



Personnel Policy Guide

for

All Souls Church, Unitarian

Contents

Introduction	4
Equal Employment Opportunity	4
Reasonable Accommodations	5
Staff Covenant	6
Employment Classifications.....	6
Hours of Work	6
Timekeeping and Overtime	6
Wages and Salary.....	7
Pay Transparency	8
Employee Benefits.....	8
Eligibility for Benefits	8
Group Insurance.....	9
Health and Dental.....	9
Short-Term Disability, Long-Term Disability, and Life (full-time employees only).....	9
Workers Compensation Insurance	10
Retirement Benefits.....	10
Paid Time Off (PTO).....	11
PTO Notice Requirement	11
Accrual of PTO.....	11
Rollover and Transfer of PTO.....	12
Payout of PTO upon Termination of Employment	13
Sabbatical Leave.....	13
Non-PTO Leaves.....	14
Paid Holidays.....	14
Inclement Weather/Emergency Days.....	14
Leaves of Absence for Parental Leave, Family and Medical Leave, Bereavement Leave, Military Leave and Jury Duty	14
Professional Expenses.....	17
Allowable Expenses	17
Reimbursement	18
Notes	18
Complaints and Grievances.....	19
Prohibited Behaviors	19
Sexual Harassment	19

Other Forms of Workplace Harassment and Discrimination.....	19
Bullying.....	20
Threats and Violence.....	21
Illegal, Fraudulent, Dishonest, or Unethical Activities.....	21
Reporting and Resolution	22
Facilitated Early Resolution.....	22
Formal Investigation.....	23
Remedies.....	24
Whistleblower Protection.....	24
Other Employer Policies	25
Personnel Record	25
Initial Review Period.....	25
Performance Evaluation	25
Professional Behavior.....	26
Covenant of Right Relations.....	27
Termination of Employment	27
Internet Policy	27
Use of Church Property	28
Personal Property	28
Inspection Rights.....	28
Confidentiality.....	28
Conflicts of Interest.....	28
Outside Employment.....	28
Employment of Relatives and Members	29
Employment Authorization.....	29
Employment Verification.....	29
Media Inquiries	29
Safety and Accidents.....	29
No Smoking Policy	29
Personnel Guide Acknowledgment Form	30

Introduction

Welcome to the All Souls staff. All Souls Church, Unitarian (All Souls) is a progressive religious community in the heart of Washington, DC. We see to create a diverse, spirit-growing, justice-seeking beloved community that is true to the name All Souls.

We strive to create and maintain a supportive work environment that enables all of our employees to do their best work, consistent with the values and mission of All Souls. The policies outlined in this handbook are intended to provide guidance about the day-to-day standards and practices governing our workplace.

Please familiarize yourself with the guide, as it provides answers to many questions you may have about your employment. Since every employment situation cannot be anticipated, this guide provides a general overview only.

It is your responsibility to follow All Souls policies and practices. If you don't understand or have questions about anything in this guide, ask your supervisor or the executive director to clarify it. Once you have read through this guide and have had any questions answered, please confirm you are prepared to follow our policies and practices to the best of your ability by completing the statement on the final page, making a photocopy, and giving that copy to the executive director.

All Souls reserves the right, when necessary, to make changes to this guide, including changing language or adding or removing any provisions; you will be notified of any such changes in writing. The guide applies to all staff, whether full-time, part-time, hourly, contractual, or temporary, except where otherwise stated. Employment at All Souls is "at-will," which means that you or All Souls may end your employment relationship at any time for any reason, with or without notice.

This guide replaces all previous employment policies, whether written or oral, expressed or implied. Also, nothing in this guide or in any other written or unwritten policies and practices of All Souls creates an express or implied contract, promise, or representation between All Souls and any employee. If you have any questions or comments about this guide, or if you need more information, please ask your supervisor or the executive director. Your comments and suggestions are genuinely encouraged.

Equal Employment Opportunity

All Souls is committed to equal employment opportunity for all employees and applicants, and to an inclusive workplace. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment issues will comply with all applicable federal and District of Columbia laws, without regard to actual or perceived race, color, religion, national origin, sex, pregnancy, age, marital status, genetic information, personal appearance, sexual orientation, gender identity or

expression, familial status, family responsibilities, disability, matriculation, political affiliation, source of income, credit information, homeless status, status as a victim of domestic violence, sexual assault or stalking, or place of residence or business of any individual, or any other classification protected by law. All Souls is committed to identifying and implementing positive and persistent measures to ensure equal opportunities in recruiting, hiring, compensating, and promoting staff. Any discrimination in the workplace based upon any protected classification is illegal and against policy. If you have a concern or question about equal employment opportunity, you can raise it using any of the informal or formal methods described in the Complaints and Grievances Section of this guide. It is illegal to retaliate against an employee for making a complaint about discrimination.

Reasonable Accommodations

All Souls prohibits religious discrimination and respects the spiritual and religious beliefs and practices of all employees and applicants. Unless it would create an undue hardship for All Souls.

All Souls will provide reasonable accommodations for any employee whose sincerely held spiritual or religious beliefs, practices or observances conflict with their job duties or work requirements.

All Souls prohibits disability discrimination and seeks to provide an inclusive and welcoming environment for employees and applicants with disabilities. All Souls will provide reasonable accommodations to applicants and employees so they can participate in the job application or interview process, can perform the essential functions of their job and can receive equal employment opportunity. Individuals with medical conditions may request reasonable accommodations whether or not they identify as having a disability or temporary disability.

All Souls prohibits discrimination because of pregnancy, childbirth or related medical conditions and seeks to provide an inclusive and equitable workplace for pregnant, childbearing and nursing employees. All Souls will provide reasonable accommodations for any employee whose ability to perform their job duties is limited because of pregnancy, childbirth, breastfeeding, or a related medical condition, unless that would create an undue hardship for All Souls.

All Souls will provide reasonable accommodations to any employee who is a victim or a family member of a victim of domestic violence, a sexual offense, or stalking, when an accommodation is necessary to ensure the person's security and safety, unless that would create an undue hardship for All Souls.

Please tell us if you need a change or adjustment in your job or work environment for any of these reasons by contacting your supervisor or the Executive Director. All Souls will engage in a good faith, timely, interactive process with you to clarify your needs or

barriers and identify possible solutions. It is illegal to retaliate against any employee for requesting a reasonable accommodation.

