future?
- f) The committee will decide on the necessary response on a case-by-case basis, normally using the following progressing stages. If the issue is not remediated at one stage, then it will be addressed using the next higher stage.
  - i. LEVEL ONE—The committee shall meet with the person and other related parties to communicate the concern about the disruptive behavior, and will summarize the meeting in writing for the individual and the Board.
  - ii. LEVEL TWO—After consultation with the full Board of Trustees, the committee may determine that the offending individual should be excluded from the church and/or specific church activities for a limited period of time. If so, it will share with the individual its clearly written reasons for its decision, the scope and duration of the exclusion, and the conditions of return.
  - iii. LEVEL THREE—After consultation with and approval by the Board of Trustees, the offending individual may be permanently excluded from the church premises and all church activities. Notification of such a decision will be made in writing, and will explain the individual's rights and possible recourse.

The committee may not abbreviate this progressive, three-stage response without the advance consent of the Board of Trustees, and only on specific grounds that justify such urgency, or if the real possibility of violence exists unless swift action is taken.
- g) Any action taken under item (f) above may be appealed in writing to the Board of Trustees.

The First Unitarian Society of Chicago strives to be an inclusive community, affirming our differences in belief, opinions and life experiences. However, concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. To the degree the disruptive behavior compromises the health of the congregation, our actions as people of faith must reflect this emphasis on security.

*Originally adopted during the 1980s; revised November 16, 2017.*

## **POLICY ON MISREPRESENTATION**

Individuals may represent themselves as holding responsible positions of First Unitarian Church of Chicago only if they actually hold those positions. These positions include but are not limited to called and contract ministers, duly hired staff members, elected and duly appointed officials, and elected and duly appointed delegates of the congregation.

Misrepresentation may be intentional or unintentional. It can occur in many ways, including but not limited to the following examples:

- A written or spoken self-identification or self-description by any person that falsely includes any of the above positions.
- The failure by any person to promptly correct a written or spoken identification about themselves that falsely includes any of the above positions.
- The failure by any person to mention pertinent information needed for understanding their actual relationship with the congregation (if any). (For example, some congregations in other denominations have voluntary positions called “lay minister” for members who assist in serving communion. For such a person to claim to be a “minister,” omitting “lay,” would be a case of misrepresentation.)
- Behavior by any person that is likely to lead others to mistakenly think that the person holds any of the above positions, without immediate action to correct that mistaken impression.

The aims of the Board of Trustees in adopting this policy are

- Rebuilding right relationship between an offending person and the congregation, while
- Promptly halting potential and actual damage to the congregation and/or its reputation due to an act of misrepresentation.

Intentionality is an important element of misrepresentation as addressed by this policy, which is not intended to address honest mistakes. Nonetheless, even honest mistakes must be addressed promptly, either by the persons who make them or by leadership of the congregation when such an incident is brought to its attention.

### **Implementation**

A three-person ad hoc committee appointed by the Board of Trustees will investigate each allegation of misrepresentation. Its investigation will include a meeting or other conversation with the person who was alleged to have misrepresented themselves, unless that person refuses to participate. The committee will notify the Board, the ministers, the Director of Operations, and the offending person of its findings as soon as possible, and not later than three months after the alleged misrepresentation becomes known to the Board of Trustees.

Any person whom the committee finds has intentionally misrepresented their position in the church becomes ineligible to serve in any of the positions listed above for two years after the



first offense and for ten years after the second offense. During periods of ineligibility, members of the Board, the minister(s), and/or others affected by the misrepresentation will work with the offending person to rebuild right relationship between them unless the person is unwilling to do so. After the third offense the person will be permanently barred from church premises and their membership in the congregation will be terminated.

This policy does not constrain the congregation or other entities from pursuing additional remedies, such as legal action in the event of fiduciary misconduct.

