

# ROCKY MOUNTAIN CONFERENCE



Colorado • Utah • Wyoming

***United Church of Christ***

## **PERSONNEL MANUAL**

*~ FINAL ~*

*Revised by the Personnel Committee February 2022*

*Amended and adopted by RMC Board of Directors*

# Table of Contents

I.	<a href="#">Preface</a>	4
II.	<a href="#">Purpose and Definitions</a>	4
III.	<a href="#">Personnel Committee</a>	4
IV.	<a href="#">Employment At-Will</a>	5
V.	<a href="#">Discrimination Prohibition</a>	5
	1. <a href="#">Equal Employment Opportunity</a>	5
	2. <a href="#">Accommodations for Employees</a>	5
VI.	<a href="#">General Employment Policies and Procedures</a>	6
	1. <a href="#">Hiring of Open Positions</a>	6
	2. <a href="#">Documents Required at Time of Hire</a>	6
	3. <a href="#">Categories of Employment</a>	6
	4. <a href="#">Hours of Work</a>	7
VII.	<a href="#">Compensation and Pay Practices</a>	7
	1. <a href="#">Compensation</a>	7
	2. <a href="#">Reporting hours worked</a>	8
	3. <a href="#">Pay Schedule</a>	8
	4. <a href="#">Reimbursable Expenses</a>	8
VIII.	<a href="#">Accrual and Use of Leave Time for Employees</a>	8
	1. <a href="#">Vacation Leave</a>	8
	2. <a href="#">Holidays</a>	9
	3. <a href="#">Paid Sick Leave</a>	10
	4. <a href="#">Additional Leaves of Absence</a>	10
IX.	<a href="#">Additional Benefits</a>	11
	1. <a href="#">Health Insurance</a>	11
	2. <a href="#">Social Security and Medicare</a>	12
	3. <a href="#">Pension</a>	12
	4. <a href="#">Workers' Compensation Insurance</a>	12
X.	<a href="#">RMC Property</a>	12
	1. <a href="#">Computers</a>	13
	2. <a href="#">Telephones</a>	13
	3. <a href="#">Privacy</a>	13
	4. <a href="#">Personnel Files</a>	13
XI.	<a href="#">Conduct and Performance</a>	14
	1. <a href="#">General Conduct</a>	14
	2. <a href="#">Performance Review</a>	14
	3. <a href="#">Professional Development</a>	14
XII.	<a href="#">Complaint Resolution Process</a>	14
	1. <a href="#">General Principles</a>	14
	2. <a href="#">Documentation</a>	15
XIII.	<a href="#">Termination of Employment</a>	15
	1. <a href="#">Resignation/Separation from Employment</a>	15
	2. <a href="#">Employment Verification and References</a>	15
	<a href="#">Appendix A: Harassment Policy</a>	17
	1. <a href="#">"Sexual Harassment"</a>	17

2. <a href="#">"Harassment"</a>	17
3. <a href="#">Prohibited Behavior</a>	17
4. <a href="#">Treat Unwelcome Conduct as Unwelcome</a>	17
5. <a href="#">Reporting Discrimination or Harassment</a>	18
6. <a href="#">Cooperation/No Retaliation</a>	18
<a href="#">Appendix B: Infectious Disease Control Policy</a>	19
1. <a href="#">Cooperation is Essential</a>	19
2. <a href="#">How to Respond</a>	19
3. <a href="#">When this is Necessary</a>	19
<a href="#">Appendix C: Social Media Policy</a>	20
1. <a href="#">Guidelines</a>	20
2. <a href="#">Know and follow the rules</a>	20
3. <a href="#">Be honest and accurate</a>	20
4. <a href="#">Be respectful</a>	20
5. <a href="#">Post only appropriate and respectful content</a>	21
6. <a href="#">Using social media at work</a>	21
7. <a href="#">Retaliation is prohibited</a>	21
8. <a href="#">Media contacts</a>	21
9. <a href="#">For more information</a>	21

## **I. Preface**

The Rocky Mountain Conference (RMC) is a covenantal faith community of 70+ United Church of Christ congregations in Colorado, Utah, and Wyoming who support and nurture one another in local and wider ministry and mission. The United Church of Christ is an open and welcoming denomination of 5,000 churches and nearly 900,000 members that proclaims the Gospel of Jesus Christ, celebrates diversity, honors the gifts of all people, and seeks justice and peace for everyone.

The Rocky Mountain Conference of the United Church of Christ exists to inspire, challenge, and empower generous faith and justice communities across the West.