Staff Covenant

All Souls has a Staff Covenant. This document is an agreed standard of conduct. It contains promises about how we will treat each other as colleagues and maintain a respectful and inclusive workplace and ways we all strive to practice those values. A copy of the current Staff Covenant is on the All Souls website Policy Page and is also attached at the end of this guide. If you believe anyone on the staff, including your supervisor, is not following the Staff Covenant, you should notify your supervisor or the executive director.

Pay and Work Hours

Employment Classifications

For purposes of determining the applicability of various policies, practices, and benefits, you are classified by the nature of your position and by your regular work schedule.

After completing the initial 90-day review period, you are classified as a regular employee. If you are scheduled to work 40 hours per week, you are a regular full-time employee; if you are scheduled to work at least 20, but fewer than 40, hours per week, you are a regular part-time employee. All Souls may also hire temporary employees and contract employees, who will be identified as such.

Your hire letter will tell you if you are “non-exempt” or “exempt.” If you are “non-exempt,” you are entitled to state or federal minimum wage and overtime. If you are “exempt,” you are not subject to such regulations and will not receive overtime.

Hours of Work

A normal, full-time workweek consists of 40 working hours from Monday through Sunday. Church work frequently requires flexibility on your part to accommodate the needs of the congregation. Your work schedule may vary, depending on the needs of the church. You should negotiate any changes with your supervisor. When your supervisor requests that you attend meetings and events, those hours will be considered time worked. You are expected to attend staff retreats or off-site events as specified by your supervisor. If you are a regular full-time exempt employee, your supervisor has the sole discretion to determine what compensating time you may take when you have worked more than 40 hours in a week.

Timekeeping and Overtime

You must submit a standardized timesheet, signed by your supervisor, at the end of each pay period in order to be paid.

If you are a non-exempt employee and work overtime (more than 40 hours in any one workweek), you will be paid at the rate of 1.5 times your regular rate of pay. You must

get prior approval from your supervisor to work overtime. Only time actually worked counts toward overtime; holidays, paid time off, and other leave do not count. Exempt employees are not compensated for overtime.

Wages and Salary

You will be paid every two weeks. Deductions made from your wages are reflected on your paystubs. Federal law requires deductions from pay for federal and state income tax, Social Security, and Medicare. Other deductions may include your portion of your health insurance premium, your retirement contribution, and wage garnishments.

You are responsible for promptly notifying the executive director of any changes to or errors in your deductions. Adjustments will be made as soon as practicable and will be reflected in your succeeding paychecks.

Adjustments to your salary or hourly wages will be considered once a year and generally implemented at the beginning of the fiscal year. You are not guaranteed an annual raise. Pay adjustments are usually based on such factors as performance, job responsibilities, available funds, and other appropriate factors.

All exempt employees are paid on a salary basis in conformity with the Fair Labor Standards Act (FLSA). Being paid on a salary basis means you receive a predetermined amount of compensation each pay period. The predetermined amount cannot be reduced because of variations in the quality or quantity of your work. If you are an exempt employee, you will receive, subject to the exceptions listed below, your full salary for any week in which you perform any work, regardless of the number of days or hours worked.

The executive director may deduct pay for absences of less than one week if you:

- are absent from work for one or more full days for personal reasons other than sickness or disability;
- for absences of one or more full days due to sickness or disability if the deduction is made in accordance with organizational policies;
- to offset amounts you receive as jury or witness fees, or for military pay; for
- penalties imposed in good faith for infractions of safety rules of major significance; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules.

Also, All Souls is not required to pay the full salary in the initial or terminal week of employment or for any workweek in which an exempt employee performs no work. In addition, deductions from leave accruals for absences of less than a full day are acceptable and will be made in accordance with the applicable leave provisions set forth in this handbook.

Exempt employees who believe they have not been paid on a salary basis in violation of the law should notify the executive director. All Souls will reimburse employees for any inadvertent deductions made in violation of the salary basis rules.

Pay Transparency

Employees are free to share information about their own pay, and it is illegal to retaliate against employees for discussing, disclosing or asking about pay. All Souls will not disclose individual salary information to other employees, congregants or the public without the consent of the employee. All Souls will publish salary ranges on all job postings and will not request prior salary information from job applicants.

Employee Benefits

The benefits outlined in this guide represent significant additional compensation to eligible employees. Outlined below is a summary of the types of employee benefits currently available through All Souls. This summary is not intended to and does not create an express or implied contract, promise or representation between All Souls and the employee. These benefits are subject to change at any time, with 30-day written notice, at the discretion of All Souls. In the event of any discrepancy between the description of benefits outlined below and the provisions of the benefit plan itself, the plan will govern. Any questions about employee benefits should be directed to the executive director.

Eligibility for Benefits

If you are a regular employee who works 20 or more hours per week, you are eligible for the following benefits:

- Health and dental insurance starting the first of the month following your start date; and
- paid time off (PTO) accrued from your date of hire and available to use after your initial review period of employment.

If you are an hourly employee working fewer than 20 hours per week but more than 960 hours in the year, you are eligible for the following benefits.

- PTO accrued on a prorated basis from your date of hire and available to use after you accumulate 960 hours of employment; and
- payment for hours you would have normally worked when All Souls is closed (Thanksgiving and December closures).

Temporary and contract employees do not receive any benefits other than those required by law, unless specifically agreed to in writing by All Souls.

Group Insurance

The All Souls insurance carriers establish minimum standards for eligibility for coverage under the various insurance benefit programs described generally below. You must meet these standards to receive coverage under All Souls insurance plans.

Health and Dental

All Souls will pay 90% of the premium for the lowest cost health care and dental plan option. All Souls will pay an additional 25% of the additional premium for family coverage (including domestic partners). All Souls will also reimburse you for Medicare. If you choose from additional plans offered by All Souls, you are responsible for covering the difference in the premium. You can get further information about the plans from the executive director.

Short-Term Disability, Long-Term Disability, and Life (full-time employees only)

All Souls is self-insured for short-term disability for full-time employees. After 30 calendar days of documented full disability, All Souls will cover 66 2/3% of your salary until you come off disability status or move to long-term disability coverage. You will be required to provide a physician's statement before returning to work. Prior to short-term disability, you may use all PTO.

