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		Title: Personnel Recruitment and Management		

## UUCLV Policy on Personnel Recruitment and Management

### Policy Statement

Personnel are hired to help the ongoing work of UUCLV. Positions and their management shall be in accordance with this policy. All positions shall be approved by the Congregation as a whole as part of the annual budget process. This policy will govern UUCLV in the areas of recruitment, hiring, review, salary and benefits, setting, discipline and termination of personnel hired by the Unitarian Universalist Congregation of Las Vegas. This policy will govern all personnel, guided by UUA and UUMA practices.

The Unitarian Universalist Congregation of Las Vegas is an equal-opportunity employer and will not discriminate for employment on the basis of age, sex, race, ethnic background or national origin, sexual or affectional orientation, gender identification or expression, economic status, or physical or mental ability.

### Responsible Parties:

The Board of Trustees has the authority to hire, terminate, and set the actual salaries of congregational employees. The Personnel Committee is the advisory body to the Board in these areas. The minister or board-authorized supervisor has the authority to discipline employees through verbal and written warnings or suspension per the Disciplinary and Termination Guidelines herein.

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## Procedures

### Personnel Committee

The Personnel Committee is a subcommittee of the Board of Trustees of UUCLV and shall consist of two members of the Board of Trustees and the Minister of the congregation. This committee shall be responsible for the following areas for all non-ministerial employees:

1. Job descriptions
2. Interviewing prospective candidates for identified vacant positions and recommending a candidate for hiring to the BOT for their approval
3. Employee contracts
4. Recommending salary ranges
5. Ensuring performance reviews are completed
6. Writing, recommending, and enforcing personnel policies after approval by the Board of Trustees
7. Reviewing and recommending the dismissal or retention of a current employee

### Staff positions

The need for a paid staff position may be determined by a request made by a congregational member or committee and submitted to the Personnel Committee for review. Such requests must include a justification for the position and a recommended job description.

The Personnel Committee will then submit the proposed position to the Board of Trustees. The Board must accept or reject the request before any further action is taken regarding the position. After the position is approved by the Board of Trustees, the Personnel Committee will develop a detailed job description. The Board shall then give final approval for the job description. At the next scheduled Annual Business Meeting, the position will be included in the congregational budget for discussion and approval.

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### **Employment of Members and Relatives of Members**

A member of UUCLV may not be employed by UUCLV on a continuing basis. Short-term employment of a member of UUCLV is permitted to respond to a specific need for defined period of time. This employment must be approved by the Board of Trustees before entering into any agreement. If an employee is a relative of a member of the congregation, that member may not supervise their relative and (if in a position to do so) must recuse themselves from any decisions regarding the employment and compensation or their relative.

### **Recruitment**

Vacancies are to be advertised using common means which provide that the information is widely disseminated. The Personnel Committee shall approve all advertising for a position prior to publication.

### **Employment**

Recommendation for employment shall be based on interviews, references, and demonstrated skills. The Personnel Committee shall oversee all employment processes. The Personnel Committee shall develop a process for filling each position, which may include using other members of the congregation for initial recruitment and first interview panels. Interviews may be conducted in two stages, with a first interview by a panel or the Minister alone. The second stage will involve an interview by the Personnel Committee. All employment with UUCLV is subject to a criminal background check. Final employment shall be approved by the Board of Trustees.

### **Contracts**

Personnel contracts shall be negotiated by the Personnel Committee and approved by the Board of Trustees before signing. Any contract not approved by the Board of Trustees, is invalid and shall not bind UUCLV in any manner. All contracts shall be in accordance with all Nevada Revised Statutes, Federal laws, and all UUCLV Policies and Procedures.

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### Supervision

Employees of UUCLV shall be supervised by the Minister or by a designated member of the congregation as outlined in their contract. Evaluations of job performance shall be conducted by the supervisor at the end of any probationary period defined in the contract and then annually. While the Personnel Committee may involve any individuals or committees of the congregation in gathering information for the review process, it is the responsibility of the Personnel Committee to ensure timely completion of annual reviews. Written reports of performance evaluations shall be maintained in the Employee's permanent personnel file.

### Salary and Wage

Hourly wages, salaries, and any adjustments to these shall be recommended by the Personnel Committee and set by the Board of Trustees in accordance with the budget as approved by the congregation.

### Disciplinary and Termination Guidelines

An employee may terminate their employment in accordance with the stipulations of their employment contract with UUCLV.

The congregation may terminate an employee's employment by majority vote of the board of trustees, based on a recommendation from the Personnel Committee or the minister. In cases that do not involve illegal activity, or danger to church property, staff or guests, the following disciplinary process should be followed.