*Adopted December 21, 2017*

## **POLICY REGARDING REIMBURSEMENT OR PAYMENT OF PROFESSIONAL EXPENSES**

For professional expenses, the following definitions and practices are proposed:

### 1. Qualifying Professional Expenses

Professional expenses include:

- dues to professional organizations
- books, magazines, supplies, ecclesiastical garb, and other items used professionally
- expenses related to attendance at denominational or professional meetings
- meals and lodging for such meeting when the individual must be away overnight
- entertaining in either the professional's home or elsewhere relating to church business
- expenses for conference and colleagues
- remuneration per mile for car expense necessary to professional activity if a daily log of all auto travel is kept plus cost of parking and tolls
- tuition and related expense for courses undertaken for professional development
- telephone toll charges and profession-related calls

### 2. Payments and Documentation

On request, conference registrations for a staff member may be paid directly by the church out of that staff member's professional expense line item. Documentation must be provided for all expenses, whether they are to be reimbursed or paid for via the church's charge account. The documentation must state the purchase or expenditure date and the purpose of the expenditure. For example, a person might purchase books needed for one's

work; the documentation need only say so. Entertainment receipts, such as for meals relating to church business, should state the names of the individuals/committee involved.

### 3. Use of the Church Charge Account

Professional expenses may be charged to the church charge account with proper documentation submitted in a timely manner. Charges on the church account that are not adequately documented are to be billed to the staff member involved.

### 4. Overspending

Expenses are to be charged to the fiscal year in which they are incurred. Professional expenses in excess of the amount budgeted for a given fiscal year are the responsibility of the staff member unless approved by the Board.

## **POLICY ON BEQUESTS**

### **Bequests with Specified Purposes.**

When bequests are given with a specific purpose, the First Unitarian Church Board of Trustees must determine whether the church is willing to accept the bequest for that purpose. The Board's decision regarding such matters should be communicated to the estate's executor.

### **Bequests with No Purpose Specified.**

From time to time, members of our church community who have died have left bequests with no purpose specified. The use of such bequests in recent years has been determined by the Board of Trustees on recommendation of the Treasurer. [For example, a \$4,000 gift from Dorothy Hopkins Schaad was used to reduce an operating deficit. Two bequests of \$5,000 each were used to help pay the loan for steeple repair.]

The Finance Committee recommends the following policy for determining the use of such bequests.

1. Any documents regarding bequests should be given to the Treasurer. If a minister learns that a bequest is forthcoming, the minister should notify the Treasurer with as much detail as possible.
2. On notice that a bequest has been received, the Treasurer notifies the Board of Trustees of the receipt, and recommends where the funds might best be used. Any funds received are deposited in the church checking account while disposition is being considered. Uses of the funds might be among the following:
  - a) addition to operating funds;
  - b) set aside for some special purpose with restrictions carefully spelled out in detail;
  - c) added to the Unrestricted Endowment;
  - d) added to the Permanent Endowment.
3. If a balance is owed on the deceased's pledge for the current year, the Treasurer writes to the estate's executor, inviting payment of that pledge as an outstanding obligation so that the bequest can remain intact as was intended. If the executor does not choose to honor the obligation, funds from the bequest may be applied to the pledge first before other uses are considered.

**POLICY ON MEMORIAL GIFTS**

From time to time, families of members of our church community who have died have specified that in lieu of flowers, memorial gifts may be given to First Unitarian Church. As a rule, the purposes for which such gifts may be used is not specified. (When a purpose is specified, there is no need for a policy.) The procedure to be followed is:

1. The Treasurer/Assistant Treasurer deposits the check(s) in the bank.
2. The Treasurer/Financial Secretary enters the deposit in the computer finance program, noting specifically in whose memory the gift is given and by whom so that the church may notify the deceased's family of the gift and the donor(s). The gift should be credited to "Other contributions/Memorials" with the appropriate line item number.
3. The Administrator writes to the deceased's family informing them of the gift and gives copy of the communication to the Treasurer. (If there are several, all may be acknowledged at once.)