All Souls pays the premiums for long-term disability and life insurance for full-time employees. A fulltime employee is eligible for long-term disability coverage on the first of the month after their start date. After 90 calendar days of documented full disability, the plan will pay 66 2/3% of your monthly salary up to a maximum of \$6,000 monthly. You will be required to provide a physician's statement before returning to work.

Extended Medical Leave

Persons working at least 50% of the time in the District of Columbia are eligible for up to 12 weeks of paid family leave from the District of Columbia in a one-year period for parental, family, medical and prenatal leave. Should you suffer an illness, injury, or disabling condition that continues after all accrued PTO has been exhausted, the Executive Team will place you on "Extended Medical Leave." Extended Medical Leave will not extend beyond the earlier of the commencement of long-term disability benefit or 90 days following the exhaustion of all PTO.

- During Extended Medical Leave, vacation, sick, and study leave do not accrue.
- The Congregation will continue to make contributions toward all employee benefits (health, dental, life, long term disability, retirement, and payment-in-lieu-of-FICA) as otherwise provided by this Agreement.
- If covered by DC Paid Family Leave, All Souls Church will reduce the amount of paid leave based on the amount of benefits received per the DC law, but will equal a minimum of 75 percent of regular salary.
- If able to return to work full-time before the earlier of the 90-day period of Extended Medical Leave or the commencement of long-term disability benefits, the Congregation will retroactively pay the Minister the difference between 100

percent of salary and housing, payment-in-lieu-of-FICA, and retirement contribution and the amount already paid.

Parental Leave

You may take up to 12 weeks of parental leave after the birth or adoption of a child including six weeks of paid leave at full salary. For the additional six weeks of parental leave, if you reside in Washington, DC, you may be eligible for paid leave benefits from the District of Columbia.

Leave for a Family Member

You may take up to two weeks of paid leave and up to 14 weeks of unpaid leave when needed to care for a family member (child, spouse/partner, parent, in-law, or other close family member) with a serious health condition. If you reside in Washington, DC, you may be eligible for additional paid leave benefits from the District of Columbia. You must use any accrued PTO first. Once accrued PTO is exhausted, the remaining leave will be unpaid. During periods of unpaid leave, will continue to pay all health insurance premiums. There are no Retirement Plan contributions when there is no salary paid.

Bereavement Leave

Upon the death of an immediate family member (spouse/partner, child, sibling, parent, or in-law), you may take up to 10 days of paid leave. For the death of a family member outside the immediate family, the Minister may take up to 5 days of paid leave.

Workers Compensation Insurance

All Souls carries workers compensation insurance that pays for certain medical expenses and provides partial income protection if you experience an injury or illness arising out of or in the course of your employment.

You must immediately report an on-the-job injury or illness, regardless of its severity, to your supervisor and the executive director. You will be required to provide a physician's statement to receive workers compensation benefits and to return to work.

Retirement Benefits

The UUA provides a defined contribution qualified retirement plan to help eligible employees accumulate tax-deferred savings for retirement. You may enroll in the plan and begin making your own pre-tax contributions immediately. You are immediately fully vested in the plan.

If you are a regular, full-time (30+ hours per week) employee, All Souls will, after one year of your employment, contribute an amount equivalent to 10% of your earned compensation. For example, if you make \$24,000 per year, or \$2,000 per month, All Souls will contribute \$200 to your retirement plan each month. You may also make additional pre-tax contributions from your salary in accordance with the current provisions of the tax laws. All contributions, whether made by All Souls or you, vest immediately and grow tax-free until withdrawal. If the employee satisfies the Year of

Eligibility Service as defined in the UU Organizations Retirement Plan, of which All Souls Church is a participating employer, than the employee will be entitled to the current employer contribution as elected by All Souls on our Employer Participation Agreement (EPA) with the Plan.

At the end of your employment at All Souls, you may leave the account where it is or roll it over, without charge, to another qualified plan. You can get further information about this plan from the executive director and from the UUA website (uua.org).

Paid Time Off (PTO)

With the goal of reducing unscheduled absences and the need for constant supervisory oversight, All Souls provides PTO leave to eligible employees for use for any non-work-related activities, such as vacation, personal or family illness, doctor appointments for you or a family member, attendance at school-related events for your family members, liberal leave schedules related to local or federal government office closings, and other activities that you may choose.

PTO Notice Requirement

Where the need for PTO is foreseeable, you must request leave in advance by submitting a completed leave request through ESelfserve. To use less than five days of PTO, you must submit the request at least one week in advance. To use five to nine days of PTO, you must submit the request at least two weeks in advance. To use ten or more days of PTO, you must submit the request at least one month in advance. You are encouraged to give as much notice as possible.

Your supervisor must approve all foreseeable PTO. Every effort will be made to accommodate your leave request. However, due to workload requirements, previously approved requests from other employees, or lateness of your request, it may not be possible to approve your request. You are encouraged to take PTO during the summer months when the church’s programs and activities slow down.

Where the need for PTO is not foreseeable, such as for emergencies or illness, you must notify your supervisor before your normal reporting time or as soon thereafter as possible. If you take more than five consecutive days of unscheduled leave, you may be required to present a doctor’s release or other pertinent documentation to the executive director before returning to work.

If you miss two or more consecutive days of work without notifying your supervisor, you may be considered to have voluntarily terminated employment.

Accrual of PTO

If you are a regular full-time employee, you will accrue PTO bi-weekly in hourly increments based on your length of employment, as set forth below. PTO is added to your PTO bank when your biweekly paycheck is issued. PTO you take will be subtracted from your PTO bank when used. You may use PTO in four-hour increments. If you are a regular part-time employee, you will earn PTO on a pro rata basis.

Year(s)	Number of days	Hours accrued per pay period
Year 1-2	22	6.80
Year 3-5	25	7.68
Year 6-9	27	8.32
Year 10 +	30	9.20

Additionally, you will receive your usual salary while the church is closed between Christmas and New Year’s Day. If you have to work during this time, you will earn an equivalent amount of PTO. You will not accrue PTO when you are on unpaid leave of any kind.

