

Foothills Employment Policies and Practices

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Equal Employment Opportunity/Unlawful Harassment

Foothills is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination and harassment against applicants or employees based on race, color, religion, creed, sex, national origin or ancestry, age 40 and over, disability, sexual orientation, gender identity or expression, military status or veteran status, or any other classification protected by law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment means to create a hostile work environment based upon an individual's race, national origin, sex, sexual orientation, disability, age 40 or over, or religion. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

Disability and Religious Accommodation

Foothills will make reasonable accommodation for qualified individuals with known disabilities unless there is no reasonable accommodation that the employer can make, the disability actually disqualifies the person from the job, the disability has a significant impact on the job, or the accommodation would create a direct threat to the safety of the employee or others. Foothills will also reasonably accommodate employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship. Employees needing such accommodation are instructed to contact their supervisor or the DFO.

Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the Foothills will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Foothills' business operations.

Foothills may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the DFO for further details.

Foothills will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

Complaint Procedure

When there has been a violation of the EEO policy or harassment based on the protected classes listed above, including sexual harassment, please use the following complaint procedure.

Any employee who believes they has been harassed in violation of these policies should, immediately tell the offender the activity is unwelcome and it should stop immediately. If the activity does not cease or talking to the offender is not appropriate, to enable the organization to investigate and correct any behavior that may be in violation of this policy, the employee should make a timely complaint to the Senior Minister or to the DFO. They will investigate the matter and take corrective action. Complaints will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you may instead report the incident to the current board president.

Foothills prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure outlined above.

If Foothills determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

Harassment and Sexual Harassment

Foothills will not tolerate harassment of any kind, including sexual harassment, inappropriate sexual conduct, or violent conduct that affects job performance or benefits, or that creates an intimidating, hostile, or offensive working environment. Furthermore,

All employees are expected to conduct themselves in a professional and respectful manner at all times. Conduct that may violate this policy includes, but is not limited to:

- *Repeated and unwelcome conduct (whether verbal, physical or visual) that is based upon or directed toward a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, citizenship status, gender identification, sexual orientation or other protected group status.*
- *Sexually implicit or explicit communications whether in:*
 - *Written form, such as cartoons, posters, calendars, notes, letters, e-mails.*
 - *Verbal form, such as comments, jokes, obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.*
 - *Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.*
- *Any sexualized conduct that is an explicit or implicit condition of employment or used as the basis for an employment related decision.*
- *the employee should follow the procedure below regarding reports of harassment.*
- *Employees who have questions about discrimination in the workplace, or who believe our equal opportunity policy has been violated, should report their concerns immediately to the Senior Minister. When the concerns involve the Senior Minister, employees should refer to the Grievances Procedure below.*

Conflict Resolution

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Should a situation persist that an employee believes is detrimental to their employment, they should work to follow the values and guidance described in our Covenant of Right Relations. Specifically, we ask that employees follow this basic three step process.

- *Step One. When possible, discussion of the problem with the person involved in the issue should always be the first step. Trying to work through a problem one on one is often an effective way to handle conflict resolution. If that does not resolve the concern, or if the issue is with the employee's supervisor, or for any reason the employee is not able to address the issue directly, then the employee may proceed to Step Two.*
- *Step Two. An employee should meet with their immediate supervisor to work through the issue. They may also include a minister in those discussions. We encourage employees to strike a balance in ensuring direct communication and employee safety.*
- *Step Three. When this does not bring resolution, employees should follow the process outlined in the Grievance procedure described in this handbook.*

Religious professionals are also encouraged to consult with the Good Officer within their professional association for further guidance and support.

Grievances

When issues have not been resolved using our standard Conflict Resolution procedure, or when there is a suspected violation of policy or procedure, the person may go directly to the individual's supervisor. The supervisor is expected to address the concern with their employee.

When this does not resolve the concern, or in the case of harassment, employees and members should bring their concern directly to the Senior Minister as head of staff, preferably in writing, with information about the individuals involved and any witnesses. The Senior Minister will investigate as needed, and then respond with a decision and appropriate action within a reasonable time frame.