If the Board wishes to restrict the use of such gifts to certain purposes, it must determine the policy and guidelines to be used.

**GIFT ACCEPTANCE POLICY**

Unrestricted Gifts. To provide First Unitarian Society of Chicago with maximum flexibility in the pursuit of its mission, donors shall always be encouraged to consider unrestricted gifts.

Restricted Gifts. First Unitarian Society of Chicago may accept restricted gifts only upon the prior, written approval of an ad hoc committee consisting of the Senior Minister(s), the President, and the Treasurer. First Unitarian Society of Chicago reserves the right to decline gifts that are too restrictive in purpose, too difficult to administer, or for purposes outside of its mission.

**Restricted Gifts Requirements.** In the interest of conserving administrative time and preventing possible fraud related to the opening of multiple accounts, the following are the lower limits of restricted gift donations:

1. Additions to current funds (Endowment, Intern, Music) \$5,000
2. Establishment of a new fund \$100,000

**Tangible Personal Property.** Jewelry, books, works of art, collections, furniture, equipment and any other property donations will be treated as restricted gifts and only accepted pursuant to the above policy. If accepted, such items must be unencumbered and given outright to the First Unitarian Society of Chicago. First Unitarian does not pledge to keep such gifts in perpetuity, but may at the discretion of its Board of Trustees sell or transfer such gifts in the future.

**Capital Campaign Donations.** Donations made specifically to the Capital Campaign will not be subject to the above limitations. Such donations will be covered by a separate policy.

**Bequests.** See the separate policy in this manual.

*Originally adopted November 17, 2016; revised February 16, 2017.*

## **POLICY REGARDING RESTRICTED FUNDS**

Who may set up a restricted fund?

- The Treasurer in response to a request from the Board of Trustees or other established body within the church.

Who is authorized to disburse restricted funds?

- At the time a restricted fund is set up, authority to approve invoices and payments must be established in writing. Such authority must be renewed annually.

Who may terminate a restricted fund?

- At the end of each fiscal year, the Treasurer will consult the establishing body whether a restricted fund is to be carried to the next fiscal year. If the restricted fund is no longer needed, remaining balances are to be transferred to operating funds.

May separate restricted funds be combined into one fund?

- The Treasurer at his/her discretion may combine several small restricted funds into one but continue to keep track of the subfunds within the combined whole.

## **CRITERIA FOR MEMBERSHIP IN THE FIRST UNITARIAN SOCIETY OF CHICAGO**

*Unanimously approved by the Membership Committee on 11/26/23*

*Candidates for membership are expected to:*

- *Express sympathy with the mission and outlook of First Unitarian Church of Chicago as described in the Church's by-laws.*
- *Make a financial pledge to the Church or receive a financial waiver from the Minister;*

[The first vote on this expectation was worded "...a financial pledge as defined in the Church's by-laws." However, we realized later that the wording referred to in the by-laws is a requirement for being a "voting member," not a requirement for signing the book. The committee unanimously approved the change shown above. New members will now be expected to make a pledge before or when they sign the Membership Book.]

- *Attend an orientation class or, at the Minister's discretion, meet with the Minister;*
- *Sign the Membership Book.*

**Secretary to the Board of Trustees Responsibilities and Duties, June 13, 1994**

The Secretary to the Board of Trustees of the First Unitarian Church of Chicago is a Board-appointed position. The position is one of significant responsibility since the efficient and accurate execution of the office is necessary for the Board to carry out its prescribed duties.

The Secretary shall serve for a period of one year. That year shall correspond to the church fiscal year and Board year with begins on July 1. A Secretary serves at the pleasure of the Board and may be reappointed without limit should the Board and the Secretary so wish.