You can receive advances on your PTO as follows: If you are in your first year of employment, you will be advanced one-half of your PTO after successfully completing your 90-day review, with the remainder distributed on a prorated basis in the second half of your first year of employment. If you are a regular full-time employee who has completed at least one year of service, you will be advanced one-half of your PTO on January 1, with the remainder advanced on July 1. If you end your employment at All Souls having used more PTO hours than you have accrued, All Souls will deduct any advanced PTO from your final paycheck.

If you are an hourly, non-exempt employee, you can accrue PTO in two ways: 1) for every 87 hours worked, you will earn one hour of PTO, capped at three days of leave per year (accrues upon employment, available after 90 days); or 2) after working 960 hours, you will accrue 40 hours of PTO.

Rollover and Transfer of PTO

You may rollover a maximum of ten days (80 hours) of unused accrued PTO from one calendar year to the next. You will forfeit any unused PTO above that amount. You may not transfer your PTO hours to another employee unless the transfer is approved by the executive director.

Payout of PTO upon Termination of Employment

If you are a regular full-time employee who has completed at least 90 days of employment, and you are either involuntarily terminated or you voluntarily resign after providing notice (as required by All Souls' policy on Termination of Employment), you will be paid for accrued PTO. If you resign without giving advance notice, you will forfeit any accrued PTO, depending upon the status of your PTO leave. Any questions regarding this policy or the amount of your accrued PTO should be directed to the executive director.

Sabbatical Leave

If you are a minister, executive director, director of religious education, or director of music and arts, and you work full-time, you are eligible for sabbatical leave for the purpose of personal and professional development (including, but not limited to, formal study, writing, conferences, and retreats). The benefits of such leave should be in the best interests of both you and the congregation.

You become eligible for sabbatical leave after six years of employment at the church and after each six-year period following your return from sabbatical leave. You earn five months leave per six-year period, to be taken in the seventh year. You should take the five-month leave in the spring and summer (roughly, March 15 through August 15) to minimize the impact on the congregation. This schedule may be changed with the permission of the senior minister.

You must submit a sabbatical plan to the executive team and Board of Trustees at least one year in advance. This plan must include a personal and professional development plan, a plan for covering your duties while you are on leave, and a detailed accounting of all financial costs associated with the sabbatical. In some cases, where changes to the All Souls budget are necessary to cover the costs of the sabbatical leave, you will not get final approval for your leave before the congregation approves those changes to the budget.

You will receive your regular salary and benefits while you are on leave. The Board of Trustees will make it a practice to set aside some money each year to fund sabbatical leaves.

You are expected to return from your sabbatical leave to serve at least one more year at All Souls.

No more than one eligible employee may be on sabbatical leave at the same time.

Non-PTO Leaves

Paid Holidays

Full time employees will be paid for the following 14 holidays, observed on the dates designated by All Souls each year. Holidays will be observed specifically as recognized by federal and local government.

- New Year's Day (January 1)
- Inauguration Day (January 20, every four years)
- Martin Luther King's Birthday (third Monday in January)
- President's Day (third Monday in February)
- DC Emancipation Day (April 16)
- Memorial Day (last Monday in May)
- Fourth of July (July 4)
- Labor Day (first Monday in September)
- Indigenous Peoples Day (second Monday in October)
- Veteran's Day (November 11)
- Wednesday before Thanksgiving (fourth Wednesday in November)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving Day (fourth Friday in November)
- Christmas Day (December 25)

If you are a part-time employee, you will receive pro-rata compensation if your regularly scheduled workday occurs on one of these holidays. You may be required to work on Christmas Eve and Martin Luther King's Birthday. If you are required to work on an observed holiday, you will be granted another day off.

Inclement Weather/Emergency Days

Inclement weather/emergency days will be observed specifically as recognized by the District of Columbia government/school closings. From time to time, weather or other emergencies in the Washington DC area may make commuting to or from work hazardous. Although you are expected to make a reasonable effort to report to work, you are also expected to use good judgment when assessing the possible hazards of commuting in such weather. Employees should confirm any office closure decision with the executive director.

Leaves of Absence for Parental Leave, Family and Medical Leave, Bereavement Leave, Military Leave and Jury Duty

In addition to your PTO, you may be eligible to take additional leave for specific reasons, including parental leave, family and medical leave, bereavement leave, military leave, and jury duty. This section explains when you are eligible for one of these kinds of leave and the rules that apply to it. For any of these types of leave if the need for leave is foreseeable, you must request the leave in advance in writing and receive your supervisor's approval. Your written request must include the exact nature of the leave and its anticipated length. You may also be required to provide an appropriate certification, as determined by All Souls. You are expected to return to work at the end

of the leave as granted. If you are prevented from returning as expected, you must immediately notify your supervisor.

DC Paid Family Leave

If you work at least 50% of the time in the District of Columbia, you are eligible for up to 12 weeks of paid family leave from the District of Columbia in a one year period for parental, family, medical and prenatal leave.

Covered Events: There are four (4) kinds of Paid Family Leave benefits:

1. Parental leave - receive benefits to bond with a new child for up to 12 weeks in a year;
2. Family leave - receive benefits to care for a family member for up to 12 weeks in a year;
3. Medical leave - receive benefits for your own serious health condition for up to 12 weeks in a year; and
4. Prenatal leave - receive benefits for prenatal medical care for up to 2 weeks in a year.

You must apply for this leave yourself at this website: dcpaidfamilyleave.dc.gov, within 30 days of a covered event. You can also visit that page to learn more about the program and benefits.

If you are covered by DC Paid Family Leave, All Souls Church will reduce the amount of paid leave based on the amount of your benefits from the DC law, but you will receive at least the same amount of benefits as employees who are not covered by that law.

Parental Leave

If you are a full- or part-time salaried employee or an hourly employee who is scheduled to work at least 20 hours per week, and you have worked at All Souls for at least one year without a break in service immediately preceding your request for leave, you are eligible for parental leave. Parental leave is available after the birth of a child, an adoption of a child, or the placement of a foster child in your home. For purposes of this leave, "parent" means the mother or father of a child; a person who has legal custody of a child; a person who acts as a guardian of a child regardless of whether legally appointed as such; an aunt, uncle, or grandparent of a child; or a person who is married to or the domestic partner of one of the above.

