



Unitarian Church of Vancouver

Staff Handbook

Part of UCV's Policies and Procedures

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1 INTRODUCTION

This Handbook has been prepared by the Human Resources Committee of the Unitarian Church of Vancouver (UCV) to serve as a record of the human resource policies and procedures of the church regarding staff and as a reference document for staff. Note that the Minister's compensation package, which is negotiated by the Board and Committee on Ministry, is not covered by this policy.

The UCV bases its human resource policies and procedures on Unitarian principles, UCV's mission and vision statement (Appendix A) and the BC Employment Standards Act.

The purpose of the Human Resources Committee, as a committee of the Board, is to advise on and develop human resource policies and procedures of the UCV. See the HR Committee Terms of Reference (Appendix B) for more information.

The UCV, as an organization acting through the Board of Trustees, is the employer. The Board of Trustees is responsible to ensure that sound policies, consistent with accepted practice for recruitment, screening, and selection of staff are in place. Further, the Board is to ensure that employees are provided with support and training as needed in order to perform their duties effectively.

As the Church continues to grow and change, there will inevitably be additions and changes to the Handbook. For this reason, dates of changes are noted where changes are more recent than the date of Board approval on the front page.

The following abbreviations are used throughout the document:

ADRE	Associate Director of Religious Education
BC ESA	BC Employment Standards Act
Board	UCV Board of Trustees
CA	Congregational Administrator
COM	Committee on Ministry
DRE	Director of Religious Education
DREMC	DRE Management Committee
HR	Human Resources
MSMC	Music Staff Management Committee
UCV	Unitarian Church of Vancouver

2 INTERPRETATIONS

In this Handbook, interpretations as set out in the BC ESA shall apply. More specifically, or in addition:

Full-time Employee	an employee whose regular hours of work are equal to thirty-five (35) hours per week.
Part-time Employee	an employee whose regular hours of work are a fixed number, less than thirty-five (35) hours per week.
Permanent Employee	an employee who has satisfactorily completed the required probationary period and whose employment has been confirmed by the Board. Full-time, part-time, and casual employees can all be permanent employees.
Probationary Period	typically a period of six (6) months from the date of employment for a new employee; one (1) month for the promotion of an existing employee. A probationary period can be extended.
Casual Employee	an employee who is employed to perform specific tasks on an inconsistent or on-call basis, or a definite term of employment for a specific short period of time.
Independent Contractor	a person who enters into a contract with UCV where the person: <ol style="list-style-type: none">1. agrees to do a specific job, regardless of the number of hours required2. works on his/her own with no supervision3. issues his/her own invoices and receives cheques for the completed work4. has no benefits and is not covered by the BC ESA5. uses his/her own equipment6. may provide services to more than one organization at a time.
Staff	a term used in this document to refer to both employees and independent contractors
Benefits	Any benefits in addition to salary or wages, some of which may be statutory requirements. These may include; Medical Services Plan of B.C., Canada Pension Plan,

Employment Insurance, Wage Indemnity, Extended Health, pensions, and Workers' Compensation. See section 8 of the Handbook.

Immediate family spouse, child, parent, guardian, siblings, grandchildren or grandparents or other relatives permanently residing with the employee.

3 COMPENSATION POLICY STATEMENT

UCV strives to provide pay and benefits comparable to equivalent work in similar non-profit and church organizations. UCV also recognizes the effort of paid staff is vital to the operation of the church. In 2011, the Board of Trustees adopted a standardized compensation grid for most employees (excluding the parish minister and those employed under the Children's Religious Education Program) based on recommendations from Unitarian Universalists Association and the Canadian Unitarian Council.

The pay grid defines a salary range for each position at UCV, ranging from a starting salary (Step 1) through a maximum salary (Step 4), allowing for 3 possible salary increments in a single position. The CA is responsible for storing and maintaining this pay grid, which is updated periodically (never more than four years between updates.)

When an employee is hired at UCV, the hiring person or committee will recommend a starting wage to the Board for approval. They will factor in the employee's experience, education etc. Generally, employees would start at Step 1 on the pay scale for their position, with exceptions for new employees that bring significant experience and knowledge to the position.

