

EMPLOYEE HANDBOOK



UNITARIAN UNIVERSALIST SOCIETY of SACRAMENTO (UUSS)

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I. INTRODUCTION

A. Welcome!

Welcome to the Unitarian Universalist of Sacramento Society (the “UUSS”)! We strive to create an environment in which every employee feels valued and enabled to contribute to our success. We are excited to have you on our team.

This Employee Handbook (the “Handbook”) provides you with basic information about your working environment, your benefits, and our expectations. Please read it. If you have questions or need clarification on something, just ask! Our management team and the Board of Trustees are always here to help.

Thanks for joining us. We look forward to working together.

B. About This Handbook

Because we know starting a new job can be overwhelming, this Handbook has been written to provide you with general information about UUSS and your job. You should read it right away and save it to use as a reference as needed.

Of course, the Handbook is only an informal guide, and you may have additional questions. We always encourage you to bring any questions to your supervisor or, if you prefer, the Managing Minister or the Board of Trustees.

We are confident that if we work together, your employment will be successful. However, because any violation of UUSS’s policies or procedures may lead to discipline, or even termination, you should always bring your questions or concerns to us in advance. We will do our best to answer them.

If you are a current employee, you may already have a UUSS employee handbook or other manuals, policies, or procedures in your possession. This Handbook supersedes all such documents issued by UUSS, to the extent they are inconsistent with this Handbook. For example, if you have an older version of the employee handbook, please discard it, and replace it with this Handbook, so you can always refer to the most up-to-date information.

As mentioned above, this Handbook is only an informal guide. It is not an agreement or employment contract. It also is not a promise that you will receive particular treatment in any given situation, although at UUSS, we always strive to listen openly and treat employees fairly.

We recognize that as time passes, things change. In the event of changes, UUSS may modify this Handbook to accommodate the changes with the exception for those prohibited by law and the “at-will” nature of your employment, defined below.

II. YOUR WORKING ENVIRONMENT

A. At-Will Employment

We are happy to be working with you, and hope you feel the same way. We also want you to understand that you are an “at-will” employee, which means you are free to leave UUSS at any time, with or without a reason or prior notice. Of course, UUSS also has the right to end your employment at any time, with or without a reason or notice. Additionally, UUSS has the right to manage our workforce, which means we may hire, transfer, promote, demote, reclassify, lay off, terminate, or change any term or condition of your employment at any time, with or without giving a reason or notice (unless otherwise restricted by law).

No one at UUSS has the authority to change the “at-will” nature of your employment, or to promise you employment for a certain period of time, except the President of the Board of Trustees, and then only in a written document signed by the President of the Board of Trustees.

If you have questions about your at-will employment status, please ask your supervisor.

B. Open Door

We use a commonsense approach at UUSS, it is a great place to work. If you have a concern or see an opportunity for improvement, we want you to let us know by speaking with any member of management. Of course, we cannot promise you the outcome you desire, but we will listen respectfully and do our best to address your concerns.

C. Discrimination, Harassment, and Retaliation Prevention

We are committed to providing a work environment that is free of discrimination, harassment, and retaliation. UUSS policy and the law prohibit discrimination and harassment based on an individual’s race, ancestry, religion or religious creed (including religious dress and grooming practices), color, age (40 and over), sex, gender, sexual orientation, gender identity or expression, genetic information, national origin (including language use restrictions), marital status, medical condition (including cancer and genetic characteristics), physical or mental disability (including HIV and AIDS), military or veteran status, pregnancy, childbirth, breastfeeding and related medical conditions, or any other classification protected by federal, state, or local laws, regulations, or ordinances. As further described below, we also prohibit retaliation for reporting a perceived violation of this policy or participating in an investigation of such a complaint. Our policy and the law prohibit co-workers, third parties, supervisors, and managers from engaging in such conduct. Engaging in conduct that violates this policy may result in discipline, or even termination of employment.

We Are an Equal Employment Employer

UUSS is an equal opportunity employer. We make employment decisions without regard to any of the categories listed above, including with respect to hiring, placement, promotion, transfer, demotion, layoff, termination, recruitment advertising, pay, and other forms of compensation, training, and treatment during employment.

We also recognize that employees with disabilities or religious beliefs may sometimes need a “reasonable accommodation” to enable them to perform their essential, or most important, job duties, unless it creates an undue hardship (a significant difficulty or expense) for UUSS. A reasonable

accommodation may mean, for example, making facilities more accessible. If you believe you need reasonable accommodation, please let your supervisor or the Managing Minister know right away.

We Prohibit Harassment

UUSS prohibits harassment based on sex, race, or any of the other categories listed above. The policy applies to anyone involved in UUSS business, including employees and others, such as applicants, contractors, volunteers, interns, or other professional contacts. Our zero-tolerance policy means we prohibit anyone—whether an employee, vendor, congregant, or other third party—from engaging in such conduct.

What is “Harassment”?

“Harassment” as used in this policy includes disrespectful or unprofessional conduct based on any of the protected categories listed above. It may be verbal (such as slurs, jokes, insults, epithets, or teasing), graphic (such as offensive posters, symbols, cartoons, drawings, computer displays, or emails), or physical conduct (such as gesturing, physically threatening another person, blocking someone’s way, etc.). This type of conduct violates this policy, even if it does not violate the law. It is difficult to define “unlawful” harassment, and so we always expect employees to behave professionally and respectfully.

What is “Sexual Harassment”?

“Sexual harassment” includes all the actions described above, as well as unwelcome sex-based conduct like unwelcome sexual advances, requests for sexual favors, conversations regarding sexual activities, or other sexually suggestive conduct. The conduct does not have to be motivated by sexual desire, and it does not have to be directed at any particular person. For example, it includes an inappropriate sexual conversation between two employees that was overheard by a third person, who reports the conduct.