You may take up to 12 weeks of parental leave. All Souls will provide six weeks of paid parental leave at your full salary unless you are covered by the DC Paid Family Leave Law. For the additional six weeks of parental leave, if you reside in Washington, DC, you may be eligible for paid leave benefits from the District of Columbia. In recognition of individual family needs, you may take some or all of the parental leave prior to the birth/adoption of the child, following the birth/adoption of the child, or partially over an extended period of time during the year following the birth/adoption of the child. You are

expected to communicate the dates of leave to the Executive Team as far in advance as practical.

If you are a parent, DC law also entitles you to a total of 24 hours of unpaid leave during any 12-month period to attend or participate in school-related events at your child's school. School-related event means an activity sponsored by either a school or an associated organization such as a PTA. You should request this leave from your supervisor at least 10 calendar days in advance, unless the need to attend the event cannot be reasonably foreseen.

Family and Medical Leave

If you are a full-time or part-time (scheduled to work at least 20 hours per week) employee who has worked at All Souls for at least one year without a break in service immediately preceding your request for leave, you are eligible for two weeks of paid leave and 14 weeks of unpaid medical leave in a one-year period. You may take this leave for your own serious health condition, or to provide care for a family member with a serious health condition. You may receive family leave to care for your child, parent, spouse, grandparent or sibling, including foster, step- and in-law family members.

All Souls will provide two weeks of paid family and medical leave at your full salary unless you are covered by the DC Paid Family Leave Law. If you are covered by that law and receive less than your full salary for the first two weeks of your leave, All Souls will make up the difference. If you are covered by the DC Paid Family Leave Act, you can receive 12 weeks of paid family and medical leave benefits by applying for these benefits from DC as explained above. There are no Retirement Plan contributions when there is no salary paid by All Souls.

Bereavement Leave

Upon the death of an immediate family member (spouse/partner, child, sibling, parent, or in-law), the Minister may take up to 10 days of paid leave. For the death of a family member outside the immediate family, you may take up to 5 days of paid leave.

Military Leave

If you are a member of the uniformed services of the United States (including the National Guard or other reserve unit), you will be granted unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. You must request military leave in writing to the Executive Team and provide verification of the duty call from military authority, the date the leave is to start, and the expected date of return.

You may choose to use any accumulated PTO for all or part of the military leave. Leaves longer than available PTO will be without pay. In accordance with applicable law, you will be reinstated to the same job upon returning from an authorized military leave of absence.

Jury Duty

If you are called for jury duty, you will receive your regular pay for up to 20 working days. You are expected to work upon being excused from jury duty on any day.

Professional Expenses

Under U.S. tax law, religious professionals may be reimbursed for certain professional expenses without that reimbursement being considered income. As a church employee, you may be provided with a professional expense account that reimburses you for spending directly relate to the programs and business of the church and that are consistent with the church's budget and your allotted expense account.

You must substantiate any such professional expenses in detail, including documents that attest to the amount, date, place, purpose, and, in the case of entertainment expenses, the business relationship of the person or persons entertained. Documents may include cash receipts, canceled checks, credit card slips, and other contemporaneous records. You must provide the executive director with an accounting of your professional expenses no less frequently than monthly.

The executive director and senior minister's expenses above \$500 must be approved by the president of the Board of Trustees or their designee.

All Souls will not include any reimbursed professional expenses on your IRS Form W-2, and you should not report any such reimbursement as income on your Form 1040.

Allowable Expenses

In general, you are authorized to manage expenditures from your professional expense account, provided an expense is directly related to the ministry of the church or your professional development and satisfies all criteria stated elsewhere in this policy. You should raise any questions about an expense with your supervisor or the treasurer. The following list illustrates expenses that will normally be reimbursed by the church:

- Fees to attend professional conferences.
- Travel expenses, including airfare, taxis, parking, rental automobiles, lodging, meals, childcare, and incidentals. (Personal entertainment, clothing, toiletries, and alcohol are generally not covered. Where the purpose of travel is both personal and business, reimbursement may be pro-rated.)
- Entertainment, at home or in restaurants, of members, potential members, or guests of the congregation. (Pastoral care is normally expected to take place outside of restaurants; you should not expect to be reimbursed on a regular basis for meals.)
- Books and journals.
- Educational expenses.
- Dues for membership in professional organizations.
- The purchase and cleaning of religious garments.
- Insurance premiums for malpractice insurance.

No policy can anticipate every situation that might give rise to a legitimate business expense. You may incur reasonable and necessary expenses not listed above, being mindful that you are obligated to be a good steward of the congregation's charitable contributions. Your supervisor is responsible for using professional judgment to determine if an unlisted expense is reimbursable under this policy.

Reimbursement

You will be reimbursed within 30 to 60 days of your submitting an appropriately documented request. If you have received advanced reimbursement, you must return any unused funds within 60 days; otherwise, you must declare that amount as additional income.

Notes

It is important not to confuse reimbursement of professional expenses with compensation such as salary or housing allowance.

Basic items that you need to perform your job should be funded through an appropriate budget line. (For instance, you do not need to pay for office supplies or furniture with your professional expenses.)

Any items of enduring value that you purchase with your professional expense funds belong to All Souls' congregation; you must return them upon your departure.

Expenses for building staff cohesion and morale building may not be reimbursed as professional expenses. Instead, they must be submitted under the appropriate budget line.

Regular monthly cell phone expenses are not considered a professional expense unless otherwise agreed to by a member of the executive team.

You may not be paid a year-end bonus or other payment that correlates to unused professional expenses.

Computers and related equipment costs may be treated as a business expense through a Section 179 deduction if the items are used 50% or more for professional activities. It is customary today to consider computers and peripherals as essential for the performance of one's duties. However, any equipment issued by All Souls remains the property of All Souls.

Automobile expenses while on official business (such as to meetings, hospital or home visits, trips for educational purposes or to purchase supplies, travel with a youth group or a church school class, etc.) are reimbursable at the standard IRS mileage rate in effect at the time. The costs of commuting to and from home to work are not allowable as business automobile expenses. A log of total miles per day and enumeration of their

general purpose will suffice to substantiate automobile mileage, but under no circumstances will commuting mileage between the employee's home and the church or parking when at work be reimbursed.