As part of the performance review process, every staff member will have an annual review in which the Congregational Administrator or appropriate committee discusses the performance in the previous year with the staff member, and sets goals for the coming year. Every second year, the employee will have the opportunity to move to the next level in the pay scale based on the outcome of the review, unless they are already at the top of their pay scale. *(See section 6.3 Employee Reviews for more information)*

Cost of Living Allowance (COLA) increases will be considered if/when necessary, and depend on the ability of the Church to accommodate an increase, and will apply to the grid, not individual salaries. The amount of any COLA increase will be calculated by using the Consumer Price Index (for the period of March over March the following year) for Vancouver as published by Statistics Canada.

The Congregational Administrator or committee will submit recommendations to the Board of Trustees for approval on all increases before they are implemented.

Specifically, the CA will submit recommendations to the Board for approval on all increases related to administrative, custodial employees prior to granting pay increases. Similarly, DREMC will submit recommendations to the Board for the DRE and ADRE, and MSMC will submit recommendations to the Board for increases related to the Choir Director, Music Assistant and any other music staff roles. Pay increases for the CA will be considered every other year as part of the performance review; increases in salary based on the grid would be recommended by the President to the Board. Where management committees are not in place, these duties will be the responsibility of the Executive Committee of the Board.

If there is a discrepancy regarding performance or suggested increase, an employee may appeal the decision of the CA or related management committee in writing to the Board of Trustees. Following appropriate deliberations, the Board would make a final, binding decision.

4 HIRING PROCEDURES

In general, UCV prefers to employ persons who are not church members for office and custodial positions. Church membership could create a conflict of interest in the employer/employee relationship.

4.1 Employees – office and custodial

Filling office and custodial employee vacancies will be the responsibility of the CA in consultation with the HR Committee. Generally speaking, the CA will develop a job posting and will take appropriate action to advertise the position so as to fill it in a timely and prudent manner. The CA will then review all applications received, conduct interviews, and select the best candidate.

The CA then prepares a letter of employment to be signed by the CA and Board President or delegate. This letter will state:

- Position title
- Job description
- Status (full time: 35 hours, part time: hours to be specified, casual)
- Date of appointment
- Starting wages
- References to conditions of probation and conditions of employment
- the offer is contingent upon acceptable results of a criminal record check to be done at UCV's expense
- Benefits package (where applicable)

The CA then sends this letter to the candidate for signature affirming acceptance of the position and conditions of employment. The bookkeeper keeps a copy of this signed letter with the payroll file. The CA keeps a copy of this signed letter with the personnel file.

4.2 Employees – Religious Education, Music & Choir Roles

Selection to fill the DRE, ADRE and other children’s education employee roles will be the responsibility of the DRE Management Committee (DREMC).

Selection to fill the Music Director, Choir Director, Music Assistant and other music employee roles will be the responsibility of the MSMC. The CA provides any necessary administrative support. The hiring committee will consist of at least one Board member, an HR Committee member, the Minister and at least one member of the choir.

Generally speaking, the DREMC, MSMC or other hiring committee will develop a job posting and will take appropriate action to advertise the position so as to fill it in a timely and prudent manner. The DREMC, MSMC or hiring committee will then review all applications received, conduct interviews, and select the best candidate. The selected candidate must be approved by the Board prior to preparing a letter of employment.

The CA then prepares a letter of employment to be signed by the CA and Board President or delegate. This letter will state:

- Position title
- Job description
- Status (full time: 35 hours; part time: hours to be specified)
- Date of appointment
- Starting wages/salary
- References to conditions of probation and conditions of employment
- the offer is contingent upon acceptable results of a criminal record check to be done at UCV’s expense
- Benefits package (where applicable)

The CA then sends this letter to the candidate for signature affirming acceptance of the position and conditions of employment. The bookkeeper keeps a copy of this signed letter with the payroll file. The CA keeps a copy of this signed letter with the personnel file.

4.3 Employee – Congregational Administrator (CA)

Selection to fill the CA position will be the responsibility of a hiring committee which is initiated and facilitated by the Board. The hiring committee will include at least two Board members, the Minister, and one member of the HR Committee.

Generally speaking, the hiring committee will develop a job posting and will take appropriate action to advertise the position so as to fill it in a timely and prudent manner. The hiring committee will then review all applications received, conduct interviews, and select the best candidate. The selected candidate must be approved by the Board prior to preparing a letter of employment.