## **II. Purpose and Definitions**

This Personnel Manual has been written to set forth and clarify personnel policies and procedures for employees of the Rocky Mountain Conference (RMC) of the United Church of Christ. The RMC Board of Directors has approved the provisions set forth herein to inform and guide employees in their day-to-day services and relationships with co-workers and with the RMC as the employer. This manual is intended to be a summary and is not all-inclusive. In consideration of these limitations, this manual outlines the responsibilities of the RMC and the employee, provides direction and defines authority in certain personnel matters, and speaks to the Conference' interest in promoting just and equitable treatment of all employees.

Specific provisions and expectations related to employment of non-clergy employees are set forth in each employee's individual job description, a copy of which is provided to each employee at the commencement of his/her initial employment. The job/position description will be signed by the employee and Conference Minister affirming that the employee understands the requirements/responsibilities of the position and has had an opportunity to ask questions and seek clarification related to such. It is further expected that the employee will review this manual at the onset of employment and will similarly bring questions to the Conference Minister.

Ordained clergy staff will be provided with a Pastoral Call Agreement which will specify responsibilities, expectations, terms/conditions of employment, compensation, and benefits. Responsibilities, terms of employment, compensation and benefits for clergy staff may differ from those of non-clergy staff and are not defined within these personnel policies.

Only the RMC Board of Directors has authority to modify this manual. This manual repeals and replaces all prior handbooks, statements and guidelines regarding the subjects covered by this manual.

## **III. Personnel Committee**

The Personnel Committee is a committee of the Board of Directors of the Rocky Mountain Conference of the United Church of Christ and is accountable to that Board of Directors. This committee shall consist of no fewer than five and no more than eight persons and shall meet as needed.

The responsibilities of the Personnel Committee are as follows:

- a. Shall recommend to the Board of Directors for approval personnel policies regarding all aspects of employment and/or termination of all RMC employees. This includes any changes, additions, and deletions to existing and approved policies.

- b. In conjunction with the Conference Minister, shall create and maintain job descriptions for all employees.
- c. Shall ensure that the personnel policies of the Conference are fairly administered.
- d. Shall conduct performance reviews of the Conference Minister.
- e. Shall ensure that the Conference Minister conducts an annual review of the performance of other staff.
- f. May make recommendation for salary and benefits for all employees and any other personnel policy changes to the Board of the Director.

## **IV. Employment At-Will**

This personnel manual contains guidelines for employees regarding personnel issues and identifies certain benefits that the RMC currently offers. This manual is not intended to create and shall not be construed to create a contract between employees and the RMC, either expressed or implied. It may be changed at the discretion of the RMC without prior notice to and without approval by the employee.

All employment with employer is at-will, meaning that either the employee or the RMC may terminate the employment relationship at any time, with or without cause or prior notice. Nothing contained in this manual is intended to change or can be interpreted as changing this basic nature of the Employer-Employee relationship, nor can the verbal or written statements by supervisors or other management change the fact that employment with the RMC is at-will.

## **V. Discrimination Prohibition**

This section enumerates the prohibition on any form of discrimination in any of the following areas:

### **1. Equal Employment Opportunity**

The Rocky Mountain Conference of the United Church of Christ is an equal opportunity employer. There shall be no unlawful discrimination or harassment against employees or applicants for employment because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, military status, genetic information or other protected status. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to, recruitment, hiring, upgrading, promotion, demotion, layoff, or termination. See also Appendix A "Harassment."

### **2. Accommodations for Employees**

The RMC will make reasonable accommodation for qualified individuals with known disabilities. The RMC shall also make accommodations for employees whose work requirements interfere with a religious belief. Accommodations will be made unless doing so would result in an undue hardship to the RMC or create a direct threat to the employee or others. Requests for accommodations must be directed to the Conference Minister

## VI. General Employment Policies and Procedures

### 1. Hiring of Open Positions

When a current position is vacated or a new position is developed, the Conference Minister is responsible for oversight of the recruitment and hiring process. This may include the following:

- a. Assuring that there is a current job description prior to advertisement/recruitment.
- b. Determining the method(s) of recruitment.
- c. Assuring that applications are appropriately screened and that reference and background checks are conducted.
- d. Interviewing candidates for staff positions.
- e. Communicating hiring decisions to the Personnel Committee and Board of Directors.

The Conference Minister, at his or her discretion, may deviate from this process if he/she determines that it is in the interest of the conference do so. The Conference Minister may also request assistance with or delegate any or all of these steps.