Can You Give Me an Example?

Examples of conduct that violates this policy include:

- Unwelcome sexual advances, flirtation, leering, whistling, touching, pinching, assault, or blocking normal movement;
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment.
- Obscene or vulgar gestures or comments based on any protected characteristic.
- Derogatory cartoons, posters, or drawings based on any protected characteristic; and
- Teasing directed toward a person because of any protected characteristic.

Again, we take a commonsense approach to that type of behavior. It is not appropriate in the workplace, and we have zero tolerance policy for it at work or in any work-related settings, such as business trips and business-related social functions

How to Report Complaints

Any employee who believes someone has violated this policy should notify a supervisor or the Managing Minister immediately. You may report a concern anonymously by submitting a written complaint to the managing minister. However, UUSS prefers direct communication, because it is more difficult for UUSS to investigate and, if necessary, remedy issues raised in anonymous complaints.

If you make a complaint under this policy and do not feel UUSS has responded appropriately, please contact the President of the Board of Trustees immediately.

Any supervisor or manager who becomes aware of misconduct related to this UUSS policy must immediately report the matter to their immediate supervisor or the managing minister. UUSS will respond to resolve the claim internally.

We Respond Quickly to Complaints

When an employee or other individual raises a concern under this policy, UUSS's complaint process ensures such complaints receive:

- UUSS's designation of confidentiality, to the extent possible;
- A timely response;
- An impartial and timely investigation by qualified personnel;
- Documentation and tracking for reasonable progress;
- Appropriate options for remedial actions and resolutions; and
- Timely resolution.

When UUSS becomes aware of potential misconduct related to this policy, we will conduct a fair, timely, impartial, and thorough investigation (consistent with the particular circumstances). The investigation will provide all parties with appropriate due process and reach reasonable conclusions based on the evidence collected. To the extent possible, UUSS will try to keep the reporting employee's concerns and the investigation confidential. Of course, UUSS cannot promise complete confidentiality because there are circumstances in which we may need to speak with others about the complaint or investigation (for example, witnesses you identify). All employees are expected to cooperate fully with our investigations. For example, we expect employees to maintain an appropriate level of discretion regarding the investigation, and to share anything that may be relevant.

When the investigation is complete, if UUSS determines someone violated this policy, we will take steps to solve the problem and prevent the conduct from occurring in the future. For example, we may discipline an individual who violated the policy, require training, restructure policies or processes, or a combination of these things. It depends on the circumstances.

We hope you will trust this process and bring your concerns to us so we can work to resolve them. However, you may also bring your complaints to the California Department of Fair Employment and Housing and/or the federal Equal Employment Opportunity Commission. You can find contact information for these agencies on the internet.

We Prohibit Retaliation

As stated above, UUSS prohibits retaliation for reporting perceived violations of this policy, requesting reasonable accommodation, or participating in any way in the investigation of a complaint. UUSS has made a commitment to uphold its policy, which means you cannot be disciplined, terminated, or otherwise alter your working conditions negatively because you brought a request for accommodation or a complaint, or assisted us in investigating someone else's complaint. If you believe someone has violated this policy against retaliation, please notify us as provided in "How to Report Complaints" above.

D. Acting Ethically

We are committed to acting ethically, responsibly, and legally, and we expect the same from all employees. If you believe UUSS or any employee is not meeting this expectation while working with or representing UUSS, please report the matter to your supervisor or the Managing Minister immediately. UUSS will launch an investigation and take appropriate action to address the situation.

We prohibit retaliation for reporting a concern under this policy, as well as for participating in the investigation of such a concern. This commitment means you cannot be disciplined, terminated, or otherwise have your working conditions negatively affected because you notified UUSS of a perceived violation of this policy, or assisted us in investigating someone else's complaint. If you believe someone is violating this policy against retaliation, please report it to your supervisor or the Managing Minister immediately.

E. Privacy

As a UUSS employee, you may have access to or learn confidential information about other UUSS members, including its employees and Ministers. Protecting our members' privacy is essential to maintaining trust and a strong community among our members.

Please do not discuss our members' private matters unless you have a legitimate reason to do so. When you do, please use discretion to ensure you are providing the information only to those who need it for appropriate reasons.

You should contact your supervisor in advance if you have any questions about whether your duties require you to disclose confidential information. Please see the "Acting Ethically" policy above for additional information.

F. Conflicts of Interest

We hired you with the assumption that you would give us your best and help advance our strategic objectives. When you are working for UUSS, you should devote your full work time, energies, and abilities to our business. For example, you may never perform work for another employer during your working time for us or use our resources on behalf of another employer.

You must also avoid actual, potential, or perceived conflicts of interest. A conflict of interest exists when there may be a benefit to you, or the appearance of a benefit to you, in doing something contrary to UUSS's best interest. For example, if you personally accept money from a vendor in exchange for giving the vendor UUSS's business, which will create a conflict of interest between your personal

interests (to receive the cash) and UUSS's (to select a vendor for sound business reasons, like price and quality).

Of course, not every conflict of interest or potential conflict of interest is that obvious. That is why we always encourage you to ask a manager, in advance, if you are not sure whether a transaction, activity, or relationship may create a conflict of interest.

If you have any questions about what actions this policy covers, please contact your supervisor or the Managing Minister.

G. Electronic Resources

When Can I Use Electronic Resources?

Of course, you should use Electronic Resources as needed to perform your job. If you do not have access to an Electronic Resource and believe you need it for work, please let your supervisor know.

Practically speaking, we know that employees may sometimes use UUSS Electronic Resources for personal purposes. However, you cannot use UUSS time for personal use. Personal use of UUSS's Electronic Resources is limited to non-work time. Also, you should read this policy carefully, so you understand what to expect regarding personal privacy when using our Electronic Resources, and other restrictions that apply with regard to your use of these technologies.