The President or delegate of the Board then prepares and signs a letter of employment. This letter will state:

- Position title
- Job description
- Status (full time: 35 hours, part time: hours to be specified)
- Date of appointment
- Starting salary
- References to conditions of probation and conditions of employment (e.g., attending evening meetings)
- the offer is contingent upon acceptable results of a criminal record check to be done at UCV's expense
- Benefits package

The President or delegate of the Board then sends this letter to the candidate for signature affirming acceptance of the position and conditions of employment. The bookkeeper keeps a copy of this signed letter with the payroll file. The CA keeps a copy of this signed letter with the personnel file.

4.4 Employees – Casual program staff

Casual employees for program positions that are neither office nor custodial are engaged on an as-needed basis by the CA, DRE, Choir Director or others authorized by the Board through a procedure appropriate to the work.

4.5 Independent Contractors

Independent contractors are engaged on as as-needed basis to work as per the terms and conditions in their contracts. The contracts are signed by the President of the Board

or delegate. The bookkeeper and CA keep copies of this signed contract. A sample contract is available from the Canadian Unitarian Council's Human Resources Practices and Procedures manual on-line; the Congregational Administrator can assist in locating this sample contract.

The CA takes steps to ensure that all contractors pay no less than the provincially prescribed minimum wage to any of their employees providing service at the church.

5 PROBATIONARY PERIOD

In order to ensure mutual satisfaction on the part of both the employee and the UCV, there will be a probationary period of six (6) months from the date of employment for a new employee, and one (1) month for the promotion of an existing employee.

During a probationary period, an employee is entitled to the following:

- vacation pay (4% of total wages) after 5 calendar days of employment as per the BC ESA
- statutory holidays and additional church holidays (see section 7)
- care leave credits which are accumulated but cannot be taken until the employee is confirmed.

During the probation period the employee's performance will be evaluated. The CA will conduct evaluations of office and custodial staff; the DREMC of the DRE; and the Board through an appointed group, the Music Director and Choir Director. Where the employee's performance is found to be unsatisfactory, the employee may be terminated without notice. At the employers' discretion, the probation period may be extended.

Employees may be eligible for benefits beyond those defined by law (e.g., RRSP contributions) following their confirmation as a permanent employee, as outlined in their letter of employment.

6 WORKING CONDITIONS

The UCV must provide staff with a comfortable, safe work environment. UCV also strives to provide well equipped working environment. Employees are expected to follow the appended UCV **Staff Internet Policy** (Appendix D), as well as to follow the guidance in the two following documents (copies are available from the Congregational Administrator):

- **Abuse and Harassment Prevention Policies and Procedures**
- **Safe Congregations Implementation Terms of Reference**

6.1 Hours of Work

The hours of work, except as otherwise provided, shall be seven (7) hours a day. Each employee who works five (5) hours a day or more shall be entitled to a meal period of not less than thirty (30) minutes; such meal period shall not be included as part of the hours worked.

All employees paid an hourly wage and reporting to the CA, that is, the office and custodial staff are to complete time sheets every 2 weeks to report hours worked.

6.2 Overtime

Requests to work for pay beyond the agreed hours as noted in letters of employment must be approved by the CA in advance and in the case of the CA by the Executive Committee or delegate. Employees will be compensated for overtime in accordance with the BC ESA which provides for pay equivalent to time and half for eight to twelve hours of work on any given day. Should an employee request that a time bank be set up for her/him in accordance with BC ESA, this shall be done.

6.3 Performance Reviews

The intention of performance reviews is to strive for growth and learning and to provide staff with periodic formal feedback with a view to improving overall staff performance.

Verbal and written evaluations of each employee's performance will be conducted on an annual basis by the immediate supervisor or supervising committee. The CA will remind the relevant supervisory committee annually of these responsibilities.

For each employee, a more comprehensive written evaluation, involving, (as appropriate), other employees, relevant committee members, members of the congregation, representatives of site user groups and the Minister will be conducted at least every three years. The CA provides any necessary administrative support. The process should include a self-evaluation component and a survey of those with whom the employee works closely, suggested by the employee.