When a concern involves the Senior Minister, employees can instead bring their grievance directly to the Board of Trustees. Additionally, any staff member who alleges that the Senior Minister has violated law or Board policy may present their concern to the Board of Trustees. there is an egregious violation of board policy or if behavior would break the law, employees are authorized to report matters directly to the Board of Trustees.

All grievances made to the Board of Trustees must be submitted in writing. The Board will conduct an investigation regarding the allegations, and respond in accordance with the values stated in this Handbook as well as Board Policies. All matters submitted to the Board will be resolved within a reasonable time frame, and the resolution described by the Board is considered final.

Whistleblower Protections

The Church prohibits retaliation against employees or other persons who in good faith report legal or ethical concerns. Any employee who suspects that they have experienced retaliation for making a report should immediately inform the Senior Minister. If the retaliation is from the Senior Minister, then the employee should inform the Board of Trustees using the Grievance process.

Church Members and Employment

To maintain appropriate boundaries and clarity of the difference between membership and employment, church members are not regularly allowed to be employed by the Church. However, the Senior Minister can grant an exception when the following is all true:

- *◦ There is a vacant approved position posted by the Church, and the member meets the standard requirements posted in the position.*
- *The member has previously expressed a vocational call to this position or something similar to at least one of Foothills ministers.*
- *The member is able to demonstrate informed consent to the Senior Minister for what it will mean to move from a member to a staff member.*
- *The member resigns their membership, and steps away from any engagement in the church reserved for church participants.*
- *The member meets with a minister or spiritual director outside the Foothills community to review the decision, and this person agrees that this change can occur with integrity without harm to the member.*
- *The member agrees to establish an ongoing relationship with a minister or spiritual director outside the Foothills community for the duration of their employment.*

Employee Status

Foothills employees are classified as either exempt or nonexempt under federal and state wage and hour laws, and are further classified for administrative purposes, such as the administration of certain benefits. The following classifications are used throughout this Handbook:

- ○ *Full-time Employee: an employee normally scheduled to work at least 40 hours per week. Full-time employees are currently eligible for benefits.*
- ○ *Part-time Employee: an employee normally scheduled to work less than a 40-hour workweek. Part-time employees are currently eligible for benefits, in accordance with the requirements.*
- ○ *Temporary Employee: an employee who is hired in a job established for a temporary period or for a specific assignment. Temporary employees are currently ineligible for Company benefits.*
- ○ *Exempt Employee: an employee whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements.*
- ○ *Non-Exempt Employee: an employee whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. Non-exempt employees shall be paid time and one-half of their regular rate of pay for any work in excess of:*
 - *(1) forty hours per workweek*
 - *(2) twelve hours per workday*
 - *(3) twelve consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), whichever calculation results in the greater payment of wages.*

Established Work Week & Sunday Scheduling

Established Work Week

The scheduled workweek begins at **12:01 a.m. on Monday** and ends at **midnight on Sunday**.

Employees are expected to work with their supervisor to establish and maintain a regular work schedule and to communicate promptly about any anticipated variations or changes.

Salaried / Exempt Employees

Exempt employees are expected to fulfill the responsibilities of their position with flexibility across the established workweek.

Sunday work is a requirement of all positions at least occasionally, and regularly for most. It is understood to be part of overall job expectations. At the same time, Foothills Unitarian recognizes the value of regular rest and the importance of a two-day weekend for long-term sustainability. When operationally feasible, the organization aims to offer pre-scheduled Sundays off for all employees at least once every other month, recognizing that patterns may vary by role and season.

Schedule adjustments (including time off on other days) may be arranged in coordination with the supervisor, with the understanding that exempt roles are not tied to hourly timekeeping and are evaluated based on overall responsibilities and outcomes rather than hours worked.

Rotating Sundays Off for Hourly Employees

To support sustainability while ensuring consistent operational coverage, Foothills Unitarian provides a rotating Sunday-off structure for hourly staff whose roles regularly require Sunday work.

Rotation Structure

- Eligible hourly staff may be scheduled for **one Sunday off approximately every six (6) weeks**, based on staffing needs and departmental capacity.
- Sunday rotations are coordinated by supervisors to ensure adequate coverage for services, programs, and facilities operations.
- Rotations are not guaranteed on a fixed calendar and may be adjusted due to holidays, special services, staff absences, or operational needs.