Responsibilities of the Secretary are:

- to attend all Board meetings both regular and special to create an accurate record of minutes of the business carried out by the Board during those meetings;
- to submit to the Board for its review and approval of the minutes of the previous meeting and to incorporate any changes in those meeting voted as corrections to the submitted report;
- to file a copy of the approved minutes of all meetings in the Society's office file and to include in those records any documents submitted and accepted by the Board as a part of the discussion of agenda topics. Copies of all approved documents such as contracts, letters of agreement, investment records, etc. shall be part of such Board records;
- to be responsible for the timely distribution of information relevant to upcoming meetings such as the meeting agenda and supporting documents which may relevant to agenda topics;
- to be responsible for the notification of Board members of special meetings;
- to assist in the polling of Board members when emergency decisions are required;
- to handle correspondence at the request of the Board, including greetings bestowed by the congregation at its Annual Meeting upon past ministers and others.

## NEW SPACE USE ARRANGEMENTS

Policy: To have a consistent and clear process for addressing potential groups interested in sharing our space(s).

Accountability: The final decision about whether to develop a space use agreement with a particular organization would fall to the Board. The information gathering and recommendation would come through the Property Committee.

Procedure:

1. Initial contact about interest in sharing some of our space may go through the Church Administrator, real estate professional, or members/friends of the congregation.
2. One person of the Property Committee would be identified as the point person for potential space use sharers with the goal of moving proposals through the process efficiently and fairly.
3. If during the preliminary conversation it seems that it makes sense to pursue a possible space sharing relationship, preliminary information would be gathered which is listed in the Appendix.
4. If those seem appropriate, then it would be referred to the Diligence Team, an ad hoc group under Property Committee, for review. This team would be charged with gathering information about the group with a focus on the financial viability of the proposal which is outlined in the Appendix (see following page).
5. The Diligence team would review this and other information deemed appropriate to make a determination on whether the group seems financially and organizationally able to meet the proposed obligations. A recommendation would be made to the Property Committee.
6. The Property Committee in combination with other stakeholders would assess the proposal additionally from additional perspectives including items listed in the Appendix.
7. Taking all this information into account, the Property Committee would make a report and recommendation to the Board about whether to enter into negotiations for a space-sharing arrangement.
8. The Board would vote on the recommendation.

*Adopted 2011.*



### NEW SPACE USE ARRANGEMENTS, Appendix

1. Examples of information which may be gathered at the first level of proposal consideration includes but is not limited to:
  - What space is the group interested in? Would the space also be available for First Unitarian to use?
  - What is the plan for the use of the space? Is it in line with our Mission, Vision, and Strategic Plan?
  - How long are they hoping to use the space?
  - What space use contribution are they able to make?
  - What alterations to the space would need to be made for their purposes?
2. If those seem appropriate, the team would be charged with gathering information about the group with a focus on the financial viability of the proposal. Information to be gathered may include, but would not be limited to:
  - How long has the group been established?
  - Request the following documentation, if appropriate.
    - a. Incorporated in Illinois
    - b. Documentation of 501c3 status or that of their fiscal agent.
    - c. List of Board members
    - d. Last 2 years of financial statement including income, expenses and cash flow. Copies of last 2 tax returns (990, etc.)
    - e. Credit check
    - f. Sources of funding
    - g. If there are paid staff members, documentation that the state and federal taxes have been paid for the employees for the last year
    - h. Proof of insurance
    - i. Annual Reports for 2 years
3. The Property Committee in combination with other stakeholders would assess the proposal additionally:
  - Are there potential legal, liability or zoning issues that would need to be addressed?
  - What would be the impact on First Unitarian's budget?
  - If there are adults working with young people or offering health care services, what is the
    - procedure for screening staff and volunteers?

**POLICY, PROCEDURE, PRACTICE**

*Items Decided 6-28-12*

1. Stewardship: The dates for stewardship-related events will be set by September 1st. This decides the general approach but allows room for refinement in the fall. No other events in the church shall be scheduled opposite stewardship events. The Minister, Executive Committee, and Stewardship Chairs will work together to develop the specific approach.
2. Budget: The Finance Committee will create a preliminary budget for the coming year by January 30th.
3. Congregational Meeting Voter List: Accepted Evelyn's outline of the steps.
4. List of church members: Accepted the procedure outlined in Evelyn's report.
5. Space use Processes, Procedures and forms: Accepted the processes currently in place by the office, with the clarification of "or designee" in relation to managing the calendar and space use needs.
6. Religious Education policies: Acknowledge the RE policies and processes previously developed and already in place.