Responsibility for planning and conducting annual and detailed performance reviews is as follows:

- Performance reviews for the Director of Religious Education and the Associate Director of Religious Education will be coordinated and carried out by the DREMC.
- Performance reviews for the Music Director, Choir Director, Music Assistant and other music program staff will be coordinated and carried out by the MSMC.

- Performance reviews for the Congregational Administrator will be carried out by the Executive Committee of the Board in conjunction with the HR Committee.

All written evaluations will be signed by the immediate supervisor and signed as read and understood by the employee. If an employee disagrees with a written evaluation and cannot resolve this with the immediate supervisor, s/he can appeal the evaluation to the HR Committee. If the CA disagrees with a written evaluation and cannot resolve this with the President, the CA can appeal to the Board. The Board may appoint a committee to investigate the evaluation and make recommendations.

6.4 *Leaves of Absence*

6.4.1 Bereavement Leave

Leave with full pay will be allowed for up to 3 work days in the event of a death in the immediate family.

6.4.2 Jury Duty

Leave shall be granted for jury duty. If the money paid to an employee for jury duty is below the salary for the same period, the difference shall be made up by UCV up to a maximum of 6 months.

6.4.3 Education Leave and Professional Development

Employees are encouraged to engage in education or professional development that will help their job performance.

If, in the opinion of the immediate supervisor or the supervising committee, a professional development opportunity, educational course or training will be to the benefit of the Church, fees for workshops, seminars and courses will be paid by the Church within the limitations of the budget and may include paid time.

If, in the opinion of the immediate supervisor or the supervising committee, the education leave sought is of relevance to the employee's job, education leave without pay will be given as deemed appropriate. One month's notice is required for such leave when it is greater than 1 month.

6.4.4 Care Leave

At the beginning of each year, each employee will be granted care leave credits at the rate of 10.5 hours per 140 hours to be worked based on their anticipated normal work schedule, to a maximum of 126 hours per annum (18 days a year full-time, pro-rated for part-time employees). Any care leave credits earned during a probationary period are only available to the employee when appointed as a permanent employee. If an employee leaves UCV having used more care leave credits than were earned based on hours worked, the difference will be deducted from that employee's final pay cheque.

A deduction shall be made from the employee's accumulated care leave credits for all working days absent with pay due to:

- illness or accident to the employee
- medical appointment for the employee
- illness or accident to a member of his/her immediate family.

Absences from work upon the expiry of care leave credits shall be leave without pay.

Employees on care leave may be required to produce a certificate from a qualified medical practitioner.

Any unused care leave credits expire at the end of the calendar year.

6.4.5 Family responsibility leave

Each employee is entitled to up to five days of unpaid leave during each employment year to meet responsibilities related to the care, health, or education of the employee's immediate family for circumstances not related to illness or accidents (e.g., parent-teacher interviews, routine medical check-ups for immediate family members).

6.4.6 Leaves of Absence

Unpaid leaves of absence shall be granted at the discretion of the CA. If granted, the employee shall be responsible for the full cost of premiums for benefits during the period of absence, if absent for more than 2 weeks. At least 1 month notice is required for such leave.

6.4.7 Maternity and Parental Leave

Maternity and parental leave will be granted in accordance with the terms of the BC ESA. Some of these terms are summarized here:

6.4.7.1 Pregnancy Leave:

A pregnant employee is entitled to up to 17 weeks of unpaid leave. Request for leave must be made in writing at least 4 weeks before the proposed start date. This leave

may start no earlier than 11 weeks before the expected birth date and must end no earlier than 6 weeks after birth date (unless the employee requests a shorter period). An employee is entitled to up to 6 additional consecutive weeks of unpaid leave if for reasons related to the birth of the child as certified by a doctor.

Birth mothers may be entitled to Employment Insurance benefits during this time.

6.4.7.2 Parental Leave:

A birth mother is entitled to up to 35 consecutive weeks of unpaid parental leave immediately following her pregnancy leave. A birth father or adopting parent is entitled to up to 37 consecutive weeks of unpaid leave within 52 weeks after the birth of the child or after the child is placed with the parent.

A request for parental leave must be submitted in writing at least 4 weeks before the proposed leave.