Complaints and Grievances

Prohibited Behaviors

All Souls is committed to promoting and maintaining a healthy working, learning, and social environment where everyone is treated with civility and respect. The following behaviors are prohibited and will not be tolerated.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to the conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual; or
- conduct that interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Some examples of conduct which may constitute sexual harassment, depending on the circumstances, include but are not limited to:

- repeated unwelcome suggestions regarding, or invitations to, social engagements or social events;
- any indication, expressed or implied, that an employee's job security, work assignment, conditions of employment, promotions, or opportunities to increase salary depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature;
- unwelcome or coerced physical proximity or physical contact that is of a sexual nature or sexually motivated; the deliberate use of offensive or demeaning terms which have a sexual connotation; or inappropriate remarks of a sexual nature.

This policy applies to sexual harassment by or against members of any gender.

Other Forms of Workplace Harassment and Discrimination

All Souls prohibits workplace harassment - conduct that shows hostility or aversion toward anyone because of actual or perceived race, color, religion, national origin, sex, age, marital status, genetic information, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, disability, matriculation, political affiliation, source of income, credit information, homeless status, status as a victim of domestic violence, sexual assault or stalking, or place of residence

or business of any individual, or any other classification protected by applicable law, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Some examples of conduct which may constitute discrimination, depending on the circumstances, include but are not limited to:

- epithets or slurs;
- threatening or intimidating acts;
- written or graphic material; and
- written, verbal, or physical acts that purport to be jokes or pranks.

All Souls prohibits discrimination on any of these bases in hiring, promotion, compensation and termination.

Bullying

Bullying is a pattern of repeated behavior that a reasonable person would find hostile or offensive.

Bullying behavior may take many forms, including physical, verbal, or written acts or behaviors. Workplace bullying often involves an abuse or misuse of power. A single physical, verbal, or written act or behavior generally will *not* constitute bullying unless especially severe and egregious.

Examples of bullying include:

- persistent or egregious use of abusive, insulting, or offensive language, including on social media;
- spreading misinformation or malicious rumors;
- behavior or language that frightens, humiliates, belittles, or degrades, including criticism or feedback that is delivered with yelling, screaming, threats, or insults;
- making repeated inappropriate comments about someone's appearance, lifestyle, family, or culture;
- regularly teasing or making someone the brunt of pranks or practical jokes;
- interfering with someone's personal property or work equipment;
- circulating inappropriate or embarrassing photos or videos via e-mail or social media;
- unwarranted physical contact; and
- purposefully excluding, isolating, or marginalizing someone from normal work activities.

- It is important to distinguish between bullying behavior and appropriate workplace supervision. Reasonable supervisory actions, when carried out in an appropriate manner, include:
 - providing performance appraisals;
 - coaching or providing constructive feedback;
 - monitoring or restricting access to sensitive information for legitimate business reasons;
 - scheduling ongoing meetings to address performance issues;
 - setting aggressive performance goals to help meet departmental goals;
 - counseling or disciplining an employee for misconduct; and
 - investigating alleged misconduct.

Differences of opinion, interpersonal conflicts, and occasional problems in working relations are an inevitable part of working life and do not necessarily constitute workplace bullying.

Threats and Violence

Threats, threatening behavior, or acts of violence against persons by anyone on church premises will not be tolerated. Anyone who verbally or physically threatens another, exhibits threatening behavior, or engages in violent acts on church property will be removed and be required to remain off church property pending the outcome of an investigation. If All Souls determines that a violation of this policy has occurred, All Souls will take appropriate disciplinary action up to and including termination of employment, and/or legal action as appropriate.

You should inform the executive director, the senior minister, and your supervisor of any behavior that you have witnessed or experienced, which you regard as threatening or violent.

Illegal, Fraudulent, Dishonest, or Unethical Activities

If you reasonably believe that you are aware of illegal, fraudulent, dishonest, or unethical activities committed by All Souls staff, trustees, officers, or other leaders, you are encouraged to report that information to the executive director. If your report relates to the executive director or senior minister, you should report the information to a member of the Board of Trustees.

Examples of actions or behavior that employees should report include:

- fraud or deliberate error in, or misrepresentation about, the preparation, evaluation, review, or audit of any All Souls financial statements or accounting records;
- deviation from full and fair reporting of All Souls' financial condition;
- stealing or misappropriating All Souls' assets or the funds or assets of its donors or programs;
- deficiencies in, or non-compliance with, All Souls' internal accounting controls; and
- suspected violation of law by any All Souls employee.

When reporting such activity, you should act in good faith and have reasonable grounds for believing the information that you are sharing. Although you are not expected to prove the truth of your allegations, you must demonstrate reasonable grounds for concern. No investigation will be made of unspecified wrongdoing or vague and overbroad allegations.

Reporting and Resolution

You are encouraged to report any of these behaviors before they become severe or pervasive. If you believe you have been sexually harassed, discriminated against, bullied, or threatened by another employee, supervisor, agent of All Souls, or any other person encountered on the job, or if you witness such behavior, you should report that conduct immediately to your supervisor, the executive director, the senior minister, or the president of the Board of Trustees.

It is illegal to retaliate against any employee for raising a concern about discrimination or harassment on behalf of themselves or others.

All Souls will treat reports of employee concerns with as much privacy as possible and will only share information with those who need to know in order to investigate or address the concern. If you report harassment or discrimination to your supervisor, you should know that they may share that report with others in management.

You may submit a report anonymously, but you are encouraged to identify yourself to help the investigation. Anonymous complaints, especially, should be as detailed as possible, as follow-up questions will not be possible. It should include the following: What is the suspected violation? Who did the wrongdoing? When did it occur? Did it happen more than once? Is it ongoing? Where did it happen? Does anyone else know about it? Is anyone else involved? What enabled it to happen? All available evidence should be attached.

If you are a supervisor who has become aware of conduct that may violate this policy, you must report it immediately to the executive director and senior minister. If the allegations involve the executive director or senior minister, you must submit the report to the president of the Board of Trustees.

After you report a possible violation of this policy, an investigation will begin within 48 hours. If you report any of these behaviors, you will have the options of facilitated early resolution or formal investigation.

Facilitated Early Resolution

Where appropriate, All Souls encourages early resolution. When all parties agree to resolve the situation collaboratively, All Souls will assist you in reaching a mutually agreeable resolution. Early resolution may include a review of the facts, but typically does not involve a formal investigation. Means for early resolution will be flexible and

encompass a full range of possible appropriate outcomes. Options for early resolution may include:

- obtaining an agreement between the parties;
- physically separating the parties;
- changing reporting lines;
- referring the parties to counseling and coaching programs;
- negotiating an agreement for personnel action;
- conducting targeted educational and training programs; and/or
- following up with the parties after some time to assure that the resolution has been implemented effectively.

