

***Governance Manual Update***  
***Draft Excerpt, for Board of Trustees, Jan. 6, 2021***

### **3. CARE FOR PAID STAFF**

UCB intends to be a fair, ethical, and attractive employer; to achieve high staff morale and productivity; and to protect members of the staff from all forms of injustice and abuse related to their employment.

#### **3.1 Employee Handbook**

The Executive Director (ED) will maintain an up-to-date Employee Handbook that complies with all applicable legal requirements. The Employee Handbook must provide adequate policies and procedures to give practical effect to the principles identified in Board policies. It will be the responsibility of the ED to keep the Board informed of the content of and changes to the Handbook.

#### **3.2 Equal Opportunity**

UUCB is committed to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with all federal, state and local laws and without regard to race, color, religion, sex, gender identity or expression, sexual or affectional orientation, national origin, age, ability/disability, socio-economic status, education, spirituality, religious belief, genetic information, marital status, familial status, domestic violence victim status, ethnicity, or citizenship status. Any discrimination in the workplace based upon any protected classification is illegal and against policy, except that UUCB may require employees to respect Unitarian Universalist principles.

#### **3.3 Freedom from Workplace Harassment**

Harassment of any kind is prohibited and will not be tolerated. UUCB prohibits conduct directed to its employees that shows hostility or an aversion toward an individual because of race, color, religion, sex, gender identity or expression, sexual or affectional orientation, national origin, age, ability/disability, socio-economic status, education, spirituality, religious belief, genetic information, marital status, familial status, domestic violence victim status, ethnicity, or citizenship status. UUCB also prohibits harassment based on any other classification protected by law, or any other harassment or bullying, whether or not protected by law.

Any action that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities is strictly forbidden. Retaliation against individuals who make a claim of discrimination, or participate in the investigation of such a claim, is prohibited by this policy and will not be tolerated.

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by anyone toward anyone regardless of gender. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual

nature constitute sexual harassment when submission to the conduct is made either explicitly or implicitly a term or condition of employment.

The aforementioned actions and behaviors are also considered sexual harassment when submission to or rejection of the conduct is used as a factor in employment decisions affecting the individual. The aforementioned actions and behaviors are also considered sexual harassment when the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

### 3.4 Whistleblower Protection

UUCB shall protect employees who make any lawful disclosure of information on a matter of UUCB concern, when they have reason to believe they are reporting a violation of any law, mismanagement, gross waste or misappropriation of UUCB funds or assets, a substantial and specific danger to public health and safety, or other alleged wrongful conduct. Further, UUCB prohibits adverse actions being taken against employees, volunteers, or any UUCB member in knowing retaliation for such disclosure. Any person found to have so violated this Policy shall be disciplined, up to and including termination from employment or expulsion from membership.

### 3.5 Grievance

It is the policy of UUCB that an employee shall have access to a grievance process as specified in the Employee Handbook, for all grievances including those based on discrimination, harassment, or any other basis. If the grievance is not resolved through the specified process, the employee may seek a review by the Board of Trustees. The resolution determined by the Board of Trustees will be binding upon the employee, all staff, and the congregation.

### 3.6 Conflict of Interest Policy (for Paid Staff)

This policy reflects the Board's determination

1. to prevent the personal interest of paid staff members from interfering with the performance of their duties to the church, and
2. to prevent such staff members from receiving personal, financial, or professional gain at the expense of the church, beyond the terms of their employment.

Staff members are therefore required to disclose any competing financial, personal, or professional obligations or interests that interfere, could interfere or could reasonably have the appearance of interfering with their ability to perform their required duties in a fair and objective manner.

A conflict of interest is defined as a conflict between the private interests and official responsibilities of a paid staff member. This includes, but is not limited to, the following:

- **Financial interest:** receiving personal gifts or loans from third parties dealing or competing with the church; having any kind of financial interest in any third party dealing with the church.

- **Personal interest:** relationship to a Board member, another employee, or contractor of the church by blood, adoption, marriage, or domestic partnership; serving in a supervisory capacity to another staff member so related.
- **Professional Interest:** holding office, serving on the board, participating in management or ownership, or being otherwise employed (or formerly employed) by any third party dealing with the church; using church time, personnel, equipment, or supplies for other than church approved activities, programs, and purposes; being in a position with another organization that leads to approaching the same donors on behalf of both organizations.