Birth mothers, fathers or adoptive parents may be entitled to Employment Insurance benefits during this time.

6.5 Staff concerns or questions

In the event that staff members have concerns or questions regarding the conditions of their employment, their first point of contact should be the CA. If the issue cannot be resolved with the CA, employees may contact an appointed HR Committee representative (contact the HR Committee chair to find out who this is). If, following discussions with this contact, the employee is still dissatisfied, the employee can raise his/her concerns or questions with the President of the Board.

7 HOLIDAYS AND VACATIONS

7.1 Statutory Holidays and additional holidays

The following days are recognized as Statutory Holidays:

- | | |
|----------------|------------------|
| New Year's Day | Labour Day |
| Good Friday | Thanksgiving Day |
| Victoria Day | Remembrance Day |
| Canada Day | Christmas Day |
| BC Day | Family Day |

Furthermore, UCV grants the following days as additional holiday days:

Easter Monday

Boxing Day

When one of these holidays falls on a day that is a rest day for a full-time employee, h/she shall be compensated with another day off in lieu thereof. When an employee must work on a holiday, they will be compensated according to regulations.

For part-time or casual employees to be eligible for holiday pay, h/she must have been on the payroll for 30 calendar days before the holiday, and have worked at least 15 of the 30 days prior to the holiday. The holiday pay will be the pay equivalent for the average number of hours worked per day in the 30 days prior to statutory holiday (exclusive of overtime), to a maximum of 7 hours.

Holiday leave with pay between Boxing Day and New Year's Day will be granted where operationally practical.

7.2 Annual Vacation

Employees designated as casual employees are entitled to vacation pay (4%). Employees designated as permanent part time employees who work 17.5 hours per week or more are entitled to vacation time.

Pay or time will be allocated according to the following:

- During years 0 - 5 of employment, employees accrue vacation at approximately 5.77% of time worked, to a maximum of 15 days vacation equivalent per year.
- During years 6 – 10 of employment, employees accrue vacation at approximately 7.69% of time worked, to a maximum of 20 days vacation equivalent per year.
- During years of employment after 10 years, employees accrue vacation at approximately 9.62% of time worked, to a maximum of 25 days vacation equivalent per year.
- During years of employment after 20 years, employees accrue vacation at approximately 11.5% of time worked, to a maximum of 30 days vacation equivalent per year.

The annual vacation is granted for employment during the calendar year from January 1 to December 31. Vacation time is to be taken within the calendar year in which it is earned unless otherwise approved by the CA. One (1) month's written notice is required for such leave. Employees are requested to take vacation during the summer months if possible. The CA will prepare an employee vacation schedule by the end of March each year.

8 BENEFITS

8.1 Medical Services Plan

All permanent employees who work at least 17.5 hours per week are required to participate in the Medical Services Plan unless covered by dependent status in another plan. Premiums will be shared equally between the employee and the UCV. Where a permanent employee is covered by dependent status in another plan and so does not need coverage through the UCV, the employee will confirm this in writing to the CA.

In the case of an absence from work resulting from illness or accident, the UCV's contribution will be maintained while the employee is in receipt of pay, as per the BC ESA.

8.2 Canada Pension Plan

UCV and employee contributions for all employees are made in accordance with regulations.

8.3 Employment Insurance

UCV and employee premiums for all employees are paid in accordance with regulations.

8.4 Group Benefits Plan

All permanent employees who work at least 17.5 hours per week are required to participate in the group benefits plan, regardless of their coverage by other plans. Premiums are shared between the UCV and employee, with the employee paying 25% and the UCV paying 75%.

8.5 WorkSafeBC

All employees are covered by WorkSafeBC. Associated premiums are paid by UCV. While off work for a WorkSafeBC covered disability, WorkSafeBC will pay 90% of employee's regular earnings for a 10 week period. UCV will pay the additional 10% of employee's salary for those ten weeks or the duration of WorkSafeBC benefits, whichever is shorter. Claims that extend beyond ten weeks will be reviewed on a case-by-case basis, but typically will be limited to the benefit determined by WorkSafeBC.

8.6 RRSP contributions

All permanent employees who have completed their probation and who work 17.5 hours/week or more have the option of contributing equally with the UCV to a Registered Retirement Savings Account up to a maximum combined amount equivalent to 5% of salary.