Further, your use of any UUSS Electronic Resources must always be legal. For example, if you do not have a license to download software, you may not download it. Please use common sense and ask your supervisor if you have questions.

How Private is My Use of UUSS Electronic Resources?

Even though your use of UUSS Electronic Resources may feel private, it is not. For example, because you have a UUSS-issued laptop that only you use to conduct UUSS business, UUSS has the right to monitor your use of our Electronic Resources. Consequently, there is no expectation of privacy when you use UUSS's Electronic Resources. The documents, data, or information you create with access from, or stored on UUSS Electronic Resources (including pictures, videos, or audio files) are subject to review by UUSS. For example, we may read your emails, track your Internet use, or review your text messages, even if deleted.

You may need a password or passwords to access Electronic Resources, but using a password does not mean your use of the resources is private. UUSS may override the passwords or use other means to gain access at any time.

When Will UUSS Access Electronic Resources?

UUSS may access our Electronic Resources, or anything created, accessed, or stored on them, for valid business purposes at any time. For example, UUSS may obtain access to ensure employee production and discipline, maintain the system, prevent, or investigate allegations of system abuse or misuse, ensure compliance with software copyright laws, or comply with legal or regulatory requests for information. You may not know if UUSS accesses our Electronic Resources (including those assigned to you), and we do not need your permission to do so. Of course, you cannot gain access to

or attempt to access any Electronic Resource assigned to someone else, unless UUSS has authorized you to do so in advance.

UUSS stores its electronic communications or other documents, data, and information on our Electronic Resources by means of magnetic media for an extended period of time. Occasionally, we will need to delete portions of the material saved on magnetic media at the discretion of UUSS.

What are the policies that apply to the use of electronic resources?

UUSS policies apply anytime you are using our Electronic Resources, or when you are using your own personal Electronic Resources while working or representing UUSS. Please exercise sound judgement in such matters. For example, UUSS's policy prohibiting all types of harassment applies to the use of UUSS's Electronic Resources, including UUSS email and Internet access. Just as you may not tell inappropriate sexual jokes at work, you may not use UUSS email to send inappropriate content such as a sexual joke.

We also expect you to treat UUSS Electronic Resources with the same respect with which you treat other UUSS property. If the UUSS Electronic Resources assigned to you (phones, laptops, etc.) are lost, stolen or damaged immediately report it to your supervisor.

What about Mobile Devices?

We recognize that the realities of business today mean it is often more convenient, or even necessary, for employees to conduct UUSS business using mobile devices like smart phones, cell phones, tablets, or computers. However, UUSS also must ensure that the use of mobile devices for UUSS business comports with our expectations surrounding the security, privacy, and safety of employees. UUSS employees are expected to use good judgement in this regard. Bring any questions to their supervisor or the managing minister.

III. WORK PERFORMANCE

A. Employment Review

Each employee shall participate in a performance review periodically with their supervisor. For each review UUSS will maintain a copy in the employees' Personnel File and provide a copy to the employee for their review. If an employee disagrees with their evaluation, the employee has the right to submit a written response that will also be submitted with the evaluation and included in the employee's Personnel file.

B. General Standards of Conduct

We are all working together, and we need to set basic standards for appropriate workplace behavior. The following are general guidelines:

- Be kind and respectful in your dealings with other staff and congregants.
- Exercise good judgement in performing your work functions.
- Be an initiative-taking problem solver. Bring your concerns to your supervisor rather than complaining to another staff member.

C. Attendance

Your attendance and punctuality are extremely important. Your co-workers must bear the burden of your absence. Regular attendance and promptness are required to fulfill UUSS operating goals.

Please be at your workplace and ready to work at your starting time.

In most cases, when you are going to be late or absent, you should notify us in advance and request time off. But, if you are unexpectedly late and anticipate you will get to work 15 or more minutes past your scheduled start time, you must call your manager to let us know when you expect to arrive. If you are going to be absent unexpectedly, you must notify your manager at least 2 hours before your scheduled shift, unless there is a serious emergency that prevents it, such as a car accident.

You may call and leave a message or send a text message if your supervisor is not available. It is your responsibility to keep us informed about your status and when you expect to return.

IV. WAGES AND HOURS

A. Employee Classifications

We have distinct types of employees working here at UUSS as follows:

Regular Full-Time Employees

Employees scheduled to work at least 30 hours per week are Regular Full-Time eligible for all UUSS benefits.

Regular Part-Time Employees

Employees regularly scheduled to work less than 30 hours per week are Regular Part-Time employees eligible for partial but not all UUSS benefits.

Temporary Employees

Employees hired for specific tasks or projects, typically 90 days or less, are Temporary employees and as such are not eligible for UUSS benefits except as required by law.

All employees also belong to one of the categories below:

Non-Exempt Employees

Employees covered by the overtime provisions and other requirements under the dictates of federal and state labor law are Non-Exempt employees. Non-exempt employees receive premium overtime pay for overtime work in accordance with state and federal law.

Exempt Employees

Salaried employees whose work duties exempt them from the overtime provisions and other requirements of the federal Fair Labor Standards Act and applicable state wage/hour laws.

Usually, when you transition to a new role or category (e.g., begin working part-time, rather than

full-time), we will provide a new offer letter or other written notice, to understand the basics of what UUSS is offering you in a new role and what the new expectations are. If you have concerns or questions about your classification or whether you are exempt or non-exempt, ask your supervisor or the Managing Minister. You can only change from non-exempt to exempt, or vice versa, if UUSS notifies you of the change in writing.

1. Exempt

Exempt employees are employees not subject to California Wage and Hour law because their duties are exempt positions such as supervisory or professional. These employees are primarily performing work that is not subject to overtime provisions of the Fair Labor Standards Act. According to Federal Law, in order to qualify as exempt, an employee will have a minimum annual salary (\$45,460 as of January 1, 2019, based on employers with less than 26 employees).