### 2. Documents Required at Time of Hire

- a. **Work Eligibility Documents.** All employees must present a Social Security card or passport and accurately complete a W-4 and I-9 forms at the time of hire.
- b. **Health Insurance.** Employees eligible for health insurance must complete the appropriate paperwork for enrollment in the insurance.
- c. **Background Investigation.** Depending upon the requirements of the position; a background check, criminal records check, and/or clearance on the Central Registry of Child Protection (as appropriate) will be required for an applicant or current employee. Such investigations and their results must be made known to the employee, and records thereof shall be maintained in his/her confidential personnel file. Costs of such inquiries shall be the responsibility of the RMC.
- d. **Job Description/Pastoral Call Agreement.** Upon initial employment, each employee shall be provided with a job description, with the exception of the Conference Minister and Associate Conference Minister(s) who are clergy and shall receive a Pastoral Call Agreement.
- e. **Accuracy of Application Information.** If false information is provided on the application for employment or on the applicant's resume, during the pre-employment interview or otherwise in the hiring process, upon the RMC's discovery of the falsification, regardless of when this occurs, the employee is subject to disciplinary action up to and including termination of employment.

### 3. Categories of Employment

The RMC employs people in various categories. These categories are important because they determine methods of compensation and levels of benefits.

- a. **Full time Employees** are employees who are scheduled to work 40 hours per week. Full-time employees are eligible to receive benefits as defined in this manual.

- b. **Part-time Employees** are employees who are scheduled to work less than 40 hours per week. Part-time employees may be entitled to partial benefits, as defined in this manual.
- c. **Exempt and Non-Exempt Employees.** An employee's status as exempt or non-exempt will be established consistent with prevailing laws.
- d. **Non-Exempt Employees.** Employees working in non-exempt positions are subject to the overtime provisions of the Fair Labor Standards Act. Non-exempt employees are paid on an hourly basis. Non-exempt employees who work in excess of 40 hours in a standard work week are entitled to one and one-half times their regular hourly wage for those excess hours. The standard workweek is Monday 12:01 am to Sunday midnight. Non-Exempt employees can be full-time or part-time.
- e. **Independent Contractors.** Independent contractors performing services for the RMC are not subject to the policies and procedures and do not receive any of the employee benefits stated herein.

#### 4. Hours of Work

- a. **Office Hours.** The RMC office will normally be open from 8:30 am to 4:30 pm Monday-Friday except on designated holidays. Any change in regular office hours will be communicated to employees.
- b. **Regular Work Hours.** The work week for employees will generally be Monday through Friday. However, the employee's specific work hours will be based upon the position. Work schedules will be established at the time of hire but may be adjusted based on the requirements of the position and the best interests of the RMC. Advance notice of these adjustments will be provided to the employee. Flexible schedules or working at home require the approval of the Conference Minister.
- c. **Tardiness and Absenteeism.** Employees are expected to be on time and to remain at work during their regular work hours. If an employee is going to be late or absent, he/she is required to notify the Conference Minister prior to the beginning of his/her scheduled workday. Excessive tardiness and/or absenteeism will have an adverse effect on the employee's performance evaluation and may result in disciplinary actions including, but not limited to, decrease in pay or termination of employment.
- d. **Leaving During the Workday.** Employees are required to advise the Conference Minister when he/she must be away during their regular workday. Non-exempt employees will not be paid for non-work-related time away from duties.

## VII. Compensation and Pay Practices

### 1. Compensation

Compensation of employees is established and changed in accordance with the following guidelines:

- a. **At Time of Hire.** The employee and the Conference Minister, in conjunction with the Personnel Committee, will agree upon a starting wage. The starting wage will be based on the RMC budget, while striving to stay competitive with prevailing wages for similar occupations. Any salary recommendations that fall outside of the allocated budgeted

target will be presented to the Board for consideration.

- b. **During the Annual Budget Planning Process.** The RMC's fiscal and operational year is from January 1 through December 31. In preparation for the annual budget, the Conference Minister in consultation with the Personnel Committee, will review salary structure and will make recommendations to the Board of Directors and Finance Committee.

## **2. Reporting hours worked**

All Non-exempt employees must record the hours worked each day in a manner prescribed by the Employer. The employee is responsible for assuring that times recorded are accurate at the time of submission. Any falsification of a time worked will result in immediate disciplinary action which may include discharge from employment.

## **3. Pay Schedule**

The workweek is from Monday at 12:01 a.m. to Sunday at midnight, for purposes of computing overtime. The pay period is semi-monthly. Pay day is the 15<sup>th</sup> and the last day of the month. If pay day falls on a day when the RMC is not open for business, employees will be paid on the preceding business day. On pay day, non-exempt employees shall be compensated for all time worked and properly reported during the pay period that just ended. No overtime may be carried over into another pay period. Employees will not be paid in advance of scheduled pay days. Employees will normally be paid by direct deposit.

## **4. Reimbursable Expenses**

Employees shall keep a daily record of approved expenses incurred in the performance of their work and shall report such expenses at the end of each month to the Conference Minister for approval and reimbursement. Receipts are required for all expenses.