While All Souls encourages early resolution, it does not require it. If the parties cannot work collaboratively, or if the executive director and senior minister (in the case of resolution between employees) or President of the Board of Trustees, with the aid of an outside ASCU human resource consultant, (in the case of resolution between an employee and/or executive director, senior minister) determines that early resolution is inappropriate, a formal investigation will take place instead.

Formal Investigation

If you have reported a violation of this policy and early resolution is unsuccessful or inappropriate, you may request a formal investigation. The executive director (in case of resolution between employees) or President of the Board of Trustees, with the aid of an outside ASCU human resource consultant (in case of resolution between employee and executive director, senior minister) may also initiate a formal investigation after a preliminary review of the facts even if you have not requested one.

Formal investigations of reports will follow these procedures.

1. The respondent will be advised of the relevant allegations.
2. The investigation may include interviews with the parties involved and other witnesses, and a review of relevant documents and other evidence.
3. Disclosure of facts to parties and witnesses will be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation may be advised to maintaining confidentiality when essential to protect the integrity of the investigation.
4. The complainant and the respondent may each request to have a representative present when they are interviewed. At any time during the investigation, the investigator may recommend that All Souls provide interim protections or remedies for the complainant or witnesses. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative work arrangements. Failure to

comply with the terms of interim protections may be considered a separate violation of this policy.

5. The executive director/president of the Board of Trustees will make every effort to complete the investigation as quickly as possible. Generally, the investigation will be completed within 60 calendar days from the date the formal investigation was requested.
6. Following the completion of the investigation, the investigator will prepare a written report that, at a minimum, includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the investigator as to whether the conduct at issue violated this policy. The executive director will submit the report to the appropriate All Souls supervisor and determine and implement the actions necessary to resolve the complaint.
7. The complainant and the respondent will be informed when the investigation is completed and whether the complaint was substantiated. Actions taken to resolve the complaint, if any, that are directly related to the complainant, such as an order that the respondent not contact the complainant will be shared with the complainant. In accordance with All Souls policies protecting individuals' privacy, the complainant may be notified generally that the matter has been referred for disciplinary action but will not be informed of the details of the recommended disciplinary action without the respondent's consent.
8. The complainant and the respondent may request a copy of the investigative report pursuant to All Souls policies governing privacy and access to personal information. In accordance with All Souls policy, the report will be redacted to protect the privacy of personal and confidential information regarding all individuals.

Remedies

If the investigation finds that a violation of any prohibited behavior has occurred, All Souls will take timely, appropriate action. Findings of violations may be considered in determining remedies for individuals harmed and will be referred to the appropriate supervisor. Investigative reports made pursuant to this policy may be used as evidence in subsequent complaint or grievance resolution processes or disciplinary proceedings.

All Souls has distinct procedures for investigating and resolving complaints against congregants. The executive director will, when appropriate, refer reports of prohibited behaviors by congregants to the Committee on Right Relations.

Whistleblower Protection

Retaliation or reprisal against any employee who reports or participates in the investigation of violations of this policy is prohibited and will not be tolerated. Any retaliation or reprisal will be treated as a serious matter and will result in disciplinary action up to and including termination.

Other Employer Policies

Personnel Record

You are required to provide current personal and emergency contact information. You should promptly notify the executive director of any changes in personal information, including:

- your address and telephone number; your marital status (including legal separation);
- a legal change in your name; your dependents; changes in your beneficiaries;
- the person to notify in case of emergency, including telephone number; and any changes in your licensing or education.

All Souls keeps a personnel file for each employee. Your file may contain performance reviews and appraisals, letters of commendation and reprimand, records of complaint, disciplinary actions, and other appropriate documents. You may inspect the contents, except for documents deemed appropriately sensitive by the executive director, in the office at reasonable times at the schedule of the executive director, but they may not be removed.

Initial Review Period

When you are newly hired, or newly transferred to another position, you must complete a review period of 90 days, which may be shortened or lengthened at All Souls' discretion. Upon completing this period, you will be considered a regular employee. Employees who do not complete the initial review period will not receive payment for accrued unused paid time off. Satisfactory completion of the review period neither alters the employment-at-will relationship nor guarantees continuation of employment after the period.

Performance Evaluation

Your supervisor is expected to provide you with on-going feedback about your job performance. You can expect more formal performance evaluations following your initial review period and once per year thereafter. In addition to addressing your job performance, the evaluation will recognize professional development and new skill acquisition, address areas in need of improvement, and establish goals. Your supervisor may conduct an informal review or out-of-sequence evaluation whenever he or she deems it appropriate.

The evaluation will be based on your current job description. You will be asked to provide input about your own performance. Your supervisor may also solicit feedback from individuals with whom you regularly come into contact when on the job. Your supervisor will write the evaluation, and then meet with you to discuss it. You will be asked to sign the evaluation to acknowledge that the review has taken place; this does

not necessarily mean that you agree with the whole evaluation or any its parts. The evaluation will then become part of your personnel record and you will receive a copy for your own records. If you do not agree with the conclusions of the performance review, you may, within 30 days, provide your supervisor with a written statement to be attached to the evaluation.

Professional Behavior

You should maintain a professional attitude and appearance appropriate to your position with All Souls. Good grooming and personal hygiene are essential. You are discouraged from receiving personal mail and non-essential telephone calls at work. You must observe certain minimum guidelines to protect the integrity of All Souls' congregation. The following is a not all-inclusive list of unacceptable conduct in the workplace.

- Failure to perform work in a manner acceptable to All Souls;
- Absenteeism or tardiness
- Leaving work during work hours without permission
- Failure to report absences as required
- Creating or contributing to unsafe or dangerous working conditions
- Sexual harassment, bullying, or other workplace harassment or discrimination
- Drinking alcohol other than at church-sponsored functions
- Unauthorized disclosure of confidential information
- Smoking in unauthorized areas
- Failure to report on-the-job injuries
- Working another job while absent
- Failure to accurately complete or letting another person complete your timecard
- Theft or dishonesty
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system)
- Discourteous treatment of others
- Taking or using All Souls property without payment or without written permission
- Reckless, careless, or unauthorized use of All Souls property, equipment, or materials
- Insubordination
- Fighting, violence, or other disorderly conduct
- Violation of any other All Souls policy

You are prohibited from engaging in any other conduct not set forth above that could be detrimental to the operations of All Souls. You must avoid any kind of action or behavior that would impair the operations of All Souls or reflect adversely upon All Souls or its activities.