2. Non-Exempt paid Hourly Employees:

Hourly employees, i.e., receive an hourly wage for work performed and the work hours determined by agreement with their supervisor. Hours may need adjustment, as necessary. We will do our best to give you responsible notice.

B. Your Personnel Records

To ensure you receive all necessary paperwork and benefits, please let us know about any change in your name, address, telephone number, marital status, number of dependents, and/or emergency contact information.

You may view and copy your personnel file by written request to your supervisor. Please contact your supervisor for more information.

C. Payment of Wages

If a regular payday falls on a holiday, you will be paid on the preceding workday.

If there is an error in your check, please report it immediately to your supervisor. Only you may pick up your paycheck unless you have given UUSS authorization for another person to do so.

All wages are subject to mandatory payroll deductions. These include federal income tax, state income tax, Medicare, Social Security (“FICA”), and State Disability Insurance (“SDI”). In addition to these deductions, if eligible and elect to participate in certain plans offered by UUSS, additional deductions are in accordance with your instructions.

D. Pay Practices for Exempt Employees (excluding ministers)

If you are an exempt employee, you receive a salary intended to compensate you for all hours you work for UUSS. Although your salary may be subject to review and modification from time-to-time, such as during a salary review, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of your work.

Under applicable law, your salary is subject to certain deductions. For example, your salary can be reduced for the following reasons:

- Full-day absences for personal reasons unless you utilize paid time off available to you;
- Full Managing Minister day absences for sickness or disability, unless you use the paid sick leave available to you;
- Intermittent absences, including partial-day absences, covered by the federal Family and Medical Leave Act (“FMLA”), if you have exhausted other paid leave available to you;
- To offset amounts received as payment for jury and witness fees or military pay;
- During the first or last week of employment in the event you work less than a full workweek; or
- Any workweek in which you perform no work for UUSS.

Your salary also may be reduced for certain types of deductions, such as your portion of health, dental, or life insurance premiums, state, federal, or local taxes, or social security.

In any workweek in which you perform any work, your salary will not be reduced for any of the following reasons:

- Partial-day absences for personal reasons, sickness, or disability not covered by FMLA;
- Because the facility is closed on a scheduled workday;
- Absences for jury duty, attendance as a witness, or military leave; or
- Any other deductions prohibited by state or federal law.

If you believe you have been subject to any improper deductions or there are any errors in your pay, immediately contact your supervisor. If you have not received a satisfactory response within five business days, please contact the Managing Minister.

Every report will be investigated fully. No one will be subject to, and UUSS prohibits, retaliation for reporting perceived violations of this policy. If you believe someone has violated this policy against retaliation, please contact the Managing Minister.

E. Non-Exempt Employee Work Hours, Schedules, and Pay

As a non-exempt employee, it is important that UUSS pay you correctly for the time you worked. Ensuring this happens is a team effort. You must provide accurate information about your working time. UUSS, in turn, must make sure you receive the right pay for the time you have worked.

Your Schedule

We try to provide you with your work schedule as far in advance as possible. Of course, we may need to change your schedule due to business needs. We will try to keep unanticipated changes to a minimum, and we appreciate your team contribution.

Working Overtime

Occasionally, there may be times when you will be required to work overtime. However, you may not work overtime without your supervisor's permission. When overtime happens, you will receive the overtime rate required by law.

For the purposes of calculating overtime, the workday begins at 12:00 a.m., and ends at 11:59 p.m., and the workweek begins on Saturday at 12:00 a.m., and ends the following Friday at 11:59 p.m.

Clocking In and Out

In order to make sure you receive the correct amount for the time you have worked, you must provide a standard timesheet for each work period and submit the timesheet at the end of the payroll period.

It is your responsibility to submit your timesheet properly. Your supervisor will provide you with training.

Off the Clock Work

You may not work "off the clock," which means that you may not perform any work on USS's behalf outside of your assigned working hours or without recording the time. For example, you may not arrive before the start of your shift to answer phone calls, or send emails during non-work hours, without recording the time as working time on your time record.

Should you be asked to work "off the clock" or if you believe another employee is working "off the clock," you must contact your supervisor immediately. Likewise, you must notify your supervisor if there is any time worked that is not shown on your time record.

Leaving During Work Hours

Expectations are that you will adhere to your assigned work hours as well as the time allowed for rest and meal breaks. For safety and security purposes, if it becomes necessary for you to leave the premises during work hours, notify your supervisor in advance.

Pay to Attend Mandatory Meetings/Training

If you are a non-exempt employee, you may not attend out-of-office meetings, lectures, or training programs without your supervisor's advance written approval. If your attendance is mandatory, you will be paid for your working time.

F. Rest and Meal Breaks

Rest Breaks

All non-exempt employees are entitled to paid 10-minute rest breaks during the workday. The work breaks are one rest break for each 4-hour work period (or major fraction of a work period) you work. The exception, however, is if your total daily work hours are less than 3 ½ hours, you may not receive a rest break.

A “major fraction” is more than 2 hours and less than 4 hours. You should take the rest break as near to the middle of the work period as practical. If you work an 8-hour day, you will take one rest break before your meal break, and one rest break after your meal break.

Frequency of Rest Breaks

Hours Worked	Rest Breaks
Less than 3 ½	None
3 ½ to 6	1
+6 to 10	2
+10 to 14	3

You are relieved of all duty during rest breaks and prohibited from working.

Meal Breaks

All non-exempt employees who work more than 5 hours in a work period have a 30-minute meal break. The following rules apply for meal break:

- The meal break is unpaid and duty-free. You are not to perform any work for the entire meal break.
- The meal breaks are not for less than 30 minutes. However, please return to work on time.
- Your first meal break must begin before the end of the fifth hour of work. For example, if you begin your workday at 9:00 a.m., you must begin your meal break before 2:00 p.m.