Reimbursement expenses shall include: mileage allowance for the use of the employee's own automobile for transportation on RMC business; the actual cost of public transportation as required; the actual reasonable cost of lodging and meals when on business for the RMC; the actual cost of parking fees, tips, phone calls, and similar items incurred in doing business for the RMC away from the office.

Employees may be issued credit cards for business uses. Such employees will be asked to sign a credit card agreement and agree to the guidelines contained therein.

# **VIII. Accrual and Use of Leave Time for Employees**

Vacation leave and sick leave addressed in this section apply to all employees other than the Conference Minister and Associate Conference Minister(s). Leave benefits for the Conference Minister and Associate Conference Minister(s) will be addressed in the call agreement and/or position description.

## **1. Vacation Leave**

- a. **Amount of Vacation Accrual.** From the time of employment to the end of the calendar year in which employment commenced, employees will be entitled to one day of vacation for each full month of employment. At the beginning of the second full calendar year, employees are entitled to two (2) weeks of paid vacation per year. Vacation accrual will



increase to 4 weeks per year at the beginning of the 3<sup>rd</sup> calendar year.

Leave will be prorated for employees who work less than full-time. For the period from the time of employment to the end of the calendar, employees working less than full time will be entitled to one average workday for each full month of employment. An average work day will be calculated by dividing the scheduled number of hours per week by 40. At the beginning of the second full calendar year and in years thereafter, employees working less than full-time will receive vacation as noted above, with a week being equivalent to the number of hours that the employee is scheduled to work.

- b. **Scheduling Vacation.** Vacation time can be taken at the discretion of the employee, with the approval of the Conference Minister with regard to the efficient operation of work demands and requirements. Although maximum consideration will be given to the desires of the employee, there may be occasions which the employee will be asked to choose alternate dates. Employees are asked to request vacation at least 2 weeks in advance whenever possible.
- c. **Accrual/Use of Vacation Leave.** Employees are encouraged to take time away from work for rest and renewal. Vacation days cannot be accrued and must be used in the calendar year in which they are earned. Exceptions to this may be made by the Conference Minister. The purpose of vacation is to give an employee time away from work and employees are encouraged to use their vacation time. No payments in lieu of vacation will be made during the period of employment.
- d. **Payment at Termination.** Upon termination, the RMC will compensate employees for vacation time that has been accrued during the year but not used.
- e. **Holiday during Vacation.** When a paid holiday occurs during an approved vacation, it will not be charged as a day of vacation, but will be paid as a holiday.

## 2. Holidays

RMC recognizes 11 holidays per year. Business functions of the RMC will be suspended on these days, the office will be closed and Employees are not expected to work. All employees will receive holiday pay for these days. For part-time employees hours paid will be equivalent to the average workday. If an employee is required to work on a holiday, he/she will be paid regular wages for that day and will be permitted to take an additional day off with pay sometime during the two weeks following the holiday.

- a. Holidays Observed:
  - New Year's Day
  - Martin Luther King Day
  - Presidents' Day
  - Good Friday or Easter Monday (designated by the Conference Minister)
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - The day following Thanksgiving
  - Christmas Day

- The day before or after Christmas (designated by the Conference Minister)
- b. At the discretion of the Conference Minister, there may be additional days designated as RMC closure days. Except for the completion of required RMC functions, employees will not be expected to work on such days. Each employee will receive pay equivalent to his/her average workday without having to use accrued leave.

### 3. Paid Sick Leave

- a. All RMC employees are entitled to accrue sick leave. Sick leave will accrue at the rate of 12 days per year for full time employees and be prorated for part-time employees
- b. Sick leave is to be used for illness/injury to the employee or for the Employee's health care appointments. The Conference Minister has the discretion to allow schedule adjustment within the week for the employee to care for family members.
- c. Employee working 40 hours per week will accrue 1 day (8 hours) per month, beginning with first month of service. Part-time employees will accrue sick leave on a prorated basis.
- d. Sick leave accrual will be capped at 90 days (720 hours) for full-time employees. This accrual shall be prorated for part-time employees.
- e. Employees will not be compensated for unused sick leave upon separation from employment.
- f. Employees who are ill and unable to work are expected to notify the Conference Minister in advance of their scheduled workday and receive confirmation from the Conference Minister.
- g. The Employer reserves the right to request documentation of illness or injury as condition of approval for use of sick leave.

### 4. Additional Leaves of Absence

- a. **Parental Leave.** The purpose of paid parental leave is to enable the parent to care for and bond with a newborn or a newly adopted child. Employees, regardless of gender, may request and be granted up to 6 weeks paid parental leave subject to the following terms and conditions:

**Eligibility:** The employee must be full or part-time working a minimum of 20 hours per week. (Temporary employees and interns are not eligible for this benefit).