**PERSONNEL POLICIES MANUAL**

*(Adopted May 18, 2017; effective July 1, 2017)*

**A. Introduction**

This Personnel Policy Manual (“Manual”) is not a contract and can be modified or changed at any time. The relationship between First Unitarian Society (“Employer”) and employee is legally defined as “employment at will”, which means that such employment may be terminated without penalty by either party.

The policies outlined in this manual do not apply to the ordained minister(s) called by the congregation since the calling of ministers is the prerogative of the congregation. The procedures for calling a minister are spelled out in the Employer’s Bylaws.

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.

**B. Scope**

These policies are hereby stated to provide the basis for administration and management of personnel matters. Each employee shall receive a copy of the current Manual. The Manual and the policies stated herein, may be amended or cancelled at any time in the sole discretion of the Board of Trustees.

**C. Hiring**

Professional and managerial level staff shall be appointed by the Board of Trustees, on recommendation from the Senior Minister. A specifically designated search committee may be asked to assist the Senior Minister in identifying, screening and selecting persons for such positions. Prior to the hiring or firing of a staff person, or the creation of a search committee for a staff position, relevant stakeholders in his/her position will be invited to have input into that process.

Other staff shall be hired by the Senior Minister or by immediate supervisors, as designated by the Senior Minister.

**D. Employment Terms**

Unless specified otherwise in contractual form, employment continues until terminated by the employee or the Employer.

The salary of salaried employees, the hourly rate and number of hours per week for hourly employees, and any special considerations shall be stated in writing prior to employment.

**E. Non-discrimination**

Employer is an equal opportunity employer. It is our policy not to discriminate in employment because of race, age, gender, gender expression, sexual orientation, or disability. Religion will be taken into account in employment decisions only to the extent that it may interfere with the performance of the particular job duties of the employee. Complaints of discrimination or of harassment should be brought by any employee in the first instance to his or her supervisor. If the matter is not resolved, it may be presented to a higher supervisor, or to a member of the

Board of Trustees. Complaints brought to the Board shall be resolved by such members of the Board as are designated by the President.

#### **F. Sexual Harassment/Professional Conduct**

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite genders. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature 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.

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 or the Director of Operations. If the report or complaint involves the Senior Minister, or if Senior Minister is unavailable, the individual receiving the report or complaint should immediately report it to the president, vice president, or moderator of the congregation.

#### **G. Harassment/Professional Conduct**

The Employer prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, gender expression, national origin, age, disability, sexual orientation, gender expression 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.

Any employee who believes he or she has been harassed by another employee, a supervisor, an agent of Employer, or any other person whom the employee encounters in the course of employment should report that conduct immediately to his or her supervisor or a Senior Minister. If the report or complaint involves the Director of Operations, a Senior Minister or if a Senior Minister is unavailable, the individual receiving the report or complaint should immediately report it to president of the Board of Trustees.

#### **H. Internet Policy**

The Employer provides internet access (including email) to its staff members to assist and facilitate business communications and work related projects. Employer reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private, and email should not be used for personal use. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

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

Only authorized staff members may communicate on the Internet on behalf of Employer. Employees may not express opinions or personal views that could be misconstrued as being those of Employer. Any violation of this policy may result in disciplinary action.

### **I. Media Inquiries**

All requests for information about the Employer from newspapers, television and radio media should be directed to a Senior Minister. If a Senior Minister is unavailable, the inquiry should be directed to the president of the Board of Trustees. 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?"