If you work more than 10 hours, you may take a second, unpaid 30-minute meal break, which must begin before the 10th hour of work.

Frequency and Timing of Meal Breaks

Hours Worked	Meal Breaks	Timing
Less than 5	None	Not applicable
5 to 10	1	Begin before end of fifth hour
+10	2	Begin before end of 10 th hour

Using Your Break Time

You may use designated break areas or leave the premises, if practical; however, you must return to work on time.

Please do not interrupt your colleagues with work-related matters while they are on rest or meal breaks. Similarly, if someone other than your supervisor interrupts your rest or meal break with a work-related matter, please refer the individual to your supervisor. If your supervisor asks you to interrupt your rest or meal break for work purposes, you will receive a replacement rest or meal break, or compensation as required by law.

Additionally, if for any reason you are prohibited or discouraged from taking your applicable rest or meal breaks, or if you perform any work during your rest or meal breaks, notify your supervisor or the Managing Minister immediately.

Rest and Meal Breaks for Exempt Employees

Exempt employees are expected to use their discretion and take rest and meal breaks according to this policy, and to notify their supervisor or the Managing Minister if prohibited or discouraged from doing so.

Using Your Break Time to Lactate

If you are nursing and need to express breast milk during the workday, we will provide a space that is private and secure (not a restroom) near your work area to do so. You should use your rest and meal breaks and let us know if you need additional unpaid time for this purpose. Please contact your supervisor to arrange lactation time.

G. Salary Advances/Loans

UUSS does not permit advances against paychecks or unearned vacation.

H. Discretionary Bonuses

UUSS may pay bonuses in our sole discretion. If UUSS pays bonuses, there is no guarantee that bonuses will be at a specific time or for a specific amount.

V. SECURITY AND SAFETY

A. Safety

Your safety, and the safety of others in the workplace, is one of our highest priorities. You can help eliminate painful and costly accidents simply by being safety conscious. In compliance with California law and to promote the concept of a safe workplace, we maintain an Injury and Illness Prevention Program, IIPP, available from your supervisor.

We encourage safety conscious behavior, including:

- Keeping work areas clean and clear;
- Reporting hazards or unsafe conditions to your manager;
- Reporting all work-related injuries, however minor, to your manager immediately;
- Never performing a job that you feel is unsafe. Report such situations to your manager immediately; and
- Do not use or operate any UUSS equipment which you have not had training.

Your manager will inform you of any additional safety rules that apply to your particular job or work location.

B. Drugs and Alcohol

By law, we must provide a safe and healthy work environment, and we are committed to these principles. We have a zero-tolerance policy for drug and alcohol abuse in the workplace. As a result, we expect all employees to follow the rules regarding drugs and alcohol at work.

Using Drugs, Alcohol Beverages and Cannabis Products are Prohibited.

The use, sale, distribution or possession of illicit drugs, alcoholic beverages or cannabis products is prohibited on UUSS property or while working at a remote jobsite on behalf of UUSS. In addition, reporting for work under the influence of or while impaired by illicit drugs, alcoholic beverages or cannabis products is also prohibited. The only exception to this rule regarding drug, alcohol or cannabis use is that employees may consume moderate amounts on personal time at authorized social functions sponsored by UUSS. Ask your supervisor or managing minister if you are unsure whether or not using alcoholic beverages or cannabis products is permitted in advance of the event.

The term “drug” includes any type of illegal drug, a controlled substance, or using a legal drug inappropriately (e.g.,) using a drug prescribed to another person).

You Must Notify UUSS if You Need to Take Medication that requires accommodation.

The legal use of controlled substances prescribed to you by a licensed health care provider, or an over-the-counter medication is not prohibited by this policy. However, if you are taking medication that may require accommodation or will impact your ability to perform your job, you must notify your supervisor or the Managing Minister to discuss what accommodation may be appropriate.

C. Use of UUSS Equipment

UUSS provides the equipment necessary to do your job. You should contact your supervisor if you believe you do not have adequate access to UUSS equipment.

All UUSS property, including, but not limited to, desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephone, cellular telephones, pagers, modems, facsimile machines, duplicating machines, other specialized equipment, and vehicles must be used properly and maintained in good working order. Upon separation of employment for any reason, you must return all UUSS equipment immediately.

D. Work-Related Accidents, Injuries, and Illnesses

If you suffer a work-related injury or illness, notify your manager right away, so we can help you obtain information about workers' compensation benefits. These benefits cover the cost of medical care for work-related injuries or illnesses and help replace your wages when you cannot work. However, they do not provide a right to time off. You will need to refer to the "Personal Medical Leave" policy in this Handbook or contact your supervisor if you need a leave of absence.

You must immediately report to a manager any accident on UUSS premises or while working. In addition, only specific employees are authorized to respond on UUSS's behalf to deal with questions about UUSS's legal responsibility for or to a third party, such as a customer or vendor. For help answering questions relating to third parties please refer them to your supervisor.

Neither UUSS nor its insurer will be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

E. Workplace Violence Prevention

UUSS is committed to providing a safe work environment. We discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations and informing management or law enforcement authorities (if appropriate) right away.

Threats, threatening language or other acts of aggression or violence made toward or by any UUSS employee is intolerable. A "threat" includes any verbal or physical harassment or abuse, attempts to intimidate or to instill fear in others, menacing gestures, bringing weapons to the workplace, stalking, or any other hostile, aggressive, injurious, and/or destructive actions undertaken for the purpose of domination or intimidation.

