

**Policy # 101** Hiring

**Policy Domain:** Personnel

**Date Adopted:** 1/14/14

**Date Reviewed/Revised:**

Scope: This policy applies to applicants who wish to be considered for employment or as an independent contractor at First Unitarian Universalist Congregation of the Palm Beaches.

**Policy/ Procedure:**

The Board of Trustees, as per bylaws, acts as the employer and has the sole authority to hire and develop contracts on behalf of the congregation.

The Board of Trustees, as a matter of policy, will decline consideration for employment if the potential employee/contractor is a member of the congregation, is related to a member of the congregation, is the spouse or significant other of a member of the congregation, or has participated in the activities and services of the church for the past two (2) years as a former member or friend of the congregation.

**Policy # 102** Interview and Hiring Process **Policy Domain:** Personnel

**Date Adopted:** 1/14/14

**Date Reviewed/Revised:**

**Scope:** This policy guides the process of hiring applicants who wish to be considered for employment at First Unitarian Universalist Congregation of the Palm Beaches.

**Policy/ Procedure:**

The Board of Trustees, as per bylaws, acts as the employer and has the sole authority to hire and develop contracts on behalf of the congregation.

When a position for employment is identified as available the Board of Trustees will consult the Minister and associated Committee Chairs to develop and post an advertisement to recruit applicants which will list the job title, overview of responsibilities, and salary.

Applicants will respond and forward any materials requested to the Board of Trustees President to be considered by the full Board of Trustees for consideration.

The Board of Trustees, in consultation with the Minister and associated Committee Chairs will identify viable applicants and schedule interviews within fifteen (15) days. Applicants not being considered will receive a letter from the Board within 10 (ten) days of application advising the applicant that they will not be considered.

Interviews will be conducted by two (2) Board members, the Minister, and one (1) Committee Chair as a group interview. During this interview the group will gather relevant experience and work history, outline the job description, and ask relevant questions. The Board President will request three (3) personal references and check these references within ten (10) days following the interview.

Once references have been checked for applicants being considered the Board President will convene the group conducting the interview to make final recommendations to the Board of Trustees. The Board of Trustees will then make a decision to accept or decline the recommendation within seven (7) days of its receipt. If declined the applicant will be notified of the Board's decision by the President within three (3) days and the group will begin the hiring and interviewing process for a second round. If accepted the applicant will be notified of the Board's by the President decision within three (3) days and schedule a time to participate in orientation. The President will follow-up with a letter of hire detailing start date, job description, naming the direct supervisor, salary, and benefits if applicable within three (3) days of notifying the applicant.

**Policy # 103** Termination

**Policy Domain:** Personnel

**Date Adopted:** 1/14/14

**Date Reviewed/Revised:**

**Scope:** This policy guides the process of terminating employees/contractors of First Unitarian Universalist Congregation of the Palm Beaches with exception of the Minister.

**Policy/ Procedure:**

The Board of Trustees, as per bylaws, acts as the employer and has the sole authority to terminate employees/contractors on behalf of the congregation.

Employees/contractors are considered at will employees, with exception of the minister by which the by laws will be consulted, and the Board of Trustees may terminate employment with due cause at any time. The employee/contractors may negotiate a resignation and terminate their employment with a two week notice.

Committee Chairs who collaborate with employees/contractors and the Minister may make recommendations for termination to the Board of Trustees for consideration.

Employees/Contractors may be afforded the following disciplinary process, although this process is not necessary for termination:

Step One: A verbal warning will be given to the employee/vendor regarding their performance during a face to face interview with their direct supervisor and a member of the Board. A note that a verbal warning was given will be entered into the personnel file of the employee/contractor.

Step Two: A written warning will be given to the employee/contractor regarding their performance during a face to face interview with their direct supervisor and a member of the Board. The employee/contractor must sign that s/he has received this written warning and the warning must document that further performance issues will result in further disciplinary action. The original must be kept on file.

Step Three: A written counseling will be given to the employee/vendor regarding their performance during a face to face interview with their direct supervisor and a member of the Board. The employee/contractor must sign that s/he has received this written counseling and the counseling must document that this/her performance issues will be brought to the Board as a recommendation for termination. The original must be kept on file.

The Board of Trustees will only consider recommendations if they are accompanied by documentation of a verbal warning, a written warning, and a written counseling provided by the direct supervisor of the employee/contractor.

The Board will determine if termination is appropriate. If so the employee/contractor will be notified by the President immediately followed by a letter of termination that outlines the disciplinary steps taken,

the Board's decision, and a termination date within two (2) days. The president will require the employee/contractor to return all church property such as keys etc.

If the Board determines that termination is not appropriate the President and the direct supervisor must meet with the employee/contractor within two (2) days to review the job description, the disciplinary process, and an agreement developed by the Board documenting timelines for expected improvement that will result in termination if not satisfied. This is a face to face meeting and the employee/vendor must sign this agreement and the original will be kept on file.