### **J. Confidentiality**

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

### **K. Outside Employment/Activity**

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, including 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, or in outside telephone calls while on duty for the congregation.

### **L. Employment of Relatives and Members**

Other members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild. Employment with the church is not open to members of the congregation except in rare and unusual circumstances.

### **M. Initial Review Period**

New employees and employees who are transferred to another position may be required to complete a review period of ninety days, but which may be shortened or lengthened in the Employer's discretion. 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. There is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of Employer.

## N. Performance Evaluation and Performance Problems

**1. Evaluations.** In general, employees will receive a written performance evaluation once each year that will be maintained in the Employee's permanent personnel file. Factors considered in assessing performance include but are not limited to quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the congregation, suppliers, special event attendees, space renters and tenants and personal conduct.

Evaluations of staff other than the ministers shall be the responsibility of the Senior Minister. Individual evaluations may be carried out by immediate supervisors at the discretion of the Senior Minister.

Included in the evaluation shall be an annual review. A report from the annual review shall be made available to the staff member.

**2. Performance Problems.** The following system shall be followed unless deemed by the Senior Minister inappropriate for the circumstances presented:

**Step 1:** If an employee experiences difficulties in meeting performance standards or establishing satisfactory working relationships with others, the employee or the immediate supervisor should investigate and initiate discussion about the problem behavior within a specified time period. This discussion, including a plan for improvement, should be formally documented, signed by both parties and a copy placed in the employee's personnel file.

At this time, the employee may be placed on probationary status by the supervisor for a specified time and be advised that failure to correct the problem will lead to dismissal. This discussion including any changes to the plan for improvement, should be formally documented, signed by both parties and a copy placed in the employee's personnel file.

**Step 2:** At the end of the specified probationary period, the immediate supervisor should evaluate the employee's progress, share and discuss the findings with the employee, and forward the results to the executive committee of the board or other committee designated by the board.

If performance or conduct has improved and is satisfactory, the employee will be taken off probationary status. If performance has improved somewhat but still is not entirely satisfactory, the probationary period may be extended for no more than sixty days. If the performance has not improved, the Senior Minister with the advice and support of the Board where available, shall take appropriate action including potential termination.

## O. Personnel Files

The Senior Minister shall keep a confidential file on each employee, which shall contain at least the following:

- Payroll authorization form
- Current personal information about the employee
- Salary history and terms of employment
- Job description
- Reports from annual reviews

- Correspondence or memoranda pertaining to the employee

All employees shall have access to their individual files on request to the Senior Minister.

#### **P. Job Descriptions**

Each staff position shall have a job description. The preparation of these descriptions is the responsibility of the Senior Minister. Job descriptions shall be approved by those responsible for hiring persons to fill vacancies in the respective positions. Job descriptions shall identify duties, lines of authority, and fringe benefits if different from those specified in these policies.

#### **Q. Benefits**

The following benefits apply unless otherwise specified in contractual form:

**1. Health Insurance.** It is the policy of the Employer to contribute a portion of the cost of a personal premium for the UUA health insurance plan. This applies to salaried employees and hourly employees working 30 hours or more per week, provided that this meets the requirements of the insurance company.

**2. Personal Leave.** Employees shall receive 3 days per year of paid personal leave. Taking of personal leave shall be approved in advance by the employee's supervisor. Unused personal leave may not be carried over from one fiscal year to the next, nor will it be paid upon termination of employment.

**3. Sick Leave.** Salaried employees shall receive 10 days per year of paid sick leave, accruing at the rate of .83 days per month. Hourly employees working more than 20 hours per week shall receive paid sick leave which is accrued at the rate of 4% per pay period. Absences in excess of three days will require a signed doctor's note to confirm illness as reason for absence. Unused sick leave may not be carried over from one fiscal year to the next. A terminating employee will not be paid for unused accrued sick leave.