You should immediately report all potentially dangerous situations, including threats by co-workers or outside parties, to your supervisor or to any member of management with whom you feel comfortable. If you believe you or others are at imminent risk of physical harm, call 911 and take steps to ensure your safety or that safety of others (e.g., leave the premises). We will investigate the situation immediately and take appropriate action to address the problem.

You will not be retaliated against for reporting perceived violations of this policy or participating in the investigation of a complaint. If you believe someone has violated this policy against retaliation, please immediately contact your supervisor or the Managing Minister.

F. Security

Please immediately report the presence of suspicious persons in the workplace to management. You should keep your keys on your person or in a secure place out of casual view at all times. Do not lend your keys to anyone. If your keys are missing, let your manager know immediately. Secure your office, desk, or work area at the end of the day. Computer passwords, electronic door codes, and other security access information should not be disclosed to anyone who is not authorized to have that information.

G. Smoking

Smoking is not permitted inside the UUSS facilities. Also, smoking is not permitted outdoors anywhere on UUSS campus except for specifically designated areas.

VI. BENEFITS AND TIME OFF

A. Your Benefits Package

This Handbook briefly describes the benefits UUSS offers to eligible employees. Please follow the official details contained in the summary plan description, even if they are different from the policies described here or in other UUSS documents. You will receive information about benefits when you become eligible. If you have any questions about your benefits, please contact your supervisor.

B. Wage Replacement Benefits for Family Leave

If you are approved to take time off to care for a family member (a child, spouse, parent, sibling, grandparent, grandchild, parent-in-law, or registered domestic partner) with a serious health condition, or to bond with a new child, you may be eligible to receive benefits through California's "Paid Family Leave" program, through the Employment Development Department. PFL partially replaces your wages, but it does not authorize time off. You must follow UUSS regular procedures to request leave.

You may be required to use up to two weeks of accumulated vacation time before becoming eligible for PFL benefits. The EDD, not UUSS, determines your right to these benefits. Please contact your supervisor for more information.

C. Holidays

All employees are entitled to the following paid holidays'

New Year's Day	January 1
Martin Luther King Day	3 rd Monday in January
President's Day	3 rd Monday in February
Cesar Chavez Day	March 31, or Monday or Friday preceding or following that date
Memorial Day	Last Monday in May
Juneteenth	3 rd Monday in June
Independence Day	July 4 th
Labor Day	First Monday in September
Veteran's Day	Observed date
Thanksgiving Day	4 th Thursday of November
Day after Thanksgiving	4 th Friday of November
Christmas Day	December 25

If a holiday falls on a Saturday, it will be observed on the previous Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.

Eligible employees are paid up to 8 hours of holiday pay at their base rate for each holiday. Unless otherwise restricted by law, employees on unpaid leave of absence are not eligible for holiday pay.

Non-exempt employees working on these holidays receive their regular rate of pay for hours worked plus holiday pay.

D. Vacation

We know how important it is to step away from work to rest and rejuvenate yourself, UUSS provides paid vacation time to eligible employees to provide them with this opportunity.

Am I Eligible, and How Much Time Do I Accrue?

All regular full-time employees are eligible for vacation time, upon hiring and it accrues as the employee works, according to the table below:

Years of Service	Accrual Rate per hour worked	Annual Vacation Accrual (days)
1	.0462	12
2	.0500	13
3	.0538	14
4	.0577	15
5	.0615	26
6	.0654	27
7	.0692	18
8	.0731	19
9	.0769	20

You accrue vacation as you work, up to a total of four weeks. Once you reach the maximum accrual, you will not accrue more vacation until you have used up a portion of accrued vacation on record. If you work less than a 40-hour week you accrue vacation on a pro-rated basis. Your maximum accrual is also pro-rated.

Vacation does not accrue while you are on an unpaid leave of absence. Vacation time is not working hours and not used to calculate overtime. Your vacation pay will be based on your base pay rate at the time you take the vacation.

How Do I Schedule Vacation?

Using vacation time is subject to business needs. Unless otherwise permitted by law, when possible, schedule vacation time at least 2 weeks in advance to arrange for coverage. Using accumulated vacation time to make up for missed time because you arrived late at work is not permitted.

We provide vacations so that you can take time off for personal reasons without losing pay. If you have accrued vacation time available and want to be off work for a personal reason, we may require you to use your accrued vacation.

What Happens if There is a Holiday During My Vacation?

If a recognized USSS holiday falls during your pre-approved, scheduled vacation, the holiday time will not be calculated as part of your vacation, provided you are eligible for holiday pay.

How Do I Record My Vacation Use for Timekeeping?

Keeping an accurate time record that reflects the time taken off under this policy is your responsibility. Vacation time is deducted from accrued vacation time under this policy.

Should I Keep in Touch?

You should devote your vacation to rest and relaxation. Please do not check your voicemail or email while on vacation unless specifically instructed to do so in writing by your manager prior to vacation.

What Happens to My Vacation When I Leave?

If you leave us for any reason, you will be paid for your accrued, unused vacation at your base rate of pay at the time of separation.

E. Sick Leave

All employees who work at least 30 days within a year from the date of hire in California are eligible for paid sick leave under this policy.

How Much Sick Leave Am I Eligible For?

Accrual

All employees accrue sick leave at a rate of 1 hour for every 30 hours worked (or a rate of .0333 per hour). After three years the rate increases to .0462 per hour.

When Can I Use Sick Leave?

You may use sick leave only for the following reasons:

- The diagnosis, care, treatment of, or preventative care for your own health or that of a qualifying family member. “Qualifying family members” include your child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling;
- If you are a victim of domestic abuse, sexual assault, stalking or certain related absences; and
- As otherwise stated in this Handbook or permitted by law.

The use of sick leave hours is only for their intended purpose and only when actually required for the reasons stated above. Sick leave hours may not take the place of other “personal” absences.