### 3.7 Staff Performance Reviews

The minister(s) or Executive Director organizes and leads annually a systematic process of developmental performance reviews for all UUCB staff under their supervision. Each staff member participates in the process with their supervisor, and all final reports are signed off by the minister(s) or ED, as appropriate.

### 3.8 Fair Compensation

UUCB strives to maintain fiscal and ethical integrity with respect to compensation of employees. Thus, UUCB shall fulfill employment agreements in terms of hours of work, wages, and benefits. Employment agreements will be offered within the confines of the projected annual budget. UUCB's goal is to follow the UUA guidelines for fair compensation.

## 5. CARE FOR MEMBERS, ACTIVE ATTENDEES AND VISITORS

It is the policy of UUCB to provide members and guests with a safe and welcoming environment. The staff is responsible for ensuring compliance with all sections of this policy and for developing procedures to implement as necessary.

### 5.1 Handbooks

The staff, in consultation with relevant committees, will maintain up-to-date Handbooks (e.g., Religious Education, Safety, Operations) that articulate policies and procedures to give practical effect to the principles identified in Board policies. It will be the responsibility of staff to keep the Board informed of the content of and changes to the Handbooks.

### 5.2 Welcoming Congregation

UUCB is a Welcoming Congregation. We welcome everyone of any race, ethnicity, color, sex, gender identity or expression, sexual or affectional orientation or expression, national origin, age, ability/disability, socio-economic status, education, and spiritual or religious belief.

## 5.3 Universal Access

UUCB is committed to making its premises and activities safely and conveniently accessible to persons with disabilities, meeting or exceeding all applicable legal requirements.

## 5.4 Membership

Membership requirements are defined by the UUCB Bylaws.

The staff will conduct an annual review to determine the membership standing and eligibility to vote of all members.

The Board of Trustees delegates its authority to waive the minimum financial contribution in cases of hardship to the Minister(s).

## 5.5 Safety

See also: Safety Policy and Facilities Policies

### 5.5.1 Alcohol

UUCB is committed to the use and consumption of alcohol only in a safe and responsible manner. All federal, state and local laws governing the serving and/or sale of alcohol shall be observed. No person under twenty-one shall consume alcohol at any UUCB-sponsored event, even with parental consent. This policy applies to all UUCB-sponsored events, whether held on-site or off-site, as well as to non-UUCB-sponsored events held on UUCB property.

### 5.5.2 Building Safety and Security

The staff shall ensure that all UUCB programs are safe for participants and staff; that facilities are maintained in a safe, sanitary, and secure condition; that hazards are corrected promptly; that required licenses and inspections are kept up-to-date; and that access to UUCB buildings is limited to those who have legitimate business there.

### 5.5.3 Child Protection

UUCB is committed to providing a safe and nurturing environment for children and youth. The staff shall create and maintain procedures for the selection, training and supervision of all persons who work with children and youth, as well as other procedures as necessary to ensure the safety of persons 18 years of age or younger.

See also: Childcare Policies and Procedures

### 5.5.4 Emergency Planning

The staff shall create and maintain a written plan for responding to reasonably foreseeable emergencies, including medical emergencies, fire, toxic conditions, weather problems, threatening communications, power outages, natural disasters, shelter-in-place orders, and other circumstances that create or threaten to create dangerous conditions.

### ***5.5.5 Firearms, weapons and hazardous and contraband materials***

No one may carry a firearm on UUCB property except for on-duty law enforcement officers or security personnel hired by UUCB. Other weapons and hazardous and contraband materials shall be regulated in the church's safety policy.

### ***5.6 Right Relations***

The strength, well-being and reputation of UUCB depend upon a sense of community among the members, guests, and staff, which thrives in an atmosphere of trust, respect and cooperation. The staff shall create and maintain procedures to deal with any instances of harassment, including sexual harassment; disruptive behavior; and other actions which are a violation of right relations.

### ***5.7 Smoking***

Smoking is prohibited on all UUCB property and at all off-site UUCB-sponsored events.

## **10. Affiliation with External Organizations**

When the congregation as a whole is considering a formal affiliation with another organization, the Minister(s) and relevant Senior Staff shall be solicited for input.

Formal membership in or affiliation of UUCB with other organizations may be approved only after careful consideration and after a vote by the Board of Trustees or by a vote of the congregation at a Congregational Meeting.