**Scheduling Parental Leave:** Approved paid parental leave will be:

- scheduled in advance with the Conference Minister,
- begin immediately following the birth or adoption of a child, and
- Leave weeks will be taken in one continuous block of time.

A multiple birth or adoption (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid parental leave granted for that event. Employees will not be eligible to receive their allowed benefit more than once in a rolling 12-month period regardless of whether more than one birth or adoption occurs within that 12-month time frame.

**Coordination with other benefits:** Short term disability benefits offered as part of the UCC benefit package that provides partial pay for a limited time period may be combined with this parental benefit to provide up to 100% of normal pay for the period of eligibility of the Short term disability payment. After the short term disability benefit is exhausted the remaining hours eligible under the parental leave policy will be applied until the parental paid time off is exhausted.

Any other qualifying paid sick time will run in addition to the parental leave. No double payment of sick time, short or long term disability and parental leave benefits resulting in pay greater than 100% of current salary is intended. The conference will maintain all benefits during the paid parental leave period just as if they were taking any other employer paid leave such as paid vacation leave or paid sick leave.

**Additional unpaid leave:** Additional leave may be considered on a case-by-case basis by the Conference Minister in consultation with the Personnel Committee.

- b. **Bereavement Leave.** If there is a death in the immediate family (Mother, Father, including in-laws and stepparents, Siblings, Spouse, Significant Other, Children, Grandchildren and Grandparents), 2 days of paid bereavement leave (per occurrence) may be approved at the discretion of the Conference Minister. This time will be compensated and there will be no deduction from the employee's accrued leave. Additional time off from work can be requested as paid time off using vacation time or as an unpaid leave of absence.
- c. **Other Leaves of Absence.** An employee may be granted a leave of absence with or without pay for sufficiently valid or necessary reasons. Requests for leave will be considered and approved at the discretion of the Conference Minister on a case by case basis. Determining factors will be employee's length of service, performance, reason for the request, and the expected impact of the leave on the RMC. Any accrued vacation should be used prior to the start of a leave without pay.
- d. The RMC will follow all required state and federal laws regarding leaves of absence.

## **IX. Additional Benefits**

### **1. Health Insurance**

All full-time employees (those working 40 hours per week) are eligible for health, dental, vision and life disability income protection plan insurance programs available through the United Church of Christ or through such programs adopted uniformly by the Rocky Mountain Conference Board of Directors. Health insurance eligibility is effective the first day of employment. Eligibility for other benefits commences at the beginning of the month after 90 days of employment. Eligibility for medical insurance is governed by the medical insurance plan and to the extent it differs from this policy, the medical insurance plan controls.

Insurance coverage noted above applies to the employee only. When available, employees may opt to purchase insurance for eligible family members at their own expense. Insurance premiums for family members will be collected through payroll deduction.

Insurance benefits do not begin automatically when the employee becomes eligible. Employees must properly submit all required information and documentation for

enrollment before the insurance will become active. The RMC will pay, at its discretion, all or a portion of the employee premium for these insurances. The amount of the premium that the RMC will pay may differ from year to year, depending on budget considerations and the plan chosen. The employee portion of the premium, when applicable, will be deducted from the employee's paycheck each pay period.

Continuation of coverage following termination of employment will be dictated by state and federal laws and the provisions of the relevant policies.

## **2. Social Security and Medicare**

RMC pays the employer portion of the FICA (Social Security) and Medicare tax for all employees.

## **3. Pension**

The United Church of Christ Pension Plan or such programs adopted uniformly by the Rocky Mountain Conference Board of Directors will be provided for all Rocky Mountain Conference employees. Employees are eligible to participate in the United Church of Christ Pension Plan after three months of employment. Full time employees will be eligible for a 5% employer contribution to the UCC Pension Plan from the RMC. Employees may make additional contribution to the pension plan via payroll deduction.

## **4. Workers' Compensation Insurance**

- a. **Eligibility.** Employees who suffer job-related injuries or disease may be entitled to Workers' Compensation benefits for medical expenses and lost wages, in accordance with State law.
- b. **Treatment.** In the event of a life- or limb-threatening emergency, employees should call 911 or proceed immediately to the nearest emergency facility. For follow-up or initial non-emergent care, employees may receive care from a qualified provider of his/her choice. Employees must agree to release results of such treatment to the RMC.

Employees are expected to follow the treatment regime recommended by the medical provider. Further, employees are expected to schedule and attend all follow-up visits recommended by the medical provider. Failure to schedule/attend such appointments may result in discipline or discharge. Time spent at appointments with the medical provider will be considered time worked and should be recorded as such.

The RMC reserves the right to request a second opinion from a provider of its choice, at the RMC's expense.