Paid sick leave hours, paid at an hourly rate required set by law, and deducted from your accrued sick leave hours in whole one-hour increments. Sick leave hours are not hours worked and not used to calculate overtime.

How Do I Notify UUSS I’m Using Sick Leave?

You must provide advance notice as soon as possible of your need to use sick leave and may be required to provide appropriate medical documentation. As to absences due to your own health condition, you may also need to provide documentation from a health care provider, prior to returning to work. You are not required to find a replacement when you take sick leave.

What Happens to My Sick Leave When I Leave?

UUSS does not cash out sick leave when you separate from UUSS, or at any other time.

VII. LEAVES OF ABSENCE

A. Pregnancy Disability Leave, Reasonable Accommodation, and Transfer

If you become disabled due to pregnancy, childbirth, or a related medical condition, by state law you may qualify for a pregnancy disability leave (“PDL”), reasonable accommodation, or transfer. Examples of pregnancy-related disabilities include prenatal or postnatal care; doctor-ordered bed rest; gestational diabetes; pregnancy-induced hypertension; preeclampsia; childbirth; postpartum depression; loss or end of pregnancy; or recovery from childbirth or loss or end of pregnancy.

Although this policy provides information about these rights, your supervisor can provide you with additional information at your request.

How Do I Tell UUSS that I Need Leave, reasonable accommodation, or a Transfer?

As soon as you know that you may need PDL, reasonable accommodation, or transfer, please let us know. It will help us plan and make the transition smooth for you and your co-workers. If you have planned appointments or medical treatment, please consult with your manager first, so we can do our best to coordinate schedules. In most cases, we expect you to notify us at least 30 days in advance.

We understand that emergencies come up. When that happens, please let us know as soon as you can.

How Much Leave Can I Take?

You may take up to 4 months of PDL (based on the number of days you would normally work in a 4-month period). You may take the leave “intermittently,” meaning in small blocks of time, if your health care provider determines it is necessary (for example, to attend medical appointments), in one-hour increments.

When Can I Transfer?

You may temporarily transfer to a less strenuous or hazardous position or duties if your health care provider determines it is medically advisable, as a reasonable accommodation. However, it is not reasonable for us to transfer or promote you to a position to which you are not qualified, or create a new position, or discharge another employee, or transfer another employee with more seniority.

Also, we may require you to transfer temporarily to another position, if your health care provider determines you need to take leave intermittently or on a reduced schedule, and the other position better meets your needs. Of course, the alternative position must meet your needs, and you must be qualified for it. Even though you will receive equivalent pay and benefits, you may not have equivalent duties.

When Can I Get Reasonable Accommodation?

A “reasonable accommodation” is a change in the work environment or change the work process that enables you to perform the essential (*i.e.*, most important) functions of your job. We will provide reasonable accommodation if your health care provider certifies that it is medically advisable. For example, we may modify work practices, rules, or existing job duties, or provide furniture or other modifying equipment or devices.

The right to accommodation is separate from your right to leave. But, if you require time off as a reasonable accommodation (for example, you are a full-time employee and need to work part-time), it may be counted as PDL and reduce your 4-month leave entitlement.

Do I Need to Provide a Medical Certification?

If you need PDL, reasonable accommodation, or transfer, we may require you to provide a medical certification from your health care provider. We can give you a form for this purpose. Also, before you return from PDL, we may require you to provide a release to return to work from your health care provider.

Will I Get Paid During Leave?

PDL is not paid by UUSS, but you may use up accrued, paid time off before taking the remainder of your leave without pay. You can also contact the EDD to find out whether you are eligible for SDI benefits.

Do I Still Get UUSS Benefits?

While on PDL, UUSS will maintain your existing health benefits (if applicable) as if you remained working. If you do not return to work when the PDL is over, you may be required to reimburse UUSS for the cost of health benefit premiums.

If you are not using accrued paid time off during PDL, you will stop accruing paid time off.

Please contact your supervisor if you have any questions about other UUSS benefits or seniority.

What Happens When My Leave is Over?

When your PDL, reasonable accommodation, or transfer ends, we will reinstate you to the same position or, in certain instances, to a comparable position. Also, you will not lose any benefits that accrued prior to the start of your leave.

You must notify UUSS when you are able to return to work. If you take another job while on PDL, or if you do not return at the conclusion of leave without obtaining additional authorization for your absence, we may assume you have voluntarily resigned your employment with UUSS. If you take additional, UUSS-approved leave immediately following your PDL, your right to reinstatement will be determined by UUSS policy regarding that type of leave, not by this policy.

B. Unpaid Leave of Absence

Who is Eligible?

UUSS will consider granting a personal leave of absence when employees need time off that is not available under any other UUSS policy. The employee is responsible for maintaining regular communication with the Managing Minister.

How Do I Tell UUSS I Need to Leave?

You generally must present a written request for a personal leave of absence to your supervisor or your manager at least 2 weeks before the requested leave date. UUSS will consider the request on the

basis of routine factors, such as the reason given, the length of time requested, our business requirements, your length of service, and your work performance record.

How Much Leave Can I Take?

A personal leave of absence, when granted, will be for a period of time based on the circumstances.

Will I Get Paid During Leave?

Personal leave is unpaid. Under this policy, you will need to use accrued vacation time during leave. The use of paid leave will not extend the duration of your leave and you must comply with all UUSS policies regarding the use of paid leave.

Do I Still Get UUSS Benefits?

Your eligibility for UUSS paid health benefits may cease during personal leave.

Anytime you are not using accrued paid time off during your personal leave, you will stop accruing paid time off.

What Happens When My Leave is Over?

If you do not return to work at the end of personal leave, it is a voluntary resignation of your employment with UUSS. You may not accept other work during a personal leave without prior written approval of your supervisor or managing minister.

We will attempt to return you to your current or a comparable position at the conclusion of your leave, but we cannot guarantee that will be possible.