Hours & Compensation

- A rotating Sunday off **does not constitute additional paid time off (PTO)**.
- During weeks when an hourly employee has a Sunday off, the following apply:
 - Employees who regularly work at least 20 hours per week may work with their supervisor to schedule replacement hours within the established workweek when participating in a rotating Sunday off, subject to operational needs and supervisor approval.
 - Employees who work less than 20 hours per week and choose to participate in regularly scheduled Sundays off will be **paid only for the hours worked in that week**, consistent with hourly employment practices.

For additional information regarding paid time off and eligibility, employees should refer to the [Regular Part-Time Employee PTO Policy](#).

Scheduling & Exceptions

- Sunday rotation schedules should be planned in advance whenever possible.
- During high-impact periods (e.g., holidays, major events, staffing shortages), rotating Sundays off may be temporarily paused or adjusted.
- Missed rotation opportunities due to operational needs do not accrue, bank, or roll over.

Separation of Employment

We request that employees who wish to resign their positions notify Foothills of their anticipated departure date and go over the exit procedures at separation (conversion of insurance, return of property, delivery of final paycheck, etc.) with the DFO.

Employees may be considered for re-employment provided they qualify for the position of interest and while they were employed with the Company maintained satisfactory performance and attendance.

Performance Evaluations

We strive to provide all permanent staff with an annual performance evaluation as well as regular check-ins. In each of these conversations, employees are encouraged to share about and reflect on their work experience, in addition to the supervisor's feedback about their performance. These evaluation and supervisory meetings are conducted by the employee's direct supervisor.

An unsatisfactory evaluation may result in the use of a Performance Improvement Plan (PIP), wherein their supervisor will communicate the steps required for their performance to meet or exceed the expectations of their job within a specific time frame. Non-compliance with a Performance Improvement Plan will result in disciplinary measures, up to and including termination. The use of a PIP as a part of communicating expectations is based on the discretion of the employee's supervisor.

Reimbursement for Job-related Expenses

An employee will be reimbursed for job-related expenses under the following conditions:

- Approval of the employee's supervisor or authorized budgetary owner is secured in advance;*
- Submission of a Request for Payment form within 30 days after the expense was incurred; and*
- Submission of receipts both for all expenses \$25 or over and for all expenses under \$25 if available.*

Employees with a valid driver's license and proof of insurance may use their own cars for Church-related business or sanctioned Church activities. The IRS reimbursement rate will apply for mileage to attend out-of-town training or required professional meetings. For all other Church-related travel, employees may deduct such expenses from personal income taxes due, as allowed by the Internal Revenue Service.

Personnel File

Foothills will maintain a personnel file for each employee. Employees may review their personnel file upon request and in the presence of authorized personnel. If an employee is interested in reviewing their file, they should contact the DFO to make arrangements.

To ensure that personnel files are up-to-date at all times, employees are required to notify the DFO of any changes. Changes may include: name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements or accreditations, the individuals to notify in case of an emergency, and so forth.

Employment References

All employment verification or reference requests on current or former employees are to be referred to the DFO. The DFO will normally release only last title and dates of employment. All other requests for information on current or former employees also are to be referred to the DFO who will consider and respond to the request, and/or refer them to the Senior Minister.

Requests for employment verification for credit or mortgage purposes should also be referred to the DFO. Other information will be provided only if the employee has executed a release.

Anti-Nepotism Guidance

Any family member within one generation, committed partner or spouse of an employee cannot serve on the Board of Trustees. The Senior Minister may make exceptions to this policy on a case-by-case basis, except for in the case of their own family member, for which there would be no exception.

Relatives of other employees can be employed by the Church, so long as employment does not create actual or perceived conflicts of interest. For purposes of this policy, "relative" is defined as a spouse or partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding or "step" relation.

- Related individuals are permitted to work together provided no direct reporting or supervisor/management relationship exists. That is, no employee is permitted to work within the chain of command of a relative such that one relative's work responsibility, salary, or career progress could be influenced by the other relative.*
- No relatives are permitted to work in the same Department or in any other positions where an inherent conflict of interest may exist. The Senior Minister may make exceptions to this policy on a case-by-case basis, except regarding their direct relative, in which case the Board's approval would be required.*
- This policy applies to all categories of employment at the Church, including permanent, temporary, and part-time classifications.*