Covenant of Right Relations

You must follow the Employee Covenant of Right Relations at work and in all your public communications. Negative public statements on personal social media about All Souls, fellow employees, or congregants will be treated as a break in the covenant.

Termination of Employment

As stated above, employment at All Souls Church, Unitarian is at-will, which means that either you or All Souls may terminate your employment relationship at any time, for any reason, with or without notice.

All Souls requests that you give at least two weeks' written notice of resignation so that All Souls can find a suitable replacement.

Internet Policy

All Souls provides you with Internet access (including e-mail) to facilitate business communications and work-related research. These services are for legitimate business use only. Any electronic information you create, send, forward, receive, or save on All Souls' electronic platforms and network is the property of All Souls and not your private communication. All Souls reserves the right to view and monitor all such electronic information without notice. In addition, all electronic information on All Souls' system may be retrieved and disclosed at any time for litigation discovery, law enforcement, and other regulatory investigations.

You may use the electronic information system for incidental personal use that does not violate these policies and does not hamper or conflict with the transaction of All Souls' business.

You may not use the electronic information system to create, maintain, or send offensive material. Offensive material refers to any inflammatory material; material with abusive language; sexually, culturally, or racially offensive or insulting material; and obscene, vulgar, or profane material.

You may not use the electronic information system for any business not related to your employment at All Souls, including, but not limited to:

- unrelated commercial activities;
- unauthorized solicitations of any kind;
- partisan political messages;
- transmitting or accessing copyrighted information in a way that violates the copyright;
- downloading or accessing software or data from another source that has not been determined to be free of viruses; personal gain; chain letters; and illegal activities.

You must obtain prior written authorization from the executive director before introducing any software into All Souls' computer system.

The director of communications and authorized staff members and volunteers may communicate on All Souls' website and social media. You must not represent your personal views/opinions as those of All Souls, including on any social media. Any violation of this policy may result in disciplinary action up to and including termination of employment.

Use of Church Property

You should keep personal phone calls to a minimum. You may not charge personal long-distance phone calls to All Souls. You are subject to the same building use and grounds use restrictions as church members. When your employment ends, you must return all keys, documents, guides, and correspondence.

Personal Property

All Souls cannot be responsible for damage to or loss of your personal property on church premises. You should report lost items to the executive director so the item can be returned. If you find an item, you should immediately turn it in to the executive director.

Inspection Rights

You may not store unauthorized alcohol, illegal drugs, or drug-related paraphernalia on church premises. All office equipment, including computers, the voicemail system, office furniture, and office space are provided for your business purposes, although reasonable personal use is permitted. All Souls reserves the right to open and inspect any desk, file cabinet, storage closet, storage area, or other item, equipment, or area at any time and without prior notice or consent.

Confidentiality

In the course of your work, you may have access to confidential information about All Souls, other employees, congregants, and friends. In fact, all information obtained on the job is confidential. You may not release, disclose, remove All Souls' premises, copy, transmit, or in any other way use such information for any purpose outside the scope of your employment, both during your employment and after its termination. You should direct all requests for information concerning past or present employees to the executive director.

Conflicts of Interest

You are expected to avoid conflicts of interest. These are situations where your professional, financial, or personal interests may influence your actions and judgments and interfere with your ability to act in the best interest of All Souls. You must report any potential or actual conflict of interest to the executive director or, if it involves the executive director, to the senior minister.

Outside Employment

You must not engage in any business activity that conflicts with your duties, functions, responsibilities, or performance as an All Souls employee. Activities that may constitute

a conflict include but are not limited to using All Souls' time, facilities, equipment, or supplies, or using any title, prestige, or influence that comes with your job for private gain or advantage. You must not engage in any outside business activity that, by its nature, hours, or physical demands, impairs the performance of your duties. If you have a question about whether outside employment violates this policy, consult with the executive director or the senior minister.

Employment of Relatives and Members

Members of your family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild. As a general policy, regular full-time employment with the church is not open to members of the congregation.

Employment Authorization

Federal law requires that you show proof of eligibility to work in the United States when applying for a position. When applicable, you must provide an original document or documents to your supervisor to establish identity and employment eligibility.

Employment Verification

If a prospective employer or other person requests verification of your employment, All Souls will confirm only your dates of employment, your last or present job title, and the fact of your employment. Additional information will only be provided if you provide a written release.

Media Inquiries

All requests for information about All Souls from newspapers, television, radio, social media reporter should be directed to the senior minister or executive director.

Safety and Accidents

The safety of employees, as well as members and visitors, is of paramount concern. You are expected to abide by accepted safety standards at all times, including knowing the locations of fire extinguishers, first aid kits, and defibrillators.

You should immediately report any unsafe condition, equipment, or practice you observe to your supervisor or the executive director. You should immediately report all on-the-job accidents or injuries, no matter how minor, to the executive director. In the event of a fire or other emergency, the fire department and/or police should be called immediately, and everyone should leave the premises.

No Smoking Policy

No smoking is allowed on church premises.



Personnel Guide Acknowledgment Form

I hereby acknowledge that I have received a copy of the Personnel Policy Guide of All Souls Church, Unitarian. I understand that it is my responsibility to read the guide and to follow its policies and procedures. I have had an opportunity to ask any questions before signing, and I understand that I can always ask my supervisor or the Executive Director to explain or clarify anything in this guide.

I specifically understand and agree that my employment is at-will and for an unspecified period of time and that either All Souls or I may terminate the employment relationship, at any time, with or without reason and with or without notice. I specifically understand that no representations may be made contrary to the foregoing at-will employment policy.

I understand that this guide supersedes all previous policies, written or oral, express or implied. I also understand that this guide is neither a contract of employment nor a legal document, and that All Souls reserves discretion to add, change, or rescind any policy, practice, or rule at any time with or without notice.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the Personnel Policy Guide, dated May 9, 2024.

Employee Name (Signature)

Employee Name (Print)

Date