C. Family Emergency Leave

At the discretion of the Managing Minister and/or your supervisor, you may take leave to address a family emergency. You may choose to use any accrued, unused sick leave or vacation. Otherwise, the time will be unpaid.

D. Time Off and Reasonable Accommodation for Victims of Domestic Violence, Sexual Assault, or Stalking

If you are a victim of domestic violence, sexual assault, or stalking, you may take time off work to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure your health, safety, or welfare, or that of your child.

UUSS will also provide reasonable accommodation for ensuring your safety while at work, unless doing so would create an undue hardship for UUSS. Such accommodation may include a transfer, reassignment, modified schedule, changed work telephone, installed lock, implemented safety procedure, or other adjustment to a job structure, workplace facility, or work requirement. Where possible, please provide your supervisor with reasonable notice of your need to take time off under this policy and/or your need for accommodation. We may require proof of your participation in the activities covered by this policy and/or certification regarding your need for the accommodation.

UUSS will not discharge, threaten with discharge, demote, suspend, or in any other manner discriminate or retaliate against an employee in the terms and conditions of employment because the employee has taken time off under this policy. If you believe this policy against discrimination and retaliation has occurred report the violation to your supervisor.

You may use vacation and/or sick leave for any absence under this policy. Otherwise, the time off will be unpaid.

E. Other Forms of Leave

Described below are additional reasons you may to take time off.

Jury Duty Leave: You may take time off if called for jury service. Employees will receive pay for the difference between their base pay and jury pay for each day of work missed due to jury duty, up to a maximum of 5 days in any calendar year. Any other time off for jury duty is unpaid. Please present your jury summons to your manager as soon as you receive it. If UUSS believes your absence due to jury duty will negatively impact operations, we may request you seek a postponement of your jury service. Report for work as usual on days when the court has paused jury duty during regular work hours.

Witness Leave: You may take time off if you are required by law to appear in court as a witness.

Military Leave: If you are called to active duty in the U.S. Armed Forces, U.S. or California Reserves, or National Guard, you may take military leave. The time off will be unpaid unless otherwise required by law. However, you may use any accrued, unused paid time off for this purpose. During leave, your length of service accumulates, and your benefits will continue as required by law.

Military Training: If you are required to attend military training, drills, encampment, naval cruises, special exercise, or similar duty as a member of the U.S. Reserves, National Guard, California State Military Reserve, or Naval Militia, you may be entitled to up to 17 days off for these purposes (including travel). This time off will be unpaid unless otherwise required by law. You may use any accrued, unused vacation for this purpose.

Time Off for Voting: If you do not have sufficient time outside of working hours to vote in a statewide election, UUSS will grant you up to 2 hours of paid time off work to vote. Arrange time off for voting at the start or the end of the regular work schedule, whichever allows the freest time for voting and the least time off from work. Please notify your supervisor of your need for time off under this policy at least two working days prior to Election Day.

Time Off for Election Officials: If you serve as an election official on Election Day, you will be granted unpaid time off for this purpose.

Time Off for School Suspension: If you are a parent or guardian of a child suspended from school, you may take time off to attend a portion of the school day in your child's classroom at the request of the school.

Time Off for Crime Victim the right you or an immediate family member (your spouse, registered domestic partner, child, child of a registered domestic partner, parent, sibling, grandparent, parent-in-law, stepparent, stepchild, and any other person who is part of your household) has

been the victim of certain crimes defined by law, including serious or violent felonies or felonies relating to theft or embezzlement, you may take unpaid time off to attend judicial proceedings related to the crime or to appear in court at any proceeding in which a right of the victim is at issue. You may use sick leave or vacation for any absence. You may be required to provide appropriate documentation from the court.

If you have questions about any of these types of leave, contact your supervisor.

VIII. ENDING EMPLOYMENT

A. If You Leave Us

You are free to leave UUSS at any time, with or without a reason and with or without notice. Likewise, UUSS also has the right to terminate your employment at any time, with or without a reason and with or without notice.

We expect and anticipate you will have positive work experience here at UUSS. However, out of respect for your co-workers and to ease the transition, we ask that you provide your supervisor with as much advance notice of your departure as possible.

Return all UUSS property to your supervisor at UUSS on the last day of employment including, but not limited to, keys, credit cards, security cards, computers, mobile devices, tools, and manuals.

B. Employee References

Direct all reference requests to the Managing Minister. No one else is authorized to release references for current or former employees.

C. Closing Words

We hope you find this Handbook helpful and provides you with information that will help you understand your working conditions. Please speak directly with your supervisor or the Managing Minister if you have additional questions about the topics covered. We will do our best to provide the answers to your questions.

Again, welcome to the Unitarian Universalist Society of Sacramento!

EMPLOYEE ACKNOWLEDGMENT

I understand, acknowledge, and agree:

- I have received a copy of the Unitarian Universalist Society of Sacramento (the “UUSS”) Employee Handbook, dated January 2024 (the “Handbook”), which includes UUSS’s “Discrimination, Harassment, and Retaliation Prevention” policy.
- I am responsible for reading and complying with the contents of the Handbook.
- My employment with UUSS is for an unspecified term and may be terminated at the will of either UUSS or myself, with or without a reason, and with or without notice.
- No words or actions of UUSS will be deemed to create an express or implied contract of employment or require UUSS to have good cause for terminating my employment. No UUSS representative is empowered or authorized to modify this at-will relationship other than the President of the Board of Trustees and then only in an express written agreement signed by the President of the Board of Trustees.
- Any rules, policies, or benefits described in the Handbook may be modified or varied from by UUSS at any time—except as required by law and except for the rights of UUSS and me to terminate employment at will (which may be modified only by an express written agreement signed by the President of the Board of Trustees).

Date

Employee Name

Employee Signature