- c. **Limited Duty.** The treating physician may recommend that an injured employee return to work on limited duty. In such event, the RMC may require the employee to return to work performing duties within the medical restrictions even if such work is different than the employee's regular job duties. An employee's refusal of limited duty may result in termination of temporary disability benefits and is a basis for discipline or discharge.

## **X. RMC Property**

RMC property includes, but is not limited to keys, computers, telephones, musical items, mail, email, voice mail, furniture, and fixtures. The use of RMC property should be used for Conference

matters only except as specified below. All RMC property, including keys, records, notes, data, models, and equipment must be turned in to the RMC secretary upon termination. All work products developed during employment at the RMC are the property of the RMC.

## **1. Computers**

- a. Downloading Information on Computers. The risk of getting a computer virus increases when files are downloaded or emails are received from systems that do not follow quality control practices. Employees must have the prior approval of the supervisor before downloading or installing any software to RMC-owned computers.
- b. Personal use of RMC computers should be very limited. It should not interfere with employee completion of duties or any RMC business.
- c. Under no circumstances may employees send any message that is harassing or discriminatory.
- d. Employees who engage in excessive personal use of RMC computers or who send inappropriate messages are subject to disciplinary action.

## **2. Telephones**

- a. Use of RMC phones and work time for personal calls is discouraged except when an urgent need exists.
- b. Long distance calls are only permitted for RMC business. Personal long-distance calls are not allowed.

## **3. Privacy**

The RMC respects the personal privacy of our employees. However, because computer equipment is provided for RMC business purposes, employee rights of privacy do not extend to the use of our electronic communications systems or to the messages sent and/or received by these systems. Employees should have no expectation that any information stored on RMC owned computers or in voice mail will be private or protected as they are considered RMC records and, as such, are accessible at any time by the Conference Minister, the Personnel Committee, the Conference Board of Directors, or other authorized representatives of the RMC.

## **4. Personnel Files**

- a. The RMC maintains a personnel file on each employee. The contents of personnel files are strictly confidential and are kept for administrative and emergency purposes only. Personnel files are the property of the RMC. Employees may view the contents of their personnel file in the presence of the Conference Minister.
- b. Personnel records (including payroll) will be maintained for a minimum of five years from the date that employment terminated. Medical records may be maintained longer, as specified by law. Applications/resumes and other records for applicants not hired will be maintained for one year from the date of application.
- c. Employees are expected to notify the conference secretary of any change of address, telephone, or personal status; person to contact in the event of an emergency. This information will assist in locating families in case of an emergency.

## **XI. Conduct and Performance**

### **1. General Conduct**

- a. As representatives of the RMC, employees are required at all times to perform assigned tasks promptly and efficiently and to the required standards. Employees are expected to maintain professional standards of dress and conduct, be courteous and impartial in dealing with those served by the RMC (employees and others).
- b. Harassment in any form is not tolerated in the workplace. (Reference Appendix A "Harassment.")
- c. The RMC has a vital interest in maintaining a safe, healthful and efficient working environment for its employees, clients, and the public. Employees impaired by alcohol or other drugs during work hours pose safety and health risks to themselves and others. Such behavior is prohibited and employees engaging in such will be subject to disciplinary action up to and including termination of employment.
- d. Much of the information that comes to the RMC is of a private and confidential nature. It is expected that all employees of the RMC will respect the privacy and maintain the confidentiality of information received.

### **2. Performance Review**

- a. Annual performance reviews will be conducted for all employees. The scheduling and format for such reviews will be at the discretion of the Conference Minister.
- b. Performance reviews may additionally be conducted for new employees for the purpose of performance management and evaluation of progress or when employees are experiencing significant performance issues.

### **3. Professional Development**

All employees will be given an annual opportunity to review and determine their short- and long-term professional goals and objectives, in conjunction with the annual performance appraisal. Such an opportunity will include at least the following:

- a. A sharing of the Rocky Mountain Conference of the United Church of Christ goals and objectives within the context of the total mission of the Rocky Mountain Conference.
- b. A review and analysis of the employee's skills and knowledge in light of his/her current work assignment, and the Rocky Mountain Conference and employee's goals and objectives.

## **XII. Complaint Resolution Process**

### **1. General Principles**

- a. In an effort to maintain sound employee relations and to address conditions at the RMC that should be corrected, employees will be supported to take an active role in solving work-related problems. Work-related problems and complaints are most effectively addressed through early identification and resolution. The RMC encourages employees to raise their work-related concerns informally with the person with whom the employee has a problem or complaint. Employees are encouraged to bring such problems and

complaints to the attention of the Conference Minister when they cannot be solved in a more direct manner, with the assurance that the employee's concerns will be given due consideration. If the complaint is with the Conference Minister, the employee may bring the complaint to a member of the Personnel Committee.