8.7 Transportation costs

Employees who undertake authorized travel in their private vehicle during work hours to fulfill their responsibilities will be reimbursed at the Provincial government rate per kilometer (see website: http://www.bcpublicserviceagency.gov.bc.ca/policy/down/Appendix_1_Travel_Allowances.pdf). Employees who don't own a private vehicle may make alternate arrangements as agreed to with the CA.

8.8 Facility Rental Fees

Facility and related rental fees for UCV regular employees will be the same as for church members.

9 TERMINATION

Upon termination, all employees will no longer be eligible for benefits unless special arrangements have been made with UCV.

9.1 Termination by Employer

In the case of office and caretaker employees, employment may be terminated for just cause at the discretion of the CA. In the case of the DRE, ADRE, Choir Director, Music Director, Music Assistant and the CA, employment may be terminated at the discretion of the Board.

In all cases, employees shall be terminated in accordance with the BC ESA. This includes provisions that require the UCV to pay all wages owing to an employee and all accrued but unused vacation within 48 hours of termination.

9.2 Resignations/Retirements

Employees are requested to notify the CA in writing giving at least two (2) weeks' notice. The BC ESA includes provisions that require the UCV to pay all wages owing to the employee within 6 days of termination.

10 APPENDIX A

Unitarian Principles, UCV Vision and Mission

Unitarian Principles

We, the member congregations of the Canadian Unitarian Council, covenant to affirm and promote:

- The inherent worth and dignity of every person
- Justice, equity, and compassion in human relations
- Acceptance of one another and encouragement to spiritual growth in our congregations
- A free and responsible search for truth and meaning
- The right of conscience and the use of the democratic process within our congregations and in society at large
- The goal of world community with peace, liberty, and justice for all
- Respect for the interdependent web of all existence of which we are a part

UCV Mission and Vision Statement

We are a community of diverse beliefs and shared values.

In fellowship with one another, we seek spiritual growth, social justice, and environmental sustainability through worship, ethical action, education and artistic expression.

We welcome all who would join this compassionate and visionary community.

11 APPENDIX B

Human Resources Committee Terms of Reference

(Revised 15 Apr 2010; 17 Aug 2013.)

A. PURPOSE

As a committee of the Board, the Human Resources (HR) Committee advises on and develops the human resource policies and procedures of the Unitarian Church of Vancouver in accordance with the church's Mission and Vision Statement, Unitarian Principles, and the BC Employment Standards Act.

B. Responsibilities

ANNUALLY and as needed, the HR Committee will:

1. Ensure that all employees have an annual performance review. Review written performance reviews carried out by the Congregational Administrator. Participate in performance reviews as required.
2. Assess and make recommendations to the Board regarding changes in position responsibilities as required.
3. Submit salary recommendations to the Budget Committee for all positions except when a committee or person is tasked with this responsibility.
4. Prepare the HR Committee budget and annual report.
5. Submit recommended policy changes to the Board for approval and insertion into the Staff handbook. Implementation of new policy will follow Board approval.
6. Review and update policies and procedures outlined in the Staff Handbook on a yearly basis, and submit these to the Board for approval.
7. Ensure that the Congregational Administrator and staff are fully apprised of the policies and procedure outlined in the Staff Handbook.
8. Ensure that the Congregational Administrator is familiar with the BC Employment Standards Act and the church's Abuse and Harassment Prevention Policies and Procedures.
9. Discuss with the Congregational Administrator all his/her recommendations regarding employment (hiring and terminating) of all employees for all positions except when a committee or person is tasked with this responsibility. Refer to the Board all cases on which there is disagreement between the Congregational Administrator and the HR Committee.
10. Develop and participate as appropriate in procedures for the management of staff concerns and complaints in cooperation with the Congregational Administrator.
11. Within the framework of the Provincial Personal Information Protection Act and the BC Employment Standards Act, ensure procedures for the safekeeping of employee and other human resources files are in place.

12. As necessary, review, update and recommend for Board approval the HR Committee's Terms of Reference.
13. Provides consultation and advice on human resource matters to various UCV management committees (e.g., Director of Religious Education Management Committee, Music Staff Management Committee) and the Committee on Ministry as required.