- 1) The minister or board-authorized supervisor shall provide a verbal warning to the employee, describing the problem and recommending a solution. The minister or authorized supervisor shall document the discussion, including the date and time of the verbal warning, the requested corrective action, the employee's reaction, and, optionally, an agreed-upon timeframe for re-assessing the behavior.
- 2) If the stated problem continues after one or more verbal warnings, the minister or supervisor - as stipulated in the employment contract - shall provide the employee with a written warning after first submitting the letter to the personnel committee for approval. The written warning should describe the problem behavior in detail, should reference the earlier verbal warning, and should clearly outline the corrective

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action(s) requested. The written warning should specify a reasonable probationary period, during which time any further occurrence of the problem behavior will be grounds for termination. A copy of the written warning shall be placed in the employee's personnel file, with copies distributed to the board president and to the personnel committee.

3) Following the probationary period, the minister or supervisor shall meet privately with the employee to review the employee's actions toward correcting the problematic behavior. In the event that the employee has failed to satisfactorily address the problem, the minister or supervisor may choose to recommend to the personnel committee that the employee's contract be terminated. The board president shall be notified, and the matter shall be presented to the board for a vote. If, however, the minister or supervisor determines that the employee has corrected the issue satisfactorily, then this should be documented for the employee's personnel file and the meeting may then be used as an opportunity to praise the efforts by the employee and to assess overall performance and make recommendations for continual improvement.

In cases that involve illegal activity, or imminent danger to church property, staff or guests, the aforementioned warning process may be bypassed and the minister or supervisor shall notify the appropriate law enforcement authorities, place the employee on immediate paid suspension, and immediately notify the personnel committee and the board president. The minister or supervisor shall submit to the personnel committee and to the board president a letter outlining the details of the suspension, including a description of the problem behavior, the date and time of the event, a list of any witnesses, and a description of the employee's response. The letter shall be placed in the employee's personnel file, and the board president, in consultation with the personnel committee, may put the matter to a vote of the board of trustees, which will decide by majority vote whether to terminate the employee's contract or return the employee to work with a written warning.

Upon termination for any reason, a letter shall be placed in the employee's personnel file detailing the cause of termination and referencing any prior verbal and/or written warnings.

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## Sexual Harassment

UUCLV is committed to encouraging and maintaining a safe and collaborative environment for its staff and volunteers. To this end, sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as differing 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.

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 they have been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to their supervisor or a member of the Personnel Committee. If the report or complaint involves their supervisor or a member of the Personnel Committee, or if their supervisor or a member of the Personnel Committee is unavailable, the individual receiving the report or complaint should immediately report it to the president or vice president of the congregation.

Every complaint or report of sexual harassment will be promptly investigated. 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,

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timely and appropriate action will be taken. 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.

## Harassment

The Employer prohibits conduct that shows hostility or an aversion toward an individual because of their race, color, religion, sex, national origin, age, disability, sexual or affectional orientation, gender expression 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 that 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 they have been harassed by another employee, a supervisor, a volunteer of the congregation, or any other person who the employee encounters in the course of employment should report that conduct immediately to their supervisor or a member of the Personnel Committee. If the report or complaint involves their supervisor or a member of the Personnel Committee, or if their supervisor or a member of the Personnel Committee is unavailable, the individual receiving the report or complaint should immediately report it to the president or vice president of the congregation.

Every complaint or report of harassment will be promptly investigated. 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.

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### **Workplace Threats and Violence**

Threats, threatening behavior, or acts of violence against persons by anyone on church property will not be tolerated. Problem behaviors of members, volunteers, friends, and visitors will be assessed and responded to through the procedures outlined in UUCLV Policy 1.04 “Dealing with Problem Behavior.”

An employee who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on church property may be removed and will remain off church property pending the outcome of an investigation. If the Employer determines that a violation of this policy has occurred, the Employer 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 or a member of the Personnel Committee of any behavior which they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or is connected to employment.

### **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:

As outlined in their contract, the employee should present any complaint or grievance to their supervisor and together discuss the problem, applicable rules or policies, and possible resolution. If discussion with the supervisor does not resolve the matter to the employee’s satisfaction, the employee should submit the complaint or grievance in writing to the Personnel Committee who shall gather the evidence necessary to complete an investigation. The Personnel Committee may interview the employee and may appoint an ad hoc committee to advise them. The Personnel Committee shall then recommend a resolution of the problem to the supervisor and employee.

If the Personnel Committee’s recommendation does not resolve the matter to the employee’s satisfaction, the employee may then seek a review by the governing board. The resolution recommended by the board will be binding upon the congregation and employee.

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### 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 Minister or the Personnel Committee.

### Summary

This policy covers Personnel Recruitment and Management for UUCLV. This policy shall be in effect after adoption by the Board of Trustees, until replaced or modified through Board of Trustee action.