- b. No employee will be discriminated or retaliated against or in any way penalized for addressing problems or complaints in the manner described in this policy. Furthermore, the RMC will attempt to keep all complaints, the results of any investigation, and the terms of resolution confidential, recognizing, however, that in the course of investigating and resolving the complaint, some dissemination of information to others may be appropriate.
- c. The RMC cannot guarantee that all issues will be resolved to the employee's satisfaction. In each case, the reasons for a particular resolution of an issue will be explained to the employee to the fullest extent possible.

## **2. Documentation**

A written record of all activities undertaken and decisions reached at every level of a complaint shall be kept. The record will include the basis of the complaint, a summary of the investigation, the decision rendered and steps taken to resolve the complaint. The documentation shall include whether the complainant has accepted or rejected the decision presented to him/her.

# **XIII. Termination of Employment**

## **1. Resignation/Separation from Employment**

- a. A resignation occurs when an employee leaves employment with the RMC voluntarily, for stated reasons. Employees are expected to provide at least two weeks written notice of resignation and should submit a letter to the Conference Minister notifying him/her of such. An Employee will be deemed to have resigned if he or she fails to report to work for a period of three consecutive days without notifying the Conference Minister and receiving approval for the absence.
- b. If the ex-employee changes addresses after separation, it is his/her responsibility to notify the RMC office so that income tax form (W-2) or other important documents may be forwarded.
- c. Employees leaving the RMC will be subject to the rules, policies, and provisions of the Pension Boards of the United Church of Christ and the laws pertaining to Social Security, as it relates to applicable benefits.

## **2. Employment Verification and References**

- a. Responses to verification of employment requests and other inquiries concerning the employment of current and former employees will be limited to the position held and dates of employment, unless the employee has signed a release allowing further specified information to be disclosed. The release and all responses to such inquiries will be made in writing. Copies will be placed in the employee's personnel file.
- b. Employees may request a letter of reference before the last day of employment.

Completion of the letter of reference is at the discretion of the Conference Minister.



## **Appendix A: Harassment Policy**

The RMC desires to maintain a professional working environment and to prevent any unlawful discrimination or harassment in its work environment. Harassment in all forms is prohibited.

### **1. "Sexual Harassment"**

"Sexual Harassment" occurs when an employee is subjected to unwelcome conduct based on sex or gender that is severe or pervasive and: (1) which conduct is either an explicit or implicit condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as a basis for employment decisions affecting the individual, e.g. salary increases; (3) or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Unprofessional conduct may rise to the level of sexual harassment if it is unwelcome, based on sex, and severe or pervasive.

Unprofessional conduct includes, but is not limited to, unwelcome sexual advances or propositioning, jokes of a sexual nature, unwelcome sexual comments about someone's clothing or appearance, intimate stories about one's sex life, sexually explicit photographs or drawings, unwelcome touching of a sexual nature, and adverse treatment based on gender. Unprofessional conduct may result in discipline or discharge, regardless of whether it rises to the level of unlawful sexual harassment.

### **2. "Harassment"**

"Harassment" on the basis of any protected status (as defined by state, federal and local law) where it is unwelcome, severe or pervasive, and unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment is prohibited. Slurs, derogatory statements or demeaning treatment, jokes and stereotyping based on protected status are unprofessional and may result in discipline or discharge, regardless of whether they rise to the level of unlawful harassment.

### **3. Prohibited Behavior**

Employees shall not in the course or scope of their employment, unlawfully discriminate against, or harass, or engage in unprofessional conduct toward any individual based on the individual's race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age of 40 or over, physical or mental disability, genetic information, military or other protected status. Such conduct may result in discipline or discharge.

### **4. Treat Unwelcome Conduct as Unwelcome**

If an employee finds someone's conduct sexually harassing, or harassing on another protected basis, the employee should not encourage that person to continue by providing any indication that he/she likes or approved of the conduct. Do not reciprocate by engaging in similar conduct. For example, an employee should not tell jokes that the employee wouldn't want someone to tell him/her; an employee should not hug others if the employee does not want to be hugged. Provide a clear and unambiguous message that the conduct is not welcome.

## **5. Reporting Discrimination or Harassment**

Any employee who is subjected to or who observes conduct that the employee believes is in violation of this policy must report it to the Conference Minister or a member of the RMC Personnel Committee (current membership can be located on the RMC website). This includes conduct by co-workers, supervisors, management, officers or directors, agents, clients, suppliers or others encountered during the course and scope of employment. Upon receiving a report of conduct that may violate this policy, the RMC will promptly investigate the circumstances and take appropriate action. Because of the need to investigate and take action, the RMC cannot promise confidentiality regarding a reported violation of this policy.