C. Committee Membership and Meetings

The HR Committee will consist of at least four voting members of the congregation appointed by the Board for up to a two-year term, one of whom will be a member of the Board. The Board member will act as Liaison and will be responsible for presenting motions to the Board on behalf of the HR Committee. Members of the HR Committee are eligible for reappointment for another two-year term. The HR Committee will recommend a member of the Committee as chairperson, to be appointed by the Board. The Board President and the Congregational Administrator are ex-officio members. The HR Committee will meet at the call of the chair as required, normally quarterly.

D. Lines of Communication

1. Report to the Board of Trustees through the Board Liaison who serves as an HR Committee member.
2. Submit copies of the Minutes of the HR Committee meetings to the HR Committee members, the President of the Board, and the Congregational Administrator. Circulate Minutes to the Board upon request.
3. Report to the congregation as necessary.

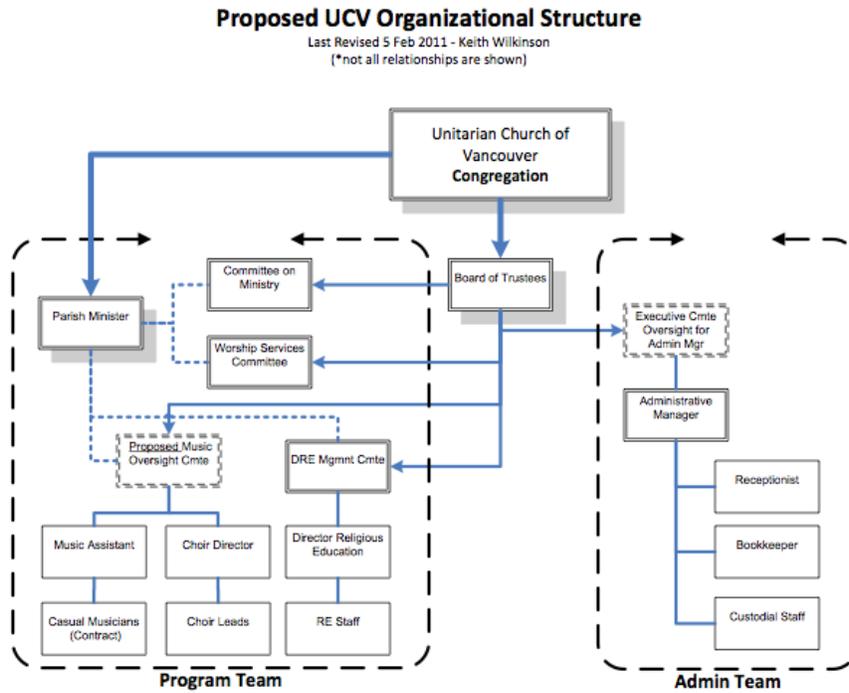
12 APPENDIX C

UCV Staff Internet Policy

1. The Unitarian Church of Vancouver encourages its staff to explore the Internet for job purposes during job hours. However, any exploration for personal purposes must be done on personal time.
2. Accessing, downloading and/or uploading information, files or software that is derogatory, sexist, racist and otherwise discriminatory is strictly prohibited except for approved educational purposes.
3. Illegal use of the Internet for any purpose which violates applicable law including, but not limited to copyright, licensing, privacy act or infringement of any patents or other intellectual property of proprietary interest is strictly prohibited.
4. Downloading and/or circulating games, jokes and screensavers represent a risk of introducing viruses into the UCV network, using up valuable disk space resources, and can negatively impact the functioning of workstations. For these reasons, downloading and/or circulating these items are strictly prohibited.
5. Participation in on-line games and non-business chat groups is strictly prohibited.
6. Installing software downloaded from the Internet onto a UCV workstation is strictly prohibited unless there is a vital Church reason for doing so and prior permission is obtained from the Congregational Administrator.
7. UCV staff must not place UCV material on any publicly-accessible Internet computer systems unless the posting has first been approved by the Congregational Administrator.

13 APPENDIX D

UCV Organizational Chart



Note: The position of *Administrative Manager* was changed to **Congregational Administrator** in 2013 and bookkeeping duties were included in that role.