**4. Vacation Time.** Salaried employees shall receive a minimum two weeks of paid vacation time per year for the first five years of their employment, accruing at the rate of 0.83 days per month. After five years of employment, they shall receive a minimum of three weeks per year, accruing at the rate of 1.25 days per month. After 10 years of employment, they shall receive a minimum of four weeks per year, accruing at the rate of 1.66 days per month.

Hourly employees working more than 30 hours per week shall receive as paid vacation 4% of their work time per year for the first five years of their employment. After five years of employment, they shall receive 6% of their work time per year. After 10 years of employment, they shall receive 8% of their work time per year.

The maximum of accrued vacation time that can be carried over from one fiscal year (beginning July 1) to the next is 10 days. When terminating employment, employees will be paid for accrued and unused vacation time at the rate of pay then in effect.

Vacation time requires a five-day advance notice and must be scheduled in consultation with the supervisor.

### **5. Unpaid family and medical leave.**

This leave will be granted to any staff member who has worked for at least twelve months.

Employees who work 20 hours or more per week are entitled to take up to 12 weeks of unpaid leave during any 12-month period because of a serious health condition of the employee or a member of the employee's immediate family. The employee shall give notice in advance of the intent to take such leave, and shall provide the appropriate medical documentation. Unpaid leave shall count toward longevity for determining years of employment, but vacation time, personal days, and sick leave will not be earned while on unpaid leave.

First Unitarian Society of Chicago will grant a paid leave of absence for two weeks and an unpaid leave for an additional ten weeks for the birth or adoption of a child. The same leave is granted for maternity, paternity, or adoption. Employees who know they will be taking maternity, paternity, or adoption leave are asked to give as much notice as possible, but at least 30 days' written notice of the anticipated departure date and whether they intend to return to employment.

Employees must use all accumulated vacation time first during unpaid leave. The leave begins at the time requested by the employee and approved by their supervisor, but not later than six weeks after the birth or adoption or when the child leaves the hospital, whichever is later.

During the unpaid leave, First Unitarian will continue to pay the usual insurance premiums, if any, for health plans, life and disability insurance which had been paid prior to the employee's taking leave. Sick time, personal time, and vacation time does not accrue during the unpaid leave period.

In the event that insurance premiums are paid during Parental Leave, and the staff member later decides not to return to work after the leave, or leaves the position within sixty (60) days of returning to work, the entire premium amount paid during the staff's absence must be repaid.

### **6. Overtime.**

Any hourly employee who works more than 40 hours in a week is required to report it on their timesheet and shall receive overtime pay at time and one-half.

### **7. Events.**

Hourly employees working special events over their regular scheduled hours shall receive double-time pay. Events or events plus regular hours totaling seven hours or more require employee to take a break for no less than 30 minutes and comply with all meal and break requirements.

### **8. Retirement Plan.**

Participation in the UUA retirement plan is offered to all employees, full or part-time. All employees, age 18 or older are eligible to enroll in the plan for the purpose of deferring a portion of their pre-income tax salary to the plan even if they have not met the plan's criteria to be eligible to receive contributions from First Unitarian of Chicago.



All non-clergy employees are eligible to receive a 10% contribution to the pension plan once they meet the requirements set by the plan administrators, including attaining age 18 and having accumulated 1,000 hours of service during the 12-month period starting on their date of hire and ending on their one year anniversary date or have otherwise met plan criteria.

If an employee was eligible to receive pension contributions at another Unitarian Universalist institution, they will be eligible immediately at First Unitarian of Chicago.

If an employee chooses not to participate, the attached form should be completed including employee's signature and placed in their employee file.

### **9. Disability Insurance.**

Employer shall obtain disability insurance through the UUA program on all salaried employees and all hourly employees working more than 20 hours per week.

### **10. Jury Duty.**

Employees shall be paid at their regular rate of pay for time they are required to spend on jury duty, provided that they turn over to the Employer the jury fee they receive from the court.

### **11. Funeral leave.**

Up to 3 days of funeral leave shall be granted in the case of the death of a spouse, parent, sibling, child, grandparent, or grandchild.