## **6. Cooperation/No Retaliation**

Employees must cooperate fully during an investigation and must provide the investigator with honest and complete responses. Employees who fail to cooperate with an investigation or who provides false information may be subject to termination of employment. No employee shall be retaliated against for making a report of conduct that the employee honestly and reasonably believes is in violation of this policy or the law, or for participating in an investigation of such conduct. Any retaliatory conduct against the employee must be reported using the above procedure for reporting discrimination and harassment. The RMC will investigate the circumstances and take appropriate action.

## **Appendix B: Infectious Disease Control Policy**

The Rocky Mountain Conference of the United Church of Christ will take proactive steps to protect the workplace from the spread of infectious disease. It is our goal to continue to provide essential services while keeping all employees safe in the workplace. In the case of an outbreak, we will provide vetted information and the sources for such information whenever necessary.

If an employee is exposed or believes they were exposed to COVID or any infectious disease, he, she or they should exercise extreme caution, obtain testing as medically determined, and follow local guidelines for quarantine. The Conference will strive to provide contact tracing for any known exposures in the workplace. Any diagnostic or related testing information is held in the strictest of confidence and will only be shared with other impacted individuals as part of our duty of care.

### **1. Cooperation is Essential**

We will expect all employees to cooperate in the steps to reduce the transmission of infection whenever it is determined they are needed. The obvious steps include, but are not limited to, frequent hand washing with warm, soapy water, mouth-covering, responsible discard of tissues, use of hand sanitizers, and masking if necessary. Other steps may be implemented according to CDC guidelines.

### **2. How to Respond**

In an outbreak such as seasonal flu, it is expected that employees will remain at home and not report for work if obvious infectious symptoms occur. In serious situations, working from home may be expected and encouraged. Usually, it will be up to the employee to demonstrate responsibility for their own health precautions, but the RMC maintains the right to ask anyone demonstrating serious infection to return home until medically cleared of infection.

Any medical information shared with the RMC is confidential and will not be shared, unless there are circumstances required by law.

### **3. When this is Necessary**

Telecommuting possibilities will be handled on a case-by-case basis and in accordance with policies regarding telecommuting. Sick leave and other leave policies remain in place.

We expect everyone to adhere to these expectations for the sake of all others in this workplace. Your cooperation is essential for the protection of all. Please contact your supervisor or the conference minister for any further needed information.

## **Appendix C: Social Media Policy**

At the Rocky Mountain Conference of the United Church of Christ, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all associates who work for the Rocky Mountain Conference of the United Church of Christ.

### **1. Guidelines**

*Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the Rocky Mountain Conference of the United Church of Christ, or any other form of electronic communication.

You are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates, other employees, the churches and ultimately the members of our congregations may result in disciplinary action up to and including termination.

### **2. Know and follow the rules**

Carefully read these guidelines, the Statement of Ethics Policy, the Information Policy, and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### **3. Be honest and accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Rocky Mountain Conference of the United Church of Christ or fellow employees.

### **4. Be respectful**

If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage fellow employees, or that might constitute harassment or bullying. Offensive posts are those that harm someone's reputation, or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or

any other status protected by law or company policy.

## **5. Post only appropriate and respectful content**

- Maintain the confidentiality of Rocky Mountain Conference of the United Church of Christ private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Unless specifically authorized, do not represent yourself as a spokesperson for the Rocky Mountain Conference of the United Church of Christ.
- Always be fair and courteous to fellow employees. You are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our open door practice than by posting complaints to a social media outlet.

## **6. Using social media at work**

Refrain from extensive use of social media while on work time or on equipment we provide, unless it is occasional, work-related as authorized by your manager. Do not use your work email addresses to register on social networks, blogs or other online tools utilized for personal use.

## **7. Retaliation is prohibited**

The Rocky Mountain Conference of the United Church of Christ prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another will be subject to disciplinary action, up to and including termination.

## **8. Media contacts**

Employees should not speak to the media on the Rocky Mountain Conference of the United Church of Christ's behalf without contacting the conference minister. All media inquiries should be directed to the conference minister.

## **9. For more information**

If you have questions or need further guidance, please contact your manager or the conference minister.

**Certification of Reading and Understanding  
RMC Personnel Manual**

I hereby certify that I have reviewed the RMC Personnel Manual (including all appendices) and the RMC Safe Conference Policy on the date shown.

I have been given an opportunity to ask and have answered questions related to this Manual and the Safe Conference Policy.

I understand the rights and responsibilities provided in the reviewed policies and agree to abide by any rules and procedures set forth.

Signature \_\_\_\_\_ Date \_\_\_\_\_