### **12. Paid holidays.**

Employees will have the following holidays, during which the Employer will normally be closed (unless a holiday falls on a Sunday):

- Independence Day
- Labor Day
- Thanksgiving and the following day
- Christmas Eve (1/2) day
- Christmas Day
- New Year's Eve (1/2) day
- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day (last Monday in May)

If a holiday falls on a day (e.g., Sunday) when a given employee must work, that employee shall be paid double their usual rate. If an hourly or part-time employee is not scheduled to work on a day when a holiday falls, they do not receive compensation for that holiday.

## **R. Other Employer Policies.**

**1. Attendance and Punctuality.** Each employee is expected to be prompt and regular in his or her attendance at work. Personal appointments should be scheduled before or after work hours, if possible. All scheduled absences must be approved in advance by the supervisor. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence and the expected time of return to work. Employees must call in each day they are absent, unless otherwise authorized by their supervisor.

Unscheduled absences (such as returning late from lunch or leaving work before the end of the workday) must be approved by the employee's supervisor. If the employee expects to be absent the following day, he or she should inform the supervisor of that fact at the same time.

Any employee who fails to report to work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.

**2. Work and Disciplinary Guidelines.** Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in immediate termination not subject to the process outlined in "Performance Evaluation and Performance Problems" above, or disciplinary measures including verbal or written warnings.

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

1. Failure to perform work in a manner acceptable to Employer.
2. Absenteeism or tardiness.
3. Leaving work without permission.
4. Failure to report absences as required.
5. Sexual harassment, harassment or professional conduct described in this Manual.
6. The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on Employer premises (including meal and other breaks).
7. Possession of a firearm or other lethal weapon in the church.
8. Disclosure of confidential information.
9. Smoking inside any area of the church buildings.
10. Failure to report-on-the job injuries.
11. Failure to accurately complete or permitting another person to complete the employee's timecard.
12. 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.
13. Theft or dishonesty.
14. Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
15. Discourteous treatment of others.
16. Taking Employer property without paying for it or without written permission.
17. Reckless, careless or unauthorized use of Employer property, equipment or materials.
18. Improper or profane language.
19. Violation of any other Employer policy.
20. Not reporting a conviction for a crime.

**4. Safety and Accidents.** The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards at all times. They should know the whereabouts of fire extinguishers and the first aid kit.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor or Director of Operations. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Director of

Operations. In the event of a fire or other emergency, the fire department and/ or police should be called immediately, and all staff and members of the congregation should leave the premises.

**5. Professional Behavior.** 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. Personal mail and non-essential telephone calls at work are discouraged.

**6. Criminal Behavior.** Current employees are required to notify supervisors of any convictions for felony behavior or domestic and sexual abuse offenses resulting in required state or federal registration.

**7. Inspection Rights.** Churches, like other organizations, are sometimes the victims of thieves. The Employer has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees, however, the Employer can make no assurances that they will always be secure. The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on church premises. Therefore, the Employer reserves the right to open and inspect any desk, electronic files and communications, file cabinet, storage closet or storage area at any time and without prior notice or consent. Employees may not use personal locks on church owned desks, cabinets, closets or storage areas.

#### **S. Review.**

Changes in these policies must be approved by the Board of Trustees.

**PERSONNEL MANUAL ACKNOWLEDGMENT FORM**

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

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

I understand that this Manual dated March 31, 2017 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 March 31, 2017.

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

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

\_\_\_\_\_ Date

**ACKNOWLEDGMENT OF NON-PARTICIPATION IN FIRST UNITARIAN OF CHICAGO PENSION PLAN**

I, \_\_\_\_\_, hereby acknowledge that I have been offered participation in the First Unitarian of Chicago pension plan. I understand the terms of the pension plan, but have chosen not to participate in the plan as my signature below indicates.

\_\_\_\_\_ Employee Name(print)

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

\_\_\_\_\_ Date